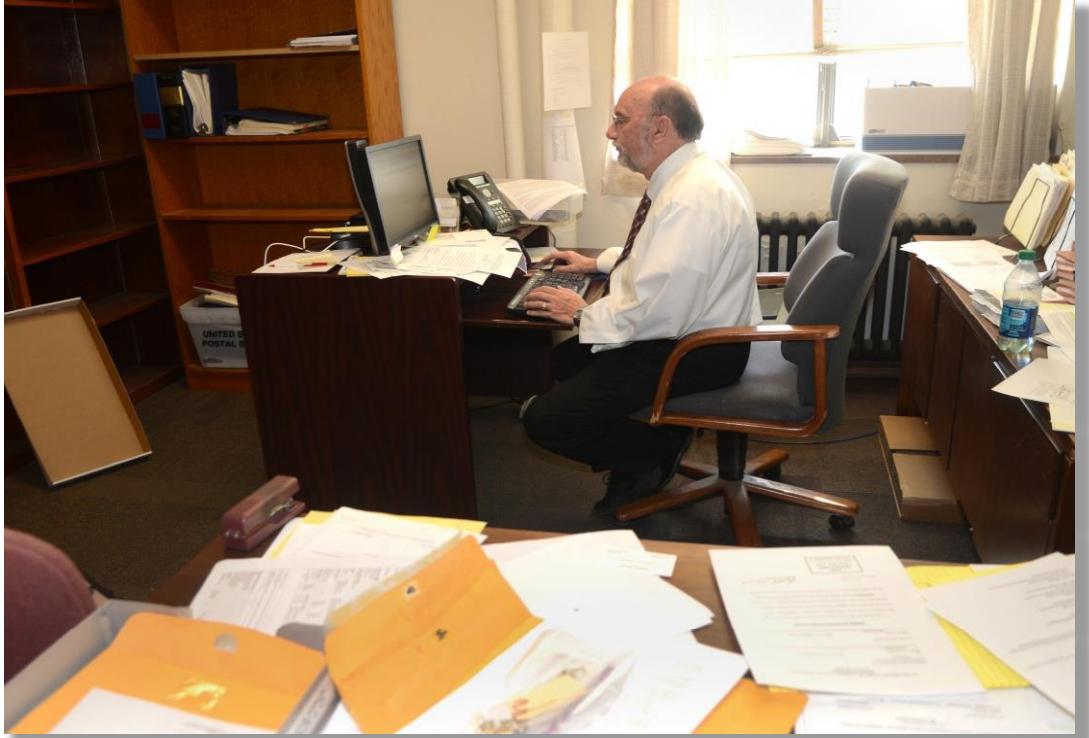


# Public Administrator

## Department Overview



The Public Administrator serves as guardian, conservator, and administrator of those estates to which he is appointed by the Probate Division of the Circuit Court. He is charged with following the statutory requirements for funds management, care of individuals, and conservation of funds as more specifically set out in the Missouri Probate Code.

The Public Administrator is guided by the principle that when acting as professional fiduciary and advocate to act ethically and in each person's best interests and benefit, to foster autonomy, justice and integrity, and do so in a manner worthy of the public trust.

# Public Administration

Staffing by FTE (Full Time Equivalent)

	Adopted Budget 2013	Adopted Budget 2014	Adopted Budget 2015	Adopted Budget 2016	Adopted Budget 2017
Public Administrator	1	1	1	1	1
Chief Deputy Pub. Admin.	2	2	2	2	1
Accounting Clerk	0	0	0	0	0
Asst to Care Manager	0	0	0	0	0
Bookkeeper	1	1	1	1	1
Bookkeeping Supervisor	1	1	1	1	1
Care Manager	4	4	5	5	5
Care Manager Sup	1	1	1	1	1
Clerk	1	1	1	1	1
Database Supervisor	1	1	1	1	1
Entitlements Technician	2	2	3	3	3
Lead Care Manager	2	2	2	2	2
Legal Assistant	2	2	3	3	3
Legal Counsel	2	2	2	2	3
Nurse	1	1	1	1	1
Property & Investment Coord.	1	1	1	1	1
Secretary	1	1	1	1	1
PT Entitlements Clerk	0	0	0	0	0
	<b>23</b>	<b>23</b>	<b>26</b>	<b>26</b>	<b>26</b>

## BUDGET OVERVIEW PUBLIC ADMINISTRATOR

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<u>Account Type</u>	2015 Actual	2016 Adopted	Exp. as of 12/31/2016	2017 Adopted
Salaries	\$ 1,496,539	\$ 1,577,343	\$ 1,492,216	\$ 1,602,641
Contractual Services	107,019	94,977	129,919	97,583
Supplies	6,466	3,190	3,622	2,900
Capital Outlay	10,676	3,500	1,834	3,500
	<u>\$ 1,620,700</u>	<u>\$ 1,679,010</u>	<u>\$ 1,627,592</u>	<u>\$ 1,706,624</u>
<u>Fund</u>				
General Fund	201,771	204,173	196,952	207,634
Health Fund	1,418,929	1,474,837	1,430,640	1,498,990
	<u>\$ 1,620,700</u>	<u>\$ 1,679,010</u>	<u>\$ 1,627,592</u>	<u>\$ 1,706,624</u>

**Public Administrator  
3501**

Line Item Description	Previous Year			Budget Year		
	2015 Actual	2016 Adopted	Exp. as of 12/31/2016	2017 Request	2017 Rec.	2017 Adopted
<b>ALL FUNDS</b>						
5010 Regular Salaries	\$ 1,074,718	\$ 1,139,008	\$ 1,064,512	\$ 1,120,868	\$ 1,120,868	\$ 1,143,285
5020 Seasonal Salaries	240	-	-	-	-	-
5025 Part Time Salaries	-	-	-	-	-	-
5030 Over Time Salaries	11,343	-	320	-	-	-
5040 FICA Taxes	81,981	87,133	79,239	85,747	85,747	87,462
5050 Pension Contributions	153,089	155,731	155,731	153,394	153,394	156,876
5060 Insurance Benefits	175,168	195,471	192,414	215,018	215,018	215,018
5061 Insurance Fixed Cost and Dental	-	-	-	-	-	-
5062 HSA Contribution	-	-	-	-	-	-
<b>Total Salaries</b>	<b>1,496,539</b>	<b>1,577,343</b>	<b>1,492,216</b>	<b>1,575,027</b>	<b>1,575,027</b>	<b>1,602,641</b>
6110 Postage	4,837	6,000	6,734	6,000	6,000	6,000
6120 Car Allowance & Mileage	66,504	55,405	59,041	56,083	56,083	56,083
6230 Printing	573	500	994	500	500	500
6641 Copier Rental/Maintenance	2,243	3,600	2,229	3,600	3,600	3,600
6662 Software Maintenance	493	1,000	-	1,000	1,000	1,000
6710 Dues & Memberships	2,440	2,730	2,716	2,760	2,760	2,760
6750 Education Benefits	1,938	850	2,098	2,500	2,500	2,500
6760 Court Costs/Investigation Servs	2,126	1,250	1,959	1,500	1,500	1,500
6790 Other Contractual Services	12,841	17,742	11,687	17,740	17,740	17,740
6010 Auditing & Accounting Services	4,992	4,900	4,900	4,900	4,900	4,900
6080 Other Professional Services	-	-	35,000	-	-	-
6140 Travel Expense	8,033	1,000	2,561	1,000	1,000	1,000
<b>Total Contractual Services</b>	<b>107,019</b>	<b>94,977</b>	<b>129,919</b>	<b>97,583</b>	<b>97,583</b>	<b>97,583</b>
7010 Office Supplies	5,818	2,500	3,265	2,500	2,500	2,500
7020 Reference Books/Publications	648	690	357	400	400	400
<b>Total Supplies</b>	<b>6,466</b>	<b>3,190</b>	<b>3,622</b>	<b>2,900</b>	<b>2,900</b>	<b>2,900</b>
8150 Office Furniture & Fixtures	-	-	1,008	-	-	-
8160 Radio/Communications Equipment	4,446	-	-	-	-	-
8171 Personal Computer/Accessories	6,230	3,500	826	3,500	3,500	3,500
<b>Total Capital Outlay</b>	<b>10,676</b>	<b>3,500</b>	<b>1,834</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>Total Public Administrator</b>	<b>\$ 1,620,700</b>	<b>\$ 1,679,010</b>	<b>\$ 1,627,592</b>	<b>\$ 1,679,010</b>	<b>\$ 1,679,010</b>	<b>\$ 1,706,624</b>

**Public Administrator  
3501**

Line Item Description	Previous Years			Budget Year		
	2015 Actual	2016 Adopted	Exp. as of 12/31/2016	2017 Request	2017 Rec.	2017 Adopted
<b>General Fund</b>						
5010 Regular Salaries	\$ 144,559	\$ 150,973	\$ 140,492	\$ 148,365	\$ 148,365	\$ 151,332
5025 Part Time Salaries	-	-	-	-	-	-
5030 Over Time Salaries	1,645	-	46	-	-	-
5040 FICA Taxes	11,074	11,548	10,520	11,350	11,350	11,577
5050 Pension Contributions	13,181	13,455	13,455	13,353	13,353	13,620
5060 Insurance Benefits	22,087	26,172	23,951	28,789	28,789	28,789
5061 Insurance Fixed Cost and Dental	-	-	-	-	-	-
5062 HSA Contribution	-	-	-	-	-	-
<b>Total Salaries</b>	<b>192,546</b>	<b>202,148</b>	<b>188,464</b>	<b>201,857</b>	<b>201,857</b>	<b>205,318</b>
6110 Postage	49	500	-	500	500	500
6120 Car Allowance & Mileage	9,176	783	7,814	1,083	1,083	1,083
6230 Printing	-	-	-	-	-	-
6641 Copier Rental/Maintenance	-	-	-	-	-	-
6662 Software Maintenance	-	-	-	-	-	-
6710 Dues & Memberships	-	-	-	-	-	-
6750 Education Benefits	-	-	-	-	-	-
6760 Court Costs/Investigation Servs	-	-	-	-	-	-
6790 Other Contractual Services	-	742	673	733	733	733
<b>Total Contractual Services</b>	<b>9,225</b>	<b>2,025</b>	<b>8,488</b>	<b>2,316</b>	<b>2,316</b>	<b>2,316</b>
7010 Office Supplies	-	-	-	-	-	-
7020 Reference Books/Publications	-	-	-	-	-	-
<b>Total Supplies</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total General Fund</b>	<b>\$ 201,771</b>	<b>\$ 204,173</b>	<b>\$ 196,952</b>	<b>\$ 204,173</b>	<b>\$ 204,173</b>	<b>\$ 207,634</b>
<b>Health Fund</b>						
5010 Regular Salaries	\$ 930,158	\$ 988,035	\$ 924,020	\$ 972,503	\$ 972,503	\$ 991,953
5020 Seasonal Salaries	240	-	-	-	-	-
5025 Part Time Salaries	-	-	-	-	-	-
5030 Over Time Salaries	9,698	-	274	-	-	-
5040 FICA Taxes	70,907	75,585	68,719	74,397	74,397	75,885
5050 Pension Contributions	139,908	142,276	142,276	140,041	140,041	143,256
5060 Insurance Benefits	153,081	169,299	168,463	186,229	186,229	186,229
5061 Insurance Fixed Cost and Dental	-	-	-	-	-	-
5062 HSA Contribution	-	-	-	-	-	-
<b>Total Salaries</b>	<b>1,303,993</b>	<b>1,375,195</b>	<b>1,303,752</b>	<b>1,373,170</b>	<b>1,373,170</b>	<b>1,397,323</b>
6010 Auditing & Accounting Services	4,992	4,900	4,900	4,900	4,900	4,900
6080 Other Professional Services	-	-	35,000	-	-	-
6110 Postage	4,788	5,500	6,734	5,500	5,500	5,500

**Public Administrator  
3501**

Line Item Description	Previous Years			Budget Year		
	2015 Actual	2016 Adopted	Exp. as of 12/31/2016	2017 Request	2017 Rec.	2017 Adopted
6120 Car Allowance & Mileage	57,328	54,622	51,227	55,000	55,000	55,000
6140 Travel Expense	8,033	1,000	2,561	1,000	1,000	1,000
6230 Printing	573	500	994	500	500	500
6641 Copier Rental/Maintenance	2,243	3,600	2,229	3,600	3,600	3,600
6662 Software Maintenance	493	1,000	-	1,000	1,000	1,000
6710 Dues & Memberships	2,440	2,730	2,716	2,760	2,760	2,760
6750 Education Benefits	1,938	850	2,098	2,500	2,500	2,500
6760 Court Costs/Investigation Servs	2,126	1,250	1,959	1,500	1,500	1,500
6790 Other Contractual Services	12,841	17,000	11,013	17,007	17,007	17,007
<b>Total Contractual Services</b>	<b>97,794</b>	<b>92,952</b>	<b>121,432</b>	<b>95,267</b>	<b>95,267</b>	<b>95,267</b>
7010 Office Supplies	5,818	2,500	3,265	2,500	2,500	2,500
7020 Reference Books/Publications	648	690	357	400	400	400
<b>Total Supplies</b>	<b>6,466</b>	<b>3,190</b>	<b>3,622</b>	<b>2,900</b>	<b>2,900</b>	<b>2,900</b>
8150 Office Furniture & Fixtures	-	-	1,008	-	-	-
8160 Radio/Communications Equipment	4,446	-	-	-	-	-
8171 Personal Computer/Accessories	6,230	3,500	826	3,500	3,500	3,500
<b>Total Capital Outlay</b>	<b>10,676</b>	<b>3,500</b>	<b>1,834</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>Total Health Fund</b>	<b>\$ 1,418,929</b>	<b>\$ 1,474,837</b>	<b>\$ 1,430,640</b>	<b>\$ 1,474,837</b>	<b>\$ 1,474,837</b>	<b>\$ 1,498,990</b>
<b>Total Public Administrator</b>	<b>\$ 1,620,700</b>	<b>\$ 1,679,010</b>	<b>\$ 1,627,592</b>	<b>\$ 1,679,010</b>	<b>\$ 1,679,010</b>	<b>\$ 1,706,624</b>