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BUREAU SUMMARY
PUBLIC ADMINISTRATOR

SUMMARY OF APPROPRIATIONS

Department and Title	Expenditures Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Public Safety Fund					
390 - Public Administrator	952,366.88	1,136,283	1,160,479	1,160,479	24,196
Public Safety Fund Total	952,366.88	1,136,283	1,160,479	1,160,479	24,196
General Fund Total	952,366.88	1,136,283	1,160,479	1,160,479	24,196
Total Appropriations	952,366.88	1,136,283	1,160,479	1,160,479	24,196

SUMMARY OF POSITIONS

Department and Title	2011 Approved Positions	Department Request	President's Recommendation	Difference
Public Safety Fund				
390 - Public Administrator	18.7	19.0	19.0	0.3
Public Safety Fund Total	18.7	19.0	19.0	0.3
General Fund Total	18.7	19.0	19.0	0.3
Total Positions	18.7	19.0	19.0	0.3

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
PUBLIC ADMINISTRATOR

Account	2011 Expend. Year-to-date	2011 Adjusted Appropriation	Department Request	President's Recommendation	Difference
Personal Services					
108/501035 Furlough Day Adjustment			(3,508)	(3,508)	(3,508)
110/501010 Salaries and Wages of Regular Employees	743,482.83	884,505	906,871	906,871	22,366
170/501510 Mandatory Medicare Costs	400.08				
190/501970 Transportation and Other Travel Expenses for Employees	7,354.29	10,000	10,000	10,000	
Personal Services Total	751,237.20	894,505	913,363	913,363	18,858
Contractual Services					
220/520150 Communication Services			1,509	1,509	1,509
225/520260 Postage	4,437.64	7,643	7,890	7,890	247
240/520490 External Graphics and Reproduction Services	330.00	872	900	900	28
250/520730 Premiums on Fidelity, Surety Bonds and Public Liability	1,235.00	7,792	8,140	8,140	348
263/520930 Legal Fees	48,999.93	56,000	56,000	56,000	
Contractual Services Total	55,002.57	72,307	74,439	74,439	2,132
Supplies and Materials					
350/530600 Office Supplies	1,925.41	7,156	7,430	7,430	274
353/530640 Books, Periodicals, Publications, Archives and Data Services	3,790.57	6,104	1,200	1,200	(4,904)
353/530675 County Wide Lexis-Nexis Contract			5,460	5,460	5,460
355/530700 Photographic and Reproduction Supplies	117.00	424	440	440	16
388/531650 Computer Operation Supplies	661.00	1,759	1,817	1,817	58
Supplies and Materials Total	6,493.98	15,443	16,347	16,347	904
Operations and Maintenance					
440/540130 Maintenance and Repair of Office Equipment	95.00	290	300	300	10
441/540170 Maintenance and Repair of Data Processing Equipment and Software	17,687.55	22,493	21,000	21,000	(1,493)
441/540172 County Wide Contract for Maintenance of Data Processing Equipment			1,188	1,188	1,188
Operations and Maintenance Total	17,782.55	22,783	22,488	22,488	(295)
Rental and Leasing					
630/550010 Rental of Office Equipment	2,519.00	3,515	3,515	3,515	
630/550018 County Wide Canon Photocopier Lease			2,597	2,597	2,597
660/550130 Rental of Facilities	26,736.58	35,135	35,135	35,135	
Rental and Leasing Total	29,255.58	38,650	41,247	41,247	2,597
Contingency and Special Purposes					
890/580300 General and Contingent Expenses	92,595.00	92,595	92,595	92,595	
Contingency and Special Purposes Total	92,595.00	92,595	92,595	92,595	
Operating Funds Total	952,366.88	1,136,283	1,160,479	1,160,479	24,196
(717) New/Replacement Capital Equipment					
579/560450 Computer Equipment	15,946.00				
	15,946.00				
Total Capital Equipment Request Total	15,946.00				

DEPARTMENT OVERVIEW
390 PUBLIC ADMINISTRATOR

Mission

To efficiently and securely administrate the estate of decedents as required by law

Mandates and Key Activities

- The Probate Act at 755 ILCS 5/13-4 sets forth the duties of the Public Administrator
- This office operates entirely from funds it generates through its statutory mandate and NOT from tax revenue. These funds are collected in three distinct ways.
- Pursuant to Section 5/2-1(h) of the Probate Act, if there are no known heirs of a decedent, the real estate escheats to the County in which it is located. The personal estate physically located in Illinois (Cook County), and the personal estate physically located or held outside Illinois which is the subject of ancillary or separate administration of an estate being administered in Illinois (Cook County), escheats to the County in which the decedent was a resident or, if the decedent was not an Illinois resident, to the County in which it is located, (Cook County). All other personal property of the decedent, wherever situated, or the proceeds thereof, escheats to the State and are delivered to the State Treasurer pursuant to the Uniform Disposition of Unclaimed Property Act.
- Pursuant to Section 24-20 of the Probate Act, when the receipt of a ward, distributee of an estate, or a claimant cannot be obtained for money or any other estate asset, the Public Administrator, by leave of court, may sell the asset and deposit the net proceeds together with any other money of the estate belonging to the distributee, with the Cook County Treasurer. The Public Administrator must notify the Cook County Treasurer in writing of the identity of the individuals entitled to it and, if known, their last known address. The Cook County Treasurer must give the Public Administrator a receipt that must be filed in court. The person entitled to the money deposited may obtain it, plus interest, upon application to the court and with satisfactory proof of right.
- Revenue is realized for the benefit of the County by the award of Administrator's fees and interest earned thereon by the Public Administrator as payment for our administration of the estates to which we are appointed by the Court pursuant to the Probate Act. These sums are, in turn, turned over to the Cook County Comptroller directly by this office.
- The revenues collected by this office are earned by the discharge of our statutory duties through these processes and turned over to the Treasurer and Comptroller as may be the case called for by law. Our operating budget, in turn, is returned to us from these assets and earned fees.

Discussion of 2011 Activities and 2012 Initiatives

Investigations: Receive 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 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: Send proper notice to claimants to file claims with Court. Document all Claim Orders in each file.

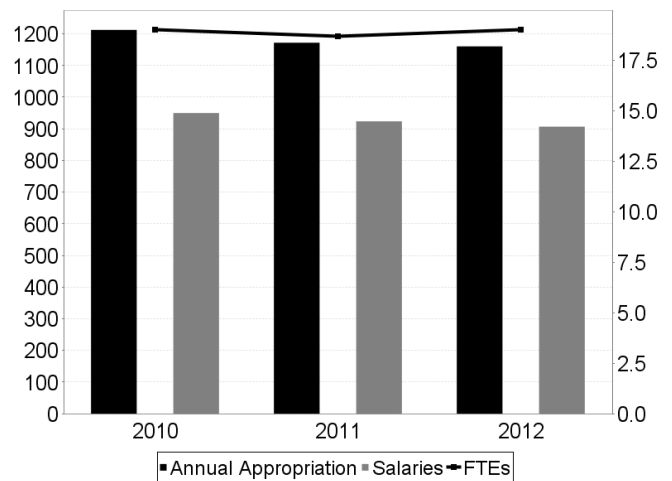
Collections Bank Accounts/Stocks and Bonds: Collect all bank accounts and Stocks and Bonds of decedent's' pursuant to Court Order. Coordinate with Banks and Brokerage Houses to collect all assets of decedents.

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

Bookkeeping: Maintain accurate accounts of all decedent's. Cut checks and make deposit for all decedent's accounts.

Final Accounts: Complete final accounts of decedent's 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.

Appropriations (\$ thousands)			
Fund Category	2010 Adopted	2011 Adopted	2012 Recommended
General	1,212.5	1,172.0	1,160.5
Total	1,212.5	1,172.0	1,160.5
	Adopted	Adopted	Recommended
FTE Positions	19.0	18.7	19.0



DEPARTMENT OVERVIEW
390 PUBLIC ADMINISTRATOR

S.T.A.R. Goals/Key Performance Indicators

- 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.

•It is anticipated that FY 2011 will result in accomplishing the following:

FY: 2011 To date:

Estates Closed:64

Estates Opened:77

Investigations:951

Monies Deposited to County:\$3,804,072.23

Revenue/Interest: \$778,178.79

•In the past years we have accomplished the following:

FY: 2010

Estates Closed:110

Estates Opened:81

Investigations:1,269

Monies Deposited to County:\$3,307,785.23

Revenue/Interest: \$952,579.84

FY: 2009

Estates Closed:84

Estates Opened:77

Investigations:1,221

Monies Deposited to County:\$2,082,425.66

Revenue/Interest: \$792,986.30

FY: 2008

Estates Closed:94

Estates Opened:92

Investigations:1,243

Monies Deposited to County:\$3,659,126.53

Revenue/Interest:\$1,760,247.42

FY: 2007

Estates Closed:93

Estates Opened:75

Investigations:1,216

Monies Deposited to County:\$4,223,840.88

Revenue/Interest:\$1,498,560.90

FY: 2006

Estates Closed:88

Estates Opened:81

Investigations:1,215

Monies Deposited to County:\$2,848,865.84

Revenue/Interest:\$4,166,924.79

Programs

Office of the Public Administrator

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. The services provided by the Public Administrator are to:

- 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 estates.
- Investigate existence of heirs.

DISTRIBUTION BY APPROPRIATION CLASSIFICATION
DEPARTMENT 390 - PUBLIC ADMINISTRATOR

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(717) New/Replacement Capital Equipment - 71700390					
579/560450 Computer Equipment	15,946.00				
	15,946.00				
Total Capital Equipment Request Total	15,946.00				

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

DEPARTMENT 390 - PUBLIC ADMINISTRATOR

Job Code	Title	Grade	2011 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	81,016	1.0	82,602	1.0	82,602
0644	Assistant to Public Administrator	21	1.0	76,813	1.0	78,370	1.0	78,370
0252	Business Manager II	20	1.0	60,243	1.0	61,423	1.0	61,423
0048	Administrative Assistant III	16	1.0	42,771	1.0	43,606	1.0	43,606
			4.0	\$260,843	4.0	\$266,001	4.0	\$266,001
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	125,836	2.0	126,596	2.0	126,596
0638	Investigator I	14	2.0	87,746	2.0	89,601	2.0	89,601
			5.0	\$295,192	5.0	\$297,808	5.0	\$297,808
03 Clerical								
01 Clerical - 3900644								
0907	Clerk V	11	5.0	192,283	5.0	195,319	5.0	195,319
0935	Stenographer IV	11	4.7	175,362	5.0	184,731	5.0	184,731
			9.7	\$367,645	10.0	\$380,050	10.0	\$380,050
Total Salaries and Positions			18.7	\$923,680	19.0	\$943,859	19.0	\$943,859
Turnover Adjustment						(36,988)		(36,988)
Operating Funds Total			18.7	\$923,680	19.0	\$906,871	19.0	\$906,871

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

Grade	2011 Current		Department Request		President's Recommendation	
	FTE Pos.	Salaries	FTE Pos.	Salaries	FTE Pos.	Salaries
AT	1.0	81,016	1.0	82,602	1.0	82,602
21	1.0	76,813	1.0	78,370	1.0	78,370
20	2.0	141,853	2.0	143,034	2.0	143,034
18	2.0	125,836	2.0	126,596	2.0	126,596
16	1.0	42,771	1.0	43,606	1.0	43,606
14	2.0	87,746	2.0	89,601	2.0	89,601
11	9.7	367,645	10.0	380,050	10.0	380,050
Total Salaries and Positions	18.7	\$923,680	19.0	\$943,859	19.0	\$943,859
Turnover Adjustment				(36,988)		(36,988)
Operating Funds Total	18.7	\$923,680	19.0	\$906,871	19.0	\$906,871

