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BUREAU SUMMARY
 DEPARTMENT OF ADMINISTRATIVE HEARINGS

SUMMARY OF APPROPRIATIONS

| Department and Title | Expenditures Year-to-date | 2011 Adjusted Appropriation | Department Request | President's Recommendation | Difference |
|---|------------------------------|--------------------------------|-----------------------|-------------------------------|------------|
| Corporate Fund | | | | | |
| 026 - Department of Administrative Hearings | 850,093.76 | 931,096 | 1,034,975 | 1,034,975 | 103,879 |
| Corporate Fund Total | 850,093.76 | 931,096 | 1,034,975 | 1,034,975 | 103,879 |
| General Fund Total | 850,093.76 | 931,096 | 1,034,975 | 1,034,975 | 103,879 |
| Total Appropriations | 850,093.76 | 931,096 | 1,034,975 | 1,034,975 | 103,879 |

SUMMARY OF POSITIONS

| Department and Title | 2011 Approved Positions | Department Request | President's Recommendation | Difference |
|---|----------------------------|-----------------------|-------------------------------|------------|
| Corporate Fund | | | | |
| 026 - Department of Administrative Hearings | 7.0 | 6.0 | 6.0 | (1.0) |
| Corporate Fund Total | 7.0 | 6.0 | 6.0 | (1.0) |
| General Fund Total | 7.0 | 6.0 | 6.0 | (1.0) |
| Total Positions | 7.0 | 6.0 | 6.0 | (1.0) |

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT OF ADMINISTRATIVE HEARINGS

| Account | 2011 Expend. Year-to-date | 2011 Adjusted Appropriation | Department Request | President's Recommendation | Difference |
|---|------------------------------|--------------------------------|-----------------------|-------------------------------|----------------|
| Personal Services | | | | | |
| 108/501035 Furlough Day Adjustment | | | (1,217) | (1,217) | (1,217) |
| 110/501010 Salaries and Wages of Regular Employees | 285,919.58 | 296,988 | 313,693 | 313,693 | 16,705 |
| 133/501360 Per Diem Personnel | | | 50,000 | 50,000 | 50,000 |
| 170/501510 Mandatory Medicare Costs | 168.88 | | | | |
| 190/501970 Transportation and Other Travel Expenses for Employees | 100.18 | 1,300 | 1,000 | 1,000 | (300) |
| Personal Services Total | 286,188.64 | 298,288 | 363,476 | 363,476 | 65,188 |
| Contractual Services | | | | | |
| 220/520150 Communication Services | | 95 | | | (95) |
| 225/520260 Postage | 2,132.40 | 2,457 | 3,500 | 3,500 | 1,043 |
| 240/520490 External Graphics and Reproduction Services | 1,832.24 | 2,155 | 3,500 | 3,500 | 1,345 |
| 260/520830 Professional and Managerial Services | 548,797.45 | 613,876 | 650,000 | 650,000 | 36,124 |
| 268/521030 Court Reporting, Stenographic, Transcribing, or Interpreter Services | 1,991.23 | 2,912 | 2,000 | 2,000 | (912) |
| Contractual Services Total | 554,753.32 | 621,495 | 659,000 | 659,000 | 37,505 |
| Supplies and Materials | | | | | |
| 350/530600 Office Supplies | 5,263.22 | 5,726 | 5,000 | 5,000 | (726) |
| 353/530640 Books, Periodicals, Publications, Archives and Data Services | 252.15 | 1,355 | 2,000 | 2,000 | 645 |
| 353/530675 County Wide Lexis-Nexis Contract | | | 925 | 925 | 925 |
| 388/531650 Computer Operation Supplies | 838.94 | 971 | 2,000 | 2,000 | 1,029 |
| Supplies and Materials Total | 6,354.31 | 8,052 | 9,925 | 9,925 | 1,873 |
| Operations and Maintenance | | | | | |
| 441/540170 Maintenance and Repair of Data Processing Equipment and Software | | 239 | 500 | 500 | 261 |
| Operations and Maintenance Total | | 239 | 500 | 500 | 261 |
| Rental and Leasing | | | | | |
| 630/550010 Rental of Office Equipment | 2,797.49 | 3,022 | | | (3,022) |
| 630/550018 County Wide Canon Photocopier Lease | | | 2,074 | 2,074 | 2,074 |
| Rental and Leasing Total | 2,797.49 | 3,022 | 2,074 | 2,074 | (948) |
| Operating Funds Total | 850,093.76 | 931,096 | 1,034,975 | 1,034,975 | 103,879 |
| (717) New/Replacement Capital Equipment | | | | | |
| 530/560510 Office Furnishings and Equipment | 57,946.50 | 1,950 | | | (1,950) |
| 579/560450 Computer Equipment | 19,614.01 | 2,150 | 4,800 | | (2,150) |
| | 77,560.51 | 4,100 | 4,800 | | (4,100) |
| Total Capital Equipment Request Total | 77,560.51 | 4,100 | 4,800 | | (4,100) |

DEPARTMENT OVERVIEW

026 DEPARTMENT OF ADMINISTRATIVE HEARINGS

Mission

The Department of Administrative Hearings was created to allow fair, efficient and impartial appeals of ordinance violations issued by County departments and the Cook County Forest Preserve District.

Mandates and Key Activities

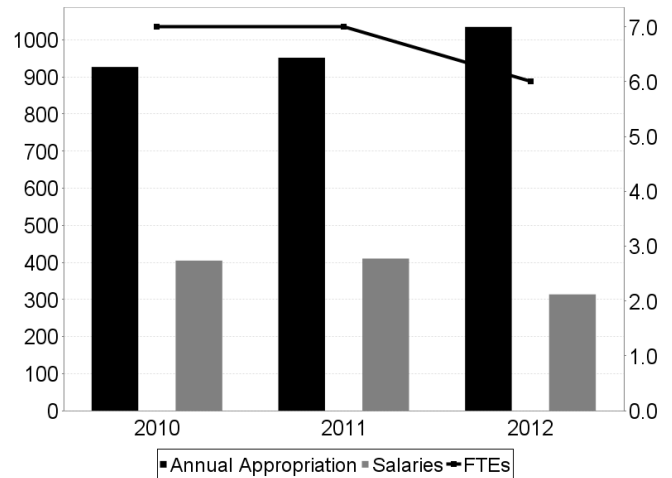
- Ordinance 09-O-03 established the Department of Administrative Hearings to provide an independent central panel of adjudicators authorized to conduct administrative adjudication proceedings for departments, agencies, boards and commissions of the County. The Department strives to operate in a fair and impartial manner, provide transparency with respect to its proceedings and decisions, enter findings and orders which are consistent with State laws and County ordinances, conduct training for all departments who issue violation notices, expand hearing facilities to suburban locations to provide better access to citizens, and identify new organizations whose citations may be heard in our program.

Discussion of 2011 Activities and 2012 Initiatives

In 2011 Department of Administrative hearings is dramatically expanding and now hears cases for the Departments of Revenue, Building and Zoning, Environmental Control, Highway, Forest Preserve, Animal Control, Public Health and the Sheriff's Offices. The ability to hear these additional cases was made possible by the construction of court facilities in the Cook County Building and five suburban locations.

In 2012 the Department of Administrative Hearings would like to continue developing a county-wide data sharing plan. Currently citations are entered in at least three (3) department data-bases due to the lack of common software links. The Department is in the process of implementing a common data-base for all departments that issue citations, as well as exploring the opportunity in using hand held devices and bar coding all citations. All of these enhancements will provide real time information on pending cases and reduce input and data entry error. We also intend to develop and implement an on-line appeal process that will be totally paperless and provide the most convenient method for citizens to contest their citations.

| Fund Category | Appropriations (\$ thousands) | | |
|---------------|-------------------------------|-----------------|---------------------|
| | 2010 Adopted | 2011 Adopted | 2012 Recommended |
| General | 927.0 | 952.0 | 1,035.0 |
| Total | 927.0 | 952.0 | 1,035.0 |
| | Adopted | Adopted | Recommended |
| FTE Positions | 7.0 | 7.0 | 6.0 |



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

- Increase percentage of cases adjudicated through the administrative process- In 2010 the total number of cases heard was 6,132 and total judgment fines were \$2,293,470. Through September 2011 the Office has heard 9,858 cases and issued fine judgments in the amount of \$8,092,084. The Office continues to identify cases that can be heard through the Administrative Hearing at a significant costs savings to the County and citizens. The Office has an initiative in 2012 hear critical ordinance violations such as those related to foreclosure vacancies and additional civil violations issued by the Sheriff. We attempting to reach out and extend our services to other organizations such as Metra, Hospitals, Colleges, Pace (outside of Chicago City limits). Finally, the Office is working on consolidating of all County hearing functions under our Department. This consolidation would result in lower costs and a definitive area where all hearings would be conducted.

Programs

Case Management

- Schedule cases
- Conduct reviews of citations at which testimony, exhibits and evidence are presented and evaluated, and a final conclusion on adequacy of the citation issued
- Share with County departments and the Forest Preserve District relevant data relating to adjudication proceedings
- Answer inquiries from the members of the public and respondents relating to the administrative adjudication process
- Maintain files of pleadings and orders
- Provide training to all Departments who use the administrative hearing system
- Identify and implement the most current technology initiatives in order to lower costs and improve efficiency

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 026 - DEPARTMENT OF ADMINISTRATIVE HEARINGS

| Account | 2011 Expend. Year-to-date | 2011 Adjusted Appropriation | Department Request | President's Recommendation | Difference |
|---|------------------------------|--------------------------------|-----------------------|-------------------------------|----------------|
| Personal Services | | | | | |
| 108/501035 Furlough Day Adjustment | | | (1,217) | (1,217) | (1,217) |
| 110/501010 Salaries and Wages of Regular Employees | 285,919.58 | 296,988 | 313,693 | 313,693 | 16,705 |
| 133/501360 Per Diem Personnel | | | 50,000 | 50,000 | 50,000 |
| 170/501510 Mandatory Medicare Costs | 168.88 | | | | |
| 190/501970 Transportation and Other Travel Expenses for Employees | 100.18 | 1,300 | 1,000 | 1,000 | (300) |
| Personal Services Total | 286,188.64 | 298,288 | 363,476 | 363,476 | 65,188 |
| Contractual Services | | | | | |
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| 225/520260 Postage | 2,132.40 | 2,457 | 3,500 | 3,500 | 1,043 |
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| Contractual Services Total | 554,753.32 | 621,495 | 659,000 | 659,000 | 37,505 |
| Supplies and Materials | | | | | |
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| 353/530675 County Wide Lexis-Nexis Contract | | | 925 | 925 | 925 |
| 388/531650 Computer Operation Supplies | 838.94 | 971 | 2,000 | 2,000 | 1,029 |
| Supplies and Materials Total | 6,354.31 | 8,052 | 9,925 | 9,925 | 1,873 |
| Operations and Maintenance | | | | | |
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| Operations and Maintenance Total | | 239 | 500 | 500 | 261 |
| Rental and Leasing | | | | | |
| 630/550010 Rental of Office Equipment | 2,797.49 | 3,022 | | | (3,022) |
| 630/550018 County Wide Canon Photocopier Lease | | | 2,074 | 2,074 | 2,074 |
| Rental and Leasing Total | 2,797.49 | 3,022 | 2,074 | 2,074 | (948) |
| Operating Funds Total | 850,093.76 | 931,096 | 1,034,975 | 1,034,975 | 103,879 |
| (717) New/Replacement Capital Equipment - 71700026 | | | | | |
| 530/560510 Office Furnishings and Equipment | 57,946.50 | 1,950 | | | (1,950) |
| 579/560450 Computer Equipment | 19,614.01 | 2,150 | 4,800 | | (2,150) |
| | 77,560.51 | 4,100 | 4,800 | | (4,100) |
| Total Capital Equipment Request Total | 77,560.51 | 4,100 | 4,800 | | (4,100) |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 026 - DEPARTMENT OF ADMINISTRATIVE HEARINGS

| Job Code | Title | Grade | 2011 Current | | Department Request | | President's Recommendation | |
|--------------------------------------|-------------------------------------|-------|--------------|------------------|--------------------|------------------|----------------------------|------------------|
| | | | FTE Pos. | Salaries | FTE Pos. | Salaries | FTE Pos. | Salaries |
| 01 Administrative Hearing Board | | | | | | | | |
| 01 Administrative Hearings - 0260101 | | | | | | | | |
| 0263 | Director | 24 | 1.0 | 109,106 | 1.0 | 109,106 | 1.0 | 109,106 |
| 5531 | Special Assistant for Legal Affairs | 24 | | 1 | | 1 | | 1 |
| 0620 | Legislative Coordinator I | 20 | | 1 | | 1 | | 1 |
| 5206 | Deputy Director | 20 | 1.0 | 97,792 | | 1 | | 1 |
| 0292 | Administrative Analyst II | 19 | 1.0 | 67,538 | 1.0 | 68,891 | 1.0 | 68,891 |
| 0048 | Administrative Assistant III | 16 | 1.0 | 39,847 | 1.0 | 40,646 | 1.0 | 40,646 |
| 1110 | Systems Analyst I | 16 | 1.0 | 38,472 | 1.0 | 39,225 | 1.0 | 39,225 |
| 0046 | Administrative Assistant I | 12 | 2.0 | 57,536 | 2.0 | 58,676 | 2.0 | 58,676 |
| | | | 7.0 | \$410,293 | 6.0 | \$316,547 | 6.0 | \$316,547 |
| Total Salaries and Positions | | | 7.0 | \$410,293 | 6.0 | \$316,547 | 6.0 | \$316,547 |
| Turnover Adjustment | | | | | | (2,854) | | (2,854) |
| Operating Funds Total | | | 7.0 | \$410,293 | 6.0 | \$313,693 | 6.0 | \$313,693 |

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
 DEPARTMENT 026 - DEPARTMENT OF ADMINISTRATIVE HEARINGS

| Grade | 2011 Current | | Department Request | | President's Recommendation | |
|-------------------------------------|--------------|------------------|--------------------|------------------|----------------------------|------------------|
| | FTE Pos. | Salaries | FTE Pos. | Salaries | FTE Pos. | Salaries |
| 24 | 1.0 | 109,107 | 1.0 | 109,107 | 1.0 | 109,107 |
| 20 | 1.0 | 97,793 | | 2 | | 2 |
| 19 | 1.0 | 67,538 | 1.0 | 68,891 | 1.0 | 68,891 |
| 16 | 2.0 | 78,319 | 2.0 | 79,871 | 2.0 | 79,871 |
| 12 | 2.0 | 57,536 | 2.0 | 58,676 | 2.0 | 58,676 |
| Total Salaries and Positions | 7.0 | \$410,293 | 6.0 | \$316,547 | 6.0 | \$316,547 |
| Turnover Adjustment | | | | (2,854) | | (2,854) |
| Operating Funds Total | 7.0 | \$410,293 | 6.0 | \$313,693 | 6.0 | \$313,693 |