

SECTION CONTENTS

Department Narrative
Department Budget
-- Distribution by Appropriation Classification
-- Personal Services, Summary of Positions
-- Summary of Positions by Grade
Grant Summary

390 - Public Administrator.....J - 1

PUBLIC ADMINISTRATOR
Summary of Appropriations

DEPARTMENT AND TITLE	FY2008 EXPENDITURES	08 ADJUSTED APPROPRIATION	APPROVED & ADOPTED	DIFFERENCE
PUBLIC SAFETY FUND				
390 Public Administrator	1,092,629	1,074,732	1,081,703	6,971
PUBLIC SAFETY FUND TOTAL	1,092,629	1,074,732	1,081,703	6,971
GENERAL FUND TOTAL	1,092,629	1,074,732	1,081,703	6,971
TOTAL APPROPRIATIONS	\$1,092,629	\$1,074,732	\$1,081,703	6,971

Summary of Positions

DEPARTMENT AND TITLE	08 APPROVED POSITIONS	APPROVED & ADOPTED	DIFFERENCE
PUBLIC SAFETY FUND			
390 Public Administrator	19.0	19.0	0.0
PUBLIC SAFETY FUND TOTAL	19.0	19.0	0.0
GENERAL FUND TOTAL	19.0	19.0	0.0
TOTAL POSITIONS	19.0	19.0	0.0

** The FY2008 Appropriation reflects the Appropriation As Adjusted column in the Appropriation Trial Balance*



390 PUBLIC ADMINISTRATOR

OVERVIEW

DEPARTMENT MISSION

To efficiently and securely administrate the estates of decedents.

GOALS AND OBJECTIVES

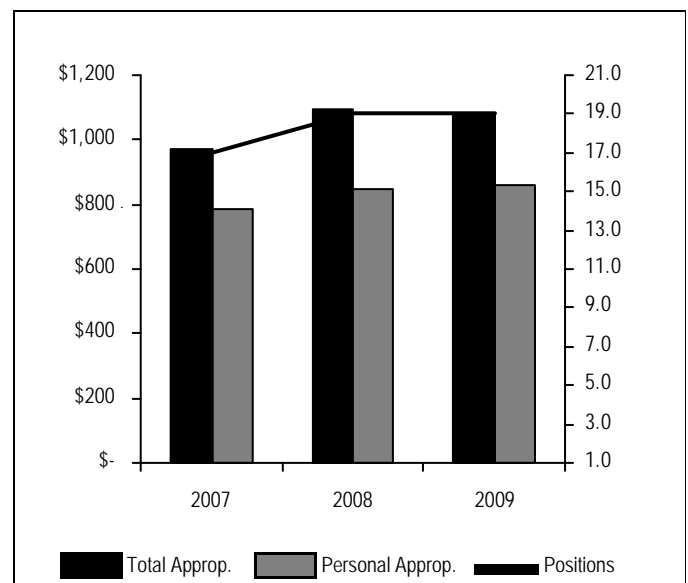
- Investigate existence of heirs.
- Address Claims against the estates.
- Ensure that the estate is administered according to Illinois Probate Law.
- Conduct investigations to discover all assets.
- Secure the decedent's property.
- Make arrangements for the disposition of the decedent's remains.
- The Office of the Public Administrator is established by 755 ILCS 5/13-1 through 5/13-4. The Public Administrator's Office serves the citizens of Cook County by providing comprehensive investigative and estate administrative services for people who die in Cook County intestate (without a will), or where there is no person in Illinois with the right or desire to administer the estate. The services provided by the Public Administrator are to:
 - possible heirs and collect all proper documents to Petition the Court to amend heirships. Claims: Coordinate claims department. Send proper notice to claimants to file claims with Court. Document all Claim Orders in each file. Collections Bank Accounts/Stocks and Bonds: Collect all bank accounts and Stocks and Bonds of Decedents pursuant to Court Order. Coordinate with Banks and Brokerage Houses to collect all assets of decedents. Bookkeeping: Maintain accurate accounts of all decedents. Cut checks and make deposit for all decedents accounts. Final Accounts: Complete final accounts of decedents to prepare for attorney's to present to Court. Properly document all estate transactions. Send notice to all heirs and obtain signed forms to present in Court. Contact accountants to prepare final returns and prepare final returns. Inventory: Prepare and file inventory of estates assets. Obtain an Administrator's bond if needed to protect estate assets. Send notice to heirs/attorneys.
- The Public Administrator's Office serves the citizens of Cook County and the State of Illinois by providing comprehensive investigation and estate administrative services for decedents dying in Cook County with unknown heirs or known heirs at unknown locations and/or heirs who wish not or are unable to act.

SUMMARY OF OPERATIONS

Investigations: Receive and write up cases from hospitals, nursing homes, funeral homes, police departments, Medical Examiner's Office, attorney's and the public. Authorize transfer of bodies to/from hospitals, funeral homes, nursing homes, and the Medical Examiners Office. Coordinate burial arrangements for all estates with friends, relatives, funeral homes, cemeteries. Conduct thorough investigations at decedent's residence and with friends relatives, co-workers and neighbors of decedent's. Collect all asset confirmations, real estate information to approximate total value of an estate. Properly clean out decedent's residences and sell goods and chattels pursuant to Court Order. Heirship and Opening: Investigate

possible heirs and collect all proper documents to Petition the Court to amend heirships. Claims: Coordinate claims department. Send proper notice to claimants to file claims with Court. Document all Claim Orders in each file. Collections Bank Accounts/Stocks and Bonds: Collect all bank accounts and Stocks and Bonds of Decedents pursuant to Court Order. Coordinate with Banks and Brokerage Houses to collect all assets of decedents. Bookkeeping: Maintain accurate accounts of all decedents. Cut checks and make deposit for all decedents accounts. Final Accounts: Complete final accounts of decedents to prepare for attorney's to present to Court. Properly document all estate transactions. Send notice to all heirs and obtain signed forms to present in Court. Contact accountants to prepare final returns and prepare final returns. Inventory: Prepare and file inventory of estates assets. Obtain an Administrator's bond if needed to protect estate assets. Send notice to heirs/attorneys.

Fund Category	Appropriations (\$thousands)		
	2007 Adopted	2008 Adopted	2009 Adopted
General	969.1	1,095.1	1,081.7
Total	969.1	1,095.1	1,081.7
	Adopted	Adopted	Adopted
FTE Positions	17.0	19.0	19.0



MAJOR ACCOMPLISHMENTS

- 2007 year to date over 1.1 Million in Revenue
- 2006 year end over 1.3 Million in Revenue

DISTRIBUTION BY APPROPRIATION CLASSIFICATION

Department 390 Public Administrator

ACCOUNT NUMBER AND TITLE	FY2008 EXPENDITURES	FY08 ADJUSTED* APPROPRIATION	APPROVED & ADOPTED	DIFFERENCE
PERSONAL SERVICES				
110 / 501010 Salaries and Wages of Regular Employees	865,198.63	843,924	819,089	(24,835)
190 / 501970 Transportation and Other Travel Expenses for Employees	8,284.00	8,633	31,448	22,815
PERSONAL SERVICES TOTAL	\$873,482.63	\$852,557	\$850,537	(2,020)
CONTRACTUAL SERVICES				
220 / 520150 Communication Services			1,080	1,080
225 / 520260 Postage	4,727.78	4,753	5,390	637
240 / 520490 Printing and Publishing	332.87	485	900	415
250 / 520730 Premiums on Fidelity, Surety Bonds and Public Liability	5,595.00	7,178	8,140	962
263 / 520930 Legal Fees	58,362.05	56,000	56,000	
CONTRACTUAL SERVICES TOTAL	\$69,017.70	\$68,416	\$71,510	3,094
SUPPLIES AND MATERIALS				
350 / 530600 Office Supplies	2,861.48	3,395	3,850	455
353 / 530640 Books, Periodicals, Publications, Archives and Data Services	106.00	291	330	39
355 / 530700 Photographic and Reproduction Supplies	280.70	388	440	52
388 / 531650 Computer Operation Supplies	335.92	776	1,817	1,041
SUPPLIES AND MATERIALS TOTAL	\$3,584.10	\$4,850	\$6,437	1,587
OPERATION AND MAINTENANCE				
440 / 540130 Maintenance and Repair of Office Equipment		291	300	9
441 / 540170 Maintenance and Repair of Data Processing Equipment and Software	19,033.00	18,975	21,450	2,475
OPERATION AND MAINTENANCE TOTAL	\$19,033.00	\$19,266	\$21,750	2,484
RENTAL AND LEASING				
630 / 550010 Rental of Office Equipment	2,481.00	4,901	5,500	599
660 / 550130 Rental of Facilities	39,454.94	27,645	42,135	14,490
RENTAL AND LEASING TOTAL	\$41,935.94	\$32,546	\$47,635	15,089
CONTINGENCY				
834 / 580100 Reimbursement of Estates of Heirs' Deposit Account		4,850	5,000	150
890 / 580300 General and Contingent Expenses	85,575.36	92,247	78,834	(13,413)
CONTINGENCY TOTAL	\$85,575.36	\$97,097	\$83,834	(13,263)
OPERATING FUNDS TOTAL	\$1,092,628.73	\$1,074,732	\$1,081,703	6,971
(717) NEW/REPLACEMENT CAPITAL EQUIPMENT - 71700390				
530 / 560510 Office Furnishings and Equipment	2,657.92	6,634	869	(5,765)
579 / 560450 Computer Equipment	45,797.69	49,000	834	(48,166)
590 / 567020 Equipment or Improvements Not Otherwise Classified	4,900.00	4,900		(4,900)
	53,355.61	60,534	1,703	(58,831)
TOTAL CAPITAL EQUIPMENT REQUESTS	\$53,355.61	\$60,534	\$1,703	(58,831)

* The FY2008 Appropriation reflects the Appropriation As Adjusted column in the Appropriation Trial Balance

** Capital equipment requests for bonded capital funds (717, 715, 714) represent the amount(s) for 'New' equipment funding in FY2009. Capital equipment expenditures and appropriations represent charges against current and prior year funding.

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

Department 390 Public Administrator

JOB CODE AND TITLE	GRADE	2008 APPROPRIATION		APPROVED & ADOPTED	
		FTE POS.	SALARIES	FTE POS.	SALARIES
01 ADMINISTRATIVE & CLERICAL					
01 ADMINISTRATIVE AND CLERICAL - 3900642					
0644 Assistant To Public Administrator	21	1.0	\$73,578	1.0	\$73,801
0252 Business Manager II	20	1.0	\$70,150	1.0	\$70,363
0145 Accountant V	19				\$1
0048 Administrative Assistant III	16	1.0	\$59,099	1.0	\$56,497
1512 Caseworker II	14	1.0	\$49,440	1.0	\$43,576
		<u>4.0</u>	<u>\$252,267</u>	<u>4.0</u>	<u>\$244,238</u>
02 INVESTIGATIONS					
01 INVESTIGATIONS - 3900643					
0641 Investigator IV	20	1.0	\$81,611	1.0	\$71,933
0640 Investigator III	18	2.0	\$126,595	2.0	\$115,868
0638 Investigator I	14	2.0	\$97,683	2.0	\$86,101
		<u>5.0</u>	<u>\$305,889</u>	<u>5.0</u>	<u>\$273,902</u>
03 CLERICAL					
01 CLERICAL - 3900644					
0907 Clerk V	11	5.0	\$183,217	5.0	\$170,325
0935 Stenographer IV	11	5.0	\$187,656	5.0	\$173,723
		<u>10.0</u>	<u>\$370,872</u>	<u>10.0</u>	<u>\$344,048</u>
TOTAL SALARIES AND POSITIONS		<u>19.0</u>	<u>\$929,100</u>	<u>19.0</u>	<u>\$862,188</u>
TURNOVER ADJUSTMENT					<u>(\$43,099)</u>
OPERATING FUNDS TOTAL		<u>19.0</u>	<u>\$929,100</u>	<u>19.0</u>	<u>\$819,089</u>

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE

Department 390 Public Administrator

GRADE	2008 APPROPRIATION		APPROVED & ADOPTED	
	FTE POS.	SALARIES	FTE POS.	SALARIES
21	1.0	\$73,578	1.0	\$73,801
20	2.0	\$151,761	2.0	\$142,296
19				\$1
18	2.0	\$126,595	2.0	\$115,868
16	1.0	\$59,099	1.0	\$56,497
14	3.0	\$147,123	3.0	\$129,677
11	10.0	\$370,872	10.0	\$344,048
TOTAL SALARIES AND POSITIONS	19.0	\$929,100	19.0	\$862,188
TURNOVER ADJUSTMENT				(43,099)
OPERATING FUNDS TOTAL	19.0	\$929,100	19.0	\$819,089