

Mayor's Office

Mission Statement

It is the mission of the Mayor's Office to provide the leadership, initiative, and direction that is necessary to provide quality services to the citizens of Rockford.

Primary Function → The primary function of the Mayor's Office is to provide administrative and policy making functions, as well as to oversee the day-to-day operations for the City of Rockford.

2010 Accomplishments →

- Completed the third full year of the RockStat program allowing for process improvement, better service delivery, and accountability in business practices.
- Continued to utilize internal data captured through the Hansen/RockStat system to establish internal benchmarks and the external data supplied by the ICMA annual report for performance measurement.
- Continued to develop PSA campaigns for city activities.
- Developed a comprehensive strategic planning process that better integrates organizational goals with departmental needs.
- Partnered to create and implement a unique, inclusive and comprehensive approach to global initiatives.
- Continued to foster relationships with China and Sweden to foster economic development opportunity and foreign direct investment.

2011 Goals and Objectives →

- Build & maintain strong financial stewardship including budgeting and resource analysis.
- Focus on customers including: Excellence in Customer Service; Communications; and Transparency in Government.
- Engage and support citizen involvement in city planning & activities.
- Build and support intergovernmental relationships, collaboration, and advocacy.
- Provide accountability through approving, monitoring, and updating annual plan elements.
- Support staff development, diversity and staff execution of strategic plan.
- Continue legislative and governmental advocacy to secure ARRA funds and State of Illinois legislative changes, including pension reform.

Mayor's Office

- Continue to foster strategic partnerships with secondary and post-secondary education agencies to improve educational attainment in the region.
- Evaluate and develop implementation steps from recommendations coming from the Budget Ad Hoc Advisory Committee and the Downtown Venues, Festivals, and Special Events Advisory Group.

Budget Summary

MAYOR'S OFFICE BUDGET SUMMARY					
APPROPRIATION	<u>2008</u> <u>ACTUAL</u>	<u>2009</u> <u>ACTUAL</u>	<u>2010</u> <u>BUDGET</u>	<u>2011</u> <u>BUDGET</u>	<u>INCREASE</u> <u>(DECREASE)</u>
PERSONNEL	\$776,786	\$625,202	\$636,248	\$635,049	(1,199)
CONTRACTUAL	183,724	162,773	156,025	159,165	3,140
SUPPLIES	26,740	9,283	12,350	12,350	0
OTHER	0	0	0	0	0
CAPITAL	0	0	0	0	0
TOTAL	<u>\$987,250</u>	<u>\$797,258</u>	<u>\$804,623</u>	<u>\$806,564</u>	<u>\$1,941</u>

STAFFING REVIEW	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>INCREASE</u> <u>(DECREASE)</u>
TOTAL	<u>8.00</u>	<u>8.00</u>	<u>6.00</u>	<u>6.00</u>	<u>0.00</u>

FUNDING SOURCE	<u>2010</u> <u>AMOUNT</u>	<u>2010</u> <u>PERCENTAGE</u>	<u>2011</u> <u>AMOUNT</u>	<u>2011</u> <u>PERCENTAGE</u>
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENT	\$86,457	10.1	\$86,521	10.7
PURCHASE OF SERVICES	0	9.5	0	0.0
GENERAL REVENUES	718,166	80.4	720,043	89.3
TOTAL	<u>\$804,623</u>	<u>100.0</u>	<u>\$806,564</u>	<u>100.0</u>

Budget Analysis

The 2011 budget of \$806,564 represents a \$1,941 (0.2%) increase from 2010. Personnel expenses fell a total of \$1,200, primarily due to the decrease in salary for the Assistant City Administrator position (\$14,300) to starting pay. Increases occurred as a result of the reclassification of support staff (\$6,200) and a health insurance rate increase (\$6,800).

Contractual expenses increased a total of \$3,140 due to increases in building rental (\$6,100) and vehicle repairs (\$600). These are offset by a decrease in telephone expenses (\$3,700) due to phone plan management.

The supply accounts remained unchanged from 2010.

In 2009, the Mayor's Office spent \$797,258 or 91.4% of its budgeted allocation. For 2010, spending is estimated to be 81.9% of the budget. Over the past several years, 84% to 104% of the budget has been spent.

Mayor's Office

Capital Equipment

There are no capital items budgeted for the Mayor's Office in 2011.

Personnel Review

MAYOR'S OFFICE				
BENEFITS AND SALARIES		2010	2011	INCREASE/ (DECREASE)
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT		\$421,955	\$413,828	(\$8,127)
TEMPORARY		0	0	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SALARIES		<u>\$421,955</u>	<u>\$413,828</u>	<u>(\$8,127)</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$85,151	\$84,669	(\$482)
UNEMPLOYMENT TAX		378	900	522
WORKMEN'S COMPENSATION		928	952	24
HEALTH INSURANCE		124,488	131,352	6,864
LIFE INSURANCE		468	468	0
PARKING BENEFITS		<u>2,880</u>	<u>2,880</u>	<u>0</u>
TOTAL BENEFITS		<u>\$214,293</u>	<u>\$221,221</u>	<u>\$6,928</u>
TOTAL COMPENSATION		<u>\$636,248</u>	<u>\$635,049</u>	<u>(\$1,199)</u>
PERSONNEL				
POSITION TITLE	POSTION RANGE	2010 <u>EMPLOYEES</u>	2011 <u>EMPLOYEES</u>	INCREASE/ (DECREASE)
MAYOR	ELECTED	1.00	1.00	0.00
CITY ADMINISTRATOR	E-16	1.00	1.00	0.00
ASSISTANT CITY ADMINISTRATOR	E-10	1.00	1.00	0.00
DIR OF ED & LIFELONG LEARNING	E-9	0.00	0.00	0.00
DIR OF TOURISM, CULTURE & SP EVENTS	E-9	0.00	0.00	0.00
EXECUTIVE COORDINATOR TO THE MAYOR	E-8	1.00	1.00	0.00
SR. ADMINISTRATIVE ASSISTANT	E-6	1.00	1.00	0.00
ADMINISTRATIVE ASSISTANT	E-5	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>6.00</u>	<u>6.00</u>	<u>0.00</u>

City Council

Mission Statement

It is the mission of the City Council, in conjunction with the Mayor, to serve as the legislative and policymaking body of the City of Rockford.

Primary Functions → The primary function of the City Council is to act as the legislative body for the City of Rockford.

2010 Accomplishments →

- Approved 2010 budget.
- Approved 2010-2014 Capital Improvement Plan.
- Approved a number of development agreements to grow and expand the City's economic base.

2011 Goals and Objectives →

- Use the City-level strategies - create a livable community, engage citizens in improving education and reducing crime, investing in infrastructure, and becoming a more customer-focused, productive organization - to work towards achieving the Council's five community objectives: increase economic activity, reduce crime, increase living wage jobs, create a qualified, educated workforce, and create vibrant neighborhoods.

Budget Summary

CITY COUNCIL BUDGET SUMMARY					
APPROPRIATION	2008 <u>ACTUAL</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2011 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$379,362	\$365,233	\$409,523	\$421,130	\$11,607
CONTRACTUAL	42,485	61,710	123,575	126,460	2,885
SUPPLIES	3,324	1,235	900	900	0
OTHER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$425,171</u>	<u>\$428,178</u>	<u>\$533,998</u>	<u>\$548,490</u>	<u>\$14,492</u>
STAFFING REVIEW					
	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	INCREASE (DECREASE)
ELECTED	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>0.00</u>
FUNDING SOURCE					
		2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>
PROPERTY TAXES					
FRINGE BENEFIT REIMB		\$32,769	5.5	\$33,222	6.1
GENERAL REVENUES		<u>501,229</u>	<u>94.5</u>	<u>515,268</u>	<u>93.9</u>
TOTAL		<u>\$533,998</u>	<u>100.0</u>	<u>\$548,490</u>	<u>100.0</u>

City Council

Budget Analysis

The 2011 budget of \$548,490 represents a \$14,492 (2.7%) increase from the 2010 budget. Personnel expenses increased \$11,600 as a result of increased health insurance premiums (\$11,150) and IMRF (\$440).

Contractual expenses for City Council increased \$2,885 through an increase in building rental (\$2,900).

In 2009, the City Council spent \$428,178, or 96.6% of its budgeted allocation. For 2010, spending is estimated to be 89.3% of the budget. Over the past several years, 86% to 103% of the budget has been spent.

Personnel Review

CITY COUNCIL				
BENEFITS AND SALARIES		2010	2011	INCREASE/ (DECREASE)
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	
PERMANENT		\$168,000	\$168,000	\$0
TOTAL SALARIES		<u>\$168,000</u>	<u>\$168,000</u>	<u>\$0</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		32,399	\$32,836	\$437
WORKER'S COMPENSATION		370	386	16
HEALTH INSURANCE		201,422	212,576	11,154
LIFE INSURANCE		1,092	1,092	0
PARKING BENEFITS		<u>6,240</u>	<u>6,240</u>	<u>0</u>
TOTAL BENEFITS		<u>\$241,523</u>	<u>\$253,130</u>	<u>\$11,607</u>
TOTAL COMPENSATION		<u>\$409,523</u>	<u>\$421,130</u>	<u>\$11,607</u>
	POSTION	2010	2011	INCREASE/ (DECREASE)
	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	
POSITION TITLE	ELECTED	<u>14.00</u>	<u>14.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>14.00</u>	<u>14.00</u>	<u>0.00</u>

Legal Department

Mission Statement

It is the mission of the Legal Department to act as the legal representative for the City of Rockford, its officers, and its employees.

Primary Function → The primary function of the Legal Department is to provide a variety of legal services for administrative issues, legislative issues, and land acquisition programs.

COST CENTER	LEGAL DEPARTMENT					
	2010 BUDGET		INCREASE (DECREASE)		2011 BUDGET	
	PERSONNEL	BUDGET	PERSONNEL	BUDGET	PERSONNEL	BUDGET
LEGISLATIVE	2.065	\$236,119	0.00	(18,459)	2.065	\$217,660
ADMINISTRATIVE	2.245	296,390	0.00	(62,044)	2.245	234,346
LEGAL SERVICES	10.190	1,059,911	0.00	88,540	10.190	1,148,451
EEOC	1.000	99,476	0.00	10,098	1.000	109,574
PROPERTY	<u>1.500</u>	<u>149,517</u>	<u>0.00</u>	<u>19,529</u>	<u>1.500</u>	<u>169,046</u>
TOTAL	<u>17.00</u>	<u>\$1,841,413</u>	<u>0.00</u>	<u>\$37,664</u>	<u>17.00</u>	<u>\$1,879,077</u>

2010 Accomplishments →

- Performed all aspects of major litigation and obtained Summary Judgment and/or Dismissals in the following major litigation matters: Cooper v. City of Rockford [Officer-Involved Shooting Fatality], Lawson [False Arrest/Imprisonment], James Johnson v. Rockford Police Department, Anderson-Bey v. Martin, et al., and Jenkins v City of Rockford.
- Expanded resident participation in Weed and Seed coffee hour, garden projects and neighborhood outreach programs.
- Applied for and received Reentry Employment Initiative Technical Assistance Grant to receive in-depth training and technical assistance to address gang prevention and reentry efforts.
- Applied for and received Technical Assistance Grant for in-depth on-site training on Economic Development.
- Applied for and received Technical Assistance Grant for in-depth on-site training on Community Engagement and Sustainability.
- Assisted in program development and implementation that resulted in rehabilitation projects on 17 homes in the Ellis Heights and Kishwaukee Weed and Seed Sites.
- Developed draft legislation and a local initiative to target nuisance properties with local landlords through participation with Housing Task Force.
- Supervised and directed the implementation of a new City-wide system for Freedom of Information requests in compliance with the revised FOIA statute of 2010.
- Trained City employees in the new system to act as liaison officers or FILOs for direct contact with the public. The system is "paperless" and may be monitored in real-time with several dashboards.

Legal Department

- On a daily interactive basis, performed function as City-wide FOIA officer, OMA Officer and de facto Local Records Act Officer. Oversaw implementation of the City-wide e-mail retention software.
- Supervised staff development and training in court representation for the police subpoena process.
- Continued online CLE for Legal Department staff resulting in an overall cost savings to the Department.
- Representation of the City disciplinary and contract grievances, interest arbitration with PB&PA Unit 6 and continuing labor relations matters with all City bargaining units.
- Continuing participation in the 17th Judicial Circuit Court's Truancy Advisory Board .
- Prosecution of driving under the influence and major traffic violations in Circuit Court.
- Assisted Loves Park and our retained lobbyist in the reauthorization of the Industrial Jobs Recovery Act, an incentive the City successfully used for many job creation and retention projects, most recently for the Wanxiang solar panel manufacturing plant and solar farm.
- Supported the successful application for 5 million dollars in grade crossing protection funding from the Illinois Commerce Commission, reducing present and future costs for the Morgan Street Bridge and local rail operations.

2011 Goals and Objectives →

- Increase economic activity by supporting development projects.
- Finalize right of way acquisition for Morgan Street Bridge, North Main, Churchill Park storm water management and other infrastructure improvement projects.
- Support of Community Development through effective drafting and review of development and incentive agreements.
- Reduce crime by effective ordinance adoption and enforcement and support of Weed and Seed initiatives.
- Successful implementation of Solicitation Impound Ordinance.
- Support transition to geographic policing.
- Increase living wage jobs by continuing expansion of Minority Procurement Policy.
- Create a qualified and educated workforce by supporting Community Education Partnership Initiatives.

Legal Department

- Develop partnership with District 205 to target and assist students reading below grade level.
- Create vibrant neighborhoods by supporting Code Enforcement, Weed and Seed Programs and Neighborhood Associations.
- With community partners, implement a re-entry program for parolees wherein they receive housing and job skills training.
- Create foreclosure database to track all foreclosures within the City and streamline foreclosure defense actions.
- Finalization and implementation of cable franchise renewal.
- Continue annual negotiation of animal control services intergovernmental agreement and reduction of city costs for animal services.
- Revision of City's towing and impound ordinance for improved cost recovery and protection from predatory towing practices.
- Maintain efficient services and control costs through support of labor negotiations.
- Transition out of DUI and traffic prosecutions.
- Explore outsourcing opportunities within the Legal Department and support outsourcing activities throughout the organization.

Budget Summary

LEGAL DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2008 <u>ACTUAL</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2011 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$1,791,125	\$1,667,594	\$1,620,773	\$1,649,477	\$28,704
CONTRACTUAL	247,626	184,447	201,890	208,900	7,010
SUPPLIES	48,303	15,261	18,750	20,700	1,950
OTHER	0	0	0	0	0
CAPITAL	0	0	0	0	0
TOTAL	<u>\$2,087,054</u>	<u>\$1,867,302</u>	<u>\$1,841,413</u>	<u>\$1,879,077</u>	<u>\$37,664</u>
STAFFING REVIEW					
TOTAL	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	INCREASE <u>(DECREASE)</u>
	20.00	20.00	17.00	17.00	0.00
FUNDING SOURCE					
	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS	\$229,451	10.6	\$221,397	11.8	
MAGISTRATE FINES	650,000	30.8	665,000	35.4	
PURCHASE OF SERVICES	497,100	23.2	521,700	27.8	
GENERAL REVENUES	<u>464,862</u>	<u>35.4</u>	<u>470,980</u>	<u>25.0</u>	
TOTAL	<u>\$1,841,413</u>	<u>100.0</u>	<u>\$1,879,077</u>	<u>100.0</u>	

Legal Department

Budget Analysis

The 2011 budget of \$1,879,077 is a \$37,664 (2.0%) increase from the 2010 budget. Personnel costs increased \$28,700 due to increased health insurance costs (\$32,000), retiree health insurance expense (\$15,000) and unemployment (\$2,000). Decreases that also contribute are the retirement and replacement of a City Attorney position (\$10,600) and decreased IMRF expense (\$10,000). The severance pay for the retiring City Attorney (\$53,873) is included in the retirement and replacement of the position.

Overall contractual expenses increase \$7,010. Increases consisted of building rental (\$6,000), service contracts (\$900) and education expense (\$2,000). The increases were partially offset by a decrease in telephone expense (\$2,500).

In 2009, the Legal Department spent \$1,867,301, or 100.3% of its budget allocation. For 2010, the spending is estimated to be 97.0% of the budget. Over the past several years, 96% to 104% of the budget has been spent.

Capital Equipment

There are no capital items budgeted for 2011.

Personnel Review

LEGAL DEPARTMENT				
BENEFITS AND SALARIES				
SALARY		2010	2011	INCREASE/ (DECREASE)
		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT		\$1,119,506	\$1,055,275	(\$64,231)
TEMPORARY		0	0	0
SEVERANCE		0	53,873	53,873
OVERTIME		0	0	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		0	0	0
TOTAL SALARIES		<u>\$1,119,506</u>	<u>\$1,109,148</u>	<u>(\$10,358)</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$225,916	\$215,909	(\$10,007)
UNEMPLOYMENT TAX		1,071	3,060	1,989
WORKER'S COMPENSATION		2,464	2,428	(36)
HEALTH INSURANCE		255,970	288,357	32,387
LIFE INSURANCE		1,326	1,326	0
RETIREE HEALTH INSURANCE		0	14,729	14,729
PARKING BENEFITS		14,520	14,520	0
TOTAL BENEFITS		<u>\$501,267</u>	<u>\$540,329</u>	<u>\$39,062</u>
TOTAL COMPENSATION		<u>\$1,620,773</u>	<u>\$1,649,477</u>	<u>\$28,704</u>
POSITION TITLE	POSITION	2010	2011	INCREASE/ (DECREASE)
	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<u>(DECREASE)</u>
LEGAL DIRECTOR	E-14	1.00	1.00	0.00
CITY ATTORNEY	E-11	4.00	4.00	0.00
LAND TRANSACTIONS OFFICER	E-7	1.00	1.00	0.00
ASSISTANT CITY ATTORNEY I	E-8	2.00	2.00	0.00
DIVERSITY PROCUREMENT OFFICER	E-8	1.00	1.00	0.00
SR. ADMINISTRATIVE ASSISTANT	E-6	1.00	1.00	0.00
ADMINISTRATIVE ASSISTANT	E-5	5.00	5.00	0.00
OFFICE ASSISTANT	E-2	2.00	2.00	0.00
TOTAL PERSONNEL		<u>17.00</u>	<u>17.00</u>	<u>0.00</u>

Legal Department

Performance Measurements

	2008 Actual	2009 Actual	2010 Estimated	2011 Projected
Claims filed	568	310	225	225
Fines collected	\$1,229,982	\$1,252,606	\$1,200,000	\$1,200,000
Ordinance/traffic tickets issued/prosecuted	24,997	23,946	23,000	23,000
Ordinances drafted/presented	260	243	250	250
Resolutions drafted/presented	120	128	175	175

Finance Department

Mission Statement

It is the mission of the Finance Department to account for all municipal resources and to apply such resources in a manner that is most beneficial to the citizens of Rockford.

Primary Functions → There are four primary operating functions within the Finance Department.

- **Administration** → The Administration division is responsible for the management of the financial affairs of the city and the supervision of personnel operations within the Finance Department.
- **Central Services** → The Central Services division is responsible for financial planning, risk management, centralized purchasing, and mail/printing services for the City.
- **Accounting** → The purpose of the Accounting division is to provide financial reporting, payroll processing, accounts payable and receivable, fixed asset reporting, special tax collections, billing, and auditing functions.
- **Revenue** → The purpose of the Revenue Division is to collect various revenues, manage the police and fire pension funds, ensure payment to retirees is processed, and invest idle City funds.

DIVISION/COST CENTER	2010 BUDGET		INCREASE (DECREASE)		2011 BUDGET	
	PERSONNEL	BUDGET	PERSONNEL	BUDGET	PERSONNEL	BUDGET
ADMINISTRATION	1.50	\$230,443	0.00	\$2,675	1.50	\$233,118
ADMINISTRATION	<u>0.45</u>	<u>3,488,865</u>	<u>0.00</u>	<u>(87,522)</u>	<u>0.45</u>	<u>3,401,343</u>
MISCELLANEOUS	1.95	\$3,719,308	0.00	(84,847)	1.95	\$3,634,461
CENTRAL SERVICES						
FINANCIAL PLANNING	2.30	\$207,069	0.00	(322)	2.30	\$206,747
PURCHASING	3.20	285,985	0.00	11,866	3.20	297,851
MAIL & PRINTING	<u>0.00</u>	<u>83,071</u>	<u>0.00</u>	<u>(10,261)</u>	<u>0.00</u>	<u>72,810</u>
	5.50	\$576,125	0.00	1,283	5.50	\$577,408
ACCOUNTING						
FINANCIAL REPORTING	3.35	\$304,796	0.00	6,868	3.35	\$311,664
PAYROLL	1.50	147,449	0.00	2,934	1.50	150,383
ACCOUNTS PAYABLE	2.05	162,481	0.00	2,870	2.05	165,351
AUDITING	1.40	171,902	0.00	(5,902)	1.40	166,000
BILLING	<u>6.80</u>	<u>846,771</u>	<u>0.00</u>	<u>77,389</u>	<u>6.80</u>	<u>924,160</u>
	15.10	\$1,633,399	0.00	84,159	15.10	\$1,717,558
REVENUE						
COLLECTIONS	7.15	\$674,470	0.00	(19,403)	7.15	\$655,067
POLICE PENSION	0.90	88,602	0.00	6,681	0.90	95,283
FIRE PENSION	0.90	89,460	0.00	6,118	0.90	95,578
GENERAL INVESTMENTS	<u>0.50</u>	<u>122,766</u>	<u>0.00</u>	<u>105,651</u>	<u>0.50</u>	<u>228,417</u>
	9.45	\$975,298	0.00	99,047	9.45	\$1,074,345
TOTAL DEPARTMENT	<u>32.00</u>	<u>\$6,904,130</u>	<u>0.00</u>	<u>\$99,642</u>	<u>32.00</u>	<u>\$7,003,772</u>

2010 Accomplishments →

- Received the Distinguished Budget Award for the 26th consecutive year and the Certificate of Achievement for Excellence in Financial Reporting for the 30th consecutive year from the Government Finance Officers' Association.
- Provided a training session to Water Customer Service on the City's responsibilities and procedures in online payment processing.

Finance Department

- Completed transition to NOVATime timekeeping system for Finance, IT, Public Works and Mayor's Office.
- Implemented Munis General Billing to invoice and track fire alarm monitoring fees and fire relay calls. All invoicing of receivables should be complete by the end of 2010 to save time and provide more timely access to accurate receivable information.
- Implemented MUNIS General Billing to invoice parking and other miscellaneous receivables.
- Began working with Public Works on the parking ticket system process improvement plan which includes installing new parking ticket software.
- Recommend and implement changes to business license rates and requirements as well as develop better enforcement measures.
- Continued cross training of Finance staff and process improvements within the Department.
- Issued debt to finance projects as necessary.
- Managed the City's public safety pension plans and the City's investment portfolio.
- Completed the Pension Fund audits and actuarial information by June 15th.
- Implemented a new five day notice process prior to water turn offs.
- Set up unemployment and deferred compensation accounts to submit files electronically.
- Provided purchasing training to all appropriate City staff.
- Completed first City-wide copier rental bid, to better control costs and management of overall printing activity. Estimated savings from the new contract are approximately \$120,000.
- Completed first request for proposals for insurance broker services and successfully transitioned to a new broker.
- Began reporting on budget performance at Rockstat meetings.

2011 Goals and Objectives →

- Achieving the Distinguished Budget Presentation Award for the 27th consecutive year and the Certificate of Achievement for Excellence in Financial Reporting for the 31st consecutive year from the Government Finance Officer's Association.
- Implement applicable GASB statements in order to stay in compliance with Generally Accepted Accounting Practices.

Finance Department

- Continue working with Public Works on the parking ticket system process improvement plan which includes installing new parking ticket software.
- Convert Business Licenses to a new system platform.
- Continue cross training of Finance staff and process improvements with the Department.
- Issue debt to finance projects as necessary.
- Install a payment kiosk that provides 24-hour payment capability for water bills and look for other ways to reroute lobby traffic during peak periods.
- Implement a single log in to access multiple billing accounts with the same owner and make one payment for all accounts.
- Complete 2010 Pension Fund Audit and transmit the audited information to the Actuary by April 30th
- Bring the rest of City Hall, Human Services, and the Library on to the NOVATime timekeeping system.
- Implement a system which converts accounts payable originally paid by check to electronic card payments through PNC Bank.

Budget Summary

FINANCE DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2008 <u>ACTUAL</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2011 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$2,546,791	\$2,532,562	\$2,452,313	\$2,489,406	\$37,093
CONTRACTUAL	914,430	1,136,303	998,995	1,146,830	147,835
SUPPLIES	70,525	20,903	21,905	25,869	3,964
OTHER	3,961,219	3,450,416	3,430,917	3,341,667	(89,250)
CAPITAL	0	0	0	0	0
ENCUMBRANCE	0	0	0	0	0
TOTAL	<u>\$7,492,965</u>	<u>\$7,140,184</u>	<u>\$6,904,130</u>	<u>\$7,003,772</u>	<u>\$99,642</u>
STAFFING REVIEW					
TOTAL	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	INCREASE (DECREASE)
TOTAL	<u>34.00</u>	<u>34.00</u>	<u>32.00</u>	<u>32.00</u>	0.00
FUNDING SOURCE					
	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS	\$236,608	3.4	\$240,843	3.5	
PURCHASE OF SERVICES	2,153,600	31.2	2,112,500	30.6	
FROM OTHER GOVERNMENTS	250,000	3.6	250,000	3.6	
GENERAL REVENUES	<u>4,263,922</u>	<u>65.4</u>	<u>4,400,429</u>	<u>65.9</u>	
	<u>\$6,904,130</u>	<u>100.0</u>	<u>\$7,003,772</u>	<u>100.0</u>	

Finance Department

Budget Analysis

The 2011 budget of \$7,003,772 is an increase of \$99,642 (1.44%) from the previous year. Personnel expenses increased \$37,093 due to rate increases for IMRF (\$3,100), unemployment (\$3,700), health insurance (\$29,000) and retiree health insurance (\$8,000). These increases were offset slightly by changes in salaries (7,000).

Contractual services increased by \$147,835. This is due to an increase in postage (\$57,000) related to monthly water billing and increases in building rental (\$12,000) and miscellaneous expenses (\$103,000) related to banking fees increase for monthly water billing. Decreases include telephone (\$7,500), credit card collection expenses (\$18,000), and auditing (\$4,800).

Supplies increased by \$3,964 due to an increase in general office supplies. Other expenses decreased by \$89,250 due to a decrease in miscellaneous expenses (\$84,700). This includes Winnebago County Animal Control, Sister Cities, and a reimbursement for real estate taxes on property disconnected from Edgebrook-Bradley Heights Fire Protection District and annexed to the City of Rockford during the year 2007. Other decreases include development expenses (\$9,800) and transfer to debt service (\$15,000). Increases include transfer to RMAP (\$2,500) and sales tax rebate (\$17,500).

Of the 32 staff assigned to Finance Department, 20.9 are direct reimbursements.

In 2009, the Finance Department spent \$7,140,184, or 98.8% of its budgeted allocation. For 2010, spending is estimated to be 106.8% of the budget due to the conversion to monthly water billing. In the past several years, 90% to 106% of the budget has been spent.

Capital Equipment

There are no capital items budgeted for 2011.

Finance Department

Personnel Review

FINANCE DEPARTMENT				
BENEFITS AND SALARIES		2010	2011	INCREASE/ (DECREASE)
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	
PERMANENT		\$1,655,911	\$1,648,651	(\$7,260)
TEMPORARY		0	0	0
OVERTIME		0	0	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SALARIES		<u>\$1,655,911</u>	<u>\$1,648,651</u>	<u>(\$7,260)</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$334,163	\$337,315	\$3,152
UNEMPLOYMENT TAX		2,016	5,760	3,744
WORKER'S COMPENSATION		3,643	3,790	147
HEALTH INSURANCE		438,724	468,000	29,276
RETIREE HEALTH INSURANCE		0	8,034	8,034
LIFE INSURANCE		2,496	2,496	0
PARKING BENEFITS		<u>15,360</u>	<u>15,360</u>	<u>0</u>
TOTAL BENEFITS		<u>\$796,402</u>	<u>\$840,755</u>	<u>\$44,353</u>
TOTAL COMPENSATION		<u>\$2,452,313</u>	<u>\$2,489,406</u>	<u>\$37,093</u>
	POSITION	2010	2011	INCREASE/ (DECREASE)
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	
FINANCE DIRECTOR	E-14	1.00	1.00	0.00
MANAGER	E-11	3.00	3.00	0.00
FINANCIAL ANALYST	E-8	2.00	2.00	0.00
SENIOR ACCOUNTANT	E-8	3.00	3.00	0.00
ACCOUNTANT	E-7	4.00	4.00	0.00
SENIOR ADMIN. ASSISTANT	E-6	1.00	1.00	0.00
ACCOUNTING TECHNICIAN	E-5	1.00	1.00	0.00
SENIOR ACCOUNT CLERK	A-21	6.00	6.00	0.00
PURCHASING TECHNICIAN	A-23	2.00	2.00	0.00
ACCOUNT CLERK	A-19	<u>9.00</u>	<u>9.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>32.00</u>	<u>32.00</u>	<u>0.00</u>

Finance Department

Performance Measures

	2008 Actual	2009 Actual	2010 Estimated	2011 Projected
Purchase Orders issued	12,400	11,726	9,592	9,600
Bids/RFP's issued	188	204	160	170
Consecutive Years receiving GFOA Budget Award	24	25	26	27
Consecutive Years receiving GFOA Financial Reporting Award	28	29	30	31
Bond Issues	2	1	1	0
Investment Earnings	3,686,164	478,887	1,275,955	1,176,000

Information Technology Department

Mission Statement

The Mission of Information Technology is to support the objectives of the Mayor, City Council, and Department Heads by providing technical leadership in Information Technology planning, implementation, and support.

Primary Functions →

- Provide technical service and support to City employees, enabling them to work efficiently and effectively.
- Ensure the safety and integrity of the City's data and network.
- Provide technical leadership and direction for projects requiring Information Technology support.

2010 Accomplishments→

- Upgraded the City's web site to make it easier to use, easier to locate information, and to provide relevant information in a more timely manner.
- Continued data center consolidation efforts.
- Supported the implementations of Police in-squad video surveillance project and Crime View system.
- Supported the System Upgrades of:
 - Police Department's RMS records managements system.
 - Legal Department's "TimeMatters" records management system.
 - Fire Department's "FireHouse" records management system.
- Created an automated FOIA workflow process.
- Enhance and improved the City's network infrastructure, including upgrades to the data center core network.
- Upgraded MS Office suite to 2007.
- Upgraded anti-virus system.
- Began implementation of printing cost reduction project.
- Performed numerous upgrades to database infrastructure.
- Upgraded network monitoring and alerting system.
- Made several major enhancements to the data center virtual server infrastructure.

Information Technology Department

- Continued to refine and enhance the Hansen Planning / Permitting / Code Enforcement / on-line permitting systems.
- Applied for round two of ARRA Broadband grant funding.
- Responded to Google's "Fiber for Communities" request for information.
- Upgraded the City's Address Management System (AIMS).
- Supported the reporting needs for RockStat.
- Performed several major enhancements to the City's core storage infrastructure.
- Closed over 9,000 requests for service.

2011 Goals and Objectives→

- Implement first production management dashboard.
- Implement Phase II of enhanced data protection and recovery system.
- Upgrade City's financial system.
- Implement eTicketing system for Police Department.
- Replace parking ticket system.

Information Technology Department

Budget Summary

INFORMATION TECHNOLOGY FUND					
APPROPRIATION	2008 <u>ACTUAL</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2011 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$826,467	\$629,120	\$571,502	\$578,395	6,893
CONTRACTUAL	1,128,441	1,330,111	1,338,485	1,427,182	88,697
SUPPLIES	108,552	157,260	21,500	36,500	15,000
OTHER	<u>447,275</u>	<u>469,026</u>	<u>516,044</u>	<u>408,902</u>	<u>(107,142)</u>
TOTAL	<u>\$2,510,735</u>	<u>\$2,585,517</u>	<u>\$2,447,531</u>	<u>\$2,450,979</u>	<u>\$3,448</u>
STAFFING REVIEW					
	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	INCREASE (DECREASE)
	10.00	8.00	6.00	6.00	0.00
FUNDING SOURCE					
		2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>
INFORMATION TECHNOLOGY CHARGES					
GENERAL FUND		\$1,980,700	75.2	\$1,994,370	75.3
OTHER FUNDS		<u>651,670</u>	<u>24.8</u>	<u>655,840</u>	<u>24.7</u>
TOTAL		<u>\$2,632,370</u>	<u>100.0</u>	<u>\$2,650,210</u>	<u>100.0</u>

Budget Analysis

The 2011 budget of \$2,450,979 is an increase of \$3,448 (0.1%) from 2010. Personnel costs increased \$6,893 due to increases in IMRF (\$1,100), unemployment (\$700), and health insurance (\$5,000) due to increases in rates.

Contractual services increased \$88,697 from the prior year. Consulting fees increase \$71,517 due to the increases in ATS contract fees. Other increases include maintenance office equipment (\$16,000), building rental (\$2,200), and service contracts (\$1,100). This increase is offset by a decrease in the telephone allocation (\$1,700).

Supplies increased by \$15,000 for computer non-capital items.

In 2009, Information Technology spent \$2,585,517, or 100.1% of its budgeted allocation. For 2010, it is expected that 113.6% of the budget will be spent. In the past several years, 75% to 108% of the budget has been spent.

Information Technology Department

Five Year Financial Forecast

The 2012-2016 forecast assumes operations will continue as they are programmed for 2011 and that costs will increase annually. Budgets are developed so funds are annually available for fixed assets. Since this is an internal service fund, charges will recover expenditures.

Information Technology Internal Service Fund 2012-2016 Financial Forecast (In 000s)

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Revenues	\$2,756	\$2,866	\$2,981	\$3,100	\$3,224
Expenditures	<u>2,549</u>	<u>2,651</u>	<u>2,757</u>	<u>2,867</u>	<u>2,982</u>
Excess (Deficit)	<u>207</u>	<u>215</u>	<u>224</u>	<u>233</u>	<u>242</u>
Beginning Balance	<u>409</u>	<u>616</u>	<u>831</u>	<u>1,055</u>	<u>1,288</u>
Ending Balance	<u>\$616</u>	<u>\$831</u>	<u>\$1,055</u>	<u>\$1,288</u>	<u>\$1,530</u>

Fixed Assets

The 2011 budget of \$161,800 for fixed assets includes the VMware License, MFS, Net App Disk Shelf, and a Dell Server.

FIXED ASSETS		
INFORMATION TECHNOLOGY DEPARTMENT		
2011 BUDGET		
DESCRIPTION	ACCOUNT	AMOUNT
Virtual Server Software License	79927	\$7,000
Fiber Network Purchase Payments	79928	112,800
NetApp Disk Shelf	79928	25,000
Dell Server	79928	10,000
	79928	7,000
TOTAL CURRENT FIXED ASSETS		\$161,800

Information Technology Department

Personnel Review

INFORMATION TECHNOLOGY DEPARTMENT				
BENEFITS AND SALARIES		2010	2011	INCREASE/ (DECREASE)
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	
PERMANENT		\$397,613	\$397,759	\$146
OVERTIME		0	0	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SALARIES		<u>\$397,613</u>	<u>\$397,759</u>	<u>\$146</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$80,239	\$81,381	\$1,142
UNEMPLOYMENT TAX		378	1,080	702
WORKER'S COMPENSATION		874	915	41
HEALTH INSURANCE		89,050	93,912	4,862
LIFE INSURANCE		468	468	0
PARKING BENEFITS		2,880	2,880	0
TOTAL BENEFITS		<u>173,889</u>	<u>180,636</u>	<u>6,747</u>
TOTAL COMPENSATION		<u>\$571,502</u>	<u>\$578,395</u>	<u>\$6,893</u>
	POSITION	2010	2011	INCREASE/ (DECREASE)
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	
IT DIRECTOR	E-14	1.00	1.00	0.00
SENIOR IT SPECIALIST	E-9	4.00	4.00	0.00
IT SPECIALIST	E-8	1.00	1.00	0.00
COMPUTER TECHNICIAN	A-21	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>6.00</u>	<u>6.00</u>	<u>0.00</u>

Human Resources Department

Mission Statement

The mission of the Human Resources Department is to support the goals and challenges of The City of Rockford by providing services which promote a work environment that is characterized by fair treatment of employees, open communications, personal accountability, trust and mutual respect. We will seek and provide solutions to workplace issues that support and optimize the operating principles of The City of Rockford.

Primary Functions → The primary function of the Human Resources Department is to maintain personnel files, administer the City's fringe benefit program, recruit and interview job applicants, develop and implement employee training programs, and coordinate employee activities.

COST CENTER	HUMAN RESOURCES DEPARTMENT					
	2010 BUDGET		INCREASE (DECREASE)		2011 BUDGET	
	PERSONNEL	BUDGET	PERSONNEL	BUDGET	PERSONNEL	BUDGET
ADMINISTRATION & RECORDS	1.00	\$221,468	0.00	(\$12,637)	1.00	\$208,831
COMPENSATION & EMPLOYMENT	4.00	358,812	0.00	36,543	4.00	395,355
EMPLOYMENT TRAINING & RELATIONS	1.00	112,030	0.00	8,914	1.00	120,944
	<u>6.00</u>	<u>\$692,310</u>	<u>0.00</u>	<u>\$32,820</u>	<u>6.00</u>	<u>\$725,130</u>

2010 Accomplishments →

- Managed annual open enrollment for health care benefits which covers approximately 3300 lives.
- Successful application submission to US Health & Human Service Dept. for reimbursement of early retiree medical expenses under ERRP.
- Encouraged approximately 100 more employees to take advantage of the pre-tax savings of the Flexible spending program.
- Launched an employee-led Wellness Initiative which has included a spring Wellness survey, a summer Lunch and Learn series, a fall Wellness Fair, and participation in the 911 Fun Run.
- Implemented new Pharmacy Benefit Manager (PBM) program which allowed for a seamless transition in providers for the 2010 benefit year.
- Completed annual non discrimination testing for FSA plan.
- Partnered with the Finance Department in the transition and addition of HR/Finance reporting responsibilities to the HR Department after the retirement of Accounting Manager.
- Enhanced the reporting capabilities of the city's third party administrator for FMLA and trained timekeepers to ensure more accurate tracking of leave hours.

Human Resources Department

- Continued work with health insurance broker to right-size city's health insurance fund, reversing a course from a deficit in the health insurance fund of \$2.815 million to a surplus of \$2.850 million.
- Worked with the Health Focus Group (HFG) to find additional methods to save costs in the city's health benefit plan.
- Conducted Supervisor/Manager Training for 70 managers and supervisors which provided attendees with a resource book on day-to-day employee relations issues and an FAQ which also provided guidance and additional resources from the Human Resource staff.
- Partnered with city departments in OSHA implementation and training.
- "Retirewise" which are financial educational and pre-retirement sessions for city employees will be held in the fall of 2010.
- Partnered with Public Works and Human Services in department reorganization including the creation of new job descriptions and factoring appropriate compensation.
- Conducted the annual Employee Blood Drive, United Way program, Jeans for Wishes/Make a Wish foundation and the Employee Award ceremony.
- Acted as advocate for employees for health benefit concerns allowing for more comprehensive care and the resolution to billing concerns.
- Implemented the "Put Illinois to Work" program which brought 25 summer hires to city departments at no cost to the City.
- Designing a comprehensive HR calendar which will allow employees to plan for training, benefit enrollments, and wellness opportunities.
- Managed the early retirement program which allowed 25 employees to retire at the age of 55.

2011 Goals and Objectives →

- Continue pro-active management of employee benefit program which will allow for integration of changes required by the Health Care Reform Act.
- Partner with city departments in the analysis of potential outsourcing of city services to provide effective and efficient delivery of services.

Human Resources Department

- Develop a referral and resource program for city employees that may be laid-off as a result of budget cuts.
- Reinvigorate city's training program through in-house resources, grants, and private sector partnerships.
- Assess and identify ways to reduce city's exposure to Workers' Compensation claims and time lost to injury.
- Explore the potential savings by utilizing current PBM for purchase of prescriptions by employees covered by WC.
- Develop Union Management meetings which will encourage more open communications and problems solving at the supervisory level.
- Encourage employees to participate in pre-tax savings programs such as Flexible spending and the 457 plan.
- Update Rules and Regulations to reflect current laws, practices, and policies.
- Conduct in-house compensation and job audit study to allow for consistency in practice and application of pay plan.
- Grow employee Wellness program through programming, education, and enhanced communication pieces.
- Integrate City's core values and organizational philosophy into daily operations, creating a culture of excellence.

Human Resources Department

Budget Summary

HUMAN RESOURCES DEPARTMENT BUDGET SUMMARY					
	2008	2009	2010	2011	INCREASE
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
APPROPRIATION					
PERSONNEL	\$618,996	\$619,557	\$582,240	\$613,110	\$30,870
CONTRACTUAL	150,665	119,037	103,270	105,220	1,950
SUPPLIES	14,250	6,836	6,800	6,800	0
OTHER	0	0	0	0	0
CAPITAL	0	0	0	0	0
TOTAL	<u>\$783,911</u>	<u>\$745,430</u>	<u>\$692,310</u>	<u>\$725,130</u>	<u>\$32,820</u>
STAFFING REVIEW					
	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>INCREASE</u>
TOTAL	7.00	7.00	6.00	6.00	<u>(DECREASE)</u>
					0.00
FUNDING SOURCE					
		<u>2010</u>	<u>2010</u>	<u>2011</u>	<u>2011</u>
		<u>AMOUNT</u>	<u>PERCENTAGE</u>	<u>AMOUNT</u>	<u>PERCENTAGE</u>
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENT		\$86,548	10.3	\$86,439	11.9
TRANSFERS FROM OTHER FUNDS		188,400	22.6	194,900	26.9
GENERAL REVENUES		<u>417,362</u>	<u>67.1</u>	<u>443,791</u>	<u>61.2</u>
TOTAL		<u>\$692,310</u>	<u>100.0</u>	<u>\$725,130</u>	<u>100.0</u>

Budget Analysis

The 2011 budget of \$725,130 represents a \$32,820 (4.7%) increase from the 2010 budget. Personnel costs increased \$30,870 due to the increase of health insurance rates (\$40,800). A decrease in the Director salary (\$9,800) offset the insurance increase.

Contractual services increased \$1,950 due to an increase in building rental (\$2,700) and a decrease in telephone expense (\$950). Supplies remained the same.

In 2009, the Human Resources Department spent \$745,430, or 105.7% of its budgeted allocation. For 2010, spending is estimated to be 105.1% of the budget due to increased negotiation expenses. Over the past several years, 92% to 102% of the budget has been spent.

Capital Equipment

There are no capital items budgeted for 2011.

Human Resources Department

Personnel Review

HUMAN RESOURCES DEPARTMENT			
BENEFITS AND SALARIES	2010	2011	INCREASE/ (DECREASE)
SALARY	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT	\$422,404	\$412,563	(\$9,841)
TEMPORARY	0	0	0
MERIT PAY	0	0	0
SALARY ADJUSTMENT	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SALARIES	<u>\$422,404</u>	<u>\$412,563</u>	<u>(\$9,841)</u>
BENEFITS			
ILLINOIS MUNICIPAL RETIREMENT	\$85,241	\$84,410	(\$831)
UNEMPLOYMENT TAX	378	1,080	702
WORKER'S COMPENSATION	929	949	20
HEALTH INSURANCE	69,940	110,760	40,820
LIFE INSURANCE	468	468	0
PARKING BENEFITS	<u>2,880</u>	<u>2,880</u>	<u>0</u>
TOTAL BENEFITS	<u>\$159,836</u>	<u>\$200,547</u>	<u>\$40,711</u>
TOTAL COMPENSATION	<u>\$582,240</u>	<u>\$613,110</u>	<u>\$30,870</u>
POSITION TITLE			
	POSTION RANGE	2010 EMPLOYEES	2011 EMPLOYEES
HUMAN RESOURCES DIRECTOR	E-14	1.00	1.00
COMPENSATION & BENEFITS MGR.	E-10	1.00	1.00
HUMAN RESOURCES MGR.	E-10	1.00	1.00
HUMAN RESOURCES SPECIALIST	E-7	3.00	2.00
ADMINISTRATIVE ASSISTANT	E-5	<u>0.00</u>	<u>1.00</u>
TOTAL PERSONNEL		<u>6.00</u>	<u>6.00</u>

Performance Measurements

	2008 Actual	2009 Actual	2010 Estimate	2011 Projected
Applications	3,453	2,281	2,450	2,570
Vacancies Filled	87	49	38	20
Worker's Comp Claims	242	267	190	250
Worker's Comp Lost Days	663	1,508	900	1,050
Training Sessions	50	30	30	30
Health Insurance Participants	1,483	1,397	3,302	3,100
Flex Spending Participants	313	411	375	450

Board of Election Commissioners

Mission Statement

It is the mission of the Board of Election Commissioners to conduct elections and voter registration in the most efficient and accessible manner possible to the public.

Primary Functions → The primary function of the Board of Election Commissioners is to conduct all elections held within the City of Rockford, to provide registration opportunities for City residents, and to maintain a system of permanent registration of voters.

	FEBRUARY/ MARCH PRIMARIES	APRIL CONSOLI- DATED	GENERAL/ NON- PARTISAN		FEBRUARY/ MARCH PRIMARIES	APRIL CONSOLI- DATED	GENERAL/ NON- PARTISAN
1999		76,333 18,567 24.32%		2005	84,374 7,092 8.41%	88,781 33,716 37.98%	88,781 33,716 37.98%
2000	80,753 17,467 21.63%		85,630 55,698 65.04%	2006	80,359 21,122 26.28%		82,058 38,224 46.58%
2001	83,463 6,038 7.23%	83,665 37,343 44.63%	86,899 39,080 44.97%	2007		83,070 22,142 26.65%	
2002	83,563 27,639 33.08%		79,624 39,077 49.08%	2008	76,371 29,478 38.60%		85,871 59,609 69.42%
2003		81,366 19,900 24.46%		2009	86,954 3,530 4.06%	87,357 22,408 25.65%	
2004	80,330 19,228 23.94%		87,937 57,905 65.85%	2010	87,357 12,508 14.32%		

2010 Accomplishments →

- Successfully conducted the February 2, 2010 General Primary Election in which there were total of 12,508 ballots cast of the 87,357 registered voters, resulting in a 14.32% participation rate.

2011 Goals and Objectives →

- Conduct the Consolidated General Election on November 1, 2011.
- Perform training for deputy registrars as appointed.
- Print and mail 88,000 voter identification cards within the City per law.

Board of Election Commissioners

Budget Summary

BOARD OF ELECTION BUDGET SUMMARY					
APPROPRIATION	2008 <u>ACTUAL</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	2011 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$371,752	\$351,160	488,397	\$442,395	(\$46,002)
CONTRACTUAL	556,750	550,533	329,594	304,857	(24,737)
SUPPLIES	0	0	81,450	36,450	(45,000)
CAPITAL	0	0	25,000	25,000	0
OTHER	0	0	0	0	0
TOTAL	<u>\$928,502</u>	<u>\$901,693</u>	<u>\$924,441</u>	<u>\$808,702</u>	<u>(\$115,739)</u>

FUNDING SOURCE	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENTS	\$0	0.0	\$0	0.0
COUNTY PROPERTY TAX TRANSFER	924,441	100.0	808,702	100.0
GENERAL REVENUES	0	0.0	0	0.0
TOTAL	<u>\$924,441</u>	<u>100.0</u>	<u>\$808,702</u>	<u>100.0</u>

Budget Analysis

The 2011 budget is \$808,702, which is a \$115,739 (12.5%) decrease from the 2010 budget. Personnel costs decrease \$46,002 due to a decrease in temporary staff (\$43,500), IMRF (\$4,000), and overtime (\$15,000). The decreases were partially offset by increases in permanent salaries (\$3,300), employee agency wages (\$5,700), and health insurance (\$7,300).

Contractual services decreased \$24,737 due to a decrease in printing expenses (\$43,000) and an increase in postage expenses (\$19,500). Non-forwardable Voter Identification cards will be mailed to all City registrants during 2011. This will cause the mailing of forwardable, return postage paid confirmation cards, which will allow voters to mail a change of address. Other contractual decreases include advertising (\$14,500) and miscellaneous expenses (\$37,000). Increases include microcomputer maintenance (\$43,000), insurance (\$6,000), education (\$1,200), and legal (\$2,000).

Supplies decreased \$45,000 due to a decrease in general office supplies (\$17,000) and computer/supplies (\$28,000).

In 2009, the Board of Election Commissioners spent \$901,693, or 95.8% of its budgeted allocation. For 2010, spending is estimated to be 71.8% of the budget. In the past several years, 98% to 113% of the budget has been spent.

Board of Election Commissioners

Capital Equipment

For 2011, the Board of Election Commissioners have budgeted \$25,000 for election equipment.

CAPITAL EQUIPMENT BOARD OF ELECTIONS 2011 BUDGET	
<u>DESCRIPTION</u>	<u>AMOUNT</u>
ELECTION EQUIPMENT FUND	<u>\$25,000</u>
TOTAL CAPITAL	<u>\$25,000</u>