

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	31,700	63,000	70,491	70,491
710103 Extra Help	7,179	1,900	1,900	1,900
710106 Standby & Night Premium	0	4,428	4,428	4,428
710200 Retirement	8,249	7,938	20,531	20,531
710300 Health Insurance	6,487	6,384	16,956	16,956
710400 Workers' Compensation Insurance	217	235	235	235
TOTAL SALARIES & EMPLOYEE BENEFITS	53,831	83,885	114,541	114,541
SERVICES & SUPPLIES				
720300 Communications	1,122	1,350	1,350	1,350
720600 Insurance	38	42	42	42
720800 Maintenance - Equipment	198	300	300	300
721100 Memberships	700	710	710	710
721300 Office Expense	2,955	3,155	3,155	3,155
721400 Professional & Specialized Services	15,036	125,000	17,500	17,500
721500 Publications & Legal Notices	0	200	200	200
721600 Rents & Leases - Equipment	797	2,100	2,100	2,100
721900 Special Departmental Expense	0	140	119,000	119,000
722000 Transportation & Travel	2,211	2,700	3,000	3,000
TOTAL SERVICES & SUPPLIES	23,058	135,697	147,357	147,357
INTRAFUND TRANSFER				
770000 Intrafund Transfer	-15,000	-15,000	-15,000	-15,000
TOTAL INTRAFUND TRANSFER	-15,000	-15,000	-15,000	-15,000
GRAND TOTAL - PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR	61,890	204,582	246,898	246,898

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

	<u>Actual</u> <u>2011-12</u>	<u>Estimated</u> <u>2012-13</u>	<u>Projected</u> <u>2013-14</u>
Public Guardian Fees	\$51,338	\$55,800	\$75,100

STAFFING

<u>Permanent</u>	2012-13 Authorized		2013-14 Recommended	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Chief Deputy Public Guardian	0	1 ⁽¹⁾	0	1 ⁽¹⁾
Deputy Public Guardian	0	1 ⁽¹⁾	1	0 ⁽¹⁾
Program Assistant I/II	1		1	
Public Guardian/Public Administrator	<u>0</u>	<u>1</u> ⁽²⁾	<u>0</u>	<u>1</u> ⁽²⁾
Total Permanent	1	3	2	2

(1) The Chief Deputy position will be filled by a contracted DSS employee. The Deputy Public Guardian position was filled through normal recruitment process in second quarter of current fiscal year.

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

Note: Administration of the Public Guardian office is managed by the DSS Director (5%), one DSS Deputy Director (3%), an Office Assistant Supervisor (3%) and the DSS Fiscal Analyst (5%). The level of staff support % from DSS has been increased for fiscal year 2013-2014, due to the actual support claimed for current year.

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$70,491) are recommended increased \$7,491 based on actual cost of staff. In prior fiscal years, the Deputy Public Guardian Salary was budgeted with DSS Salaries and funded under Professional and Specialized Services.
- 710103** **Extra Help** (\$1,900) is recommended unchanged and is based on projected cost of Extra Help coverage for the year.
- 710106** **Standby & Night Premium** (\$4,428) is recommended unchanged.
- 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** (\$710) recommended unchanged for the actual cost for the membership in the California Association of Public Guardian/Public Conservator/Public Administrator (CAPA).
- 721300** **Office Expense** (\$3,155) is recommended unchanged.
- 721400** **Professional & Specialized Services** (\$17,500) is recommended reduced \$107,500 due to budgeting DSS staff under Special Departmental Expenses. Other expenses include PG Pro Software maintenance contract (\$15,000), Komodo Encryption of ACH email (\$100), and Accurint Software - used for looking up relatives of conservatees (\$2,400).

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

SERVICES & SUPPLIES (continued)

- 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.
- 721600** **Rents & Leases - Equipment** (\$2,100) is recommended unchanged for the copier lease, and to use vehicles from Central Garage.
- 721900** **Special Departmental Expense** (\$119,000) is recommended increased \$118,860 due to DSS Salaries and Benefits budgeted here instead of Professional and Specialized account. This account also includes a safety deposit box (\$60) for storing valuables belonging to Public Guardian clients and (\$80) for miscellaneous expenses.
- 722000** **Transportation & Travel** (\$3,000) is recommended increased \$300 for the lodging and meals for out-of-County trips which include mandated certification trainings for staff.

INTRAFUND TRANSFER

- 770000** **Intrafund Transfer** (\$15,000) is recommended unchanged and represents the estimated cost of services the Public Guardian provides for Behavioral Health conservatorship cases.