

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	144,804	190,000	199,500	199,500
710103 Extra Help	6,210	1,900	0	0
710200 Retirement	43,621	60,781	65,176	65,176
710300 Health Insurance	34,048	47,559	41,892	41,892
710400 Workers' Compensation Insurance	471	1,379	1,379	1,379
TOTAL SALARIES & EMPLOYEE BENEFITS	229,154	301,619	307,947	307,947
SERVICES & SUPPLIES				
720300 Communications	383	1,350	2,400	2,400
720500 Household Expense	0	0	2,400	2,400
720600 Insurance	36	75	75	75
720800 Maintenance - Equipment	0	300	300	300
721100 Memberships	810	4,304	5,115	5,115
721300 Office Expense	4,010	4,500	4,000	4,000
721400 Professional & Specialized Services	20,995	20,000	26,500	26,500
721500 Publications & Legal Notices	0	200	200	200
721600 Rents & Leases - Equipment	3,146	3,400	5,000	5,000
721900 Special Departmental Expense	0	150	150	150
722000 Transportation & Travel	1,178	4,000	4,000	4,000
722100 Utilities	0	0	14,500	14,500
TOTAL SERVICES & SUPPLIES	30,558	38,279	64,640	64,640
INTRAFUND TRANSFER				
770000 Intrafund Expense	27,646	55,000	50,000	50,000
TOTAL INTRAFUND TRANSFER	27,646	55,000	50,000	50,000
GRAND TOTAL - PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR	287,358	394,898	422,587	422,587

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>2015-16</u>	Estimated <u>2016-17</u>	Projected <u>2017-18</u>
Public Guardian Fees	\$93,054	\$60,000	\$60,000
Intrafund Revenue*	<u>0</u>	<u>12,000</u>	<u>49,700</u>
Total	\$93,054	\$72,000	\$109,700

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

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 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>1**</u>	<u>—</u>	<u>1**</u>	<u>—</u>
Total Permanent	4	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 2017-18 based on the actual support claimed for the current Fiscal Year 2016-17.

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$199,500) are recommended increased \$9,500 based on recommended staffing levels.
- 710103** **Extra Help** (\$0) is not recommended for funding in 2017-18, a reduction of \$1,900.
- 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** (\$2,400) are recommended increased \$1,050 due to additional services (AT&T) is recommended.
- 720500** **Household Expense** (\$2,400) is recommended increased \$2,400 due to janitorial services at new location.
- 720600** **Insurance** 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) are recommended increased \$811 for the cost of association/membership in the California Association of Public Guardian/Public Conservator/Public Administrator (CAPA).
- 721300** **Office Expense** (\$4,000) is recommended reduced \$500 and includes newspaper subscription (\$49), annual code book updates (\$660), new printer (\$500), envelopes (\$210) and checks (\$2,100), along with miscellaneous office expenses.
- 721400** **Professional & Specialized Services** (\$26,500) are recommended increased \$6,500 and includes monthly maintenance fees for PG Pro Software (\$24,000), Komodo Encryption of ACH email (\$36), LexisNexis - used for looking up relatives of conservatees (\$1,705), Alarm Service (\$360) and other services as needed.

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

SERVICES & SUPPLIES (continued)

- 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** (\$5,000) is recommended increased \$1,600 for the copier lease, to utilize vehicles from Central Garage and the cost of a shred bin. Costs for shred bin and copier are no longer 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.
- 722100 **Utilities** (\$14,500) are recommended increased \$14,500, due to Public Guardian now being located at old Courthouse building instead of at Government Center.

INTRAFUND TRANSFER

- 770000** **Intrafund Expense** (\$50,000) is recommended reduced \$5,000 to fund specified DSS Salaries and Benefits and County Counsel services.