

PS COMMITTEE #3  
April 17, 2012

Worksession

MEMORANDUM

April 13, 2012

TO: Public Safety Committee  
FROM: Susan J. Farag, Legislative Analyst   
SUBJECT: **Worksession: FY13 Operating Budget  
Circuit Court**

*Those expected for this worksession:*

Pam Harris, Circuit Court Administrator  
John Greiner, Office of Management and Budget

The Executive's recommendation for the Circuit Court is attached at ©1-8.

**Overview**

For FY13, the Executive recommends total expenditures of \$12,711,935 for the Circuit Court, an 8.3% increase from the FY12 approved budget.

	FY11	FY12	FY13	% Change
	Actual	Approved	CE Recommended	FY12-FY13
<b>Expenditures</b>				
<b>General Fund</b>	\$10,076,039	\$9,319,730	\$10,330,453	10.8%
<b>Grant Fund</b>	\$2,118,215	\$2,412,990	\$2,381,482	-1.3%
<b>TOTAL Expenditures</b>	\$12,194,254	\$11,732,720	\$12,711,935	8.3%
<b>Positions:</b>				
<b>Full-time</b>	111	112	111	-0.9%
<b>Part-time</b>	10	9	9	0.0%
<b>TOTAL Positions</b>	121	121	120	-0.8%

The FY13 County Executive's recommendation is a net increase of \$979,215, which funds several changes with service impacts, as well as the following identified same service adjustments.

<b>Identified Same Service Adjustments</b>	
Increase Cost: Retirement Adjustment	\$224,214
Increase Cost: Lump Sum Wage Adjustment	\$184,555
Increase Cost: Group Insurance Adjustment	\$167,063
Increase Cost: Longevity Adjustment	\$26,369
Increase Cost: Maintenance Contract for CourtSmart System	\$3,340
Increase Cost: Elec. Digital Management System	\$380
Increase Cost: Case File Tracking System	\$220
Increase Cost: Motor Pool Rate Adjustment	\$50
Increase Cost: Family Law Grant	\$33,450
<b>Total Increases:</b>	<b>\$639,641</b>
Shift Cost: Help Desk Side Support to Desktop Computer NDA	(\$630)
Decrease Cost: Printing and Mail Adjustment	(\$5,890)
Decrease Cost: Elimination of One-Time Items Approved in Fy12	(\$20,700)
Decrease Cost: Juror Service Operating Expenses	(\$45,458)
Decrease Cost: MCC Drug Court Program Grant	(\$2,310)
Decrease Cost: Rule of Law Grant	(\$5,099)
Decrease Cost: Trial Court Research Partnership Grant	(\$57,549)
<b>Total Decreases:</b>	<b>(\$137,636)</b>
<b>NET SAME SERVICES ADJUSTMENT TOTAL:</b>	<b>\$502,005</b>

Changes with service impacts and other issues are discussed below.

## **FY13 Expenditure Issues**

### **Family Division Services**

#### **Restore One Full-time and Two Part-time Court Evaluator Positions (\$254,488)**

Court Evaluator positions have been lapsed over the past several years due to fiscal constraints. The two part-time court evaluator positions were first lapsed in the FY10 Savings Plan (Round 2) and continued through FY11. Two additional full-time evaluator positions were lapsed as part of FY12 budget reductions. The Court currently has eight full-time and one-part-time evaluators. In FY11, the average number of case assignments including custody evaluations, visitation reports, and family assessments was 39 per evaluator.

The recommended FY13 budget restores one full-time and two part-time court evaluator positions. These positions evaluate family case filings and proffer a neutral and professional opinion based on what is in the best interest of the children. In cases of divorce and child custody determinations, each adult party typically has retained counsel that advocates their respective positions. The Court Evaluator focuses solely on the best interest of the children involved. Information obtained and presented by the Court Evaluator to the judicial officer helps provide information necessary to determine the best outcome of the case. The Court advises that judges and masters are not receiving the information necessary to make the best decisions concerning child custody litigation. The Court also advises that based on prior year caseloads,

the ideal number of Court Evaluator positions would be 15.2. The FY13 recommended budget would increase the total number to nine full-time and two part-time evaluators.

### **Restore One Domestic Relations Master (\$144,651)**

The Circuit Court currently has four full-time and one part-time Family Division Masters who preside over a wide variety of family law matters. This position was first lapsed in the FY10 Savings Plan (Round 2) and continued as lapsed in both FY11 and FY12. The Court advises that the number of original family case filings increased by 23% from 7,280 to 8,985 between FY00 and FY11. The number of these that involved complex custody issues has increased by 52% in the same time period. The restoration of the position will help ease a growing caseload.

## **Administration**

### **Additional RFID Readers for Case File Tracking System (\$40,000)**

The Court recently purchased a centralized automated tracking system to assist with the management of more than 700,000 court files. On average, 2,250 court files are handled daily as they are reviewed by the public, updated, and transported throughout the Judicial Center. The Case File Tracking System uses RFID tags that are affixed to the inside of each court file. RFID readers are installed throughout various locations in the Judicial Center and Grey Courthouse to detect the RFID tags as court files are being moved from one location to the next. There are currently 181 RFID readers in the two buildings. The Court is requesting funding in FY13 for the purchase of 40 new readers for the new Judicial Center Annex to be installed during the construction of the annex. (see file storage picture at ©9).

### **Additional RFIP Gen2 Tags (\$14,500)**

These are the RFID tags attached to each new and reopened court file. Currently, 185,838 court files have been equipped with an RFID tag. The FY13 funding will pay for the purchase of 50,000 new RFID tags for new cases as well as any court file that is reopened and was not originally equipped with a tag.

### **Offsite Storage of Backup DVDs for the CourtSmart Digital Recording System (\$10,000)**

The CourtSmart digital recording system is responsible for capturing the court record in 29 courtrooms and hearing rooms through multiple buildings within the Rockville core. The FY13 budget contains \$10,000 to pay for offsite storage of the backup DVDs.

### **Various Maintenance Contracts (\$18,630)**

The FY13 budget contains increased funding for four maintenance contracts for technology systems in the Court:

- Enterprise Tape Library Backup (\$14,690)
- CourtSmart Digital Recording System (\$3,340);
- Electronic Document Management System (\$380);
- Case File Tracking System (\$220).

## Jury

### **Juror Service Operating Expenses Related to Fewer Jury Trials (-\$45,458)**

The Court advises that the revised civil and criminal Differentiated Case Management (DCM) plans have had the desired impact of resolving a greater percentage of cases in advance of trial. The Jury Commissioner has been able to bring in fewer jurors and smaller jury pools because the trial dockets have not been filled with cases that were likely to settle on the day of trial. A key component of the revised DCM plan is to have parties whose cases are still pending at the time of the Settlement Conference/Pretrial Hearing date to participate in a mandatory Settlement Conference. The goal of the conference is to reach settlement of the claim early in the case, thereby reducing the need to schedule a trial date.

The Court indicates that a preliminary analysis of the impact of these revised procedures show that civil settlements increased from 62.5% in FY10 to 64.3% in FY11. The savings in the FY13 budget reflect reduced expenditures for jury stipends.

## Grants

Grant funding has decreased by 1.3% in FY13 (see Schedule C-4 on ©10). The Court advises that the Trial Court Partnership and MCC Drug Court Program are used to fund personnel costs. The operational impact for the decrease in funding for the Rule of Law grant will minimize the amount of money available for travel expenses. The Family Law increased by \$33,446, and these funds were used to increase operating expenses.

## Council Staff Recommendation

**Council staff recommends approval of the budget as submitted by the Executive.**

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# Circuit Court

## MISSION STATEMENT

The mission of the Circuit Court is to serve Sixth Judicial Circuit residents in the determination of litigation in serious criminal matters, substantive civil cases, domestic and child support cases in accordance with the Constitution while administering justice in an honest, fair, and efficient manner.

## BUDGET OVERVIEW

The total recommended FY13 Operating Budget for the Circuit Court is \$12,711,935, an increase of \$979,215 or 8.3 percent from the FY12 Approved Budget of \$11,732,720. Personnel Costs comprise 81.3 percent of the budget for 111 full-time positions and nine part-time positions for 116.50 FTEs. Operating Expenses account for the remaining 18.7 percent of the FY13 budget.

## LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ❖ **A Responsive, Accountable County Government**
- ❖ **Safe Streets and Secure Neighborhoods**

## DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below, with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY12 estimates reflect funding based on the FY12 approved budget. The FY13 and FY14 figures are performance targets based on the FY13 recommended budget and funding for comparable service levels in FY14.

Measure	Actual FY10	Actual FY11	Estimated FY12	Target FY13	Target FY14
<b>Multi-Program Measures</b>					
<b>Percentage of Cases Closed within State Caseflow Time Standard<sup>1</sup></b>					
Civil (standard = 98% within 548 days)	96%	98%	NA	NA	NA
Criminal (standard = 98% within 180 days)	95%	96%	NA	NA	NA
Domestic Relations I (standard = 90% within 365 days)	92%	93%	NA	NA	NA
Domestic Relations II (standard = 98% within 730 days)	99%	99%	NA	NA	NA
Juvenile (standard = 98% within 90 days)	96%	97%	NA	NA	NA
Child in Need of Assistance (CINA) - Shelter (standard = 100% within 30 days)	80%	81%	NA	NA	NA
CINA - Non-Shelter (standard = 100% within 60 days)	97%	NA	NA	NA	NA
Termination of Parental Rights (TPR) (standard = 100% within 180 days)	82%	97%	NA	NA	NA
<b>Case Filings (includes re-opened cases)</b>					
Criminal (including District Court appeals)	6,847	7,417	6,900	7,006	7,113
Civil (including Registrar of Wills, District Court appeals)	18,225	12,225	15,266	15,620	15,976
Domestic Relations	15,118	14,791	15,281	15,522	15,763
Juvenile (including Delinquency, CINA, and TPR)	4,648	4,411	3,541	3,332	3,122
<b>TOTAL Case Filings</b>	<b>44,838</b>	<b>38,844</b>	<b>40,988</b>	<b>41,480</b>	<b>41,974</b>
<b>Case Terminations (includes re-opened cases)</b>					
Criminal	6,932	7,405	6,918	7,024	7,131
Civil	17,839	16,855	15,616	16,018	16,420
Domestic Relations	15,065	15,146	15,357	15,625	15,892
Juvenile	4,734	4,631	3,627	3,445	3,264
<b>TOTAL Case Terminations</b>	<b>44,570</b>	<b>44,037</b>	<b>41,518</b>	<b>42,112</b>	<b>42,707</b>
<b>Case Clearance Rate (includes re-opened cases)<sup>2</sup></b>					
Criminal	101%	100%	100%	100%	100%
Civil	98%	138%	102%	103%	103%
Domestic Relations	100%	102%	100%	101%	101%
Juvenile	102%	105%	102%	103%	105%
<b>OVERALL Case Clearance Rate</b>	<b>99%</b>	<b>113%</b>	<b>101%</b>	<b>102%</b>	<b>102%</b>
<b>Total Trials</b>	<b>1,560</b>	<b>1,639</b>	<b>1,542</b>	<b>1,596</b>	<b>1,651</b>

<sup>1</sup> Due to the nature of this performance measure, results for FY12-FY14 have not been projected.

<sup>2</sup> Clearance rate measures how efficiently a court is processing its caseload by dividing the number of cases terminated by the number of case filings for a given time period (expressed in terms of percentage).

## **ACCOMPLISHMENTS AND INITIATIVES**

- ❖ **Between FY10 and FY11, the Circuit Court improved its performances in criminal, Domestic Relationships (DR), Child In-Need of Assistance (CINA) Non-Shelter, and Termination of Parental Rights (TPR) case processing.**
- ❖ **The Circuit Court processed 96% of criminal cases within the 180-day Maryland Judiciary standard in FY11, a 1% increase from FY10. The number of original case terminations increased by 4% in FY11.**
- ❖ **The Circuit Court continues to exceed the State's performance goals for Domestic Relations (DR) cases. 94% of the DR cases were closed within the 1 year time standard, which is above the state goal of 90% within the same time period. More than 99% of DR cases were closed within the 2-year standard, which is also above the state goal of 98%.**
- ❖ **100% of CINA (Child In-Need of Assistance) Non-Shelter cases were closed within the 60 day time standard set by the Maryland Judiciary.**
- ❖ **The Court had the highest performance of Termination of Parental Rights (TPR) cases since 2005 when the Maryland Judiciary initially began to collect information about performance of child welfare cases. 97% of TPR cases were closed within 180 days.**
- ❖ **The Court's overall case clearance rate (calculated by dividing the number of case terminations by case filings) is 113%, indicating that 113 cases were terminated per 100 filings in FY11. All four of the major case types (civil, criminal, family, and juvenile) achieved a clearance rate close to or above 100%.**
- ❖ **Productivity Improvements**
  - **The Court has increased its transparency to the public by developing and implementing CourTools, a web-based analytical tool that can be found on the Court's website. CourTools displays ten nationally recognized trial court performance measures that are continuously updated to provide the public with accurate information reflecting the performance of the Court's core functions.**
  - **Montgomery County Circuit Court, along with the Sheriff's Office, the District Court, and the Montgomery County Family Justice Center, has been actively involved in an initiative to offer exparte/temporary protective order hearings via video conference for victims of domestic violence. This allows the judges to preside over the initial hearings while the petitioner is physically located at the Family Justice Center.**
  - **The Circuit Court has completed its development of an automated data collection process for cases placed on its "To Be Assigned" (TBA) docket. Tracking the number of cases placed on the TBA docket and their associated outcome will provide insights on how to best manage the Court's workload through efficient scheduling and management of resources.**
  - **Court research staff has developed "case fallout" profiles for civil and criminal cases which show the number and percentage of cases that terminate at each major case processing milestone. Examining the dropout rate over time should help ensure that the judges' time is being efficiently utilized.**
  - **The Court has used its recently updated criminal and civil Differentiated Case Management (DCM) Performance Analysis to determine at which stage of case processing performance begins to falter. An early indication of performance slippage will lead to actions aimed at preventing further declines in performance.**
  - **The Court is planning to undertake a number of other analyses to better understand and improve its services, including:**
    - **Initiating a project to examine and update procedures related to the tracking of circuit court-imposed costs and fines in criminal cases.**
    - **Collecting and analyzing foreclosure filings and terminations on a monthly basis to provide insights on potential modifications to case processing that may be required to accommodate the Court's caseload.**
    - **Examining case processing performance by case sub-type to identify whether certain sub-types consistently close within or over standard time.**
    - **Establishing a feedback system where concerns or errors uncovered are discussed with all appropriate personnel.**

## PROGRAM CONTACTS

Contact Pamela Harris of the Circuit Court at 240.777.9100 or Monica Zaleski of the Office of Management and Budget at 240.777.2781 for more information regarding this department's operating budget.

## PROGRAM DESCRIPTIONS

### Administration

The Administrative Office of the Circuit Court serves as a conduit for many operations of the Court. The Court Administrator's role is to facilitate the administrative functions of the Court and to develop policies to enhance systems performance while maintaining the independence of the judiciary. Basic functions performed by the Court Administrator and staff include the following: fiscal administration of the budget; human resources; caseload management and statistics; technology management; information management; jury management; space management; intergovernmental liaison; and public information.

The Trial Court Researchers, funded in part by the Trial Court Research Partnership Grant, provide research and statistical support for judiciary-wide research projects; prepare reports based on statistics and other data collected from the Montgomery County Circuit Court; establish links to national research/statistical sources relative to courts; and analyze court-wide programs, functions, and organizations to determine whether current management systems accomplish objectives efficiently.

<b>FY13 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY12 Approved</b>	<b>2,344,840</b>	<b>3.80</b>
Enhance: Additional Radio Frequency Identification (RFID) Readers for the Case File Tracking System in the New Judicial Center Annex	40,000	0.00
Enhance: Maintenance for Enterprise Tape Library Backup	14,690	0.00
Enhance: Purchase of Additional Radio Frequency Identification (RFID) GEN2 Tags	14,500	0.00
Enhance: Off-Site Storage of Backup DVDs for the CourtSmart Digital Recording System	10,000	0.00
Increase Cost: Maintenance Contract for the CourtSmart Digital Recording System	3,340	0.00
Increase Cost: Maintenance Contract for the Electronic Document Management System	380	0.00
Increase Cost: Maintenance Contract for the Case File Tracking System	220	0.00
Reduce: Other Outside Printing/Copying	-1,119	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY12	-20,700	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	275,290	5.80
<b>FY13 CE Recommended</b>	<b>2,681,441</b>	<b>9.60</b>

### Adjudication

Adjudication encompasses support staff for the judiciary and Differentiated Case Management (DCM). Conceptually, this division monitors case assignment (criminal, civil, and family cases); provides expedited case disposition for incarcerated offenders; and provides judicial supervision consistent with the complexity of each case filed. Adjudication/DCM improves the efficiency of case processing and reduces the demand for judicial intervention at various stages of litigation. To minimize case delay, each case is assigned to an appropriate track that allows for the performance of pre-trial tasks and allocates the appropriate level of judicial intervention. Tracks are monitored for performance and are evaluated based on established performance measures.

<b>FY13 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY12 Approved</b>	<b>2,633,090</b>	<b>31.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	299,865	0.00
<b>FY13 CE Recommended</b>	<b>2,932,955</b>	<b>31.00</b>

### Family Division Masters

Family Division Masters are qualified individuals appointed by the Judges of the bench to hear family matters and make reports and recommendations based on testimony and analysis of the testimony received at hearing. A Family Division Judge will continue to review the recommendations and sign orders resulting from the recommendations of the Family Division Masters.

<b>FY13 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY12 Approved</b>	<b>572,830</b>	<b>7.00</b>
Enhance: Restore Domestic Relations Master	144,651	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	108,768	1.00
<b>FY13 CE Recommended</b>	<b>826,249</b>	<b>8.00</b>

### **Case Assignment**

The Assignment Office schedules and maintains all hearings, trials, and motion dates as well as special event dates for Judges and Family Division Masters of the Court, maintaining the schedules up-to-date, and ensuring that these events are scheduled in accordance with the Court's Differentiated Case Management plans. The Assignment Office maintains all scheduling information related to criminal indictments and informations; criminal jury demands and appeals; civil, juvenile, and family trial assignments; civil, family, and juvenile motions; and bench warrants. The Assignment Office also manages all courtroom information sheets, locates all files for assigned calendars, reviews each file, and delivers files to various court hearing rooms.

<b>FY13 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY12 Approved</b>	<b>1,140,330</b>	<b>14.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	13,428	0.00
<b>FY13 CE Recommended</b>	<b>1,153,758</b>	<b>14.00</b>

### **Jury**

The Jury Office manages prospective and active jurors for civil and criminal proceedings. In accordance with Maryland Courts and Judicial Proceedings, Title 8, every citizen has the opportunity to serve as a juror and the obligation to serve when summoned. The Jury Commissioner and staff dispatch questionnaires to prospective jurors using information gathered from Voter Registration and Motor Vehicle Administration listings. The Jury Commissioner maintains a qualified jury pool from the individuals who are determined to be qualified as jurors under Maryland Courts and Judicial Proceedings § 8-207.

<b>FY13 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY12 Approved</b>	<b>759,850</b>	<b>4.00</b>
Decrease Cost: Juror Service Operating Expenses Related to Fewer Jury Trials	-45,458	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	-21,115	0.00
<b>FY13 CE Recommended</b>	<b>693,277</b>	<b>4.00</b>

### **Family Division Services**

This program provides a variety of services for children and families, most of them funded by the Family Law Grant. Services include case managers that provide day-to-day management of cases between Family Division Masters, judges, counsel, and litigants; custody mediation involving litigants in an effort to obtain a settlement of custody issues prior to litigation; the Family Law Self Help Center (formerly the Pro Se Project) staffed by attorneys and paralegals to help individuals representing themselves in uncomplicated family law cases involving divorce, custody and child support; psychological evaluations when psychological testing is necessary as an adjunct to arriving at a decision in the best interest of the children; best interest attorney (formerly guardian ad litem) appointments to specifically represent the interests of children; and operating expenses associated with managing the division.

Family Division Services also handles adoption investigations and child custody/visitation evaluations. After the establishment of a Court Order, independent evaluations for child custody/visitation and adoption investigations are conducted by Court staff possessing substantial experience in social science or suitable credentials in the field of social work. The evaluator meets with the litigants and children and interviews professionals and collateral references to ascertain the appropriate custodial situation for the children.

The Juvenile Division is also a part of Family Division Services and is responsible for oversight of Delinquency petitions, Children in Need of Assistance (CINA) petitions, Termination of Parental Rights (TPR) petitions, Voluntary Placement petitions, and Petitions for Peace Orders. These matters, which are governed by strict statutory timeframes, require a high degree of judicial oversight by the Court on a long term basis.

<b>FY13 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY12 Approved</b>	<b>387,560</b>	<b>5.00</b>
Enhance: Restore One Full Time Evaluator Position	167,976	0.00
Enhance: Restore Two Part Time Evaluator Positions	86,512	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	4,279	3.00
<b>FY13 CE Recommended</b>	<b>646,327</b>	<b>8.00</b>

## Technical Services

Technical Services manages the central recording location that electronically records all courtroom and hearing room proceedings for the Judicial Center and Grey Courthouse. All video conferencing between the Circuit Court, District Court, Montgomery County Detention Center, and Montgomery County Correctional Facility is handled through this division. This equipment is used on a daily basis in order to conduct bond hearings via a video connection. Copies of court transcripts and cassettes are purchased through this division. The Court's website and internal servers for the Court and Clerk's Office are administered by Technical Services.

<b>FY13 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY12 Approved</b>	<b>825,780</b>	<b>10.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	-2,036	0.00
<b>FY13 CE Recommended</b>	<b>823,744</b>	<b>10.00</b>

## Law Library

The Law Library supports the research activities of the Court, the Bar, and the public. The Library has a comprehensive collection of law, including U.S. statutes and the codes of Maryland, Washington D.C., Virginia, and local ordinances. It has a complete collection of judicial opinions and a variety of subject treatises and reference materials. The Law Library also offers free access to the major on-line legal databases. Library staff are available to answer questions regarding the library and its collection but cannot give legal opinions or advice. The staff will provide limited assistance over the telephone and by e-mail.

<b>FY13 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY12 Approved</b>	<b>486,000</b>	<b>3.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	-81,552	0.00
<b>FY13 CE Recommended</b>	<b>404,448</b>	<b>3.00</b>

## Trust and Guardianships

The Trust Office administers the case files for fiduciary entities (primarily guardianships) required to comply with the reporting requirements set forth in the Maryland Court Rules, Title 10, Guardians and Other Fiduciaries. The reports required to be filed include the Inventory and Information Report and Annual Fiduciary Report for guardianships of the property of a minor or disabled person and the Annual Report for guardianships of the person of a disabled person. The Trust Clerk examines the Annual Fiduciary Reports filed and prepares the Report of Trust Clerk for the Court.

<b>FY13 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY12 Approved</b>	<b>169,450</b>	<b>2.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	-1,192	0.50
<b>FY13 CE Recommended</b>	<b>168,258</b>	<b>2.50</b>

## Grants

The Family Law Grant is funded by the State and provides services to families to reduce conflict and introduce the parties involved in litigation to problem-solving techniques to help reduce future litigation. See the Family Division Services Program for a description of the services supported by this grant.

The Trial Court Research Partnership Grant supports two Trial Court Researchers assigned to the Administration Program. These individuals provide research, analysis, statistical support, and related reports on County and judiciary-wide research projects.

The Montgomery County Juvenile and Adult Office of Problem Solving grants are funded by the State. The mission of the Juvenile Drug Court is to reduce substance abuse and delinquent conduct among youthful offenders by providing them and their families with intensive, comprehensive, individualized services. The mission of the Adult Drug Court is to eliminate drug abuse, crime, and their consequences by forging continuing partnerships with the Court, health treatment providers, concerned community organizations, and law enforcement. By leveraging its partnerships and its authority, the Court directs substance-abusing offenders into evaluation and treatment to achieve personal responsibility and productive citizenship.

The Rule of Law Grant is designed to improve the capacity of international legal institutions to implement reform. This initiative has been instrumental in the development of educational programs for bar associations, judges, lawyers, administrators, and - more recently - the executive and legislative branches of government. It has promoted the adoption of alternative dispute resolution methods, provided instruction in the use of technology, and trained legal professionals to effectively implement reforms to bring justice to citizens and help ensure a more democratic society.

<b>FY13 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY12 Approved</b>	<b>2,412,990</b>	<b>26.60</b>
Increase Cost: Family Law Grant	33,450	0.00
Technical Adj: Reconcile with Hyperion FTEs Related to Court Research Positions in the General Fund	0	0.20
Technical Adj: Reconcile with Hyperion FTEs Related to Court Research Positions in the Grant Fund	0	-0.20
Decrease Cost: MCC Drug Court Program Grant	-2,310	0.00
Decrease Cost: Rule of Law Grant	-5,099	0.00
Decrease Cost: Trial Court Research Partnership	-57,549	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. Other large variances are related to the transition from the previous mainframe budgeting system to Hyperion.	-4	-0.20
<b>FY13 CE Recommended</b>	<b>2,381,478</b>	<b>26.40</b>

## BUDGET SUMMARY

	Actual FY11	Budget FY12	Estimated FY12	Recommended FY13	% Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	5,755,656	5,388,500	5,382,287	5,882,670	9.2%
Employee Benefits	2,093,735	1,744,360	1,870,528	2,251,530	29.1%
<b>County General Fund Personnel Costs</b>	<b>7,849,391</b>	<b>7,132,860</b>	<b>7,252,815</b>	<b>8,134,200</b>	<b>14.0%</b>
Operating Expenses	2,226,648	2,186,870	2,186,873	2,196,253	0.4%
Capital Outlay	0	0	0	0	—
<b>County General Fund Expenditures</b>	<b>10,076,039</b>	<b>9,319,730</b>	<b>9,439,688</b>	<b>10,330,453</b>	<b>10.8%</b>
<b>PERSONNEL</b>					
Full-Time	88	89	89	89	—
Part-Time	6	5	5	5	—
FTEs	80.60	79.80	79.80	90.10	12.9%
<b>REVENUES</b>					
Mater's Salary Reimbursement	274,143	288,930	288,930	299,436	3.6%
State Interpreter Fee Reimbursement	335,365	296,440	296,440	314,709	6.2%
State Jury Fee Reimbursement	421,205	423,360	423,360	404,245	-4.5%
<b>County General Fund Revenues</b>	<b>1,030,713</b>	<b>1,008,730</b>	<b>1,008,730</b>	<b>1,018,390</b>	<b>1.0%</b>
<b>GRANT FUND MCG</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	1,601,313	1,776,420	1,776,420	1,607,744	-9.5%
Employee Benefits	468,900	448,530	448,530	590,797	31.7%
<b>Grant Fund MCG Personnel Costs</b>	<b>2,070,213</b>	<b>2,224,950</b>	<b>2,224,950</b>	<b>2,198,541</b>	<b>-1.2%</b>
Operating Expenses	118,002	188,040	188,040	182,941	-2.7%
Capital Outlay	0	0	0	0	—
<b>Grant Fund MCG Expenditures</b>	<b>2,188,215</b>	<b>2,412,990</b>	<b>2,412,990</b>	<b>2,381,482</b>	<b>-1.3%</b>
<b>PERSONNEL</b>					
Full-Time	23	23	23	22	-4.3%
Part-Time	4	4	4	4	—
FTEs	26.10	26.60	26.60	26.40	-0.8%
<b>REVENUES</b>					
State Grants	2,188,215	2,412,990	2,412,990	2,381,482	-1.3%
<b>Grant Fund MCG Revenues</b>	<b>2,188,215</b>	<b>2,412,990</b>	<b>2,412,990</b>	<b>2,381,482</b>	<b>-1.3%</b>
<b>DEPARTMENT TOTALS</b>					
<b>Total Expenditures</b>	<b>12,264,254</b>	<b>11,732,720</b>	<b>11,852,678</b>	<b>12,711,935</b>	<b>8.3%</b>
<b>Total Full-Time Positions</b>	<b>111</b>	<b>112</b>	<b>112</b>	<b>111</b>	<b>-0.9%</b>
<b>Total Part-Time Positions</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>—</b>
<b>Total FTEs</b>	<b>106.70</b>	<b>106.40</b>	<b>106.40</b>	<b>116.50</b>	<b>9.5%</b>
<b>Total Revenues</b>	<b>3,218,928</b>	<b>3,421,720</b>	<b>3,421,720</b>	<b>3,399,872</b>	<b>-0.6%</b>

## FY13 RECOMMENDED CHANGES

	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>		
<b>FY12 ORIGINAL APPROPRIATION</b>	<b>9,319,730</b>	<b>79.80</b>
<b>Changes (with service impacts)</b>		
Enhance: Restore One Full Time Evaluator Position [Family Division Services]	167,976	0.00
Enhance: Restore Domestic Relations Master [Family Division Masters]	144,651	0.00
Enhance: Restore Two Part Time Evaluator Positions [Family Division Services]	86,512	0.00
Enhance: Additional Radio Frequency Identification (RFID) Readers for the Case File Tracking System in the New Judicial Center Annex [Administration]	40,000	0.00
Enhance: Maintenance for Enterprise Tape Library Backup [Administration]	14,690	0.00
Enhance: Purchase of Additional Radio Frequency Identification (RFID) GEN2 Tags [Administration]	14,500	0.00
Enhance: Off-Site Storage of Backup DVDs for the CourtSmart Digital Recording System [Administration]	10,000	0.00
Reduce: Other Outside Printing/Copying [Administration]	-1,119	0.00
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: Retirement Adjustment	224,214	0.00
Increase Cost: Lump Sum Wage Adjustment	184,555	0.00
Increase Cost: Group Insurance Adjustment	167,063	0.00

	Expenditures	FTEs
Increase Cost: Longevity Adjustment	26,369	0.00
Increase Cost: Maintenance Contract for the CourtSmart Digital Recording System [Administration]	3,340	0.00
Increase Cost: Maintenance Contract for the Electronic Document Management System [Administration]	380	0.00
Increase Cost: Maintenance Contract for the Case File Tracking System [Administration]	220	0.00
Increase Cost: Motor Pool Rate Adjustment	50	0.00
Technical Adj: Conversion of WYs to FTEs in the New Hyperion Budgeting System; FTEs are No Longer Measured for Overtime and Lapse	0	10.10
Technical Adj: Reconcile with Hyperion FTEs Related to Court Research Positions in the General Fund [Grants]	0	0.20
Shift: Help Desk - Desk Side Support to the Desktop Computer Modernization NDA	-630	0.00
Decrease Cost: Printing and Mail Adjustment	-5,890	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY12 [Administration]	-20,700	0.00
Decrease Cost: Juror Service Operating Expenses Related to Fewer Jury Trials [Jury]	-45,458	0.00
<b>FY13 RECOMMENDED:</b>	<b>10,330,453</b>	<b>90.10</b>
<b>GRANT FUND MCG</b>		
<b>FY12 ORIGINAL APPROPRIATION</b>	<b>2,412,990</b>	<b>26.60</b>
<b>Other Adjustments (with no service impacts)</b>		
Increase Cost: Family Law Grant [Grants]	33,450	0.00
Technical Adj: Reconcile with Hyperion FTEs Related to Court Research Positions in the Grant Fund [Grants]	0	-0.20
Decrease Cost: MCC Drug Court Program Grant [Grants]	-2,310	0.00
Decrease Cost: Rule of Law Grant [Grants]	-5,099	0.00
Decrease Cost: Trial Court Research Partnership [Grants]	-57,549	0.00
<b>FY13 RECOMMENDED:</b>	<b>2,381,482</b>	<b>26.40</b>

## PROGRAM SUMMARY

Program Name	FY12 Approved		FY13 Recommended	
	Expenditures	FTEs	Expenditures	FTEs
Administration	2,344,840	3.80	2,681,441	9.60
Adjudication	2,633,090	31.00	2,932,955	31.00
Family Division Masters	572,830	7.00	826,249	8.00
Case Assignment	1,140,330	14.00	1,153,758	14.00
Jury	759,850	4.00	693,277	4.00
Family Division Services	387,560	5.00	646,327	8.00
Technical Services	825,780	10.00	823,744	10.00
Law Library	486,000	3.00	404,448	3.00
Trust and Guardianships	169,450	2.00	168,258	2.50
Grants	2,412,990	26.60	2,381,478	26.40
<b>Total</b>	<b>11,732,720</b>	<b>106.40</b>	<b>12,711,935</b>	<b>116.50</b>

## FUTURE FISCAL IMPACTS

Title	CE REC.			(S000's)		
	FY13	FY14	FY15	FY16	FY17	FY18
<b>This table is intended to present significant future fiscal impacts of the department's programs.</b>						
<b>COUNTY GENERAL FUND</b>						
<b>Expenditures</b>						
<b>FY13 Recommended</b>	<b>10,330</b>	<b>10,330</b>	<b>10,330</b>	<b>10,330</b>	<b>10,330</b>	<b>10,330</b>
No inflation or compensation change is included in outyear projections.						
<b>Elimination of One-Time Lump Sum Wage Adjustment</b>	<b>0</b>	<b>-185</b>	<b>-185</b>	<b>-185</b>	<b>-185</b>	<b>-185</b>
This represents the elimination of the one-time lump sum wage increases paid in FY13.						
<b>Grey Courthouse Security</b>	<b>0</b>	<b>-180</b>	<b>-360</b>	<b>-360</b>	<b>-360</b>	<b>-360</b>
These figures represent the impacts on the Operating Budget of projects included in the FY13-18 Recommended Capital Improvements Program.						
<b>Judicial Center Annex</b>	<b>0</b>	<b>2,173</b>	<b>2,148</b>	<b>2,148</b>	<b>2,148</b>	<b>2,148</b>
These figures represent the impacts on the Operating Budget of projects included in the FY13-18 Recommended Capital Improvements Program.						
<b>Subtotal Expenditures</b>	<b>10,330</b>	<b>12,139</b>	<b>11,934</b>	<b>11,934</b>	<b>11,934</b>	<b>11,934</b>



# SCHEDULE C-3

## Revenues Detailed By Agency, Fund and Type

	Actual FY11	Budget FY12	Estimated FY12	Recommended FY13	% Chg Bud/Rec
Investment Income	13,897	0	8,200	11,900	—
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>3,847,861</b>	<b>3,095,240</b>	<b>2,880,700</b>	<b>2,862,600</b>	<b>-7.5%</b>
<b>Enterprise Fund</b>					
<b>Charges for Services</b>					
Concessions	34,325	29,200	0	32,500	11.3%
Fees and Charges	6,137,974	6,065,100	9,989,400	6,467,300	6.6%
Merchandise Sales	703,841	649,300	0	690,000	6.3%
Rentals	2,858,859	3,018,500	0	2,791,500	-7.5%
<b>TOTAL CHARGES FOR SERVICES</b>	<b>9,734,999</b>	<b>9,762,100</b>	<b>9,989,400</b>	<b>9,981,300</b>	<b>2.2%</b>
<b>Miscellaneous</b>					
Non-Operating Revenues/Interest	14,907	12,000	12,200	25,000	108.3%
<b>TOTAL ENTERPRISE FUND</b>	<b>9,749,906</b>	<b>9,774,100</b>	<b>10,001,600</b>	<b>10,006,300</b>	<b>2.4%</b>
<b>Prop Mgmt MNCPPC</b>					
<b>Charges for Services</b>					
Rental Income	783,753	733,000	733,000	794,000	8.3%
<b>Investment Income</b>					
Investment Income	5,435	5,000	5,000	8,000	60.0%
<b>TOTAL PROP MGMT MNCPPC</b>	<b>789,188</b>	<b>738,000</b>	<b>738,000</b>	<b>802,000</b>	<b>8.7%</b>
<b>TOTAL ENTERPRISE FUNDS</b>	<b>14,386,955</b>	<b>13,607,340</b>	<b>13,620,300</b>	<b>13,670,900</b>	<b>0.5%</b>
<b>TOTAL M-NCPPC</b>	<b>14,482,870</b>	<b>14,157,340</b>	<b>14,170,300</b>	<b>14,220,900</b>	<b>0.4%</b>
<b>TOTAL NON-TAX SUPPORTED</b>	<b>653,249,662</b>	<b>645,605,108</b>	<b>614,243,433</b>	<b>648,001,931</b>	<b>0.4%</b>
<b>SUMMARY</b>					
<b>GRAND TOTAL ALL FUNDS/AGENCIES</b>	<b>4,319,180,472</b>	<b>4,537,737,644</b>	<b>4,552,992,440</b>	<b>4,675,237,995</b>	<b>3.0%</b>

# SCHEDULE C-4

## Grant Revenues Detailed By Department and Grant

	Actual FY11	Budget FY12	Estimated FY12	Recommended FY13	% Chg Bud/Rec
<b>MONTGOMERY COUNTY GOVERNMENT</b>					
<b>Grant Fund MCG</b>					
<b>Circuit Court Grants</b>					
Family Law Grant (OF10001)	1,903,572	2,110,130	2,110,130	2,143,580	1.6%
MCC Drug Court Program Grant (OF10015)	108,482	108,310	108,310	106,000	-2.1%
Rule Of Law Grant (OF10011)	1,768	15,830	15,830	10,731	-32.2%
Trial Court Research Partnership (OF10010)	174,393	178,720	178,720	121,171	-32.2%
<b>Total Circuit Court</b>	<b>2,188,215</b>	<b>2,412,990</b>	<b>2,412,990</b>	<b>2,381,482</b>	<b>-1.3%</b>
<b>Commission for Women Grants</b>					
Women's Bureau National Dialogue on (2000414)	14,000	0	0	0	—
<b>Community Engagement Cluster Grants</b>					
Northwest Park/Overview Weed & Seed (OF18006)	0	48,200	48,200	0	—
Rsvp (OF61908)	0	78,360	78,360	60,190	-23.2%
<b>Total Community Engagement Cluster</b>	<b>0</b>	<b>126,560</b>	<b>126,560</b>	<b>60,190</b>	<b>-52.4%</b>
<b>Correction and Rehabilitation Grants</b>					
Arra - Ffy09 Jag Recovery. (OF47089)	14,823	0	0	0	—
Correctional Officer Safty Vest (OF42026)	28,565	0	0	0	—
GOCCP Byrne Pre-Trial Domestic Viol (2000452)	25,688	0	0	0	—
Second Chance Act Training Project (2000401)	262,390	0	0	0	—
Violence Against Women Grant Progra (2000336)	29,545	0	0	0	—
<b>Total Correction and Rehabilitation</b>	<b>361,011</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>

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