

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2011-12**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2009-10</u>	<u>BOARD APPROVED EXPENDITURES 2010-11</u>	<u>DEPARTMENT REQUEST 2011-12</u>	<u>CAO RECOMMENDED 2011-12</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	15,490	31,196	33,000	32,970
710103 Extra Help	10,062	0	0	0
710106 Standby & Night Premium	833	4,428	4,428	4,428
710200 Retirement	3,139	7,938	7,938	7,938
710300 Health Insurance	1,100	4,309	6,000	6,000
710400 Workers' Compensation Insurance	0	672	217	217
TOTAL SALARIES & EMPLOYEE BENEFITS	30,624	48,543	51,583	51,553
SERVICES & SUPPLIES				
720300 Communications	0	750	1,350	1,350
720600 Insurance	0	38	38	38
720800 Maintenance - Equipment	0	250	500	250
721100 Memberships	0	650	700	700
721300 Office Expense	0	3,500	3,500	3,000
721400 Professional & Specialized Services	0	174,470	205,000	148,375
721500 Publications & Legal Notices	0	200	200	200
721600 Rents & Leases - Equipment	5	2,100	2,100	2,100
721900 Special Departmental Expense	0	140	140	140
722000 Transportation & Travel	22	2,000	2,000	1,500
TOTAL SERVICES & SUPPLIES	27	184,098	215,528	157,653
INTRAFUND TRANSFER				
770000 Intrafund Transfer	0	-15,000	-15,000	-15,000
TOTAL INTRAFUND TRANSFER	0	-15,000	-15,000	-15,000
GRAND TOTAL - PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR	30,651	217,641	252,111	194,206

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 2009-10</u>	<u>Estimated 2010-11</u>	<u>Projected 2011-12</u>
Public Guardian Fees	\$110,150	\$213,195*	\$45,000

*During FY 2010-2011, a transfer of \$185,000 was made to the General Fund, which was an accumulation of several years’ worth of Public Guardian Administration Fees. The projected revenues for 2011-12 more accurately reflect the actual amount of fees received by the department.

STAFFING

<u>Permanent</u>	<u>2010-11 Authorized</u>	<u>2011-12 Recommended Funded</u>	<u>Unfunded</u>
Chief Deputy Public Guardian	1	0	1 ⁽¹⁾
Deputy Public Guardian	1	0	1 ⁽¹⁾
Program Assistant I/II	1	1	
Public Guardian/Public Administrator	<u>1</u>	<u>0</u>	<u>1</u> ⁽²⁾
Total Permanent	4	1	3

* The Chief Deputy and Deputy Public Guardian positions will be filled by contracted DSS employees.

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

Administration of the Public Guardians office is managed by the DSS Director (1%), one DSS Deputy Director (2%), the DSS Fiscal Manager (.25%), and the DSS Fiscal Analyst (2%). DSS will charge the salaries and benefits to the Public Guardian Professional and Specialized account. The level of staff support from DSS has been reduced for fiscal year 2011-12 due to the County’s current fiscal crisis inhibiting the Department’s ability to fund the staff support at the same level as the prior fiscal year.

SALARIES & EMPLOYEE BENEFITS

- 710102 **Permanent Salaries** (\$32,970) are recommended increased \$1,774 based on cost of recommended staff.
- 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 increased \$600 based on actual costs.
- 720600 **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800 **Maintenance - Equipment** (\$250) is recommended unchanged for the maintenance of office equipment (typewriters, calculators, check printer and computers).
- 721100 **Memberships** (\$700) recommended increased \$50 based on the actual cost for the membership in the California Association of Public Guardian/Public Conservator/Public Administrator.
- 721300 **Office Expense** (\$3,000) is recommended reduced \$500 based on actual costs.
- 721400 **Professional & Specialized Services** (\$148,375) is recommended reduced \$26,095 for software maintenance contracts for the Public Guardian (\$15,000), and the Department of Social Services contracted salaries (\$133,375).
- 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.

SERVICES & SUPPLIES (continued)

721900 **Special Departmental Expense** (\$140) is recommended unchanged for a safety deposit box for storing valuables belonging to Public Guardian clients.

722000 **Transportation & Travel** (\$1,500) is recommended reduced \$500 for lodging and meals for out-of-County trips.

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.