

# Public Administrator

Department Number 1200

## Mission

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The office of the Public Administrator was created under RSMo 473.730. The duty of the Public Administrator, as set forth in RSMo 473.743, is to take into charge and custody the estates of all deceased persons, and the person and estates of all minors, and the estates or person and estate of all incapacitated persons in their county, in the following cases:

- When a stranger dies intestate in the county without relations, or dies leaving a will, and the personal representative named is absent, or fails to qualify;
- When persons die intestate without any known heirs;
- When persons unknown die or are found dead in the county;
- When money, property, papers or other estate are left in a situation exposed to loss or damage, and no other person administers on the same;
- When any estate of any person who dies intestate therein, or elsewhere, is left in the county liable to be injured, wasted, or lost; when the intestate does not leave a known husband, widow, or heirs in this state;
- The persons of all minors under the age of fourteen years, whose parents are deceased, and who have no legal guardian or conservator;
- The estates of all minors whose parents are deceased, or, if living, refuse or neglect to qualify as conservator, or, having qualified have been removed, or are, from any cause, incompetent to act as such conservator, and who have no one authorized by law to take care of and manage their estate;
- The estates or person and estate of all disabled or incapacitated persons in this county who have no legal guardian or conservator, and no one competent to take charge of such estate or to act as such guardian or conservator, can be found, or is known to the court having jurisdiction, who will qualify;
- Where from any other good cause, the court shall order them to take possession of any estate to prevent its being injured, wasted, purloined or lost.

As guardian, the Public Administrator acts in the ward's best interest by providing for appropriate care, treatment, habilitation, education, support and maintenance. An annual report is filed with Probate Court documenting information concerning the care, placement and condition of each designated ward as well as the frequency and nature of personal contact made throughout the year.

As conservator, the Public Administrator investigates and administers estates; protects property from waste, loss or theft; conducts thorough investigations to discover assets; liquidates assets at public sales and/or distributes assets to appropriate heirs; pays bills and taxes; locates persons entitled to receive inheritances; and makes appropriate burial arrangements when necessary. Each year a detailed settlement of accounts must be filed with the court.

The Public Administrator acts under the authority of the Missouri Circuit Court, Probate Division.

**Budget Highlights**

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There are no significant changes to this budget.

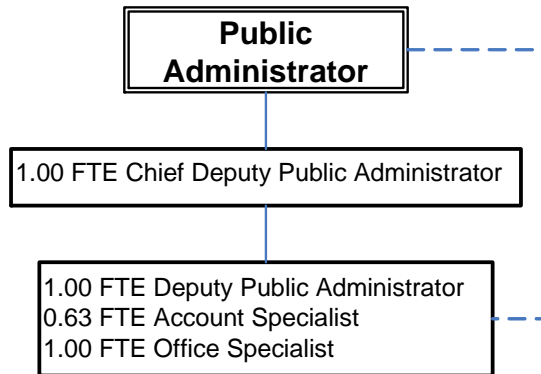
**Personnel Detail**

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Position Title	2008	2009	2010	2009-2010
	Full-time Equivalent	Full-time Equivalent	Full-time Equivalent	Change
Public Administrator (Elected)	1.00	1.00	1.00	-
Chief Deputy Public Administrator	1.00	1.00	1.00	-
Deputy Public Administrator	1.00	1.00	1.00	-
Account Specialist	1.00	1.00	0.63	(0.37)
Office Specialist	0.50	0.50	1.00	0.50
<b>Total FTEs</b>	<u>4.50</u>	<u>4.50</u>	<u>4.63</u>	<u>0.13</u>
Overtime	\$ 500	\$ 500	\$ 500	\$ -

**Organizational Chart**

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**Annual Budget**

1200 PUBLIC ADMINISTRATOR  
100 GENERAL FUND

ACCT	DESCRIPTION	2008 ACTUAL	2009 BUDGET + REVISIONS	2009 PROJECTED	2010 CORE REQUEST	2010 SUPPLEMENTAL REQUEST	2010 ADOPTED BUDGET	%CHG FROM PY BUD
3559	PUBLIC ADM. FEES	149,795	110,000	110,000	110,000	0	110,000	0
	SUBTOTAL *****	149,795	110,000	110,000	110,000	0	110,000	0
	TOTAL REVENUES *****	149,795	110,000	110,000	110,000	0	110,000	0
	PERSONAL SERVICES							
10100	SALARIES & WAGES	204,978	203,902	204,891	204,250	61,116	204,250	0
10110	OVERTIME	0	500	500	500	0	500	0
10200	FICA	14,798	15,636	15,491	15,663	4,675	15,663	0
10300	HEALTH INSURANCE	23,750	23,750	23,750	23,750	9,500	23,750	0
10325	DISABILITY INSURANCE	725	756	756	755	226	755	0
10350	LIFE INSURANCE	264	265	265	265	106	265	0
10375	DENTAL INSURANCE	1,780	1,780	1,780	1,780	712	1,780	0
10400	WORKERS COMP	873	694	694	593	208	593	14-
10500	401(A) MATCH PLAN	1,690	2,925	1,665	1,755	1,300	1,755	40-
10600	UNEMPLOYMENT BENEFITS	0	1,963	0	0	0	0	0
	SUBTOTAL *****	248,859	252,171	249,792	249,311	77,843	249,311	1-
	MATERIALS & SUPPLIES							
23000	OFFICE SUPPLIES	1,455	2,000	2,100	2,100	0	2,100	5
23001	PRINTING	680	900	1,169	1,000	0	1,000	11
23015	COMPUTER SUPPLIES	0	50	0	0	0	0	0
23018	PRINTER SUPPLIES	464	1,200	1,200	1,200	0	1,200	0
23050	OTHER SUPPLIES	0	100	0	0	0	0	0
23850	MINOR EQUIP & TOOLS (<\$1000)	0	190	190	700	0	700	268
	SUBTOTAL *****	2,600	4,440	4,659	5,000	0	5,000	12
	DUES TRAVEL & TRAINING							
37000	DUES	170	270	0	0	0	0	0
37210	TRAINING/SCHOOLS	400	500	500	650	0	650	30
37220	TRAVEL (AIRFARE, MILEAGE, ETC)	375	700	0	500	0	500	28-
37230	MEALS & LODGING-TRAINING	1,381	1,205	1,205	1,250	0	1,250	3
	SUBTOTAL *****	2,326	2,675	1,705	2,400	0	2,400	10-
	UTILITIES							
48000	TELEPHONES	1,752	1,700	2,100	2,050	0	2,050	20
48050	CELLULAR TELEPHONES	1,169	2,000	856	1,200	0	1,200	40-
	SUBTOTAL *****	2,922	3,700	2,956	3,250	0	3,250	12-
	VEHICLE EXPENSE							
59200	LOCAL MILEAGE	10,195	13,000	13,000	15,000	0	15,000	15
	SUBTOTAL *****	10,195	13,000	13,000	15,000	0	15,000	15
	EQUIP & BLDG MAINTENANCE							
60050	EQUIP SERVICE CONTRACT	473	700	700	750	0	750	7
60200	EQUIP REPAIRS/MAINTENANCE	0	100	100	150	0	150	50
	SUBTOTAL *****	473	800	800	900	0	900	12
	CONTRACTUAL SERVICES							
71000	INSURANCE AND BONDS	50	50	50	50	0	50	0
71105	LEGAL SERVICES	2,350	2,300	2,300	2,300	0	2,300	0
71107	BANK/CREDIT CARD SERVICE FEES	0	210	0	0	0	0	0
71500	BUILDING USE/RENT CHARGE	22,234	16,077	16,077	15,389	0	15,389	4-
71525	STORAGE CHARGES	241	300	250	300	0	300	0
71600	EQUIP LEASES & METER CHR	59	80	60	60	0	60	25-
	SUBTOTAL *****	24,934	19,017	18,737	18,099	0	18,099	4-
	OTHER							
	SUBTOTAL *****	0	0	0	0	0	0	0
	FIXED ASSET ADDITIONS							
91301	COMPUTER HARDWARE	0	0	0	0	1,500	0	0
91302	COMPUTER SOFTWARE	0	0	0	0	1,220	0	0
92100	REPLCMENT FURN & FIXTURES	0	0	0	0	3,221	0	0
	SUBTOTAL *****	0	0	0	0	5,941	0	0
	TOTAL EXPENDITURES *****	292,311	295,803	291,649	293,960	83,784	293,960	0

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# Medical Examiner

Department Number 1280

## Mission

The Medical Examiner is appointed by the County Commission and is responsible for investigating deaths occurring within Boone County, and working closely with law enforcement authorities, judicial authorities, and state and federal agencies. Additionally, the Medical Examiner processes death certificates, performs autopsies, and maintains written documentation of all investigations, as required by State Statute. All services are obtained through contractual arrangements with the University of Missouri, Department of Pathology and Anatomical sciences within the School of Medicine.

## Budget Highlights

As noted above, the County contracts with the University of Missouri for Medical Examiner services as well as death investigator services, morgue use, testing, and administrative support. This budget includes appropriations for these contractual services.

Fiscal year 2010 is the fourth year of a five-year commitment for the County to appropriate an additional amount toward the cost of facility improvements. The 2010 fiscal year impact is approximately \$29,000; the five-year cost will be \$108,000.

## Annual Budget

1280 MEDICAL EXAMINER  
100 GENERAL FUND

ACCT	DESCRIPTION	2008 ACTUAL	2009 BUDGET + REVISIONS	2009 PROJECTED	2010 CORE REQUEST	2010 SUPPLMENTAL REQUEST	2010 ADOPTED BUDGET	%CHG FROM PY BUD
71101	CONTRACTUAL SERVICES PROFESSIONAL SERVICES	147,209	151,626	151,626	156,175	0	156,175	3
	SUBTOTAL *****	147,209	151,626	151,626	156,175	0	156,175	3
86300	OTHER TESTING	24,999	25,000	25,000	25,000	0	25,000	0
	SUBTOTAL *****	24,999	25,000	25,000	25,000	0	25,000	0
91200	FIXED ASSET ADDITIONS BUILDINGS & IMPROVEMENTS	13,143	20,754	20,754	29,134	0	29,134	40
	SUBTOTAL *****	13,143	20,754	20,754	29,134	0	29,134	40
	TOTAL EXPENDITURES *****	185,352	197,380	197,380	210,309	0	210,309	6

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# District Defender

Department Number 1285

## Mission

The District Defender, previously known as the Public Defender, provides legal defense for all indigent persons charged with criminal offenses who request a District Defender. The District Defender's Office is primarily funded by the State of Missouri. As required by statute, Boone County provides office space and utilities.

## Budget Highlights

There are no significant changes in this budget.

## Annual Budget

1285 PUBLIC DEFENDER								%CHG
100 GENERAL FUND								FROM
ACCT	DESCRIPTION	2008	2009	2009	2010	2010	2010	PY
		ACTUAL	BUDGET +	PROJECTED	CORE	SUPPLMENTAL	ADOPTED	BUD
			REVISIONS		REQUEST	REQUEST	BUDGET	
71500	CONTRACTUAL SERVICES							
	BUILDING USE/RENT CHARGE	33,436	27,373	27,373	30,814	0	30,814	12
	SUBTOTAL *****	33,436	27,373	27,373	30,814	0	30,814	12
	TOTAL EXPENDITURES *****	33,436	27,373	27,373	30,814	0	30,814	12

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# Emergency Services and Dispatch

Department Number 1287

## Mission

This budget accounts for the county's share of the annual operating costs for joint communications/dispatching services and emergency management services. The City of Columbia operates these departments and the County reimburses the City of Columbia pursuant to the terms of applicable cooperative agreements. The County's cost-share ratio of joint communications/dispatching services is adjusted each year. The County's cost share ratio includes costs applicable to Hallsville, Sturgeon, and Ashland Police Departments.

For emergency management services, the County is responsible for 33% of the shared costs. For costs that are not shared with the City of Columbia, the County is responsible for 100%.

## Budget Highlights

There are no significant changes in this budget.

## Annual Budget

1287 EMERGENCY SERVICES & DISPATCH  
100 GENERAL FUND

ACCT	DESCRIPTION	2008 ACTUAL	2009 BUDGET + REVISIONS	2009 PROJECTED	2010 CORE REQUEST	2010 SUPPLMENTAL REQUEST	2010 ADOPTED BUDGET	%CHG FROM PY BUD
71100	CONTRACTUAL SERVICES OUTSIDE SERVICES	569,334	599,889	590,000	510,490	0	510,490	14-
	SUBTOTAL *****	569,334	599,889	590,000	510,490	0	510,490	14-
86670	OTHER EMERGENCY MANAGEMENT	63,024	74,701	74,000	76,050	0	76,050	1
	SUBTOTAL *****	63,024	74,701	74,000	76,050	0	76,050	1
	TOTAL EXPENDITURES *****	632,359	674,590	664,000	586,540	0	586,540	13-

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# E-911 Emergency Telephone

Department Number 2020

## **Mission**

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The County Commission is the appropriating authority for this budget. This budget accounts for the revenues derived from a 1985 voter-approved 2% telephone tax. The tax is authorized in RSMo 190.305. When the tax was approved in 1985, it was used to pay for significant equipment costs associated with acquiring and implementing enhanced 911 technologies. Since then the revenues have paid for equipment maintenance, upgrades, and replacement as well as other operating costs. The tax revenues are not sufficient to pay for the operating cost of the Joint Communications Information Center (JCIC). JCIC costs are allocated to the City of Columbia, Boone County, local hospitals and the Boone County Fire Protection District. (The county's share of the JCIC operating budget is accounted for in the General Fund; see department number 1287.)

Since 1985, the revenues have been used to pay for certain recurring operational charges associated with the initial equipment purchase as well as finance routine equipment upgrades and replacements.

## **Budget Highlights**

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The annual budget includes amounts for monthly trunk and line charges associated with the E-911 system as well as applicable maintenance coverage. It also pays for a part-time data entry clerk.

The FY 2009 budget included funding to replace the audio voice logger/recorder equipment; the FY 2010 budget does not include any such appropriations. There are no other significant changes to this budget.

**Annual Budget**

2020 E-911 EMERGENCY TELEPHONE  
 202 E-911 EMERGENCY TELEPHONE

ACCT	DESCRIPTION	2008 ACTUAL	2009 BUDGET + REVISIONS	2009 PROJECTED	2010 CORE REQUEST	2010 SUPPLMENTAL REQUEST	2010 ADOPTED BUDGET	%CHG FROM PY BUD
3120	EMERGENCY TELEPHONE TAX	234,060	220,800	234,000	234,000	0	234,000	5
	SUBTOTAL *****	234,060	220,800	234,000	234,000	0	234,000	5
	INTEREST							
3711	INT-OVERNIGHT	487	550	220	220	0	220	60-
3712	INT-LONG TERM INVEST	6,592	5,200	3,700	3,700	0	3,700	28-
3798	INC/DEC IN FV OF INVESTMENTS	12,244	8,250	500	500	0	500	93-
	SUBTOTAL *****	19,324	14,000	4,420	4,420	0	4,420	68-
	MISCELLANEOUS							
	SUBTOTAL *****	0	0	0	0	0	0	0
	TOTAL REVENUES *****	253,384	234,800	238,420	238,420	0	238,420	1
60050	EQUIP & BLDG MAINTENANCE EQUIP SERVICE CONTRACT	42,819	44,000	44,000	44,000	0	44,000	0
	SUBTOTAL *****	42,819	44,000	44,000	44,000	0	44,000	0
	CONTRACTUAL SERVICES							
71100	OUTSIDE SERVICES	103,110	105,300	105,000	105,900	0	105,900	0
71110	CONTRACT LABOR	31,714	33,000	31,682	33,500	0	33,500	1
	SUBTOTAL *****	134,824	138,300	136,682	139,400	0	139,400	0
	FIXED ASSET ADDITIONS							
91301	COMPUTER HARDWARE	36,220	0	0	0	0	0	0
92300	REPLCMENT MACH & EQUIP	0	65,000	32,179	0	0	0	0
	SUBTOTAL *****	36,220	65,000	32,179	0	0	0	0
	TOTAL EXPENDITURES *****	213,863	247,300	212,861	183,400	0	183,400	25-

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# Law Enforcement/Judicial Information System Law Enforcement Sales Tax

Department Number 2905

## Mission

This department accounts for the appropriations from the Law Enforcement Services Fund (fund number 290) for developing and implementing a county-wide judicial information system. Revenues of the Law Enforcement Services Fund are derived from a one-eighth cent sales tax approved by voters, which became effective January 1, 2003.

The County Commission administers this budget, with the input and collaboration of law enforcement and judicial officials.

## Budget Highlights

This budget includes funding for the monthly charges for the fiber optics infrastructure related to the Sheriff and Jail facilities as well appropriations for the annual software maintenance for the Prosecuting Attorney's information system, (KARPEL) and the document management system for the Jail.

There are no significant changes to this budget.

## Annual Budget

2905 LE/JUDICIAL INFO SYS-LESALESTX  
290 LAW ENFORCEMENT SERVICES FUND

ACCT	DESCRIPTION	2008 ACTUAL	2009 BUDGET + REVISIONS	2009 PROJECTED	2010 CORE REQUEST	2010 SUPPLEMENTAL REQUEST	2010 ADOPTED BUDGET	%CHG FROM PY BUD
	UTILITIES							
48002	DATA COMMUNICATIONS	19,213	19,176	19,176	19,176	0	19,176	0
	SUBTOTAL *****	19,213	19,176	19,176	19,176	0	19,176	0
	CONTRACTUAL SERVICES							
70050	SOFTWARE SERVICE CONTRACT	13,940	16,016	15,500	15,975	0	15,975	0
71101	PROFESSIONAL SERVICES	5,200	11,500	5,000	0	0	0	0
	SUBTOTAL *****	19,140	27,516	20,500	15,975	0	15,975	41-
	OTHER							
86850	CONTINGENCY	0	400	0	0	0	0	0
	SUBTOTAL *****	0	400	0	0	0	0	0
	FIXED ASSET ADDITIONS							
91301	COMPUTER HARDWARE	0	1,200	980	0	0	0	0
91302	COMPUTER SOFTWARE	6,070	4,832	483	0	0	0	0
92301	REPLC COMPUTER HDWR	0	600	600	0	0	0	0
92302	REPLC COMPUTER SOFTWARE	0	3,300	3,150	0	0	0	0
	SUBTOTAL *****	6,070	9,932	5,213	0	0	0	0
	TOTAL EXPENDITURES *****	44,424	57,024	44,889	35,151	0	35,151	38-

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