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BUREAU SUMMARY
PUBLIC ADMINISTRATOR

SUMMARY OF APPROPRIATIONS

Department and Title	Expenditures Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Public Safety Fund					
390 - Public Administrator	923,750	1,081,703	1,212,475	1,212,475	130,772
Public Safety Fund Total	923,750	1,081,703	1,212,475	1,212,475	130,772
General Fund Total	923,750	1,081,703	1,212,475	1,212,475	130,772
Total Appropriations	923,750	1,081,703	1,212,475	1,212,475	130,772

SUMMARY OF POSITIONS

Department and Title	2009 Approved Positions	Department Request	President's Recommendation	Difference
Public Safety Fund				
390 - Public Administrator	19.0	19.0	19.0	
Public Safety Fund Total	19.0	19.0	19.0	
General Fund Total	19.0	19.0	19.0	
Total Positions	19.0	19.0	19.0	

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
PUBLIC ADMINISTRATOR

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
110/501010	Salaries and Wages of Regular Employees	734,247	819,089	949,861	130,772
120/501210	Overtime Compensation	8,000			
170/501510	Mandatory Medicare Costs	422			
190/501970	Transportation and Other Travel Expenses for Employees	11,876	31,448	31,448	
Personal Services Total		754,545	850,537	981,309	130,772
Contractual Services					
220/520150	Communication Services		1,080		(1,080)
225/520260	Postage	4,181	5,390	7,890	2,500
240/520490	Printing and Publishing	883	900	900	
250/520730	Premiums on Fidelity, Surety Bonds and Public Liability	1,189	8,140	8,140	
263/520930	Legal Fees	44,333	56,000	56,000	
Contractual Services Total		50,586	71,510	72,930	1,420
Supplies and Materials					
350/530600	Office Supplies	3,083	3,850	7,430	3,580
353/530640	Books, Periodicals, Publications, Archives and Data Services	333	330	830	500
355/530700	Photographic and Reproduction Supplies	168	440	440	
388/531650	Computer Operation Supplies	1,212	1,817	1,817	
Supplies and Materials Total		4,796	6,437	10,517	4,080
Operations and Maintenance					
440/540130	Maintenance and Repair of Office Equipment	115	300	300	
441/540170	Maintenance and Repair of Data Processing Equipment and Software	16,392	21,450	21,450	
Operations and Maintenance Total		16,507	21,750	21,750	
Rental and Leasing					
630/550010	Rental of Office Equipment	1,026	5,500	5,000	(500)
660/550130	Rental of Facilities	12,456	42,135	42,135	
Rental and Leasing Total		13,482	47,635	47,135	(500)
Contingency and Special Purposes					
834/580100	Reimbursement of Estates of Heirs' Deposit Account	5,000	5,000		(5,000)
890/580300	General and Contingent Expenses	78,834	78,834	78,834	
Contingency and Special Purposes Total		83,834	83,834	78,834	(5,000)
Operating Funds Total		923,750	1,081,703	1,212,475	130,772
(717) New/Replacement Capital Equipment					
579/560450	Computer Equipment		15,990		(15,990)
Total Capital Equipment Request Total			15,990		(15,990)

DEPARTMENT OVERVIEW
390 PUBLIC ADMINISTRATOR

Department Mission

To efficiently and securely administer the estate of decedents.

Goals and Objectives

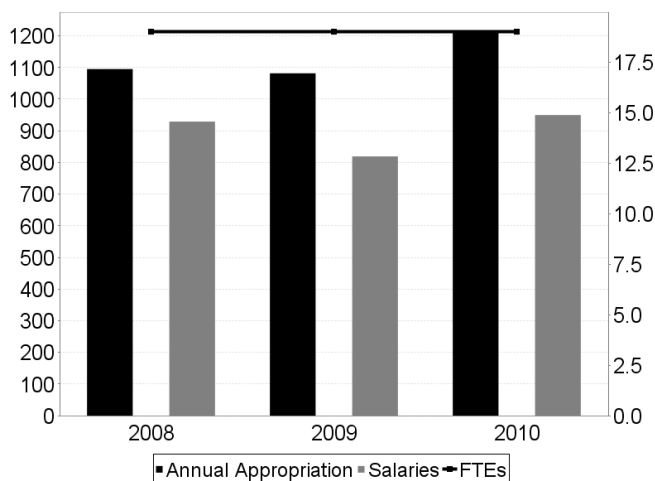
- Make arrangements for the disposition of the decedent's remains.
- Secure the decedent's property.
- Conduct investigations to discover all assets.
- Ensure that the estate is administered according to Illinois Probate Law.
- Address Claims against the estate.
- Investigate existence of heirs.

Summary of Operations

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.

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.

Appropriations (\$ thousands)			
Fund Category	2008 Adopted	2009 Adopted	2010 Recommended
General	1,095.1	1,081.7	1,212.5
Total	1,095.1	1,081.7	1,212.5
	Adopted	Adopted	Recommended
FTE Positions	19.0	19.0	19.0



Major Accomplishments

- Under the current administration all assets are secure. Additionally, the Office turns over significantly more funds to the County than the County allocates on the Office:

- In 2006, 1.3 million in revenue was turned over to the County. Also, 2.8 million in unknown heir money was turned over to the County.
- In 2007, 1.5 million in revenue was turned over to the County. Also, 4.2 million in unknown heir money was turned over to the County.
- In 2008, 1.7 million in revenue was turned over to the County. Also, 3.7 million in unknown heir money was turned over to the County.

Programs

Investigations

Receive cases from hospitals, nursing homes, funeral homes, police departments, Medical Examiner's Office, attorneys and the public. Authorize transfer of bodies to/from hospitals, funeral homes, nursing homes, and the Medical Examiner's 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. Collect all asset confirmations, real estate information to approximate total value of an estate. Properly clean out decedent's residence 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. Open all estates with Court.

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.

Inventory

Prepare and file inventory of estate assets. Obtain an Administrator's bond if needed to protect estate assets. Notify heirs/attorneys.

Final Accounts

Complete final accounts of decedent to prepare for presentment 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.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 390 - PUBLIC ADMINISTRATOR

Account	2009 Expend. Year-to-date	2009 Adjusted Appropriation	Department Request	President's Recommendation	Difference
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Contingency and Special Purposes Total		83,834	83,834	78,834	(5,000)
Operating Funds Total		923,750	1,081,703	1,212,475	130,772
(717) New/Replacement Capital Equipment - 71700390					
579/560450	Computer Equipment		15,990		(15,990)
Total Capital Equipment Request Total			15,990		(15,990)

PERSONAL SERVICES - SUMMARY OF POSITIONS BY BUSINESS UNIT AND JOB CODE
DEPARTMENT 390 - PUBLIC ADMINISTRATOR

Job Code	Title	Grade	2009 Current		Department Request		President's Recommendation	
			FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
01 Administrative & Clerical								
01 Administrative and Clerical - 3900642								
5252	General Counsel/Attorney	AT			1.0	80,896	1.0	80,896
0644	Assistant To Public Administrator	21	1.0	73,592	1.0	75,293	1.0	75,293
0252	Business Manager II	20	1.0	58,212	1.0	59,010	1.0	59,010
0145	Accountant V	19						
0048	Administrative Assistant III	16	1.0	56,496	1.0	57,489	1.0	57,489
1512	Caseworker II	14	1.0	80,107				
			4.0	\$268,407	4.0	\$272,688	4.0	\$272,688
02 Investigations								
01 Investigations - 3900643								
0641	Investigator IV	20	1.0	81,610	1.0	81,611	1.0	81,611
0640	Investigator III	18	2.0	126,594	2.0	128,993	2.0	128,993
0638	Investigator I	14	2.0	97,682	2.0	99,904	2.0	99,904
			5.0	\$305,886	5.0	\$310,508	5.0	\$310,508
03 Clerical								
01 Clerical - 3900644								
0907	Clerk V	11	5.0	189,085	5.0	189,796	5.0	189,796
0935	Stenographer IV	11	5.0	191,762	5.0	192,137	5.0	192,137
			10.0	\$380,847	10.0	\$381,933	10.0	\$381,933
Total Salaries and Positions			19.0	\$955,140	19.0	\$965,129	19.0	\$965,129
Turnover Adjustment						(15,268)		(15,268)
Operating Funds Total			19.0	\$955,140	19.0	\$949,861	19.0	\$949,861

PERSONAL SERVICES - SUMMARY OF POSITIONS BY GRADE
DEPARTMENT 390 - PUBLIC ADMINISTRATOR

Grade	2009 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
AT			1.0	80,896	1.0	80,896
21	1.0	73,592	1.0	75,293	1.0	75,293
20	2.0	139,822	2.0	140,621	2.0	140,621
19						
18	2.0	126,594	2.0	128,993	2.0	128,993
16	1.0	56,496	1.0	57,489	1.0	57,489
14	3.0	177,789	2.0	99,904	2.0	99,904
11	10.0	380,847	10.0	381,933	10.0	381,933
Total Salaries and Positions	19.0	\$955,140	19.0	\$965,129	19.0	\$965,129
Turnover Adjustment				(15,268)		(15,268)
Operating Funds Total	19.0	\$955,140	19.0	\$949,861	19.0	\$949,861