



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

MEMORANDUM

April 13, 2017

TO: Dannielle Glaros, Chair
Public Safety and Fiscal Management Committee

THRU: David H. Van Dyke, County Auditor *DH*

FROM: Kendal Gray, Staff Auditor *KG*

RE: Circuit Court
Fiscal Year 2018 Budget Review

Budget Overview

The FY 2018 Proposed Budget for the Circuit Court is \$20,763,800. This is an increase of \$1,491,400, or 7.7%, over the FY 2017 Approved Budget. The General Fund portion of the budget is \$17,551,700, an increase of \$1,616,100, or 10.1%, over the FY 2017 Approved Budget due to mandated and staff retention compensation adjustments. The grant funded portion of the Court's budget decreases by \$124,700, or 3.7%, due to the expiration of the Courthouse Security Grant offset by increases in other grant awards.

Although the FY 2017 estimated total expenditures are \$19,238,000, which is \$34,400, or 0.2%, below the FY 2017 Approved Budget level, according to the Office of Management and Budget (OMB), the Court will be requesting a supplemental appropriation due to authorized merit adjustments.

Fund	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimated	% Change - Est vs App	FY 2018 Proposed	Change Amount	Percentage Change
General Fund	\$ 15,679,120	\$ 15,935,600	\$ 15,758,000	-1.1%	\$ 17,551,700	\$ 1,616,100	10.1%
Grants	2,249,771	3,336,800	3,480,000	4.3%	3,212,100	(124,700)	-3.7%
Total	<u>\$ 17,928,891</u>	<u>\$ 19,272,400</u>	<u>\$ 19,238,000</u>	<u>-0.2%</u>	<u>\$ 20,763,800</u>	<u>\$ 1,491,400</u>	<u>7.7%</u>

Authorized Staffing - All Classifications

	FY 2017 Approved	FY 2018 Proposed	Change	% Change
General Fund	169	169	0	0.0%
Grants	42	45	3	7.1%
Total	<u>211</u>	<u>214</u>	<u>3</u>	<u>1.4%</u>

Budget Comparison - General Fund

Approved Fiscal Year 2017 to Proposed Fiscal Year 2018

Category	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimated	FY 2018 Proposed	Change Amount	Percentage Change
Compensation	\$ 9,297,378	\$ 9,353,400	\$ 9,148,400	\$ 10,720,600	\$ 1,367,200	14.6%
Fringe Benefits	2,881,236	3,132,800	3,030,800	3,430,500	297,700	9.5%
Operating Expenses	3,500,506	3,578,800	3,578,800	3,530,000	(48,800)	-1.4%
Sub-Total	\$ 15,679,120	\$ 16,065,000	\$ 15,758,000	\$ 17,681,100	\$ 1,616,100	10.1%
Recoveries	-	(129,400)	-	(129,400)	-	0.0%
Total	\$ 15,679,120	\$ 15,935,600	\$ 15,758,000	\$ 17,551,700	\$ 1,616,100	10.1%

Authorized Staffing Count - General Fund

	FY 2017 Approved	FY 2018 Proposed	Change Amount	Percentage Change
Full-Time	136	136	0	0.0%
Part-Time	33	33	0	0.0%
Total	169	169	0	0.0%

General Fund Budget and Staffing by Division

Division	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimated	% Change - Est vs App	FY 2018 Proposed	Change Amount	Percentage Change
General Judicial	5,873,211	6,072,800	5,765,800	-5.1%	6,581,500	508,700	8.4%
Law Library	433,128	499,500	499,500	0.0%	540,000	40,500	8.1%
F.D. Domestic Relations	1,573,588	1,263,400	1,263,400	0.0%	1,417,700	154,300	12.2%
F.D. Juvenile Causes	148,022	356,700	356,700	0.0%	201,600	(155,100)	-43.5%
Alter. Disp. Resolution	338,934	160,700	160,700	0.0%	189,600	28,900	18.0%
Bail Bond Comm.	166,501	169,300	169,300	0.0%	194,000	24,700	14.6%
Calendar Management	1,167,776	1,165,900	1,165,900	0.0%	1,423,700	257,800	22.1%
Jury Office	737,479	812,000	812,000	0.0%	812,000	-	0.0%
Admin. Operations	5,240,481	5,564,700	5,564,700	0.0%	6,321,000	756,300	13.6%
Agency Sub-Total	\$ 15,679,120	\$ 16,065,000	\$ 15,758,000	-1.9%	\$ 17,681,100	\$ 1,616,100	10.1%
Recoveries	-	(129,400)	-	-100.0%	(129,400)	-	0.0%
Agency Total	\$ 15,679,120	\$ 15,935,600	\$ 15,758,000	-1.1%	\$ 17,551,700	\$ 1,616,100	10.1%

	FY 2017 Approved		FY 2018 Proposed		Number Change		Percentage Change	
	FT	PT	FT	PT	FT	PT	FT	PT
General Judicial	51	30	51	30	0	0	0.0%	0.0%
Law Library	3	0	3	0	0	0	0.0%	0.0%
F.D. Domestic Relations	20	0	22	0	2	0	10.0%	0.0%
F.D. Juvenile Causes	6	0	4	0	-2	0	-33.3%	0.0%
Alter. Disp. Resolution	3	0	3	0	0	0	0.0%	0.0%
Bail Bond Comm.	2	0	2	0	0	0	0.0%	0.0%
Calendar Management	16	0	16	0	0	0	0.0%	0.0%
Jury Office	0	0	0	0	0	0	0.0%	0.0%
Admin. Operations	35	3	35	3	0	0	0.0%	0.0%
	136	33	136	33	0	0	0.0%	0.0%

Staffing Changes and Compensation

- In the FY 2018 Proposed Budget, the General Fund provides for 136 full-time positions, and 33 part-time positions. Staffing levels in both categories are unchanged from the FY 2017 Approved Budget.
- According to the Circuit Court, as of February 28, 2017, 126 of their 136 General Funded full-time positions are filled, and all of the 33 part-time positions are filled.

Fringe Benefits

- The FY 2018 General Fund Proposed Budget for fringe benefits is \$3,430,500. This is an increase of \$297,700, or 9.5%, over the FY 2017 Approved Budget based on compensation changes.

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Proposed
Fringe Benefits Expenditures	\$ 2,662,178	\$ 2,725,030	\$ 2,881,236	\$ 3,030,800	\$ 3,430,500
As a % of Compensation	31.6%	29.7%	31.0%	33.1%	32.0%
Annual % Change		2.4%	5.7%	5.2%	13.2%

Operating Expenses

- General Fund FY 2018 operating expenses are proposed at \$3,530,000, and are comprised of the following major items:
 - Equipment-Repairs and Maintenance 961,300
 - Office Automation 903,100
 - Miscellaneous (Jury's Fee) 725,000
 - Books and Periodicals 243,000
 - General & Administrative Contracts 209,000

- Overall, FY 2018 General fund proposed operating expenses are decreasing by \$48,800, or 1.4%, under the FY 2017 Approved Budget level.
- The accompanying table compares the FY 2018 Proposed Budget operating expenditures with the FY 2017 Approved Budget operating expenditures. In three (3) of the categories, the FY 2017 Proposed Budget increases planned spending over the FY 2017 Approved Budget. In eight (8) of the categories, the FY 2018 Proposed Budget level remains unchanged compared to the FY 2017 Approved Budget. FY 2018 proposed expenditures decrease in two (2) categories.

Operating Objects	FY 2017 Budget	FY 2018 Proposed	FY 2017 - FY 2018	
			\$ Change	% Change
Other Operating Equipment	\$ 654,800	\$ 961,300	\$ 306,500	46.8%
Office and Operating Equipment Non-Capital	60,000	86,200	26,200	43.7%
Mileage Reimbursement	16,000	22,700	6,700	41.9%
General Office Supplies	135,100	135,100	-	0.0%
Membership Fees	12,000	12,000	-	0.0%
Equipment Lease	43,000	43,000	-	0.0%
Office Automation	903,100	903,100	-	0.0%
Periodicals	243,000	243,000	-	0.0%
Printing	85,000	85,000	-	0.0%
Telephone	69,600	69,600	-	0.0%
Training	35,000	35,000	-	0.0%
General & Administrative Contracts	295,500	209,000	(86,500)	-29.3%
Miscellaneous	1,026,700	725,000	(301,700)	-29.4%
TOTAL	\$ 3,578,800	\$ 3,530,000	\$ (48,800)	-1.4%

- The most significant increase between the FY 2018 Proposed Budget and the FY 2017 Approved Budget is in Other Operating Equipment (\$306,500 increase), and is a result of computer refresh, and upgrades to its Court Smart system.
- The most significant decrease between the FY 2018 Proposed Budget and the FY 2017 Approved Budget is in the Miscellaneous category (\$301,700 decrease), and is the result of the transfer of translator related costs from the County to the State of Maryland.

Recoveries

- The Circuit Court will make an effort to collect \$129,400 from the Bond Forfeiture Fund. Proceeds are allocated to this fund when a defendant fails to appear and the bond is forfeited, which results in the bondsman paying the full amount of the bond. When this occurs, the State of Maryland receives 5%, and Prince George's County receives 95%. These funds must sit in the account for 10 years before the County can make a claim against the fund. The last reported balance in this fund was \$1,065,755.20, as of June 30 2014, with \$883,975.25 that had reached the 10 year vesting period and is thus eligible to be allocated. Recovery from the Fund can be used to support the Court's Bail Bond Commissioner and Law Library Divisions, which have proposed FY 2018 costs of \$194,000, and \$540,000, respectively. However, in the past five years the Court has not pursued a recovery from this fund to support these divisions.

HIGHLIGHTS

Workload/Performance Trends

- The Prince George's County Circuit Court currently has 24 sitting judges and 8 magistrates, which is an increase of 1 sitting judge and 1 magistrate when compared to FY 2016. In FY 2017, four (4) new judges were appointed to the bench. The Court has a 3 month certifying process that each new judge must go through to familiarize them with Court procedures and processes. The Court has certified (2) of the new judges, and is in the process of certifying the last (2) two judges. The Circuit Court also made use of 18 and visiting judges to help meet staffing needs in FY 2017 as of February 24, 2017. The Court plans to continue their use of this resource in FY 2018.
- In FY 2016, the Court had mixed results related to the annual Maryland statewide time standards review, which was a random review of 500 closed cases. These measures are used by the courts throughout the State of Maryland to determine if cases are closed within State mandated guidelines. Please note: When comparing FY 2015 Actual to FY 2016 Actual, rates of closure were increased or remained the same in eight (8) of the nine (9) categories.
- The Court's caseload remains high with 65,840 total cases in FY 2016. The Court's caseload is projected to decline 63,792 cases in FY 2017, with an additional decline to 63,543 cases projected for FY 2018.
- The Circuit Court established a Veteran's Court/Program in FY 2016. This is a voluntary twelve month comprehensive treatment program. The focus of this program is Veteran's entering the judicial system with non-violent offenses, documented substance abuse dependencies, and mental issues. Currently, there are 18 participants with 6 graduates. This program has one (1) Case Manager with a maximum caseload of 20 clients.
- The Circuit Court established a Re-Entry Court/Program in FY 2014 for ex-offenders. During creation, the program was slated to run for 6 to 9 months, and it involves the collaborative efforts of the Courts, County agencies, and the community. The goal of the program is to provide ex-offenders a broad framework of support to assist them to be successful in their return to the community. The program has 22 participants and 10 graduates. This program has a Program Coordinator and one (1) Case manager with a caseload of 20 clients. The total capacity of this program is 30 clients.
- The Court's foreclosure process includes mediation services that defendants may request prior to the sale of their property. In addition, the Court increased personnel resources to include a paralegal, a coordinating Judge, and two backup judges. In CY 2016, the Court received 3,671 foreclosure filings with 903 mediation requests received. In CY 2017, the Court has received 446 foreclosure filings with 463 requests for Mediation through February 22, 2017.

Information Technology

- The Maryland Electronic Courts (MDEC) project is an integrated statewide case management system that will comply with the standards established by the National Center for State Courts. MDEC was piloted in Anne Arundel County in 2014 where it is now fully operational. MDEC is being expanded to Caroline, Cecil, Kent, Queen Anne's, and Talbot Counties. The cost to the County will be identified as the pilot continues. A statewide Advisory Committee has been formed

which makes recommendations to the Maryland Judiciary's Technology Oversight Board. Implementation for Prince George's County is projected for the Fall of 2018. Intensive work hours are likely to accompany the period before MDEC goes live.

- The Court plans to hire a contractor to provide expertise is developing a 5 to 10 year strategic plan for all court operations, and to provide succession planning for the Court. The contract was sole sourced and will span for one year starting in May 2017 at a cost of \$101,781.
- The Court has the following IT initiatives on-going in FY 2017:
 - File Trail upgrade;
 - Upgrade of 78 cameras from analog to digital;
 - Virtualize all physical servers;
 - Replace all broken duress buttons with wireless buttons;
 - Digital displays outside of courtrooms.
- The Court's IT projects for FY 2018 are as follows:
 - Replace 79 out of the 140 analog cameras with digital cameras;
 - Jail cells- elevators-hallway-corridors and outside cameras;
 - Facial recognition software.

Facilities

- The Courthouse Exterior/Interior Security project provides funds for renovating the Central Security Control room, prisoner lock-up and holding areas, control vehicle movement around the courthouse, and improving the audio and visual security systems for the interior and exterior of the complex. This project has a total budget of \$17,374,000. The project has proposed expenditures of \$8.4 million for FY 2018.
- The Court School project has \$23.08 million included in the CIP to provide a 30,000 square foot school operated under the mandate of the Circuit Court. The Court desires to open the school on the site of the Old Marlboro Elementary School. The school's program will be modeled after The Innovative Concept Academy in St. Louis, Missouri, which is an alternative learning source for youths who have been expelled from school. This project has \$200,000 proposed in FY 2018 for planning. In FY 2019 the proposed CIP budget for the Court School is \$5,600,000.

Budget Comparison - Grants

Approved Fiscal Year 2017 to Proposed Fiscal Year 2018

Category	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimated	FY 2018 Proposed	Change Amount	Percentage Change
Compensation	\$ 1,224,812	\$ 1,726,800	\$ 2,120,700	\$ 1,754,700	\$ 27,900	1.6%
Fringe Benefits	326,866	579,600	687,400	656,200	76,600	13.2%
Operating Expenses	716,269	1,303,300	956,800	1,065,100	(238,200)	-18.3%
Total	\$ 2,267,947	\$ 3,609,700	\$ 3,764,900	\$ 3,476,000	\$ (133,700)	-3.7%

Authorized Staffing Count - Grants

	FY 2017 Approved	FY 2018 Proposed	Change Amount	Percentage Change
Full-Time	42	45	3	7.1%
Total	42	45	3	7.1%

Grant Programs

- The FY 2018 Proposed Budget for the Circuit Court's grant program is \$3,476,000. This is a decrease of \$133,700, or 3.7%, below the FY 2017 Approved Budget.
- In FY 2018 grant funding is anticipated for 45 full-time positions. The staffing levels is increasing by three (3) full-time positions above the FY 2017 Approved level. As of February 28, 2017, 38 of these positions are filled.
- Grant funded compensation is increasing \$27,900, or 1.6%, over the FY 2017 Approved levels. Fringe Benefits are increasing \$76,600, or 13.2%, over the FY 2017 Approved levels.
- Grant funded operating expenses are decreasing \$238,200, or 18.3%, below the FY 2017 Approved levels.
- The Cooperative Reimbursement Agreement (CRA) supports the Circuit Court's child support enforcement programs. Funding for the CRA is provided by the State of Maryland and a County contribution of \$263,900 is required. The County contribution will decrease by \$9,000 below the FY 2017 required match.
- The Adult Drug Court has been in existence for fifteen (15) years and has graduated a total of 402 clients, with 750 participants. It has four (4) case managers, each with a caseload of 30 clients.
- The Juvenile Drug Court program has been in existence for thirteen years (13) and has graduated 109 participants since inception. It has two (2) case managers, two (2) treatment providers, and a

program coordinator on staff. The case managers and treatment providers each have a caseload of 25 clients.

- Beginning in FY 2016, the Maryland Office of Problem Solving Court has combined funding for the Adult Drug Court, Juvenile Drug Court, and Re-Entry Court grant programs. The Proposed FY 2018 grant funding from the Maryland Office of Problem Solving Court is \$351,200.