



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

MEMORANDUM

April 11, 2019

TO: Calvin S. Hawkins II, Chair
Health, Human Services, and Public Safety (HHSPS) Committee

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

FROM: Nana Boadu, Staff Auditor *NB*

RE: Circuit Court
Fiscal Year 2020 Budget Review

Budget Overview

The FY 2020 Proposed Budget for the Circuit Court is \$22,470,500. This is an increase of \$1,719,000, or 8.3%, over the FY 2019 Approved Budget. The General Fund portion of the budget is \$18,747,000, an increase of \$927,700, or 5.2% over the FY 2019 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 \$791,300, or 27.0%, largely due to three (3) new grant awards.

Fund	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	% Change - Est vs App	FY 2020 Proposed	Change Amount	Percentage Change
General Fund	\$ 17,489,560	\$ 17,819,300	\$ 17,572,400	-1.4%	\$ 18,747,000	\$ 927,700	5.2%
Grants	2,625,893	2,932,200	3,903,500	33.1%	3,723,500	791,300	27.0%
Total	\$20,115,453	\$20,751,500	\$21,475,900	3.5%	\$22,470,500	\$1,719,000	8.3%

Authorized Staffing - All Classifications

	FY 2019 Approved	FY 2020 Proposed	Change	% Change
General Fund	173	175	2	1.2%
Grants	42	45	3	7.1%
Total	215	220	5	2.3%

Budget Comparison - General Fund

Approved Fiscal Year 2019 to Proposed Fiscal Year 2020

Category	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Proposed	Change Amount	Percentage Change
Compensation	\$ 10,753,220	\$ 11,323,600	\$ 10,859,100	\$ 11,947,600	\$ 624,000	5.5%
Fringe Benefits	3,131,911	3,646,300	3,615,900	3,787,300	141,000	3.9%
Operating Expenses	3,604,429	3,115,000	3,097,400	3,277,700	162,700	5.2%
Sub-Total	\$ 17,489,560	\$ 18,084,900	\$ 17,572,400	\$ 19,012,600	\$ 927,700	5.1%
Recoveries	-	(265,600)	-	(265,600)	-	0.0%
Total	\$17,489,560	\$17,819,300	\$17,572,400	\$18,747,000	\$ 927,700	5.2%

Authorized Staffing Count - General Fund

	FY 2019 Approved	FY 2020 Proposed	Change Amount	Percentage Change
Full-Time	140	142	2	1.4%
Part-Time	33	33	0	0.0%
Total	173	175	2	1.2%

General Fund Budget and Staffing by Division

Division	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	% Change - Est vs App	FY 2020 Proposed	Change Amount	Percentage Change
General Judicial	5,990,572	7,002,500	7,123,400	1.7%	7,298,300	295,800	4.2%
Law Library	491,058	563,900	564,300	0.1%	545,300	(18,600)	-3.3%
F.D. Domestic Relations	2,496,923	1,691,600	1,691,600	0.0%	1,758,700	67,100	4.0%
Bail Bond Comm.	181,573	204,400	204,400	0.0%	212,100	7,700	3.8%
Calendar Management	1,332,068	1,469,800	1,469,800	0.0%	1,526,000	56,200	3.8%
Jury Office	891,705	812,000	727,000	-10.5%	812,000	-	0.0%
Admin. Operations	6,105,661	6,340,700	5,791,900	-8.7%	6,860,200	519,500	8.2%
Agency Sub-Total	\$ 17,489,560	\$ 18,084,900	\$ 17,572,400	-2.8%	\$ 19,012,600	\$ 927,700	5.1%
Recoveries	-	(265,600)	-	-100.0%	(265,600)	-	0.0%
Agency Total	\$ 17,489,560	\$ 17,819,300	\$ 17,572,400	-1.4%	\$ 18,747,000	\$ 927,700	5.2%

	FY 2019 Approved		FY 2020 Proposed		Number Change		Percentage Change	
	FT	PT	FT	PT	FT	PT	FT	PT
General Judicial	54	30	56	30	2	0	3.7%	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	36	3	0	0	0.0%	0.0%
	140	33	142	33	2	0	1.4%	0.0%

Staffing Changes and Compensation

- In the FY 2020 Proposed Budget, the General Fund provides for 142 full-time positions, and 33 part-time positions, which is an increase of two (2) full-time positions when compared to the FY 2019 Approved Budget. The proposed (2) new positions are Administrative Aide (Security) positions for the Court's Video Command Center.
- According to the Circuit Court, as of March 5, 2019, 137 of their 140 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 9.8%. 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 2015	FY 2016	FY 2017	FY 2018	FY 2019 (YTD)
# of Separations	0	17	24	11	21
# of Authorized Positions	201	207	211	215	215
Rate of Attrition	0.0%	8.2%	11.4%	5.1%	9.8%

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

Fringe Benefits

- The FY 2020 General Fund Proposed Budget for fringe benefits is \$3,787,300. This is an increase of \$141,000, or 3.9% over the FY 2019 Approved Budget, based on compensation changes.

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed
Fringe Benefits Expenditures	\$ 2,881,236	\$ 2,755,107	\$ 3,131,911	\$ 3,615,900	\$ 3,787,300
As a % of Compensation	31.0%	29.8%	29.1%	33.3%	31.7%
Annual % Change		-4.4%	13.7%	15.5%	4.7%

Operating Expenses

- General Fund FY 2020 operating expenses are proposed at \$3,277,700, and are composed of the following major items:
 - Other Operating Equipment 961,300
 - Miscellaneous 725,000
 - Office Automation 524,700
 - General & Administrative Contracts 327,000
 - Periodicals 213,000
- Overall, FY 2020 General Fund proposed operating expenses are increasing by \$162,700, or 5.2%, over the FY 2019 Approved Budget level.
- The accompanying table compares the FY 2020 Proposed Budget operating expenditures with the FY 2019 Approved Budget operating expenditures. In three (3) of the categories, the FY 2020 Proposed Budget increases planned spending over the FY 2019 Approved Budget. In eight (8) of the categories, the FY 2020 Proposed Budget level remains unchanged compared to the FY 2019 Approved Budget. FY 2020 proposed expenditures decrease in two (2) categories.

Operating Objects	FY 2019 Budget	FY 2020 Proposed	FY 2019 - FY 2020	
			\$ Change	% Change
Office Automation	422,900	524,700	101,800	24.1%
General & Administrative Contracts	230,800	327,000	96,200	41.7%
Training	35,000	45,000	10,000	28.6%
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%
Mileage Reimbursement	22,700	22,700	-	0.0%
Miscellaneous	725,000	725,000	-	0.0%
Printing	85,000	85,000	-	0.0%
Other Operating Equipment	961,300	961,300	-	0.0%
Office & Operating Equipment Non Capital	86,200	70,900	(15,300)	-17.7%
Periodicals	243,000	213,000	(30,000)	-12.3%
TOTAL	\$ 3,115,000	\$ 3,277,700	\$ 162,700	5.2%

- The most significant increase between the FY 2020 Proposed Budget and the FY 2019 Approved Budget is in the Office Automation category (\$101,800 increase) and is a result of the OIT calculation per agency use.

- The most significant decrease between the FY 2020 Proposed Budget and the FY 2019 Approved Budget is in the Periodicals category (\$30,000 decrease) and is a result of a decrease to align with actual costs.

Recoveries

- In FY 2020, the Circuit Court proposes to recover \$129,400 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 \$1,080,071, with a 10-year vested balance of \$413,896.
 - Recovery from the Fund can be used to support the Court's Bail Bond Commissioner and Law Library Divisions, which have proposed FY 2020 costs of \$212,100, and \$545,300, respectively. Although the Court does propose to recover \$129,400 from this fund to support its Bail Bond Commissioner Division in FY 2020, actual recovery from this fund has not materialized in the past five years.
- In FY 2020, the Court also proposes to recover \$136,200 for the salary of the facilities manager position from their Capital Improvement Projects (Court School and the Courthouse Exterior/Interior Security) based on the percentage of time the facilities manager spends on both projects. In FY 2019, the Court proposed to recover the same amount from their Capital Improvement Projects; however, to date, no recoveries have been made for this position.

HIGHLIGHTS

Workload/Performance Trends

- The Prince George's County Circuit Court currently has 24 sitting judges, 7 magistrates. The Circuit Court continues to utilize visiting and retired judges to help meet staffing needs in FY 2019, and this practice will continue in FY 2020.
- The Court's caseload increased from 53,701 total cases in FY 2017, to 63,479 total cases in FY 2018. The Court's caseload is projected to decrease to 60,667 cases in FY 2019, with a projected decline to 60,081 in FY 2020. *See the FY 2020 Proposed Operating Budget book pg. 241 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. There are currently 9 participants, with 12 graduates from the program since its inception. This program has one (1) 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 31 current participants and has graduated 111 clients. This program has one (1) Coordinator and utilizes case managers from Juvenile Drug Court until funding is made available to hire dedicated case managers.
- The Family Justice Center has experienced an increase in client demand. In FY 2019 (YTD) the Center has served 385 clients. The Center has served a total of 2,324 clients since it opened in July 2016. In order to meet the increase client demand, the Court has 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 three on-site organizations to address clients' short-term housing needs, in addition to programs based in Washington, DC that offer more long-term housing options. Transportation needs have been partially addressed with the provision of tokens for public transportation for clients as needed.
- The Court's foreclosure process includes mediation services that defendants may request prior to the sale of their property. In CY 2017, the Court received 2,998 foreclosure filings with 689 mediation requests received. In CY 2018, the Court received 3,166 foreclosure filings with 569 requests for mediation. In CY 2019 (YTD), as of March 6, 2019, the court has received 583 foreclosure filings with 408 requests for mediation.
- In FY 2019 the Court increased overall security by creating security passes/badges as a control measure of access to the court. They also instituted the use of security pouches to enhance security in the courtroom and installed alarms on all exits to prevent files from being removed from the Courthouse.

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 is set to go live in November 2020. The remote Database Administrator position that has been assisting with this project will be lost, and overtime will be required for a successful transition.
- 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 moved to the Mobilize Phase, which included establishing a strategic planning team to synthesize the data from the Discovery Phase, beginning the development of strategic plan, and coordinating leadership alignment.

- The Court has the following IT initiatives on-going in FY 2019:
 - Sound Intelligence in the Cells;
 - Polit of docket display for courtroom cases;
 - Phase one of a public announcement system in the courthouse;
 - Phase three of the change from analog cameras to digital cameras.
- The Court's IT projects for FY 2020 are as follows:
 - Phase two of a public announcement system in the courthouse;
 - Pilot acceptable for facial recognition;
 - 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 \$44,679,000. The project has estimated total expenditures of \$6,557,000 as of the end of FY 2019, and \$8,118,000 in the Proposed 2020 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 \$200,000, and \$1.2 million estimated for planning in FY 2019, and FY 2020, respectively.

Budget Comparison - Grants

Approved Fiscal Year 2019 to Proposed Fiscal Year 2020

Category	FY 2018 Actual	FY 2019 Approved	FY 2019 Estimated	FY 2020 Proposed	Change Amount	Percentage Change
Compensation	\$ 1,349,911	\$ 1,804,500	\$ 2,344,500	\$ 2,131,500	\$ 327,000	18.1%
Fringe Benefits	378,774	588,600	672,600	618,500	29,900	5.1%
Operating Expenses	897,208	803,000	1,150,300	1,316,400	513,400	63.9%
Total	\$2,625,893	\$3,196,100	\$4,167,400	\$4,066,400	\$ 870,300	27.2%

Authorized Staffing Count - Grants

	FY 2019 Approved	FY 2020 Proposed	Change Amount	Percentage Change
Full-Time	42	45	3	7.1%
Total	42	45	3	7.1%

Grant Programs

- The FY 2020 Proposed Budget for the Circuit Court's grant programs is \$4,066,400. This is an increase of \$870,300, or 27.2% over the FY 2019 Approved Budget.
- In FY 2020 grant funding is anticipated for 45 full-time positions. The staffing level is increasing by three (3) full-time positions above the FY 2019 Approved level. The three (3) additional grant positions will help administer the Family Justice Center's Changing Lives, Restoring Hope grant. As of March 5, 2019, 40 of the 42 positions were filled.
- Grant funded compensation is increasing \$327,000, or 18.1%, over the FY 2019 Approved levels, and Fringe Benefits are increasing \$29,900, or 5.1%, above the FY 2019 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 \$513,400, or 63.9%, above the FY 2019 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 \$263,900 is required. The County's proposed contribution for FY 2020 remains unchanged from the FY 2019 required match.
- 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 2020 grant funding from the Maryland Office of Problem Solving Court is \$396,000. This is an increase of \$80,800, or 25.6 %, above the FY 2019 Approved Budget level. Specifics pertaining to each of these programs are as follows:
 - The Adult Drug Court has graduated a total of 462 clients since inception, with 820 total clients served. It has one (1) case manager and the Health Department provides two (2) additional case managers, each with a caseload of 30 clients. *See First Round Question #33 pg. 19-20 for more information regarding statistics, demographics, staffing, and eligibility requirements.*
 - The Juvenile Drug Court program has graduated 123 participants since inception. 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. 21 for more information regarding statistics, demographics, staffing, and eligibility requirements.*
 - The Re-Entry Court has 10 current participants and 14 graduates since inception. This program has one (1) program coordinator and one (1) case manager. The total capacity of this program is 30 clients. *See First Round Question #33 pg. 22-23 for more information regarding statistics, demographics, staffing, and eligibility requirements.*