

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.

2007 Accomplishments →

- Developed \$23 million renovation plan to ensure future viability of the aging MetroCentre. Plan included the purchase of the AHL Chicago Blackhawks minor league franchise and a funding partnership with Winnebago County for MetroCentre renovations.
- Partnered with the City Council and the community in passing a five-year 1% infrastructure sales tax for capital projects, thereby eliminating the city's continued reliance on property taxes to fund debt service for capital projects.
- Successfully overturned the Governor's veto of Senate Bill 1395, which enabled the city to collect sales tax money in 2007 to construct improvements in 2007.
- RockSTAT initiative has been successfully implemented among several departments with regular meetings that focus on process improvement and service delivery.
- Developed RockSTAT learning and training criteria to better prepare city managers for the requirements of the city's first accountability program.
- Creation of Global Trade Park #2 TIF redevelopment agreement with Ingenium that will create 67 high paying technical jobs over the next three years.
- Worked with the State of Illinois to secure capital funding for Rockford projects.
- Partnered with the Rockford Area Convention & Visitor's Bureau in the design and implementation of an effective market brand for the City of Rockford.
- Participated in the ICMA Center for Performance Measurement initiative that required City departments to provide data in a survey response for a comprehensive municipal benchmarking report to be published by ICMA.
- Developed infrastructure for consistent and effective external communication processes.
- Reorganized the Community Development Neighborhood Standards and the Building Department Property Standards Divisions for a combined Code Enforcement group that will foster a holistic approach to creating healthier neighborhoods.

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- Fully implemented the Truancy Code Hearing Program that subsequently decreased School District #205's truancy rate by 30% for the 2007 academic year in comparison to the 2006 academic year.
- Established the Community Education Partnership (CEP) including the staffing of a Coordinator of the Community Education Partnership.
- Obtained private sector funding for the first post-secondary advisor, working year round at East High School.
- Established City's first "I Know I Can" date with a two year sponsorship commitment from J.P Morgan Chase and the Golden Apple Foundation. Pilot program in four Rockford Elementary Schools was successful and will lead to expansion to all Rockford Elementary Schools in 2008.
- Established the City's first "Beyond High School" night hosted by Rockford College, attended by 450 High School students from throughout the area. Event included workshops and on-site registrations from representing colleges with over 180 Rockford students applying for college that evening.
- nFactor Youth Movement grew to over 3000 members from throughout Northern Illinois. Community Service projects included Salvation Army Bell Ringing, MLK Day of Service, and diversely attended events including Mardi Gras Battle of the MC's, Ice Hogs nights, and Water Street Live Summer Concerts.
- Created a greater presence for nFactor through positive media messages on billboards, TV ads, PSA's, radio ads, and bus wrap.
- Raised over \$750,000 of in-kind and private sector donations for nFactor.
- Presented educational initiatives at the Illinois Municipal League (IML) Conference. Initiatives have been modeled by several cities.
- Established the Sister City Commission with private sector and EDC.
- Hosted first "City of Rockford Events Planning" Conference, educating area businesses and non-for-profits on the permitting and planning needs for local events.
- Partnered with EDC to launch first "E" Days in Borgholm Sweden to establish international business connections and relationships.

2008 Goals and Objectives →

- Build relationships with the State of Illinois to secure capital funding for Rockford area projects.
- Expand community-oriented policing strategies and neighborhood code enforcement efforts.

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- Implement improved processes in building and public works permitting process.
- Partner with the Rockford Fire Department for successful completion of the accreditation process.
- Complete the first phase of Rockstat implementation through the integration of Police, Fire, and Human Services into the RockSTAT process.
- Integrate organizational values and mission statements into workforce culture through the development of communication tools, reward programs, training, and strategic planning.
- Develop more effective and efficient electronic means of communicating with Rockford residents and business owners through the upgrading of the city web site, including the implementation of an electronic permitting process, online bill payment, web-based Customer Service Requests and email notifications.
- Develop biannual RockSTAT report for citizens, which serves as a means to define and describe community health, city program effectiveness, and government efficiencies.
- Develop a series of public service announcements, which educate the public on all city services including zoning, permitting, sanitation, and safety messages.
- Continue to decrease crime and truancy in District 205: Increasing Truancy Intervention Specialists, Hall Monitors/Mentors, prevention efforts, and district's reporting and parental notification processes.
- Place four Post Secondary private sector funded advisors and volunteers in every Rockford High School.
- Establish the Community Education Partnership as a separate 501c3.
- Obtain intellectual property rights and establish licensing agreements with other municipalities to take nFactor statewide.
- Provide support, guidance, and climate, that encourages the development of quality public charter school proposals and programs in Rockford.
- Increase post-secondary offerings focusing on undeserved populations, establishing the Rockford College Campus as the City University through public/private sector partnership and multiple educational offerings from varied institutions.
- Create redevelopment opportunities and economic investment in existing and new TIF redevelopment areas.
- Participate in the 2008 ICMA Center for Performance Measurement initiative.

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- Expand the Truancy Code Hearing Program through additional clerical staff, professional interventionists, hall monitors, and post secondary education advisors as a continued method of decreasing truancy rates and increasing School District #205's attendance and state funding.
- Conduct a comprehensive citizen survey.

Budget Summary

MAYOR'S OFFICE BUDGET SUMMARY					
APPROPRIATION	2006 <u>ACTUAL</u>	2007 <u>BUDGET</u>	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$567,520	\$733,430	\$723,673	\$774,167	\$40,737
CONTRACTUAL	155,886	201,370	235,616	179,780	(21,590)
SUPPLIES	20,221	14,000	28,303	14,500	500
OTHER	0	(10,400)	0	0	10,400
CAPITAL OUTLAY	0	35,000	21,102	0	(35,000)
	<u>\$743,627</u>	<u>\$973,400</u>	<u>\$1,008,694</u>	<u>\$968,447</u>	<u>(\$4,953)</u>

STAFFING REVIEW	2005	2006	2007	2008	INCREASE <u>(DECREASE)</u>
TOTAL	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>0.00</u>

FUNDING SOURCE	2007 <u>AMOUNT</u>	2007 <u>PERCENTAGE</u>	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENT	\$94,674	9.7	\$98,638	10.2
PURCHASE OF SERVICES	\$88,080	0.0	92,950	9.6
GENERAL REVENUES	<u>790,646</u>	<u>81.2</u>	<u>776,859</u>	<u>80.2</u>
TOTAL	<u>\$973,400</u>	<u>90.9</u>	<u>\$968,447</u>	<u>100.0</u>

Budget Analysis

The 2008 budget of \$968,447 represents a \$5,000 (0.5%) decrease from 2007. Personnel expenses rose a total of \$40,700 from 2007. Staff salaries budgeted in 2008 account for an increase of \$33,600. The remaining increase in personnel costs is due to additional IMRF (\$3,900) and health insurance (\$3,700) expenses.

Contractual expenses decreased a total of \$21,600, despite increases in telephone charges (\$1,600), risk management (\$2,500), and service contracts (\$6,500) due to city logo branding and riverfront development initiatives. The increases were nullified due to significant decreases in education (\$1,000), vehicle repairs (\$1,100), microcomputer charges (\$9,300), and dues (\$21,000), cut in order to meet initial deficit projections.

Supply accounts budget increased \$500 due to increases in office supplies.

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

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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 is best recognized as in-kind. The Director of Education and Lifelong Learning, a City Attorney, and legal clerical staff all apportion some of their work time to the execution of the program and its hearings. An additional legal clerk will be hired in 2008 to execute administrative functions of the truancy hearing processes. The personnel expenses of this new hire will be fully reimbursed by the County and RSD #205 as outlined in the intergovernmental agreement.

In 2007, the Mayor's Office spent \$1,008,694, or 103.6% of its budgeted allocation. Over the past several years, 84% to 103% of the budget has been spent.

Capital Equipment

There are no capital items budgeted for the Mayor's Office in 2008.

Personnel Review

MAYOR'S OFFICE				
		2007	2008	INCREASE/ (DECREASE)
		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
BENEFITS AND SALARIES				
SALARY				
PERMANENT		\$506,520	\$540,078	\$33,558
TEMPORARY		0	0	0
MERIT PAY		10,774	11,490	716
SALARY ADJUSTMENT		<u>12,346</u>	<u>11,127</u>	<u>(1,219)</u>
TOTAL SALARIES		<u>\$529,640</u>	<u>\$562,695</u>	<u>\$33,055</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$93,111	\$97,009	\$3,898
UNEMPLOYMENT TAX		504	504	0
WORKMEN'S COMPENSATION		1,059	1,125	66
HEALTH INSURANCE		105,612	109,330	3,718
LIFE INSURANCE		624	624	0
PARKING BENEFITS		<u>2,880</u>	<u>2,880</u>	<u>0</u>
TOTAL BENEFITS		<u>\$203,790</u>	<u>\$211,472</u>	<u>\$7,682</u>
TOTAL COMPENSATION		<u>\$733,430</u>	<u>\$774,167</u>	<u>\$40,737</u>
PERSONNEL				
POSITION TITLE	POSTION RANGE	2007 <u>EMPLOYEES</u>	2008 <u>EMPLOYEES</u>	INCREASE/ (DECREASE)
MAYOR	ELECTED	1.00	1.00	0.00
CITY ADMINISTRATOR	E-16	1.00	1.00	0.00
ASSISTANT CITY ADMINISTRATOR	E-10	1.00	1.00	0.00
DIRECTOR OF EDUCATION & LIFELONG LEARNING	E-9	1.00	1.00	0.00
DIRECTOR OF TOURISM, CULTURE & SPECIAL EVENTS	E-9	1.00	1.00	0.00
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	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>8.00</u>	<u>8.00</u>	<u>0.00</u>

City Council

Mission Statement

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

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

2007 Accomplishments →

- Approved 2007 budget with no layoffs or reduction in service.
- Approved a number of development agreements to expand and grow the City's economic base.
- Successfully campaigned and passed the Road Referendum, allowing the city a source of revenue for capital improvement projects.
- Modernized Sign Ordinance allowing for improvement in the overall aesthetics of the city.
- Passed the Noise Violation Vehicle Impound ordinance that is designed to preserve tranquil settings in residential areas within the City.

2008 Goals and Objectives →

- 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.
- Use the following City-level strategies to meet the above objectives: create a livable community, engage citizens in improving education and reducing crime, investing in infrastructure, and becoming a more customer-focused, productive organization.

Budget Summary

City Council

CITY COUNCIL BUDGET SUMMARY					
	2006	2007	2007	2008	INCREASE
APPROPRIATION	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$356,112	\$369,739	\$372,970	\$372,604	\$2,865
CONTRACTUAL	40,176	51,660	55,203	92,290	40,630
SUPPLIES	2,131	1,050	1,628	1,100	50
OTHER	0	(3,300)	0	0	3,300
TOTAL	<u>\$398,419</u>	<u>\$419,149</u>	<u>\$429,801</u>	<u>\$465,994</u>	<u>\$46,845</u>

STAFFING REVIEW					
	2005	2006	2007	2008	INCREASE
	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>(DECREASE)</u>
ELECTED					<u>0.00</u>

FUNDING SOURCE				
	2007	2007	2008	2008
	<u>AMOUNT</u>	<u>PERCENTAGE</u>	<u>AMOUNT</u>	<u>PERCENTAGE</u>
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENTS	\$26,998	6.3	\$26,998	5.8
GENERAL REVENUES	<u>404,190</u>	<u>93.7</u>	<u>438,996</u>	<u>94.2</u>
TOTAL	<u>\$431,188</u>	<u>100.0</u>	<u>\$465,994</u>	<u>100.0</u>

Budget Analysis

The 2008 budget of \$465,994, represents a \$46,800 (8.1%) increase from the 2007 budget. Personnel expenses increase \$2,900 as a result of increased health insurance costs. Contractual services increased \$40,600, due to increases service contracts (\$50,000) for the services of a lobbyist, risk management (\$1,300), and education (\$400), partially offset by a decrease in microcomputer charges (\$10,500).

Supply account budgets increased by only \$50 from the previous year.

In 2007, the City Council spent \$429,801, or 102.5% of its budgeted allocation. Over the past several years, 98% to 103% of the budget has been spent.

Personnel Review

CITY COUNCIL				
BENEFITS AND SALARIES		2007	2008	INCREASE/
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERMANENT		\$168,000	\$168,000	\$0
TOTAL SALARIES		<u>\$168,000</u>	<u>\$168,000</u>	<u>\$0</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$27,151	\$26,662	(\$489)
WORKER'S COMPENSATION		336	336	0
HEALTH INSURANCE		168,480	171,834	3,354
LIFE INSURANCE		1,092	1,092	0
PARKING BENEFITS		<u>4,680</u>	<u>4,680</u>	<u>0</u>
TOTAL BENEFITS		<u>\$201,739</u>	<u>\$204,604</u>	<u>\$2,865</u>
TOTAL COMPENSATION		<u>\$369,739</u>	<u>\$372,604</u>	<u>\$2,865</u>
	POSITION	2007	2008	INCREASE/
	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	<u>(DECREASE)</u>
POSITION TITLE	ELECTED	<u>14.00</u>	<u>14.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>14.00</u>	<u>14.00</u>	<u>0.00</u>

Legal Department

Mission Statement

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

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

2007 Accomplishments →

- Passage of the Sales Tax Ordinance and veto-override in the state legislature.
- Continued pursuit of labor agreements and implementation of benefit plan modifications.
- Supported zoning re-write to conclusion.
- Implemented City truancy ordinance and hearing process.
- Successful application for Federal Disaster Declaration.
- Supported community policing, Weed & Seed and alternative program initiatives.
- Supported the establishment of multiple TIF districts.
- Supported implementation of Rockstat within City Departments.

2008 Goals and Objectives →

- Continue the expansion of community policing and quality of life initiatives.
- Negotiate the cable franchise renewal.
- Enact revisions to the right-of-way.
- Continue the professional development of the legal staff and its processes with lower-cost web-based continuing legal education opportunities.
- Complete re-codification of municipal ordinances and revisions to the liquor code.
- Update case/document storage software with integrated digitization of records and documents.
- Support the potential reauthorization of the East Side, West Side and 7th Street Tax Increment Financing Districts.
- Support pursuit of low-cost state sponsored financing of water rehabilitation projects.

Legal Department

- Establish ordinance revision process that is responsive to the Rockstat environment.

Budget Summary

LEGAL DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2006 <u>ACTUAL</u>	2007 <u>BUDGET</u>	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$1,428,795	\$1,699,405	\$1,692,552	\$1,813,925	\$114,520
CONTRACTUAL	209,512	270,200	226,625	216,422	(53,778)
SUPPLIES	27,797	30,355	39,636	35,000	4,645
OTHER	0	(22,600)	0	0	22,600
CAPITAL	0	0	0	0	0
TOTAL	<u>\$1,666,104</u>	<u>\$1,977,360</u>	<u>\$1,958,813</u>	<u>\$2,065,347</u>	<u>\$87,987</u>
STAFFING REVIEW					
	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>INCREASE (DECREASE)</u>
TOTAL	16.60	17.00	19.00	20.00	1.00
FUNDING SOURCE					
		<u>2007 AMOUNT</u>	<u>2007 PERCENTAGE</u>	<u>2008 AMOUNT</u>	<u>2008 PERCENTAGE</u>
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS		\$212,932	10.8	\$222,821	10.8
MAGISTRATE FINES		650,000	32.9	650,000	31.5
PURCHASE OF SERVICES		440,100	22.3	490,477	23.7
GENERAL REVENUES		<u>674,328</u>	<u>34.0</u>	<u>702,049</u>	<u>34.0</u>
TOTAL		<u>\$1,977,360</u>	<u>100.0</u>	<u>\$2,065,347</u>	<u>100.0</u>

Budget Analysis

The 2008 budget of \$2,065,347 is an \$88,000 (4.4%) increase from the 2007 budget. Personnel costs in 2008 increase by \$114,500, due to increases in salaries (\$81,800), overtime expenses (\$9,000), health insurance costs (\$16,500), IMRF charges (\$9,700), and an addition to the legal clerical staff. As part of the Mayor's truancy intervention initiative, an additional office assistant position was created to execute administrative functions related to the truancy hearing processes.

Contractual services decreased \$53,800, primarily as a result of a decrease in budgeted dollars for professional legal fees (\$25,000), cut to meet deficit projections. Remaining decreases include microcomputer charges (\$18,000), service contracts (\$9,900), printing expenses (\$4,500), and education (\$3,400). Increases in the contractual accounts were travel (\$2,500), risk management (\$2,500), and telephone charges (\$1,360).

Supplies increased \$4,600, with increases in office supplies (\$2,600) and computer noncapital (\$2,000), for computer replacement costs and software licenses.

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 is best recognized as in-kind. The Director of Education and Lifelong Learning, a City

Legal Department

Attorney, and legal clerical staff all apportion some of their work time to the execution of the program and its hearings. An additional legal clerk will be hired in 2008 to execute administrative functions of the truancy hearing processes. The personnel expenses of this new hire will be fully reimbursed by the County and RSD #205 as outlined in the intergovernmental agreement.

In 2007, the Legal Department spent \$1,958,813, or 99.1% of its budgeted allocation. Over the past several years, 96% to 104% of the budget has been spent.

Capital Equipment

There are no capital items budgeted for 2008.

Personnel Review

LEGAL DEPARTMENT				
BENEFITS AND SALARIES		<u>2007</u>	<u>2008</u>	<u>INCREASE/ (DECREASE)</u>
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	
PERMANENT		\$1,127,200	\$1,209,010	\$81,810
TEMPORARY		10,000	8,000	(2,000)
OVERTIME		0	9,000	9,000
MERIT PAY		25,543	27,448	1,905
SALARY ADJUSTMENT		<u>33,816</u>	<u>30,450</u>	<u>(3,366)</u>
TOTAL SALARIES		<u>\$1,196,559</u>	<u>\$1,283,908</u>	<u>\$87,349</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$209,362	\$219,027	\$9,665
UNEMPLOYMENT TAX		1,197	1,260	63
WORKER'S COMPENSATION		2,373	2,534	161
HEALTH INSURANCE		277,992	294,476	16,484
LIFE INSURANCE		1,482	1,560	78
PARKING BENEFITS		10,440	11,160	720
TOTAL BENEFITS		<u>\$502,846</u>	<u>\$530,017</u>	<u>\$27,171</u>
TOTAL COMPENSATION		<u>\$1,699,405</u>	<u>\$1,813,925</u>	<u>\$114,520</u>
	POSITION	<u>2007</u>	<u>2008</u>	<u>INCREASE/ (DECREASE)</u>
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	5.00	5.00	0.00
ASSISTANT CITY ATTORNEY II	E-10	1.00	1.00	0.00
ASSISTANT CITY ATTORNEY I	E-8	2.00	2.00	0.00
DIVERSITY PROCUREMENT OFFICER	E-8	1.00	1.00	0.00
LAND TRANSACTIONS OFFICER	E-7	1.00	1.00	0.00
COUNCIL CLK/CITY EVENTS COORD.	E-7	0.00	0.00	0.00
SR. ADMINISTRATIVE ASSISTANT	E-6	1.00	1.00	0.00
ADMINISTRATIVE ASSISTANT	E-5	5.00	5.00	0.00
OFFICE ASSISTANT	E-2	2.00	3.00	1.00
TOTAL PERSONNEL		<u>19.00</u>	<u>20.00</u>	<u>1.00</u>

Legal Department

Performance Measurements

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate
Claims filed	173	147	219	275
Fines collected	\$1,274,709	\$1,266,863	\$1,328,917	\$1,350,000
Ordinance/traffic tickets issued/prosecuted	28,211	28,744	24,705	29,000
Ordinances drafted/presented	279	219	278	300
Resolutions drafted/presented	117	135	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.

2007 Accomplishments →

- Received the Distinguished Budget Award for the 23rd consecutive year and the Certificate of Achievement for Excellence in Financial Reporting for the 27th consecutive year from the Government Finance Officer's Association.
- Completed the City's final successful vehicle sticker season with a universal mailing.
- Filled five vacancies and trained new department employees.
- Reviewed water billing process and generated a plan for transitioning to monthly billing.
- Implemented the final phase of GASB 34 as required of the City for the 2006 Comprehensive Annual Financial Report, which requires all City infrastructure to be valued and recorded.
- Successfully managed the City's public pension plans and the City's investment portfolio.
- Completed the spring bond sale for the Metro Center improvements and the Coronado refunding (\$29.865 million) and the \$8.75 million multipurpose fall bond sale for water and sewer improvements, the Liebovich project, and the new eastside library branch.

Finance Department

2008 Goals and Objectives →

- Achieving the Distinguished Budget Presentation Award for the 24th consecutive year and the Certificate of Achievement for Excellence in Financial Reporting for the 28th consecutive year from the Government Finance Officer's Association.
- Continued cross training of Finance staff and process improvements within the Department.
- Recommend and implement changes to business license rates and requirements as well as develop better enforcement measures.
- Fully implement the monthly water billing transition plan by the third quarter of the fiscal year.
- Implement applicable GASB statements in order to stay in compliance with Generally Accepted Accounting Practices.
- Issue debt to finance projects as necessary.
- Manage the City's public safety pension plans and the City's investment portfolio.

Budget Summary

FINANCE DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	<u>2006 ACTUAL</u>	<u>2007 BUDGET</u>	<u>2007 ACTUAL</u>	<u>2008 BUDGET</u>	<u>INCREASE (DECREASE)</u>
PERSONNEL	\$2,207,069	\$2,387,586	\$2,297,257	\$2,511,871	\$124,285
CONTRACTUAL	899,177	923,679	899,954	813,204	(110,475)
SUPPLIES	30,185	38,350	36,789	55,515	17,165
OTHER	4,668,772	4,553,282	4,565,365	3,440,757	(1,112,525)
CAPITAL	(136)	0	0	0	0
ENCUMBRANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$7,805,067</u>	<u>\$7,902,897</u>	<u>\$7,799,365</u>	<u>\$6,821,347</u>	<u>(\$1,081,550)</u>
STAFFING REVIEW					
	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>INCREASE (DECREASE)</u>
TOTAL	<u>34.00</u>	<u>33.00</u>	<u>33.00</u>	<u>34.00</u>	<u>1.00</u>
FUNDING SOURCE					
		<u>2007 AMOUNT</u>	<u>2007 PERCENTAGE</u>	<u>2008 AMOUNT</u>	<u>2008 PERCENTAGE</u>
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS		\$221,125	2.8	\$231,771	3.4
PURCHASE OF SERVICES		1,540,800	19.5	1,623,200	23.8
FROM OTHER GOVERNMENTS		250,000	0.0	250,000	3.7
GENERAL REVENUES		<u>5,890,972</u>	<u>77.7</u>	<u>4,716,376</u>	<u>72.8</u>
TOTAL		<u>\$7,902,897</u>	<u>100.0</u>	<u>\$6,821,347</u>	<u>103.7</u>

Finance Department

Budget Analysis

The 2008 budget of \$6,871,347, is a decrease of \$1,031,550 (13%) from 2007. \$1,000,000 of this decrease reflects the additional one time 2007 General Fund transfer to the Capital Projects Fund. Personnel expenses increase \$124,300, mainly due to a general wage increase and the resolution of the AFSCME labor contract. Finance department salaries increased \$128,800 from 2007, reflecting the additional accountant position, at a cost of \$67,500 for salary and fringe benefits, fully reimbursed to the department by Community Development Block Grant funds. IMRF charges increased \$16,600 due to salary increases. Health insurance costs increased \$3,400, due to changes in plan coverage. The increases were partially offset by a decrease in employee agency wages of \$25,000.

Contractual services decreased \$60,500 from the 2007 budget. Major decreases include printing (\$31,160), postage (\$32,680), and microcomputer charges (\$92,480). These decreases were partially offset by increases in building rent (\$21,000), risk management (\$7,200), credit card collection fees (\$7,000), and office equipment maintenance (\$5,900).

2007 was the last year that citizens were required to purchase the City vehicle sticker. Ending it resulted in a significant cost savings, approximately \$103,000 for the 2008 fiscal year. Temporary employee expenses directly related to the administration of the vehicle sticker program, reflected \$40,000 of the cost savings. Printing of the vehicle stickers and the vehicle sticker applications comprised \$26,000 of the total program cost. Advertising (\$10,000) and sticker design (\$2,000) expenses saved in 2008 combined for a total of \$12,000. Lastly, postage costs incurred for mass mailing the vehicle sticker applications represented \$25,000 of the savings realized.

For 2008, the Finance Department has estimated the associated costs of implementing a quarterly-to-monthly water billing initiative. The projected cost of generating monthly water bill invoices as opposed to the current quarterly distributed water bills is approximately \$288,000. One of the most significant expenses will be postage (\$130,000), for mass mailings to residents informing them of the change in billing periods, as well as an attempt to reconcile outstanding water bill balances, and the increased monthly billing itself. Other major costs include the outsourcing of water bill printing (\$75,000), temporary employee expenses (\$15,000), for customer service and account reconciliation during the program transition, and media advertisement (\$5,000), of the new water billing process. Even though the Finance Department budgets for these expenses, it is important to note that these and all other water billing expenses are fully reimbursable to the General Fund from the Water Fund.

Supplies increase \$8,800 in 2008, due to an increase in computer non-capital for replacement computers.

Other expenses decrease \$1,112,500 in 2008. The animal control purchase of services from the County increases \$51,000 due to increased program operating expenses. As a result of the Pella development agreement formula change to a 70/30 split during the last fiscal year, the sales tax rebate amount decreases \$179,700. Debt service expense increases \$21,400 due to the 2007, \$1.1 million sewer annexation bond sale. \$200,000, a nonrecurring expense, is added for the Community Collaboration initiative. The Human Services Department transfer decreases

Finance Department

\$242,000 from the previous year due to the one time flood restoration program transfer (\$250,000) concluding in 2007, and the annually recurring Human Services transfer increasing by \$8,000. \$15,000 is added to the Building Maintenance Fund transfer to maintain the current service level of city-wide graffiti removal. Finally, for 2008 a \$500,000 transfer is authorized to the Capital Projects Fund, \$1,000,000 less than the previous year, returning to its standard historically funded level.

In 2007, the Finance Department spent \$7,799,365, or 98.7% 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 2008.

Personnel Review

FINANCE DEPARTMENT				
BENEFITS AND SALARIES		2007	2008	INCREASE/ (DECREASE)
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	
PERMANENT		\$1,574,549	\$1,703,358	\$128,809
TEMPORARY		41,000	16,000	(25,000)
OVERTIME		4,750	4,750	0
MERIT PAY		20,431	23,001	2,570
SALARY ADJUSTMENT		<u>27,711</u>	<u>24,854</u>	<u>(2,857)</u>
TOTAL SALARIES		<u>\$1,668,441</u>	<u>\$1,771,963</u>	<u>\$103,522</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$286,181	\$302,806	\$16,625
UNEMPLOYMENT TAX		2,079	2,142	63
WORKER'S COMPENSATION		3,255	3,512	257
HEALTH INSURANCE		397,176	400,556	3,380
RETIREE HEALTH INSURANCE		16,000	16,000	0
LIFE INSURANCE		2,574	2,652	78
PARKING BENEFITS		<u>11,880</u>	<u>12,240</u>	<u>360</u>
TOTAL BENEFITS		<u>\$719,145</u>	<u>\$739,908</u>	<u>\$20,763</u>
TOTAL COMPENSATION		<u>\$2,387,586</u>	<u>\$2,511,871</u>	<u>\$124,285</u>
	POSITION	2007	2008	INCREASE/ (DECREASE)
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	
FINANCE DIRECTOR	E-14	1.00	1.00	0.00
MANAGER	E-11	3.00	3.00	0.00
PRINCIPAL ACCOUNTANT	E-9	1.00	1.00	0.00
FINANCIAL ANALYST	E-8	2.00	2.00	0.00
SENIOR ACCOUNTANT	E-8	3.00	3.00	0.00
ACCOUNTANT	E-7	3.00	4.00	1.00
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>10.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>33.00</u>	<u>34.00</u>	<u>1.00</u>

Finance Department

Performance Measures

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate
Purchase Orders issued	11,732	12,145	12,231	12,200
Bids/RFP's issued	113	177	144	145
Consecutive Years receiving GFOA Budget Award	21	22	23	24
Consecutive Years receiving GFOA Financial Reporting Award	25	26	22	28
Bond Issues	2	1	2	1
Investment Earnings	1,630,447	3,355,642	5,076,438	3,583,523

Information Technology

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.

2007 Accomplishments →

- Implemented a city-wide wireless network system so field-based employees have access to City computer systems such as Police Records Management, Service Request System, Intranet information, etc. This allows employees to have instant access to information while in the field.
- Completed the build-out of the City's new data center environment and have begun to move servers and other computing assets into the new environment. The new environment greatly enhances the security and protection of critical servers and data.
- Implemented a new network file server and successfully migrated all data to the new server. This new server provides higher performance and much greater capacity to meet the City's growing data needs.
- Implemented a new anti-spam service, which has significantly reduced the amount of unwanted mail for City employees. The new service blocks approximately 350,000 unwanted messages per month, saving over \$200,000 per year in lost employee productivity.
- Implemented a new data backup architecture, which reduces the risk exposure to data loss and provides a higher level of data recoverability.
- Continued to implement server consolidation technology, which has saved the City over \$100,000 in hardware acquisition costs alone. This consolidation effort also reduces maintenance costs, IT staff support costs, and power utilization.
- Implemented a number of GIS technology and process improvements to increase City Staff efficiency and increase data accuracy.
- Supported the City's 2007 Flood response by assisting FEMA/IEMA staff, provisioning a new "Flood Database", and producing a number of reports, GIS maps, and statistics related to the event.

Information Technology

- Implemented a number of Line-of-Business application upgrades throughout the year.
- Implemented upgrades to the City's network to improve stability, performance, and manageability.
- Closed out approximately 7,000 requests for service.

2008 Goals and Objectives→

- Implement new Permitting application to streamline internal business process for Building and Public Works Departments.
- Implement a new on-line permitting and payment system to streamline business operations for our customers.
- 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.
- Implement management dashboards to provide fast, reliable, and useful information for driving business decisions.
- Upgrade the City's financial system to support monthly water billing cycles.
- Implement a master address database to support the location-based activities of other City Departments.

Information Technology

Budget Summary

INFORMATION TECHNOLOGY FUND					
APPROPRIATION	2006 <u>ACTUAL</u>	2007 <u>BUDGET</u>	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$807,381	\$831,920	\$807,920	\$861,287	\$29,367
CONTRACTUAL	587,817	720,323	662,318	1,148,757	\$428,434
SUPPLIES	163,186	136,695	192,643	82,545	(\$54,150)
OTHER	<u>443,774</u>	<u>490,820</u>	<u>441,470</u>	<u>582,038</u>	<u>\$91,218</u>
TOTAL	<u>\$2,002,158</u>	<u>\$2,179,758</u>	<u>\$2,104,351</u>	<u>\$2,674,627</u>	<u>\$494,869</u>
INCREASE ADJUSTED FOR ENCUMBRANCES IS:					<u>\$463,974</u>
STAFFING REVIEW	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	INCREASE (DECREASE)
	10.00	10.00	10.00	10.00	0.00
FUNDING SOURCE	2006		2008		
	<u>AMOUNT</u>	<u>PERCENTAGE</u>	<u>AMOUNT</u>	<u>PERCENTAGE</u>	
INFORMATION TECHNOLOGY CHARGES					
GENERAL FUND	\$1,580,850	71.6	\$2,069,610	75.9	
OTHER FUNDS	<u>627,500</u>	<u>28.4</u>	<u>656,730</u>	<u>24.1</u>	
TOTAL	<u>\$2,208,350</u>	<u>100.0</u>	<u>\$2,726,340</u>	<u>100.0</u>	

Budget Analysis

The 2008 budget of \$2,674,627 is an increase of \$494,869 (22.7%) from 2007. Personnel costs increase \$29,400 (3.5%). Increases include \$22,300 in salary adjustments and IMRF costs of \$1,800 due to higher wages and the increased contribution rate. Health insurance premiums increased \$5,200 due to increases in premiums.

Contractual services increase \$428,400 (59.5%) from the prior year. Service contracts increases \$18,500 with increases to the City's contribution to WinGIS. Office equipment maintenance increases \$177,200, primarily due to increases in Munis maintenance and the addition of a Microsoft licensing product that will allow City users to have access to updated operating system and Office software. City users are primarily using Office 97, a dated suite of software that Microsoft will no longer support. The licensing product will allow all of the City's approximately 1,000 users to upgrade to the Windows XP operating system and to Office 2003 software. The licensing product is part of a six year agreement with Microsoft, which will cover all licensing costs, support, and upgrades over the term of the agreement. Consulting fees increases \$230,300, a portion of which was added for an update to the City's website in 2008. The new site will include additional communication tools, such as email newsletters. The consulting fee increase will also cover content development and updating for the website on an ongoing basis. The increase will also allow the City to explore other communication methods, such as an emergency notification system.

Information Technology

Supplies decrease \$54,150 (39.9%), in the non-capital computer account for software and hardware improvements. The supply accounts were adjusted to accommodate additions in contractual accounts and to meet budget restrictions.

The amount budgeted for depreciation increases \$40,500 with the addition of new Hansen products. Permitting and code enforcement, along with an internet component that allows users to request permits, check status, etc online, are planned for 2008. Initial estimates put the total software cost at \$250,000, which will be depreciated over five years. The costs are allocated to Building and Code Enforcement, through their microcomputer charges, and will be funded in part by a technology surcharge on building permits.

In 2007, Information Technology spent \$2,104,351, or 96.5% of its budgeted allocation. In the past several years, 75% to 108% of the budget has been spent.

Five Year Financial Forecast

The 2009-2013 forecast assumes operations will continue as they are programmed for 2007 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 2009-2013 Financial Forecast (In 000s)

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Revenues	\$2,835	\$2,948	\$3,066	\$3,189	\$3,317
Expenditures	<u>2,782</u>	<u>2,893</u>	<u>3,009</u>	<u>3,129</u>	<u>3,254</u>
Excess (Deficit)	<u>53</u>	<u>55</u>	<u>57</u>	<u>60</u>	<u>63</u>
Beginning Balance	<u>532</u>	<u>585</u>	<u>640</u>	<u>697</u>	<u>757</u>
Ending Balance	<u>\$585</u>	<u>\$640</u>	<u>\$697</u>	<u>\$757</u>	<u>\$820</u>

Information Technology

Personnel Review

INFORMATION TECHNOLOGY DEPARTMENT				
BENEFITS AND SALARIES		2007	2008	INCREASE/ (DECREASE)
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	
PERMANENT		\$558,337	\$582,311	\$23,974
OVERTIME		1,000	1,000	0
MERIT PAY		12,218	12,718	500
SALARY ADJUSTMENT		<u>16,751</u>	<u>14,558</u>	<u>(2,193)</u>
TOTAL SALARIES		<u>\$588,306</u>	<u>\$610,587</u>	<u>\$22,281</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$103,425	\$105,265	\$1,840
UNEMPLOYMENT TAX		630	630	0
WORKER'S COMPENSATION		1,175	1,221	46
HEALTH INSURANCE		134,004	139,204	5,200
LIFE INSURANCE		780	780	0
PARKING BENEFITS		3,600	3,600	0
TOTAL BENEFITS		<u>243,614</u>	<u>250,700</u>	<u>7,086</u>
TOTAL COMPENSATION		<u>\$831,920</u>	<u>\$861,287</u>	<u>\$29,367</u>
	POSITION	2007	2008	INCREASE/ (DECREASE)
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	
IT DIRECTOR	E-14	1.00	1.00	0.00
SENIOR IT SPECIALIST	E-9	4.00	4.00	0.00
IT SPECIALIST	E-8	4.00	4.00	0.00
COMPUTER TECHNICIAN	A-21	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>10.00</u>	<u>10.00</u>	<u>0.00</u>

Human Resources Department

Mission Statement

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

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

2007 Accomplishments →

- Completed a comprehensive re-write of the City's Rules and Regulations to be distributed in 2008.
- Partnered with department management to hire qualified employees.
- Participated in union issues/activities: negotiations, grievance handling and arbitration.
- Continued participation in the administration of the City's health plans.
- Coordinated wellness fair for the City of Rockford employees and family members.
- Ongoing review of policies and procedures to ensure fair and consistent treatment of all employees.
- Transitioned employees to a new Employee Assistance vendor.

2008 Goals and Objectives →

- Participate in negotiations for Fire, Police, and three AFSCME contracts.
- Conduct an Employee Opinion Survey.
- Continue working with benefit consultant to modernize our health plans and look for opportunities for cost containment.
- Improve service by moving Polices, Benefit plans and Contracts to the City's Intranet.
- Annual review of Rules and Regulations for changes required by law or the City's operation.
- Continue to work with department management to hire qualified employees.

Human Resources Department

Budget Summary

HUMAN RESOURCES DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2006 <u>ACTUAL</u>	2007 <u>BUDGET</u>	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$605,970	\$629,141	\$599,095	\$655,491	\$26,350
CONTRACTUAL	143,419	166,310	159,934	131,330	(34,980)
SUPPLIES	13,382	13,050	18,158	13,440	390
OTHER	0	(9,800)	0	0	9,800
CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>\$762,771</u>	<u>\$798,701</u>	<u>\$777,187</u>	<u>\$800,261</u>	<u>\$1,560</u>
STAFFING REVIEW					
TOTAL	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>INCREASE (DECREASE)</u>
	7.00	7.00	7.00	7.00	0.00
FUNDING SOURCE					
	2007 <u>AMOUNT</u>	2007 <u>PERCENTAGE</u>	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>	
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENT	\$78,943	9.9	\$83,122	10.4	
TRANSFERS FROM OTHER FUNDS	182,800	22.9	182,200	22.8	
GENERAL REVENUES	<u>536,958</u>	<u>67.2</u>	<u>534,939</u>	<u>66.8</u>	
TOTAL	<u>\$798,701</u>	<u>100.0</u>	<u>\$800,261</u>	<u>100.0</u>	

Budget Analysis

The 2008 budget of \$800,261 represents a \$1,600 (0.2%) increase from the 2007 budget. Personnel costs increased a total of \$26,400. Salaries rose \$33,300 due to annual wage adjustments and IMRF expenses increased \$4,100 due to wage increases. Health insurance costs decreased \$10,400, due to employee selection of less expensive insurance options.

Contractual services decreased \$35,000. The most significant decreases were in travel (\$1,300), advertising (\$5,000), cut in order to meet deficit projections, telephone charges (\$5,200), professional medical fees (\$5,500) and education (\$7,000), also cut due to deficit projections, and finally microcomputer charges (\$16,120). Although the contractual accounts decreased overall, increases occurred in negotiations (\$4,000) for expenses related to the bargaining agreements to be settled with the Police and Fire departments, and service contracts (\$2,000) for expenses related to the outsourcing of FMLA claims.

Supplies increased \$390 overall, reflecting increases in the department's small tools budgets.

In 2007, the Human Resources Department spent \$777,187, or 97.3% 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 2007.

Human Resources Department

Personnel Review

HUMAN RESOURCES DEPARTMENT				
BENEFITS AND SALARIES		2007	2008	INCREASE/ (DECREASE)
SALARY		<u>BUDGET</u>	<u>BUDGET</u>	
PERMANENT		\$418,143	\$451,423	\$33,280
TEMPORARY		0	0	0
MERIT PAY		10,833	11,382	549
SALARY ADJUSTMENT		<u>12,544</u>	<u>11,286</u>	<u>(1,258)</u>
TOTAL SALARIES		<u>\$441,520</u>	<u>\$474,091</u>	<u>\$32,571</u>
BENEFITS				
ILLINOIS MUNICIPAL RETIREMENT		\$77,619	\$81,733	\$4,114
UNEMPLOYMENT TAX		441	441	0
WORKER'S COMPENSATION		883	948	65
HEALTH INSURANCE		105,612	95,212	(10,400)
LIFE INSURANCE		546	546	0
PARKING BENEFITS		<u>2,520</u>	<u>2,520</u>	<u>0</u>
TOTAL BENEFITS		<u>\$187,621</u>	<u>\$181,400</u>	<u>(\$6,221)</u>
TOTAL COMPENSATION		<u>\$629,141</u>	<u>\$655,491</u>	<u>\$26,350</u>
	POSTION	2007	2008	INCREASE/ (DECREASE)
POSITION TITLE	<u>RANGE</u>	<u>EMPLOYEES</u>	<u>EMPLOYEES</u>	
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	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>
TOTAL PERSONNEL		<u>7.00</u>	<u>7.00</u>	<u>0.00</u>

Performance Measurements

	2005 Actual	2006 Actual	2007 Actual	2008 Estimate
Applications	4,493	1,907	3,468	2,500
Vacancies Filled	55	59	78	70
Worker's Comp Claims	312	280	301	285
Worker's Comp Lost Days	1,416	1,077	2,174	1,185
Training Sessions	55	59	0	55
Health Insurance Participants	1,481	1,437	1,456	1,450
Flex Spending Participants	283	292	305	305

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, 1996-2007
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
1996	67,825		75,975	2002	83,563		79,624
	22,722		53,091		27,639		39,077
	33.5		69.9		33.1		49.1
1997	75,025	78,262	75,500	2003		81,366	
	6,909	39,304	19,000			19,900	
	9.2	50.2	25.2			24.5	
1998	77,614		81,027	2004	80,330		87,937
	15,177		36,752		19,228		57,905
	19.3		45.4		23.9		65.8
1999		76,333		2005	84,374		88,781
		18,567			7,092		33,716
		24.3			8.4		38.0
2000	80,753		85,630	2006	80,359		82,058
	17,467.0		55,698		21,122		38,224
	21.6		65.4		26.3		46.6
2001	83,463		86,899	2007		83,070	
	6,038		39,080			22,142	
	7.2		45.0			26.65	

2007 Accomplishments →

- Successfully conducted the April 5 Consolidated Election in which there were total of 22,142 ballots cast of the 83,070 registered voters, resulting in a 27% participation rate.
- Implemented provisions of new state election law, including early voting, grace period registration and voting, redistricting for judicial sub-districts, processing registrations throughout the State from deputy registrars.
- Administered mass mailing of Voter Identification Cards within Rockford City limits.

Board of Election Commissioners

- Successfully integrated the City map with ward and precinct boundaries, County Board districts, Judicial Circuit sub-districts, School Board districts, Legislative districts, and Representative districts, along with voter registration figures into GIS files.

2008 Goals and Objectives →

- Conduct a February 5 General Primary (Presidential Preference) Election and a November 4 General Election.
- Continued appointment and training of deputy registrars.
- Conduct a specialized mock election training for all election judges.
- Comply with State legislation to establish two (2) supplemental early voting sites

Budget Summary

BOARD OF ELECTION BUDGET SUMMARY					
APPROPRIATION	2006 <u>ACTUAL</u>	2007 <u>BUDGET</u>	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$303,745	\$407,975	\$358,060	\$515,443	\$107,468
CONTRACTUAL	397,869	262,610	525,160	340,217	77,607
SUPPLIES	242,570	37,400	0	62,600	25,200
CAPITAL	<u>1,097,418</u>	<u>77,000</u>	<u>0</u>	<u>25,000</u>	<u>(52,000)</u>
TOTAL	<u>\$2,041,602</u>	<u>\$784,985</u>	<u>\$883,220</u>	<u>\$943,260</u>	<u>\$158,275</u>

FUNDING SOURCE	2007 <u>AMOUNT</u>	2007 <u>PERCENTAGE</u>	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENTS	\$0	0.0	\$0	0.0
COUNTY PROPERTY TAX TRANSFER	784,985	100.0	943,260	100.0
GENERAL REVENUES	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>
TOTAL	<u>784,985</u>	<u>100.0</u>	<u>943,260</u>	<u>100.0</u>

Budget Analysis

The 2008 budget is \$943,260, which is a \$158,300 (20.0%) increase from the 2007 budget. There are two scheduled elections to be conducted in 2008, one more than in 2007, explaining much of the general increase in the budget. Personnel expenditures increase \$107,500, with the largest increases in salaries (\$53,900) and temporary salaries (\$27,700). IMRF charges also increased \$7,800 and health insurance went up \$17,900. \$45,000 of the expense is nonrecurring due to having two computer specialists on staff in order to assume a smooth retirement transition.

Contractual services increased \$77,600, mainly due to increased ballot printing and election advertising requirements for the elections. Printing and publication increased \$45,400, advertising increased \$21,000, and miscellaneous contractual increased \$6,900. Supply accounts increased

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\$25,200, mainly in general office supplies (\$5,000), and computer non-capital increased by \$20,200 in order to accommodate the voter registration system.

Capital expenses have decreased \$52,000 from the previous year's budget.

In addition to the \$943,260 budget request submitted to the City, the Election Commission, a quasi-independent entity, has additional expense of \$159,000 for election judges (\$24,000 reimbursed by the State of Illinois) and salaries and retirement (\$135,000) paid directly by Winnebago County for the director, assistant director, and three commissioners). The total program cost is \$1,102,260. Funding will be from the County, \$1,135,000, and the State, \$24,000.

In 2007, the Board of Election Commissioners spent \$883,220, or 112.5% of its budgeted allocation. In the past several years, with the exception of 2006, 99% to 113% of the budget has been spent.

Capital Equipment

For 2008, the Board of Election Commissioners has budgeted \$25,000 for payment on voter registration software.

CAPITAL EQUIPMENT BOARD OF ELECTIONS 2008 BUDGET	
<u>DESCRIPTION</u>	<u>AMOUNT</u>
ELECTION EQUIPMENT FUND	<u>\$25,000</u>
TOTAL CAPITAL	<u>\$25,000</u>