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BUREAU SUMMARY
PUBLIC ADMINISTRATOR

SUMMARY OF APPROPRIATIONS

Department and Title	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
Public Safety Fund				
390 - Public Administrator	1,121,531.28	1,194,288	1,172,007	(22,281)
Public Safety Fund Total	1,121,531.28	1,194,288	1,172,007	(22,281)
General Fund Total	1,121,531.28	1,194,288	1,172,007	(22,281)
Total Appropriations	1,121,531.28	1,194,288	1,172,007	(22,281)

SUMMARY OF POSITIONS

Department and Title	2010 Approved Positions	Approved & Adopted	Difference
Public Safety Fund			
390 - Public Administrator	19.0	18.7	(0.3)
Public Safety Fund Total	19.0	18.7	(0.3)
General Fund Total	19.0	18.7	(0.3)
Total Positions	19.0	18.7	(0.3)

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
PUBLIC ADMINISTRATOR

Account	2010 Expenditures	2010 Adjusted Appropriation	Approved & Adopted	Difference
Personal Services				
110/501010 Salaries and Wages of Regular Employees	893,061.48	949,861	918,799	(31,062)
190/501970 Transportation and Other Travel Expenses for Employees	8,833.85	10,261	10,000	(261)
Personal Services Total	901,895.33	960,122	928,799	(31,323)
Contractual Services				
225/520260 Postage	6,309.12	7,890	7,890	
240/520490 External Graphics and Reproduction Services	744.43	900	900	
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	5,557.00	8,140	8,140	
263/520930 Legal Fees	55,999.92	56,000	56,000	
Contractual Services Total	68,610.47	72,930	72,930	
Supplies and Materials				
350/530600 Office Supplies	6,381.65	7,430	7,430	
353/530640 Books, Periodicals, Publications, Archives and Data Services	730.50	830	800	(30)
353/530675 County Wide Lexis-Nexis Contract			5,500	5,500
355/530700 Photographic and Reproduction Supplies	284.55	440	440	
388/531650 Computer Operation Supplies	1,726.26	1,817	1,817	
Supplies and Materials Total	9,122.96	10,517	15,987	5,470
Operations and Maintenance				
440/540130 Maintenance and Repair of Office Equipment	285.00	300	300	
441/540170 Maintenance and Repair of Data Processing Equipment and Software	16,391.55	17,236	21,450	4,214
441/540172 County Wide Contract for Maintenance of Data Processing Equipment			1,296	1,296
Operations and Maintenance Total	16,676.55	17,536	23,046	5,510
Rental and Leasing				
630/550010 Rental of Office Equipment	523.80	524	1,500	976
630/550018 County Wide Canon Photocopier Lease			2,015	2,015
660/550130 Rental of Facilities	27,178.17	35,135	35,135	
Rental and Leasing Total	27,701.97	35,659	38,650	2,991
Contingency and Special Purposes				
890/580300 General and Contingent Expenses	97,524.00	97,524	92,595	(4,929)
Contingency and Special Purposes Total	97,524.00	97,524	92,595	(4,929)
Operating Funds Total	1,121,531.28	1,194,288	1,172,007	(22,281)
(717) New/Replacement Capital Equipment				
579/560450 Computer Equipment	15,946.00	15,990		(15,990)
	15,946.00	15,990		(15,990)
Total Capital Equipment Request Total	15,946.00	15,990		(15,990)

DEPARTMENT OVERVIEW
390 PUBLIC ADMINISTRATOR

Department Mission

To efficiently and securely administer the estate of decedents.

Goals and Objectives

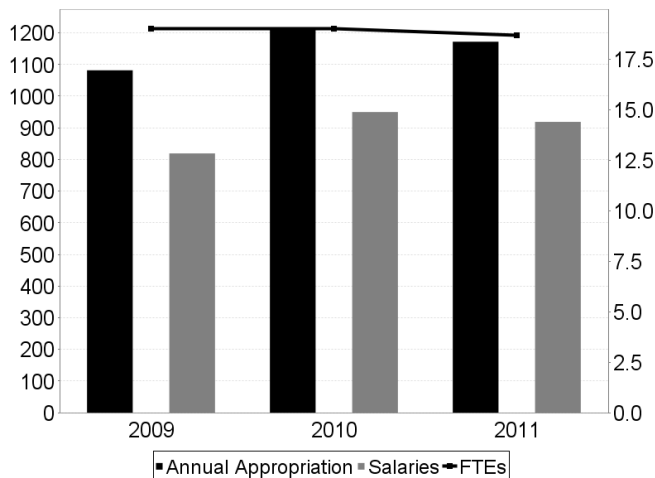
- Make arrangements for the disposition of the decedent's remains.
- Secure the decedent's property.
- Conduct investigations to discover all assets.
- Ensure that the estate is administered according to Illinois Probate Law.
- Address Claims against the estate.
- Investigate existence of heirs.

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	2009 Adopted	2010 Adopted	2011 Approved and Adopted
General	1,081.7	1,212.5	1,172.0
Total	1,081.7	1,212.5	1,172.0
	Adopted	Adopted	Adopted
FTE Positions	19.0	19.0	18.7



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 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.
- In 2009, \$792,986 thousands in revenue was turned over to the County. Also, \$2.1 million in unknown heir money was turned over to the County.
- In 2010, \$952,580 thousands in revenue was turned over to the County. Also, \$3.3 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 and 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

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(717) New/Replacement Capital Equipment - 71700390				
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	15,946.00	15,990		(15,990)
Total Capital Equipment Request Total	15,946.00	15,990		(15,990)

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

DEPARTMENT 390 - PUBLIC ADMINISTRATOR

Job Code	Title	Grade	2010 Appropriation		Approved & Adopted	
			FTE Pos.	Salaries	FTE Pos.	Salaries
01 Administrative & Clerical						
01 Administrative and Clerical - 3900642						
5252	General Counsel/Attorney	AT	1.0	80,107	1.0	81,016
0644	Assistant to Public Administrator	21	1.0	76,587	1.0	76,813
0252	Business Manager II	20	1.0	59,386	1.0	60,243
0048	Administrative Assistant III	16	1.0	56,496	1.0	42,771
			4.0	\$272,576	4.0	\$260,843
02 Investigations						
01 Investigations - 3900643						
0641	Investigator IV	20	1.0	81,610	1.0	81,610
0640	Investigator III	18	2.0	126,595	2.0	125,836
0638	Investigator I	14	2.0	99,875	2.0	87,746
			5.0	\$308,080	5.0	\$295,192
03 Clerical						
01 Clerical - 3900644						
0907	Clerk V	11	5.0	190,629	5.0	192,283
0935	Stenographer IV	11	5.0	184,676	4.7	175,362
			10.0	\$375,305	9.7	\$367,645
Total Salaries and Positions			19.0	\$955,961	18.7	\$923,680
Turnover Adjustment						(4,881)
Operating Funds Total			19.0	\$955,961	18.7	\$918,799

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

Grade	2010 Appropriation		Approved & Adopted	
	FTE Pos.	Salaries	FTE Pos.	Salaries
AT	1.0	80,107	1.0	81,016
21	1.0	76,587	1.0	76,813
20	2.0	140,996	2.0	141,853
18	2.0	126,595	2.0	125,836
16	1.0	56,496	1.0	42,771
14	2.0	99,875	2.0	87,746
11	10.0	375,305	9.7	367,645
Total Salaries and Positions	19.0	\$955,961	18.7	\$923,680
Turnover Adjustment				(4,881)
Operating Funds Total	19.0	\$955,961	18.7	\$918,799