

COUNTY OF MADERA  
 BUDGET UNIT EXPENDITURE DETAIL  
 BUDGET FOR THE FISCAL YEAR 2020-21

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

	BOARD APPROVED <u>2019-20</u>	CAO BASELINE <u>2020-21</u>	DEPARTMENT REQUEST <u>2020-21</u>	CAO RECOMMENDED <u>2020-21</u>
<b><u>ESTIMATED REVENUES:</u></b>				
CHARGES FOR CURRENT SERVICES				
661300 Estate Fees	90,000	90,000	100,000	100,000
<b>TOTAL CHARGES FOR CURRENT SERVICES</b>	<b>90,000</b>	<b>90,000</b>	<b>100,000</b>	<b>100,000</b>
MISCELLANEOUS REVENUE				
670000 INTRAFUND REVENUE	139,700	139,700	139,700	139,700
<b>TOTAL CHARGES FOR MISCELLANEOUS REVENUE</b>	<b>139,700</b>	<b>139,700</b>	<b>139,700</b>	<b>139,700</b>
<b><u>TOTAL ESTIMATED REVENUES</u></b>	<b><u>229,700</u></b>	<b><u>229,700</u></b>	<b><u>239,700</u></b>	<b><u>239,700</u></b>
<b><u>EXPENDITURES:</u></b>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	240,842	240,842	240,842	240,842
710103 Extra Help	26,564	26,564	26,564	26,564
710200 Retirement	68,529	68,529	77,510	77,510
710300 Health Insurance	47,739	47,739	31,588	31,588
710400 Workers' Compensation Insurance	1,379	1,379	1,379	1,379
<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>385,053</b>	<b>385,053</b>	<b>377,883</b>	<b>377,883</b>
SERVICES & SUPPLIES				
720300 Communications	2,800	2,800	4,600	4,600
720500 Household Expense	2,500	2,500	2,500	2,500
720600 Insurance	75	75	80	80
720800 Maintenance - Equipment	300	300	360	360

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	<b>BOARD APPROVED <u>2019-20</u></b>	<b>CAO BASELINE <u>2020-21</u></b>	<b>DEPARTMENT REQUEST <u>2020-21</u></b>	<b>CAO RECOMMENDED <u>2020-21</u></b>
SERVICES & SUPPLIES (Continued)				
721100 Memberships	5,115	5,115	5,115	5,115
721300 Office Expense	7,000	7,000	9,000	9,000
721400 Professional & Specialized Services	27,000	27,000	29,000	29,000
721500 Publications & Legal Notices	200	200	200	200
721600 Rents & Leases - Equipment	4,900	4,900	5,500	5,500
721900 Special Departmental Expense	150	150	150	150
722000 Transportation & Travel	4,000	4,000	5,100	5,100
722100 Utilities	4,710	4,710	4,710	4,710
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>58,750</b>	<b>58,750</b>	<b>66,315</b>	<b>66,315</b>
INTRAFUND TRANSFER				
770000 Intrafund Expense	95,660	95,660	115,590	115,590
<b>TOTAL INTRAFUND TRANSFER</b>	<b>95,660</b>	<b>95,660</b>	<b>115,590</b>	<b>115,590</b>
<b><u>TOTAL EXPENDITURES</u></b>	<b>539,463</b>	<b>539,463</b>	<b>559,788</b>	<b>559,788</b>
<b><u>NET COUNTY COST (EXP - REV)</u></b>	<b>309,763</b>	<b>309,763</b>	<b>320,088</b>	<b>320,088</b>

## 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 (\$100,000) is the anticipated revenue for FY 2020-21.

**670000**      Intrafund Revenue (\$139,700) is the anticipated revenue for FY 2020-21.

### SALARIES & EMPLOYEE BENEFITS

**710102**      Permanent Salaries (\$240,842) is recommended unchanged based on recommended staffing levels.

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

**710200**      Retirement (\$77,510) reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.

**710300**      Health Insurance (\$31,588) 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 (\$4,600) is recommended increased \$1,800 due to additional VOIP services 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** (\$80) reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800**      **Maintenance - Equipment** (\$360) is recommended increased \$60 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** (\$9,000) is recommended increased \$2,280, 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 (\$4,000).
- 721400**      **Professional & Specialized Services** (\$29,000) is recommended increased \$2,000 and includes monthly maintenance fees for PG Pro Software (\$27,000), LexisNexis - used for looking up relatives of conservatees (\$1,866) 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** (\$5,500) is recommended increased \$600 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** (\$5,100) is recommended increased \$1,100 for the lodging and meals for Out-of-County trips which include mandated certification trainings for staff.
- 722100**      **Utilities** (\$4,710) is recommended unchanged for PG staff at DSS new building.

### INTRAFUND TRANSFER

- 770000**      **Intrafund Expense** (\$115,590) is recommended increased \$19,930 to fund specified DSS Salaries and Benefits and County Counsel services.

**COUNTY OF MADERA  
 BUDGET UNIT POSITION SUMMARY  
 BUDGET FOR THE FISCAL YEAR 2020-21**

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 (08020)  
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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2019-20 Authorized Positions</u>		<u>2020-21 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	-	-	-	
<b>TOTAL</b>		<u>4.0</u>	<u>-</u>	<u>4.0</u>	<u>-</u>	<u>-</u>	<u>-</u>	

**NOTES:**