

City Manager’s Office, City Clerk’s Office, Mayor & Council

CY 21 Budget Review

Staffing:

There are small changes to the staffing level. It is projected that staffing in the City Manager’s office will remain at two (2) full time employees in addition to the Mayor and Council.

Staffing for the City Clerk’s office consisted of the part-time Deputy Clerk, with the Executive Secretary also functioning as Interim City Clerk for most of CY20. The part-time (under 30 hours) Deputy Clerk position remains budgeted in the City Clerk’s office for the year, along with budgeted money for the full time City Clerk’s position for a half of a year. It is projected that staffing for the City Clerk’s office will be returned to one (1) full time position in CY21.

Position	Staffing
City Manager	1
Executive Secretary	1
Mayor	1
Aldermen	7
City Clerk	.50
Deputy Clerk	.73

Budgeted Projects:

The City Manager’s Office coordinates the annual strategic planning session with City Council. This process was changed in 2018 and is now held in house and facilitated by the City Manager. The project budget was subsequently lowered to \$0, where it remains for CY21.

The Labor Day Parade is also coordinated through the Executive Secretary’s Office / General Administration with the Parade Advisory Committee. The project budget for CY21 remains the same at \$17,500 and is funded primarily through gaming funds, along with sponsorships and entry fees. Since the parade was not held in 2020 due to the Covid-19 restrictions, these CY20 funds will be carried over to CY21.

Revenue:

Revenues for licensing have stayed pretty consistent through the past few years. The most significant changes in revenue are reflected in the increase Games/Amusements. Alcoholic Beverage licenses continue to remain consistent, but there was a small downturn in Miscellaneous Business Licenses. This is due primarily to the restructuring of downtown events and the licensing requirements for festivals and a decrease in the number of applications received in several categories covered under this line item.

Revenue Source	CY 20 Budgeted	CY 21 Proposed Budget
Alcoholic Beverage	\$120,000	\$ 120,000
Video Gaming Terminals	\$100,000	\$ 140,000
Games/Amusements	\$ 24,000	\$ 7,000
Tobacco Dealers	\$ 4,700	\$ 4,700
Junkyard	\$ 1,500	\$ 1,500
Misc Business- License	\$ 22,000	\$ 21,000
Private Parking Lots	\$ 7,500	\$ 7,500

Service Levels:

Service levels will remain congruent with the previous year.

Grants:

At this time neither the City Manager's Office, City Clerk, or Mayor's Office administer grants.

Projects

The City Manager's Office is responsible for a number of annual projects. Several of these projects are outlined below.

Budget Development and Monitoring: The City Manager's Office assists with the development of the annual budget and the timely analysis of budget expenditures throughout the year.

Annual Strategic Planning 2021: The City Manager's Office will coordinate a strategic planning session in 2021. The strategic planning session will result in an updated City Council goals document. This document communicates priorities to residents and staff. The expectation is that CY21 Strategic Planning will be held "in house" again in early summer.

Economic Development: The City Manager's Office continues to work closely with the Mayor and the Finance Department to seek out development projects and explore opportunities to support and expand existing businesses.

Performance Audits: The City Manager continues to work with Department Directors to identify new performance measures, review organizational structure, and achieve unrealized efficiencies.

Licensing

The Executive Secretary works with the Mayor / Liquor Commissioner to issue all Liquor Licenses in the City of Rock Island. This includes license applications and renewals, temporary liquor licenses for non-profits, special use permits for license holders and "Celebratory Serve" occasions – about 150 liquor licenses total per year. This past year, video gaming machines were separated from "Games /Amusements, their fee structure was changed and the licenses are handled by the Executive Secretary. Twenty-one (21) gaming establishments are allowed within the City by City Ordinance and each establishment is allowed up to six (6) machines each by State law. Establishment owners are now charged \$50 per terminal and the Video Terminal Operators who install the machines pay \$1200 per machine. Currently there are 105 terminals within the City.

The City Clerk handles a variety of licenses within the City, to include: activity and event type permits, tobacco dealers, junkyards, games / amusements, private parking lots, and other miscellaneous business licenses.

Professional Development

The City Council was budgeted \$2000 for Professional Development each in CY20 to cover conference and training expenses. Additionally, \$1000 was budgeted to each Council's Representation CY20 fund to cover all local meetings and related expenditures. These amounts were changed in 2020, allowing \$1000 for Professional Development and \$2000 for Representation. \$500 was budgeted in the General Administration budget for miscellaneous training for City Manager and Executive Secretary.

Open Meetings Act Compliance

The City Manager assumed the duties of the OMA Compliance Officer in 2020 in the absence of a City Clerk. He continues to monitor a variety of City policies and procedures and OMA compliance by staff, elected officials, and the City's boards and commissions. The Deputy City Clerk is also certified as an OMA Compliance Office and will work with the Executive

Secretary to continue with the multi-year project of paring down the backlog of Executive Session minutes to be released.

Deputy Clerk

The Deputy Clerk (currently part time) continues to take over the (Interim) City Clerk's duties in her absence and is responsible for processing FOIA requests daily. The Deputy Clerk will continue to issue licenses originating from the Clerk's office and maintains the records and contracts for the City. He also transcribes and maintains the minutes of the Council meetings and will continue the task of inventorying City Clerk records, establishing improved records management policies and procedures, and processing records for disposal for that office. It is currently budgeted for a full time person to be in the City Clerk's office in CY21.

MAYOR & CITY COUNCIL



DEPARTMENT OVERVIEW

The residents of Rock Island elect a Mayor and seven Aldermen to four-year staggered terms. Elections are non-partisan. The Mayor is elected as an at-large candidate, and Aldermen are elected from seven wards.

The Mayor and City Council are the governing body of the City of Rock Island. Policies affecting both daily and long-term City operations are reviewed and established by the Mayor and the City Council. Long-range planning strategies are developed in an effort to maintain the level of services and improve the quality of life for residents. These plans are implemented through various departmental activities.

The City Council hires and advises a full-time City Manager, who is responsible for implementing established policies. The Mayor and City Council represent the City at various community, state and national events and serve on local boards and committees as needed.

The goals established by the City Council reflect a continued commitment to representing residents in a manner that will insure that quality services are provided efficiently, and the long-term quality of urban living is maintained and enhanced in Rock Island. These goals are more specifically defined by the long-term goals and short-term targets adopted by the Mayor and City Council at their annual Goal Setting sessions. The individual departments are responsible for implementation of these priorities.

ORGANIZATIONAL STRUCTURE

The department activities are defined in three cost centers. The Department consists of seven Aldermen and the Mayor. All activities are reported within one fund.

ACCOMPLISHMENTS

The following accomplishments are a product of the strategic initiatives developed at the annual goal setting session by the Rock Island City Council.

- Presented a balanced budget and maintained budget targets (revenue and expenditures) through 2020
- Updated the Five Year Capital Improvement Plan
- Expanded citizen access/citizen engagement via the expanded agenda module and Notify Me function and Ward/Community meetings
- Continued Columbia Park business expansion with \$7.5M+ property purchase/investment by McLaughlin Body
- Expanded the community camera project to enhance security and safety

GOALS AND OBJECTIVES

The City Council develops a set of strategic initiatives on an annual basis that reflects the organization's on-going commitment to strategic thinking, measurable results, and the delivery of quality services. These initiatives provide direction and guidance to the community and City staff. The strategic initiatives are grouped into five categories; infrastructure, financial stability, economic development, redevelopment, and high quality services. The Strategic Plan developed by the City Council may be found in its entirety in the Miscellaneous section.

DEPARTMENT STAFFING

Department Staffing / Mayor - City Council							
Staffing:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	Diff. (fte)
Mayor (1)	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Alderman (7)	7.00	7.00	7.00	7.00	7.00	7.00	0.00
Total Staffing (8)	8.00	8.00	8.00	8.00	8.00	8.00	0.00

TOTAL DEPARTMENT EXPENDITURES

Total Department Expenditures by Object / Mayor - City Council							
Expense by Object:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	% Var
Personnel	94,085	103,847	118,569	150,033		145,653	-3%
Supplies	1,198	398	222	300		250	-17%
Services	44,560	23,829	10,930	12,102		11,550	-5%
Other	26,765	31,949	21,075	20,850		20,850	0%
Transfers	2,100	-	-	-		-	---
Total Department	168,708	160,023	150,796	183,285		178,303	-3%

Total Department Expenditures by Fund / Mayor - City Council							
Expense by Fund:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	% Var
General Fund	168,708	160,023	150,796	183,285		178,303	-3%
Total Department	168,708	160,023	150,796	183,285		178,303	-3%

CITY CLERK



DEPARTMENT OVERVIEW

The City Clerk's Office prepares the City Council Meeting Agendas and Minutes; signs all Ordinances, Resolutions, licenses, contracts and other official documents; administers oaths of office to elected and appointed officers of the City; is the Municipal Election Official, the Open Meetings Act Compliance Officer, and Freedom of Information Officer for the City; coordinates, tracks and files all non-Police Freedom of Information requests and prepares the City's responses; tracks and files City Ordinances, Resolutions, and contracts; issues approximately thirty types of licenses; serves on and assists the Citizen of the Year Committee with administrative support; prepares the required list of names and addresses for Statement of Economic Interest; and responds to numerous customer requests and inquiries on a daily basis.

ORGANIZATIONAL STRUCTURE

The department activities are defined in three cost centers. The department consists of one full-time employee, the City Clerk; and one part-time employee, the Deputy Clerk. The various activities of the City Clerk are contained in one fund.

STAFFING CHANGES

The City Clerk's Office will continue to be staffed by (1.23) FTE, the City Clerk (.5) and the Deputy Clerk (.73).

PROGRAM CHANGES

There are no significant program changes anticipated in the upcoming budget year.

MISSION STATEMENT

The mission of the City Clerk's Office is to provide timely, professional, and exceptional quality service to the City Council, the citizens of the community, visitors and the internal organization, and to provide access and transparency in the governmental process through personal assistance and communication in an ethical manner, while performing the functions and duties of the Office in accordance with State, County and Municipal laws.

ACCOMPLISHMENTS

- Continued focus on providing excellent customer service and serving the public in a courteous and friendly manner.
- Reviewed and identified issues with the Northstar billing process for City Clerk issued business licenses.
- Participated in training and reviewed materials for the upcoming City election.
- Continued to effectively manage the office during COVID-19 staffing restrictions.

GOALS AND OBJECTIVES

- Provide timely responses to FOIA requests and general inquiries and provide excellent customer service.
- Promote and improve efficiency and organization in the City Clerk's Office.
- Improve Northstar billing processes for licenses issued by the City Clerk's office.
- Conduct inventory of City Clerk and City Council records; implement the records disposal process; and prepare and implement a records management policy.

PERFORMANCE MEASURES

Performance Measures - City Clerk				
Indicator	Actual CY 2018	Actual CY 2019	Estimated CY 2020	Proposed CY 2021
FOIA Requests Received	1,100	250	250	250
FOIA Requests Responded	1,100	250	250	250
Avg. Days FOIA Response	3	2	3	3
Contracts Executed	70	75	70	70
License/Permits Issued	300	160	160	160
Ordinances Published	60	65	65	65

*In 2018, Police FOIA requests were transferred to the Police Department for processing; the City Clerk tracks and responds to all Non-Police FOIA requests.

Department Staffing / City Clerk							
Staffing:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	Diff. (fte)
City Clerk (.5)	1	1	1	1	1	0.5	-0.5
Deputy City Clerk (.73)	0	0	0	0.65	0.65	0.73	0.08
Total Staffing (1.23)	1	1	1	1.65	1.65	1.23	-0.42

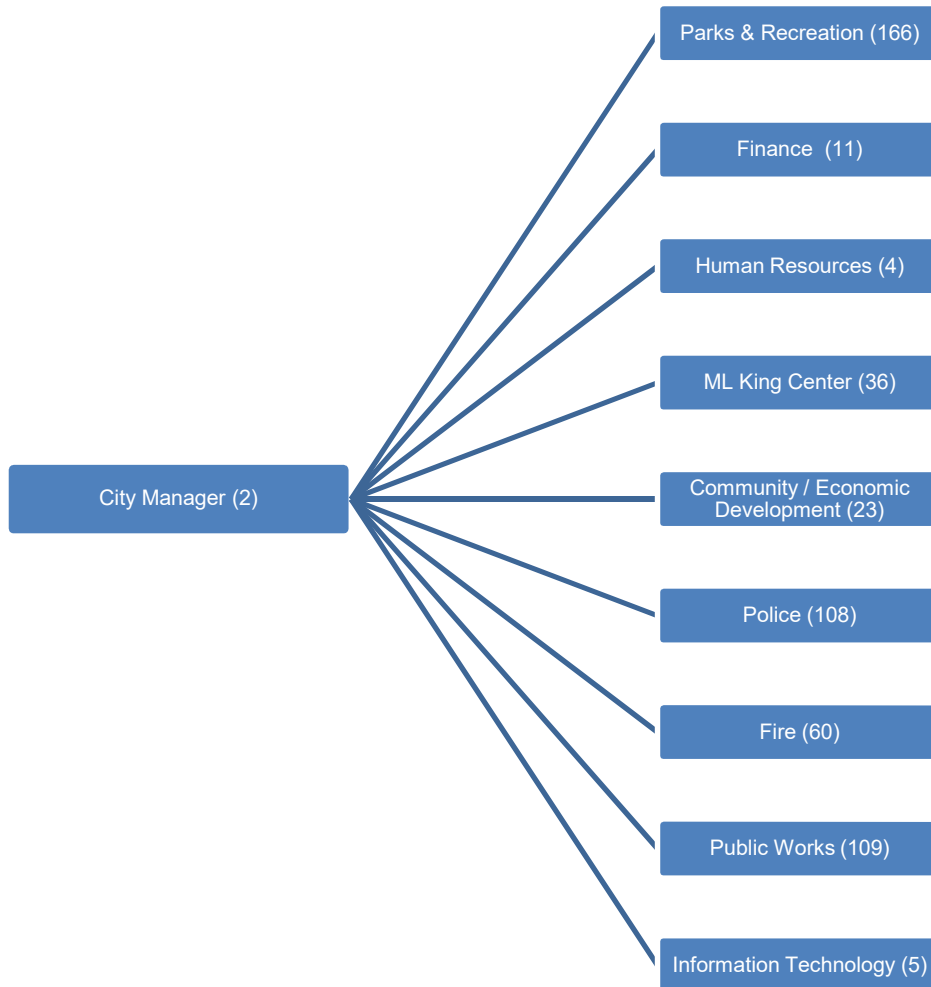
TOTAL DEPARTMENT EXPENDITURES

Total Department Expenditures by Object / City Clerk							
Expense by Object:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	% Var
Personnel	89,009	70,704	76,823	42,159		73,110	73%
Supplies	1,083	662	505	1,388		800	-42%
Services	1,901	1,912	2,499	2,999		3,050	2%
Other	6,172	5,125	1,541	5,387		4,300	-20%
Total Department	98,165	78,403	81,368	51,933	-	81,260	56%

Total Department Expenditures by Fund / City Clerk

Expense by Fund:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	% Var
General Fund	98,165	78,403	81,368	51,933		81,260	56%
Total Department	98,165	78,403	81,368	51,933	-	81,260	56%

GENERAL ADMINISTRATION



DEPARTMENT OVERVIEW

General Administration represents those activities that focus on the overall management of the City of Rock Island. The City Manager is appointed by the City Council to administer the established policies, oversee the day-to-day operations and provide management support and information to the Mayor and City Council to assist them in making informed decisions.

The City Manager is responsible for the supervision of nine departments: Human Resources, Information Technology, Finance, Community and Economic Development, Police, Fire, Parks and Recreation, Martin Luther King Jr. Community Center, and Public Works. The City Manager also works with the Library Director to coordinate services. The City Manager's Office is responsible for coordinating interagency and stakeholder relationships, as well as those with other public and private organizations. Additionally, the City Manager supervises the Executive Secretary, who manages the office and provides clerical support to the City Manager and the Mayor. The Human Resources Director serves a dual role as Assistant City Manager. The Assistant City Manager serves in the absence of the City Manager.

ORGANIZATIONAL STRUCTURE

The department consists of two employees, including the City Manager, who supervises the Executive Secretary. The various activities of the General Administration Department are supported by six (6) funds, including General Fund, multiple TIF funds, Riverboat Gaming, and Labor Day Parade.

USE OF GAMING FUNDS

Gaming funds support the annual Labor Day Parade, an event administered by General Administration.

ACCOMPLISHMENTS

- Completed annual update to City of Rock Island strategic goals
- Implemented the policy direction and initiatives developed by the City Council
- Presented City Council with balanced budget
- Continual evaluation of all City departments and functional areas

GOALS AND OBJECTIVES

- Maintain the high level of services provided to the community through a courteous, dedicated, and professional workforce.
- Provide principled leadership to the organization that will encourage a strong employee/employer relationship.
- Implement the goals established by the City Council.
- Promote the vision of the City of Rock Island as developed by the City Council through community marketing efforts.
- Examine overall operations to maintain quality services to residents as efficiently as possible while closely monitoring General Fund revenues and expenses.

PERFORMANCE MEASURES

Performance Measures – General Administration				
Indicator	Actual CY 2018	Actual CY 2019	Estimated CY 2020	Proposed CY 2021
Population	39,018	39,018	39,018	
Expenditures	97,550,102		94,956,857	
Revenues	76,202,973		85,003,868	
City Employees (FTE)	431.89	436.54	429.35	428.34
Departments Managed	9	9	9	9
Capital Cost	14,049,296	10,718,519	7,661,536	1,947,830
Personnel Costs	49,231,692	48,712,407	51,382,310	54,747,360
Property Tax Rate	2.6038	2.6570	2.7497	2.9008
% Change Property Tax Rate	9.00%	9.00%	2.04%	6.67%
Property Tax Levy	12,386,113	12,747,096	13,377,219	14,289,003
% Change Property Tax Levy		2.91%	4.94%	6.82%
EAV	475,693,727	479,755,232	486,497,406	492,590,786
% Change EAV		0.85%	1.41%	1.25%
Sales Tax	5,230,253	5,250,369	5,445,625	5,000,000
% Change Sales Tax Revenue		0.38%	3.72%	-8.18%

DEPARTMENT STAFFING

Department Staffing / General Administration							
Staffing:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	Diff. (fte)
City Manager (1)	1	1	1	1	1	1	0
Asst to City Manager	0.5	0	0	0	0	0	0
Executive Secretary (1)	1	1	1	1	1	1	0
Total Staffing (2)	2.5	2	2	2	2	2	0

TOTAL DEPARTMENT EXPENDITURES

Total Department Expenditures by Object / General Administration							
Expense by Object:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	% Var
Personnel	307,631	277,036	281,648	279,339		297,159	6%
Supplies	2,725	2,094	1,481	1,600		1,800	13%
Services	36,630	69,804	63,670	74,168		74,101	0%
Other	8,823	6,734	8,041	7,800		7,950	2%
Transfers	171,932	83,984	54,865	69,750		-	-100%
Total Department	527,741	439,652	409,705	432,657		381,010	-12%

Total Department Expenditures by Fund / General Administration							
Expense by Fund:	Actual CY 2016	Actual CY 2017	Actual CY 2018	Budget CY 2019	Estimated CY 2019	Proposed CY 2020	% Var
General Fund	388,041	336,113	326,120	333,584		351,080	5%
TIF Downtown	4,476	3,828	3,886	3,941		-	-100%
TIF N. 11th St.	4,503	3,828	3,886	3,941		6,215	58%
TIF Jumer's	4,579	3,828	3,886	3,941		6,215	58%
Riverboat Gaming	110,291	74,805	53,451	69,750		-	-100%
Labor Day Parade	15,851	17,250	18,476	17,500		17,500	0%
Total Department	527,741	439,652	409,705	432,657		381,010	-12%

MAYOR & CITY COUNCIL DEPARTMENT

The Mayor and City Council are the governing body of the City of Rock Island. Policies affecting both daily and long-term City operations are reviewed and established by the Mayor and the City Council. Long-range planning strategies are developed in an effort to maintain the level of services and improve the quality of life for residents. These plans are implemented through various departmental activities.

MAYOR & COUNCIL EXPENDITURES

General Funds Expenditure / Mayor - City Council							
Expense by Object:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	% Var
Personnel	94,085	103,847	118,569	150,033		145,653	-3%
Supplies	1,198	398	222	300		250	-17%
Services	44,560	23,829	10,930	12,102		11,550	-5%
Other	26,765	31,949	21,075	20,850		20,850	0%
Transfers	2,100	-	-	-		-	---
Total Department	168,708	160,023	150,796	183,285		178,303	-3%

EXPENDITURE ANALYSIS

The Supplies category dropped since we no longer provide food at most meetings. The Services and Personnel expenditures are slightly down. Overall, Mayor and Council Expenditures are staying steady for CY 2021.

CITY CLERK DEPARTMENT

The City Clerk's Office prepares the City Council Meeting Agendas and Minutes; signs all Ordinances, Resolutions, licenses, contracts and other official documents; administers oaths of office to elected and appointed officers of the City; is the Municipal Election Official, and Freedom of Information Officer for the City; coordinates, tracks and files all non-Police Freedom of Information requests and prepares the City's responses; tracks and files City Ordinances, Resolutions, and contracts; issues approximately thirty types of licenses; serves on and assists the Citizen of the Year Committee with administrative support; prepares the required list of names and addresses for Statement of Economic Interest; and responds to numerous customer requests and inquiries on a daily basis.

CITY CLERK EXPENDITURES

General Funds Expenditure / City Clerk							
Expense by Object:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	% Var
Personnel	89,009	70,704	76,823	42,159		73,110	73%
Supplies	1,083	662	505	1,388		800	-42%
Services	1,901	1,912	2,499	2,999		3,050	2%
Other	6,172	5,125	1,541	5,387		4,300	-20%
Total Department	98,165	78,403	81,368	51,933	-	81,260	55%

EXPENDITURE ANALYSIS

Personnel rose significantly with the plan to hire a Full Time City Clerk. With this change staffing levels will return to one full time position in the Clerk's department.

Supplies was reduced to previous levels with a slight increase to accommodate the supply needs with the staffing changes. Services remained steady and other shows a slight decrease taking into account the previous higher expenditures for codifications and election expenses the previous year.

GENERAL ADMINISTRATION DEPARTMENT

General Administration represents those activities that focus on the overall management of the City of Rock Island. The City Manager is appointed by the City Council to administer the established policies, oversee the day-to-day operations and provide management support and information to the Mayor and City Council to assist them in making informed decisions.

GENERAL ADMINISTRATION

General Funds Expenditure / General Administration							
Expense by Object:	Actual CY 2017	Actual CY 2018	Actual CY 2019	Budget CY 2020	Estimated CY 2020	Proposed CY 2021	% Var
Personnel	294,073	265,552	269,990	267,516		284,729	6%
Supplies	2,725	2,094	1,481	1,600		1,800	13%
Services	36,630	69,805	63,670	74,168		74,101	0%
Other	8,823	6,734	8,041	7,800		7,950	2%
Transfers	61,641	9,180	1,414	-		-	---
Total Department	403,892	353,365	344,596	351,084	-	368,580	5%

EXPENDITURE ANALYSIS

Department expenditures are expected to increase slightly from 2020 mainly due to increasing personnel costs (mostly insurance and pensions). Supplies are up slightly.