

# 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.

## Budget Summary

MAYOR'S OFFICE BUDGET SUMMARY					
APPROPRIATION	2009 <u>ACTUAL</u>	2010 <u>ACTUAL</u>	2011 <u>BUDGET</u>	2012 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$625,202	\$511,917	\$533,589	\$533,923	334
CONTRACTUAL	162,773	144,194	146,855	140,135	(6,720)
SUPPLIES	9,283	11,772	12,350	12,350	0
OTHER	0	0	0	0	0
CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$797,258</u>	<u>\$667,883</u>	<u>\$692,794</u>	<u>\$686,408</u>	<u>(\$6,386)</u>
<b>STAFFING REVIEW</b>					
TOTAL	<u>8.00</u>	<u>6.00</u>	<u>5.00</u>	<u>5.00</u>	INCREASE (DECREASE) 0.00
<b>FUNDING SOURCE</b>					
		2011 <u>AMOUNT</u>	2011 <u>PERCENTAGE</u>	2012 <u>AMOUNT</u>	2012 <u>PERCENTAGE</u>
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENT		\$73,021	10.5	\$73,264	10.7
PURCHASE OF SERVICES		0	0.0	0	0.0
GENERAL REVENUES		<u>619,773</u>	<u>89.5</u>	<u>613,144</u>	<u>89.3</u>
TOTAL		<u>\$692,794</u>	<u>100.0</u>	<u>\$686,408</u>	<u>100.0</u>

## Budget Analysis

The 2012 budget of \$686,408 represents a \$6,390 (0.9%) decrease from 2011. Personnel expenses increased slightly for a total of \$334, primarily due to increases in health insurance (\$5,690) rates offset by a decrease in permanent salaries (\$5,780) as a result of the vacant Senior Administrative Assistant position being budgeted at entry level rate.

Contractual expenses decreased a total of \$6,720 due to decreases in telephone expenses (\$3,300), service contracts (\$2,760), risk management (\$5,000) and microcomputer expenses (\$8,400). and building rental (\$6,000). These are offset by an increase in building rental expense (\$10,220).

The supply accounts remained unchanged from 2011.

## Mayor's Office

In 2010, the Mayor's Office spent \$667,883, or 83% of its budgeted allocation. For 2011, spending is estimated to be 88.8% of budget. Over the past several years, 83% to 104% of the budget has been spent.

### Capital Equipment

There are no capital items budgeted for the Mayor's Office in 2012.

### Personnel Review

<b>MAYOR'S OFFICE</b>				
<b>BENEFITS AND SALARIES</b>		<b>2011</b>	<b>2012</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>
PERMANENT		\$348,578	\$342,795	(\$5,783)
<b>TOTAL SALARIES</b>		<b><u>\$348,578</u></b>	<b><u>\$342,795</u></b>	<b><u>(\$5,783)</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$71,319	\$71,404	85
UNEMPLOYMENT TAX		900	900	0
WORKMEN'S COMPENSATION		802	960	158
HEALTH INSURANCE		109,200	114,894	5,694
LIFE INSURANCE		390	390	0
PARKING BENEFITS		<u>2,400</u>	<u>2,580</u>	<u>180</u>
<b>TOTAL BENEFITS</b>		<b><u>\$185,011</u></b>	<b><u>\$191,128</u></b>	<b><u>6,117</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$533,589</u></b>	<b><u>\$533,923</u></b>	<b><u>334</u></b>
<b>POSITION TITLE</b>	<b>POSTION RANGE</b>	<b>2011 <u>EMPLOYEES</u></b>	<b>2012 <u>EMPLOYEES</u></b>	<b>INCREASE/ (DECREASE)</b>
MAYOR	ELECTED	1.00	1.00	0.00
CITY ADMINISTRATOR	E-16	1.00	1.00	0.00
ASSISTANT CITY ADMINISTRATOR	E-10	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>
<b>TOTAL PERSONNEL</b>		<b><u>5.00</u></b>	<b><u>5.00</u></b>	<b><u>0.00</u></b>

**MAYOR'S OFFICE  
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS**

	2010 BUDGET	2010 ACTUAL	2011 BUDGET	6 MO ACTUAL	2012 BUDGET	BUDGET CHANGE 11-12
71112 Permanent	421,955	359,183	348,578	154,427	342,795	(5,783)
71118 Severance		-		-	-	-
71122 Sal OT Perm	-	774	-	-	-	-
71129 Salary Adjustments	-	-	-	-	-	-
71251 IMRF	85,151	69,427	71,319	30,266	71,404	85
71253 Unemployment	378	418	900	491	900	-
71262 Worker's Comp	928	1,038	802	354	960	158
71263 Health Insurance	124,488	77,866	109,200	26,802	114,894	5,694
71263 Life Insurance	468	331	390	139	390	-
71271 Parking	2,880	2,880	2,400	1,200	2,580	180
<b>TOTAL PERSONNEL</b>	<b>636,248</b>	<b>511,917</b>	<b>533,589</b>	<b>213,679</b>	<b>533,923</b>	<b>334</b>
72211 Printing & Publication	1,500	550	1,500	25	1,500	-
72212 Postage	500	-	500	-	500	-
72213 Telephone	16,750	9,781	13,070	3,473	5,680	(7,390)
72203 Wireless	-	-	-	-	4,100	4,100
72214 Travel	3,000	2,397	3,000	548	3,000	-
72215 Dues	8,565	16,171	8,565	-	8,565	-
72216 Subscriptions	600	571	600	247	600	-
72218 Service Contracts	26,660	12,274	26,660	2,765	23,900	(2,760)
72263 Microcomputer	35,380	35,465	35,630	17,815	27,230	(8,400)
72264 Vehicle Repair	2,200	1,911	2,500	2,198	1,950	(550)
72265 Fuel	1,310	1,257	1,240	1,028	1,540	300
72266 Vehicle Vendor Service	100	-	100	-	100	-
72267 Risk Management	8,660	8,660	8,700	4,350	3,700	(5,000)
72271 Rental Equipment	-	-	-	1,872	2,760	2,760
72272 Rental Building	48,150	51,859	42,140	21,070	52,360	10,220
72290 Education & Training	2,650	2,373	2,650	1,164	2,650	-
72299 Miscellaneous Contractual	-	925	-	-	-	-
<b>TOTAL CONTRACTUAL</b>	<b>156,025</b>	<b>144,194</b>	<b>146,855</b>	<b>56,555</b>	<b>140,135</b>	<b>(6,720)</b>
75520 Small Equipment and Tools	1,500	100	1,500	-	1,000	(500)
75525 Food	1,000	2,059	1,000	914	1,500	500
75560 Office General	6,500	5,415	6,500	1,464	6,500	-
75569 Miscellaneous Supplies	3,350	3,758	3,350	210	3,350	-
75570 Computer Noncapital	-	440	-	196	-	-
<b>TOTAL SUPPLIES</b>	<b>12,350</b>	<b>11,772</b>	<b>12,350</b>	<b>2,784</b>	<b>12,350</b>	<b>-</b>
79922 Vehicles & Operating Equip	-	-	-	-	-	-
<b>TOTAL CAPITAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL MAYOR'S OFFICE</b>	<b>804,623</b>	<b>667,883</b>	<b>692,794</b>	<b>273,018</b>	<b>686,408</b>	<b>(6,386)</b>