

Circuit Court - Fiscal Year 2021 Budget Review Summary

Proposed FY 2021 Operating Budget								
Expenditures by Fund Type								
Fund	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	4/20/2020 CEX Adjustment	FY 2021 Revised Proposed	\$ Change	% Change	
General Fund	\$ 19,377,000	\$ 19,054,100	\$ 21,381,200	\$ (1,378,000)	\$ 20,003,200	\$ 626,200	3.2%	
Grants	3,900,100	3,991,800	4,343,600	-	4,343,600	443,500	11.4%	
Total	\$ 23,277,100	\$ 23,045,900	\$ 25,724,800	\$ (1,378,000)	\$ 24,346,800	\$ 1,069,700	4.6%	
Authorized Staffing - All Classifications								
Fund	FY 2020 Approved	FY 2021 Proposed	4/20/2020 CEX Adjustment	FY 2021 Revised Proposed	Change	% Change		
General Fund	175	184	(2)	182	7	4.0%		
Grants	45	48	0	48	3	6.7%		
Total	220	232	(2)	230	10	4.5%		
FY 2021 Proposed Budget – Key Highlights								
<ul style="list-style-type: none"> Increased Compensation: Merit & COLAs (\$408,200) and two (2) new positions (\$65,400) Increased Fringe Benefits: Based on compensation changes (\$150,200) Increased Operating Cost: Technology Cost Allocation (\$892,800) Increased Cost Recoveries: \$265,600 Authorized positions increase by nine (9) full-time positions to reflect onboard staff Vacancies (As of 3/13/20): Sixteen (16) FT General Fund positions; four (4) Grant positions Attrition Rate: 1.75 monthly, primarily due to resignations as a direct impact of MDEC implementation Preparation, testing, deployment and training to begin as Court transitions to MDEC in early 2001 Draft Strategic Plan scheduled for completion at the end of FY 2020 Key Programs/Initiatives: Veteran Court/Program, Truancy Reduction Court, Maryland Electronic Courts (MDEC) project, Office of Problem-Solving Courts, Youth Experience Success Program, Legislative Initiative Grant, Economic Justice Initiative, Family Justice Center 								
County Executive's Recommended Adjustments								
<ul style="list-style-type: none"> Reduce Compensation: Remove proposed Merits/COLAs, two (2) new IT positions, and funding for vacant positions that were originally included in the FY21 Proposed Budget; Increased attrition (net change \$1,046,400) Reduce Fringe Benefits: As a result of the above adjustment to compensation (\$331,600) 								
Category	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	4/20/2020 CEX Adjustment	FY 2021 Revised Proposed	Change Amount	% Change	
Compensation	\$ 11,947,600	\$ 11,500,600	\$ 12,421,200	\$ (1,046,400)	\$ 11,374,800	\$ (572,800)	-4.8%	
Fringe Benefits	3,787,300	3,645,700	3,937,500	(331,600)	3,605,900	\$ (181,400)	-4.8%	
Operating Expenses	3,907,700	3,907,800	5,022,500	-	5,022,500	\$ 1,114,800	28.5%	
Recoveries	(265,600)	-	-	-	-	\$ 265,600	-100.0%	
Total	\$ 19,377,000	\$ 19,054,100	\$ 21,381,200	\$ (1,378,000)	\$ 20,003,200	\$ 626,200	3.2%	
Proposed FY 2021 -FY 2026 Capital Improvement Program								
	Expended thru FY20	Proposed FY21 Capital Budget	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total Proposed CIP Funding
2 Projects	\$29,929,000	\$ 6,180,000	\$9,600,000	\$13,100,000	\$6,200,000	\$1,100,000	\$1,100,000	\$ 67,209,000
Highlights								
<ul style="list-style-type: none"> Funded by General Obligation Bonds (100%) Key Projects: Courthouse Exterior/Interior Security, Court School 								



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

MEMORANDUM

May 11, 2020

TO: Todd M. Turner, Chair
Committee of the Whole (COW)

THRU: David H. Van Dyke, County Auditor

FROM: Larry Whitehurst Jr., Audit Manager

RE: Circuit Court
Fiscal Year 2021 Budget Review

Budget Overview

The FY 2021 Proposed Budget for the Circuit Court is approximately \$25.7 million. This is an increase of \$2.4 million, or 10.5%, over the FY 2020 Approved Budget. The General Fund portion of the budget is approximately \$21.4 million, an increase of \$2 million, or 10.3% over the FY 2020 Approved Budget, due to mandatory salary adjustments, the addition of two (2) new positions, an increase in related fringe benefit costs, and office automation charges. The grant-funded portion of the Court's budget is proposed to increase by \$443,500, or 11.4%, largely due to an increase in grant funding for the Office of Problem-Solving Courts and two (2) new grant awards.

Fund	FY 2019 Actual	FY 2020 Approved	FY 2020 Estimated	% Change - Est vs App	FY 2021 Proposed	Change Amount	Percentage Change
General Fund	\$ 17,688,159	\$ 19,377,000	\$ 19,054,100	-1.7%	\$ 21,381,200	\$ 2,004,200	10.3%
Grants	2,860,599	3,900,100	3,991,800	2.4%	4,343,600	443,500	11.4%
Total	\$ 20,548,758	\$ 23,277,100	\$ 23,045,900	-1.0%	\$ 25,724,800	\$ 2,447,700	10.5%

Authorized Staffing - All Classifications

	FY 2020 Approved	FY 2021 Proposed	Change	% Change
General Fund	175	184	9	5.1%
Grants	45	48	3	6.7%
Total	220	232	12	5.5%

Budget Comparison - General Fund

Approved Fiscal Year 2020 to Proposed Fiscal Year 2021

Category	FY 2019 Actual	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	Change Amount	Percentage Change
Compensation	\$ 11,259,391	\$ 11,947,600	\$ 11,500,600	\$ 12,421,200	\$ 473,600	4.0%
Fringe Benefits	3,392,825	3,787,300	3,645,700	3,937,500	150,200	4.0%
Operating Expenses	3,079,848	3,907,700	3,907,800	5,022,500	1,114,800	28.5%
Sub-Total	\$ 17,732,064	\$ 19,642,600	\$ 19,054,100	\$ 21,381,200	\$ 1,738,600	8.9%
Recoveries	(43,905)	(265,600)	-	-	265,600	-100.0%
Total	\$ 17,688,159	\$ 19,377,000	\$ 19,054,100	\$ 21,381,200	\$ 2,004,200	10.3%

Authorized Staffing Count - General Fund

	FY 2020 Approved	FY 2021 Proposed	Change Amount	Percentage Change
Full-Time	142	151	9	6.3%
Part-Time	33	33	0	0.0%
Total	175	184	9	5.1%

General Fund Budget and Staffing by Division

Division	FY 2019 Actual	FY 2020 Approved	FY 2020 Estimated	% Change - Est vs App	FY 2021 Proposed	Change Amount	Percentage Change
General Judicial	6,122,012	7,298,300	9,001,100	23.3%	7,531,500	233,200	3.2%
Law Library	644,256	545,300	442,100	-18.9%	561,400	16,100	3.0%
F.D. Domestic Relations	2,205,354	1,758,700	1,012,300	-42.4%	1,837,100	78,400	4.5%
Bail Bond Comm.	283,331	212,100	160,300	-24.4%	222,500	10,400	4.9%
Calendar Management	1,372,408	1,526,000	1,200,900	-21.3%	1,599,800	73,800	4.8%
Jury Office	805,339	812,000	906,200	11.6%	812,000	-	0.0%
Admin. Operations	6,299,364	7,490,200	6,331,200	-15.5%	8,816,900	1,326,700	17.7%
Agency Sub-Total	\$ 17,732,064	\$ 19,642,600	\$ 19,054,100	-3.0%	\$ 21,381,200	\$ 1,738,600	8.9%
Recoveries	(43,905)	(265,600)	-	-100.0%	-	265,600	-100.0%
Agency Total	\$ 17,688,159	\$ 19,377,000	\$ 19,054,100	-1.7%	\$ 21,381,200	\$ 2,004,200	10.3%

	FY 2020 Approved		FY 2021 Proposed		Number Change		Percentage Change	
	FT	PT	FT	PT	FT	PT	FT	PT
General Judicial	56	30	61	30	5	0	8.9%	0.0%
Law Library	3	0	3	0	0	0	0.0%	0.0%
F.D. Domestic Relations	29	0	29	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	36	3	40	3	4	0	11.1%	0.0%
	142	33	151	33	9	0	6.3%	0.0%

Staffing Changes and Compensation

- In the FY 2021 Proposed Budget, the General Fund provides for 151 full-time positions, and 33 part-time positions, which is an increase of nine (9) full-time positions when compared to the FY 2020 Approved Budget. Seven (7) of the additional positions were added to reflect actual onboard staff thus increasing the appropriate authorized staffing count for the Court. Two (2) of the additional positions are actual new positions that will be information technology engineer positions for the Video Command Center.
- According to the Circuit Court, as of March 13, 2020, 126 of their 142 General Funded full-time positions are filled, and all of the 33 part-time positions are filled.
- The Court reported that its current rate of attrition is 12.6%. The Court cites the key factor contributing to the current attrition level is the implementation of Maryland Electronic Courts (MDEC).
- The following table provides the Office's rate of attrition for the last five fiscal years.

Attrition Rate - Historical Trend					
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020 (YTD)
# of Separations	17	24	11	21	21
# of Filled Positions	166	164	170	177	167
Rate of Attrition	10.2%	14.6%	6.5%	11.9%	12.6%

Source: Responses to 1st Round Question 12 provided to A&I during budget reviews.

Fringe Benefits

- The FY 2021 General Fund Proposed Budget for fringe benefits is \$3,937,500. This is an increase of \$150,200, or 4.0% over the FY 2020 Approved Budget, based on compensation changes and funding new positions.

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Proposed
Fringe Benefits Expenditures	\$2,755,107	\$3,131,911	\$3,392,825	\$3,645,700	\$3,937,500
As a % of Compensation	29.8%	29.1%	30.1%	31.7%	31.7%
Annual % Change		13.7%	8.3%	7.5%	8.0%

Operating Expenses

- General Fund FY 2021 operating expenses are proposed at approximately \$5 million, and are composed of the following major items:
 - Other Operating Equipment 1,787,100
 - Office Automation 1,417,500
 - Miscellaneous 725,000
 - General & Administrative Contracts 338,700
 - Periodicals 213,000

- Overall, FY 2021 General Fund proposed operating expenses are increasing by approximately \$1.1 million, or 28.5%, over the FY 2020 Approved Budget level.

- The accompanying table compares the FY 2021 Proposed Budget operating expenditures with the FY 2020 Approved Budget operating expenditures. In five (5) of the categories, the FY 2021 Proposed Budget increases planned spending over the FY 2020 Approved Budget. In eight (8) of the categories, the FY 2021 Proposed Budget level remains unchanged compared to the FY 2020 Approved Budget.

Operating Objects	FY 2020 Budget	FY 2021 Proposed	FY 2020 - FY 2021	
			\$ Change	% Change
Office Automation	\$ 524,700	\$ 1,417,500	\$ 892,800	170.2%
Other Operating Equipment	1,591,300	1,787,100	195,800	12.3%
General & Administrative Contracts	327,000	338,700	11,700	3.6%
Office & Operating Equipment Non Capital	70,900	80,900	10,000	14.1%
Mileage Reimbursement	22,700	27,200	4,500	19.8%
Training	45,000	45,000	-	0.0%
Telephone	106,800	106,800	-	0.0%
General Office Supplies	140,900	140,900	-	0.0%
Membership Fees	12,400	12,400	-	0.0%
Equipment Lease	43,000	43,000	-	0.0%
Miscellaneous	725,000	725,000	-	0.0%
Printing	85,000	85,000	-	0.0%
Periodicals	213,000	213,000	-	0.0%
TOTAL	\$ 3,907,700	\$ 5,022,500	\$ 1,114,800	28.5%

- The most significant increase between the FY 2021 Proposed Budget and the FY 2020 Approved Budget is in the Office Automation category (\$892,800 increase) and is a result of the OIT calculation per agency use.

Potential Recoveries

- In FY 2021, the Circuit Court does not propose to recover from any source. However, the Court has the potential to recover funds from the Bond Forfeiture Fund. Some information pertaining to this fund is as follows:
 - The Bond Forfeiture Fund receives proceeds when a defendant fails to appear and his/her 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 fund for 10 years before the County can make a claim and utilize these funds.
 - The Court is reporting the current balance of this fund at approximately \$1.6 million, with a 10-year vested balance of \$769,388.
 - Recovery from the Fund can be used to support the Court's Bail Bond Commissioner and Law Library Divisions, which have proposed FY 2021 costs of \$222,500, and \$561,400, respectively. The Court has not recovered funds from this fund in the past six years.

HIGHLIGHTS

Workload/Performance Trends

- The Prince George's County Circuit Court currently has 24 sitting judges, 8 magistrates. The Circuit Court continues to utilize visiting and retired judges to help meet staffing needs in FY 2020 and in FY 2021.
- The Court's caseload increased from 63,479 total cases in FY 2018, to 66,155 total cases in FY 2019. The Court's caseload is projected to decrease to 60,598 cases in FY 2020, with a projected decline to 60,244 in FY 2021. *See the FY 2021 Proposed Operating Budget book pg. 266 for a breakdown of the different types of specific cases that support the presented numbers.*
- The Circuit Court established a Veteran Court/Program in FY 2016. This is a voluntary twelve-month comprehensive treatment program. The focus of this program is Veterans entering the judicial system with non-violent offenses, documented substance abuse dependencies, and mental health issues. The program's capacity is 50 participants. There are currently 12 participants, with 18 graduates from the program since its inception. This program has one (1) dedicated Case Manager with a client to case manager ratio of 30:1.
- The Truancy Reduction Court was established in FY 2009. This program targets 6th through 8th graders who were absent from school 20% of the school year at the time of referral. The program's capacity is 45 students. The program has 30 current participants and has graduated 122 clients. This program has one (1) Coordinator and two (2) Case Managers with a client to case manager ratio of 15:1.
- The Family Justice Center has experienced an increase in client demand. In FY 2020 (YTD) the Center has served 495 clients. The Center has served a total of 2,455 clients since it opened in July 2016. In order to meet the increase client demand, the Court has previously provided extended hours of operation on Thursdays from 8:30am to 8:00pm. Normal operating hours are from 8:30am to 5:00pm. The Court is currently working with external partners and agencies in

other jurisdictions to address clients' short-term housing needs. The Court envisions having a 25-bed shelter as a part of a new Family Justice Center to provide a longer-term solution for its clients housing needs. In previous years, the Court has addressed transportation needs with the usage of tokens for public transportation for clients as needed. Additionally, the Court has utilized a newly purchased van that has been used to transport clients to various destinations.

- The Court's foreclosure process includes mediation services that defendants may request prior to the sale of their property. In CY 2018, the Court received 3,166 foreclosure filings with 569 mediation requests received. In CY 2019, the Court received 2,852 foreclosure filings with 564 requests for mediation. In CY 2020 (YTD), as of February 20, 2020, the court has received 271 foreclosure filings with 279 requests for mediation.

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 currently being expanded to other counties. A statewide Advisory Committee has been formed which makes recommendations to the Maryland Judiciary's Technology Oversight Board. The Courthouse and the Administrative office of the Courthouse are working collaboratively to create, test, and implement MDEC. MDEC is set for implementation in early 2021. The Court anticipates that there will be need for additional staff resources to successfully transition to the new case management system.
- In FY 2017, at a cost of \$101,781, the Court hired a contractor to provide expertise in developing a 5 to 10-year strategic plan for all Court operations. The contractor will provide succession planning for the Court and identify resources that may be used to obtain the goals. The Circuit Court has completed all phases of the strategic planning process culminating in hosting a Circuit Court Community Town hall. A draft of the strategic plan is under development and is expected to be launched by the end of FY 2020. Once completed the next phase will be identifying strategies for implementation.
- The Court has the following IT initiatives on-going in FY 2020 and continuing in to FY2021:
 - Installation of Blue Light System (TalkAPhone) in the Garage;
 - Expansion of video cameras in the Bourne Hallways;
 - New Video Door Access System to the Judge Chambers;
 - Upgrade of digital cameras in the parking lots;
 - Upgrade of access readers throughout the Courthouse;
 - Courthouse Command Center.

Facilities

- The Courthouse Exterior/Interior Security project provides funds for increased and enhanced security and updating infrastructure throughout the Courthouse complex. This project has a total

CIP budget of \$44,109,000. The project has estimated total expenditures of \$28,529,000 as of the end of FY 2020, and \$6,180,000 in the Proposed 2021 CIP Budget.

- The Court School project has \$23.1 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 \$1.3 million estimated for planning in FY 2020, and no funds estimated for use in FY 2021.

Budget Comparison - Grants

Approved Fiscal Year 2020 to Proposed Fiscal Year 2021

Category	FY 2019 Actual	FY 2020 Approved	FY 2020 Estimated	FY 2021 Proposed	Change Amount	Percentage Change
Compensation	\$ 1,422,270	\$ 2,238,400	\$ 2,350,100	\$ 2,404,900	\$ 166,500	7.4%
Fringe Benefits	416,202	658,200	748,100	762,400	104,200	15.8%
Operating Expenses	1,116,605	1,346,400	1,236,500	1,519,200	172,800	12.8%
Total	\$ 2,955,077	\$ 4,243,000	\$ 4,334,700	\$ 4,686,500	\$ 443,500	10.5%

Authorized Staffing Count - Grants

	FY 2020 Approved	FY 2021 Proposed	Change Amount	Percentage Change
Full-Time	45	48	3	6.7%
Total	45	48	3	6.7%

Grant Programs

- The FY 2021 Proposed Budget for the Circuit Court’s grant programs is approximately \$4.7 million. This is an increase of \$443,500, or 10.5% over the FY 2020 Approved Budget.
- In FY 2021 grant funding is anticipated for 48 full-time positions. The staffing level is increasing by three (3) full-time positions above the FY 2020 Approved level. The three (3) additional grant positions will help administer the Office of Problem-Solving Courts, One-Stop-Shop, and Veterans Court Treatment grant programs. As of March 13, 2020, 41 of the 45 positions were filled.
- Grant funded compensation is increasing \$166,500, or 7.4%, over the FY 2020 Approved levels, and Fringe Benefits are increasing \$104,200, or 15.8%, above the FY 2020 Approved levels. These changes are due to salary adjustments, the addition of the three (3) new positions, and an alignment of these costs with actual anticipated costs.

- Grant funded operating expenses are increasing by \$172,800, or 12.8%, above the FY 2020 Approved levels due to an alignment of these costs with actual anticipated costs.
- 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 \$342,900 is required.
- As of FY 2016, the Maryland Office of Problem-Solving Courts has combined funding for the Adult Drug Court, Juvenile Drug Court, and Re-Entry Court grant programs. The Proposed FY 2021 grant funding from the Maryland Office of Problem-Solving Court is \$622,600. This is an increase of \$167,500, or 36.8 %, above the FY 2020 Approved Budget level. Specifics pertaining to each of these programs are as follows:
 - The Adult Drug Court has graduated a total of 481 clients since inception, with 865 total clients served. It has one (1) case manager and in previous years the Health Department has provided two (2) additional case managers, each with a caseload of 30 clients. *See First Round Question #33 pg. 15-17 for more information regarding statistics, demographics, staffing, and eligibility requirements.*
 - The Juvenile Drug Court program has graduated 128 participants since inception. In previous years the Court mentioned that it has two (2) case managers, one (1) treatment provider from a vendor (Utopia), and a program coordinator on staff. The case managers and treatment providers each have a caseload of 25 clients. *See First Round Question #33 pg. 17-18 for more information regarding statistics, demographics, staffing, and eligibility requirements.*
 - The Re-Entry Court has 11 current participants and 17 graduates since inception. This program has one (1) program coordinator and one (1) case manager. The total capacity of this program is 20 clients. *See First Round Question #33 pg. 18-19 for more information regarding statistics, demographics, staffing, and eligibility requirements.*