

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.

2012 Accomplishments →

- Finished 2011 with a positive fund balance. Aggressive monetary management was highlighted by 2012 Moody's report, stating: "the city's favorable financial performance recovery was largely due to the implementation of budgetary controls and conservative revenue budgeting practice following four consecutive years of operating deficits."
- Refinanced old debt service to save approximately \$400,000.
- Successfully recruited a new Finance Director for the City.
- Successfully implemented components of the Outsourcing Subcommittee recommendations on outsourcing and process improvement, including outsourcing street sweeping, consolidating the customer service center, establishing the vehicle leasing program, and consolidating code enforcement and property standards functions.
- Entered into an Agreement between the City and the State of Illinois Comptroller's office for a local debt recovery agreement to collect past due debts owed to the City through State income tax returns, payable in 2013.
- Successfully implemented the alternate service delivery of EMS calls with the Quick Response Vehicle deployment at Stations 1 and 2, dramatically reducing depreciation and overuse of fire apparatus and increasing response times to customers by approximately one minute.
- Rockford Police Department were again re-accredited by the Commission on Law Enforcement Accreditation, an achievement only 4% of police departments in the U.S. achieve.
- Passed voter referendum on municipal electric aggregation to save residential homeowners and small business over \$20 million in electricity costs, one of the cheapest rates achieved in the State of Illinois. Worked cooperatively with the City of Loves Park and Village of Pecatonica to aggregate customers.
- Worked with the Rockford Public Schools administration to establish a Neighborhood Elementary School "Empowerment Zone" to encourage all children within these zones to get enrolled in early childhood education. Also continued the partnership with the School District on the Career Academy concept.
- Successfully negotiated a multi-year agreement between the City and the RAVE authority to manage Davis Park, BMO Harris Center, the Coronado Theatre, and special events. The consolidation of operations of the facilities under one management umbrella (RAVE) establishes an average annual net public operating support of \$800,000 per year, which is \$200,000 less than what was called for in the 2009 City-MetroCentre report and approximately \$552,000 per year less than what was projected by the City without consolidation occurring.

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This will result in an estimated savings of over \$6 million to the City over the life of the proposed Intel Governmental Agreement (IGA).

- Successfully entered into an IGA with RAVE and Winnebago County to build a 80-space parking lot north of the BMO Harris Center to reduce blight and increase parking opportunities for downtown businesses and customers.
- Entered into a Development Agreement to redevelop a vacant downtown storefront into a nightclub, creating 40 jobs in the downtown area.
- Entered into a Development Agreement to develop a retail strip center in downtown on a blighted, abandoned parking lot, the first retail center built in downtown in the last 30 years.
- Entered into a Development Agreement to redevelop a six-story, 82,000 square foot brewery into a mixed-use development along the Rock River.
- Entered into a Development Agreement with B/E Aerospace on a new 40,000 square foot building in Logistics Park.
- Secured state and federal funding to demolish the blighted Tapco building in downtown Rockford, opening up development opportunities adjacent to Davis Festival Park.
- Secured funding for the design and construction of a new Amtrak train station in downtown Rockford.
- Began construction on the \$8.2 million Phase 1 of *Jane's Nobel Village*, a vital component of rebuilding the neighborhood adjacent to the Morgan Street Bridge Project.
- Entered into a Development Agreement to house Swedish American's regional Cancer Care Center.
- Created a coordinated, geographic-based economic development strategy called the EDEEN Network, which is designed to: (1) market and promote older commercial and retail districts; (2) program special events, activities, and festivals within these districts; (3) civic planning, design, beautification, and capital investment for public infrastructure within these districts; (4) sales and leasing of commercial properties within these districts; (5) development and financing of private commercial properties within these districts; (6) business entrepreneurship, development and consulting; (7) workforce talent and skills development; and (8) administration, reporting, planning, and coordination of EDEEN Network partners whose work involves these districts.
- Secured funding from the EDA, State of Illinois, Greater Rockford Airport Authority, and Winnebago County to improve the eastern entry to the Airport, the reconstruction of Falcon Road, and the rebuild of the intersection of Airport Drive and Kishwaukee Street to dramatically improve the entry and aesthetics into Rockford Global TradePark and the Chicago-Rockford International Airport.
- Successfully completed the multi-year Water System Improvement Project. By securing state and federal funding, we were able to save approximately \$24 million dollars over the life of the bonds.

2013 Goals and Objectives →

- Continue efforts to cut operational costs through organizational efficiencies to limit need for short-term borrowing.

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- Aggressively pursue development opportunities to grow Rockford economy.
- Develop multi-year parking system plan to improve condition and operational effectiveness.
- Implement \$8 million in River Edge grants in the downtown area.
- Continue health and wellness initiatives for our City employees and community at large through the creation of the "Healthy Rockford Network."
- Partner with local educational institutions and civic and economic development groups on developing coordinated networks to grow major industry clusters, including healthcare, aerospace, the arts, and the tourism and hospitality industries, arts professionals, and arts supporters to determine how we can leverage our resources to build a world class arts education network.
- Engage and support citizen involvement in City planning and activities.
- Implement the Rockford Area Prisoner Re-entry Network.
- Establish a Multi-family Crime Free Initiative to reduce crime and improve property standards.
- Build and support intergovernmental relationships, collaboration, and advocacy.
- Continue work in establishing opportunities for international trade and economic growth.
- Develop a new and improved solid waste and recycling collection contract for Rockford residents.
- Vacate Public Safety Building to establish geographic-based police facilities City-wide.
- Consolidate public-sector housing programs under one-stop shop for better outcomes and customer service.
- Continue to pursue state legislative agenda focusing on pension reform, collective bargaining reform, protection of state-disbursed municipal revenues, other pro municipal government legislation, and a new casino for Rockford.

Mayor's Office

Budget Summary

MAYOR'S OFFICE BUDGET SUMMARY					
APPROPRIATION	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$511,917	\$432,388	\$463,645	\$452,176	(11,469)
CONTRACTUAL	144,194	127,422	141,045	151,645	10,600
SUPPLIES	11,772	6,855	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>\$667,883</u>	<u>\$566,665</u>	<u>\$617,040</u>	<u>\$616,171</u>	(\$869)
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STAFFING REVIEW	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	INCREASE (DECREASE)
TOTAL	<u>6.00</u>	<u>5.00</u>	<u>4.00</u>	<u>4.00</u>	0.00
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FUNDING SOURCE	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMEN	\$86,457	\$93,323	\$65,079	\$68,725	\$3,646
GENERAL REVENUES	<u>718,166</u>	<u>473,342</u>	<u>551,961</u>	<u>547,446</u>	(\$4,515)
TOTAL	<u>\$804,623</u>	<u>\$473,342</u>	<u>\$617,040</u>	<u>\$616,171</u>	(\$869)

Budget Analysis

- A 2% wage increase is budgeted for all department staff for a total of \$4,308.
- Health insurance decreased \$29,380, primarily due to changes in coverage.
- Contractual expenses increase due to increases in purchase of services.

Capital Equipment

There are no capital items budgeted for the Mayor's Office in 2013.

Mayor's Office

Personnel Review

MAYOR'S OFFICE				
BENEFITS AND SALARIES				
SALARY		2012	2013	INCREASE/ (DECREASE)
		BUDGET	BUDGET	
PERMANENT		\$304,024	\$310,383	\$6,359
TEMPORARY		\$0	\$4,000	\$4,000
SALARY ADJUSTMENT		\$0	\$4,308	\$4,308
TOTAL SALARIES		<u>\$304,024</u>	<u>\$318,691</u>	<u>\$14,667</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$63,328	\$67,092	3,764
UNEMPLOYMENT TAX		900	720	(180)
WORKMEN'S COMPENSATION		851	913	62
HEALTH INSURANCE		91,572	62,192	(29,380)
LIFE INSURANCE		390	312	(78)
PARKING BENEFITS		<u>2,580</u>	<u>2,256</u>	(324)
TOTAL BENEFITS		<u>\$159,621</u>	<u>\$133,485</u>	<u>(26,136)</u>
TOTAL COMPENSATION		<u>\$463,645</u>	<u>\$452,176</u>	<u>(11,469)</u>
POSITION TITLE	POSTION RANGE	2012	2013	INCREASE/ (DECREASE)
		EMPLOYEES	EMPLOYEES	
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	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT	E-5	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>4.00</u>	<u>4.00</u>	<u>0.00</u>

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

	2011 ACTUAL	2012 BUDGET	7 MO ACTUAL	2013 BUDGET	BUDGET CHANGE 12-13
71112 Permanent	306,014	304,024	179,952	310,383	6,359
71113 Temporary	2,850	-	5,166	4,000	4,000
71129 Salary Adjustments	-	-	-	4,308	4,308
71251 IMRF	60,820	63,328	37,662	67,092	3,764
71253 Unemployment	621	900	523	720	(180)
71262 Worker's Comp	766	851	566	913	62
71263 Health Insurance	58,610	91,572	35,816	62,192	(29,380)
71263 Life Insurance	307	390	179	312	(78)
71271 Parking	2,400	2,580	1,505	2,256	(324)
TOTAL PERSONNEL	432,388	463,645	261,369	452,176	(11,469)
72211 Printing & Publication	110	1,500	242	500	(1,000)
72212 Postage	-	500	-	100	(400)
72213 Telephone	8,937	5,680	2,189	5,680	-
72203 Wireless	-	4,100	1,255	7,500	3,400
72214 Travel	3,662	3,000	2,167	3,000	-
72215 Dues	12,180	8,565	3,425	14,000	5,435
72216 Subscriptions	607	600	258	600	-
72218 Service Contracts	3,588	23,900	2,806	18,625	(5,275)
72263 Microcomputer	35,930	27,230	15,884	28,390	1,160
72264 Vehicle Repair	3,981	1,950	992	3,000	1,050
72265 Fuel	1,750	1,540	714	2,050	510
72266 Vehicle Vendor Service	-	100	-	100	-
72267 Risk Management	8,700	5,030	2,934	6,080	1,050
72271 Rental Equipment	3,721	2,760	2,084	4,000	1,240
72272 Rental Building	42,140	51,940	30,298	55,370	3,430
72290 Education & Training	2,116	2,650	1,275	2,650	-
TOTAL CONTRACTUAL	127,422	141,045	66,523	151,645	10,600
75520 Small Equipment and Tools	-	1,000	125	350	(650)
75525 Food	1,592	1,500	1,610	2,000	500
75560 Office General	3,765	6,500	2,053	6,000	(500)
75569 Miscellaneous Supplies	992	3,350	1,688	2,500	(850)
75570 Computer Noncapital	506	-	1,293	1,500	1,500
TOTAL SUPPLIES	6,855	12,350	6,769	12,350	-
TOTAL MAYOR'S OFFICE	566,665	617,040	334,661	616,171	(869)

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.

2012 Accomplishments →

- Approved 2012 budget.
- Approved 2012-2016 Capital Improvement Plan.
- Approved a number of development agreements to grow and expand the City's economic base.

2013 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	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$370,170	\$355,446	\$372,937	\$374,342	\$1,405
CONTRACTUAL	124,051	158,382	198,950	201,460	2,510
SUPPLIES	750	1,151	900	900	0
OTHER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$494,971</u>	<u>\$514,979</u>	<u>\$572,787</u>	<u>\$576,702</u>	<u>\$3,915</u>
STAFFING REVIEW	2010 <u>14.00</u>	2011 <u>14.00</u>	2012 <u>14.00</u>	2013 <u>14.00</u>	INCREASE (DECREASE) <u>0.00</u>
ELECTED					
FUNDING SOURCE	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PROPERTY TAXES					
FRINGE BENEFIT REIM	\$32,769	\$33,222	\$33,883	\$34,664	\$781
GENERAL REVENUES	501,229	549,748	538,904	542,038	\$3,134
TOTAL	<u>\$533,998</u>	<u>\$582,970</u>	<u>\$572,787</u>	<u>\$576,702</u>	<u>\$3,915</u>

City Council

Budget Analysis

- Budget increases occurred due to changes in fringe benefit rates and internal purchase of service changes.

Personnel Review

CITY COUNCIL				
BENEFITS AND SALARIES		2012	2013	INCREASE/
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT		<u>\$168,000</u>	<u>\$168,000</u>	<u>\$0</u>
TOTAL SALARIES		<u>\$168,000</u>	<u>\$168,000</u>	<u>\$0</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		33,413	\$34,177	\$764
WORKER'S COMPENSATION		470	487	17
HEALTH INSURANCE		163,254	163,254	0
LIFE INSURANCE		1,092	1,092	0
PARKING BENEFITS		<u>6,708</u>	<u>7,332</u>	<u>624</u>
TOTAL BENEFITS		<u>\$204,937</u>	<u>\$206,342</u>	<u>\$1,405</u>
TOTAL COMPENSATION		<u>\$372,937</u>	<u>\$374,342</u>	<u>\$1,405</u>
POSITION TITLE	POSTION RANGE	2012	2013	INCREASE/
		<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<u>(DECREASE)</u>
	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>

**CITY COUNCIL
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS**

	2011 ACTUAL	2012 BUDGET	7 MO ACTUAL	2013 BUDGET	BUDGET CHANGE 12-13
71112 Permanent	164,459	168,000	96,207	168,000	-
71251 IMRF	28,936	33,413	17,315	34,177	764
71262 Worker's Comp	-	470	-	487	17
71263 Health Insurance	154,609	163,254	93,848	163,254	-
71264 Life Insurance	1,086	1,092	630	1,092	-
71271 Parking	6,356	6,708	3,913	7,332	624
TOTAL PERSONNEL	355,446	372,937	211,913	374,342	1,405
72211 Printing & Publication	155	200	172	-	(200)
72213 Telephone	422	440	108	440	-
72214 Travel	3,220	100	309	500	400
72218 Service Contracts	127,500	170,000	67,169	170,000	-
72263 Microcomputer	2,330	2,390	1,394	2,490	100
72267 Risk Management	2,790	1,240	723	1,540	300
72272 Building Rental	19,780	24,380	14,222	25,990	1,610
72290 Education	2,185	200	1,820	-	(200)
72299 Miscellaneous	-	-	-	500	500
TOTAL CONTRACTUAL	158,382	198,950	85,917	201,460	2,510
75525 Food	290	-	-	-	-
75560 Office Supplies	166	300	-	-	(300)
75569 Miscellaneous	695	600	375	900	300
TOTAL SUPPLIES	1,151	900	375	900	-
TOTAL CITY COUNCIL	514,979	572,787	298,205	576,702	3,915

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, land acquisition programs, and support the City's EEO and diversity procurement functions.

2012 Accomplishments →

- Transitioned City to municipal liability insurance with Travelers with a \$500,000 self-insured retention. Performed all aspects of major litigation and obtained a directed verdict in a jury trial that exonerated the City's conduct in an employee's claim of race and gender discrimination. Obtained summary judgment and/or dismissals in the following major litigation matters: Beach [excessive force], Auto Owners [SWAT property damage], Curtis [excessive force], Gordon [excessive force], Secrets Apparel [zoning], Wiggins [failure to protect] and an employee's claim of race discrimination. Obtained desirable settlements in three additional employment cases.
- Supervised the City-wide system for Freedom of Information Requests in compliance with the revised FOIA statute of 2010 using SharePoint. The City-wide system processed nearly 2,500 requests during 2011 and may exceed 3,000 in 2012. Researched and drafted responses to Requests for Review to Public Access Counselor.
- Provided staffing and administrative support for the hearing process for towing and impoundment of vehicles resulting in increased public safety and additional revenue.
- Continuing implementation of "Leads Online" for the recovery of stolen property from pawnbrokers and secondhand goods dealers.
- Completed revision of the General Order for the Evidence Division of the Rockford Police Department. Trained all evidence support staff in the new General Order.
- Processed in-house over 100 liability claims against the City. After November 2011, transitioned claims to the Travelers TPA. Added online claim initiation through the City website.
- Served in a risk management capacity for all departments. Assisted in selection of new Worker's Compensation Counsel and Third Party Administrator.
- Supervised the police subpoena process and provided court representation when issues arose in the subpoena process.
- Served as conflicts counsel for the State's Attorney's Office in DUI and major traffic cases.
- Prosecuted municipal ordinance violations in Circuit Court.
- On a daily interactive basis, performed function as City-wide Freedom Of Information Act officer, Open Meetings Act Officer and Local Records Act Officer.
- Advised all departments in Abortion Clinic/Protest/First Amendment matters. Facilitated issues surrounding the mobile ultrasound unit with the Traffic Commission and other day to day clinic/free speech matters.

Legal Department

- Representation of the City disciplinary and contract grievances, interest arbitration and continuing labor relations matters with all City bargaining units.
- Continuing participation in the 17th Judicial Circuit Court's Truancy Advisory Board.
- Assisted the State's acquisitions for the Main Street and Auburn intersection project.
- Drafted and assisted in the implementation of new outdoor design guidelines and festival zone vendors.
- Drafted and obtained several administrative search warrants to allow inspectors to secure dangerous properties and abate nuisances.
- Staffed the executive committees of each Weed and Seed site.
- Co-chaired Rockford Alliance Against Sexual Exploitation aimed at reducing prostitution and the demand for purchased sex in our community.
- Participated in crime free multi housing training of land lords.
- Developed ordinance modifications and administrative support for the licensing of video gaming machines.

2013 Goals and Objectives →

- Increase economic activity by supporting development projects.
- Finalize right of way acquisition for North Main, Churchill Park storm water management and other infrastructure improvement projects.
- Support Community Development Department 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.
- 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.
- Continue annual negotiation of animal control services intergovernmental agreement and reduction of City costs for animal services.
- Maintain efficient services and control costs through support of labor negotiations.
- Explore outsourcing opportunities within the Legal Department and support outsourcing activities throughout the organization.
- Implementation of the Elected and Appointed Officials OMA Training.
- Implement new Westlaw Next software West KM, Case Notebook and West Document Drafting Software.

Legal Department

Budget Summary

LEGAL DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$1,623,498	\$1,362,464	\$1,220,965	\$1,273,526	\$52,561
CONTRACTUAL	198,609	197,916	364,220	309,350	(54,870)
SUPPLIES	16,293	14,777	23,700	23,700	0
OTHER	0	0	0	0	0
CAPITAL	0	0	0	0	0
TOTAL	<u>\$1,838,400</u>	<u>\$1,575,157</u>	<u>\$1,608,885</u>	<u>\$1,606,576</u>	<u>(\$2,309)</u>

STAFFING REVIEW	2010	2011	2012	2013	INCREASE (DECREASE)
TOTAL	17.00	12.00	12.00	12.00	0.00

FUNDING SOURCE	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS	\$229,451	\$179,846	\$169,365	\$184,370	\$15,005
MAGISTRATE FINES	650,000	665,000	665,000	650,000	(\$15,000)
PURCHASE OF SERVICES	497,100	534,100	666,100	701,700	\$35,600
GENERAL REVENUES	<u>461,849</u>	<u>252,229</u>	<u>108,420</u>	<u>70,506</u>	<u>(\$37,914)</u>
TOTAL	<u>\$1,838,400</u>	<u>\$1,631,175</u>	<u>\$1,608,885</u>	<u>\$1,606,576</u>	<u>\$1,608,888</u>

Budget Analysis

- A 2% wage increase is budgeted for all department staff for a total of \$16,533.
- Overtime increased \$6,000 as a result of council meetings attended by staff.
- Health Insurance decreased \$15,550 primarily due to changes in coverage.
- Contractual expenses decreased \$59,470 in risk management purchase of service.

Capital Equipment

There are no capital items budgeted for 2013.

Legal Department

Personnel Review

LEGAL DEPARTMENT				
BENEFITS AND SALARIES		2012	2013	INCREASE/ (DECREASE)
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	
PERMANENT		\$792,064	\$820,643	\$28,579
TEMPORARY		0	0	0
SEVERANCE		0	0	0
OVERTIME		0	6,000	6,000
MERIT PAY		0	0	0
SALARY ADJUSTMENT		<u>0</u>	<u>16,533</u>	<u>16,533</u>
TOTAL SALARIES		<u>\$792,064</u>	<u>\$843,176</u>	<u>\$51,112</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$164,987	\$179,765	\$14,778
UNEMPLOYMENT TAX		2,160	2,160	0
WORKER'S COMPENSATION		2,218	2,445	227
HEALTH INSURANCE		231,504	215,956	(15,548)
LIFE INSURANCE		936	936	0
RETIREE HEALTH INSURANCE		16,848	16,848	0
PARKING BENEFITS		10,248	12,240	1,992
TOTAL BENEFITS		<u>\$428,901</u>	<u>\$430,350</u>	<u>\$1,449</u>
TOTAL COMPENSATION		<u>\$1,220,965</u>	<u>\$1,273,526</u>	<u>\$52,561</u>
	POSITION	2012	2013	INCREASE/ (DECREASE)
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	
LEGAL DIRECTOR	E-14	1.00	1.00	0.00
CITY ATTORNEY	E-11	3.00	3.00	0.00
LAND TRANSACTIONS OFFICER	E-7	1.00	1.00	0.00
ASSISTANT CITY ATTORNEY I	E-8	1.00	1.00	0.00
DIVERSITY PROCUREMENT OFFICER	E-8	1.00	1.00	0.00
SR. ADMINISTRATIVE ASSISTANT	E-6	0.00	0.00	0.00
ADMINISTRATIVE ASSISTANT	E-5	4.00	4.00	0.00
OFFICE ASSISTANT	E-2	1.00	1.00	0.00
PERSONNEL ADJUSTMENT		0.00	0.00	0.00
TOTAL PERSONNEL		<u>12.00</u>	<u>12.00</u>	<u>0.00</u>

**LEGAL DEPARTMENT
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS**

	2011 ACTUAL	2012 BUDGET	7 MO ACTUAL	2013 BUDGET	BUDGET CHANGE 12-13
71112 Permanent	926,889	792,064	481,948	820,643	28,579
71113 Temporary	-	-	-	6,000	6,000
71122 Sal OT Perm	1,828	-	3,416	-	-
71129 Salary Adjustment	-	-	-	16,533	16,533
71251 IMRF	185,751	164,987	99,788	179,765	14,778
71253 Unemployment	4,202	2,160	1,811	2,160	-
71262 Worker's Comp	2,145	2,218	1,359	2,445	227
71263 Health Insurance	227,085	231,504	125,406	215,956	(15,548)
71264 Life Insurance	1,004	936	541	936	-
71265 Retiree Health Insurance	-	16,848	9,828	16,848	-
71271 Parking	13,560	10,248	5,978	12,240	1,992
TOTAL PERSONNEL	1,362,464	1,220,965	730,075	1,273,526	52,561
72211 Printing & Publication	4,963	8,450	1,865	6,800	(1,650)
72212 Postage	793	2,000	211	2,000	-
72213 Telephone	12,206	9,940	3,732	9,940	-
72203 Wireless	-	1,200	359	1,200	-
72214 Travel	5,435	5,700	877	5,700	-
72215 Dues	6,584	9,160	4,202	9,160	-
72216 Subscriptions	5,165	1,680	49	1,680	-
72217 Advertising	614	2,500	-	2,500	-
72218 Service Contracts	27,772	41,620	12,951	44,620	3,000
72241 Insurance	100	100	-	100	-
72255 Maintenance-Office & Furn	210	730	150	730	-
72263 Microcomputer	60,700	59,680	34,813	62,200	2,520
72267 Risk Management	8,650	64,820	37,812	5,350	(59,470)
72271 Rental Equipment	1,818	-	150	1,800	1,800
72272 Building Rental	42,140	51,940	30,298	55,370	3,430
72281 Professional Fee-Legal	17,999	91,700	9,214	87,200	(4,500)
72290 Education & Training	2,767	13,000	195	13,000	-
TOTAL CONTRACTUAL	197,916	364,220	136,878	309,350	(54,870)
75509 Books	10,080	7,500	6,185	7,500	-
75520 Small Equipment	536	750	69	750	-
75525 Food	196	500	12	500	-
75560 Office General Supply	3,867	12,000	2,508	12,000	-
75570 Computer, Non-Capital	98	2,950	2,562	2,950	-
TOTAL SUPPLIES	14,777	23,700	11,336	23,700	-
TOTAL LEGAL DEPARTMENT	1,575,157	1,608,885	878,289	1,606,576	(2,309)

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 manage the police and fire pension funds, ensure payment to retirees is processed, and invest idle City funds.
- **Customer Service Center** → The purpose of the Customer Service Division is to collect various revenues, perform meter reading services, and handle customer calls for City Departments.

2012 Accomplishments →

- Received the Distinguished Budget Presentation Award for the 28th consecutive year and the Certificate of Achievement for Excellence in Financial Reporting for the 32nd consecutive year from the Government Finance Officer's Association.
- Implemented a new Customer Service Center that consolidated Revenue, Billing, and Water Customer Service into one area.
- Completed three Munis projects: Utility Billing CIS upgrade, System Version 9.3 upgrade, and implement Contract Management.
- Provided purchasing training to all appropriate City staff.
- Implemented applicable GASB statements in order to stay in compliance with Generally Accepted Accounting Practices.
- Continued working with Public Works on the parking ticket system process improvement plan which includes installing new parking ticket software.
- Continued cross training of Finance staff and process improvements with the Department.
- Completed refund of six outstanding bond series issued in 2002 and 2003 resulting in a \$545,700 reduction in future debt service.
- Completed 2011 Pension Fund Audit and transmitted the audited information to the Actuary by May 25th.

Finance Department

- Continued implementation of the Outsourcing Subcommittee recommendations on outsourcing and process improvement.

2013 Goals and Objectives →

- Achieving the Distinguished Budget Presentation Award for the 29th consecutive year and the Certificate of Achievement for Excellence in Financial Reporting for the 33rd consecutive year from the Government Finance Officer's Association.
- Implement applicable GASB statements in order to stay in compliance with Generally Accepted Accounting Practices.
- 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 2012 Pension Fund Audit and transmit the audited information to the Actuary by April 30th.
- Begin the process of bringing Police, Fire, and Human Services Departments, and the Library on to the NOVATime timekeeping system.

Budget Summary

FINANCE DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$2,583,360	\$2,461,514	\$2,579,554	\$2,975,548	\$395,994
CONTRACTUAL	1,097,760	963,435	1,198,485	1,186,150	(12,335)
SUPPLIES	20,341	16,945	25,869	30,244	4,375
OTHER	2,423,525	4,377,423	3,200,380	2,812,267	(388,113)
CAPITAL	0	0	0	0	0
ENCUMBRANCE	0	0	0	0	0
TOTAL	<u>\$6,124,986</u>	<u>\$7,819,317</u>	<u>\$7,004,288</u>	<u>\$7,004,209</u>	<u>(\$79)</u>
STAFFING REVIEW	2010 <u> </u>	2011 <u> </u>	2012 <u> </u>	2013 <u> </u>	INCREASE (DECREASE)
TOTAL	<u>34.00</u>	<u>34.00</u>	<u>32.00</u>	<u>36.00</u>	4.00
FUNDING SOURCE	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEME	\$236,608	\$240,843	\$240,660	\$266,316	\$25,656
PURCHASE OF SERVICES	2,153,600	2,149,800	2,492,200	2,860,492	368,292
FROM OTHER GOVERNMENTS	250,000	250,000	250,000	0	(250,000)
GENERAL REVENUES	<u>4,299,922</u>	<u>5,329,079</u>	<u>4,021,428</u>	<u>3,877,401</u>	<u>(144,027)</u>
	<u>\$6,940,130</u>	<u>\$7,969,722</u>	<u>\$7,004,288</u>	<u>\$7,004,209</u>	<u>(\$79)</u>

Finance Department

Budget Analysis

- Salaries increase \$396,000 due to general step and longevity increases, staff movements due to consolidation of four positions from Water, and a 3% wage increase for non-union employees.
- A 2% wage increase is budgeted for all department staff for a total cost of \$38,200.
- IMRF rates increased \$70,100.
- Health Insurance rates increased \$29,400.
- Internal purchase of service charges increase with staff shift from water.
- Credit card fees increased \$15,000.
- Sales Tax rebate decreased \$100,000 as a result of reduction in Pella rebate agreement.
- Debt Services decreased \$207,700 as a result of credit for accrued interest.
- Other expenses decreased \$88,400 due to the elimination of RMAP payment that was transferred to CIP.
- Of the 36 staff assigned to Finance Department, 24.9 are direct reimbursements.

Capital Equipment

There are no capital items budgeted for 2013.

Finance Department

Personnel Review

FINANCE DEPARTMENT				
BENEFITS AND SALARIES	2012	2013	INCREASE/ (DECREASE)	
SALARY	BUDGET	BUDGET		
PERMANENT	\$1,657,101	\$1,906,655	\$249,554	
OVERTIME	0	3,000	\$3,000	
SALARY ADJUSTMENT	0	38,133	38,133	
TOTAL SALARIES	\$1,657,101	\$1,947,788	\$290,687	
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT	\$345,175	\$415,268	\$70,093	
UNEMPLOYMENT TAX	5,760	6,480	720	
WORKER'S COMPENSATION	4,638	5,648	1,010	
HEALTH INSURANCE	531,024	560,404	29,380	
RETIREE HEALTH INSURANCE	2,496	16,848	14,352	
LIFE INSURANCE	16,848	2,808	(14,040)	
PARKING BENEFITS	16,512	20,304	3,792	
TOTAL BENEFITS	\$922,453	\$1,027,760	\$105,307	
TOTAL COMPENSATION	\$2,579,554	\$2,975,548	\$395,994	
PERSONNEL				
POSITION TITLE	POSTION RANGE	2012 EMPLOYEES	2013 EMPLOYEES	INCREASE/ (DECREASE)
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	3.00	1.00
SENIOR ACCOUNTANT	E-8	3.00	2.00	(1.00)
CUSTOMER SERVICE COORD	E-8	0.00	1.00	1.00
ACCOUNTANT	E-7	4.00	3.00	(1.00)
SENIOR ADMIN. ASSISTANT	E-6	1.00	1.00	0.00
ACCOUNTING TECHNICIAN	E-5	1.00	1.00	0.00
PURCHASING TECHNICIAN	A-23	2.00	2.00	0.00
SENIOR ACCOUNT CLERK	A-21	6.00	4.00	(2.00)
CSC TEAM LEAD	A-21	0.00	4.00	4.00
CUSTOMER SERVICE REP	A-20	0.00	8.00	8.00
METER READER	A-19	0.00	2.00	2.00
ACCOUNT CLERK	A-19	9.00	1.00	(8.00)
TOTAL PERSONNEL		32.00	36.00	4.00

Performance Measures

	2010 Actual	2011 Actual	2012 Projected	2013 Estimate
Purchase Orders issued	10,364	8,607	8,900	9,000
Bids/RFP's issued	141	134	143	145
Consecutive Years receiving GFOA Budget Award	26	27	28	29
Consecutive Years receiving GFOA Financial Reporting Award	31	32	33	34
Bond Issues	1	0	1	0
Investment Earnings	1,275,955	1,107,897	1,200,000	1,300,000

**FINANCE DEPARTMENT
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS**

	2011 ACTUAL	2012 BUDGET	7 MO ACTUAL	2013 BUDGET	BUDGET CHANGE 12-13
71112 Sal Permanent	1,630,721	1,657,101	1,060,340	1,906,655	249,554
71122 Overtime	1,773	-	2,240	3,000	3,000
71129 Sal Adjustments	-	-	-	38,133	38,133
71251 IMRF	325,256	345,175	213,667	415,268	70,093
71253 Unemploy Tax	5,646	5,760	5,189	6,480	720
71262 Worker's Comp	3,769	4,638	5,048	5,648	1,010
71263 Health Insurance	476,673	531,024	313,800	560,404	29,380
71264 Life Insurance	2,316	2,496	1,530	2,808	312
71265 Retiree Health	-	16,848	9,828	16,848	-
71271 Parking Benefits	15,360	16,512	9,632	20,304	3,792
TOTAL PERSONNEL	2,461,514	2,579,554	1,621,274	2,975,548	395,994
72211 Printing	6,723	25,725	474	30,850	5,125
72212 Postage	168,967	272,750	18,101	273,700	950
72203 Wireless	-	-	703	1,570	1,570
72213 Telephone	29,013	29,940	20,182	32,690	2,750
72214 Travel	1,196	-	669	-	-
72215 Dues	2,098	3,560	2,004	3,655	95
72216 Subscriptions	1,251	2,685	1,408	2,170	(515)
72217 Advertising	14,541	9,130	5,112	14,350	5,220
72218 Service Contracts	123,012	166,435	64,455	186,405	19,970
72231 Utilities	-	150	-	150	-
72263 Microcomputer	121,410	116,970	68,233	148,370	31,400
72267 Risk Management	38,460	36,260	21,152	50,370	14,110
72270 Credit Card Collections	82,145	70,000	45,042	85,000	15,000
72271 Equipment Rental	29,175	8,890	17,558	15,070	6,180
72272 Building Rental	82,990	242,440	141,423	109,050	(133,390)
72282 Prof. Fee - Auditing	32,605	32,500	18,958	32,700	200
72290 Education	8,637	5,000	2,953	10,000	5,000
72292 Consulting Fees	52,180	8,000	8,000	8,000	-
72299 Miscellaneous	169,032	168,050	150,980	182,050	14,000
TOTAL CONTRACTUAL	963,435	1,198,485	587,407	1,186,150	(12,335)
75520 Small Tools	53	1,800	146	2,500	700
75525 Food	-	2,000	-	2,000	-
75527 Linens and Laundry	-	-	254	900	900
75560 General Office	13,934	22,069	6,323	14,444	(7,625)
75569 Miscellaneous	-	-	-	400	400
75570 Computer Non-Capital	2,958	-	329	10,000	10,000
TOTAL SUPPLIES	16,945	25,869	7,052	30,244	4,375
76790 Miscellaneous	403,455	481,648	-	387,000	(94,648)
76794 Sales Tax Rebate	288,451	385,900	131,077	285,900	(100,000)
77721 Transfer-Debt Serv	899,417	908,367	529,881	700,667	(207,700)
77722 Transfers	70,000	-	-	-	-
77723 Transfer-RMAP	85,800	88,400	51,567	-	(88,400)
77729 Transfer-CIP	2,400,000	1,200,000	700,000	1,200,000	-
77733 Transfer - Bldg Maint	143,150	136,065	79,371	150,200	14,135
78838 Interest - LOC	87,150	-	-	88,500	88,500
TOTAL OTHER EXPENSES	4,377,423	3,200,380	1,491,896	2,812,267	(388,113)
TOTAL FINANCE DEPARTMENT	7,819,317	7,004,288	3,707,629	7,004,209	(79)

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.

2012 Accomplishments→

- Upgraded City's financial system to latest production release.
- Upgraded City's time keeping system to latest production release.
- Upgraded Police Records Management system to latest production release.
- Implemented new records management system for Legal Department
- Upgraded Hansen Planning / Permitting / Code Enforcement / on-line permitting systems.
- Implemented Hansen Asset Management system.
- Implemented new Employee Self Service system.
- Upgraded Email server to 2010 version.
- Added new Map Gallery feature to the City's web site.
- Continued implementation of nine-county ARRA Broadband project.
- Continued data center consolidation efforts.
- Supported the reporting needs for RockStat.

2013 Goals and Objectives→

- Implement new electronic agenda system.
- Continue implementation of nine-county ARRA Broadband project.
- Implement new Parking Ticket system.
- Implement new False Alarm system.
- Implement new Munis modules as recommended by Baker-Tilly.
- Replace City's multiple phone systems with a single system.

Information Technology Department

Budget Summary

INFORMATION TECHNOLOGY FUND					
APPROPRIATION	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$573,660	\$570,011	\$585,144	\$435,118	(150,026)
CONTRACTUAL	1,368,803	1,528,441	1,570,783	1,731,030	160,247
SUPPLIES	49,743	47,078	36,500	36,200	(300)
OTHER	<u>522,205</u>	<u>462,430</u>	<u>455,960</u>	<u>504,073</u>	<u>48,113</u>
TOTAL	<u>\$2,514,411</u>	<u>\$2,607,960</u>	<u>\$2,648,387</u>	<u>\$2,706,421</u>	<u>\$58,034</u>

STAFFING REVIEW	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	INCREASE <u>(DECREASE)</u>
	8.00	6.00	6.00	4.00	(2.00)

FUNDING SOURCE	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
INFORMATION TECHNOLOGY CHARGES					
GENERAL FUND	\$1,995,978	\$1,967,310	\$2,047,300	\$2,140,940	\$93,640
OTHER FUNDS	<u>651,670</u>	<u>655,840</u>	<u>793,760</u>	<u>801,190</u>	<u>7,430</u>
TOTAL	<u>\$2,647,648</u>	<u>\$2,623,150</u>	<u>\$2,841,060</u>	<u>\$2,942,130</u>	<u>\$101,070</u>

Budget Analysis

- Salaries decrease \$102,800 as a result of the elimination of two Senior IT Specialists.
- Fringe benefits decreased \$53,121 due to the reduction in salaries.
- A 2% wage increase is budgeted for all department staff for a total cost of \$5,900.
- Consulting fees increase \$167,432 due to increases in ATS contract fees.
- Depreciation increased \$48,113, due to planned fixed asset purchases.

Five Year Financial Forecast

The 2014-2018 forecast assumes operations will continue as they are programmed for 2012 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 2014-2018 Financial Forecast (In 000s)

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Revenues	\$3,060	\$3,182	\$3,309	\$3,441	\$3,579
Expenditures	<u>2,815</u>	<u>2,928</u>	<u>3,045</u>	<u>3,167</u>	<u>3,294</u>
Excess (Deficit)	<u>245</u>	<u>254</u>	<u>264</u>	<u>274</u>	<u>285</u>
Beginning Balance	<u>0</u>	<u>245</u>	<u>499</u>	<u>763</u>	<u>1,037</u>
Ending Balance	<u>\$245</u>	<u>\$499</u>	<u>\$763</u>	<u>\$1,037</u>	<u>\$1,322</u>

Information Technology Department

Fixed Assets

The 2013 budget of \$500,000 for fixed assets includes the Network Upgrades, Document Retention Site, and set up of paperless process.

FIXED ASSETS INFORMATION TECHNOLOGY DEPARTMENT 2013 BUDGET		
DESCRIPTION	ACCOUNT	AMOUNT
DR Site	79928	400,000
Paperless Agenda	79928	100,000
TOTAL CURRENT FIXED ASSETS		\$500,000

Personnel Review

INFORMATION TECHNOLOGY DEPARTMENT				
BENEFITS AND SALARIES		2012	2013	INCREASE/ (DECREASE)
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	
PERMANENT		\$397,759	\$294,954	(\$102,805)
SALARY ADJUSTMENT		<u>0</u>	<u>5,900</u>	<u>5,900</u>
TOTAL SALARIES		<u>\$397,759</u>	<u>\$300,854</u>	<u>(\$96,905)</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$82,853	\$64,142	(\$18,711)
UNEMPLOYMENT TAX		1,080	720	(360)
WORKER'S COMPENSATION		1,114	872	(242)
HEALTH INSURANCE		98,774	65,962	(32,812)
LIFE INSURANCE		468	312	(156)
PARKING BENEFITS		<u>3,096</u>	<u>2,256</u>	<u>(840)</u>
TOTAL BENEFITS		<u>187,385</u>	<u>134,264</u>	<u>(53,121)</u>
TOTAL COMPENSATION		<u>\$585,144</u>	<u>\$435,118</u>	<u>(\$150,026)</u>
POSITION TITLE	POSITION RANGE	2012 EMPLOYEES	2013 EMPLOYEES	INCREASE/ (DECREASE)
IT DIRECTOR	E-14	1.00	1.00	0.00
SENIOR IT SPECIALIST	E-9	4.00	2.00	(2.00)
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>4.00</u>	<u>(2.00)</u>

**INFORMATION TECHNOLOGY FUND
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS**

	2011 ACTUAL	2012 BUDGET	7 MO ACTUAL	2013 BUDGET	BUDGETED CHANGE 12-13
71112 Sal Perm	391,714	397,759	192,546	294,954	(102,805)
71129 Sal Adjustments	-	-	-	5,900	5,900
71251 IMRF	79,242	82,853	38,887	64,142	(18,711)
71253 Unemploy Tax	1,056	1,080	771	720	(360)
71262 Worker's Comp.	909	1,114	539	872	(242)
71263 Health Insurance	93,748	98,774	42,453	65,962	(32,812)
71264 Life Insurance	462	468	186	312	(156)
71271 Parking Benefits	2,880	3,096	1,806	2,256	(840)
TOTAL PERSONNEL	570,011	585,144	277,188	435,118	(150,026)
72212 Postage	221	100	523	100	-
72213 Telephone	14,333	13,740	7,141	13,740	-
72203 Wireless	-	4,000	3,150	4,000	-
72214 Travel	287	-	58	-	-
72215 Dues	2,560	500	2,375	2,575	2,075
72218 Service Contracts	154,780	142,440	118,449	138,040	(4,400)
72255 Maint - Office Equip	664,194	630,765	465,601	622,885	(7,880)
72264 Vehicle Repairs	179	600	137	300	(300)
72265 Fuel	236	610	31	610	-
72267 Risk Management	6,460	6,910	4,031	7,850	940
72271 Equipment Rental	842	-	678	1,150	1,150
72272 Building Rental	15,050	18,550	10,821	19,780	1,230
72290 Education	69	-	-	-	-
72292 Consulting Fees	669,230	752,568	443,211	920,000	167,432
72299 Miscellaneous	-	-	-	-	-
TOTAL CONTRACTUAL	1,528,441	1,570,783	1,056,206	1,731,030	160,247
75520 Small Tools	-	300	-	-	(300)
75560 General Office	313	1,200	1,348	1,200	-
75570 Computer Non-Cap	46,765	35,000	43,827	35,000	-
TOTAL SUPPLIES	47,078	36,500	45,175	36,200	(300)
76780 Depreciation Expense	414,407	421,460	245,852	471,473	50,013
77725 Purchase Serv-Gnrl	34,500	34,500	20,125	32,600	(1,900)
78837 Installment Note Interest	13,523	-	-	-	-
TOTAL OTHER	462,430	455,960	265,977	504,073	48,113
79928 Computer Hardware	-	-	209,396	-	-
TOTAL CAPITAL	-	-	209,396	-	-
TOTAL INFORMATION SERVICES	2,607,960	2,648,387	1,853,942	2,706,421	58,034

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 proactively manage employee relations, to work cooperatively with management and staff to develop a strong leadership team, administer the City's benefit program, recruit and interview job applicants, develop and implement employee training programs, coordinate employee activities and maintain personnel files.

2012 Accomplishments →

- Partnered with City management in contract negotiations for all three AFSCME groups, PB & PA, and IAFF.
- Handled all AFSCME Step III responses in a timely, efficient, and fair manner.
- Partnered with the Legal Department in arbitration and employee relation hearings.
- Developed a more effective response pattern for Illinois Department of Employment Security claims which has allowed the city to reduce costs in unemployment insurance.
- Conducted the annual Employee Blood Drive, United Way program, Chili Shoot Out and the Employee Award ceremony.
- Completed Rules and Regulations update to reflect current laws, practices, and policies.
- Integrate City's core values and organizational philosophy into daily operations, creating a culture of excellence.
- Conducted Supervisor/Manager Training for more than 200 managers and supervisors on topics such as Reasonable Cause, EAP Referral, Leave Management and Harassment.
- Began initial analysis for the review and update of dated compensation practices.
- Hired a new Third Party Administrator (TPA) and two new law firms as the foundation for a more effective worker's compensation program.
- Streamlined the reporting and treatment process for Worker's Compensation.
- Developed new Return to Work Program which focuses on work hardening and short-term changes to duties to allow employees the opportunity to minimize time lost to injuries.
- Developed comprehensive performance measurements for Worker's Compensation.
- Monitored the reporting capabilities of the City's third party administrator for Family Medical Leave Act and timekeepers to ensure accurate tracking of leave hours.
- Developed clearer policy and communication regarding protected leaves and use of sick time.
- Met record hiring needs with a timely, focused hiring process that allowed managers to secure the top candidate.

Human Resources Department

- Continued the review of existing employment tests to insure that instruments are valid and reliable.
- Developed stronger partnerships with City departments through onsite training, work observation, and customer-focused hiring practices.
- Continued work with health insurance broker to right-size the 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.
- Acted as advocate for employees for health benefit concerns allowing for more comprehensive care and the resolution of billing concerns.
- Reviewed pharmacy and dental benefits third party administrators to insure best practices, pricing, and customer service standards are continuously met.
- Implemented a new pharmacy benefit manager resulting in a 10% savings due to pricing improvement from new contract.
- Added the Roth provision to the City's 457 plan allowing employees to contribute on an after-tax basis to their account.
- Continued pro-active management of employee benefit program which will allow for integration of changes required by the Health Care Reform Act.
- Explored the potential savings by developing a public entity network for purchase of prescriptions by employees.
- Initiated the first round of voluntary benefit enrollment for City employees resulting in 177 employees purchasing life insurance, long term care, critical illness and/or cancer coverage.
- Completed the third full year of the employee-based wellness initiative "COR Wellness".
 - Opened the city's second Wellness Center at the Yards
 - Held Lunch & Learn and evening events which included healthy food choices and a speaker focused on wellness initiatives.
 - Sponsored 2nd Annual Biggest Loser Contest for city employees
 - Held 3rd Annual Wellness Fair with approximately 300 employees in attendance and over 25 vendors participating.
 - Sponsored a trip to Milwaukee Zoo for employees and their families. 162 joined us for the day.

2013 Goals and Objectives →

- Modernize compensation policy to reflect a total compensation package that rewards for high performance and remains competitive with the external market.
- Continue to systematize IDES responses to allow for lower unemployment insurance premiums.
- Work collectively with the AFSCME unions to resolve labor issues before we reach arbitration.

Human Resources Department

- Implement new employee orientation to foster a better understanding of organizational values and goals.
- Continue to partner with the Legal Department in the proactive management of personnel legal issues.
- Resurrect HR training program to bring City managers and supervisors the skills needed to effectively manage our workforce.
- Update employee signature sheets for workplace policies.
- Implement an electronic employee self-service system for better management of the hiring process, employee records, and benefit registration.
- Develop concrete performance measurement as it pertains to the expectations for the successful management of all leave and worker's compensation programs.
- Implement the Return to Work program, enabling the City departments to better manage their workforce.
- Develop and implement quarterly reviews for each department of attendance, leaves, and worker's compensation issues.
- Train managers, supervisors, and timekeepers on the skills required to successfully manage their leave programs.
- Develop a more comprehensive approach to the pre-employment screening process including updating the process for background checks and reviewing skill based testing.
- Develop a recruitment process which will encourage more minority and woman applicants.
- Analyze best practices in the hiring arena to insure that we are delivering the most effective and efficient level of customer service to our managers.
- Continue to responsibly manage benefit costs to allow for continued positive cash balances in health insurance accounts.
- Partner with regional partners in the public sector for better pricing on health benefit products such as prescription costs.
- Develop and implement a robust Wellness Clinic which will afford City employees and their families an opportunity to manage their whole health and wellness.
- Proactively manage the changes that may be driven as a result of federal and state mandates as it relates to health insurance.
- Grow employee-based wellness program to allow for more opportunities for participation.

Human Resources Department

Budget Summary

HUMAN RESOURCES DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2010	2011	2012	2013	INCREASE
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$593,372	\$525,692	\$518,203	\$560,672	\$42,469
CONTRACTUAL	128,948	113,358	134,525	141,875	7,350
SUPPLIES	<u>4,349</u>	<u>3,502</u>	<u>6,800</u>	<u>6,800</u>	<u>0</u>
TOTAL	<u>\$726,669</u>	<u>\$642,552</u>	<u>\$659,528</u>	<u>\$709,347</u>	<u>\$49,819</u>
STAFFING REVIEW					
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>INCREASE</u>
TOTAL	6.00	5.00	5.00	5.00	<u>(DECREASE)</u> 0.00
FUNDING SOURCE					
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>INCREASE</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENT	\$86,548	\$72,485	\$73,942	\$81,345	\$7,403
TRANSFER FROM HEALTH FUND	188,400	194,200	152,726	165,980	13,254
TRANSFER FROM WC FUND	0	0	83,600	92,400	8,800
GENERAL REVENUES	<u>451,721</u>	<u>375,867</u>	<u>349,260</u>	<u>369,622</u>	<u>20,362</u>
TOTAL	<u>\$726,669</u>	<u>\$642,552</u>	<u>\$659,528</u>	<u>\$709,347</u>	<u>\$49,819</u>

Budget Analysis

- Salaries increased \$18,950 as a result of reclassification of job titles.
- A 2% wage increase is budgeted for all department staff for a total cost of \$7,300
- Advertising increased \$3,000 to cover additional expenses for job advertisement.

Capital Equipment

There are no capital items budgeted for 2013.

Human Resources Department

Personnel Review

HUMAN RESOURCES DEPARTMENT				
BENEFITS AND SALARIES		2012	2013	INCREASE/ (DECREASE)
SALARY		BUDGET	BUDGET	
PERMANENT		\$346,003	\$364,956	\$18,953
TEMPORARY		\$2,000	\$2,800	\$800
SALARY ADJUSTMENT		\$0	\$7,299	\$7,299
TOTAL SALARIES		\$348,003	\$375,055	\$27,052
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$72,072	\$79,365	\$7,293
UNEMPLOYMENT TAX		900	900	0
WORKER'S COMPENSATION		970	1,080	110
HEALTH INSURANCE		93,288	101,062	7,774
LIFE INSURANCE		390	390	0
PARKING BENEFITS		2,580	2,820	240
TOTAL BENEFITS		\$170,200	\$185,617	\$15,417
TOTAL COMPENSATION		\$518,203	\$560,672	\$42,469
	POSITION	2012	2013	INCREASE/ (DECREASE)
POSITION TITLE	RANGE	EMPLOYEES	EMPLOYEES	
HUMAN RESOURCES DIRECTOR	E-14	1.00	1.00	0.00
ASSOCIATE DIRECTOR	E-10	0.00	1.00	1.00
COMPENSATION & BENEFITS MGR.	E-10	1.00	0.00	(1.00)
PERSONNEL GENERALIST	E-8	0.00	1.00	1.00
HUMAN RESOURCES SPECIALIST	E-7	2.00	0.00	(2.00)
PERSONNEL SPECIALIST	E-7	0.00	1.00	1.00
PERSONNEL COORDINATOR	E-7	0.00	1.00	1.00
ADMINISTRATIVE ASSISTANT	E-5	1.00	0.00	(1.00)
TOTAL PERSONNEL		5.00	5.00	0.00

Performance Measurements

	2010 Actual	2011 Actual	2012 Estimate	2013 Projected
Applications	2,547	1,870	3,000	2,500
Vacancies Filled	50	51	65	55
Worker's Comp Claims	259	233	210	150
Worker's Comp Lost Days	1,676	1,380	814	500
Training Sessions	30	22	10	25
Health Insurance Participants	1,240	1,200	1,155	1,175
Flex Spending Participants	384	338	310	320

**HUMAN RESOURCES DEPARTMENT
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS**

	2011 ACTUAL	2012 BUDGET	7 MO ACTUAL	2013 BUDGET	BUDGETED CHANGE 12-13
71112 Permanent	348,258	346,003	212,864	364,956	18,953
71113 Salaries Temporary	2,850	2,000	3,191	2,800	800
71129 Salary Adjustment	-	-	-	7,299	7,299
71251 IMRF	69,915	72,072	44,257	79,365	7,293
71253 Unemployment	1,528	900	831	900	-
71262 Worker's Comp	1,085	970	810	1,080	110
71263 Health Insurance	99,266	93,288	58,305	101,062	7,774
71264 Life Insurance	390	390	225	390	-
71271 Parking	2,400	2,580	1,505	2,820	240
TOTAL PERSONNEL	525,692	518,203	321,988	560,672	42,469
72211 Printing & Publication	1,868	5,000	-	3,420	(1,580)
72212 Postage	2,053	300	10	300	-
72213 Telephone	5,555	4,810	1,552	4,810	-
72203 Wireless	-	1,000	479	1,000	-
72215 Dues	375	290	-	290	-
72216 Subscriptions	9	-	-	-	-
72217 Advertising	7,172	4,000	2,679	7,000	3,000
72218 Service Contracts	19,686	48,000	16,826	48,000	-
72263 Microcomputer	23,350	26,260	15,318	27,370	1,110
72267 Risk Management	2,750	2,580	1,505	2,230	(350)
72271 Equipment Rental	909	-	1,366	2,700	2,700
72272 Building Rental	18,060	22,260	12,985	23,730	1,470
72284 Prof Fee-Medical	12,932	6,000	4,516	6,500	500
72285 Negotiations	4,889	1,500	-	2,000	500
72290 Education & Training	12,628	10,000	4,079	10,000	-
72299 Miscellaneous	1,122	2,525	105	2,525	-
TOTAL CONTRACTUAL	113,358	134,525	61,420	141,875	7,350
75525 Food	957	1,500	8	1,500	-
75560 General Office	2,545	5,100	887	5,100	-
75561 Photos-Reproduction	-	200	-	200	-
TOTAL SUPPLIES	3,502	6,800	895	6,800	-
TOTAL HUMAN RESOURCES DEPAI	642,552	659,528	384,303	709,347	49,819

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
2005	84,374 7,092 8.41%	88,781 33,716 37.98%	88,781 33,716 37.98%	2011		86,110 12,536 14.56%	
2006	80,359 21,122 26.28%		82,058 38,224 46.58%	2012	89,005 20,244 22.74%		
2007		83,070 22,142 26.65%					
2008	76,371 29,478 38.60%		85,871 59,609 69.42%				
2009	86,954 3,530 4.06%	87,357 22,408 25.65%					
2010	87,357 12,508 14.32%						

2012 Accomplishments →

- Successfully conducted the General Primary Election in February.
- Conducted the General Election in November.
- Performed training for deputy registrars as appointed.
- Printed and mailed 88,000 voter identification cards within the City per law.

2013 Goals and Objectives →

- Conduct a Consolidated General Election in November.
- Perform training and deputy registrars as appointment.

Board of Election Commissioners

Budget Summary

BOARD OF ELECTION BUDGET SUMMARY					
APPROPRIATION	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$364,822	\$253,797	452,218	\$561,011	\$108,793
CONTRACTUAL	556,325	356,758	376,110	343,869	(32,241)
SUPPLIES	0	0	37,784	51,400	13,616
CAPITAL	0	0	25,000	25,000	0
OTHER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$921,147</u>	<u>\$610,555</u>	<u>\$891,112</u>	<u>\$981,280</u>	<u>\$90,168</u>

FUNDING SOURCE	2010 <u>ACTUAL</u>	2011 <u>ACTUAL</u>	2012 <u>BUDGET</u>	2013 <u>BUDGET</u>	INCREASE (DECREASE)
PROPERTY TAXES					
COUNTY PROPERTY TAX TRANSFER	<u>921,147</u>	<u>610,555</u>	<u>891,112</u>	<u>981,280</u>	<u>90,168</u>
TOTAL	<u>\$921,147</u>	<u>\$610,555</u>	<u>\$891,112</u>	<u>\$981,280</u>	<u>\$90,168</u>

Budget Analysis

- Permanent staff increased \$109,310 as a result of two positions added that were left out in 2012 budget.
- IMRF rates increased \$24,750
- Contractual and supply budgets adjust to reflect one election in 2013, down from two in 2012.

Capital Equipment

For 2013, the Board of Election Commissioners have budgeted \$25,000 for election equipment.

CAPITAL EQUIPMENT BOARD OF ELECTIONS 2012 BUDGET	
<u>DESCRIPTION</u>	<u>AMOUNT</u>
ELECTION EQUIPMENT FUND	<u>\$25,000</u>
TOTAL CAPITAL	<u>\$25,000</u>

**BOARD OF ELECTIONS COMMISSIONERS
NEXT YEAR/CURRENT YEAR BUDGET ANALYSIS**

	2011 ACTUAL	2012 BUDGET	7 MO YTD	2013 BUDGET	BUDGET CHANGE 12-13
71111 Salaries Administration	-	11,218		11,218	-
71112 Salaries Permanent	145,001	119,902	81,112	229,214	109,312
71113 Temporary	-	134,228	-	134,228	-
71122 Overtime	3,474	21,250	5,246	21,250	-
71123 Overtime Temporary	-	5,400	-	5,400	-
71180 Employee Agency Wages	-	17,118	-	17,118	-
71251 IMRF	29,584	32,690	17,195	57,443	24,753
71253 Unemployment	1,073	900	1,035	900	-
71263 Health Insurance	74,665	109,512	43,092	84,240	(25,272)
TOTAL PERSONNEL	253,797	452,218	147,680	561,011	108,793
72211 Printing & Publication	-	101,035	-	80,950	(20,085)
72212 Postage	-	35,150	-	37,030	1,880
72213 Telephone	6,173	6,314	1,584	4,975	(1,339)
72214 Travel	-	5,500	-	3,510	(1,990)
72215 Dues	-	1,610	-	1,490	(120)
72216 Subscriptions	-	850	-	1,250	400
72217 Advertising	-	35,994	-	27,826	(8,168)
72231 Building Utilities	585	4,195	-	4,820	625
72241 Insurance Expense	-	31,317	-	32,000	683
72251 Maint-Building	-	3,225	-	6,550	3,325
72255 Maint-Office & Furn	-	3,735	-	2,850	(885)
72259 Contracted Janitorial	-	4,540	-	4,345	(195)
72263 Microcomputer	-	100,261	-	55,126	(45,135)
72266 Vehicle Vendor Services	-	2,610	-	2,551	(59)
72271 Rental Equipment	-	1,302	-	2,020	718
72273 Rental Building	-	2,070	-	1,875	(195)
72281 Prof Fee-Legal	-	7,500	-	5,500	(2,000)
72282 Prof Fee-Auditing	-	5,200	-	3,300	(1,900)
72290 Education & Training	-	1,950	-	-	(1,950)
72295 Recycling Expense	-	1,472	-	2,925	1,453
72297 Garbage Expense	-	465	-	795	330
72299 Miscellaneous	350,000	19,815	200,000	62,181	42,366
TOTAL CONTRACTUAL	356,758	376,110	201,584	343,869	(32,241)
75520 Small Tools	-	5,500	-	5,500	-
75560 General Office	-	10,250	-	29,300	19,050
75570 Computer, Non Capital	-	22,034	-	16,600	(5,434)
TOTAL SUPPLIES	-	37,784	-	51,400	13,616
79920 Office Equip & Furn	-	25,000	-	25,000	-
TOTAL CAPITAL	-	25,000	-	25,000	-
TOTAL BOARD OF ELECTIONS	610,555	891,112	349,264	981,280	90,168