

# 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.

### **2008 Accomplishments** →

- Completed the first full year of the RockStat program allowing for process improvement, better service delivery, and accountability in business practices.
- Utilized internal data captured through the Hansen/RockStat system to establish internal benchmarks and the external data supplied by the ICMA annual report for performance measurement.
- Actively managed the development and utilization of internal communication tools such as the new SharePoint site.
- Worked directly with management and staff to establish communication protocol for the media that allows for direct access and more transparency of information.
- Developed PSA campaigns for city activities such as recycling, code enforcement, and the noise ordinance.
- Developed a geographic reporting process for the 2009 RockStat meetings which will allow for a more effective utilization of organizational resources.
- Developed a comprehensive strategic planning process that better integrates organizational goals with departmental needs.
- Brought together Rockford Charter School Coalition comprised of diverse community members that were dedicated to choice in public education.
- Worked with community partners to create a vision, strategic plan and timeline for charter school implementation and to develop appropriate venues for community engagement and information sharing.
- Spearheaded the creation of the Community Education Partnership (CEP), which is comprised of local education, business, and public sector leaders, focused on engagement of the public and private sectors in educational issues which affect our community.
- Worked with Higher Education Alliance of Rock River Region and Rockford Area Economic Development Council to design City University concept.

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- Created nCenter, the state's first one-stop-shop enrichment and recreational center just for high school teens.
- Raised \$1.5 million in cash and in-kind contributions for re-model and start-up costs for the nCenter, including over 7,000 of donated labor from No. IL Building Trades.
- Began process for engaging a citizen committee to bring governance issue forward to community for a potential April 7, 2009 ballot question.
- Completed intellectual property work for nFACTOR. City of Rockford now owns the trademark and copyrights to all nFACTOR materials, brands and its "look and feel". nFactor membership levels maintained diversity and numbers of over 3,000.
- Proactively worked to eradicate truancy in our community through tools such as the Truancy Citation process and the establishment of legislative fixes to allow communication from school district to City of Rockford, decrease time between citation and hearing and increase the age in which parents are responsible for child's attendance. Legislation SB 2743 passed both houses in November of 2008. Takes effect January of 2009.
- Worked with approximately 458 events, venues, performances, businesses and other agencies for increased success. Assistance included education, mentoring, and safety through risk analysis, crisis management, permits and support services.
- MOTCSE Cost reduction and/or savings: Created cost control initiatives resulted in revenue through billing of approximately \$4,000.00 (cost recovery for services) and \$33,650.00 in deferred costs (eliminated free police services for events on private property, billed total cost of traffic control and police services provided to for-profit events on public property). Developed and implemented procedures aimed at leaner and more effective analysis and support.
- Partnered to create and implement a unique, inclusive and comprehensive approach to global initiatives

### **2009 Goals and Objectives →**

- Build & maintain strong financial stewardship including budgeting and resource analysis.
- Focus on customers including: Excellence in Customer Service; Communications; and Transparency in Government.
- Engage & support citizen involvement in city planning & activities.
- Build and support intergovernmental relationships, collaboration, and advocacy.
- Provide accountability through approving, monitoring, and updating annual plan elements.

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- Support staff development, diversity and staff execution of strategic plan.

## Budget Summary

MAYOR'S OFFICE BUDGET SUMMARY					
APPROPRIATION	2007 ACTUAL	2008 BUDGET	2008 ACTUAL	2009 BUDGET	INCREASE (DECREASE)
PERSONNEL	\$723,672	\$774,167	\$776,786	\$711,366	(\$62,801)
CONTRACTUAL	238,417	189,580	183,724	149,565	(40,015)
SUPPLIES	33,647	14,500	26,740	11,500	(3,000)
OTHER	0	0	0	0	0
CAPITAL OUTLAY	21,102	0	0	0	0
	<u>\$1,016,838</u>	<u>\$978,247</u>	<u>\$987,250</u>	<u>\$872,431</u>	<u>(\$105,816)</u>

  

STAFFING REVIEW	2006	2007	2008	2009	INCREASE (DECREASE)
TOTAL	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>0.00</u>

  

FUNDING SOURCE	2008 AMOUNT	2008 PERCENTAGE	2009 AMOUNT	2009 PERCENTAGE
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENT	\$98,638	10.1	\$105,903	12.1
PURCHASE OF SERVICES	\$92,950	0.0	97,900	11.2
GENERAL REVENUES	<u>786,659</u>	<u>80.4</u>	<u>668,628</u>	<u>76.6</u>
TOTAL	<u>\$978,247</u>	<u>90.5</u>	<u>\$872,431</u>	<u>99.9</u>

## Budget Analysis

The 2009 budget of \$872,431 represents a \$105,816 (10.8%) decrease from 2008. Personnel expenses fell a total of \$62,801 from 2008. Decreases in the overall personnel expenses includes a wage freeze (\$11,000), the conversion of the office assistant position from full-time to part-time, and the termination of the Director of Life Long Learning (\$109,400). Increases include staff salaries (\$47,000), IMRF (\$7,000), and health insurance (\$3,000).

Contractual expenses in the Mayor's Office decreased a total of \$40,015 due to reductions in printing & publication expenses (\$4,500), travel (\$6,000), service contracts (\$5,000), microcomputer (\$3,490), education & training (\$3,000), and building rental (\$19,000). Cuts were made to meet budget restraints.

The Supply accounts budget decreased a total of \$3,000. Decreases include small equipment (\$500), food (\$1,500), and miscellaneous expenses (\$1,000).

In 2007, the Mayor's Office began adjudicative truancy hearings as part of an intergovernmental agreement with Winnebago County, Rockford School District #205, and the United Way of Rock River Valley. The program is designed to decrease truancy rates among District #205 students and is funded at different levels by all parties mentioned in the intergovernmental agreement, as well as by private donations. Fines collected for truancy violations are recognized as program revenue and subsequently used to fund media, marketing, and public relations expenses. The City of Rockford's contribution was best recognized as in-kind. For 2009, the City will seek reimbursement from District #205 for services provided.

# Mayor's Office

In 2008, the Mayor's Office spent \$987,250, or 101% of its budgeted allocation. Over the past several years, 84% to 104% of the budget has been spent.

## Capital Equipment

There are no capital items budgeted for the Mayor's Office in 2009.

## Personnel Review

<b>MAYOR'S OFFICE</b>				
		<b>2008</b>	<b>2009</b>	<b>INCREASE/ (DECREASE)</b>
<b>BENEFITS AND SALARIES</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>
<b>SALARY</b>				
PERMANENT		\$540,078	\$587,522	\$47,444
TEMPORARY		0	0	0
MERIT PAY		11,490	0	(11,490)
SALARY ADJUSTMENT		<u>11,127</u>	<u>(98,273)</u>	<u>(109,400)</u>
<b>TOTAL SALARIES</b>		<b><u>\$562,695</u></b>	<b><u>\$489,249</u></b>	<b><u>(\$73,446)</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$97,009	\$104,052	\$7,043
UNEMPLOYMENT TAX		504	504	0
WORKMEN'S COMPENSATION		1,125	1,347	222
HEALTH INSURANCE		109,330	112,710	3,380
LIFE INSURANCE		624	624	0
PARKING BENEFITS		<u>2,880</u>	<u>2,880</u>	<u>0</u>
<b>TOTAL BENEFITS</b>		<b><u>\$211,472</u></b>	<b><u>\$222,117</u></b>	<b><u>\$10,645</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$774,167</u></b>	<b><u>\$711,366</u></b>	<b><u>(\$62,801)</u></b>
<b>POSITION TITLE</b>	<b>POSTION RANGE</b>	<b>2008 <u>EMPLOYEES</u></b>	<b>2009 <u>EMPLOYEES</u></b>	<b>INCREASE/ (DECREASE)</b>
MAYOR	ELECTED	1.00	1.00	0.00
CITY ADMINISTRATOR	E-16	1.00	1.00	0.00
ASSISTANT CITY ADMINISTRATOR	E-10	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>
<b>TOTAL PERSONNEL</b>		<b><u>8.00</u></b>	<b><u>8.00</u></b>	<b><u>0.00</u></b>

# **City Council**

## **Mission Statement**

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

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

### **2008 Accomplishments** →

- Approved 2008 budget with no layoffs or reduction in service.
- Approved 2008-2012 Capital Improvement Plan, incorporating the new capital sales tax revenue and aggressively addressing the City's capital needs.
- Approved a number of development agreements to grow and expand the City's economic base.

### **2009 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.

# City Council

## Budget Summary

<b>CITY COUNCIL BUDGET SUMMARY</b>					
<b>APPROPRIATION</b>	<u>2007</u> <u>ACTUAL</u>	<u>2008</u> <u>BUDGET</u>	<u>2008</u> <u>ACTUAL</u>	<u>2009</u> <u>BUDGET</u>	<u>INCREASE</u> <u>(DECREASE)</u>
PERSONNEL	\$372,971	\$372,604	\$379,362	\$391,480	\$18,876
CONTRACTUAL	55,202	96,890	42,485	50,900	(45,990)
SUPPLIES	1,628	22,300	3,324	900	(21,400)
OTHER	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$429,801</u>	<u>\$491,794</u>	<u>\$425,171</u>	<u>\$443,280</u>	<u>(\$48,514)</u>

  

<b>STAFFING REVIEW</b>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>INCREASE</u> <u>(DECREASE)</u>
ELECTED	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>0.00</u>

  

<b>FUNDING SOURCE</b>	<u>2008</u> <u>AMOUNT</u>	<u>2008</u> <u>PERCENTAGE</u>	<u>2009</u> <u>AMOUNT</u>	<u>2009</u> <u>PERCENTAGE</u>
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENTS	\$26,998	5.5	\$26,686	6.0
GENERAL REVENUES	<u>464,796</u>	<u>94.5</u>	<u>416,594</u>	<u>94.0</u>
TOTAL	<u>\$491,794</u>	<u>100.0</u>	<u>\$443,280</u>	<u>100.0</u>

## Budget Analysis

The 2009 budget of \$443,280 represents a \$48,514 (9.9%) decrease from the 2008 budget. In 2008, \$21,000 was added to the Council budget's supply account due to the one time purchase of Hansen licenses and key fobs for the aldermen; without this adjustment, the 2009 budget is a \$27,000 decrease compared to 2008. Personnel expenses increased \$18,800 as a result of increased health insurance costs.

Contractual expenses for City Council were cut \$46,000 through decreases in printing & publication expenses (\$500), travel (\$9,500), service contracts (\$25,000), building rental (\$8,900) and education & training (\$2,900).

In 2008, the City Council spent \$425,171, or 86% of its budgeted allocation. Over the past several years, 86% to 103% of the budget has been spent.

# City Council

## Personnel Review

<b>CITY COUNCIL</b>				
<b>BENEFITS AND SALARIES</b>		<b>2008</b>	<b>2009</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	
PERMANENT		\$168,000	\$168,000	\$0
<b>TOTAL SALARIES</b>		<b><u>\$168,000</u></b>	<b><u>\$168,000</u></b>	<b><u>\$0</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$26,662	\$26,316	(\$346)
WORKER'S COMPENSATION		336	370	34
HEALTH INSURANCE		171,834	191,022	19,188
LIFE INSURANCE		1,092	1,092	0
PARKING BENEFITS		<u>4,680</u>	<u>4,680</u>	<u>0</u>
<b>TOTAL BENEFITS</b>		<b><u>\$204,604</u></b>	<b><u>\$223,480</u></b>	<b><u>\$18,876</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$372,604</u></b>	<b><u>\$391,480</u></b>	<b><u>\$18,876</u></b>
	<b>POSTION</b>	<b>2008</b>	<b>2009</b>	<b>INCREASE/ (DECREASE)</b>
	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	
POSITION TITLE	ELECTED	<u>14.00</u>	<u>14.00</u>	<u>0.00</u>
<b>TOTAL PERSONNEL</b>		<b><u>14.00</u></b>	<b><u>14.00</u></b>	<b><u>0.00</u></b>

# **Legal Department**

## **Mission Statement**

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

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

### **2008 Accomplishments** →

- Support of Truancy Reduction legislation, which has passed both the Illinois House and Senate.
- Support of citation on sight for in school truancy, providing for safer schools.
- Resolution of School liaison officer contract with District 205 for 2007-2009.
- Successful Weed and Seed grant cycle.
- Passage of Solicitors and Peddlers Ordinance.
- Seizure and management agreement for Mobil Station at College and 3<sup>rd</sup>.
- Conducted negotiations and public hearing on franchise renewal, with completion and presentation to City Council likely in early 2009.
- Revisions to the right-of-way ordinance passed by City Council.
- On-line seminars provided more cost effective opportunities for some continuing education.
- All attorneys subject to mid-year compliance with the Illinois Bar were certified MCLE compliant.
- Update case/ document storage software with integrated digitalization of records and documents.
- Hardware update completed during the fourth quarter of 2008, with software update and training to follow.
- New development agreements for South Main Riverwood, and Valencia are completed.
- Initial Artist District Marketing initiative is progressing.
- Support pursuit of low-cost state sponsored financing of Water Rehabilitation Projects is completed.

# Legal Department

## 2009 Goals and Objectives →

- Increase economic activity by supporting TIF development.
- Reduce crime by establishing truancy referral system with District 205.
- Support transition to geographic policing.
- Increase living wage jobs by continuing expansion of Minority Procurement Policy.
- Create a qualified and educated workforce by supporting Community Education Partnership Initiatives.
- Create vibrant neighborhoods by supporting Code Enforcement, Weed and Seed Programs and Neighborhood Associations.

## Budget Summary

<b>LEGAL DEPARTMENT BUDGET SUMMARY</b>					
<b>APPROPRIATION</b>	<u>2007 ACTUAL</u>	<u>2008 BUDGET</u>	<u>2008 ACTUAL</u>	<u>2009 BUDGET</u>	<u>INCREASE (DECREASE)</u>
PERSONNEL	\$1,692,552	\$1,813,925	\$1,791,125	\$1,645,421	(\$168,504)
CONTRACTUAL	233,268	261,522	247,626	197,665	(63,857)
SUPPLIES	39,781	35,000	48,303	18,750	(16,250)
OTHER	0	0	0	0	0
CAPITAL	0	0	0	0	0
<b>TOTAL</b>	<u>\$1,965,601</u>	<u>\$2,110,447</u>	<u>\$2,087,054</u>	<u>\$1,861,836</u>	<u>(\$248,611)</u>
<b>STAFFING REVIEW</b>					
	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>INCREASE (DECREASE)</u>
TOTAL	17.00	19.00	20.00	20.00	0.00
<b>FUNDING SOURCE</b>					
		<u>2008 AMOUNT</u>	<u>2008 PERCENTAGE</u>	<u>2009 AMOUNT</u>	<u>2009 PERCENTAGE</u>
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENTS		\$222,821	10.6	\$225,349	12.1
MAGISTRATE FINES		650,000	30.8	650,000	34.9
PURCHASE OF SERVICES		490,477	23.2	581,254	31.2
GENERAL REVENUES		<u>747,149</u>	<u>35.4</u>	<u>405,233</u>	<u>21.8</u>
<b>TOTAL</b>		<u>\$2,110,447</u>	<u>100.0</u>	<u>\$1,861,836</u>	<u>100.0</u>

## Budget Analysis

The 2009 budget of \$1,861,836 is a \$248,611 (11.8%) decrease from the 2008 budget. Personnel costs in 2009 decreased by \$168,504 due to reductions in temporary worker expenses (\$8,000), overtime (\$6,000), merit pay (\$27,400), health insurance (\$25,100), and a negative salary adjustment (\$138,000) as a result of a vacant Assistant City Attorney position and the implementation of furlough days.

Contractual expenses in the Legal Department decreased \$63,857, primarily as a result of a decrease in budgeted dollars for service contracts (\$26,300) and building rental (\$19,000). This is

## **Legal Department**

due to the \$45,100 that was added to the Legal budget in 2008 service contracts for truancy hearings and building rental. Without this adjustment, the 2009 budget is a \$203,500 decrease from 2008. Remaining decreases include education & training (\$9,300), travel (\$5,500), telephone (\$3,700), microcomputer (\$2,300), and postage (\$1,000). Cuts were made to meet budget restraints.

Supplies decreased by \$16,250 due to reductions in book expenses (\$6,000), computer non-capital (\$7,000), and small equipment (\$3,200). In 2008, Legal made a one time purchase of new desktops for the department.

In 2007, the Mayor's Office began adjudicative truancy hearings as part of an intergovernmental agreement with Winnebago County, Rockford School District #205, and the United Way of Rock River Valley. The program is designed to decrease truancy rates among district #205 students and is funded at different levels by all parties mentioned in the intergovernmental agreement, as well as by private donation. Fines collected for truancy violations are recognized as program revenue and subsequently used to fund media, marketing, and public relations expenses. The City of Rockford's contribution is best recognized as in-kind. For 2009, the City will seek reimbursement from District #205 for services provided.

In 2008, the Legal Department spent \$2,087,054, or 98.9% of its budget allocation. Over the past several years, 96% to 104% of the budget has been spent.

### **Capital Equipment**

There are no capital items budgeted for 2009.

# Legal Department

## Personnel Review

LEGAL DEPARTMENT				
<b>BENEFITS AND SALARIES</b>		<b>2008</b>	<b>2009</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b>BUDGET</b>	<b>BUDGET</b>	<b>(DECREASE)</b>
PERMANENT		\$1,209,010	\$1,242,903	\$33,893
TEMPORARY		8,000	0	(8,000)
OVERTIME		9,000	3,000	(6,000)
MERIT PAY		27,448	0	(27,448)
SALARY ADJUSTMENT		30,450	(107,524)	(137,974)
<b>TOTAL SALARIES</b>		<b>\$1,283,908</b>	<b>\$1,138,379</b>	<b>(\$145,529)</b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$219,027	\$221,233	\$2,206
UNEMPLOYMENT TAX		1,260	1,260	0
WORKER'S COMPENSATION		2,534	2,856	322
HEALTH INSURANCE		294,476	269,334	(25,142)
LIFE INSURANCE		1,560	1,560	0
PARKING BENEFITS		11,160	10,799	(361)
<b>TOTAL BENEFITS</b>		<b>\$530,017</b>	<b>\$507,042</b>	<b>(\$22,975)</b>
<b>TOTAL COMPENSATION</b>		<b>\$1,813,925</b>	<b>\$1,645,421</b>	<b>(\$168,504)</b>
	<b>POSITION</b>	<b>2008</b>	<b>2009</b>	<b>INCREASE/ (DECREASE)</b>
<b>POSITION TITLE</b>	<b>RANGE</b>	<b>EMPLOYEES</b>	<b>EMPLOYEES</b>	<b>(DECREASE)</b>
LEGAL DIRECTOR	E-14	1.00	1.00	0.00
CITY ATTORNEY	E-11	5.00	4.00	(1.00)
LAND TRANSACTIONS OFFICER	E-7	1.00	1.00	0.00
ASSISTANT CITY ATTORNEY II	E-10	1.00	0.00	(1.00)
ASSISTANT CITY ATTORNEY I	E-8	2.00	4.00	2.00
DIVERSITY PROCUREMENT OFFICER	E-8	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
TRUANCY CLERK	0	0.00	1.00	1.00
OFFICE ASSISTANT	E-2	3.00	2.00	(1.00)
<b>TOTAL PERSONNEL</b>		<b>20.00</b>	<b>20.00</b>	<b>0.00</b>

## Performance Measurements

	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
Claims filed	147	219	568	400
Fines collected	\$1,266,863	\$1,328,917	\$1,229,982	\$1,335,000
Ordinance/traffic tickets issued/prosecuted	28,744	24,705	24,997	27,010
Ordinances drafted/presented	219	278	260	300
Resolutions drafted/presented	135	128	120	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.

**2008 Accomplishments** →

- Received the Distinguished Budget Award for the 24th consecutive year and the Certificate of Achievement for Excellence in Financial Reporting for the 28<sup>th</sup> consecutive year from the Government Finance Officer's Association.
- Cross training of Finance staff is occurring with rotation in Central Services and in the payment center.
- The water project improvement process is moving forward.
- Recommended and implemented changes to business licenses when the department changed to the annual license and fee ordinance.
- Anticipate changing over to the monthly water billing at the end of 2008 with the first monthly bill coming out in February.
- Munis Self-Service will allow customers to check on their account balances, review payment history, and make payments online.
- Department has worked through the new auditing standards (SAS 104-11, risk standards requiring an understanding of the auditee) as well as GASB Statements 43 and 45 (accounting and reporting for employers for post-employment benefits other than pensions).

## **Finance Department**

- Completed the 2008 \$12.15 million sale of debt to finance projects. Also arranged \$25 million in interim financing as well as working with the Illinois EPA on securing low cost water financing. The next sale will be in the first quarter of 2009. The department is in the process of securing a new financial advisor.
- Secured a new investment advisor for the Fire Pension.

### **2009 Goals and Objectives →**

- Achieving the Distinguished Budget Presentation Award for the 25th consecutive year and the Certificate of Achievement for Excellence in Financial Reporting for the 29th consecutive year from the Government Finance Officer's Association.
- Implement applicable GASB statements in order to stay in compliance with Generally Accepted Accounting Practices.
- Turn on monthly water billing at the beginning of 2009 and start online billing for water, building, parking at the beginning of the 2nd quarter.
- Replace parking, false alarm, and metro tax aging in house software.
- With IT, interface Munis and Hansen software.
- Develop maximum use of the new timekeeping system software for multiple purposes including scheduling, Rockstat, etc.
- With Public Works, begin the parking system business plan analysis which includes installing pay stations in decks, signage, fee structuring, etc.
- Perform an ambulance study.
- Recommend and implement changes to business license rates and requirements as well as develop better enforcement measures.
- Continue cross training of Finance staff and process improvements with the Department.
- Issue debt to finance projects as necessary.
- Manage the City's public safety pension plans and the City's investment portfolio.

# Finance Department

## Budget Summary

FINANCE DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$2,297,257	\$2,511,871	\$2,546,793	\$2,588,375	\$76,504
CONTRACTUAL	901,212	912,504	914,429	728,630	(183,874)
SUPPLIES	37,445	80,515	70,535	21,905	(58,610)
OTHER	4,565,365	4,149,257	3,961,219	3,880,737	(268,520)
CAPITAL	0	0	0	0	0
ENCUMBRANCE	0	0	0	0	0
TOTAL	<u>\$7,801,279</u>	<u>\$7,654,147</u>	<u>\$7,492,976</u>	<u>\$7,219,647</u>	<u>(\$434,500)</u>

  

STAFFING REVIEW	2006	2007	2008	2009	INCREASE (DECREASE)
TOTAL	<u>33.00</u>	<u>33.00</u>	<u>34.00</u>	<u>34.00</u>	<u>0.00</u>

  

FUNDING SOURCE	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENTS	\$231,771	3.0	\$240,913	3.3
PURCHASE OF SERVICES	1,631,600	21.3	1,628,200	22.6
FROM OTHER GOVERNMENTS	250,000	3.3	250,000	3.5
GENERAL REVENUES	<u>5,540,776</u>	<u>75.7</u>	<u>5,100,534</u>	<u>74.1</u>
TOTAL	<u>\$7,654,147</u>	<u>103.3</u>	<u>\$7,219,647</u>	<u>103.5</u>

## Budget Analysis

The 2009 budget of \$7,219,647 is a decrease of \$434,500 (5.7%) from the previous year. This is a result of the 2008 supplemental increase of \$832,800. Without the supplemental adjustment, the 2009 budget is a \$398,300 increase over 2008. Personnel expenses increased \$76,504 due to a general wage increase and an increase in health insurance benefits (\$68,400). Salaries increased \$90,800 from 2008 while overtime (\$4,700), employee agency wage (\$15,000), merit pay (\$23,000), and salary adjustments (\$50,600) due to the implementation of furlough days decreased.

Contractual services decreased \$183,874. This is due to a supplemental increase in 2008 for building rental (\$37,400) and miscellaneous expenses for Azavar auditing expenses (\$80,000). Without the supplemental adjustments contractual services would be a reduction of \$85,000. Major decreases for 2009 include printing & publication (\$4,800), postage (\$55,000), travel (\$6,000), advertising (\$3,000), service contracts (\$20,900), maintenance-office & furniture (\$6,400), microcomputer (\$4,600), and education (\$22,300). Decreases were made to meet budget restraints.

Supplies decreased \$58,610 for 2009 due to a supplemental increase in 2008 of \$25,000 for the purchase of new laptops. Other decreases include small tools (\$2,000) and office general supply (\$13,000).

Other expenses decreased \$268,520 in 2009 as a result of supplemental appropriation increases for transfer to Human services fund (\$8,500) and transfer to capital projects (\$700,000). Major decreases occurred in miscellaneous expenses (\$160,600) as a result of a \$200,000 nonrecurring expense that was added in 2008 for the Community Collaboration initiative. Debt-services (\$64,000) and building maintenance (\$27,700) also decreased. Increases include transfer-CAP, an \$80,870 transfer to RMAP.

# Finance Department

In 2008, the Finance Department spent \$7,492,976, or 97.9% 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 2009 as a result of current economic conditions.

## Personnel Review

<b>FINANCE DEPARTMENT</b>				
<b>BENEFITS AND SALARIES</b>		<b>2008</b>	<b>2009</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	
PERMANENT		\$1,703,358	\$1,794,164	\$90,806
TEMPORARY		16,000	0	(16,000)
OVERTIME		4,750	0	(4,750)
MERIT PAY		23,001	0	(23,001)
SALARY ADJUSTMENT		<u>24,854</u>	<u>(25,826)</u>	<u>(50,680)</u>
<b>TOTAL SALARIES</b>		<b><u>\$1,771,963</u></b>	<b><u>\$1,768,338</u></b>	<b><u>(\$3,625)</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$302,806	\$313,903	\$11,097
UNEMPLOYMENT TAX		2,142	2,142	0
WORKER'S COMPENSATION		3,512	4,060	548
HEALTH INSURANCE		400,556	469,040	68,484
RETIREE HEALTH INSURANCE		16,000	16,000	0
LIFE INSURANCE		2,652	2,652	0
PARKING BENEFITS		<u>12,240</u>	<u>12,240</u>	<u>0</u>
<b>TOTAL BENEFITS</b>		<b><u>\$739,908</u></b>	<b><u>\$820,037</u></b>	<b><u>\$80,129</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$2,511,871</u></b>	<b><u>\$2,588,375</u></b>	<b><u>\$76,504</u></b>
	<b>POSITION</b>	<b>2008</b>	<b>2009</b>	<b>INCREASE/ (DECREASE)</b>
<b>POSITION TITLE</b>	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	
FINANCE DIRECTOR	E-14	1.00	1.00	0.00
MANAGER	E-11	3.00	3.00	0.00
PRINCIPAL ACCOUNTANT	E-9	1.00	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	4.00	4.00	0.00
SENIOR ADMIN. ASSISTANT	E-6	1.00	1.00	0.00
ACCOUNTING TECHNICIAN	E-5	1.00	1.00	0.00
SENIOR ACCOUNT CLERK	A-21	6.00	6.00	0.00
PURCHASING TECHNICIAN	A-23	2.00	2.00	0.00
ACCOUNT CLERK	A-19	<u>10.00</u>	<u>10.00</u>	<u>0.00</u>
<b>TOTAL PERSONNEL</b>		<b><u>34.00</u></b>	<b><u>34.00</u></b>	<b><u>0.00</u></b>

# Finance Department

## Performance Measures

	2006 Actual	2007 Actual	2008 Actual	2009 Estimate
Purchase Orders issued	12,145	12,231	12,400	12,000
Bids/RFP's issued	177	144	188	190
Consecutive Years receiving GFOA Budget Award	22	23	24	25
Consecutive Years receiving GFOA Financial Reporting Award	26	27	28	29
Bond Issues	1	2	1	2
Investment Earnings	3,355,642	5,076,438	3,686,164	3,032,856

# **Information Technology Department**

## **Mission Statement**

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

### **Primary Functions →**

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

### **2008 Accomplishments →**

- Implemented new Permitting application to streamline internal business process for Community Development and Public Works Departments.
- Implemented new planning system to better manage the building planning process.
- Implemented new Code Enforcement application to streamline operations for inspectors.
- 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.

### **2009 Goals and Objectives→**

- Implement new parking ticket system to provide a supportable platform and to streamline internal business processes.
- Implement new false alarm system to provide a supportable platform and to streamline internal business processes.
- 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 email archive system for compliance.
- Implement new parking deck payment system in support of new gating system.
- Implement management dashboards to provide fast, reliable, and useful information for driving business decisions.

# Information Technology Department

- Implement an enhanced data protection and recovery system.
- Implemented a new on-line permitting and payment system to streamline business operations for our customers.

## Budget Summary

INFORMATION TECHNOLOGY FUND					
	2007	2008	2008	2009	INCREASE
APPROPRIATION	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$812,210	\$861,287	\$826,467	\$683,093	(\$178,194)
CONTRACTUAL	662,318	1,152,257	1,128,441	1,327,870	175,613
SUPPLIES	192,643	82,545	108,552	61,500	(21,045)
OTHER	441,470	582,038	447,275	510,527	(71,511)
TOTAL	<u>\$2,108,641</u>	<u>\$2,678,127</u>	<u>\$2,510,735</u>	<u>\$2,582,990</u>	<u>(\$95,137)</u>
INCREASE ADJUSTED FOR ENCUMBRANCES IS:					<u>(\$126,032)</u>
STAFFING REVIEW	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	INCREASE <u>(DECREASE)</u>
	10.00	10.00	10.00	8.00	(2.00)
FUNDING SOURCE		2006	2006	2009	2009
		AMOUNT	PERCENTAGE	AMOUNT	PERCENTAGE
INFORMATION TECHNOLOGY CHARGES					
GENERAL FUND		\$2,069,610	75.9	\$2,041,770	77.9
OTHER FUNDS		<u>656,730</u>	<u>24.1</u>	<u>578,870</u>	<u>22.1</u>
TOTAL		<u>\$2,726,340</u>	<u>100.0</u>	<u>\$2,620,640</u>	<u>100.0</u>

## Budget Analysis

The 2009 budget of \$2,582,990 is a decrease of \$95,100 (3.6%) from 2008. Personnel costs decrease \$178,200 due to the elimination of two vacant positions and reallocation of responsibilities to vendors. Both positions provided general service to departments for maintenance of desktops, those duties are now handled under our desktop maintenance agreement with ATS. Furlough days also provide \$10,400 in savings.

Contractual services increase \$175,600 from the prior year. The largest increase occurred in office equipment maintenance (\$160,700) due to increases in licensing fees with Microsoft, additional maintenance costs associated with the new Code Enforcement and Permitting software modules, and increased web and email security system expenses. Consulting fees increase \$66,900 due to the increase in ATS contract fees, offset by the reduction in staff explained above. Service contracts decreases \$23,400 due to reductions in WinGIS dues and other service contracts. Training (\$15,000) and travel (\$2,000) have also been eliminated

# Information Technology Department

Supplies decrease \$21,000 in the non-capital computer account for software and hardware improvements.

The amount budgeted for depreciation decreases \$71,500 with a large portion of Munis financial software depreciation dropping off the schedule.

In 2008, Information Technology spent \$2,510,735, or 93.7% of its budgeted allocation. In the past several years, 75% to 108% of the budget has been spent.

## Five Year Financial Forecast

The 2010-2014 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 2010-2014 Financial Forecast (In 000s)

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Revenues	\$2,725	\$2,834	\$2,947	\$3,065	\$3,188
Expenditures	<u>2,686</u>	<u>2,793</u>	<u>2,905</u>	<u>3,021</u>	<u>3,142</u>
Excess (Deficit)	<u>39</u>	<u>41</u>	<u>42</u>	<u>44</u>	<u>46</u>
Beginning Balance	511	550	591	633	677
Ending Balance	<u>\$550</u>	<u>\$591</u>	<u>\$633</u>	<u>\$677</u>	<u>\$723</u>

## Fixed Assets

The 2009 budget of \$742,000 for fixed assets includes a variety of operating equipment.

FIXED ASSETS INFORMATION TECHNOLOGY DEPARTMENT 2009 BUDGET		
DESCRIPTION	ACCOUNT	AMOUNT
Server software	79927	\$32,000
Business Intelligence software		\$20,000
GIS license		\$10,000
Storage software		\$20,000
Additional Hansen licenses		\$40,000
Hansen Web App for Service Requests		\$40,000
Parking ticket software		\$70,000
False Alarm software		\$40,000
Operating System software		\$10,000
Additional storage capacity	79928	\$60,000
New servers (6)		\$90,000
Replacement servers (2)		\$30,000
Primary firewall upgrade		\$10,000
Replacement firewall for PD		\$20,000
Network upgrades		\$250,000
TOTAL CURRENT FIXED ASSETS		\$742,000

# Information Technology Department

## Personnel Review

INFORMATION TECHNOLOGY DEPARTMENT				
<b>BENEFITS AND SALARIES</b>		<b>2008</b>	<b>2009</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	
PERMANENT		\$582,311	\$496,539	(\$85,772)
OVERTIME		1,000	0	(1,000)
MERIT PAY		12,718	0	(12,718)
SALARY ADJUSTMENT		14,558	(10,393)	(24,951)
<b>TOTAL SALARIES</b>		<b><u>\$610,587</u></b>	<b><u>\$486,146</u></b>	<b><u>(\$124,441)</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$105,265	\$88,213	(\$17,052)
UNEMPLOYMENT TAX		630	504	(126)
WORKER'S COMPENSATION		1,221	1,142	(79)
HEALTH INSURANCE		139,204	103,584	(35,620)
LIFE INSURANCE		780	624	(156)
PARKING BENEFITS		3,600	2,880	(720)
<b>TOTAL BENEFITS</b>		<b><u>250,700</u></b>	<b><u>196,947</u></b>	<b><u>(53,753)</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$861,287</u></b>	<b><u>\$683,093</u></b>	<b><u>(\$178,194)</u></b>
	<b>POSITION</b>	<b>2008</b>	<b>2009</b>	<b>INCREASE/ (DECREASE)</b>
<b>POSITION TITLE</b>	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	
IT DIRECTOR	E-14	1.00	1.00	0.00
SENIOR IT SPECIALIST	E-9	4.00	4.00	0.00
IT SPECIALIST	E-8	4.00	2.00	(2.00)
COMPUTER TECHNICIAN	A-21	1.00	1.00	0.00
<b>TOTAL PERSONNEL</b>		<b><u>10.00</u></b>	<b><u>8.00</u></b>	<b><u>(2.00)</u></b>

# **Human Resources Department**

## **Mission Statement**

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

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

### **2008 Accomplishments** →

- Completed the RFP process for City insurance programs and recommended changes. (Health, Dental, TPA, Prescriptions, Wellness, HSA, FSA and Optional Life Insurance).
- Provided Employee Benefit Statements to all City employees.
- Implemented an optional Retiree Insurance Program for Medicare eligible retirees.
- Continue to work with the Health Focus Group .
- Conducted an Employee Opinion Survey.
- Conducted a Critical Skills Analysis to use in determining training needs.
- Researched and completed the requested Compensation Report for City Council.
- Improved service to employees by moving policies, benefit plans, union contracts to the SharePoint site.
- Continue to work with managers regarding employee relations issues.
- Participated in union negotiations.

### **2009 Goals and Objectives** →

- Improve Human Resources communication activities for City of Rockford employees.
- Develop hiring practices (strategies) to attract and retain a qualified and diverse employee base that reflects the community.
- Develop systematic approaches to training and development for City of Rockford employees.
- Ongoing review of compensation and benefit programs for improvements and create awareness of substantial benefit offerings.

# Human Resources Department

- Partner with managers to promote positive labor relations environment that supports all City employees.

## Budget Summary

HUMAN RESOURCES DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$599,095	\$655,491	\$618,997	\$598,317	(\$57,174)
CONTRACTUAL	160,385	135,530	150,667	98,260	(37,270)
SUPPLIES	18,159	13,440	14,250	8,300	(5,140)
OTHER	0	0	0	0	0
CAPITAL	0	0	0	0	0
	<u>\$777,639</u>	<u>\$804,461</u>	<u>\$783,914</u>	<u>\$704,877</u>	<u>(\$99,584)</u>
STAFFING REVIEW					
TOTAL	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	INCREASE <u>(DECREASE)</u>
	7.00	7.00	7.00	7.00	0.00
FUNDING SOURCE					
	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>	
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENT	\$83,122	10.3	\$83,330	11.8	
TRANSFERS FROM OTHER FUNDS	182,200	22.6	182,700	25.9	
GENERAL REVENUES	<u>539,139</u>	<u>67.1</u>	<u>438,847</u>	<u>62.3</u>	
TOTAL	<u>\$804,461</u>	<u>100.0</u>	<u>\$704,877</u>	<u>100.0</u>	

## Budget Analysis

The 2009 budget of \$704,877 represents a \$99,584 (12.4%) decrease from the 2008 budget. Personnel costs decreased \$57,174 due to a wage freeze (\$11,000) and a negative salary adjustment (\$22,600). Health insurance costs decreased \$30,000 due to employee selection of less expensive insurance options.

Contractual services decreased \$37,270 as a result of budget constraints. The cuts that have been made are temporary in nature and cannot be sustained for multiple budget years. These cuts include printing & publication (\$2,000), travel (\$2,500), dues (\$1,500), subscriptions (\$1,500), advertising (\$3,000), maintenance-office equipment (\$500), microcomputer (\$880), medical fee (\$1,000), negotiations (\$10,000), miscellaneous professional fees (\$6,000), education & training (\$4,000), and miscellaneous (\$1,000). In 2008, \$4,200 was added to the Human Resources budget's building rental account. Building rental has decreased for 2009 as a result (\$8,000).

Supplies decreased by \$5,140. This is due to reductions in books (\$900), small tools (\$2,500), clothing (\$500), food (\$740), and general office supplies (\$500).

In 2008, the Human Resources Department spent \$783,914, or 97.4% of its budgeted allocation. Over the past several years, 92% to 102% of the budget has been spent.

# Human Resources Department

## Capital Equipment

There are no capital items budgeted for 2009.

## Personnel Review

<b>HUMAN RESOURCES DEPARTMENT</b>				
<b>BENEFITS AND SALARIES</b>		<b>2008</b>	<b>2009</b>	<b>INCREASE/ (DECREASE)</b>
<b>SALARY</b>		<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>
PERMANENT		\$451,423	\$458,203	\$6,780
TEMPORARY		0	0	0
MERIT PAY		11,382	0	(11,382)
SALARY ADJUSTMENT		11,286	(11,334)	(22,620)
<b>TOTAL SALARIES</b>		<b><u>\$474,091</u></b>	<b><u>\$446,869</u></b>	<b><u>(\$27,222)</u></b>
<b>BENEFITS</b>				
ILLINOIS MUNICIPAL RETIREMENT		\$81,733	\$81,831	\$98
UNEMPLOYMENT TAX		441	441	0
WORKER'S COMPENSATION		948	1,058	110
HEALTH INSURANCE		95,212	65,052	(30,160)
LIFE INSURANCE		546	546	0
PARKING BENEFITS		<u>2,520</u>	<u>2,520</u>	<u>0</u>
<b>TOTAL BENEFITS</b>		<b><u>\$181,400</u></b>	<b><u>\$151,448</u></b>	<b><u>(\$29,952)</u></b>
<b>TOTAL COMPENSATION</b>		<b><u>\$655,491</u></b>	<b><u>\$598,317</u></b>	<b><u>(\$57,174)</u></b>
	<b>POSTION</b>	<b>2008</b>	<b>2009</b>	<b>INCREASE/ (DECREASE)</b>
<b>POSITION TITLE</b>	<b><u>RANGE</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>EMPLOYEES</u></b>	<b><u>(DECREASE)</u></b>
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>
<b>TOTAL PERSONNEL</b>		<b><u>7.00</u></b>	<b><u>7.00</u></b>	<b><u>0.00</u></b>

## Performance Measurements

	2006 Actual	2007 Actual	2008 Actual	2009 Estimated
Applications	1,907	2,100	3,453	3,600
Vacancies Filled	52	75	87	60
Worker's Comp Claims	204	284	242	242
Worker's Comp Lost Days	662	1,183	663	663
Training Sessions	59	75	50	60
Health Insurance Participants	1,437	1,450	1,483	1,505
Flex Spending Participants	292	305	313	325

# 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, 1997-2008  
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
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		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	
2002	83,563		79,624	2008	76,371		85,871
	27,639		39,077		29,478		59,609
	33.1		49.1		38.6		69.42

### 2008 Accomplishments →

- Successfully conducted the February 5 General Primary Election in which there were total of 29,478 ballots cast of the 76,371 registered voters, resulting in a 38.6% participation rate.
- Successfully conducted the November 4<sup>th</sup> General Election in which there were a total of 59,609 ballots cast of the 85,871 registered voters, resulting in a 69.42% participation rate.

### 2009 Goals and Objectives →

- Conduct an April Consolidated Election.
- Use five Election Judges in each precinct for each of the elections in 2009.
- Mail out non-forwardable Voter Identification cards to all City registrants.

# Board of Election Commissioners

## Budget Summary

BOARD OF ELECTION BUDGET SUMMARY					
APPROPRIATION	2007 <u>ACTUAL</u>	2008 <u>BUDGET</u>	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$358,060	515,443	\$371,752	\$533,205	\$17,762
CONTRACTUAL	525,161	340,217	556,750	331,706	(\$8,511)
SUPPLIES	0	62,600	0	51,400	(\$11,200)
CAPITAL	0	25,000	0	25,000	\$0
OTHER	0	0	0	0	0
TOTAL	<u>\$883,221</u>	<u>\$943,260</u>	<u>\$928,502</u>	<u>\$941,311</u>	<u>(\$1,949)</u>

  

FUNDING SOURCE	2008 <u>AMOUNT</u>	2008 <u>PERCENTAGE</u>	2009 <u>AMOUNT</u>	2009 <u>PERCENTAGE</u>
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENTS	\$0	0.0	\$0	0.0
COUNTY PROPERTY TAX TRANSFER	943,260	100.0	941,311	100.0
GENERAL REVENUES	0	0.0	0	0.0
TOTAL	<u>943,260</u>	<u>100.0</u>	<u>941,311</u>	<u>100.0</u>

## Budget Analysis

The 2009 budget is \$941,311, which is a \$1,949 (0.2%) decrease from the 2008 budget. There were two scheduled elections conducted in 2008, one more than in 2009, explaining much of the general decrease in the budget. Personnel expenditures increase \$17,762, with the largest increases in permanent salaries (\$6,000), health insurance (\$5,000) and temporary salaries (\$4,600). IMRF charges also increased (\$1,500).

Contractual services decreased \$8,511, mainly due to decreased ballot printing and election advertising requirements for the elections from 2008. Printing and publication decreased \$20,900 and advertising increased \$11,700. Supply accounts decreased \$11,200, mainly in computer non-capital (\$11,000), but increased in general office supplies (\$5,000).

Capital for 2009 has stayed the same.

Non-forwardable Voter Identification cards will be mailed to all City registrants during 2009. This, in turn, will cause the mailing of approximately 12% or 9,600 forwardable, return postage paid confirmation cards, which allow voters to mail a change of address.

In 2008, the Board of Election Commissioners spent \$928,502, or 98.4% of its budgeted allocation. In the past several years, with the exception of 2006, 98% to 113% of the budget has been spent.

## Capital Equipment

For 2009, the Board of Election Commissioners has budgeted \$25,000 toward a CD for ballot tabulation equipment in the future.

# Board of Election Commissioners

**CAPITAL EQUIPMENT  
BOARD OF ELECTIONS  
2009 BUDGET**

<u>DESCRIPTION</u>	<u>AMOUNT</u>
ELECTION EQUIPMENT FUND	<u>\$25,000</u>
TOTAL CAPITAL	<u>\$25,000</u>