

SECTION CONTENTS

- Bureau Summary of Appropriations and Positions
- Bureau Distribution By Appropriation Classification
- Department Overview
- Department Budget
 - Distribution By Appropriation Classification
 - Personal Services, Summary of Positions
 - Summary of Positions by Grade

021 - Office of the Chief Financial Officer	C - 5
007 - Revenue	C - 9
008 - Risk Management	C - 16
014 - Budget and Management Services	C - 20
020 - County Comptroller	C - 25
022 - Contract Compliance	C - 31
030 - Office of the Chief Procurement Officer	C - 36
542 - Self - Insurance Fund	C - 41
Annuities and Benefits	C - 43

BUREAU SUMMARY
 BUREAU OF FINANCE

SUMMARY OF APPROPRIATIONS

Department and Title	Expenditures Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Corporate Fund					
021 - Office of the Chief Financial Officer	588,762.35	784,073	826,520	826,520	42,447
007 - Revenue	1,936,464.19	2,195,691	2,502,717	2,502,717	307,026
008 - Risk Management	1,207,108.08	1,389,219	829,115	829,115	(560,104)
014 - Budget and Management Services	951,394.95	1,106,983	1,155,646	1,155,646	48,663
020 - County Comptroller	2,298,857.58	2,570,011	2,599,275	2,599,275	29,264
022 - Contract Compliance	682,691.85	769,004	753,046	753,046	(15,958)
030 - Office of the Chief Procurement Officer	1,686,751.95	2,034,209	1,658,945	1,658,945	(375,264)
Corporate Fund Total	9,352,030.95	10,849,190	10,325,264	10,325,264	(523,926)
General Fund Total	9,352,030.95	10,849,190	10,325,264	10,325,264	(523,926)
Special Purpose Funds					
542 - Self - Insurance Fund					
Special Purpose Funds Total					
Special Purpose Fund Total					
Total Appropriations	9,352,030.95	10,849,190	10,325,264	10,325,264	(523,926)

SUMMARY OF POSITIONS

Department and Title	2011 Approved Positions	Department Request	President's Recommendation	Difference
Corporate Fund				
021 - Office of the Chief Financial Officer	7.4	8.2	8.2	0.8
007 - Revenue	29.3	47.6	47.6	18.3
008 - Risk Management	20.3	22.2	22.2	1.9
014 - Budget and Management Services	13.0	15.1	15.1	2.1
020 - County Comptroller	38.4	38.6	38.6	0.2
022 - Contract Compliance	12.0	10.2	10.2	(1.8)
030 - Office of the Chief Procurement Officer	24.3	19.9	19.9	(4.4)
Corporate Fund Total	144.7	161.8	161.8	17.1
General Fund Total	144.7	161.8	161.8	17.1
Total Positions	144.7	161.8	161.8	17.1

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
BUREAU OF FINANCE

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(36,795)	(36,795)	(36,795)
110/501010 Salaries and Wages of Regular Employees	8,512,114.54	9,776,870	10,985,491	10,985,491	1,208,621
120/501210 Overtime Compensation	46,058.38	9,467			(9,467)
129/501300 Salaries and Wages of Seasonal Work Employees	4,060.00				
133/501360 Per Diem Personnel		8,000			(8,000)
169/501490 Reclassification of Position Adjustments			5,000	5,000	5,000
170/501510 Mandatory Medicare Costs	4,898.20				
183/501770 Seminars for Professional Employees	2,218.00	13,000	10,000	10,000	(3,000)
185/501810 Professional and Technical Membership Fees	3,413.99	10,804	6,200	6,200	(4,604)
186/501860 Training Programs for Staff Personnel	46,965.49	72,253	72,905	72,905	652
190/501970 Transportation and Other Travel Expenses for Employees	35,292.75	51,170	47,095	47,095	(4,075)
Personal Services Total	8,655,021.35	9,941,564	11,089,896	11,089,896	1,148,332
Contractual Services					
220/520150 Communication Services			40,898	40,898	40,898
225/520260 Postage	121,603.87	147,796	158,200	158,200	10,404
228/520280 Delivery Services	2,818.47	1,291	2,600	2,600	1,309
240/520490 External Graphics and Reproduction Services	82,589.71	144,418	164,780	164,780	20,362
241/520491 Internal Graphics and Reproduction Services			11,100	11,100	11,100
245/520610 Advertising For Specific Purposes	14,997.70	17,614	16,000	16,000	(1,614)
246/520650 Imaging of Records		950	1,000	1,000	50
249/520670 Purchased Services Not Otherwise Classified	43,370.91	96,283	112,000	112,000	15,717
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability		2,755	3,000	3,000	245
260/520830 Professional and Managerial Services	257,824.27	268,885	54,000	54,000	(214,885)
Contractual Services Total	523,204.93	679,992	563,578	563,578	(116,414)
Supplies and Materials					
333/530270 Institutional Supplies	573.43	1,453	5,500	5,500	4,047
350/530600 Office Supplies	72,673.81	101,142	88,500	88,500	(12,642)
353/530640 Books, Periodicals, Publications, Archives and Data Services	8,605.06	26,365	31,673	31,673	5,308
353/530675 County Wide Lexis-Nexis Contract			85	85	85
355/530700 Photographic and Reproduction Supplies	5,496.06	11,967	12,400	12,400	433
388/531650 Computer Operation Supplies	6,479.87	24,175	32,800	32,800	8,625
390/531680 Supplies and Materials Not Otherwise Classified			600	600	600
Supplies and Materials Total	93,828.23	165,102	171,558	171,558	6,456
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	10,441.93	18,069	29,233	29,233	11,164
441/540170 Maintenance and Repair of Data Processing Equipment and Software	20,898.55	26,511	65,411	65,411	38,900
441/540172 County Wide Contract for Maintenance of Data Processing Equipment			22,923	22,923	22,923
444/540250 Maintenance and Repair of Automotive Equipment		2,850	1,500	1,500	(1,350)
Operations and Maintenance Total	31,340.48	47,430	119,067	119,067	71,637
Rental and Leasing					
630/550010 Rental of Office Equipment	39,082.17	50,852	27,193	27,193	(23,659)
630/550018 County Wide Canon Photocopier Lease			39,236	39,236	39,236
660/550130 Rental of Facilities	600.00	1,500	1,500	1,500	
Rental and Leasing Total	39,682.17	52,352	67,929	67,929	15,577

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 BUREAU OF FINANCE

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund		(48,000)			48,000
819/580420 Appropriation Transfer for Corporate Fund/Reimbursement from Designated Fund			(1,687,514)	(1,687,514)	(1,687,514)
880/580220 Institutional Memberships & Fees	690.00	750	750	750	
881/580240 County Government Public Programs and Events	8,263.79	10,000			(10,000)
Contingency and Special Purposes Total	8,953.79	(37,250)	(1,686,764)	(1,686,764)	(1,649,514)
Operating Funds Total	9,352,030.95	10,849,190	10,325,264	10,325,264	(523,926)
(717) New/Replacement Capital Equipment					
521/560420 Institutional Equipment	3,486.40				
530/560510 Office Furnishings and Equipment	67,950.53		30,000	16,000	16,000
579/560450 Computer Equipment	622,803.26		108,780	23,000	23,000
	694,240.19		138,780	39,000	39,000
Total Capital Equipment Request Total	694,240.19		138,780	39,000	39,000

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
 BUREAU OF FINANCE - SPECIAL PURPOSE FUNDS

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
176/501610 Health Insurance			289,561,386	289,561,386	289,561,386
177/501640 Dental Insurance Plan			8,576,728	8,576,728	8,576,728
179/501690 Vision Care Insurance			2,663,937	2,663,937	2,663,937
Personal Services Total			300,802,051	300,802,051	300,802,051
Contractual Services					
258/520790 Excess Liability Insurance	16,500,000.00	5,000,000	5,500,000	5,500,000	500,000
260/520830 Professional and Managerial Services	176,000.00	350,000	350,000	350,000	
263/520930 Legal Fees	6,723,236.21	9,000,000	9,000,000	9,000,000	
268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services	549,257.75	600,000	600,000	600,000	
Contractual Services Total	23,948,493.96	14,950,000	15,450,000	15,450,000	500,000
Contingency and Special Purposes					
810/580340 Contingency Fund - For Confidential Investigation			50,000	50,000	50,000
814/580380 Appropriation Adjustments	(113,160,850.46)	(122,950,000)	(374,237,510)	(374,237,510)	(251,287,510)
845/580120 Self-Insurance Settlements - Workers' Compensation	18,846,019.47	18,000,000	19,935,459	19,935,459	1,935,459
846/580140 Self-Insurance Settlements	70,366,337.03	90,000,000	38,000,000	38,000,000	(52,000,000)
Contingency and Special Purposes Total	(23,948,493.96)	(14,950,000)	(316,252,051)	(316,252,051)	(301,302,051)
Operating Funds Total					

DEPARTMENT OVERVIEW

021 OFFICE OF THE CHIEF FINANCIAL OFFICER

Mission

The Office of the Chief Financial Officer (CFO) manages the activities of the Bureau of Finance in a manner that insures Cook County Government is financially sound and maintains strong bond ratings. The CFO manages the Bureau of Finance to ensure financial integrity and consistency and to engage in endeavors and practices that position Cook County as a leader and role model for fiscal management and streamlined governance.

Mandates and Key Activities

- The Chief Financial Officer shall be under the policy and the control of the President and the County Board. The administrative actions shall be in conformance with the laws and in accordance with the decisions and authorizations of the President of the County Board.
- The Chief Financial Officer shall, in addition, in conjunction with the Director of Budget and Management Services, prepare for the President, an executive budget for the President to submit to the Committee on Finance.
- As of January 1, 2006, and each January 1 thereafter, the CFO shall adjust the living wage using the most recent federal poverty guidelines for a family of four as published annually by the United States Department of Health and Human Services, to constitute the following: there will be an annual adjustment calculated as 100 percent of the federal poverty line for a family of four (as defined by the U.S. Department of Health and Human Services) with health benefits and 125 percent of the federal poverty line for a family of four without health benefits.
- On an annual basis, the Chief Financial Officer shall report to the Audit Committee a listing of all depository accounts including the department number, department name, name of account, depository institution, account number, account balance, average daily balance, authorized signers, interest rate and any explanation or certification for any noninterest-bearing accounts.
- (430 ILCS 15/) Gasoline Storage Act. Demonstrate financial responsibility for taking corrective action and/or compensating third parties for bodily injury and property damage caused by sudden accidental releases and/or non-sudden accidental releases in the amount of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate arising from operating (an) underground storage tank(s). Required by State of Illinois.

Discussion of 2011 Activities and 2012 Initiatives

The office was able to maintain current stable credit ratings with Moody's and Standard and Poor's. The CFO was able to take advantage of the current low interest rates to refund high interest rate county debt. This allowed the County to reduce the amount of Property Tax Levy to be apportioned to Debt Service.

The CFO will continue to improve the consistency and transparency of financial data and reporting across the County. Efforts will be made to complete all financial reports including the CAFR and budget in a timely manner.

Enterprise Resource Planning (ERP) System project is underway. This project is for implementing new ERP software to replace the JD Edwards system which is over 10 years old.

The primary focus of the Office of the CFO will be to ensure the County's financial strength and credit quality is maintained through sound fiscal management.

Through the development of policies we are going to provide information that will promote informed decisions, efficient uses of resources and participation of stakeholders in the processes. The areas of concentration are as follows:

Debt includes Issuance, Level, and Capacity

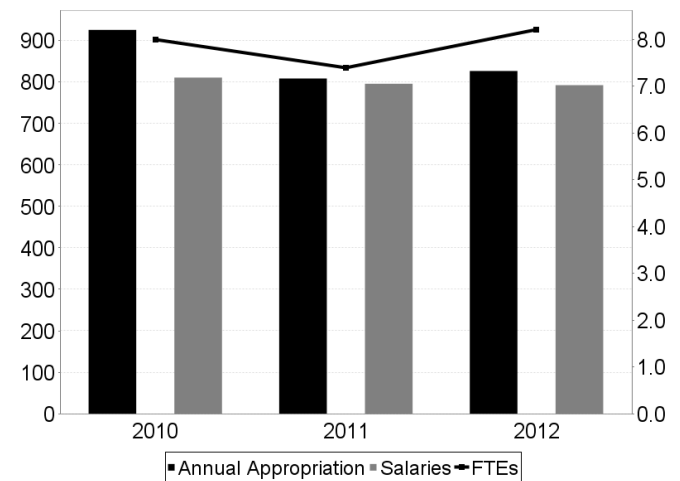
Fund Balance

Revenue including diversification, stabilization, revenue estimates, user fees and taxes

Grant Administration

Fixed Assets

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	925.6	808.4	826.5
Total	925.6	808.4	826.5
	Adopted	Adopted	Recommended
FTE Positions	8.0	7.4	8.2



DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 021 - OFFICE OF THE CHIEF FINANCIAL OFFICER

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(3,076)	(3,076)	(3,076)
110/501010 Salaries and Wages of Regular Employees	568,176.58	747,549	792,361	792,361	44,812
120/501210 Overtime Compensation	5,451.72	1,609			(1,609)
170/501510 Mandatory Medicare Costs	291.00				
185/501810 Professional and Technical Membership Fees		1,500			(1,500)
186/501860 Training Programs for Staff Personnel	235.00	3,500	3,500	3,500	
190/501970 Transportation and Other Travel Expenses for Employees	306.87	5,000	5,000	5,000	
Personal Services Total	574,461.17	759,158	797,785	797,785	38,627
Contractual Services					
220/520150 Communication Services			1,385	1,385	1,385
225/520260 Postage		239			(239)
228/520280 Delivery Services		239			(239)
240/520490 External Graphics and Reproduction Services	218.00	2,381	5,500	5,500	3,119
241/520491 Internal Graphics and Reproduction Services			2,500	2,500	2,500
260/520830 Professional and Managerial Services		2,375			(2,375)
Contractual Services Total	218.00	5,234	9,385	9,385	4,151
Supplies and Materials					
350/530600 Office Supplies	3,533.43	3,982	4,000	4,000	18
353/530640 Books, Periodicals, Publications, Archives and Data Services	4,549.75	9,699	4,400	4,400	(5,299)
388/531650 Computer Operation Supplies			4,000	4,000	4,000
390/531680 Supplies and Materials Not Otherwise Classified			600	600	600
Supplies and Materials Total	8,083.18	13,681	13,000	13,000	(681)
Rental and Leasing					
630/550010 Rental of Office Equipment	6,000.00	6,000			(6,000)
630/550018 County Wide Canon Photocopier Lease			6,350	6,350	6,350
Rental and Leasing Total	6,000.00	6,000	6,350	6,350	350
Operating Funds Total	588,762.35	784,073	826,520	826,520	42,447
(717) New/Replacement Capital Equipment - 71700021					
530/560510 Office Furnishings and Equipment	17,889.78				
	17,889.78				
Total Capital Equipment Request Total	17,889.78				

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 021 - OFFICE OF THE CHIEF FINANCIAL OFFICER

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Administration								
01 Administrative - 0211305								
0120	Chief Financial Officer	24	1.0	176,156	1.0	176,156	1.0	176,156
0019	Deputy Chief Financial Officer	24	0.7	118,654	1.0	143,417	1.0	143,417
0294	Administrative Analyst IV	22	1.0	65,000	1.0	71,143	1.0	71,143
0051	Administrative Assistant V	20		1	1.0	62,279	1.0	62,279
			2.7	\$359,811	4.0	\$452,995	4.0	\$452,995
02 Research Analysis & Forecasting - 0211306								
5531	Special Assistant for Legal Affairs	24	1.0	105,000	1.0	100,000	1.0	100,000
5426	Financial Research Analyst IV	22	3.7	330,936	3.2	270,562	3.2	270,562
0620	Legislative Coordinator I	20		1		1		1
0854	Public Information Officer	20		1		1		1
			4.7	\$435,938	4.2	\$370,564	4.2	\$370,564
Total Salaries and Positions			7.4	\$795,749	8.2	\$823,559	8.2	\$823,559
Turnover Adjustment						(31,198)		(31,198)
Operating Funds Total			7.4	\$795,749	8.2	\$792,361	8.2	\$792,361

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 021 - OFFICE OF THE CHIEF FINANCIAL OFFICER

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	2.7	399,810	3.0	419,573	3.0	419,573
22	4.7	395,936	4.2	341,705	4.2	341,705
20		3	1.0	62,281	1.0	62,281
Total Salaries and Positions	7.4	\$795,749	8.2	\$823,559	8.2	\$823,559
Turnover Adjustment				(31,198)		(31,198)
Operating Funds Total	7.4	\$795,749	8.2	\$792,361	8.2	\$792,361

DEPARTMENT OVERVIEW

007 REVENUE

Mission

To efficiently administer and enforce the collection of Cook County Home Rule Taxes and Fees and Fines; while providing courteous, professional service to the public. Also, to fairly and equitably enforce Tax Compliance and accurately process revenue collections.

Mandates and Key Activities

- Cook County, Illinois, Code of Ordinance, Chapter 74 Taxation – Home Rule Tax Ordinances
- Cook County Revenue Code of Ordinances, Chapter 54, Chapter 82
- Cook County Cable Television Ordinance, Chapter 78
- State of Illinois Compile Statue 35, Section 200/21-0
- Collections – Account receivables and receipting system for Home Rule Tax returns, payments, fees and charges, General Fee Collection, iNovah JDE reconciliation, Individual Use Tax Processing, Vehicle Sticker Accounting, Cigarettes Stamp Sales, Refunds and Claims, Transfer Reports, Fuel Rebates, Daily Cash/Bank Reconciliation and Customer Service.
- Compliance – Field investigations, Field & Desk Audits, Credits/Refunds Requests, IDOR Letter 508, NSF Collection (Delinquent), Penalty Wavier Requests, Cigarette Audits, Registration, Overseeing Tax Exempt Process, and Use Tax Exceptions, Ordinance Review, Monthly Annual Cash/Bank Reconciliations, Delinquent Home Rule Tax Collections, Delinquency & Deficiency.
- Delinquent Property Taxes – Compile and Update Delinquent Property Master, Scavenger Sale List, Maintain Warrant Book Audit Report, REDI File Preparation and No Bid Program.
- Administration – Budget & Purchasing Process, Internal Audits, asset management, IT Support, Revenue Enhancement Strategies, Management Reporting, Record Retention, Staff Development, Procurement Activities.

Discussion of 2011 Activities and 2012 Initiatives

In FY 2011, The Department of Revenue (DOR) was involved in several key activities and initiatives:

DOR launched collection efforts on Delinquent and Deficient Home Rule Tax collectors. Historically, the Department did not have a process which continually monitored and assessed registered tax collectors for non-remittal of tax returns and collected taxes. The process had been absent due to resource constraints and the inability to effectively identify and create assessment notices for delinquent accounts. Potential yield for this initiative was projected to be approximately \$10 million in outstanding revenue.

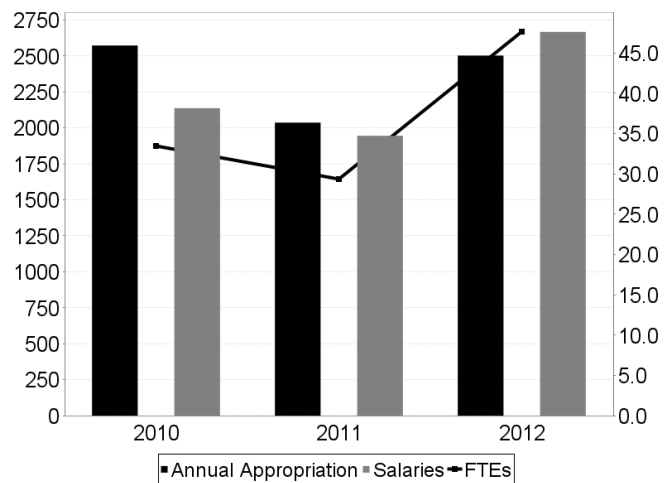
The implementation of the online General Business Ordinance (GBL) was enacted to promote the public safety, health and welfare of unincorporated Cook County. The program is in full force and its success is indicated by the consistent increase in the number of businesses obtaining licenses, in unincorporated Cook County.

The implementation of lockbox and e-payment services for Home Rule and General fines/fee collection will help the department to operate more efficiently and effectively. These services will reduce further collection personnel, eliminate paper filing, avail collection at satellite locations, provide imaging processing, and shift resources to compliance efforts.

DOR entered into intergovernmental agreement with City of Chicago and strengthening our working relationship with the State of Illinois. Under these agreements DOR will cultivate working relationships with these government agencies; and expand our revenue sharing agreements, which will allow us to share data that will enhance compliance efforts.

DOR will continue to work with other government agencies, elected officials, municipalities and all offices under the President of the Cook County Board to optimize compliance efforts and enhance revenue collection processes.

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	2,572.6	2,036.6	2,502.7
Total	2,572.6	2,036.6	2,502.7
	Adopted	Adopted	Recommended
FTE Positions	33.5	29.3	47.6



S.T.A.R. Goals/Key Performance Indicators

- Maximize Compliance with Licensing and all Home Rule Taxes – In 2010 the number of registered Home Rule Tax Collectors filing their returns on time was only 63%. In 2011, by the Q3 that number increased to 75%. DOR's year-end goal is 85% compliance of registered Home Rule Tax Collectors. In 2010, 65% of the registered vehicles in unincorporated Cook County had licenses, DOR plans to increase that number to 80%, by Q4 FY 2011. Cigarette Tax investigations of Tobacco Retailer are projected to increase from 2,410 in FY 2010 to 3,000 in FY 2011. Also, General Business Licenses (GBL), a new license, for businesses in unincorporated areas is projected at 50% compliance, FY 2011. DOR projects with the implementation of effective enforcement activities, such as requiring retailers to register and remit purchase and sales information monthly returns, cigarette tax stamp with new security features, partnering with the Sheriff, our increased compliance efforts will result in significant increases in FY 2012.

DEPARTMENT OVERVIEW

007 REVENUE

- Improve Revenue Collections for Home Rule Taxes –In FY 2010, Home Rule Taxes were a sluggish \$213.85 (million); in FY 2011 they are projected at \$218.50 (million), by Q4 2011. Due to economic factors Cigarette Tax Revenue is projected to decline slightly from \$130.29 (million) in FY 2010, to \$126.30 in FY 2011. To counter, with enhanced enforcement efforts Wheel Tax Revenue is projected to increase, from \$1.91 (million) in FY 2010, to \$2.29 (million) in FY 2011, calendar year. In FY 2012, we anticipate that the enhanced collection efforts and automated processes for all Home Rule Taxes, Wheel Tax and Cigarette Tax will result in modest increases due to our compliance efforts, in light of declining revenue projection due to the economy.
- Reduce Home Rule Tax Delinquency Rate - In FY 2011, DOR undertook the challenge to reduce (aged) Home Rule Tax Delinquencies and Deficiencies. The department set a target of \$10.2 (million) in revenue collection of Home Rule Taxes that were delinquent or deficient. DOR continues to vigorously work to achieve this outcome by working with third-party collection agencies, Administrative Hearing, and internal staff committed to obtaining the maximum results. In 2012, DOR will work towards a solution that provides a web based, streamlined tax process which includes registration, on-line filing, assessments, audits, notifications, refunds, account maintenance, and tax management. This will establish a structure that will allow the department to operate more efficiently, improve services and increase revenue opportunities and eliminate gaps.

Programs

The Cigarette Tax Reward Program

The Cigarette Tax Reward Program will reward those individuals who report violations of the Cook County Tobacco Ordinance to the Department of Revenue. Responsible citizens of the County may now report violators through the Cigarette Tax Reward Program website or tip line; provided the reporter leaves adequate information, so the Department may contact that person after the investigation, adjudication and/or payment of the fine.

Performance Management

The implementation of Performance Management has equipped the department with a tool that focus on results and meeting specific outcomes. Using PM, the department has aligned all activities and processes to the goals and mission of the department, thus resulting useful quarterly reports and measurements. Also, it has allowed management to cultivate a system-wide, long-term vision for the department.

Voluntary Disclosure Program

The Voluntary Disclosure Program (Section 34-93, Voluntary Disclosure Program, of the Uniform, Penalties, Interest & Procedures Ordinance) is designed to encourage individuals and businesses that are currently not registered with the County, to register and remit the taxes that they owe, before they are exposed to significant fines and penalties.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 007 - REVENUE

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(7,893)	(7,893)	(7,893)
110/501010 Salaries and Wages of Regular Employees	1,607,501.81	1,806,566	2,667,165	2,667,165	860,599
120/501210 Overtime Compensation	35,080.27	2,753			(2,753)
133/501360 Per Diem Personnel		8,000			(8,000)
170/501510 Mandatory Medicare Costs	930.90				
186/501860 Training Programs for Staff Personnel	1,750.00	6,580	11,430	11,430	4,850
190/501970 Transportation and Other Travel Expenses for Employees	19,672.51	18,070	17,995	17,995	(75)
Personal Services Total	1,664,935.49	1,841,969	2,688,697	2,688,697	846,728
Contractual Services					
220/520150 Communication Services			28,230	28,230	28,230
225/520260 Postage	95,743.14	115,916	142,200	142,200	26,284
228/520280 Delivery Services	2,746.78	954	2,500	2,500	1,546
240/520490 External Graphics and Reproduction Services	72,092.63	111,261	141,300	141,300	30,039
246/520650 Imaging of Records		950	1,000	1,000	50
249/520670 Purchased Services Not Otherwise Classified	43,370.91	77,283	92,000	92,000	14,717
260/520830 Professional and Managerial Services	7,189.27	16,510	54,000	54,000	37,490
Contractual Services Total	221,142.73	322,874	461,230	461,230	138,356
Supplies and Materials					
333/530270 Institutional Supplies	573.43	1,453	5,500	5,500	4,047
350/530600 Office Supplies	7,561.56	10,747	11,000	11,000	253
353/530640 Books, Periodicals, Publications, Archives and Data Services	3,349.31	12,451	17,351	17,351	4,900
355/530700 Photographic and Reproduction Supplies	5,496.06	4,937	9,000	9,000	4,063
388/531650 Computer Operation Supplies	2,050.74	8,604	9,000	9,000	396
Supplies and Materials Total	19,031.10	38,192	51,851	51,851	13,659
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	9,672.94	9,999	21,000	21,000	11,001
441/540170 Maintenance and Repair of Data Processing Equipment and Software	15,535.55	20,599	21,400	21,400	801
441/540172 County Wide Contract for Maintenance of Data Processing Equipment			9,767	9,767	9,767
444/540250 Maintenance and Repair of Automotive Equipment		2,850	1,500	1,500	(1,350)
Operations and Maintenance Total	25,208.49	33,448	53,667	53,667	20,219
Rental and Leasing					
630/550010 Rental of Office Equipment	6,146.38	7,208	7,208	7,208	
630/550018 County Wide Canon Photocopier Lease			4,169	4,169	4,169
Rental and Leasing Total	6,146.38	7,208	11,377	11,377	4,169
Contingency and Special Purposes					
818/580033 Reimbursement to Designated Fund		(48,000)			48,000
819/580420 Appropriation Transfer for Corporate Fund/Reimbursement from Designated Fund			(764,105)	(764,105)	(764,105)
Contingency and Special Purposes Total		(48,000)	(764,105)	(764,105)	(716,105)
Operating Funds Total	1,936,464.19	2,195,691	2,502,717	2,502,717	307,026
(717) New/Replacement Capital Equipment - 71700007					
521/560420 Institutional Equipment	3,486.40				
530/560510 Office Furnishings and Equipment			30,000	16,000	16,000

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 007 - REVENUE

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
579/560450 Computer Equipment	63,948.00		85,780		
	67,434.40		115,780	16,000	16,000
Total Capital Equipment Request Total	67,434.40		115,780	16,000	16,000

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 007 - REVENUE

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Administration								
01 Administration / Revenue Recovery & Enhancement - 0071370								
0263	Director	24	1.0	129,857	1.0	129,857	1.0	129,857
5205	Deputy Director	24	1.0	107,000	1.0	107,000	1.0	107,000
5531	Special Assistant for Legal Affairs	24		1	1.0	95,000	1.0	95,000
0295	Administrative Analyst V	23	1.0	87,554	1.0	100,217	1.0	100,217
0253	Business Manager III	22	1.0	80,509	1.0	83,239	1.0	83,239
1108	Programmer IV	22	1.0	81,331	1.0	82,917	1.0	82,917
0293	Administrative Analyst III	21	1.0	73,076	1.0	74,526	1.0	74,526
1113	Systems Analyst IV	21			1.0	57,924	1.0	57,924
0051	Administrative Assistant V	20	1.0	74,328	1.0	75,796	1.0	75,796
0110	Director of Financial Control I	20			1.0	66,276	1.0	66,276
0143	Accountant III	15		1				
			7.0	\$633,657	10.0	\$872,752	10.0	\$872,752
03 Real Estate Delinquent Property Tax Division - 0071372								
0295	Administrative Analyst V	23	1.0	78,132	1.0	79,701	1.0	79,701
0153	Property Tax Accountant III	17	1.0	60,287	1.0	61,495	1.0	61,495
0048	Administrative Assistant III	16		14,015				
			2.0	\$152,434	2.0	\$141,196	2.0	\$141,196
04 Collections Division - 0071373								
0294	Administrative Analyst IV	22	1.0	85,585	1.0	87,321	1.0	87,321
0293	Administrative Analyst III	21		16,841				
0251	Business Manager I	18	1.0	56,227	1.0	57,323	1.0	57,323
5523	Collections Specialist-Revenue	13	1.0	37,345	1.0	35,173	1.0	35,173
0141	Accountant I	11	1.0	31,297	1.0	31,910	1.0	31,910
			4.0	\$227,295	4.0	\$211,727	4.0	\$211,727
02 Compliance Division								
01 Compliance Division - Administration - 0071371								
5525	Manager of Compliance-Revenue	23	1.0	68,636	1.0	69,659	1.0	69,659
0110	Director of Financial Control I	20	0.2	17,326				
5554	Traffic Compliance Administrator	20			1.0	64,965	1.0	64,965
0132	Field Auditor III	17	1.0	61,606				
0047	Administrative Assistant II	14			0.9	30,226	0.9	30,226
			2.2	\$147,568	2.9	\$164,850	2.9	\$164,850
02 Compliance - Tobacco Enforcement/Investigations - 0071376								
5526	Supervisor of Field Investigations-Revenue	21	1.0	59,078	1.0	59,085	1.0	59,085
0051	Administrative Assistant V	20		11,643				
5530	Investigator IV-Revenue	19	1.0	72,706	1.0	72,721	1.0	72,721
5528	Investigator II-Revenue	17			0.9	39,352	0.9	39,352
4830	Investigator I - Revenue	16	3.1	125,541	7.7	300,142	7.7	300,142
5527	Code Enforcement Assistant	12	1.0	39,061	1.0	39,844	1.0	39,844
			6.1	\$308,029	11.6	\$511,144	11.6	\$511,144
03 Compliance - Internal and External Audit - 0071377								
0137	Field Auditor V	21			0.8	48,289	0.8	48,289
0293	Administrative Analyst III	21	1.0	67,457	1.0	68,787	1.0	68,787
0133	Field Auditor IV	19	2.0	140,167	2.0	141,546	2.0	141,546
0132	Field Auditor III	17	1.0	47,925	7.4	322,486	7.4	322,486
0131	Field Auditor II	15	2.0	100,311	2.0	102,344	2.0	102,344
			6.0	\$355,860	13.2	\$683,452	13.2	\$683,452

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 007 - REVENUE

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
04 Compliance - Registration/Licensing/Tax Discovery - 0071378								
0795	Revenue Analyst	19	1.0	73,158	1.9	117,899	1.9	117,899
0291	Administrative Analyst I	17			1.0	35,529	1.0	35,529
5524	Compliance Specialist-Revenue	13	1.0	47,447	1.0	44,687	1.0	44,687
			2.0	\$120,605	3.9	\$198,115	3.9	\$198,115
Total Salaries and Positions			29.3	\$1,945,448	47.6	\$2,783,236	47.6	\$2,783,236
Turnover Adjustment						(116,071)		(116,071)
Operating Funds Total			29.3	\$1,945,448	47.6	\$2,667,165	47.6	\$2,667,165

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 007 - REVENUE

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	2.0	236,858	3.0	331,857	3.0	331,857
23	3.0	234,322	3.0	249,577	3.0	249,577
22	3.0	247,425	3.0	253,477	3.0	253,477
21	3.0	216,452	4.8	308,611	4.8	308,611
20	1.2	103,297	3.0	207,037	3.0	207,037
19	4.0	286,031	4.9	332,166	4.9	332,166
18	1.0	56,227	1.0	57,323	1.0	57,323
17	3.0	169,818	10.3	458,862	10.3	458,862
16	3.1	139,556	7.7	300,142	7.7	300,142
15	2.0	100,312	2.0	102,344	2.0	102,344
14			0.9	30,226	0.9	30,226
13	2.0	84,792	2.0	79,860	2.0	79,860
12	1.0	39,061	1.0	39,844	1.0	39,844
11	1.0	31,297	1.0	31,910	1.0	31,910
Total Salaries and Positions	29.3	\$1,945,448	47.6	\$2,783,236	47.6	\$2,783,236
Turnover Adjustment				(116,071)		(116,071)
Operating Funds Total	29.3	\$1,945,448	47.6	\$2,667,165	47.6	\$2,667,165

DEPARTMENT OVERVIEW

008 RISK MANAGEMENT

Mission

Responsible for the administration of Employee Benefits, General Liability, Safety and Workers' Compensation programs.

Mandates and Key Activities

- General Liability – County Jail Act, obligates the County to provide for the medical needs of detainees remanded to the Sheriff of Cook County
- General Liability – Medicare Section 111 Reporting Compliance, reporting of claim settlements for any claimant that is Medicare eligible.
- Workers' Compensation – Illinois Workers' Compensation Act, an Act to promote the general welfare of the people of this State by providing compensation for accidental injuries or death suffered in the course of employment within this State, and with this State where the contract of employment is made within this State.
- Employee Benefits – Administer benefits based on Collective Bargaining Agreements and Human Resources policies; Compliance with federal and state regulations governing benefits and health care reform including COBRA and other Public Acts.

Discussion of 2011 Activities and 2012 Initiatives

Activities:

- General Liability: Investigate, negotiate and resolve non-litigated claims against the County in a timely and efficient manner
- General Liability: Record, track and update Medicare eligibility status for Section 111 Reporting.
- General Liability: Patient/Arrestee billings to review and process medical billings for detainees.
- Safety: Training module development, presentation, review and post-training analysis.
- Workers' Compensation: Claims processing including processing and management of Temporary Disability payments, Permanent Disability payments, medical bill payments and adjudicated settlements.
- Workers' Compensation: Claims reviewing of accident reports of employees injured on duty to determine compensability and medical necessity.
- Employee Benefits: Eligibility management for employees and their covered dependents, COBRA administration and payment to vendors based on enrollment and utilization.

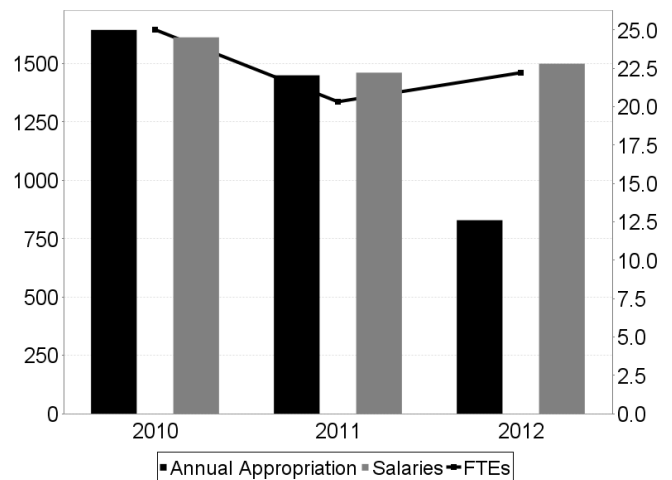
Initiatives:

- General Liability: Implement a new claim reporting system to facilitate detailed claim analysis for determining cost drivers and for developing loss reduction strategies
- Safety: Provide a training schedule for departments for upcoming year
- Workers Compensation: Work with Human Resources and Elected Official to help develop strategies for re-integration of injured employees into the workforce with regards to light duty programs.
- Employee Benefits: Implement online risk assessment screenings to measure the health risk in the population.
- Employee Benefits: Biometric Screenings and "know your numbers" campaign to further identify health risk in the population
- Employee Benefits: Lifestyle Management and Coaching programs to address

lifestyle risk: weight management, nutrition, exercise, stress management and smoking cessation.

- Employee Benefits: Employee Engagement to increase accountability of health care for individuals and reduction in overall healthcare costs by 2014

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	1,644.5	1,450.1	829.1
Total	1,644.5	1,450.1	829.1
Adopted Adopted Recommended			
FTE Positions	25.0	20.3	22.2



S.T.A.R. Goals/Key Performance Indicators

- Reduce overall costs for Workers' Compensation: mitigate expenditures by processing all medical bills through a bill review process to reduce to State of Illinois fee schedule and additional PPO discounts and utilization review process.
- Reduce overall cost for fringe benefits: Completed a Request for Proposal process for medical and dental benefits resulting in significant cost avoidance for the FY12 budget year, with an emphasis on Wellness initiatives for long-term savings.
- Improve Management of Workers' Compensation: Monitor and analyze various metrics to engage the employing departments to adhere to benchmarking and reporting standards for increased efficiencies.
- Increase Participation in Employee Benefit Programs: Partner with medical and pharmacy providers to promote online communications and tools for health risk assessments and wellness initiatives.
- Increase Efficiency of Claim/Billing/Reporting Processes: Monitor the number of days claims are open; days to process billings and Medicare query submissions to promote efficiencies within the departmental operations.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 008 - RISK MANAGEMENT

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(5,163)	(5,163)	(5,163)
110/501010 Salaries and Wages of Regular Employees	1,191,036.97	1,359,337	1,499,897	1,499,897	140,560
170/501510 Mandatory Medicare Costs	688.40				
185/501810 Professional and Technical Membership Fees	920.00	1,500	1,500	1,500	
186/501860 Training Programs for Staff Personnel	1,675.00	1,400	10,000	10,000	8,600
190/501970 Transportation and Other Travel Expenses for Employees	2,131.07	4,100	4,100	4,100	
Personal Services Total	1,196,451.44	1,366,337	1,510,334	1,510,334	143,997
Contractual Services					
220/520150 Communication Services			2,980	2,980	2,980
225/520260 Postage	2,500.00	4,875	8,000	8,000	3,125
228/520280 Delivery Services	71.69	98	100	100	2
240/520490 External Graphics and Reproduction Services	155.00	572			(572)
241/520491 Internal Graphics and Reproduction Services			600	600	600
Contractual Services Total	2,726.69	5,545	11,680	11,680	6,135
Supplies and Materials					
350/530600 Office Supplies	2,776.95	4,888	5,000	5,000	112
353/530640 Books, Periodicals, Publications, Archives and Data Services		809	6,850	6,850	6,041
355/530700 Photographic and Reproduction Supplies		2,280	2,400	2,400	120
388/531650 Computer Operation Supplies		475	8,000	8,000	7,525
Supplies and Materials Total	2,776.95	8,452	22,250	22,250	13,798
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	200.00	1,910	2,000	2,000	90
441/540170 Maintenance and Repair of Data Processing Equipment and Software	3,168.00	1,000	3,168	3,168	2,168
Operations and Maintenance Total	3,368.00	2,910	5,168	5,168	2,258
Rental and Leasing					
630/550010 Rental of Office Equipment	1,185.00	4,475	3,300	3,300	(1,175)
630/550018 County Wide Canon Photocopier Lease			2,292	2,292	2,292
660/550130 Rental of Facilities	600.00	1,500	1,500	1,500	
Rental and Leasing Total	1,785.00	5,975	7,092	7,092	1,117
Contingency and Special Purposes					
819/580420 Appropriation Transfer for Corporate Fund/Reimbursement from Designated Fund			(727,409)	(727,409)	(727,409)
Contingency and Special Purposes Total			(727,409)	(727,409)	(727,409)
Operating Funds Total	1,207,108.08	1,389,219	829,115	829,115	(560,104)
(717) New/Replacement Capital Equipment - 71700008					
579/560450 Computer Equipment			23,000	23,000	23,000
			23,000	23,000	23,000
Total Capital Equipment Request Total			23,000	23,000	23,000

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 008 - RISK MANAGEMENT

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Administration								
01 Administrative - 0081365								
0263	Director	24	1.0	127,381	1.0	127,381	1.0	127,381
4619	Deputy Director of Risk Management	24	1.0	107,881	1.0	107,881	1.0	107,881
5531	Special Assistant for Legal Affairs	24			1.0	100,001	1.0	100,001
0050	Administrative Assistant IV	18		10,294				
			2.0	\$245,556	3.0	\$335,263	3.0	\$335,263
02 Safety - 0081366								
5531	Special Assistant for Legal Affairs	24		1		1		1
0084	Safety Manager	23	1.0	92,084	1.0	93,925	1.0	93,925
1545	Safety Liaison II	22	2.0	148,457	2.0	150,091	2.0	150,091
			3.0	\$240,542	3.0	\$244,017	3.0	\$244,017
03 General Liability/Insurance - 0081367								
0064	Claims Manager, General Liability	23	1.0	98,218	1.0	100,180	1.0	100,180
0051	Administrative Assistant V	20	1.0	60,808	1.0	62,040	1.0	62,040
5212	Senior Claims Adjuster I	20		435				
0292	Administrative Analyst II	19	1.0	69,324	1.0	70,713	1.0	70,713
			3.0	\$228,785	3.0	\$232,933	3.0	\$232,933
02 Employee Benefit Section								
01 Employee Benefits - 0081368								
0769	Employee Benefits Manager	24		1		1		1
0293	Administrative Analyst III	21	1.0	66,853	1.0	68,209	1.0	68,209
0160	Claims Adjuster	19			1.0	72,831	1.0	72,831
0292	Administrative Analyst II	19	1.0	71,409				
0048	Administrative Assistant III	16	2.0	115,838	2.0	117,189	2.0	117,189
0143	Accountant III	15		10,538				
0047	Administrative Assistant II	14	1.0	42,577	1.0	43,422	1.0	43,422
0273	Information Technician II	13	1.0	46,647	1.0	47,447	1.0	47,447
			6.0	\$353,863	6.0	\$349,099	6.0	\$349,099
03 Workers' Compensation Unit								
01 Workers' Compensation - 0081369								
0083	Claims Manager, Workers Compensation	23		19,077				
5211	Senior Claims Adjuster II	22		26,002				
5218	Assistant Claims Manager/Workers Compensation	21	1.0	66,606	1.0	67,891	1.0	67,891
2609	Claims Adjuster II	20	1.3	74,978	5.2	278,310	5.2	278,310
0160	Claims Adjuster	19	1.0	53,503				
0291	Administrative Analyst I	17	1.0	61,250				
0161	Assistant Claims Adjuster	15	1.0	51,998	1.0	53,051	1.0	53,051
0907	Clerk V	11	1.0	39,255				
			6.3	\$392,669	7.2	\$399,252	7.2	\$399,252
Total Salaries and Positions			20.3	\$1,461,415	22.2	\$1,560,564	22.2	\$1,560,564
Turnover Adjustment						(60,667)		(60,667)
Operating Funds Total			20.3	\$1,461,415	22.2	\$1,499,897	22.2	\$1,499,897

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 008 - RISK MANAGEMENT

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	2.0	235,264	3.0	335,265	3.0	335,265
23	2.0	209,379	2.0	194,105	2.0	194,105
22	2.0	174,459	2.0	150,091	2.0	150,091
21	2.0	133,459	2.0	136,100	2.0	136,100
20	2.3	136,221	6.2	340,350	6.2	340,350
19	3.0	194,236	2.0	143,544	2.0	143,544
18		10,294				
17	1.0	61,250				
16	2.0	115,838	2.0	117,189	2.0	117,189
15	1.0	62,536	1.0	53,051	1.0	53,051
14	1.0	42,577	1.0	43,422	1.0	43,422
13	1.0	46,647	1.0	47,447	1.0	47,447
11	1.0	39,255				
Total Salaries and Positions	20.3	\$1,461,415	22.2	\$1,560,564	22.2	\$1,560,564
Turnover Adjustment				(60,667)		(60,667)
Operating Funds Total	20.3	\$1,461,415	22.2	\$1,499,897	22.2	\$1,499,897

DEPARTMENT OVERVIEW

014 BUDGET AND MANAGEMENT SERVICES

Mission

Prepare, manage, and execute the County Budget; Evaluate and analyze data to recommend improvements that realize efficiency or budget savings; Prepare budgets for federal, state, and private grants

Mandates and Key Activities

- Quarterly Performance Report (Ordinance)
- State Statutes governing the budget process (55 ILCS 5/6-24001-24007)
- Prepare and issue a preliminary budget on or before July 31st of each year (Presidential Mandate)
- Submit the Executive Budget Recommendation to the Cook County Board of Commissioners by October 31st each year (Presidential Mandate)

Discussion of 2011 Activities and 2012 Initiatives

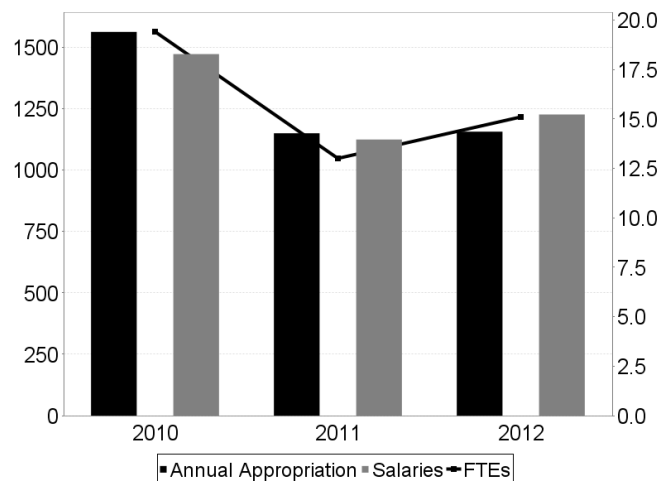
In 2011, the Department of Budget and Management Services (DBMS) revamped the budget request process to make it more transparent and accessible to the public. The County's first on-line town hall and first preliminary budget expanded citizen input into fiscal priorities.

The preliminary estimates established a formal beginning to the budget 2012 process and defined the scope of the deficit facing County government. DBMS will continue working to make the budget and budget process transparent and user-friendly for both the public and County agencies.

Through the use of performance management and the STAR program, DBMS imposed quarterly allotments to limit the amount of funds available to departments for the first time in 2011 and monitored overages in overtime. These efforts will be continued and refined as we continue to streamline business processes within the Budget Department.

DBMS has initiated a new focus on grant funding to supplement the corporate fund; and to provide services and community programs at a time of shrinking resources. DBMS will continue to support all departments and elected offices in the implementation of STAR performance-based management and budgeting.

Fund Category	Appropriations (\$ thousands)		
	2010 Adopted	2011 Adopted	2012 Recommended
General	1,561.5	1,149.1	1,155.6
Total	1,561.5	1,149.1	1,155.6
	Adopted	Adopted	Recommended
FTE Positions	19.4	13.0	15.1



S.T.A.R. Goals/Key Performance Indicators

- Complete Budget in a Timely Manner—In 2010, the Executive Budget Recommendation was submitted 62 days after the beginning of the fiscal year. In 2011, DBMS has a goal of submitting the President's FY2012 recommendation on October 11, or 50 days before the end of the fiscal year and anticipates coming within 14 days of the target. Our target for presenting the 2013 Executive Recommendation remains at 50 days before the end of the fiscal year.
- Ensure Spending is within Approved Budget Level—County-wide there are nine departments tracking above monthly budget on personnel expenses, 23 departments tracking above monthly budget on overtime, and 48 departments tracking above monthly budget on non-personnel expenses through the first three quarters of FY2011. In 2012, we have set a target that no departments will be spending above their allocations.
- Secure New Grant Funding—In 2011, we set the groundwork for a more robust grants program with three new applications. In 2012, DBMS will work with elected offices and departments to secure additional discretionary grants. We have a target to apply for six new grants in 2012.

Programs

Budget Preparation and Management

The development of a budget system that provides financial and performance information to taxpayers, the President, Commissioners, Elected Officials, Bureau Chiefs and Department Heads leads to fiscally responsible budget decisions and more efficient government.

Grants Management

DBMS reviews and approves budgets for federal, state, and private grants. We strive to improve the performance of existing grants; and work with the departments and agencies to secure new funding opportunities.

DEPARTMENT OVERVIEW

014 BUDGET AND MANAGEMENT SERVICES

Performance Management

The Board of Commissioners passed an ordinance in February 2011 requiring all agencies to provide quarterly reports on their performance. The STAR (Set Targets, Achieve Results) Program is the first opportunity for all of the separate agencies of Cook County to stand together and report system-wide data. The STAR process helps us make data-driven decisions to direct tax dollars wisely.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 014 - BUDGET AND MANAGEMENT SERVICES

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(4,485)	(4,485)	(4,485)
110/501010 Salaries and Wages of Regular Employees	915,434.87	1,046,677	1,225,558	1,225,558	178,881
120/501210 Overtime Compensation	5,104.84	5,105			(5,105)
129/501300 Salaries and Wages of Seasonal Work Employees	4,060.00				
170/501510 Mandatory Medicare Costs	813.31				
186/501860 Training Programs for Staff Personnel	728.10	12,000	5,000	5,000	(7,000)
190/501970 Transportation and Other Travel Expenses for Employees	888.71	5,000			(5,000)
Personal Services Total	927,029.83	1,068,782	1,226,073	1,226,073	157,291
Contractual Services					
220/520150 Communication Services			674	674	674
225/520260 Postage		95			(95)
240/520490 External Graphics and Reproduction Services	7,811.00	14,629	3,000	3,000	(11,629)
241/520491 Internal Graphics and Reproduction Services			8,000	8,000	8,000
260/520830 Professional and Managerial Services	635.00				
Contractual Services Total	8,446.00	14,724	11,674	11,674	(3,050)
Supplies and Materials					
350/530600 Office Supplies	4,688.62	4,911	4,000	4,000	(911)
353/530640 Books, Periodicals, Publications, Archives and Data Services	119.00	481	150	150	(331)
355/530700 Photographic and Reproduction Supplies		4,750	1,000	1,000	(3,750)
388/531650 Computer Operation Supplies	3,422.50	5,586	3,800	3,800	(1,786)
Supplies and Materials Total	8,230.12	15,728	8,950	8,950	(6,778)
Operations and Maintenance					
441/540172 County Wide Contract for Maintenance of Data Processing Equipment			6,479	6,479	6,479
Operations and Maintenance Total			6,479	6,479	6,479
Rental and Leasing					
630/550010 Rental of Office Equipment	6,999.00	6,999			(6,999)
630/550018 County Wide Canon Photocopier Lease			7,720	7,720	7,720
Rental and Leasing Total	6,999.00	6,999	7,720	7,720	721
Contingency and Special Purposes					
819/580420 Appropriation Transfer for Corporate Fund/Reimbursement from Designated Fund			(106,000)	(106,000)	(106,000)
880/580220 Institutional Memberships & Fees	690.00	750	750	750	
Contingency and Special Purposes Total	690.00	750	(105,250)	(105,250)	(106,000)
Operating Funds Total	951,394.95	1,106,983	1,155,646	1,155,646	48,663
(717) New/Replacement Capital Equipment - 71700014					
530/560510 Office Furnishings and Equipment	50,060.75				
579/560450 Computer Equipment	255,996.83				
	306,057.58				
Total Capital Equipment Request Total	306,057.58				

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 014 - BUDGET AND MANAGEMENT SERVICES

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Administration								
01 Administration - 0141332								
0114	Budget and Management Services Director	24	1.0	143,417	1.0	143,417	1.0	143,417
0051	Administrative Assistant V	20	1.0	62,504		1		1
			2.0	\$205,921	1.0	\$143,418	1.0	\$143,418
02 Budget Preparation And Management								
01 Budget Preparation & Monitoring - 0141334								
5205	Deputy Director	24	1.0	100,000	1.0	120,000	1.0	120,000
0295	Administrative Analyst V	23			2.0	180,592	2.0	180,592
0294	Administrative Analyst IV	22	2.0	167,150	2.0	170,501	2.0	170,501
1108	Programmer IV	22	1.0	71,825	1.0	73,280	1.0	73,280
0203	Budget Analyst III	19			2.0	120,480	2.0	120,480
			4.0	\$338,975	8.0	\$664,853	8.0	\$664,853
02 Grants Management - 0141335								
5217	Assistant Grants Management Director	24		8,998	0.1	16,635	0.1	16,635
5235	Grants Management Director	24	1.0	105,000	1.0	90,290	1.0	90,290
			1.0	\$113,998	1.1	\$106,925	1.1	\$106,925
03 Performance Management								
02 Performance Management - 0140301								
9050	Chief Performance Officer	24			1.0	135,000	1.0	135,000
0295	Administrative Analyst V	23	1.0	90,138				
5204	Deputy Director	23	1.0	110,000				
0204	Budget Analyst IV	21	2.0	138,242	2.0	140,974	2.0	140,974
0203	Budget Analyst III	19	2.0	126,452	2.0	109,923	2.0	109,923
0202	Budget Analyst II	17		1				
			6.0	\$464,833	5.0	\$385,897	5.0	\$385,897
Total Salaries and Positions			13.0	\$1,123,727	15.1	\$1,301,093	15.1	\$1,301,093
Turnover Adjustment						(75,535)		(75,535)
Operating Funds Total			13.0	\$1,123,727	15.1	\$1,225,558	15.1	\$1,225,558

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 014 - BUDGET AND MANAGEMENT SERVICES

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	3.0	357,415	4.1	505,342	4.1	505,342
23	2.0	200,138	2.0	180,592	2.0	180,592
22	3.0	238,975	3.0	243,781	3.0	243,781
21	2.0	138,242	2.0	140,974	2.0	140,974
20	1.0	62,504		1		1
19	2.0	126,452	4.0	230,403	4.0	230,403
17		1				
Total Salaries and Positions	13.0	\$1,123,727	15.1	\$1,301,093	15.1	\$1,301,093
Turnover Adjustment				(75,535)		(75,535)
Operating Funds Total	13.0	\$1,123,727	15.1	\$1,225,558	15.1	\$1,225,558

DEPARTMENT OVERVIEW
020 COUNTY COMPTROLLER

Mission

Supervise the fiscal affairs of Cook County by maintaining the accounting records, general ledger, financial reporting, accounts payable, payroll, and garnishments in addition to being responsible for the external audit function and timely completion of the Comprehensive Annual Financial Report (CAFR).

Mandates and Key Activities

- Monthly Revenue Report (Resolution)
- Sign all contracts for supplies, materials, and equipment and contractual services exceeding \$100,000, along with President, Board, and Purchasing Agent (Ordinance)
- Approve or disapprove a bill from a vendor within 30 days after receipt and paid within 30 days of approval (Local Government Prompt Payment Act - 50 ILCS 505)
- In conjunction with Director of Human Resources to report Grade 17-24 changes at end of every pay period (Ordinance)
- Review records of the State of Illinois Child Support Enforcement Program to determine if any delinquency issues (Ordinance)
- Key Activities: Financial Reporting, General Ledger, Accounts Payable, and Payroll/Garnishments

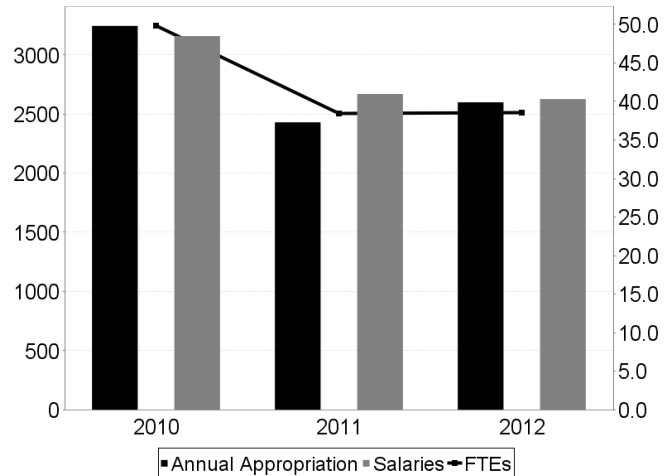
Discussion of 2011 Activities and 2012 Initiatives

In 2011 the Comptroller's Office issued policies and procedures involving the issuance of the Financial Statements to ensure the timeliness and accuracy of the reports. Although this effort was not able to reap any direct benefit in timeliness; the accuracy of the reports was achieved in the 2010 CAFR. In 2012 the Comptroller's Office is intending to meet the 6 month issuance and apply for the Certificate of Excellence in Financial Reporting as prescribed by Government Finance Officer's Association (GFOA).

The Comptroller's Office has made great strides in streamlining the processing of invoices payable to vendors. Check runs are now completed twice per week and a separate run for Board items. There has been a review of the processing and any non value adding steps have been removed. The Comptroller's Office has been working with Bureau of Technology to enhance the current system to provide for ACH payments in 2012 and to process for vendor discounts for timely payouts.

The Comptroller's Office has begun implementing audits of the various Departments time-entry of Payroll ensuring the accuracy of the data to decrease the number of corrections that need to be made after payroll checks have been issued. In 2012 the Comptroller's Office will be working to create a comprehensive Time-Entry Handbook for the departments across the County to ensure consistence and compliance with the County's HR Policies. The Comptroller's Office will also implement in the current system the ability to centralize the accrual of Compensation Time.

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	3,245.4	2,430.0	2,599.3
Total	3,245.4	2,430.0	2,599.3
	Adopted	Adopted	Recommended
FTE Positions	49.8	38.4	38.6



S.T.A.R. Goals/Key Performance Indicators

- Improve Timeliness of Financial/General Ledger Services — The number of days to complete the Revenue report in 2011 has been reduced as the goal has been 10 days, for the Q2 and Q3 we have actually exceeded the goal by completing in 9 and 8 days respectively. The percent of offices/departments that submit financial data by the 15th of the month has been proceeding in the right direction. In Q2 we received 77% on time and in Q3 81%. It is also a goal to complete the County's CAFR within 6 months. It was not achieved in 2011 for the FYE 2010 CAFR and was issued in 9 months. The Comptroller's Office has implemented certain policies and procedure to ensure the timeliness of the FYE 2011 CAFR.
- Reduce Total Time Required to Process Invoice Payments—The average number of days to process invoices (i.e. invoice date to payment date) has the target set by the Local Government Prompt Payment Act of 60 days. The Comptroller's Office has been tracking for the Q2 and Q3 as 57 days. Policies and procedures have been streamlined as well as new tracking systems have been put in place and the renewed emphasis of timely pay has been made as the County will be enhancing processing capabilities into 2012 through ACH wire transfers and achieving vendor discounts (e.g. 2/10 net 30).
- Increase Accounts Payable Processing Efficiency to Improve Service & Reduce Cost—As the County's staffing constraints continue, the Comptroller's Office must achieve more with less. This is being done through tracking invoices/29A vouchers per FTE with a goal of 1,500 FTE per month. The Comptroller's Office is making strides as the numbers are increasing from Q2 to Q3 from 715 to 821 respectively.

Programs

Financial Reporting

Responsible for producing the CAFR, Single Audit Report (In accordance with OMB Circular A-133), and coordinating responses and follow-up to the Report to

DEPARTMENT OVERVIEW

020 COUNTY COMPTROLLER

Management. Financial Reporting is also responsible for reviewing grant revenues and expenditures are properly accounted for in the General Ledger and Schedule of Expenditures of Federal Awards (SEFA).

General Ledger (G/L)

Responsible for preparing the Executive and Final Revenue Estimates for the Annual Budget. Prepare Revenue Report for President and Board of Commissioners. Maintains the County's books which includes performing monthly Payroll, Supply, Jurors, and Election Disbursement account reconciliation and all of the "C" Fund reconciliations with the G/L to the respective bank accounts. The G/L receives checks and wire transfers from all County agencies, Federal, State & Local governments of which the G/L Department prepares collection warrants and books the Journal Entry for the Receipts of funds. The G/L performs daily and weekly cash flows to advise the Treasurer's Office with the terms and available funds available for investment.

Accounts Payable (A/P)

The A/P Department is responsible for issuing payment for all debt of the County, including Health and Hospital (CCHHS). This is done by processing invoices which come in the form of 29-As and Purchase Orders. A/P tracks the process once the using department submits for payment. Checks are processed twice weekly, with a separate check run for Board Bills.

Payroll/Garnishments (PR)

The PR is responsible for biweekly (Fridays) processing and issuing checks to all County (Corporate) employees, and issues checks to CCHHS which coincides with Corporate except the following Wednesday. Also responsible for deducting garnished wages from employees' payroll balances where the County has received a court summons or other court order for garnishment.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 020 - COUNTY COMPTROLLER

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(9,421)	(9,421)	(9,421)
110/501010 Salaries and Wages of Regular Employees	2,217,290.19	2,472,299	2,626,711	2,626,711	154,412
120/501210 Overtime Compensation	421.55				
170/501510 Mandatory Medicare Costs	1,194.23				
185/501810 Professional and Technical Membership Fees	598.99	1,040			(1,040)
186/501860 Training Programs for Staff Personnel	217.39	975	975	975	
190/501970 Transportation and Other Travel Expenses for Employees	1,431.78	3,500	2,000	2,000	(1,500)
Personal Services Total	2,221,154.13	2,477,814	2,620,265	2,620,265	142,451
Contractual Services					
220/520150 Communication Services			2,493	2,493	2,493
225/520260 Postage	21,100.73	19,600			(19,600)
240/520490 External Graphics and Reproduction Services	1,748.00	7,646	7,980	7,980	334
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability		1,710	1,800	1,800	90
Contractual Services Total	22,848.73	28,956	12,273	12,273	(16,683)
Supplies and Materials					
350/530600 Office Supplies	46,392.73	49,295	39,500	39,500	(9,795)
353/530640 Books, Periodicals, Publications, Archives and Data Services	587.00	1,097	1,122	1,122	25
Supplies and Materials Total	46,979.73	50,392	40,622	40,622	(9,770)
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	568.99	1,862	1,933	1,933	71
441/540170 Maintenance and Repair of Data Processing Equipment and Software	2,195.00	3,487	3,555	3,555	68
441/540172 County Wide Contract for Maintenance of Data Processing Equipment			2,398	2,398	2,398
Operations and Maintenance Total	2,763.99	5,349	7,886	7,886	2,537
Rental and Leasing					
630/550010 Rental of Office Equipment	5,111.00	7,500			(7,500)
630/550018 County Wide Canon Photocopier Lease			8,229	8,229	8,229
Rental and Leasing Total	5,111.00	7,500	8,229	8,229	729
Contingency and Special Purposes					
819/580420 Appropriation Transfer for Corporate Fund/Reimbursement from Designated Fund			(90,000)	(90,000)	(90,000)
Contingency and Special Purposes Total			(90,000)	(90,000)	(90,000)
Operating Funds Total	2,298,857.58	2,570,011	2,599,275	2,599,275	29,264
(717) New/Replacement Capital Equipment - 71700020					
579/560450 Computer Equipment	49,094.00				
	49,094.00				
Total Capital Equipment Request Total	49,094.00				

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE

DEPARTMENT 020 - COUNTY COMPTROLLER

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Administration								
01 Administration - 0201421								
2501	Comptroller	24	1.0	165,000	1.0	165,000	1.0	165,000
0116	Deputy Comptroller	24	1.0	121,233	1.0	120,000	1.0	120,000
0051	Administrative Assistant V	20		1				
0050	Administrative Assistant IV	18	1.0	58,689	1.0	59,843	1.0	59,843
			3.0	\$344,923	3.0	\$344,843	3.0	\$344,843
02 Bookkeeping Division								
01 Accounts Payable - 0201311								
0113	Director Financial Control IV	24	1.0	76,255				
5343	Accounts Payable Coordinator	20	1.0	67,235	1.0	68,548	1.0	68,548
0145	Accountant V	19		1				
5520	Accounts Payable Specialist III	19	1.0	67,182	1.0	69,150	1.0	69,150
5522	Central Payment Distributor	19	1.0	70,494	1.0	55,671	1.0	55,671
5521	Purchase Receivable Specialist	18	1.0	68,129				
0144	Accountant IV	17		1				
0291	Administrative Analyst I	17	1.0	1				
5342	Accounts Payable Specialist II	17		1		2		2
5519	Accounts Payable Specialist I	16		4,858	0.7	27,842	0.7	27,842
0143	Accountant III	15	1.0	49,993				
0174	Bookkeeper IV	14		10,025				
5518	Accounts Payable Clerk	12	1.0	44,597		1		1
0141	Accountant I	11	4.0	160,180	4.0	163,071	4.0	163,071
0907	Clerk V	11	1.0	40,047	1.8	62,444	1.8	62,444
			13.0	\$658,999	9.5	\$446,729	9.5	\$446,729
02 Grant Fiscal Unit - 0201313								
0293	Administrative Analyst III	21		2				
5246	Grant Accountant	18		1				
								\$3
03 Central Payroll Processing								
03 Payroll and Related Activities - 0201449								
0247	Payroll Supervisor	23	1.0	92,104	1.0	93,925	1.0	93,925
0111	Director of Financial Control II	21	1.0	87,591	1.0	89,359	1.0	89,359
0293	Administrative Analyst III	21	1.0	85,153	1.0	86,854	1.0	86,854
5244	Financial Analyst	21		1				
0110	Director of Financial Control I	20	1.0	76,944	1.0	78,491	1.0	78,491
0245	Payroll Division Supervisor	20	1.0	79,500	1.0	81,096	1.0	81,096
0145	Accountant V	19		1				
5513	Central Payroll Processor III	19	2.0	146,028	2.0	146,526	2.0	146,526
5512	Central Payroll Processor II	18	0.7	49,562	0.7	51,097	0.7	51,097
5511	Central Payroll Processor I	16	2.0	112,413	2.0	113,782	2.0	113,782
0241	Central Payroll Processing Assistant	15	0.7	49,835	0.7	40,288	0.7	40,288
			10.4	\$779,132	10.4	\$781,418	10.4	\$781,418
04 General Ledger								
01 General Ledger - 0201320								
4706	Director Financial Control Reporting	24			1.0	86,818	1.0	86,818
0113	Director Financial Control IV	24	1.0	104,260	2.0	190,648	2.0	190,648
0253	Business Manager III	22	1.0	95,454	1.0	97,339	1.0	97,339
0293	Administrative Analyst III	21	1.0	86,502	1.0	88,200	1.0	88,200
0051	Administrative Assistant V	20		1	1.0	71,753	1.0	71,753
0110	Director of Financial Control I	20		3,147		1		1

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 020 - COUNTY COMPTROLLER

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
0145	Accountant V	19	1.0	48,170	2.7	153,903	2.7	153,903
5517	General Ledger Specialist	19	1.0	65,015	1.0	67,182	1.0	67,182
4707	Fixed Assets Accountant	18			1.0	53,872	1.0	53,872
0144	Accountant IV	17				1		1
			5.0	\$402,549	10.7	\$809,717	10.7	\$809,717
05 Garnishment								
01 Garnishment - 0201455								
0293	Administrative Analyst III	21	1.0	77,029	1.0	78,552	1.0	78,552
5516	Wage Garnishment Processor III	20	1.0	73,726	1.0	73,726	1.0	73,726
5515	Wage Garnishment Processor II	18	2.0	125,659	2.0	129,777	2.0	129,777
5514	Wage Garnishment Processor I	16	1.0	59,099	1.0	59,100	1.0	59,100
			5.0	\$335,513	5.0	\$341,155	5.0	\$341,155
06 Reporting								
01 Reporting - 0201330								
4706	Director Financial Control Reporting	24		8,820				
0051	Administrative Assistant V	20	1.0	70,338				
4707	Fixed Assets Accountant	18	1.0	52,804				
			2.0	\$131,962				
07 Administration								
01 Administration - 0201425								
1113	Systems Analyst IV	21		16,841				
				\$16,841				
Total Salaries and Positions			38.4	\$2,669,922	38.6	\$2,723,862	38.6	\$2,723,862
Turnover Adjustment						(97,151)		(97,151)
Operating Funds Total			38.4	\$2,669,922	38.6	\$2,626,711	38.6	\$2,626,711

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 020 - COUNTY COMPTROLLER

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	4.0	475,568	5.0	562,466	5.0	562,466
23	1.0	92,104	1.0	93,925	1.0	93,925
22	1.0	95,454	1.0	97,339	1.0	97,339
21	4.0	353,119	4.0	342,965	4.0	342,965
20	5.0	370,892	5.0	373,615	5.0	373,615
19	6.0	396,891	7.7	492,432	7.7	492,432
18	5.7	354,844	4.7	294,589	4.7	294,589
17	1.0	3		3		3
16	3.0	176,370	3.7	200,724	3.7	200,724
15	1.7	99,828	0.7	40,288	0.7	40,288
14		10,025				
12	1.0	44,597		1		1
11	5.0	200,227	5.8	225,515	5.8	225,515
Total Salaries and Positions	38.4	\$2,669,922	38.6	\$2,723,862	38.6	\$2,723,862
Turnover Adjustment				(97,151)		(97,151)
Operating Funds Total	38.4	\$2,669,922	38.6	\$2,626,711	38.6	\$2,626,711

DEPARTMENT OVERVIEW
022 CONTRACT COMPLIANCE

Mission

Contract Compliance supports minority and women-owned businesses by offering a certification program, ensuring M/WBE inclusion in Cook County contracting processes, and reporting supplier diversity levels to the President and Board of Commissioners.

Mandates and Key Activities

- Contract Compliance will benchmark the actual spend with M/WBE firms on Cook County contracts in the FY 2011 annual supplier diversity report.
- Collaborate with local organizations to play an active role in helping Cook County's M/WBEs build capacity and create jobs.
- Revised M/WBE ordinance within Procurement Code and adopted M/WBE Construction ordinance to ensure the full and equitable participation of M/WBEs in the County's procurement process as both prime vendors and subcontractors.
- Provide assistance to Purchasing and User Departments to meet the following aspirational M/WBE goals for the County:
 - Professional Services – 35% M/WBE
 - Goods & Service contracts – 25% MBE and 10% WBE
 - Construction contracts – 25% MBE and 10% WBE

Discussion of 2011 Activities and 2012 Initiatives

In 2011, the Contract Compliance department revised the M/WBE Ordinance within the Procurement Code and the M/WBE Construction Ordinance to provide a guideline for a comprehensive supplier diversity program based on best practices and industry research.

In FY 2011 Contract Compliance began restructuring the M/WBE certification department to generate revenue with its certification application processing fees. It also streamlined the process by implementing technology that allows the vendors to complete the certification process on-line. The Department also began certifying Veteran-Owned Businesses Enterprises (VBE) and recognizing VBE firms on Cook County contracts.

M/WBE certification has been a City / County collaboration project, where it has been determined that the best way to improve services to the M/WBE business community would be to streamline the process by having reciprocity. This would eliminate the need for firms to get certified with both City and County as an M/WBE firm.

In 2012, Contract Compliance will rebrand the M/WBE certification program to a "Regional" certification program that includes VBE and features the M/WBE criteria defined in the revised Procurement Code.

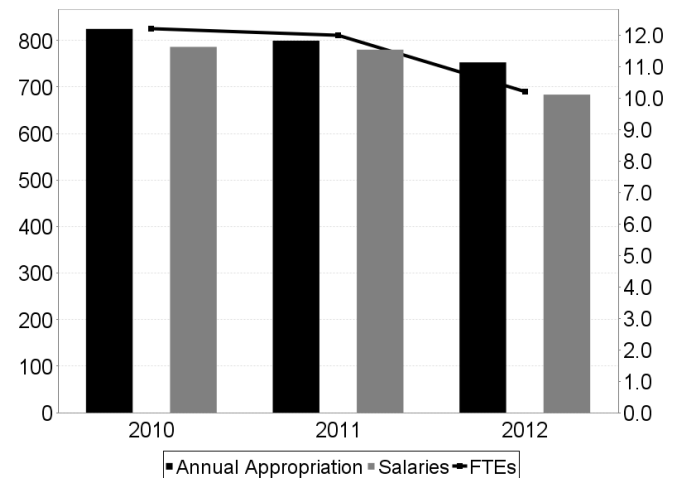
The Capacity Building Initiative will begin conducting technical assistance workshops and events in 2012. Contract Compliance along with assist agency partners will begin reporting contracting results, industry trends and job creation. These efforts will be refined as we continue to determine what will be the measures for success.

Compliance monitoring continues to be the primary focus for the department. In 2011, the department revamp its compliance reporting process to capture paid-to-

date information for actual spend data for the annual supplier diversity report. This year the Department will benchmark the actual spend with M/WBE firms on County contracts.

In 2012, the Department will initiate a new focus of "commercially useful function" site visits on active Cook County projects. This expanded level of compliance monitoring will improve the Departments ability to detect fraud or non-compliance at an early stage.

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	824.9	799.6	753.0
Total	824.9	799.6	753.0
Adopted Adopted Recommended			
FTE Positions	12.2	12.0	10.2



S.T.A.R. Goals/Key Performance Indicators

- Stimulate Job Creation in Cook County with M/WBE firms
 The Capacity Building Initiative will quantify the economic impact M/WBE firms are having on the local economy and job creation will be one of the relevant factors.
- Provide Transparency around Supplier Diversity
 Contract Compliance began providing quarterly supplier diversity reports and will submit a comprehensive supplier diversity annual report for FY 2011.
- Establish Cook County's M/WBE Certification as the best in Illinois.
 Rebranding the County's certification as a Regional certification with reciprocity with the City of Chicago, that recognizes Veteran-owned businesses, along with processing applications within 60 days will make the County certification the premiere program in the state.

DEPARTMENT OVERVIEW
022 CONTRACT COMPLIANCE

Programs

Capacity Building Initiative

This program will focus on providing business development in the broad sense of the term along with the support M/WBE firms need to access mainstream supply chain opportunities. The County will partner with Private sector and Not-for-Profit organizations to achieve the desired outcomes for the program.

Regional Certification

This program will expand the current M/WBE certification program to include Veteran-owned businesses. It will also narrowly tailor the criteria for the certification program with a focus on local small businesses.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 022 - CONTRACT COMPLIANCE

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(2,692)	(2,692)	(2,692)
110/501010 Salaries and Wages of Regular Employees	654,618.12	727,858	683,730	683,730	(44,128)
169/501490 Reclassification of Position Adjustments			5,000	5,000	5,000
170/501510 Mandatory Medicare Costs	358.92				
185/501810 Professional and Technical Membership Fees	350.00	764	700	700	(64)
186/501860 Training Programs for Staff Personnel	2,000.00	2,750	2,000	2,000	(750)
190/501970 Transportation and Other Travel Expenses for Employees	5,962.35	7,500	10,000	10,000	2,500
Personal Services Total	663,289.39	738,872	698,738	698,738	(40,134)
Contractual Services					
220/520150 Communication Services			1,988	1,988	1,988
225/520260 Postage	2,260.00	2,321	3,000	3,000	679
240/520490 External Graphics and Reproduction Services	565.08	2,229	1,000	1,000	(1,229)
245/520610 Advertising For Specific Purposes		2,614	1,000	1,000	(1,614)
Contractual Services Total	2,825.08	7,164	6,988	6,988	(176)
Supplies and Materials					
350/530600 Office Supplies	5,060.80	6,357	5,000	5,000	(1,357)
353/530640 Books, Periodicals, Publications, Archives and Data Services		403	300	300	(103)
Supplies and Materials Total	5,060.80	6,760	5,300	5,300	(1,460)
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment		498	300	300	(198)
441/540170 Maintenance and Repair of Data Processing Equipment and Software		1,425	37,288	37,288	35,863
Operations and Maintenance Total		1,923	37,588	37,588	35,665
Rental and Leasing					
630/550010 Rental of Office Equipment	3,252.79	4,285	2,185	2,185	(2,100)
630/550018 County Wide Canon Photocopier Lease			2,247	2,247	2,247
Rental and Leasing Total	3,252.79	4,285	4,432	4,432	147
Contingency and Special Purposes					
881/580240 County Government Public Programs and Events	8,263.79	10,000			(10,000)
Contingency and Special Purposes Total	8,263.79	10,000			(10,000)
Operating Funds Total	682,691.85	769,004	753,046	753,046	(15,958)
(717) New/Replacement Capital Equipment - 71700022					
579/560450 Computer Equipment	202,975.00				
	202,975.00				
Total Capital Equipment Request Total	202,975.00				

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 022 - CONTRACT COMPLIANCE

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Contract Compliance								
01 Administrative and Clerical - 0221419								
0081	Director	24	1.0	110,000	1.0	110,000	1.0	110,000
0906	Clerk IV	9	1.0	31,541	1.0	32,181	1.0	32,181
5205	Deputy Director	24	1.0	1		1		1
5204	Deputy Director	23	1.0	80,239	1.0	80,318	1.0	80,318
0294	Administrative Analyst IV	22	1.0	91,178	1.0	74,187	1.0	74,187
0292	Administrative Analyst II	19	1.0	73,156	1.0	74,640	1.0	74,640
0048	Administrative Assistant III	16	1.0	46,875	1.0	47,793	1.0	47,793
			7.0	\$432,990	6.0	\$419,120	6.0	\$419,120
02 Contract Compliance Enforcement								
01 Contract Review - 0221304								
0294	Administrative Analyst IV	22	1.0	80,620	1.0	82,254	1.0	82,254
0050	Administrative Assistant IV	18	1.0	64,306	1.0	65,609	1.0	65,609
			2.0	\$144,926	2.0	\$147,863	2.0	\$147,863
02 Contract Monitor - 0221420								
0051	Administrative Assistant V	20	2.0	145,186	2.0	132,787	2.0	132,787
0050	Administrative Assistant IV	18		1				
0297	Contract Compliance Officer III	18		2	0.2	15,072	0.2	15,072
0048	Administrative Assistant III	16	1.0	57,231				
			3.0	\$202,420	2.2	\$147,859	2.2	\$147,859
Total Salaries and Positions			12.0	\$780,336	10.2	\$714,842	10.2	\$714,842
Turnover Adjustment						(31,112)		(31,112)
Operating Funds Total			12.0	\$780,336	10.2	\$683,730	10.2	\$683,730

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 022 - CONTRACT COMPLIANCE

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
9	1.0	31,541	1.0	32,181	1.0	32,181
24	2.0	110,001	1.0	110,001	1.0	110,001
23	1.0	80,239	1.0	80,318	1.0	80,318
22	2.0	171,798	2.0	156,441	2.0	156,441
20	2.0	145,186	2.0	132,787	2.0	132,787
19	1.0	73,156	1.0	74,640	1.0	74,640
18	1.0	64,309	1.2	80,681	1.2	80,681
16	2.0	104,106	1.0	47,793	1.0	47,793
Total Salaries and Positions	12.0	\$780,336	10.2	\$714,842	10.2	\$714,842
Turnover Adjustment				(31,112)		(31,112)
Operating Funds Total	12.0	\$780,336	10.2	\$683,730	10.2	\$683,730

DEPARTMENT OVERVIEW

030 OFFICE OF THE CHIEF PROCUREMENT OFFICER

Mission

To add value through the implementation of quality and cost-effective contracts; create partnerships with County departments to foster a team environment while implementing best practices in public procurement; and improve efficiency through the timely execution of the procurement process in accordance with County ordinances.

Mandates and Key Activities

- Procure goods and services in compliance with Cook County Procurement Code.
- Establish and implement procurement procedures to comply with the requirements of the Procurement Code.
- Seek Board of Commissioners approval for purchases equal to or exceeding \$150,000.
- Reduce the cost of goods and services through strategic sourcing.
- Improve transparency in the procurement process.
- Assist using departments by providing leadership in the procurement and contracting process.
- Foster a fair and equal procurement environment, free of improprieties and conflicts of interest, whether real or perceived.

Discussion of 2011 Activities and 2012 Initiatives

In 2011, the OCPO implemented a strategic sourcing initiative to more effectively procure goods and services at a reduced cost. With the assistance of a strategic consulting firm, the County's spend was analyzed and were strategies developed to address the different categories of spend. As a result of this initiative, the County has contracted for goods and services at prices more favorable than those obtained in the past. This effort also contributed to the alignment of contracts with the goals of the administration. As of September 2011, the savings amounted to approximately \$27 million, exceeding the OCPO's STAR goal for 2011.

A new Procurement Code was introduced and unanimously approved by the Board of Commissioners on September 7, 2011. This was a collaborative effort undertaken to centralize purchases with the OCPO to facilitate countywide collaboration and reduce cost of goods and services; streamline the procurement process to reduce cycle times; improve process transparency and clarity to the requirements to encourage greater vendor participation; and modernize the code to enable the implementation of best practices.

The OCPO also developed and implemented procedures consistent with industry best practices to reduce the number of non-competitive procurement provide guidance for the consistent application of procurement practices, invite greater participation by the vendor community. In collaboration with the Office of Contract Compliance, OCPO implemented procedures to improve outreach to certified minority and women owned businesses to encourage their participation in the County's procurement opportunities.

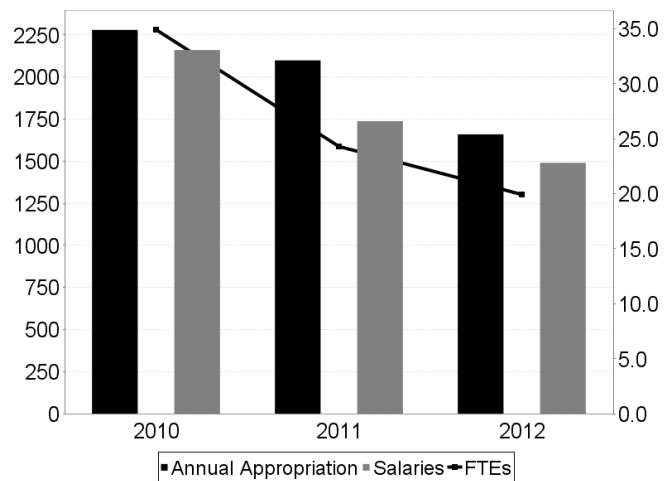
For 2012, the OCPO will continue strategic sourcing efforts and collaboration with other government agencies with the goal of expanding the spend base to further improve the cost of goods and services. The benefit of lower priced contracts will be extended to County municipalities whenever appropriate.

The OCPO will continue to work with the Bureau of Information Technology to implement the necessary technology to provide timely procurement and contract information to County officials and the vendor community.

The OCPO will continue the professional development program initiated in 2011 as

a strategy to elevate the professional credentials of procurement staff; provide a base for realigning position responsibilities and the implementation of best practices; and implement procedures that promote efficiency and accountability.

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	2,279.1	2,098.2	1,658.9
Total	2,279.1	2,098.2	1,658.9
FTE Positions			
	34.9	24.3	19.9



S.T.A.R. Goals/Key Performance Indicators

- Deliver cost savings on County Contracts without sacrificing quality—Through strategic sourcing, OCPO was able to exceed its 2011 goal of \$10 million in cost savings. Cost savings identified were in excess of \$25 million. This was possible with the assistance of consulting staff with the skills necessary to analyze data and develop a procurement strategy to maximize savings. Since the consultant staff will not be available in 2012, the goal for 2012 is established at \$10 million.
- Improve operating efficiency – A database was developed in 2011, which will help capture cycle time data. By having visibility to the procurement activity in the department, we will be able to measure the cycle times and improve the process.
- Increase Department professionalism and added value – In 2011 a survey was developed and tested. The survey measures the level of using department satisfaction associated with the performance of the Procurement staff working on a specific project. Once the technology is available, OCPO will be able to systematically collect data from using department feedback. There was not similar goal for 2010.

DEPARTMENT OVERVIEW

030 OFFICE OF THE CHIEF PROCUREMENT OFFICER

Programs

Contract Formation

The OCPO procurement staff performs market and product research and price analysis to assist departments in developing clear and concise contract requirements and procurement strategy. OCPO also determines the method of procurement most appropriate in accordance with legal requirements and public procurement best practices. Strategic sourcing and category management are key components of this activity. The purpose of category management and strategic sourcing is to address spend from a County-wide perspective by category in order to develop a strategy for procurement and achieve more favorable pricing for the County.

Contract Processing

The OCPO assists user departments by developing negotiation strategies that conform to public procurement legal requirements and best practices. The OCPO also performs all background reviews to ascertain that the vendors entering into contract with the County are responsible and financially viable businesses.

Contract Management and Administration

The OCPO assists user departments in the resolution of vendor performance issues. Procurement staff also reviews contract actions on contracts awarded to ascertain that it is in compliance with public procurement legal requirements and that contract requirements are met.

Reporting and Analysis

The OCPO provides periodic reports on purchases not requiring Board of Commissioners approval. Spend analysis is an important function of the department. This type of analysis helps procurement staff identifies the need for contracts across the County and helps develop a plan for procurement activity. The types of reports will be expanded as technology is implemented.

Professional and Team Development

This internal program is intended to elevate the professional credentials of the staff. The goal of the program is to lead procurement staff to achieve certification in public procurement. The program educates procurement staff on best practices and acceptable practices in public procurement. It also facilitates the implementation of procedures that promote efficiency and accountability. The program along with the implementation of best practices will help foster a team environment both internally and with user departments.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 030 - OFFICE OF THE CHIEF PROCUREMENT OFFICER

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(4,065)	(4,065)	(4,065)
110/501010 Salaries and Wages of Regular Employees	1,358,056.00	1,616,584	1,490,069	1,490,069	(126,515)
170/501510 Mandatory Medicare Costs	621.44				
183/501770 Seminars for Professional Employees	2,218.00	13,000	10,000	10,000	(3,000)
185/501810 Professional and Technical Membership Fees	1,545.00	6,000	4,000	4,000	(2,000)
186/501860 Training Programs for Staff Personnel	40,360.00	45,048	40,000	40,000	(5,048)
190/501970 Transportation and Other Travel Expenses for Employees	4,899.46	8,000	8,000	8,000	
Personal Services Total	1,407,699.90	1,688,632	1,548,004	1,548,004	(140,628)
Contractual Services					
220/520150 Communication Services			3,148	3,148	3,148
225/520260 Postage		4,750	5,000	5,000	250
240/520490 External Graphics and Reproduction Services		5,700	6,000	6,000	300
245/520610 Advertising For Specific Purposes	14,997.70	15,000	15,000	15,000	
249/520670 Purchased Services Not Otherwise Classified		19,000	20,000	20,000	1,000
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability		1,045	1,200	1,200	155
260/520830 Professional and Managerial Services	250,000.00	250,000			(250,000)
Contractual Services Total	264,997.70	295,495	50,348	50,348	(245,147)
Supplies and Materials					
350/530600 Office Supplies	2,659.72	20,962	20,000	20,000	(962)
353/530640 Books, Periodicals, Publications, Archives and Data Services		1,425	1,500	1,500	75
353/530675 County Wide Lexis-Nexis Contract			85	85	85
388/531650 Computer Operation Supplies	1,006.63	9,510	8,000	8,000	(1,510)
Supplies and Materials Total	3,666.35	31,897	29,585	29,585	(2,312)
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment		3,800	4,000	4,000	200
441/540172 County Wide Contract for Maintenance of Data Processing Equipment			4,279	4,279	4,279
Operations and Maintenance Total		3,800	8,279	8,279	4,479
Rental and Leasing					
630/550010 Rental of Office Equipment	10,388.00	14,385	14,500	14,500	115
630/550018 County Wide Canon Photocopier Lease			8,229	8,229	8,229
Rental and Leasing Total	10,388.00	14,385	22,729	22,729	8,344
Operating Funds Total	1,686,751.95	2,034,209	1,658,945	1,658,945	(375,264)
(717) New/Replacement Capital Equipment - 71700030					
579/560450 Computer Equipment	50,789.43				
	50,789.43				
Total Capital Equipment Request Total	50,789.43				

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 030 - OFFICE OF THE CHIEF PROCUREMENT OFFICER

Job Code	Title	Grade	2011 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Administration								
01 Administration - 0301293								
1210	Chief Procurement Officer	24	1.0	150,000	1.0	150,000	1.0	150,000
5531	Special Assistant for Legal Affairs	24		1	0.5	51,924	0.5	51,924
1201	Assistant Procurement Officer	22	1.0	92,000	1.0	93,671	1.0	93,671
0051	Administrative Assistant V	20			1.0	82,533	1.0	82,533
0292	Administrative Analyst II	19	1.0	60,000	0.5	31,654	0.5	31,654
0854	Public Information Officer	20		1		1		1
			3.0	\$302,002	4.0	\$409,783	4.0	\$409,783
07 Procurement Operations - 0301299								
1202	Deputy Purchasing Agent	23	1.0	105,000				
5657	Deputy to the Chief Procurement Officer	23			1.0	105,388	1.0	105,388
0253	Business Manager III	22	0.1	11,244	0.5	32,412	0.5	32,412
0051	Administrative Assistant V	20	2.0	162,098				
2229	Specifications Engineer III	20			2.0	158,195	2.0	158,195
5611	Contract Negotiator	20			0.9	59,268	0.9	59,268
0292	Administrative Analyst II	19		1	0.5	24,884	0.5	24,884
4877	Purchasing Specifications Engineer II	19	1.0	74,356				
2234	Specifications Engineer II	18	1.0	68,132				
0144	Accountant IV	17	1.0	61,814				
1208	Buyer Iv	16	1.0	59,100	1.0	59,102	1.0	59,102
2239	Specifications Engineer I	16		1				
0936	Stenographer V	13	1.0	47,895				
0046	Administrative Assistant I	12		7,332	2.0	78,152	2.0	78,152
0907	Clerk V	11	4.0	163,690				
			12.1	\$760,663	7.9	\$517,401	7.9	\$517,401
08 Strategic Sourcing - 0301300								
1202	Deputy Purchasing Agent	23	1.0	105,000				
1217	Purchasing Systems Coordinator	23		1		1		1
5657	Deputy to the Chief Procurement Officer	23			1.0	105,388	1.0	105,388
1203	Specifications Engineer IV	22	0.1	11,372				
0300	Contract Administrator	21	0.1	8,868		1		1
5610	Senior Contract Negotiator	21			2.0	163,503	2.0	163,503
0051	Administrative Assistant V	20	1.0	63,770				
2229	Specifications Engineer III	20	6.0	434,556	2.0	147,169	2.0	147,169
5611	Contract Negotiator	20			2.5	175,697	2.5	175,697
0292	Administrative Analyst II	19		1	0.5	24,884	0.5	24,884
0048	Administrative Assistant III	16		4,858		1		1
0047	Administrative Assistant II	14	1.0	46,245				
			9.2	\$674,671	8.0	\$616,644	8.0	\$616,644
Total Salaries and Positions			24.3	\$1,737,336	19.9	\$1,543,828	19.9	\$1,543,828
Turnover Adjustment						(53,759)		(53,759)
Operating Funds Total			24.3	\$1,737,336	19.9	\$1,490,069	19.9	\$1,490,069

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 030 - OFFICE OF THE CHIEF PROCUREMENT OFFICER

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
24	1.0	150,001	1.5	201,924	1.5	201,924
23	2.0	210,001	2.0	210,777	2.0	210,777
22	1.2	114,616	1.5	126,083	1.5	126,083
21	0.1	8,868	2.0	163,504	2.0	163,504
20	9.0	660,425	8.4	622,863	8.4	622,863
19	2.0	134,358	1.5	81,422	1.5	81,422
18	1.0	68,132				
17	1.0	61,814				
16	1.0	63,959	1.0	59,103	1.0	59,103
14	1.0	46,245				
13	1.0	47,895				
12		7,332	2.0	78,152	2.0	78,152
11	4.0	163,690				
Total Salaries and Positions	24.3	\$1,737,336	19.9	\$1,543,828	19.9	\$1,543,828
Turnover Adjustment				(53,759)		(53,759)
Operating Funds Total	24.3	\$1,737,336	19.9	\$1,490,069	19.9	\$1,490,069

DEPARTMENT OVERVIEW
 542 SELF - INSURANCE FUND

Mission

A department created to record expenditures related not to a particular department. Major expenditures include the cost of self-insurance settlements, worker's compensation, excess liability insurance, health related fringe benefits and legal fees.

The administration and maintenance of the Self Insurance budget is the responsibility of the Chief Financial Officer and Department of Budget & Management Services. Expenditures charged to Self Insurance must be approved by the Chief Financial Officer or Designee.

Discussion of 2011 Activities and 2012 Initiatives

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	0	0	0
Total	0	0	0
	Adopted	Adopted	Recommended
FTE Positions	0	0	0

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

DEPARTMENT 542 - SELF - INSURANCE FUND

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
176/501610 Health Insurance			289,561,386	289,561,386	289,561,386
177/501640 Dental Insurance Plan			8,576,728	8,576,728	8,576,728
179/501690 Vision Care Insurance			2,663,937	2,663,937	2,663,937
Personal Services Total			300,802,051	300,802,051	300,802,051
Contractual Services					
258/520790 Excess Liability Insurance	16,500,000.00	5,000,000	5,500,000	5,500,000	500,000
260/520830 Professional and Managerial Services	176,000.00	350,000	350,000	350,000	
263/520930 Legal Fees	6,723,236.21	9,000,000	9,000,000	9,000,000	
268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services	549,257.75	600,000	600,000	600,000	
Contractual Services Total	23,948,493.96	14,950,000	15,450,000	15,450,000	500,000
Contingency and Special Purposes					
810/580340 Contingency Fund - For Confidential Investigation			50,000	50,000	50,000
814/580380 Appropriation Adjustments	(113,160,850.46)	(122,950,000)	(374,237,510)	(374,237,510)	(251,287,510)
845/580120 Self-Insurance Settlements - Workers' Compensation	18,846,019.47	18,000,000	19,935,459	19,935,459	1,935,459
846/580140 Self-Insurance Settlements	70,366,337.03	90,000,000	38,000,000	38,000,000	(52,000,000)
Contingency and Special Purposes Total	(23,948,493.96)	(14,950,000)	(316,252,051)	(316,252,051)	(301,302,051)
Operating Funds Total					

**COOK COUNTY, ILLINOIS
COUNTY EMPLOYEES ANNUITY AND BENEFITS FUND
RECOMMENDATION FOR FISCAL YEAR 2012**

590 - For the purpose of creating, setting apart, maintaining and administering a County Employees Annuity and Benefit Fund, in accordance with an act approved and in force July 2, 1925, as amended.
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<u>County Contributions for</u>	<u>Amounts of Appropriation</u>
Salary Deductions (from G/L & F/S)	\$ 124,064,484
Refund Repayments (from G/L)	2,367,698
Former Service Payments (from F/S)	316,208
Military Service (from G/L)	140,269
Optional Deductions (from G/L)	57,825
Optional Payments (from G/L)	52,754
Sick Time (from G/L)	163,561
1 Yr. ODCX (from G/L)	56,238
Deductions in lieu of disability (from F/S & G/L)	2,230,829
All other contributions (from F/S & G/L)	<u>-</u>
 Total Contribution For levy	 \$ 129,449,866
 Levy Factor	 <u>1.54</u>
 Gross Tax Levy	 \$ 199,352,794
 Less: Federal Grants	 <u>\$ (3,213,311)</u>
 Net Tax Levy	 \$ 196,139,483
 Rounded for levy purposes	 <u>\$ 196,200,000</u>

