



Secretary to the Board of Commissioners

FY2021 Mid-Year Budget Review

Office of The Secretary To The Board of Commissioners

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.

Lessons learned in the midst of the COVID-19 highlighted the strengths and efficiencies of STTB continuing to meet the needs of the President's Office, Commissioners' Offices, Other County offices, and the Public with meeting requests and Historic Information.

I. Update on FY2021 Initiatives and Goals

• FY2021 Initiative/Goal #1

- Current Status of Goal- STTB provides legislative support and information for the Cook County Board of Commissioners, President, elected officials, agencies, departments and members of the public so items can be presented for consideration. The Secretary to the Board also provides information regarding the proceedings and policies of the Board so the legislative process will be efficient, effective, open and transparent. This is the 1st Primary Goal of STTB.
- Provide impact on any key performance indicators- Goal is measured by the successful completion of meetings and the accuracy of related material published and circulated to numerous users.
- *For OUP Only: How does this align with the Policy Roadmap - STTB aims to be an excellent administrator of the vital services residents rely on by being transparent, accountable and effective.*

• FY2021 Initiative/Goal #2

- Current Status of Goal- The 2nd priority of STTB, is maintaining the County Historic Records Office, the agency is primarily responsible for the preservation, promotion and publication of the history of Cook County—our government, communities and people.
- Provide impact on any key performance indicators- As a new function and goal of STTB, we are developing the framework and necessary functions to provide historical information and data on Cook County's rich and intricate history.
- *For OUP Only: How does this align with the Policy Roadmap- We aim to be an excellent administrator of the vital services residents rely on by being transparent, accountable and effective.*

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. There is no revenue generated from SOTB

Revenue	FY2021	FY2021	\$ Variance
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FY2021 Mid-Year Budget Review

	YTD Budget	YTD Actuals		% Variance
Revenue Source #1				

III. FY2021 Expenditure Projections

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	\$ 537,098	\$ 506,918	\$ 30,181	5.6%
Contractual Services	\$ 282,285	\$ 275,018	\$ 7,267	2.6%
Supplies and Materials	\$ 71,642	\$ 35,406	\$ 36,236	50.6%
Operations and Maintenance	\$ 10,191	\$ 10,189	\$ 2	0.0%
Capital Expenditures	-	-	-	-
Rental and Leasing	\$ 23,511	\$ 23,508	\$ 3	0.0%
Contingencies and Special Purposes	-	-	-	-
Total	\$ 924,726	\$ 851,038	\$ 73,688	8.0%

- Explanation of variances greater than 1% and \$1 million BOC has no variances greater than 1% and \$1 million
- What corrective action will be taken if required? All Budget lines will come in line by 4th quarter of FY2021

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
Secretary of Board of Commissioners	11	10	1

FY2021 Mid-Year Budget Review

- If your office has vacant positions, please provide an indication of what percentage of vacancies are anticipated to be filled by fiscal year-end and what actions are currently in place to help achieve that goal. All positions will be filled by EOY
- To the extent your agency has positions vacant as of 5/31/21, please provide the Board information on what, if any, challenges your office has faced in filling the positions. N/A

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*
Media Manager	Secretary to the Board	Media Manager	160,000	9/2019	9/2022	Payable via SHI
MUNICODE	Secretary to the Board	Database of Code ordinances	14,000	2/21	11/21	Payable via SHI

- *For any contract that is expiring this year, please indicate:
 - Whether the contract will be renewed, extended or re-bid. All Contracts will be renewed payable via SHI
 - 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
NONE		

VII. Grant Funding

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

FY2021 Mid-Year Budget Review

- 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.

Describe any initiatives you have implemented that have resulted in greater efficiencies within your operations and how such initiatives can or will be carried forward into your operations as we transition back to full operation. *STTB has created a hybrid work environment to keep the operations of the office steady, efficient, and productive.*

- Are there additional cost-saving or efficiency-saving measures you envision incorporating into your operations as a result of lessons learned during the pandemic? N/A
 - How did you incorporate technology and digital access into your processes in the midst of COVID-19? *Technology was crucial in keeping the Staff functioning on various tasks and responsibilities of the department during COVID-19. The utilization of laptops, VPN, Microsoft Teams, and mobile devices made connection easy and seamless.*
- Are you contemplating implementing more innovative/transformational technological initiatives to systematically transform operations within your office and improve public accessibility?
 - How can your office accelerate these improvements and what impact would that have on your budgets? *County efficiencies will be experienced with a hybrid work environment and reduction on County building resources.*

IX. FY2022 Preliminary Forecast

FY2022 Budget Target	\$1,830,241
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Please provide preliminary ideas of how your office is planning to meet your budget target for FY2022. The 2021 budget target for STTB is reasonable and efficient and will be made by tightly managing the resources given and making reductions and timing expenses when necessary.