

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2016-17**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2014-15</u>	<u>BOARD APPROVED EXPENDITURES 2015-16</u>	<u>DEPARTMENT REQUEST 2016-17</u>	<u>CAO RECOMMENDED 2016-17</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	130,040	157,497	190,000	190,000
710103 Extra Help	1,636	1,900	1,900	1,900
710200 Retirement	37,907	48,399	60,781	60,781
710300 Health Insurance	25,345	30,786	47,559	47,559
710400 Workers' Compensation Insurance	184	471	1,379	1,379
TOTAL SALARIES & EMPLOYEE BENEFITS	195,113	239,053	301,619	301,619
SERVICES & SUPPLIES				
720300 Communications	431	1,350	1,350	1,350
720600 Insurance	33	36	75	75
720800 Maintenance - Equipment	329	300	300	300
721100 Memberships	810	850	4,304	4,304
721300 Office Expense	7,555	3,303	4,500	4,500
721400 Professional & Specialized Services	16,335	20,000	20,000	20,000
721500 Publications & Legal Notices	0	200	200	200
721600 Rents & Leases - Equipment	2,254	3,400	3,400	3,400
721900 Special Departmental Expense	0	150	150	150
722000 Transportation & Travel	2,083	4,000	4,000	4,000
TOTAL SERVICES & SUPPLIES	29,831	33,589	38,279	38,279
INTRAFUND TRANSFER				
770000 Intrafund Expense	59,904	50,000	55,000	55,000
TOTAL INTRAFUND TRANSFER	59,904	50,000	55,000	55,000
GRAND TOTAL - PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR	284,848	322,642	394,898	394,898

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.

REVENUE

	Actual <u>2014-15</u>	Estimated <u>2015-16</u>	Projected <u>2016-17</u>
Public Guardian Fees	\$113,780	\$113,780	\$60,000
Intrafund Revenue*	<u>15,000</u>	<u>15,000</u>	<u>58,000</u>
Total	\$128,780	\$128,780	\$118,000

*This reflects reimbursement for services provided to the Behavioral Health Department and DSS County Counsel Fees.

STAFFING

<u>Permanent</u>	2015-16 Authorized		2016-17 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Chief Deputy Public Guardian	1	0	1	0
Deputy Public Guardian	1	0	1	0
Program Assistant I/II	1		1	
Public Guardian/Public Administrator	0	1*	0	1*
Office Assistant II	<u>0</u>	<u>-</u>	<u>1**</u>	<u>-</u>
Total Permanent	3	1	4	1

* Per Board direction, the official Public Guardian/Public Administrator is the Director of the Department of Social Services (DSS).

** It is recommended that one Office Assistant position be added which is 100% funded through charges to the Behavioral Health Department

Note: Administration of the Public Guardian's office is managed by the DSS Director (2%), one DSS Deputy Director (2%), one Staff Services Manager (2%), one Fiscal Analyst (5%), one Account Clerk Supervisor (5%), one Program Manager (2%), and County Counsel staff. The level of staff support from DSS has been adjusted for fiscal year 2016-17 based on the actual support claimed for the current Fiscal Year 2015-16.

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$190,000) are recommended increased \$32,503 based on recommended staffing levels.
- 710103** **Extra Help** (\$1,900) is recommended unchanged and is based on projected cost of Extra Help coverage for the year.
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300** **Communications** (\$1,350) is recommended unchanged.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance - Equipment** (\$300) recommended unchanged for the maintenance of office equipment (typewriters, calculators, check printer, and computers).
- 721100** **Memberships** (\$4,304) are recommended increased \$3,454 for the cost for membership in the California Association of Public Guardian/Public Conservator/Public Administrator (CAPA).
- 721300** **Office Expense** (\$4,500) is recommended increased \$1,197 and includes newspaper subscription (\$49), annual code book updates (\$580), and checks (\$1,600), along with miscellaneous office expenses.
- 721400** **Professional & Specialized Services** (\$20,000) is recommended unchanged and includes monthly maintenance fees for PG Pro Software (\$18,000), Komodo Encryption of ACH email (\$36), LexisNexis - used for looking up relatives of conservatees (\$1,655), and other services as needed.
- 721500** **Publications & Legal Notices** (\$200) is recommended unchanged for the cost to publish notices for Public Administrator estate sales and to purchase required annual code books.

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

SERVICES & SUPPLIES (continued)

- 721600** **Rents & Leases - Equipment** (\$3,400) is recommended unchanged for the copier lease, to utilize vehicles from Central Garage and the cost of a shred bin. Costs for shred bin and copier are split with the Veteran's Service Office.
- 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.

INTRAFUND TRANSFER

- 770000** **Intrafund Expense** (\$55,000) is recommended increased \$5,000 to fund specified DSS Salaries and Benefits and County Counsel services.