

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

FTE (Full Time Equivalent) by Home Department

| Position | 2018 FTEs |
|------------------------------|------------------|
| Public Administrator | 1.0 |
| Chief Deputy Pub. Admin. | 1.0 |
| Billing Clerk | 1.0 |
| Bookkeeper | 1.0 |
| Bookkeeping Supervisor | 1.0 |
| Care Manager | 5.0 |
| Care Manager Sup | 1.0 |
| Clerk | 1.0 |
| Database Supervisor | 1.0 |
| Entitlements Technician | 3.0 |
| Lead Care Manager | 2.0 |
| Legal Counsel | 3.0 |
| Nurse | 1.0 |
| Paralegal | 2.0 |
| Property & Investment Coord. | 1.0 |
| Secretary | 1.0 |
| Senior Paralegal | 1.0 |
| PT Entitlements Clerk | - |
| | <hr/> |
| | 27.0 |

BUDGET OVERVIEW PUBLIC ADMINISTRATOR

| <u>Account Type</u> | 2016 Actual | 2017 Adopted | Exp. as of 12/31/2017 | 2018 Adopted |
|----------------------|--------------------|--------------------|--------------------------|--------------------|
| Salaries | 1,147,502 | 1,602,641 | 1,556,490 | 1,624,354 |
| Contractual Services | 97,738 | 97,583 | 88,284 | 94,576 |
| Supplies | 2,434 | 2,900 | 3,247 | 2,800 |
| Capital Outlay | 1,834 | 3,500 | 3,441 | 3,500 |
| | <u>\$1,249,508</u> | <u>\$1,706,624</u> | <u>\$1,651,462</u> | <u>\$1,725,230</u> |
| <u>Fund</u> | | | | |
| General Fund | 151,431 | 207,634 | 197,909 | 210,440 |
| Health Fund | 1,098,078 | 1,498,990 | 1,453,553 | 1,514,790 |
| | <u>\$1,249,508</u> | <u>\$1,706,624</u> | <u>\$1,651,462</u> | <u>\$1,725,230</u> |

**Public Administrator
3501**

| Line Item Description | Previous Year | Current Year | Budget Year | | |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2016 | 2017 | 2018 | 2018 | 2018 |
| | Actual | Adopted | Request | Rec. | Adopted |
| ALL FUNDS | | | | | |
| 5010 Regular Salaries | \$ 1,064,512 | \$ 1,143,285 | \$ 1,114,895 | \$ 1,114,895 | \$ 1,137,193 |
| 5025 Part Time Salaries | - | - | - | - | - |
| 5030 Over Time Salaries | 320 | - | - | - | - |
| 5040 FICA Taxes | 79,239 | 87,462 | 85,290 | 85,290 | 86,996 |
| 5050 Pension Contributions | 155,731 | 156,876 | 150,950 | 150,950 | 153,969 |
| 5060 Insurance Benefits | 192,414 | 215,018 | 246,196 | 246,196 | 246,196 |
| 5061 Insurance Fixed Cost and Dental | - | - | - | - | - |
| 5062 HSA Contribution | - | - | - | - | - |
| 5063 Insurance Admin Fee | - | - | - | - | - |
| Total Salaries | 1,492,216 | 1,602,641 | 1,597,331 | 1,597,331 | 1,624,354 |
| 6110 Postage | 6,734 | 6,000 | 6,000 | 6,000 | 6,000 |
| 6120 Car Allowance & Mileage | 59,041 | 56,083 | 52,583 | 52,583 | 52,583 |
| 6230 Printing | 994 | 500 | 500 | 500 | 500 |
| 6641 Copier Rental/Maintenance | 2,229 | 3,600 | 3,600 | 3,600 | 3,600 |
| 6662 Software Maintenance | - | 1,000 | 1,000 | 1,000 | 1,000 |
| 6710 Dues & Memberships | 2,716 | 2,760 | 2,760 | 2,760 | 2,760 |
| 6750 Education Benefits | 2,098 | 2,500 | 2,500 | 2,500 | 2,500 |
| 6760 Court Costs/Investigation Servs | 1,959 | 1,500 | 1,500 | 1,500 | 1,500 |
| 6790 Other Contractual Services | 11,687 | 17,740 | 15,733 | 15,733 | 15,733 |
| 6010 Auditing & Accounting Services | 4,900 | 4,900 | 4,900 | 4,900 | 4,900 |
| 6080 Other Professional Services | 35,000 | - | - | - | - |
| 6140 Travel Expense | 2,561 | 1,000 | 3,500 | 3,500 | 3,500 |
| Total Contractual Services | 129,919 | 97,583 | 94,576 | 94,576 | 94,576 |
| 7010 Office Supplies | 3,265 | 2,500 | 2,500 | 2,500 | 2,500 |
| 7020 Reference Books/Publications | 357 | 400 | 300 | 300 | 300 |
| Total Supplies | 3,622 | 2,900 | 2,800 | 2,800 | 2,800 |
| 8150 Office Furniture & Fixtures | 1,008 | - | - | - | - |
| 8171 Personal Computer/Accessories | 826 | 3,500 | 3,500 | 3,500 | 3,500 |
| Total Capital Outlay | 1,834 | 3,500 | 3,500 | 3,500 | 3,500 |
| Total Public Administrator | \$ 1,627,592 | \$ 1,706,624 | \$ 1,698,207 | \$ 1,698,207 | \$ 1,725,230 |

**Public Administrator
3501**

| Line Item Description | Previous Year | Current Year | Budget Year | | |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2016 | 2017 | 2018 | 2018 | 2018 |
| | Actual | Adopted | Request | Rec. | Adopted |
| General Fund | | | | | |
| 5010 Regular Salaries | \$ 140,492 | \$ 151,332 | \$ 147,215 | \$ 147,215 | \$ 150,159 |
| 5025 Part Time Salaries | - | - | - | - | - |
| 5030 Over Time Salaries | 46 | - | - | - | - |
| 5040 FICA Taxes | 10,520 | 11,577 | 11,262 | 11,262 | 11,487 |
| 5050 Pension Contributions | 13,455 | 13,620 | 13,249 | 13,249 | 13,514 |
| 5060 Insurance Benefits | 23,951 | 28,789 | 32,964 | 32,964 | 32,964 |
| 5061 Insurance Fixed Cost and Dental | - | - | - | - | - |
| 5062 HSA Contribution | - | - | - | - | - |
| 5063 Insurance Admin Fee | - | - | - | - | - |
| Total Salaries | 188,464 | 205,318 | 204,690 | 204,690 | 208,124 |
| 6110 Postage | - | 500 | 500 | 500 | 500 |
| 6120 Car Allowance & Mileage | 7,814 | 1,083 | 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 | 673 | 733 | 733 | 733 | 733 |
| Total Contractual Services | 8,488 | 2,316 | 2,316 | 2,316 | 2,316 |
| 7010 Office Supplies | - | - | - | - | - |
| 7020 Reference Books/Publications | - | - | - | - | - |
| Total Supplies | - | - | - | - | - |
| Total General Fund | \$ 196,952 | \$ 207,634 | \$ 207,006 | \$ 207,006 | \$ 210,440 |
| Health Fund | | | | | |
| 5010 Regular Salaries | \$ 924,020 | \$ 991,953 | \$ 967,680 | \$ 967,680 | \$ 987,034 |
| 5025 Part Time Salaries | - | - | - | - | - |
| 5030 Over Time Salaries | 274 | - | - | - | - |
| 5040 FICA Taxes | 68,719 | 75,885 | 74,028 | 74,028 | 75,509 |
| 5050 Pension Contributions | 142,276 | 143,256 | 137,701 | 137,701 | 140,455 |
| 5060 Insurance Benefits | 168,463 | 186,229 | 213,232 | 213,232 | 213,232 |
| 5061 Insurance Fixed Cost and Dental | - | - | - | - | - |
| 5062 HSA Contribution | - | - | - | - | - |
| 5063 Insurance Admin Fee | - | - | - | - | - |

**Public Administrator
3501**

| | Previous Year | Current Year | Budget Year | | |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | 2016 Actual | 2017 Adopted | 2018 Request | 2018 Rec. | 2018 Adopted |
| Total Salaries | 1,303,752 | 1,397,323 | 1,392,641 | 1,392,641 | 1,416,230 |
| 6010 Auditing & Accounting Services | 4,900 | 4,900 | 4,900 | 4,900 | 4,900 |
| 6080 Other Professional Services | 35,000 | - | - | - | - |
| 6110 Postage | 6,734 | 5,500 | 5,500 | 5,500 | 5,500 |
| 6120 Car Allowance & Mileage | 51,227 | 55,000 | 51,500 | 51,500 | 51,500 |
| 6140 Travel Expense | 2,561 | 1,000 | 3,500 | 3,500 | 3,500 |
| 6230 Printing | 994 | 500 | 500 | 500 | 500 |
| 6641 Copier Rental/Maintenance | 2,229 | 3,600 | 3,600 | 3,600 | 3,600 |
| 6662 Software Maintenance | - | 1,000 | 1,000 | 1,000 | 1,000 |
| 6710 Dues & Memberships | 2,716 | 2,760 | 2,760 | 2,760 | 2,760 |
| 6750 Education Benefits | 2,098 | 2,500 | 2,500 | 2,500 | 2,500 |
| 6760 Court Costs/Investigation Servs | 1,959 | 1,500 | 1,500 | 1,500 | 1,500 |
| 6790 Other Contractual Services | 11,013 | 17,007 | 15,000 | 15,000 | 15,000 |
| Total Contractual Services | 121,432 | 95,267 | 92,260 | 92,260 | 92,260 |
| 7010 Office Supplies | 3,265 | 2,500 | 2,500 | 2,500 | 2,500 |
| 7020 Reference Books/Publications | 357 | 400 | 300 | 300 | 300 |
| Total Supplies | 3,622 | 2,900 | 2,800 | 2,800 | 2,800 |
| 8150 Office Furniture & Fixtures | 1,008 | - | - | - | - |
| 8171 Personal Computer/Accessories | 826 | 3,500 | 3,500 | 3,500 | 3,500 |
| Total Capital Outlay | 1,834 | 3,500 | 3,500 | 3,500 | 3,500 |
| Total Health Fund | \$ 1,430,640 | \$ 1,498,990 | \$ 1,491,201 | \$ 1,491,201 | \$ 1,514,790 |
| Total Public Administrator | \$ 1,627,592 | \$ 1,706,624 | \$ 1,698,207 | \$ 1,698,207 | \$ 1,725,230 |