



Cook County Public Administrator

FY2021 Mid-Year Budget Review

[Public Administrator]

Objective: Update on FY2021 Goals and Objectives, review FY2021 YTD budget, FY2020 year-end projections and operational lessons learned in the midst of the COVID-19 public health crisis.

I. Update on FY2021 Initiatives and Goals

• FY2021 Initiative/Goal #1

Through the third quarter of FY 2021, the Public Administrator's Office (PA) will have generated over \$2,361,438.39 in fees, interest, court costs and funds to unknown heirs. The PA's current (FY2021) budget is \$1,395,000. At the close of Q3 2021, the PA's fees alone will have generated \$1,153,297 to the County Treasurer. This revenue represents 83% of the budget appropriated for FY 2021. The PA estimates a year-end total of \$1,413,297 in revenue returned to the County. This amount represents \$13,298 over the amount appropriated for FY2021 (101%). Over \$9,265,000 has been returned to heirs and beneficiaries via estate administration in FY 2019.

• FY2021 Initiative/Goal #2

As with all other departments, the challenges of COVID-19 required our office to adapt to working from home and almost exclusively electronically. The Office of the Public Administrator has worked diligently alongside the Circuit Court of Cook County as well as the County Clerk's Office to streamline processes of court filings and appearances. This success has allowed the OPA to continue fulfill its statutory mandate to probate estates under its purview.

We have continued the ongoing process of determining whether unclaimed property remains with the State Treasurer for estates administered by the Office in the previous 20-year period. To date, the Office has identified and recovered \$2,434,655 and is in the process of probating those assets. We expect that we will continue to uncover unclaimed property in 2021 and beyond.

II. FY2021 Revenue (for revenue generating offices)

Comparison of YTD budget (as of 5/31/2021) vs YTD actual revenue with explanations for major variances and corrective action steps. Final unaudited actuals for May 31, 2021 will be reported in the upcoming monthly Revenue and Expense report.

Revenue	FY2021 YTD Budget	FY2021 YTD Actuals	\$ Variance	% Variance
Public Administrator	\$722,860	\$623,507	\$(99,353)	(15.9)%

- Our percentage variance is likely due to the backlog cases for our office as well as that of the court system due to COVID-19. Our revenue YTD through June 30, 2021 reduced our variance to 10%, and our projections indicate that the variance will exist by year's end.

III. FY2021 Expenditure Projections

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Comparison of YTD budget (as of 5/31/2021) vs YTD actual expenses with explanations for major variances and corrective action steps. Final unaudited actuals for May 31, 2021 will be reported in the upcoming monthly Revenue and Expense report.

Operating Expenses	FY2021 YTD Budget	FY2021 YTD Actuals	\$ Variance	% Variance
Personnel	\$ 574,143	\$ 575,405	(\$ 1,262)	(0.2%)
Contractual Services	\$ 49,723	\$ 45,534	\$ 4,189	8.4%
Supplies and Materials	\$ 2,954	\$ 1,047	\$ 1,908	64.6%
Operations and Maintenance	\$ 29,560	\$ 27,059	\$ 2,501	8.5%
Capital Expenditures				
Rental and Leasing	\$ 17,259	\$ 13,445	\$ 3,814	22.1%
Contingencies and Special Purposes				
Total	\$673,639	\$662,490	\$11,150	1.7%

- Explanation of variances greater than 1% and \$1 million
- What corrective action will be taken if required?

IV. Status of FY2021 Hiring

Please provide a status (as of 5/31/21) on the office's hiring efforts to date and planned through the end of the year. This section applies to only operating fund positions. For OUP, please provide responses at the Bureau-level. For all other elected/appointed offices, please provide responses at the office/department-level.

Bureau/Department*	# of FY2021 Appropriated FTE	# of Filled Positions	# of Vacant Positions
Public Administrator	15	14	1

- We have one vacancy due to a resignation. The OPA does not expect to fill that vacancy by year end.

V. FY2021 Contracts

Please provide a list of your office's existing and anticipated contracts for FY2021 in the format provided below. (Feel free to attach this list separately if more room is needed)

Vendor Name	Department	Contract Purpose	Contract Amount	Contract Start Date	Contract End Date	Contract Status*

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- *For any contract that is expiring this year, please indicate:
 - Whether the contract will be renewed, extended or re-bid.
 - If re-bid, the status of the procurement.

VI. Capital Equipment Updates

Please provide a list of your office's FY2021 capital equipment projects and the status of projects in the format provided below. (Feel free to attach this list separately if more room is needed)

Capital Equipment Project	Project Status (Not Started/Started/ Delayed/Completed)	Please provide an update on the project, reasons for any delays and the expected completion date of the project

VII. Grant Funding

Grant Name	Department	Award Amount	Award State Date	Award End Date	Grant Set Up Status
N/A					

- Please detail your office's efforts this year to seek out new sources of grant funding.
- How many full-time or part-time staff members in your office are responsible for the administration of grants? *(Indicate how many are full-time and how many are part-time)*

VIII. COVID-19 Operational Impacts

Please respond to each question below and provide details and take-aways about your operations as it relates to the COVID-19 public health crisis.

- The OPA, like all other departments, has had to adapt to the operational impacts of COVID-19. With the acquisition of laptops for each staff member, we have been able to coordinate efforts and remain fully operational during the full and partial office shut-downs.
- Working with the Circuit Court of Cook County and the Clerk's Office, the OPA has continued all administrative duties for our probate estates. We have implemented Zoom, MicroSoft Teams, and OneDrive to keep our office running at full strength. The OPA intends to continue to utilize these tools and procedures moving forward as they have added to our efficiency.

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IX. FY2022 Preliminary Forecast

FY2022 Budget Target	\$1,496,751.03
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- Our Office will continue its mandate to probate estates in Cook County for decedents without next of kin available to administer them. Based on the number of investigations we are conducting and the successful administration of our current and past estates, we are confident that the volume of cases we manage will remain consistent such that we will meet our 2022 Budget Target.