

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 Functions → 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.

- **Mayor's Office** → Provides administrative management and policy making for all City departments.
- **Volunteers in Government of Rockford (VIGOR)** → The purpose of VIGOR is to enhance cost savings by promoting volunteerism through participation and involvement in the community.

2004 Accomplishments →

- Mayoral task forces made recommendations on improvements to the downtown cultural corridor and plans for convention center development.
- Established plans to "light up" fiber optic ring to promote business growth.
- In cooperation with Rockford Area Convention and Visitors Bureau, unveiled new *Winter Rocks* marketing campaign and continued *Rockin' Summer* campaign for third year.
- Partnered with Center for Economic Progress to promote free tax site at Northwest Community Center.
- Introduced balanced budget for 2004, including new layoffs or service reductions and no increases in property or sales taxes; restored capital equipment expenditures through \$3.2 million bond issue.
- Announced three-point plan to increase community involvement with the Rockford Public Schools, including creation of a series of public forums and appointment of Financial Task Force and School Communications Committee.
- Completed land acquisition for Federal Courthouse project and other future downtown development projects.
- Completed \$2 million dollar bond issue for projects in the 7th Street/MidTown District and redevelopment of former K-Mart property on North Main Street.
- Negotiated new subsidy agreement with Rockford Metro Centre.

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- Participated in Northern Illinois Commuter Rail Study to expand Metra commuter rail service to the Rockford area.
- Secured \$210,000 in state funding to establish *CeaseFire* program in Rockford.
- Secured \$1 million in federal funding for improvements to West State Street
- Partnered with Rockford Park District and other organizations to host Tiger Woods Golf Clinic in Rockford and Beloit; promoted Moonwalk competition with City of Peoria to promote better health.
- Worked with United Way to promote “Make a Difference Day” in Rockford.
- The Mayor was elected to leadership positions in the U.S. Conference of Mayors, the National League of Cities, the Illinois Municipal League and the Illinois Chapter of the National Brownfield Association.

2005 Goals and Objectives →

- Continue to provide leadership and direction to City staff and policy makers.
- Respond to citizen requests for service and information in a timely manner.
- Continue to work to attract new business and jobs to the region.
- Move forward with Barber Colman and Ingersoll redevelopment, Metro Centre and other downtown improvements, convention center proposal and fiber ring project.

Mayor's Office

Budget Summary

MAYOR'S OFFICE BUDGET SUMMARY					
APPROPRIATION	2003 <u>ACTUAL</u>	2004 <u>BUDGET</u>	2004 <u>ACTUAL</u>	2005 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$461,195	\$499,389	\$485,533	\$645,743	\$146,354
CONTRACTUAL	110,449	115,065	117,049	128,395	13,330
SUPPLIES	8,832	12,200	11,858	10,200	(2,000)
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>\$580,476</u>	<u>\$626,654</u>	<u>\$614,440</u>	<u>\$784,338</u>	<u>\$157,684</u>
STAFFING REVIEW	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	INCREASE <u>(DECREASE)</u>
TOTAL	<u>6.00</u>	<u>7.00</u>	<u>6.00</u>	<u>8.00</u>	<u>2.00</u>
FUNDING SOURCE		2004 <u>AMOUNT</u>	2004 <u>PERCENTAGE</u>	2005 <u>AMOUNT</u>	2005 <u>PERCENTAGE</u>
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENT		\$52,218	8.3	\$79,338	10.1
FROM OTHER GOVERNMENTS		0	0.0	31,010	4.0
PURCHASE OF SERVICES		0	0.0	68,130	8.7
GENERAL REVENUES		<u>574,436</u>	<u>91.7</u>	<u>605,860</u>	<u>77.2</u>
TOTAL		<u>\$626,654</u>	<u>100.0</u>	<u>\$784,338</u>	<u>100.0</u>

Budget Analysis

The 2005 budget of \$784,338 represents a \$157,700 (25.2%) increase from 2004. Personnel expenses rose a total of \$146,400 from 2004, only \$47,260 of that will come from general revenues. Two new positions were added and constitute most of the increase. The first, a Special Projects Coordinator, will be dedicated to key bricks and mortar projects to lead in their development, project management, and completion. The second, a Green Communities Coordinator, will serve as the central coordinating entity for the many programs and initiatives in the Rockford community to enhance the environmental appearance of the City and promote its participation as part of the America In Bloom program. The Special Projects Coordinator will be funded through the Capital Improvements fund, and the Green Communities Coordinator will be funded through general revenue and a 50% contribution from the Rockford Park District. The remaining difference is a result of salary increases and related fringe benefit increases.

Contractual services increased a total of \$13,300. The main increases occurred in building rent (\$7,300) and microcomputer charges (\$4,400). Supply accounts were reduced a total of \$2,000, as Sister Cities expenses added last year are now budgeted in Finance.

In 2004, the Mayor's Office spent \$614,440, or 98.1% of the budgeted allocation.

Capital Equipment

There are no capital items budgeted for 2005.

Mayor's Office

Personnel Review

MAYOR'S OFFICE						
	POSITION RANGE	2004 BUDGET		2005 BUDGET		EMPLOYEE CHANGE
		DOLLARS BUDGETED	NUMBER OF EMPLOYEES	DOLLARS BUDGETED	NUMBER OF EMPLOYEES	
SALARIES						
MAYOR	ELECTED	\$95,000	1.00	\$95,000	1.00	0.00
CITY ADMINISTRATOR	E-16	88,949	1.00	89,710	1.00	0.00
SPECIAL PROJECTS COORDINATOR	E-9	0	0.00	46,280	1.00	1.00
COMMUNICATIONS COORDINATOR	E-8	61,979	1.00	64,563	1.00	0.00
GREEN COMMUNITIES COORDINATOR	E-8	0	0.00	41,142	1.00	1.00
EXECUTIVE ASSISTANT	E-7	44,017	1.00	46,051	1.00	0.00
COMMUNITY PROGRAMS COORDINATOR	E-6	39,752	1.00	41,579	1.00	0.00
SR. ADMINISTRATIVE ASSISTANT	E-6	34,937	1.00	36,566	1.00	0.00
TEMPORARY		0		0		
MERIT PAY		7,172		9,112		
SALARY ADJUSTMENT		0		0		
	SUBTOTAL	<u>371,806</u>	<u>6.00</u>	<u>470,003</u>	<u>8.00</u>	<u>2.00</u>
BENEFITS						
ILLINOIS MUNICIPAL RETIREMENT		59,972		78,208		
UNEMPLOYMENT TAX		0		378		
WORKMEN'S COMPENSATION		595		752		
HEALTH INSURANCE		64,856		93,522		
LIFE INSURANCE		0		0		
PARKING BENEFITS		<u>2,160</u>		<u>2,880</u>		
	SUBTOTAL	<u>127,583</u>		<u>175,740</u>		
	TOTAL	<u>\$499,389</u>	<u>6.00</u>	<u>\$645,743</u>	<u>8.00</u>	

City Council

Mission Statement

It is the mission of the City Council, in conjunction with the Mayor, to serve as the legislative and policy making 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.

2004 Accomplishments →

- Continued annual capital improvements program, placing \$8.5 million referendum on ballot for voter approval.
- Approved new contracts, including wages and benefits, for Police, Fire and AFSCME unions.
- Approved 2004 budget with no layoffs or reductions in service, restored capital equipment expenditure through bond issue.
- Approved development agreement with Hendricks Development Group for Barber-Colman property and issued “requests for qualifications” from developers interested in the Ingersoll site.
- Approved new subsidy agreement for Rockford Metro Centre, Davis Park and Coronado Theatre.
- Established Global Trade Park for Industrial Development in the area surrounding the Greater Rockford Airport.
- Approved new ward map for 2005 elections.
- Approved necessary changes in City’s curfew law.
- Approved plans to allow public participation at weekly City Council meetings.
- Approved \$2 million bond issue for projects in the 7th Street/MidTown area and approved plans to redevelop former K-Mart property on North Main Street.

2005 Goals and Objectives →

- Continue to set policy and approve legislation affecting all operational and administrative aspects of the City.

City Council

Budget Summary

CITY COUNCIL BUDGET SUMMARY					
APPROPRIATION	2003 <u>ACTUAL</u>	2004 <u>BUDGET</u>	2004 <u>ACTUAL</u>	2005 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$318,611	\$326,183	\$337,311	\$333,393	\$7,210
CONTRACTUAL	24,583	26,220	25,531	29,610	3,390
SUPPLIES	744	1,050	791	1,050	0
CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$343,938</u>	<u>\$353,453</u>	<u>\$363,633</u>	<u>\$364,053</u>	<u>\$10,600</u>

STAFFING REVIEW	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	INCREASE <u>(DECREASE)</u>
ELECTED	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>0.00</u>

FUNDING SOURCE	2004 <u>AMOUNT</u>	2004 <u>PERCENTAGE</u>	2005 <u>AMOUNT</u>	2005 <u>PERCENTAGE</u>
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENTS	\$23,695	6.7	\$23,909	6.6
GENERAL REVENUES	<u>329,758</u>	<u>93.3</u>	<u>340,144</u>	<u>93.4</u>
TOTAL	<u>\$353,453</u>	<u>100.0</u>	<u>\$364,053</u>	<u>100.0</u>

Budget Analysis

The 2005 budget is \$364,053, which represents a \$10,600 (3.0%) increase from the 2004 budget. This increase is attributed primarily to an increase in personnel costs, which rose \$7,200 from the prior year. Health insurance increased \$7,000 while IMRF contributions rose \$200.

Contractual services increased \$3,400, due to increases in building rental, microcomputer and telephone charges.

No change occurred in the supply accounts.

In 2004, the City Council spent \$363,633, or 102.9% of the budgeted allocation.

Personnel Review

CITY COUNCIL						
SALARIES	POSITION RANGE	2004 BUDGET		2005 BUDGET		EMPLOYEE CHANGE
		DOLLARS <u>BUDGETED</u>	NUMBER OF <u>EMPLOYEES</u>	DOLLARS <u>BUDGETED</u>	NUMBER OF <u>EMPLOYEES</u>	
ALDERMAN	ELECTED	\$168,000	14.00	\$168,000	14.00	0.00
	SUBTOTAL	<u>168,000</u>	<u>14.00</u>	<u>168,000</u>	<u>14.00</u>	<u>0.00</u>
BENEFITS						
		23,426		23,640		
		269		269		
		129,712		136,708		
		96		96		
		<u>4,680</u>		<u>4,680</u>		
	SUBTOTAL	<u>158,183</u>		<u>165,393</u>		
	TOTAL	<u>\$326,183</u>	<u>14.00</u>	<u>\$333,393</u>	<u>14.00</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.

2004 Accomplishments →

- Negotiated labor agreements with all units on health plan.
- Implemented 7th Street plans through prosecutions and incentive agreements.
- Renegotiated Metro Authority Agreement.
- Completed acquisition of land for courthouse and new county jail.
- Set up and financed North Main and Airport TIF projects.
- Negotiated intergovernmental agreements for Airport fire services.

2005 Goals and Objectives →

- Implement broadband service in Rockford.
- Negotiate 2006 labor contracts with all bargaining units, including the new AFSCME bargaining unit in Human Services.
- Negotiate new private/public partnership agreements in TIF areas.

Legal Department

Budget Summary

LEGAL DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2003 <u>ACTUAL</u>	2004 <u>BUDGET</u>	2004 <u>ACTUAL</u>	2005 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$1,137,535	\$1,220,302	\$1,227,931	\$1,287,251	\$66,949
CONTRACTUAL	149,158	194,115	149,475	167,836	(26,279)
SUPPLIES	18,926	27,000	17,097	17,500	(9,500)
OTHER	0	0	0	0	0
CAPITAL	0	0	0	0	0
TOTAL	<u>\$1,305,619</u>	<u>\$1,441,417</u>	<u>\$1,394,503</u>	<u>\$1,472,587</u>	<u>\$31,170</u>

STAFFING REVIEW	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	INCREASE (DECREASE)
TOTAL	17.00	17.60	16.00	16.60	0.60

FUNDING SOURCE	2004 <u>AMOUNT</u>	2004 <u>PERCENTAGE</u>	2005 <u>AMOUNT</u>	2005 <u>PERCENTAGE</u>
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENTS	\$150,460	10.4	\$161,756	11.0
MAGISTRATE FINES	600,000	41.6	675,000	45.8
PURCHASE OF SERVICES	327,100	22.7	332,100	22.6
GENERAL REVENUES	<u>363,857</u>	<u>25.3</u>	<u>303,731</u>	<u>20.6</u>
TOTAL	<u>\$1,441,417</u>	<u>100.0</u>	<u>\$1,472,587</u>	<u>100.0</u>

Budget Analysis

The 2005 budget of \$1,472,587 is a \$31,200 (2.2%) increase from the 2004 budget. Personnel costs in 2005 increase by \$66,900. Salary adjustments (\$33,100) and health insurance (\$21,700) were the main reasons for this increase. IMRF charges also increased \$10,300.

Contractual services declined \$26,300, primarily as a result of a \$32,700 decrease in service contracts to reflect reductions in recording fees. There was also a decrease in printing charges (\$5,900) and education (\$2,500). These reductions were offset by increases in microcomputer (\$9,200) and building rental (\$6,300).

Supplies decreased \$9,500, with reductions in small equipment (\$3,500), computer noncapital (\$3,000), and office supplies (\$2,300).

In 2004, the Legal Department spent \$1,394,503, or 96.7% of the budgeted allocation.

Capital Equipment

There are no capital items budgeted for 2005.

Legal Department

Personnel Review

LEGAL DEPARTMENT							
SALARIES	POSITION RANGE	2004 BUDGET		2005 BUDGET		EMPLOYEE CHANGE	
		DOLLARS BUDGETED	NUMBER OF EMPLOYEES	DOLLARS BUDGETED	NUMBER OF EMPLOYEES		
	LEGAL DIRECTOR	E-14	\$106,517	1.00	\$110,656	1.00	0.00
	CITY ATTORNEY	E-11	292,885	4.00	305,716	4.00	0.00
	ASSISTANT CITY ATTORNEY II	E-10	56,109	1.00	93,052	1.00	0.00
	ASSISTANT CITY ATTORNEY I	E-8	97,928	2.00	53,227	2.00	0.00
	LAND TRANSACTIONS OFFICER	E-7	70,079	1.00	70,678	1.00	0.00
	COUNCIL CLK/CITY EVENTS COORD.	E-7	56,368	1.00	58,552	1.00	0.00
	SR. ADMINISTRATIVE ASSISTANT	E-6	51,250	1.00	53,109	1.00	0.00
	ADMINISTRATIVE ASSISTANT	E-5	107,404	3.00	111,752	3.00	0.00
	SR. OFFICE ASSISTANT	E-4	30,882	1.00	32,015	1.00	0.00
	OFFICE ASSISTANT	E-2	34,013	1.00	47,798	1.60	0.60
	TEMPORARY		0		0		
	MERIT PAY		20,199		20,944		
	SALARY ADJUSTMENT		0		0		
	SUBTOTAL		923,634	16.00	957,499	16.60	0.60
	BENEFITS						
	ILLINOIS MUNICIPAL RETIREMENT		148,982		159,328		
	UNEMPLOYMENT TAX		0		896		
	WORKER'S COMPENSATION		1,478		1,532		
	HEALTH INSURANCE		136,704		158,444		
	LIFE INSURANCE		24		72		
	PARKING BENEFITS		9,480		9,480		
	SUBTOTAL		296,668		329,752		
	TOTAL		\$1,220,302	16.00	\$1,287,251	16.60	

Performance Measurements

	2002 Actual	2003 Actual	2004 Actual	2005 Projected
Claims filed	126	141	170	160
Fines collected	816,755	1,048,733	1,213,235	1,270,000
Ordinance/traffic tickets issued/prosecuted	24,414	26,669	28,936	27,000
Ordinances drafted/presented	329	246	242	200
Resolutions drafted/presented	142	142	128	100

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.

2004 Accomplishments →

- Received the Distinguished Budget Award from the Government Finance Officer's Association for the 20th consecutive year.
- Received the Certificate of Achievement for Excellence in Financial Reporting for the 24th consecutive year from the Government Finance Officer's Association.
- Implemented a new comprehensive Banking Services agreement.

2005 Goals and Objectives →

- Achieving the Distinguished Budget Presentation Award from the Government Finance Officer's Association for the 21st consecutive year.
- Achieving the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officer's Association for the 25th consecutive year.
- Seek competitive proposals for brokerage services and transition to a new provider if necessary.
- Recommend and implement changes to business license rates and requirements as well as develop better enforcement measures.
- Implement the building, permitting, and licensing functions within Munis.

Finance Department

- Improve customer service.

Budget Summary

FINANCE DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2003 <u>ACTUAL</u>	2004 <u>BUDGET</u>	2004 <u>ACTUAL</u>	2005 <u>BUDGET</u>	INCREASE (DECREASE)
PERSONNEL	\$1,958,179	\$1,802,251	\$2,089,285	\$2,426,495	\$624,244
CONTRACTUAL	764,839	819,973	858,631	932,480	112,507
SUPPLIES	43,009	40,070	13,052	40,780	710
OTHER	2,037,482	3,170,230	3,159,845	3,020,685	(149,545)
CAPITAL	0	50,000	0	0	(50,000)
ENCUMBRANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	<u>\$4,803,509</u>	<u>\$5,882,524</u>	<u>\$6,120,813</u>	<u>\$6,420,440</u>	<u>\$537,916</u>

STAFFING REVIEW					
TOTAL	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	INCREASE (DECREASE)
TOTAL	<u>37.25</u>	<u>34.25</u>	<u>33.00</u>	<u>34.00</u>	<u>1.00</u>

FUNDING SOURCE	2004 <u>AMOUNT</u>	2004 <u>PERCENTAGE</u>	2005 <u>AMOUNT</u>	2005 <u>PERCENTAGE</u>
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENTS	\$175,493	3.0	\$193,444	3.0
PURCHASE OF SERVICES	1,337,100	22.7	1,438,100	22.4
FROM OTHER GOVERNMENTS	0	0.0	61,050	1.0
GENERAL REVENUES	<u>4,369,931</u>	<u>74.3</u>	<u>4,727,846</u>	<u>74.6</u>
TOTAL	<u>\$5,882,524</u>	<u>100.0</u>	<u>\$6,420,440</u>	<u>101.0</u>

Budget Analysis

The 2005 budget is \$6,420,440, which is an increase of \$537,900 (7.8%) from the 2004 budget. This increase is predominantly caused by increases in personnel expenses, which increase \$624,200. Salaries increased \$67,900 from 2004, reflecting salary increases, the conversion of one senior clerk position to an accountant, and the addition of a Grants Coordinator. The \$225,000 salary savings that was budgeted in 2004 was also eliminated, and \$225,000 in salary adjustments for 2005 were added. IMRF charges increased \$19,100 due to a rate increase and personnel changes and health insurance costs went up \$65,700, due to premium increases and changes in coverage. To accommodate expenses related to the early retirement program, \$16,000 was added to retiree health insurance.

Contractual services increased \$112,500 from the 2004 budget. Major increases include microcomputer charges (\$25,200), miscellaneous contractual (\$13,600) to cover banking fees, and printing (\$19,200), postage (\$28,200), and service contracts (\$17,000) to reflect the new vehicle sticker letter costs.

Supplies increase \$710 in 2005, due to small increases in small tools (\$400) and office supplies (\$280).

Other expenses decreased \$149,500 in 2005. The primary increases are in the transfer to debt service, which increased \$12,100 and the payment to Winnebago County for animal control

Finance Department

(\$118,000). Development and sales tax expenses also increased \$50,000 due to an increase in the Pella sales tax rebate agreement. 2004 expenses included payment for two of the four installments to the Anderson Group; 2005 will have one, a reduction of \$100,000. The CIP transfer was also reduced by \$250,000.

In 2004, the Finance Department spent \$6,120,813, or 104.1% of the budgeted allocation.

Capital Equipment

There are no capital items budgeted for 2005.

Personnel Review

FINANCE DEPARTMENT							
		2004 BUDGET		2005 BUDGET			
	POSITION RANGE	DOLLARS BUDGETED	NUMBER OF EMPLOYEES	DOLLARS BUDGETED	NUMBER OF EMPLOYEES		EMPLOYEE CHANGE
SALARIES							
FINANCE DIRECTOR	E-14	\$104,168	1.00	\$108,742	1.00		0.00
MANAGER	E-11/E-10	221,457	3.00	229,416	3.00		0.00
PRINCIPAL ACCOUNTANT	E-8	69,353	1.00	56,930	1.00		0.00
FINANCIAL ANALYST	E-8	89,892	2.00	95,808	2.00		0.00
GRANTS COORDINATOR	E-8	0	0.00	41,142	1.00		1.00
SENIOR ACCOUNTANT	E-7	140,700	3.00	147,527	3.00		0.00
ACCOUNTANT	E-6	74,837	2.00	113,352	3.00		1.00
SENIOR ADMIN. ASSISTANT	E-6	36,709	1.00	38,320	1.00		0.00
ACCOUNTING TECHNICIAN	E-5	48,945	1.00	50,963	1.00		0.00
SENIOR ACCOUNT CLERK	A-21	251,745	7.00	228,019	6.00		(1.00)
PURCHASING TECHNICIAN	A-23	81,740	2.00	86,453	2.00		0.00
ACCOUNT CLERK	A-19	318,044	10.00	308,836	10.00		0.00
TEMPORARY		0		1,000			
OVERTIME		1,500		1,500			
MERIT PAY		17,805		19,819			
SALARY ADJUSTMENTS		0		225,000			
SALARY SAVINGS		<u>(225,000)</u>		<u>0</u>			
	SUBTOTAL	<u>1,231,895</u>	33.00	<u>1,752,827</u>	34.00		1.00
BENEFITS							
ILLINOIS MUNICIPAL RETIREMENT		234,997		254,141			
UNEMPLOYMENT TAX		0		1,836			
WORKER'S COMPENSATION		2,331		2,443			
HEALTH INSURANCE		320,980		386,672			
RETIREE HEALTH INSURANCE		0		16,000			
LIFE INSURANCE		168		336			
PARKING BENEFITS		<u>11,880</u>		<u>12,240</u>			
	SUBTOTAL	<u>570,356</u>		<u>673,668</u>			
	TOTAL	<u>\$1,802,251</u>	<u>33.00</u>	<u>\$2,426,495</u>	<u>34.00</u>		

Performance Measures

	2002 Actual	2003 Actual	2004 Actual	2005 Projected
Purchase Orders issued	6,568	9,800	10,994	11,000
Bids/RFP's issued	174	105	131	130
Consecutive Years receiving GFOA Budget Award	18	19	20	21
Consecutive Years receiving GFOA Financial Reporting Award	23	24	25	26

Finance–Information Services

Mission Statement

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

2004 Accomplishments →

- Provided support implementing the City's general government software, including testing and providing training for the latest version of the software and assisting in implementation of modules.
- Made substantial progress on project to revamp City's existing e-mail system, which is based on old technology and will be unsupported by the software vendor starting in 2005.
- To protect the City's network from unsolicited e-mail, implemented anti-spam technology to filter out unwanted mail and email borne viruses. Nearly 50% of all inbound mail is blocked because of spam or viruses.
- Staff began implementation of fiber connections between critical City sites. Fiber provides much greater stability and bandwidth.
- Working closely with the Police Department on several critical projects, including assisting with researching and implementing a new information and management system and installing a new data backup system.
- Launched a redesigned City web site that is much more informative and easier to use by our customers.

2005 Goals and Objectives→

- Continued support in implementing general government software modules, including the permitting module.
- Develop a two-year service plan with input from City Departments.
- Finalize upgrade of the City's e-mail systems to provide greater availability and broader support for those that do not have access to e-mail.

Finance–Information Services

- Implement remote access to the City’s e-mail system to provide travelers and at-home users access to e-mail.
- Implement an enterprise version of anti-spyware technology to protect the City’s computing assets.
- Complete the upgrade of all servers to current technology to provide greater manageability and increased availability.
- Implement a new records management system for the Police Department.
- Upgrade the Records Management system at the Fire Department.

Budget Summary

INFORMATION SERVICES FUND					
APPROPRIATION	<u>2003</u> <u>ACTUAL</u>	<u>2004</u> <u>BUDGET</u>	<u>2004</u> <u>ACTUAL</u>	<u>2005</u> <u>BUDGET</u>	<u>INCREASE</u> <u>(DECREASE)</u>
PERSONNEL	\$539,622	\$618,243	\$602,193	\$729,986	\$111,743
CONTRACTUAL	189,226	388,565	428,667	526,135	137,570
SUPPLIES	46,167	118,800	77,420	177,200	58,400
OTHER	<u>379,700</u>	<u>452,100</u>	<u>386,448</u>	<u>452,100</u>	<u>0</u>
TOTAL	<u>\$1,154,714</u>	<u>\$1,577,708</u>	<u>\$1,494,728</u>	<u>\$1,885,421</u>	<u>\$307,713</u>

STAFFING REVIEW	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>INCREASE</u> <u>(DECREASE)</u>
	8.75	7.75	9.00	10.00	1.00

FUNDING SOURCE	<u>2004</u> <u>AMOUNT</u>	<u>2004</u> <u>PERCENTAGE</u>	<u>2005</u> <u>AMOUNT</u>	<u>2005</u> <u>PERCENTAGE</u>
INFORMATION SERVICES CHARGES				
FINANCE DEPARTMENT	\$253,780	16.1	\$278,980	14.8
OTHER GENERAL FUND	<u>825,370</u>	<u>52.5</u>	<u>1,077,670</u>	<u>57.0</u>
	1,079,150	<u>68.6</u>	1,356,650	71.8
OTHER FUNDS	<u>493,190</u>	<u>31.4</u>	<u>532,490</u>	<u>28.2</u>
TOTAL	<u>\$1,572,340</u>	<u>100.0</u>	<u>\$1,889,140</u>	<u>100.0</u>

Budget Analysis

The 2005 budget of \$1,885,421 is an increase of \$307,700 from 2004. Personnel costs increase \$111,700 from the previous year. A new senior IS specialist position is added that results in a \$66,300 budget increase. The position was added to meet increasing demand for database administration service from several departments. Other increases include, annual salary adjustments totaling \$26,500, IMRF costs of \$6,700 due to higher wages and the increased contribution rate, and health insurance costs of \$12,300 because a 5% increase in premiums.

Finance–Information Services

Contractual services increase \$137,600 from the prior year. Software and equipment maintenance agreements increase \$49,900, primarily due to additional costs for financial software support and maintenance. The service contract account is an additional \$87,600 primarily because the contractual payment to Winnebago County for WINGIS increases \$75,000.

Supplies increase \$58,400, all in the non-capital computer account for software and hardware changes, such as necessary upgrades in the City’s operating system and e-mail software.

The amount budgeted for depreciation does not change from the prior year.

In 2004, actual expenditures were \$1,494,728, or 94.7% of the budgeted amount. Actual expenditures were \$1,154,714 in 2003.

Five Year Financial Forecast

The 2006-2010 Forecast assumes operations will continue as they are programmed for 2005 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 Services Internal Service Fund 2006-2010 Financial Forecast (In 000s)

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Revenues	\$1,965	\$2,044	\$2,126	\$2,211	\$2,299
Expenditures	<u>1,961</u>	<u>2,039</u>	<u>2,121</u>	<u>2,206</u>	<u>2,294</u>
Excess (Deficit)	<u>4</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>
Beginning Balance	<u>452</u>	<u>456</u>	<u>461</u>	<u>466</u>	<u>471</u>
Ending Balance	<u>\$456</u>	<u>\$461</u>	<u>\$466</u>	<u>\$471</u>	<u>\$476</u>

Finance–Information Services

Personnel Review

INFORMATION SERVICES FUND							
	POSITION	2004 BUDGET		2005 BUDGET		EMPLOYEE	CHANGE
		DOLLARS	NUMBER OF	DOLLARS	NUMBER OF		
SALARIES	<u>RANGE</u>	<u>BUDGETED</u>	<u>EMPLOYEES</u>	<u>BUDGETED</u>	<u>EMPLOYEES</u>		
MANAGER	E-10	\$62,480	1.00	\$65,523	1.00		0.00
SENIOR IS SPECIALIST	E-9	103,143	2.00	157,591	3.00		1.00
IS SPECIALIST	E-8	235,643	5.00	236,430	5.00		0.00
COMPUTER TECHNICIAN	A-21	37,270	1.00	38,323	1.00		0.00
OVERTIME		1,000		1,000			
MERIT PAY		8,025		9,539			
SALARY ADJUSTMENTS		<u>0</u>		<u>17,397</u>			
	SUBTOTAL	<u>447,561</u>	9.00	<u>525,803</u>	10.00		1.00
BENEFITS							
ILLINOIS MUNICIPAL RETIREMENT		72,192		87,494			
UNEMPLOYMENT TAX		0		540			
WORKER'S COMPENSATION		716		841			
HEALTH INSURANCE		93,886		111,540			
LIFE INSURANCE		168		48			
PARKING BENEFITS		<u>3,720</u>		<u>3,720</u>			
	SUBTOTAL	<u>170,682</u>		<u>204,183</u>			
	TOTAL	<u>\$618,243</u>	<u>9.00</u>	<u>\$729,986</u>	<u>10.00</u>		

Personnel Department

Mission Statement

The mission of the Personnel 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 Personnel 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.

2004 Accomplishments →

- Continued work with the Insurance Committee, composed of labor and management employees, focusing on cutting escalating insurance costs.
- Presented development and learning opportunities for staff and management employees.
- Participated on negotiation team that finalized contracts with both AFSCME 1058 and 1058B.
- Continued ongoing review of City policies and procedures.

2005 Goals and Objectives →

- Provide leadership training opportunities for supervisors/managers.
- Participate in the negotiation of the first contract between the City and AFSCME Head Start employees.
- Continue working with the Insurance Committee.
- Continue to review all City policies and procedures to help ensure fair and consistent treatment of all employees.
- Complete revision of outdated job descriptions for union positions.

Personnel Department

Budget Summary

PERSONNEL DEPARTMENT BUDGET SUMMARY					
APPROPRIATION	2003 <u>ACTUAL</u>	2004 <u>BUDGET</u>	2004 <u>ACTUAL</u>	2005 <u>BUDGET</u>	INCREASE <u>(DECREASE)</u>
PERSONNEL	\$473,781	\$517,138	\$524,441	\$553,880	\$36,742
CONTRACTUAL	135,919	128,680	99,610	122,865	(5,815)
SUPPLIES	7,438	12,300	8,986	12,300	0
CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>\$617,138</u>	<u>\$658,118</u>	<u>\$633,037</u>	<u>\$689,045</u>	<u>\$30,927</u>
STAFFING REVIEW					
	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	INCREASE <u>(DECREASE)</u>
TOTAL	7.00	7.00	7.00	7.00	0.00
FUNDING SOURCE					
	2004 <u>AMOUNT</u>	2004 <u>PERCENTAGE</u>	2005 <u>AMOUNT</u>	2005 <u>PERCENTAGE</u>	
PROPERTY TAXES					
FRINGE BENEFIT REIMBURSEMENT	\$62,047	9.4	\$66,955	9.7	
TRANSFERS FROM OTHER FUNDS	138,500	21.0	150,500	21.8	
GENERAL REVENUES	<u>457,571</u>	<u>69.6</u>	<u>471,590</u>	<u>68.5</u>	
TOTAL	<u>\$658,118</u>	<u>100.0</u>	<u>\$689,045</u>	<u>100.0</u>	

Budget Analysis

The 2005 budget of \$689,045 represents a \$30,900 (4.7%) increase from the 2004 budget. Personnel costs increased a total of \$36,700. Salaries rose \$15,000 due to annual wage adjustments and health insurance costs increased \$16,400, due to increases in health insurance premiums.

Contractual services decreased \$5,800. Increases occurred in microcomputer (\$4,400) and building rental (\$2,700). These increases were offset by decreases in negotiations (\$4,000), printing (\$3,000), and subscriptions (\$2,500), all decreased as a cost saving measure.

Supplies remained stable.

In 2004, the Personnel Department spent \$633,037, or 96.2% of the budgeted allocation.

Capital Equipment

There are no capital items budgeted for 2005.

Personnel Department

Personnel Review

PERSONNEL DEPARTMENT						
		2004 BUDGET		2005 BUDGET		
	POSITION RANGE	DOLLARS BUDGETED	NUMBER OF EMPLOYEES	DOLLARS BUDGETED	NUMBER OF EMPLOYEES	INCREASE (DECREASE)
SALARIES						
PERSONNEL DIRECTOR	E-14	\$94,221	1.00	\$98,592	1.00	0.00
COMPENSATION & BENEFITS MGR.	E-10	57,077	1.00	58,864	1.00	0.00
TRAINING & DEVELOPMENT MGR.	E-10	56,527	1.00	59,010	1.00	0.00
PERSONNEL SPECIALIST	E-7	128,224	3.00	133,224	3.00	0.00
ADMINISTRATIVE ASSISTANT	E-5	35,530	1.00	36,899	1.00	0.00
TEMPORARY		0		0		
MERIT PAY		9,316		9,704		
SALARY ADJUSTMENT		0		0		
	SUBTOTAL	<u>380,895</u>	<u>7.00</u>	<u>396,293</u>	<u>7.00</u>	<u>0.00</u>
BENEFITS						
ILLINOIS MUNICIPAL RETIREMENT		61,438		65,943		
UNEMPLOYMENT TAX		0		378		
WORKER'S COMPENSATION		609		634		
HEALTH INSURANCE		71,652		88,088		
LIFE INSURANCE		24		24		
PARKING BENEFITS		<u>2,520</u>		<u>2,520</u>		
	SUBTOTAL	<u>136,243</u>		<u>157,587</u>		
	TOTAL	<u>\$517,138</u>	<u>7.00</u>	<u>\$553,880</u>	<u>7.00</u>	

Performance Measurements

	2002 Actual	2003 Actual	2004 Actual	2005 Projected
Applications	1,029	1,060	3,728	3,000
Vacancies Filled	122	24	51	40
Worker's Comp Claims	293	125	250	273
Worker's Comp Lost Days	1,111	1,370	885	1,178
Training Sessions	85	50	40	40
Health Insurance Participants	1,539	1,545	1,460	1,475
Flex Spending Participants	281	285	315	315

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, 1993-2004
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
1993	73,380	73,460	69,880	1999		76,333	
	9,423	35,027	18,689			18,567	
	12.8	48	26.7			24.3	
1994	67,340		68,871	2000	80,753		85,630
	20,177		37,479		17,467		55,698
	30.0		54.4		21.6		65.4
1995	3,111	68,510	70,314	2001	83,463		86,899
	303	8,486	7,186		6,038		39,080
	9.7	12.4	10.2		7.2		45.0
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	50.200	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

2004 Accomplishments →

- Successfully completed the March 16 Primary Election, in which there was a total of 19,228 ballots cast of the 80,330 registered voters, resulting in a 24% participation rate.
- Completed precinct redistricting for the City.
- Successfully completed the November 2 General Election, in which there was a total of 57,905 ballots cast of the 87,937 registered voters, resulting in a 66% participation rate.

2005 Goals and Objectives →

- Conduct a February 22nd Consolidated Primary Election. Offices to be nominated are: Mayor, Aldermen, Township Supervisor, Town Clerk, Township Assessor, Township Highway Commissioner, and Township Trustees.

Board of Election Commissioners

- Conduct an April 5th Consolidated Election. Offices to be elected include those listed above, plus Park District Commissioners, Regional Board of School Trustees, School District Board Members, and Community College Trustees.
- Voter ID cards will be mailed to all voters indicating their new ward and precinct. This will spur the mailing of address confirmation cards to all voters whose ID cards were returned by the Post Office.

Budget Summary

BOARD OF ELECTION BUDGET SUMMARY					
APPROPRIATION	2003	2004	2004	2005	INCREASE
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
PERSONNEL	\$196,176	\$432,051	\$276,818	\$358,118	(\$73,933)
CONTRACTUAL	454,500	250,899	471,123	218,278	(32,621)
SUPPLIES	0	25,900	0	25,900	0
CAPITAL	0	<u>25,000</u>	0	<u>27,500</u>	<u>2,500</u>
TOTAL	<u>\$650,676</u>	<u>\$733,850</u>	<u>\$747,941</u>	<u>\$629,796</u>	<u>(\$104,054)</u>

FUNDING SOURCE	2004	2004	2005	2005
	<u>AMOUNT</u>	<u>PERCENTAGE</u>	<u>AMOUNT</u>	<u>PERCENTAGE</u>
PROPERTY TAXES				
FRINGE BENEFIT REIMBURSEMENTS	\$29,466	4.0	\$28,320	4.5
COUNTY PROPERTY TAX TRANSFER	328,983	44.8	328,983	52.2
GENERAL REVENUES	<u>375,401</u>	<u>51.2</u>	<u>272,493</u>	<u>43.3</u>
TOTAL	<u>733,850</u>	<u>100.0</u>	<u>629,796</u>	<u>100.0</u>

Budget Analysis

The 2005 budget is \$629,796, which is a \$104,100 (14.2%) decrease from the 2004 budget. The same number of elections will be conducted in 2005 as were in 2004, but fewer judges will be used in each precinct and reimbursement from the State for those judges, which was suspended, has been reinstated. This difference causes a decrease in personnel expenses of \$73,900, with the largest drop in temporary salaries (\$55,600).

Contractual services also decreased \$32,600 as a result of the difference in elections. Major decreases were in advertising (\$16,000) and printing (\$17,400). Supplies remained stable.

In 2004, the Board of Election Commissioners spent \$747,941, or 101.9% of their allocated budget.

Board of Election Commissioners

Capital Equipment

For 2005, the Board of Election Commissioners has budgeted \$27,500 for the third of five payments on voter registration software.

CAPITAL EQUIPMENT BOARD OF ELECTIONS 2005 BUDGET	
<u>DESCRIPTION</u>	<u>AMOUNT</u>
VOTER REGISTRATION SYSTEM	<u>\$27,500</u>
TOTAL CAPITAL	<u>\$27,500</u>