

# 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.

### **2009 Accomplishments** →

- Completed the second 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.
- Continued working with Higher Education Alliance of Rock River Region and Rockford Area Economic Development Council to design City University concept.
- Worked with events, venues, performances, businesses and other agencies for increased success. Assistance included education, mentoring, and safety through risk analysis, crisis management, permits and support services.
- Partnered to create and implement a unique, inclusive and comprehensive approach to global initiatives.
- Created the Budget and Finance Advisory Group to provide input and advice on how to move forward with a financially sustainable budget for the City's future.
- Completed a detailed Report on the Metro Centre for future growth and sustainability. Created the Downtown Venues, Festivals, and Special Events Advisory Group to consider the vision, mission and long-term community goals of the Metro Centre, Coronado Performing Arts Center, On the Waterfront, Rockford Area Convention & Visitors Bureau, and other venues and organizations.
- Continued to foster relationships with China and Sweden to foster economic development opportunity and foreign direct investment.

# **Mayor's Office**

## **2010 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.
- 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.

# Mayor's Office

## Budget Summary

<b>MAYOR'S OFFICE BUDGET SUMMARY</b>					
<b>APPROPRIATION</b>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$776,786	\$711,366	\$625,202	\$636,248	(\$75,118)
CONTRACTUAL	183,724	149,565	162,773	156,025	6,460
SUPPLIES	26,740	11,500	9,283	12,350	850
OTHER	0	0	0	0	0
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>\$987,250</u>	<u>\$872,431</u>	<u>\$797,258</u>	<u>\$804,623</u>	<u>(\$67,808)</u>
<hr/>					
<b>STAFFING REVIEW</b>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	INCREASE (DECREASE)
TOTAL	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>6.00</u>	<u>(2.00)</u>
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<b>FUNDING SOURCE</b>					
	<u>2009</u>	<u>2009</u>	<u>2010</u>	<u>2010</u>	
		<u>AMOUNT</u>	<u>PERCENTAGE</u>	<u>AMOUNT</u>	<u>PERCENTAGE</u>
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENT		\$105,903	10.1	\$86,457	10.7
PURCHASE OF SERVICES		\$97,900	0.0	0	0.0
GENERAL REVENUES		<u>668,628</u>	<u>80.4</u>	<u>718,166</u>	<u>89.3</u>
TOTAL		<u>\$872,431</u>	<u>90.5</u>	<u>\$804,623</u>	<u>100.0</u>

## Budget Analysis

The 2010 budget of \$804,623 represents a \$67,808 (7.8%) decrease from 2009. Personnel expenses fell a total of \$75,100 from 2009. Decreases in the overall personnel expenses include the retirement of the Director of Culture, Tourism, and Special Events and the removal of the Director of Education and Life Long Learning (\$165,000), and a reduction in IMRF (\$18,900). Increases occurred as a result of the reversal of the salary adjustment from 2009 (\$98,000) and a health insurance rate increase (\$11,700).

Contractual expenses increased a total of \$6,460 due to increases in service contracts (\$26,600), building rental (\$6,600), vehicle repairs (\$900), education and training (\$650), microcomputers (\$560), and dues (\$200). Decreases include printing and publication (\$3,500), risk management (\$570), telephone expenses (\$250), and postage (\$200).

The supply accounts increased \$850 as a result of office supplies (\$1,500) and decreases in miscellaneous expenses (\$650).

In 2007, the Mayor's Office began adjudicative truancy hearings as part of an intergovernmental agreement with Winnebago County, Rockford School District #205, and the United Way of Rock River Valley. The program is designed to decrease truancy rates among District #205 students and is funded at different levels by all parties mentioned in the intergovernmental agreement, as well as by private donations. Fines collected for truancy violations are recognized as program revenue and subsequently used to fund media, marketing, and public relations expenses. The City of Rockford's contribution was best recognized as in-kind. For the 2010-2011 school year, the School District is

## Mayor's Office

focusing more on intervention for truants and their parents. As a result, combined with budget cuts, the City's truancy hearings have been put on hold.

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

### Capital Equipment

There are no capital items budgeted for the Mayor's Office in 2010.

### Personnel Review

<b>MAYOR'S OFFICE</b>				
<b>BENEFITS AND SALARIES</b>		<b>2009</b>	<b>2010</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	
PERMANENT		\$587,522	\$421,955	(\$165,567)
TEMPORARY		0	0	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		(98,273)	0	98,273
<b>TOTAL SALARIES</b>		<b><u>\$489,249</u></b>	<b><u>\$421,955</u></b>	<b><u>(\$67,294)</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$104,052	\$85,151	(\$18,901)
UNEMPLOYMENT TAX		504	378	(126)
WORKMEN'S COMPENSATION		1,347	928	(419)
HEALTH INSURANCE		112,710	124,488	11,778
LIFE INSURANCE		624	468	(156)
PARKING BENEFITS		2,880	2,880	0
<b>TOTAL BENEFITS</b>		<b><u>\$222,117</u></b>	<b><u>\$214,293</u></b>	<b><u>(\$7,824)</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$711,366</u></b>	<b><u>\$636,248</u></b>	<b><u>(\$75,118)</u></b>
<b>POSITION TITLE</b>	<b>POSITION RANGE</b>	<b>2009</b>	<b>2010</b>	<b>INCREASE/ (DECREASE)</b>
		<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	
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	1.00	0.00	(1.00)
DIR OF TOURISM, CULTURE & SP EVENTS	E-9	1.00	0.00	(1.00)
EXECUTIVE ASSISTANT	E-7	1.00	1.00	0.00
SR. ADMINISTRATIVE ASSISTANT	E-6	1.00	1.00	0.00
ADMINISTRATIVE ASSISTANT	E-5	1.00	1.00	0.00
<b>TOTAL PERSONNEL</b>		<b><u>8.00</u></b>	<b><u>6.00</u></b>	<b><u>(2.00)</u></b>

# 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.

### 2009 Accomplishments →

- Approved 2009 budget.
- Approved 2009-2013 Capital Improvement Plan.
- Approved a number of development agreements to grow and expand the City's economic base.

### 2010 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>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$379,362	\$391,480	\$365,233	\$409,523	\$18,043
CONTRACTUAL	42,485	50,900	61,710	123,575	72,675
SUPPLIES	3,324	900	1,235	900	0
OTHER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$425,171</u>	<u>\$443,280</u>	<u>\$428,178</u>	<u>\$533,998</u>	<u>\$90,718</u>
STAFFING REVIEW					
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</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					
		2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS		\$26,686	5.5	\$32,769	6.1
GENERAL REVENUES		<u>416,594</u>	<u>94.5</u>	<u>501,229</u>	<u>93.9</u>
TOTAL		<u>\$443,280</u>	<u>100.0</u>	<u>\$533,998</u>	<u>100.0</u>

# City Council

## Budget Analysis

The 2010 budget of \$533,998 represents a \$90,718 (20.5%) increase from the 2009 budget. Personnel expenses increased \$18,000 as a result of increased health insurance costs (\$10,400), IMRF (\$6,083), and parking benefits (\$1,560).

Contractual expenses for City Council increased \$72,675 through increases in service contracts (\$65,000), in travel expenses (\$5,000) and building rental (\$3,100).

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

## Personnel Review

<b>CITY COUNCIL</b>			
<b>BENEFITS AND SALARIES</b>	<b>2009</b>	<b>2010</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>	<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>
PERMANENT	\$168,000	\$168,000	\$0
<b>TOTAL SALARIES</b>	<b><u>\$168,000</u></b>	<b><u>\$168,000</u></b>	<b><u>\$0</u></b>
<b>BENEFITS</b>			
ILLINOIS MUNICIPAL RETIREMENT	26,316	\$32,399	\$6,083
WORKER'S COMPENSATION	370	370	0
HEALTH INSURANCE	191,022	201,422	10,400
LIFE INSURANCE	1,092	1,092	0
PARKING BENEFITS	<u>4,680</u>	<u>6,240</u>	<u>1,560</u>
<b>TOTAL BENEFITS</b>	<b><u>\$223,480</u></b>	<b><u>\$241,523</u></b>	<b><u>\$18,043</u></b>
<b>TOTAL COMPENSATION</b>	<b><u>\$391,480</u></b>	<b><u>\$409,523</u></b>	<b><u>\$18,043</u></b>
	<b>POSTION</b>	<b>2009</b>	<b>2010</b>
	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>
<b>POSITION TITLE</b>	<b>ELECTED</b>	<u>14.00</u>	<u>14.00</u>
<b>TOTAL PERSONNEL</b>		<b><u>14.00</u></b>	<b><u>14.00</u></b>
			<b><u>0.00</u></b>

# **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.

### **2009 Accomplishments** →

- Successful Weed and Seed grant cycle and support of expansion of resident led activities in the designated areas.
- Internal training and improvement in the City's procurement practices which expanded opportunity for minority and women owned businesses.
- Completed negotiations on cable franchise renewal.
- Completed development agreement for Renaissance project as West State and Springfield.
- Completed incentive agreements leading to the Wainxiang solar panel production facility, which is under construction.
- Implemented live-scan technology for liquor license applicants which reduced delays by up to 60 days per application.
- Participation in Housing Task Force which established improvements in the landlord tenant arena in partnership with Rockford Apartment Association.
- Successful renegotiation of the Police Discipline article of the Collective Bargaining Agreement.
- All attorneys subject to mid-year compliance with the Illinois Bar were certified MCLE compliant.
- Update case/ document storage software with integrated digitalization of records and documents.
- Hardware update completed during the fourth quarter of 2008, with software update and training to follow.
- Created environment supporting new development opportunities through Broadway TIF District.
- Established Artist Redevelopment District.
- Successful negotiation of Collective Bargaining Agreement for 2009 through 2011 with IAFF 413.

## Legal Department

- Achieved recognition from the Federal Highway Administration for Mark Rose's creative acquisition of property which will serve as a template for acquisitions of churches in distressed areas.

### 2010 Goals and Objectives →

- Increase economic activity by supporting development projects.
- Reduce crime by effective ordinance adoption and enforcement and support of Weed and Seed initiatives.
- 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.
- Create vibrant neighborhoods by supporting Code Enforcement, Weed and Seed Programs and Neighborhood Associations.

### Budget Summary

LEGAL DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$1,791,125	\$1,645,421	\$1,667,594	\$1,620,773	(\$24,648)
CONTRACTUAL	247,626	197,665	184,447	201,890	4,225
SUPPLIES	48,303	18,750	15,261	18,750	0
OTHER	0	0	0	0	0
CAPITAL	0	0	0	0	0
TOTAL	<u>\$2,087,054</u>	<u>\$1,861,836</u>	<u>\$1,867,302</u>	<u>\$1,841,413</u>	<u>(\$20,423)</u>
STAFFING REVIEW	2007	2008	2009	2010	INCREASE (DECREASE)
TOTAL	19.00	20.00	20.00	17.00	(3.00)
FUNDING SOURCE	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>	
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS	\$146,755	8.1	\$229,451	12.5	
MAGISTRATE FINES	650,000	36.1	650,000	35.3	
PURCHASE OF SERVICES	552,130	30.6	497,100	27.0	
GENERAL REVENUES	<u>452,570</u>	<u>25.2</u>	<u>464,862</u>	<u>25.2</u>	
TOTAL	<u>\$1,801,455</u>	<u>100.0</u>	<u>\$1,841,413</u>	<u>100.0</u>	

# **Legal Department**

## **Budget Analysis**

The 2010 budget of \$1,841,413 is a \$20,423 (1.1%) decrease from the 2009 budget. Personnel costs decreased \$24,600 due to the removal of a City Attorney, an Assistant City Attorney, and the Truancy Clerk (\$123,000), overtime (\$3,000), health insurance (\$13,000), unemployment (\$200), workers compensation (\$400), and life insurance (\$200).

Overall contractual expenses increased \$4,225. Increases consisted of building rental (\$6,000) and were partially offset by a decrease in dues (\$1,600).

In 2007, the Mayor's Office began adjudicative truancy hearings as part of an intergovernmental agreement with Winnebago County, Rockford School District #205, and the United Way of Rock River Valley. The program is designed to decrease truancy rates among district #205 students and is funded at different levels by all parties mentioned in the intergovernmental agreement, as well as by private donation. Fines collected for truancy violations are recognized as program revenue and subsequently used to fund media, marketing, and public relations expenses. The City of Rockford's contribution was best recognized as in-kind. For the 2009-2010 school year, the School District is focusing more on intervention for truants and their parents. As a result, combined with budget cuts, the City's truancy hearings have been put on hold.

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

## **Capital Equipment**

There are no capital items budgeted for 2010.

# Legal Department

## Personnel Review

<b>LEGAL DEPARTMENT</b>				
<b>BENEFITS AND SALARIES</b>		<b>2009</b>	<b>2010</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>
PERMANENT		\$1,247,219	\$1,119,506	(\$127,713)
TEMPORARY		0	0	0
OVERTIME		3,000	0	(3,000)
MERIT PAY		0	0	0
SALARY ADJUSTMENT		(111,840)	0	111,840
<b>TOTAL SALARIES</b>		<b><u>\$1,138,379</u></b>	<b><u>\$1,119,506</u></b>	<b><u>(\$18,873)</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$221,233	\$225,916	\$4,683
UNEMPLOYMENT TAX		1,260	1,071	(189)
WORKER'S COMPENSATION		2,856	2,464	(392)
HEALTH INSURANCE		269,334	255,970	(13,364)
LIFE INSURANCE		1,560	1,326	(234)
PARKING BENEFITS		10,799	14,520	3,721
<b>TOTAL BENEFITS</b>		<b><u>\$507,042</u></b>	<b><u>\$501,267</u></b>	<b><u>(\$5,775)</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$1,645,421</u></b>	<b><u>\$1,620,773</u></b>	<b><u>(\$24,648)</u></b>
	<b>POSITION</b>	<b>2009</b>	<b>2010</b>	<b>INCREASE/ (DECREASE)</b>
<b>POSITION TITLE</b>	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>(DECREASE)</u></b>
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	4.00	2.00	(2.00)
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
TRUANCY CLERK	E-3	1.00	0.00	(1.00)
OFFICE ASSISTANT	E-2	2.00	2.00	0.00
<b>TOTAL PERSONNEL</b>		<b><u>20.00</u></b>	<b><u>17.00</u></b>	<b><u>(3.00)</u></b>

## Performance Measurements

	2007 Actual	2008 Actual	2009 Actual	2010 Estimate
Claims filed	219	568	310	300
Fines collected	\$1,328,917	\$1,229,982	\$1,252,606	\$1,335,000
Ordinance/traffic tickets issued/prosecuted	24,705	24,997	23,946	24,382
Ordinances drafted/presented	278	260	243	300
Resolutions drafted/presented	128	120	128	150

# **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.

### **2009 Accomplishments** →

- Received the Distinguished Budget Award for the 25th consecutive year and the Certificate of Achievement for Excellence in Financial Reporting for the 29th consecutive year from the Government Finance Officer's Association.
- Successfully transitioned from quarterly to monthly water billing at the beginning of 2009 and started online billing for water, building, and parking at the beginning of April.
- Automated the posting of customers' electronic banking water bill payments to automatically charge a customer's checking or credit card account to pay a water bill.
- Collaborated with Water Customer Service, Distribution, and Rock River Water Reclamation to improve the collection process when water is turned off, and worked with Legal, Police and Landlord Attorney to allow for faster water turn offs on multi-family delinquencies.
- Participated in a work process improvement task force for new construction, new water service and new account set up.
- Provided a training session to water customer service on the City's responsibilities and procedures in online payment processing.
- With IT, interfaced Munis and Hansen software.

## **Finance Department**

- Developed maximum use of the new timekeeping system software, Novatime, for multiple purposes including scheduling, Rockstat, etc.
- Implemented the Munis General Billing to invoice and track fire alarm monitoring fees and fire relay calls. All invoicing of receivables should be onboard by the end of 2009 to save time and provide more timely access to accurate receivable information.
- Began setting up Metro Tax on Munis.
- Streamlined processes within the Community Development Department which greatly improved the efficiency and accuracy of grant reporting.
- 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.
- Continue cross training of Finance staff and process improvements with the Department.
- Issue debt to finance projects as necessary.
- Manage the City's public safety pension plans and the City's investment portfolio.
- Completed the Pension Fund audits and actuarial information by June 15th.
- Wrote new military leave policy and procedures.
- Constructed reconciliation of Cafeteria 125 plan with new vendor Eflex.

### **2010 Goals and Objectives →**

- Achieving the Distinguished Budget Presentation 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 Officer's Association.
- Implement applicable GASB statements in order to stay in compliance with Generally Accepted Accounting Practices.
- Replace false alarm and metro tax with in house software.
- Continue working with Public Works on the parking ticket system process improvement plan which includes installing new parking ticket software.
- Perform rate studies for garbage, water, and ambulance.
- Recommend and implement changes to business license rates and requirements as well as develop better enforcement measures.

# Finance Department

- 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.
- Implement the new Illinois Department of Insurance Pension Fund Reporting Package.
- Complete Banking Services RFP and if warranted convert to new bank.
- Implement a single log in to access multiple water accounts with the same owner and make one payment for all the accounts.
- Continue to educate and encourage customers to use the online payment options, install a payment Kiosk that provides 24 hour payment capability for water bills, and look for other ways to reroute lobby traffic during the peak periods.

## Budget Summary

FINANCE DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2008 ACTUAL	2009 BUDGET	2009 ACTUAL	2010 BUDGET	INCREASE (DECREASE)
PERSONNEL	\$2,546,791	\$2,588,375	\$2,532,562	\$2,452,313	(\$136,062)
CONTRACTUAL	914,430	728,630	1,136,303	998,995	270,365
SUPPLIES	70,525	21,905	20,903	21,905	0
OTHER	3,961,219	3,880,737	3,450,416	3,430,917	(449,820)
CAPITAL	0	0	0	0	0
ENCUMBRANCE	0	0	0	0	0
TOTAL	<u>\$7,492,965</u>	<u>\$7,219,647</u>	<u>\$7,140,184</u>	<u>\$6,904,130</u>	<u>(\$315,517)</u>
STAFFING REVIEW					
TOTAL	2007	2008	2009	2010	INCREASE (DECREASE)
	<u>33.00</u>	<u>34.00</u>	<u>34.00</u>	<u>32.00</u>	<u>(2.00)</u>
FUNDING SOURCE					
	2009 AMOUNT	2009 PERCENTAGE	2010 AMOUNT	2010 PERCENTAGE	
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS	\$240,913	3.3	\$236,608	3.4	
PURCHASE OF SERVICES	1,628,200	21.3	2,153,600	31.2	
FROM OTHER GOVERNMENTS	250,000	3.3	250,000	3.6	
GENERAL REVENUES	<u>5,100,534</u>	<u>75.7</u>	<u>4,263,922</u>	<u>65.4</u>	
TOTAL	<u>\$7,219,647</u>	<u>103.6</u>	<u>\$6,904,130</u>	<u>103.6</u>	

## Budget Analysis

The 2010 budget of \$6,904,130 is a decrease of \$315,517 (4.4%) from the previous year. Personnel expenses decreased \$136,000 due to reductions of the Accounting Principal Accountant

position and an Account Clerk position (\$138,000), health insurance (\$30,000) and retiree health insurance (\$16,000). Increases include the reversal of the 2009 salary adjustment (\$25,000), an increase in IMRF (\$20,000), and parking benefits (\$3,000).

Contractual services increased by \$270,365. This is due to an increase in postage (\$178,000) as a result of switching to monthly water billing, telephone expenses (\$6,000), service contracts

# Finance Department

(\$96,000), building rental (\$13,000), and education (\$5,000). Decreases include printing (\$23,000), risk management (\$700), and auditing (\$4,000).

Other expenses decreased by \$449,820 due to a decrease in miscellaneous expenses (\$95,000). 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 (\$90,000), sales tax rebate (\$229,000), transfer to debt service (\$19,000) and transfer to building maintenance (\$19,000). Increases include transfer to RMAP (\$2,000).

In 2009, the Finance Department spent \$7,140,184, or 98.8% of its budgeted allocation. In the past several years, 90% to 106% of the budget has been spent.

## Capital Equipment

There are no capital items budgeted for 2010 as a result of current economic conditions.

## Personnel Review

<b>FINANCE DEPARTMENT</b>				
<b>BENEFITS AND SALARIES</b>		<b>2009</b>	<b>2010</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	
PERMANENT		\$1,794,164	\$1,655,911	(\$138,253)
TEMPORARY		0	0	0
OVERTIME		0	0	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>(25,826)</u>	<u>0</u>	<u>25,826</u>
<b>TOTAL SALARIES</b>		<b><u>\$1,768,338</u></b>	<b><u>\$1,655,911</u></b>	<b><u>(\$112,427)</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$313,903	\$334,163	\$20,260
UNEMPLOYMENT TAX		2,142	2,016	(126)
WORKER'S COMPENSATION		4,060	3,643	(417)
HEALTH INSURANCE		469,040	438,724	(30,316)
RETIREE HEALTH INSURANCE		16,000	0	(16,000)
LIFE INSURANCE		2,652	2,496	(156)
PARKING BENEFITS		<u>12,240</u>	<u>15,360</u>	<u>3,120</u>
<b>TOTAL BENEFITS</b>		<b><u>\$820,037</u></b>	<b><u>\$796,402</u></b>	<b><u>(\$23,635)</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$2,588,375</u></b>	<b><u>\$2,452,313</u></b>	<b><u>(\$136,062)</u></b>
	<b>POSITION</b>	<b>2009</b>	<b>2010</b>	<b>INCREASE/ (DECREASE)</b>
<b>POSITION TITLE</b>	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	
FINANCE DIRECTOR	E-14	1.00	1.00	0.00
MANAGER	E-11	3.00	3.00	0.00
PRINCIPAL ACCOUNTANT	E-9	1.00	0.00	(1.00)
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>10.00</u>	<u>9.00</u>	<u>(1.00)</u>
<b>TOTAL PERSONNEL</b>		<b><u>34.00</u></b>	<b><u>32.00</u></b>	<b><u>(2.00)</u></b>

# Finance Department

## Performance Measures

	2007 Actual	2008 Actual	2009 Actual	2010 Projected
Purchase Orders issued	12,231	12,400	11,726	13,000
Bids/RFP's issued	144	188	204	200
Consecutive Years receiving GFOA Budget Award	23	24	25	26
Consecutive Years receiving GFOA Financial Reporting Award	27	28	29	30
Bond Issues	2	1	2	2
Investment Earnings	5,076,438	3,686,164	162,191	1,089,384

# **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 Services support.

### **2009 Accomplishments→**

- Upgraded the City's email system, which supports approximately 1,000 users.
- Implemented a new extranet system for collaborating with other agencies and partners.
- Upgraded and enhanced the functionality and usability of the City Intranet.
- Implemented a new time keeping system.
- Upgraded the City's Financial system.
- Enhanced parking ticketing system to interface with Secretary of State systems.
- Implemented new Financial scheduling system.
- Upgraded Police Records management system.
- Supported the implementations of:
  - New Police Department "Red Flag" system;
  - New Police Department evidence system;
  - Fire apparatus computers;
  - Mobile data systems at Police and Fire;
  - Police video surveillance project;
  - Police "CrimeView" system;
  - Police reverse 911 system.
- Completed pilot management dashboard project.
- Completed Phase I of data protection and recovery project.

# **Information Technology Department**

- Completed several network infrastructure projects:
  - Legal West Office;
  - Expansion of Weatherization network;
  - Replaced failed network connections at Fire Stations #4, #5, #7 and #10.
- Continued data center consolidation and optimization efforts.
- Upgraded virtual server management systems.
- Upgraded network monitoring and alerting system.
- Continued to refine and enhance the Hansen Planning / Permitting / Code Enforcement / on-line permitting systems.
- Upgraded Hansen System software.
- Applied for ARRA Broadband grant funding.
- Upgraded the City's Address Management System (AIMS).
- Built automation systems for building GIS data for RockStat.
- Supported the reporting needs for RockStat.
- Upgraded the City's database infrastructure.
- Upgraded the City's core storage infrastructure.
- Upgraded IT Help Desk / Inventory system.
- Finalized the upgrade of all desktop operating systems.
- Upgraded remote access system.

## **2010 Goals and Objectives→**

- Upgrade 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.
- Continue to implement management dashboards across other departments.
- Implement Phase II of enhanced data protection and recovery system.
- Enhance and improve the City's network infrastructure.
- Upgrade MS Office suite to 2007.

# Information Technology Department

## Budget Summary

INFORMATION TECHNOLOGY FUND					
	2008	2009	2009	2010	INCREASE
APPROPRIATION	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$826,467	\$683,093	\$629,120	\$571,502	(\$111,591)
CONTRACTUAL	1,128,441	1,327,870	1,330,111	1,338,485	10,615
SUPPLIES	108,552	61,500	157,260	21,500	(40,000)
OTHER	<u>447,275</u>	<u>510,527</u>	<u>469,026</u>	<u>516,044</u>	<u>5,517</u>
TOTAL	<u>\$2,510,735</u>	<u>\$2,582,990</u>	<u>\$2,585,517</u>	<u>\$2,447,531</u>	<u>(\$135,459)</u>
INCREASE ADJUSTED FOR ENCUMBRANCES IS:					<u>(\$166,354)</u>
STAFFING REVIEW	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	INCREASE <u>(DECREASE)</u>
	10.00	10.00	8.00	8.00	0.00
FUNDING SOURCE		2009	2009	2010	2010
		<u>AMOUNT</u>	<u>PERCENTAGE</u>	<u>AMOUNT</u>	<u>PERCENTAGE</u>
INFORMATION TECHNOLOGY CHARGES					
GENERAL FUND		\$2,041,770	77.9	\$1,980,700	75.2
OTHER FUNDS		<u>578,870</u>	<u>22.1</u>	<u>651,670</u>	<u>24.8</u>
TOTAL		<u>\$2,620,640</u>	<u>100.0</u>	<u>\$2,632,370</u>	<u>100.0</u>

## Budget Analysis

The 2010 budget of \$2,447,531 is a decrease of \$135,459 (5.2%) from 2009. Personnel costs decrease \$111,591 due to the reduction of two full-time employees (\$99,000), IMRF (\$8,000), and health insurance (\$14,000).

Contractual services increase \$10,615 from the prior year. Consulting fees increase \$65,491 due to the increases in ATS contract fees. This increase is off set by decreases in office equipment maintenance (\$51,000) and service contracts (\$8,000).

Supplies decrease \$40,000 in the non-capital computer account for software and hardware improvements. Other expenses decreased \$5,500 due to a reduction in depreciation.

In 2009, Information Technology spent \$2,585,517, or 100.1% of its budgeted allocation. In the past several years, 75% to 108% of the budget has been spent.

# Information Technology Department

## Five Year Financial Forecast

The 2011-2015 forecast assumes operations will continue as they are programmed for 2010 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 2011-2015 Financial Forecast (In 000s)

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Revenues	\$2,738	\$2,848	\$2,962	\$3,080	\$3,203
Expenditures	<u>2,545</u>	<u>2,647</u>	<u>2,753</u>	<u>2,863</u>	<u>2,978</u>
Excess (Deficit)	<u>193</u>	<u>201</u>	<u>209</u>	<u>217</u>	<u>225</u>
Beginning Balance	<u>0</u>	<u>193</u>	<u>394</u>	<u>603</u>	<u>820</u>
Ending Balance	<u>\$193</u>	<u>\$394</u>	<u>\$603</u>	<u>\$820</u>	<u>\$1,045</u>

## Fixed Assets

The 2010 budget of \$185,600 for fixed assets includes the Microsoft Enterprise Agreement and the Fiber lease.

FIXED ASSETS INFORMATION TECHNOLOGY DEPARTMENT 2010 BUDGET		
DESCRIPTION	ACCOUNT	AMOUNT
Microsoft Enterprise Agreement	79927	\$65,600
Fiber Lease	79928	\$120,000
TOTAL CURRENT FIXED ASSETS		\$185,600

# Information Technology Department

## Personnel Review

INFORMATION TECHNOLOGY DEPARTMENT				
<b>BENEFITS AND SALARIES</b>		<b>2009</b>	<b>2010</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	
PERMANENT		\$496,539	\$397,613	(\$98,926)
OVERTIME		0	0	0
MERIT PAY		0	0	0
SALARY ADJUSTMENT		(10,393)	0	10,393
<b>TOTAL SALARIES</b>		<b><u>\$486,146</u></b>	<b><u>\$397,613</u></b>	<b>(\$88,533)</b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$88,213	\$80,239	(\$7,974)
UNEMPLOYMENT TAX		504	378	(126)
WORKER'S COMPENSATION		1,142	874	(268)
HEALTH INSURANCE		103,584	89,050	(14,534)
LIFE INSURANCE		624	468	(156)
PARKING BENEFITS		2,880	2,880	0
<b>TOTAL BENEFITS</b>		<b><u>196,947</u></b>	<b><u>173,889</u></b>	<b>(23,058)</b>
<b>TOTAL COMPENSATION</b>		<b><u>\$683,093</u></b>	<b><u>\$571,502</u></b>	<b>(\$111,591)</b>
	<b>POSITION</b>	<b>2009</b>	<b>2010</b>	<b>INCREASE/ (DECREASE)</b>
<b>POSITION TITLE</b>	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	
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	2.00	1.00	(1.00)
COMPUTER TECHNICIAN	A-21	1.00	0.00	(1.00)
<b>TOTAL PERSONNEL</b>		<b><u>8.00</u></b>	<b><u>6.00</u></b>	<b>(2.00)</b>

# **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.

### **2009 Accomplishments** →

- Produced and distributed 2<sup>nd</sup> annual Employee Benefit Statements.
- Completed RFP process for Workers' Compensation TPA.
- Continued RFP activity for benefit services – resulting in implementation of new Pharmacy Benefit Manager for improved pricing and enhanced service.
- Finalized health plan document amendments for changes necessary due to bargaining agreements as well as new laws. Incorporated amendments into a fully revised plan document for distribution to employees.
- Developed new plan document for City's 457 Deferred Compensation Plan to be used by all participating vendors. The document was last updated in 1992.
- Completed bi-annual EEO-4 reporting.
- Collected and reported information to City's health plan TPA, UMR, for mandatory Medicare Secondary Payor Statute reporting.
- Supported collective bargaining process with data collection, generating reports, responding to FOIA's, and acting as a resource for information.
- Implemented new health plan alternative for over 65 retirees - old plan no longer available due to discontinuation of federal subsidy.
- Conducted wellness exercise for fire (254 participants) and police (267 participants) consisting of a Health Risk Questionnaire, and clinical session to measure blood pressure, glucose and cholesterol.
- HR Supervisor/Manager Manual completed and training conducted for Senior Managers.
- HR information completed for Fire Accreditation/ICMA.

## **Human Resources Department**

- Provided employee relations guidance to employer and union/non-union employees.
- HR Analysis Reports for Rockstat Meetings (FMLA & Sick time usage).

### **2010 Goals and Objectives →**

- Continue to improve Human Resources communication activities for City of Rockford employees.
- Conduct leadership development training - Address cost neutral approaches to training and development for City of Rockford employees.
- Complete operations training for supervisors – including rules & regulations revisions, AFSCME union contract training.
- Review hiring practices (strategies) to attract and retain a qualified and diverse employee base that reflects the community.
- Ongoing review of compensation and benefit programs for improvements and create awareness of substantial benefit offerings.
- Partner with managers to promote positive employee and labor relations environment that supports all City employees.
- Partner with Health Focus Group in the implementation of a Wellness Program.

# Human Resources Department

## Budget Summary

HUMAN RESOURCES DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$618,996	\$598,317	\$619,557	\$582,240	(\$16,077)
CONTRACTUAL	150,665	98,260	119,037	103,270	5,010
SUPPLIES	14,250	8,300	6,836	6,800	(1,500)
OTHER	0	0	0	0	0
CAPITAL	0	0	0	0	0
	<u>\$783,911</u>	<u>\$704,877</u>	<u>\$745,430</u>	<u>\$692,310</u>	<u>(\$12,567)</u>
STAFFING REVIEW					
TOTAL	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	INCREASE <u>(DECREASE)</u>
	7.00	7.00	7.00	6.00	(1.00)
FUNDING SOURCE					
		2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENT		\$83,330	11.8	\$86,548	12.5
TRANSFERS FROM OTHER FUNDS		182,700	25.9	188,400	27.2
GENERAL REVENUES		<u>438,847</u>	<u>62.3</u>	<u>417,362</u>	<u>60.3</u>
TOTAL		<u>\$704,877</u>	<u>100.0</u>	<u>\$692,310</u>	<u>100.0</u>

## Budget Analysis

The 2010 budget of \$692,310 represents a \$12,567 (1.8%) decrease from the 2009 budget. Personnel costs decreased \$16,077 due to the removal of the Senior Administrative Assistant position (\$35,800). Rate increases of IMRF (\$3,400) and health insurance (\$4,800) as well as the removal of the salary adjustment from 2009 (\$11,300) partially offset the decreases in the personnel account.

Contractual services increased \$5,010 due to increases in building rental (\$2,800), negotiations (\$1,500), and telephone expenses (\$700).

Supplies decreased by \$1,500 for small tools expenses.

In 2009, the Human Resources Department spent \$745,430, or 105.7% of its budgeted allocation. Over the past several years, 92% to 102% of the budget has been spent.

## Capital Equipment

There are no capital items budgeted for 2010.

# Human Resources Department

## Personnel Review

<b>HUMAN RESOURCES DEPARTMENT</b>				
<b>BENEFITS AND SALARIES</b>	<b>2009</b>	<b>2010</b>	<b>INCREASE/</b>	
<b>SALARY</b>	<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>	
PERMANENT	\$461,404	\$422,404	(\$39,000)	
TEMPORARY	0	0	0	
MERIT PAY	0	0	0	
SALARY ADJUSTMENT	(14,535)	0	14,535	
<b>TOTAL SALARIES</b>	<b><u>\$446,869</u></b>	<b><u>\$422,404</u></b>	<b><u>(\$24,465)</u></b>	
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT	\$81,831	\$85,241	\$3,410	
UNEMPLOYMENT TAX	441	378	(63)	
WORKER'S COMPENSATION	1,058	929	(129)	
HEALTH INSURANCE	65,052	69,940	4,888	
LIFE INSURANCE	546	468	(78)	
PARKING BENEFITS	2,520	2,880	360	
<b>TOTAL BENEFITS</b>	<b><u>\$151,448</u></b>	<b><u>\$159,836</u></b>	<b><u>\$8,388</u></b>	
<b>TOTAL COMPENSATION</b>	<b><u>\$598,317</u></b>	<b><u>\$582,240</u></b>	<b><u>(\$16,077)</u></b>	
<b>POSITION TITLE</b>				
	<b>POSTION</b>	<b>2009</b>	<b>2010</b>	<b>INCREASE/</b>
	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>(DECREASE)</u></b>
HUMAN RESOURCES DIRECTOR	E-14	1.00	1.00	0.00
COMPENSATION & BENEFITS MGR.	E-10	1.00	1.00	0.00
HUMAN RESOURCES MGR.	E-10	1.00	1.00	0.00
HUMAN RESOURCES SPECIALIST	E-7	3.00	3.00	0.00
ADMINISTRATIVE ASSISTANT	E-5	1.00	0.00	(1.00)
<b>TOTAL PERSONNEL</b>		<b><u>7.00</u></b>	<b><u>6.00</u></b>	<b><u>(1.00)</u></b>

## Performance Measurements

	2007 Actual	2008 Actual	2009 Actual	2010 Estimate
Applications	2,100	3,453	2,281	2,000
Vacancies Filled	75	87	49	10
Worker's Comp Claims	284	242	267	184
Worker's Comp Lost Days	1,183	663	1,508	713
Training Sessions	75	50	30	40
Health Insurance Participants	1,450	1,483	1,397	1,432
Flex Spending Participants	305	313	411	395

# 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.

**CITY ELECTIONS, 1999-2010  
NUMBER OF REGISTERED VOTERS, ACTUAL VOTERS,  
AND PERCENTAGE OF VOTERS TO REGISTERED 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%		

## 2009 Accomplishments →

- Successfully conducted the February 24 Consolidated Primary Election in which there were total of 3,530 ballots cast of the 86,954 registered voters, resulting in a 4.06% participation rate.
- Successfully conducted the April 7 Consolidated Election in which there were a total of 22,408 ballots cast of the 87,357 registered voters, resulting in a 25.65% participation rate.
- Voter Identification cards were printed and mailed to every voter within the City. During the first nine months of 2009, there were a total of 12,124 registrations and changes of addresses.
- Used five Election Judges in each precinct for each of the elections in 2009.

# Board of Election Commissioners

## 2010 Goals and Objectives →

- Conduct a General Primary Election on February 2, 2010.
- Conduct the Gubernatorial General Election on November 2, 2010.
- Perform approximately ten four-hour classes for election judges' recertification in 2010.

## Budget Summary

BOARD OF ELECTION BUDGET SUMMARY					
APPROPRIATION	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	2009 <u>ACTUAL</u>	2010 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$371,752	533,205	\$351,160	\$488,397	(\$44,808)
CONTRACTUAL	556,750	331,706	550,533	329,594	(\$2,112)
SUPPLIES	0	51,400	0	81,450	\$30,050
CAPITAL	0	25,000	0	25,000	\$0
OTHER	0	0	0	0	\$0
TOTAL	<u>\$928,502</u>	<u>\$941,311</u>	<u>\$901,693</u>	<u>\$924,441</u>	<u>(\$16,870)</u>

  

FUNDING SOURCE	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	2010 <u>AMOUNT</u>	2010 <u>PERCENTAGE</u>
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENTS	\$0	0.0	\$0	0.0
COUNTY PROPERTY TAX TRANSFER	941,311	100.0	924,441	100.0
GENERAL REVENUES	0	0.0	0	0.0
TOTAL	<u>941,311</u>	<u>100.0</u>	<u>924,441</u>	<u>100.0</u>

## Budget Analysis

The 2010 budget is \$924,441, which is a \$16,870 (1.8%) decrease from the 2009 budget. Personnel costs decreased \$44,808 due to a decrease in temporary staff (\$54,000), permanent salaries (\$4,000), health insurance (\$12,000), overtime (\$20,300) and IMRF (\$5,000).

Contractual services decreased \$2,112 due to a decrease in postage expenses (\$22,000). Non-forwardable Voter Identification cards were mailed to all City registrants during 2009. This, in turn, caused the mailing of approximately 12% or 9,600 forwardable, return postage paid confirmation cards, which allowed voters to mail a change of address. Other contractual decreases include building maintenance (\$2,000) and miscellaneous expenses (\$10,000). Increases include printing (\$15,700), telephone (\$2,000), travel (\$1,200), advertising (\$8,400), utilities (\$1,700), microcomputer maintenance (\$1,500), and auditing (\$1,400).

Supplies increased \$30,000. This is due to an increase in general office supplies (\$4,000) and computer/non-capital (\$25,000).

In 2009, the Board of Election Commissioners spent \$901,693, or 95.8% of its budgeted allocation. In the past several years, with the exception of 2006, 98% to 113% of the budget has been spent.

# Board of Election Commissioners

## Capital Equipment

For 2010, the Board of Election Commissioners have budgeted \$25,000 for election equipment.

<b>CAPITAL EQUIPMENT BOARD OF ELECTIONS 2010 BUDGET</b>	
<u>DESCRIPTION</u>	<u>AMOUNT</u>
ELECTION EQUIPMENT FUND	<u>\$25,000</u>
TOTAL CAPITAL	<u>\$25,000</u>