

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2019-2020**

Department: **PUBLIC GUARDIAN
(08020)**
Function: **Public Asst./Pub. Protection**
Activity: **Other Protection**
Fund: **General**

	ACTUAL EXPENDITURES <u>2017-18</u>	BOARD APPROVED EXPENDITURES <u>2018-19</u>	DEPARTMENT REQUEST <u>2019-20</u>	CAO RECOMMENDED <u>2019-20</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
661300 Estate Fees	60,000	60,000	90,000	90,000
TOTAL CHARGES FOR CURRENT SERVICES	60,000	60,000	90,000	90,000
MISCELLANEOUS REVENUE				
670000 INTRAFUND REVENUE	49,700	139,700	139,700	139,700
TOTAL CHARGES FOR MISCELLANEOUS REVENUE	49,700	139,700	139,700	139,700
<u>TOTAL ESTIMATED REVENUES</u>	<u>109,700</u>	<u>199,700</u>	<u>229,700</u>	<u>229,700</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	199,500	215,500	240,842	240,842
710103 Extra Help	0	15,684	26,564	26,564
710200 Retirement	65,176	68,529	68,529	68,529
710300 Health Insurance	41,892	47,739	47,739	47,739
710400 Workers' Compensation Insurance	1,379	1,379	1,379	1,379
TOTAL SALARIES & EMPLOYEE BENEFITS	307,947	348,831	385,053	385,053
SERVICES & SUPPLIES				
720300 Communications	2,400	2,800	2,800	2,800
720500 Household Expense	2,400	2,500	2,500	2,500
720600 Insurance	75	75	75	75
720800 Maintenance - Equipment	300	300	300	300
721100 Memberships	5,115	5,115	5,115	5,115

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SERVICES & SUPPLIES (continued)				
721300 Office Expense	4,000	6,720	7,000	7,000
721400 Professional & Specialized Services	26,500	27,000	27,000	27,000
721500 Publications & Legal Notices	200	200	200	200
721600 Rents & Leases - Equipment	5,000	4,250	4,900	4,900
721900 Special Departmental Expense	150	150	150	150
722000 Transportation & Travel	4,000	4,000	4,000	4,000
722100 Utilities	14,500	0	4,710	4,710
TOTAL SERVICES & SUPPLIES	64,640	53,110	58,750	58,750
INTRAFUND TRANSFER				
770000 Intrafund Expense	50,000	90,000	95,660	95,660
TOTAL INTRAFUND TRANSFER	50,000	90,000	95,660	95,660
<u>TOTAL EXPENDITURES</u>	422,587	491,941	539,463	539,463
<u>NET COUNTY COST (EXP - REV)</u>	312,887	292,241	309,763	309,763

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

COMMENTS

The Public Guardian, acting under court orders, handles funds and property of persons adjudged to be incompetent and provides for the care, support, and maintenance of the ward. The Public Guardian also acts as Conservator, under court orders, to conserve and protect the estate and persons who are wards of the Court. The Public Guardian also administers estates of deceased persons when no relative or other person is available for this purpose. Oversight for the operations of the Public Guardian/Public Administrator's Office was placed under the Department of Social Services (DSS) as of mid-year 2009-10.

ESTIMATED REVENUES

661300 Estate Fees (\$90,000) is the anticipated revenue for Fiscal Year 2019-20.

670000 Intrafund Revenue (\$139,700) is the anticipated revenue for Fiscal Year 2019-20.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$240,842) is recommended increased \$25,342 based on recommended staffing levels.

710103 Extra Help (\$26,564) is recommended increased \$10,880 and is based on projected cost of Extra Help coverage for the year.

710200 Retirement (\$68,529) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

710300 Health Insurance (\$47,739) is based on the employer's share of health insurance premiums.

710400 Workers' Compensation (\$1,379) reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

720300 Communications (\$2,800) is recommended unchanged due to additional services (AT&T) is recommended.

720500 Household Expense (\$2,500) is recommended unchanged due to janitorial services at new location and charges on intrafund account.

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

SERVICES & SUPPLIES (continued)

- 720600** **Insurance** (\$75) reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$300) is recommended unchanged for the maintenance of office equipment (typewriters, calculators, check printer, and computers).
- 721100** **Memberships** (\$5,115) is recommended unchanged for the cost of association/membership in the California Association of Public Guardian/Public Conservator/Public Administrator (CAPA).
- 721300** **Office Expense** (\$7,000) is recommended increased \$280, annual code book updates (\$722), Thomas Reuters Probate Codes (\$480), continuing EDUC Pub (\$270), safety deposit box (\$500), envelopes (\$420) and checks (\$2,600), along with miscellaneous office expenses (\$2,000).
- 721400** **Professional & Specialized Services** (\$27,000) is recommended unchanged and includes monthly maintenance fees for Public Guardian Pro Software (\$24,000), LexisNexis - used for looking up relatives of conservatees (\$1,440), Alarm Service (\$360) and other services as needed.
- 721500** **Publications & Legal Notices** (\$200) are recommended unchanged for the cost to publish notices for Public Administrator estate sales and to purchase required annual code books.
- 721600** **Rents & Leases - Equipment** (\$4,900) is recommended increased \$650 for the copier lease (\$1,773), additional copies costs, to utilize vehicles from Central Garage (720 miles, \$2,052) and the cost of a shred bin (\$335).
- 721900** **Special Departmental Expense** (\$150) is recommended unchanged. This account funds miscellaneous expenses.
- 722000** **Transportation & Travel** (\$4,000) is recommended unchanged for the lodging and meals for Out-of-County trips which include mandated certification trainings for staff.
- 722100** **Utilities** (\$4,710) is recommended increased \$4,710 for Public Guardian staff at DSS new building.

INTRAFUND TRANSFER

- 770000** **Intrafund Expense** (\$95,660) is recommended increased \$5,660 to fund specified DSS Salaries and Benefits and County Counsel services.

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2019-20**

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 (08020)**
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2018-19 Authorized Positions</u>		<u>2019-20 Proposed Positions</u>		<u>Y-O-Y Changes in Positions</u>		<u>Notes</u>
		<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	
3111	Chief Deputy Public Guardian	1.0		1.0	-	-	-	
3687	Deputy Public Guardian	1.0		1.0	-	-	-	
3533	Office Assistant I or							
3534	Office Assistant II	1.0		1.0	-	-	-	
3636	Program Assistant I or							
3637	Program Assistant II	1.0		1.0	-	-	-	
TOTAL		4.0	-	4.0	-	-	-	

NOTES: