

**COUNTY OF MADERA
BUDGET UNIT DETAIL
BUDGET FOR THE FISCAL YEAR 2018-19**

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

	<u>ACTUAL 2016-17</u>	<u>BOARD APPROVED 2017-18</u>	<u>DEPARTMENT REQUEST 2018-19</u>	<u>CAO RECOMMENDED 2018-19</u>
<u>ESTIMATED REVENUES:</u>				
CHARGES FOR CURRENT SERVICES				
661300 Estate Fees	60,018	60,000	60,000	60,000
TOTAL CHARGES FOR CURRENT SERVICES	60,018	60,000	60,000	60,000
MISCELLANEOUS REVENUE				
670000 INTRAFUND REVENUE	19,906	49,700	139,700	139,700
TOTAL MISCELLANEOUS REVENUE	19,906	49,700	139,700	139,700
<u>TOTAL ESTIMATED REVENUES</u>	<u>79,924</u>	<u>109,700</u>	<u>199,700</u>	<u>199,700</u>
<u>EXPENDITURES:</u>				
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	159,819	199,500	215,500	215,500
710103 Extra Help	17,565	0	15,684	15,684
710200 Retirement	53,030	65,176	68,529	68,529
710300 Health Insurance	33,302	41,892	47,739	47,739
710400 Workers' Compensation Insurance	1,379	1,379	1,379	1,379
TOTAL SALARIES & EMPLOYEE BENEFITS	265,095	307,947	348,831	348,831
SERVICES & SUPPLIES				
720300 Communications	2,522	2,400	2,800	2,800
720500 Household Expense	0	2,400	2,500	2,500
720600 Insurance	75	75	75	75
720800 Maintenance - Equipment	0	300	300	300
721100 Memberships	5,115	5,115	5,115	5,115
721300 Office Expense	5,090	4,000	6,400	6,400

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SERVICES & SUPPLIES (continued)				
721400 Professional & Specialized Services	23,386	26,500	27,000	27,000
721500 Publications & Legal Notices	0	200	200	200
721600 Rents & Leases - Equipment	3,825	5,000	4,250	4,250
721900 Special Departmental Expense	2,484	150	150	150
722000 Transportation & Travel	3,583	4,000	4,000	4,000
722100 Utilities	0	14,500	0	0
TOTAL SERVICES & SUPPLIES	46,080	64,640	52,790	52,790
INTRAFUND TRANSFER				
770000 Intrafund Expense	48,263	50,000	90,000	90,000
TOTAL INTRAFUND TRANSFER	48,263	50,000	90,000	90,000
<u>TOTAL EXPENDITURES</u>	359,438	422,587	491,621	491,621
<u>NET COUNTY COST (EXP - REV)</u>	279,514	312,887	291,921	291,921

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 (60,000) is the anticipated revenue for FY 2018-2019.

670000 Intrafund Revenue (\$139,700) is the anticipated revenue for FY 2018-2019.

SALARIES & EMPLOYEE BENEFITS

710102 Permanent Salaries (\$215,500) is recommended increased \$16,000 based on recommended staffing levels.

710103 Extra Help (\$15,684) is recommended increased \$15,684 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 (\$2,800) is recommended increased \$400 due to additional services (AT&T) is recommended.

720500 Household Expense (\$500) is recommended decreased \$1,900 due to janitorial services at new location.

720600 Insurance reflects the Department's contribution to the County's Self-Insured Liability Program.

PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

SERVICES & SUPPLIES (continued)

- 720800** **Maintenance - Equipment** (\$300) is recommended unchanged 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** (\$6,400) is recommended increased \$2,400 and includes newspaper subscription (\$49), annual code book updates (\$722), Thomas Reuters Probate Codes (\$467), continuing EDUC Pub (\$255), safety deposit box (\$500), envelopes (\$336) and checks (\$2,540), along with miscellaneous office expenses (\$1,531).
- 721400** **Professional & Specialized Services** (\$27,000) is recommended increased \$500 and includes monthly maintenance fees for PG Pro Software (\$24,000), LexisNexis - used for looking up relatives of conservatees (\$1,756), Alarm Service (\$360) 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** (\$4,250) is recommended decreased \$750 for the copier lease (\$1,689), additional copies costs, to utilize vehicles from Central Garage (700 miles, \$1,566) and the cost of a shred bin (\$231).
- 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** (\$0) is recommended decreased \$14,500.

INTRAFUND TRANSFER

- 770000** **Intrafund Expense** (\$90,000) is recommended increased \$40,000 to fund specified DSS Salaries and Benefits and County Counsel services.

**COUNTY OF MADERA
 BUDGET UNIT POSITION SUMMARY
 BUDGET FOR THE FISCAL YEAR 2018-19**

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<u>JCN</u>	<u>CLASSIFICATION</u>	<u>2017-18 Authorized Positions</u>		<u>2018-19 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	-	-	-	
TOTAL		4.0	-	4.0	-	-	-	

NOTES: