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County Executive

# PRINCE GEORGE'S COUNTY GOVERNMENT

## OFFICE OF MANAGEMENT AND BUDGET

### MEMORANDUM

**DATE:** March 18, 2024

**TO:** Josh Hamlin  
Director of Budget and Policy Analysis Division

**THRU:** Stanley A. Earley Director *SAE*  
Office of Management and Budget

**FROM:** Wendy Cartwright, Chief Judge  
Orphans' Court

**RE:** First Round FY 2025 Proposed Budget Responses

*To facilitate an efficient and effective budget review and reporting process, we are submitting a request for budgetary information. Please respond to the questions and complete the following tables with the appropriate information. In some cases, we have populated the tables with available known data. In instances where the tables need to be re-sized or modified to accommodate additional information, please feel free to do so.*

#### OVERALL BUDGET

1. Does the Court expect that a supplemental budget request may be necessary for FY 2024?
  - a. If so, how much does the Office expect to request?

No
  - b. Please identify the specific factors, conditions, and trends that may necessitate the need for a supplemental appropriation for FY 2024.

N/A



**COMPENSATION**

***Staffing***

1. Please complete the following table on FY 2024 authorized and actual staffing levels:

	Full-Time			Part-Time			Limited Term		
	Authorized	Filled Positions	Vacancies	Authorized	Filled Positions	Vacancies	Authorized	Filled Positions	Vacancies
<b>General Fund</b>									
	8	7	1						
	8	7	1						
<b>Total</b>	8	7	1	0	0	0	0	0	0
<i>YTD as of: Feb. 28, 2024</i>									

2. For each currently vacant position, please complete the following table by identifying the position title, position number, grade, salary information, the date the vacancy or creation of position occurred, organizational assignment, the status of recruitment efforts, and funding source (General Fund (GF), Internal Service Fund (IS), Enterprise Fund (EF), or Grants) for FY 2023.

Vacancies, FY 2024 YTD										
#	Position Title	Position Number	Grade	Salary			Date Vacated or Created	Organizational Assignment	Status of Recruitment Efforts	Funding Source
				Budgeted	Expended (Est.)	Lapse (Est.)				
1	Law Clerk I	30055186	16	\$ 45,000	\$ -	\$ (45,000)	3/19/2021	106001000	Frozen	1000
<i>YTD as of: March 15, 2024</i>										

3. Please provide a breakdown of how the proposed FY 2025 compensation was derived by completing the following reconciliation. Please include all pertinent assumptions and compensation adjustments (+/-) in your response, adding specific line items for each adjustment when applicable to ensure the final compensation total agrees with the proposed compensation amount.

General Fund Compensation	
Description	Amount
FY 2024 Approved Compensation	\$ 452,600
Change in Salary Lapse (-)	(45,000)
Journal Entries - change is payable processed by Finance related to payroll	1,200
FY 2024 annualization and salary adjustments	23,500
<b>FY 2025 Proposed Compensation</b>	<b>\$ 432,300</b>

4. Does the Court anticipate accruing salary lapse in FY 2025? If so, how much? Will the projected salary lapse be used to cover other Court expenditures.

**The Court anticipates accruing a \$45,000 salary lapse in FY 2025. The projected salary lapse will not be used to cover other Court expenditures.**

**OPERATING EXPENSES**

5. Please complete the chart below regarding the FY 2023 actual, FY 2024 approved, and FY 2025 proposed operating budgets. Please add operating categories, as needed, to ensure the total operating budget is presented.

Operating Objects	FY 2023 Actual	FY 2024 Budget	FY 2025 Proposed	\$ Change Budget vs Proposed	Explain reason for budgetary change for each object
Telephone	\$1,100	\$1,100	\$1,100	\$0	
Office Automation	\$41,826	\$45,700	\$49,100	\$3,400	Increase in OIT charges based on anticipated countywide costs for technology
Membership Fees	\$875	\$1,200	\$1,200	\$0	
General Office Supplies	\$6,675	\$5,000	\$6,600	\$1,600	To align with historical spending
Miscellaneous	\$112	\$0	\$0	\$0	
<b>TOTAL</b>	<b>\$ 50,588</b>	<b>\$ 53,000</b>	<b>\$ 58,000</b>	<b>\$ 5,000</b>	

6. FY 2023, 2024, and FY 2025 Contracts: Please provide the information requested in the table below for **all** of the Court’s FY 2023 actual, FY 2024 currently executed and planned and not yet executed, and **all** planned contracts for FY 2025.

N/A

7. Does the Court anticipate having any multi-year contracts over \$500,000 and personal services contracts over \$100,000 in FY 2025?

**Orphans Court does not anticipate having multi-year contracts in FY 2025.**

**WORKLOAD AND PROGRAM MANAGEMENT**

8. What is the status of providing opportunities for mediation and/or a collaborative process and settlement conferences for residents concerning the resolution of probate matters through the Courts’ ADR program?

**The Court continues to offer and refer estates to the ADR program for possible settlement of estates.**

9. Please provide an update on the FY 2023 and FY 2024 YTD cases that have been referred to the ADR. For FY 2024 YTD, how many cases have been settled, are pending, and were removed/settled outside of ADR?

For FY23, 11 cases were referred to ADR. For FY24, 10 cases have been referred to ADR. The cases for FY24 are - 3 are pending; 5 settled; 1 resolved prior; 1 removed for clerical reasons.

10. Please provide the number of open and closed cases by category (i.e., Estate Pleadings, Guardianship pleadings, etc.) for FY 2021 through FY 2024 year to date.

Estate Pleadings			
	Fiscal Year	Open Cases	Closed Cases
	2021	2,294	2,040
	2022	3,056	2,397
	2023	3023	2214
	2024 YTD	1826	1390
<i>Total</i>		8,373	8,041
<i>YTD as of:</i>	2/28/2024		

Gurdianship Pleadings			
	Fiscal Year	Open Cases	Closed Cases
	2021	36	44
	2022	53	44
	2023	52	56
	2024 YTD	28	35
<i>Total</i>		169	179
<i>YTD as of:</i>	2/28/2024		

- a. Please feel free to modify the table if the Court uses different categories or other parameters than what is included in the table. For example, if the Court collects and reviews data on CY, please use CY instead of FY.

**See table above, data are collected and reviewed by fiscal year (FY).**

- b. Please comment on the Court’s changes in workload demands and the status of the backlog created by the pandemic.

**The Court has continued to add additional dockets to help address the backlog created by the pandemic and increase cases. It continues to look at ADR for the settlement of cases as well.**

11. What are the Court’s top three (3) current challenges?

**The Court continues to struggle without a law clerk. The position of the law clerk allows for staff to continue to focus on other needs of the Court, while the law clerk can assist the judge(s) with their tasks. While continuing to work through the back log, the assistance of a law clerk would be beneficial to the Orphans’ Court.**

12. Does the Court have any critical information technology needs? Did the Court implement any new information technology initiatives in FY 2024 to date? Are there any additional initiatives planned for the remainder of FY 2024, or FY 2025? If yes, please provide details on the FY 2024-FY 2025 information technology initiatives.

**The Court believes it has all its technology needs current for judges, staff, and the courtroom.**