



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Health System



Date: November 13, 2012
Board Meeting Date: January 8, 2013
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Jean S. Fraser, Chief, Health System
Lisa Mancini, Director, Aging and Adult Services

Subject: Increase to the Public Administrator Revolving Fund

RECOMMENDATION:

Adopt a Resolution authorizing the re-appropriation of \$75,000 in County General Fund to increase the Public Administrator Revolving Fund from \$20,000 to \$95,000

BACKGROUND:

Aging and Adult Services (AAS) administers a Public Administrator (PA) program, which serves the public by investigating and administering the estates of persons who die without a will or without an appropriate person willing to act as administrator. The PA's primary duties are to protect the decedent's property from waste, loss or theft; make appropriate burial arrangements; conduct thorough investigations to discover all assets; liquidate assets at public sale; distribute assets to heirs; pay the decedent's bills and taxes; locate persons entitled to inherit from the estate; and ensure that these heirs receive the inheritance.

The PA is often informed of decedent cases that need immediate attention in order to protect the estate. For example, there are many instances where a case is referred to the PA and mortgage payments or taxes are due before the PA has the ability/authority to liquidate assets to pay these debts.

In 1974, the District Attorney's Office established an account for the purpose of providing immediate funds for PA estates whose assets may be at risk. Disbursements from the account are expected to be fully reimbursed by the estates. The current amount of the account is \$20,000; this has not been increased since 1996.

DISCUSSION:

In FY 2011-12, your Board transferred the PA program from the District Attorney's Office to AAS. At the same time, the PA Trust Fund No. 03703, which holds the

\$20,000 Revolving Fund was transferred to AAS. Since acquiring the PA program, AAS has realized that the necessity for urgently needed funds is far greater than anticipated. Estates' mortgage payments, insurance premiums, taxes, utilities, etc., have risen considerably since the last increase to this account in 1996 due to the downturn in the economy and an increase in the caseload. Requests to use the fund are controlled, as it requires three levels of approval, and the fund is monitored for timely reimbursement on a monthly basis by AAS Administration.

AAS is requesting that your Board approve the transfer of \$75,000 in County General Funds from Services and Supplies in the AAS FY 2012-13 Adopted Budget to the PA revolving fund, thereby increasing the Revolving Fund from \$20,000 to \$95,000.

The Resolution has been reviewed and approved by County Counsel as to form.

FISCAL IMPACT:

The transfer of \$75,000 in County General Funds from Services and Supplies in the AAS FY 2012-13 Adopted Budget to the PA's Revolving Fund will have no net impact on the County General Fund.