

PS COMMITTEE #1  
April 26, 2019

**Worksession**

**MEMORANDUM**

April 24, 2019

TO: Public Safety Committee

FROM: Susan J. Farag, Legislative Analyst *SJF*

SUBJECT: **Worksession: FY20 Operating Budget: Circuit Court**

PURPOSE: To vote on the County Executive's Recommended FY20 Operating Budget

*Those expected to attend this worksession include:*

Robert A. Greenberg, Administrative Judge, Montgomery County Circuit Court  
Judy Rupp, Circuit Court Administrator  
Trevor Lobaugh, Office of Management and Budget (OMB)

**Budget Summary:**

- MDEC is delayed three months, with a new go-live date of February 2020.
- The Court adds three new positions, including a new Paralegal to support a new Juvenile Magistrate, a part-time Administrative Aide to assist with Trust Office cases, and an IT Specialist Position to assist with MDEC.

**Overview**

For FY20, the Executive recommends total expenditures of \$15,339,980, a 5.06 percent increase from the FY19 Approved Budget of \$14,600,627.

	<i>FY18 Actual</i>	<i>FY19 Approved</i>	<i>FY20 Recommended</i>	<i>% Change FY19-FY20</i>
<b><i>Expenditures by fund</i></b>				
General Fund	\$11,805,228	\$11,982,488	\$12,617,602	5.3%
Grant Fund	\$2,420,326	\$2,618,139	\$2,722,378	4.0%
<b><i>Total Expenditures</i></b>	<b>\$14,225,554</b>	<b>\$14,600,627</b>	<b>\$15,339,980</b>	<b>5.1%</b>
<b><i>Positions</i></b>				
Full-Time	114	115	117	1.7%
Part-Time	4	4	5	25.0%
<b><i>FTEs</i></b>	<b>116</b>	<b>117</b>	<b>119.5</b>	<b>2.1%</b>

The FY20 County Executive recommendation is a net increase of \$739,353, which reflects two changes with service impacts, including one new paralegal position to support a new Juvenile Magistrate, as well as one part-time Administrative Aide to cover increased trust office workload. It also reflects the following identified same service adjustments:

<b><i>Identified Same Service Adjustments</i></b>	
Increase Cost: FY20 Compensation Adjustment	\$382,192
Increase Cost: Annualization of FY19 Personnel Costs	\$174,826
Technical Adjustment: Realign Family Law Grant with Grant Award	\$148,769
Increase Cost: Restore One-time Lapse Increase	\$92,000
Increase Cost: Add IT Specialist II Position to serve as Database Administrator	\$80,392
Increase Cost: MDEC Data Migration and Testing	\$50,000
Technical Adjustment: Realign Drug Court Grant Budget with Grant Award	\$15,209
Increase Cost: Retirement Adjustment	\$10,236
Increase Cost: Motor Pool Adjustment	\$1,122
Technical Adjustment: Realign Trial Research Budget with Grant Award	\$410
Technical Adjustment: realign Drug Court Grant with Grant Award	\$72,163
Technical Adjustment: Realign Family Law Grant with Grant Award	\$35,166
<b><i>Total Increases:</i></b>	<b>\$1,062,485</b>
Realign Evaluation Services Budget Based on Past Actuals	(\$20,000)
Realign Child Care Services Budget Based on Past Actuals	(\$50,000)
Realign Arbitration Services Budget Based on Past Actuals	(\$73,000)
Decrease Cost: Turnover Savings	(\$96,650)
Decrease Cost: Savings from Proposed Reclassifications to Offset New Positions	(\$178,367)
Technical Adjustment: Realign Trial Research Budget with Grant Award	(\$3,090)
<b><i>Total Decreases:</i></b>	<b>(\$421,107)</b>
<b>NET SAME SERVICES ADJUSTMENT TOTAL:</b>	<b>\$641,378</b>

## **FY20 Expenditure Issues**

### **New Juvenile Magistrate**

The Circuit Court expects that a new state-funded Juvenile Magistrate will begin work on or around July 1, 2019. The FY20 Recommended Operating Budget includes \$74,474 to provide a Paralegal Specialist to support the new magistrate.

Initially, there was some concern that a new Juvenile Magistrate position would require an additional holding area to service the additional courtroom. This change may have significant impact on the Sheriff's Office budget, both for staffing and construction of a holding area. Sheriff's Deputies may be required to detain and transport additional youth, as hearings required. This issue will be discussed in more depth during the Sheriff's budget worksession. However, the Court advises that it will be able to delineate duties between the new Juvenile Magistrate and the existing Juvenile Judge in a way that minimizes or even eliminates the need to transport detained youth to the hearing room for the Magistrate. More detail is included on ©10.

### **Administrative Aide Position (\$23,501)**

This new part-time position will support fiduciary reporting requirements and maintenance of case files for active guardianships of disabled persons, guardianships of property of disabled persons and minors, and other fiduciary entities under the Court's jurisdiction. The office is currently staffed with two full-time employees.

Trust Office cases have increased from 195 in FY10 to 401 in FY18 (see chart on ©11). The Court advises that the increase is attributed to Special Immigrant Juvenile Cases. In addition, the County's over-65 population was 6% of the County's population in 1970. In 2045, it is expected to increase to 21% of the overall population. This growth is expected to increase guardianship and trust cases in the Court.

### **IT Specialist II Position (\$80,392)**

This position will support migrated data between the new Maryland Electronic Courts (MDEC) case management system and the current Case Management System (HP), the migration of Access databases to SQL, and the development of new databases, related interfaced, and reports.

### **Reclassifications Used to Offset New Positions (-\$178,367)**

The Court plans to reclassify several positions that currently support the HP case management system, in order to realign the staff complement with the Court's changing IT needs resulting from the implementation of MDEC. These classification changes will create savings that offset new positions. The specific changes include:

- Project Manager/Business Analyst (Grade 32) to Project Manager (Grade 24);
- System Analyst (Grade 30) to MDEC Data Integrity/Testing Analyst (Grade 25);
- Senior IT Specialist (Grade 28) to MDEC Configuration Management Analyst (Grade 23);
- Assistant Systems Analyst (Grade 27) to MDEC Configuration Management Analyst (Grade 23); and
- Senior IT Specialist (Grade 28) to MDEC Technical Specialist (Grade 23).

### **Technical Adjustments to Specified Programs and Grant Awards**

The Recommended Operating Budget has several technical adjustments of funding and FTEs between grant funds and general funds. These changes do not reflect any service impacts, but instead more accurately align budgeted expenditures with historical expenditures:

***Trial Research Budget:*** This change moves 0.06 FTEs from grant funds to general funds. It increases general funds by \$410 and reduces grant funds by -\$3,090.

***Evaluation Services Budget:*** This item pays for Court evaluations. From FY14-FY18, the Court spend between 19% and 77% of this fund. Reduction measures are in line with Court estimates of FY20 for Supervised Visitation Center funding requirements.

***Child Care Services Budget:*** This change reduces total spending on child care services by \$50,000. From FY16-FY18, the Court spend between 73% and 83% of its budgeted amount for this item. This reduction brings the budget estimate in line with historical expenditures.

***Arbitration Services Budget:*** This technical adjustment reduces general fund expenditures by \$73,000. From FY14-FY18, the Court spent between 16% and 21% of this fund. The reduced budget reflects historical expenditures.

***Drug Court Grant Budget:*** This change adds \$15,209 general funds and \$72,163 grant funds. It switches funding for 0.20 FTEs from grant funds to general funds.

***Family Law Grant Budget:*** This change adds \$148,769 general funds and \$35,166 grant funds. It switches funding for 1.08 FTEs from grant funds to general funds.

### **MDEC Update (includes additional MDEC Data Migration and Testing (\$50,000))**

The Maryland Electronic Courts (MDEC) project will create a single Judiciary-wide case management system that will be used by all the Courts in the State. Courts will be able to access complete records instantly as cases travel from District Court to Circuit Court, as well as in the appellate courts.

MDEC implementation is being done geographically. As of April 2019, MDEC is operational in Southern Maryland (Calvert, Charles, and St. Mary's Counties), Western Maryland (Allegany, Frederick, Garrett, and Washington Counties), North Central Maryland (Howard, Harford, and Carroll Counties), the Eastern Shore and Anne Arundel County (Dorchester, Somerset, Wicomico, Caroline,

Cecil, Kent, Queen Anne's, Talbot and Worcester Counties), and Baltimore County. Remaining jurisdictions include Baltimore City, Prince George's County, and Montgomery County.

The State Administrative Office of the Courts (AOC) is funding enhancements to the current MDEC system to accommodate Montgomery County's differentiated case management system, case manager assignments, and automated scheduling protocols.

MDEC was initially scheduled to be operational in Montgomery County in November 2019. After lengthy discussions with Tyler Technologies (contractor) and the State Judiciary, Tyler proposed delaying the County's go-live date due to the extensive programming code associated with the Montgomery County contract modification. The new go-live date is February 18, 2020. This delay will push data migration completion out about two months, from September 2019 to November 29, and it will push out code testing completion by approximately 100 days, from August 23 to December 5. As a result, the Court will need to extend the engagement several contractual positions, including one Data Migration Consultant, three Testing Analyst Consultants, one Data Reviewer, and one IT Consultant. The total cost of extending these contracts is \$50,000.

#### **Council Staff Recommendation**

Council staff recommends approval as submitted by the Executive.

#### **This packet contains**

Circuit Court FY20 Recommended Operating Budget  
Circuit Court Responses

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# Circuit Court

## RECOMMENDED FY20 BUDGET

**\$15,339,980**

## FULL TIME EQUIVALENTS

**119.50**

✴ **ROBERT A. GREENBERG**, ADMINISTRATIVE JUDGE

## 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 United States and Maryland Constitutions while administering justice in an honest, fair, and efficient manner.

## BUDGET OVERVIEW

The total recommended FY20 Operating Budget for the Circuit Court is \$15,339,980, an increase of \$739,353 or 5.06 percent from the FY19 Approved Budget of \$14,600,627. Personnel Costs comprise 82.62 percent of the budget for 117 full-time position(s) and five part-time position(s), and a total of 119.50 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 17.38 percent of the FY20 budget.

## COUNTY PRIORITY OUTCOMES

While this program area supports all seven of the County Executive's Priority Outcomes, the following are emphasized:

- ❖ **Thriving Youth and Families**
- ❖ **Effective, Sustainable Government**
- ❖ **Safe Neighborhoods**

## DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below (where applicable), with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY19 estimates reflect funding based on the FY19 Approved Budget. The FY20 and FY21 figures are performance targets based on the FY20 Recommended Budget and funding for comparable service levels in FY21.

## ACCOMPLISHMENTS

- ☒ During FY18, the Montgomery County Circuit Court processed over 35,000 original and reopened case filings and over 36,000 terminations. The Circuit Court also held approximately 39,200 hearings and 1,850 trials.

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- ☑ Reviewed and audited 914 Fiduciary Reports filed by court-appointed guardians and trustees, as well as monitored the filings of 252 Inventory Reports, 976 Fiduciary Reports, and 983 Annual Reports.
- ☑ The Court's Family Law Self-Help Center received 10,313 visits, a 3.6% increase from FY17 (9,959 visits). The center also provides evening service every Tuesday, and 569 clients were served in FY18.
- ☑ Kids Spot, the Court's child waiting area, served 1,046 children between the ages of 2 and 12 in FY18.
- ☑ Participated in the Maryland Judiciary's Maryland Electronic Courts (MDEC) initiative to transition from the court's legacy case management system to the new Statewide system. Activities include review and comment on scope/solution documentation, fit gap tracking, data migration planning, data/code mapping, and internal planning meetings.

## INNOVATIONS AND PRODUCTIVITY IMPROVEMENTS

- ✱ Updated information on the juror summons, improved the juror information packet, and revised the jury survey to improve Jury Office communication. To assist potential jurors, added new juror information to the hotline on high volume days and created instructional videos.
- ✱ Created easy-to-use electronic forms for guardians as they prepare the property annual report. These forms automatically calculate financial data and present drop-down windows to reduce accounting errors or missing information.

## PROGRAM CONTACTS

Contact Judy Rupp of the Circuit Court at 240.777.9103 or Trevor Lobaugh of the Office of Management and Budget at 240.777.2763 for more information regarding this department's operating budget.

## PROGRAM DESCRIPTIONS

### ✱ Family Magistrates

Family Magistrates are qualified individuals appointed by the Judges of the Circuit Court to hear family matters and make reports and recommendations based on testimony and analysis of the testimony received at hearings. Family Division Judges continue to review the recommendations, make rulings and issue orders based on the recommendations of the Family Magistrates and any exceptions filed.

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>390,395</b>	<b>6.00</b>
Increase Cost: Restore One-time Lapse Increase	92,000	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.	176,416	1.00
<b>FY20 Recommended</b>	<b>658,811</b>	<b>7.00</b>

### ✱ 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

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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, case flow 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.

Program Performance Measures	Actual FY17	Actual FY18	Estimated FY19	Target FY20	Target FY21
Case Filings (includes re-opened cases)					
Criminal (including District Court appeals)	6,565	6,414	6,790	6,838	6,887
Civil (including Registrar of Wills, District Court appeals)	10,950	11,168	12,399	12,388	12,377
Domestic Relations	14,868	14,211	15,335	15,462	15,589
Juvenile (including Delinquency, CINA, and TPR)	3,101	3,434	2,332	2,141	1,950
<b>TOTAL Case Filings</b>	<b>35,484</b>	<b>35,227</b>	<b>26,856</b>	<b>36,829</b>	<b>36,803</b>
Case Terminations (includes re-opened cases)					
Criminal	6,518	6,427	6,759	6,804	6,848
Civil	11,112	11,785	12,870	12,894	12,919
Domestic Relations	14,428	14,448	15,409	15,550	15,690
Juvenile	3,016	3,475	2,402	2,225	2,048
<b>TOTAL Case Terminations</b>	<b>35,074</b>	<b>36,135</b>	<b>37,440</b>	<b>37,473</b>	<b>37,505</b>
Case Clearance Rate (includes re-opened cases)					
Criminal	99%	100%	100%	100%	99%
Civil	101%	106%	104%	104%	104%
Domestic Relations	97%	102%	100%	101%	101%
Juvenile	97%	101%	103%	104%	105%
<b>OVERALL Case Clearance Rate</b>	<b>99%</b>	<b>103%</b>	<b>102%</b>	<b>102%</b>	<b>102%</b>
Total Trials	1,503	1,853	1,668	1,705	1,744

FY20 Recommended Changes	Expenditures	FTEs
<b>FY19 Approved</b>	<b>3,324,951</b>	<b>10.20</b>
Technical Adj: Realign Drug Court Grant Budget with Grant Award	72,163	(0.20)
Increase Cost: MDEC Data Migration and Testing	50,000	0.00
Technical Adj: Realign Drug Court Grant Budget with Grant Award	15,209	0.20
Technical Adj: Realign Trial Research Budget with Grant Award	410	0.06
Technical Adj: Realign Trial Research Budget with Grant Award	(3,090)	(0.06)
Re-align: Realign Evaluation Services Budget Based on Past Actuals	(20,000)	0.00
Re-align: Realign Child Care Services Budget Based on Past Actuals	(50,000)	0.00
Re-align: Realign Arbitration Services Budget Based on Past Actuals	(73,000)	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.	(211,287)	0.51
<b>FY20 Recommended</b>	<b>3,105,356</b>	<b>10.71</b>

## **Adjudication**

Adjudication encompasses support staff for the Judiciary and Differentiated Case Management (DCM). Conceptually, this

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division monitors case assignments (criminal, civil, and family cases), provides expedited case disposition for incarcerated offenders, and provides supervision consistent with the complexity of each case filed. Adjudication and 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>FY20 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY19 Approved</b>	<b>3,386,840</b>	<b>33.00</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	226,071	0.50
<b>FY20 Recommended</b>	<b>3,612,911</b>	<b>33.50</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 Magistrates of the Court, and ensures that these events are scheduled in accordance with the Court's DCM plans. The Assignment Office maintains all scheduling information related to criminal indictments and information; 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.

<b>FY20 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY19 Approved</b>	<b>1,302,554</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.	71,447	0.00
<b>FY20 Recommended</b>	<b>1,374,001</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 may serve as a juror and must 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>FY20 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY19 Approved</b>	<b>714,438</b>	<b>4.50</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(32,223)	(0.50)
<b>FY20 Recommended</b>	<b>682,215</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 magistrates, 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 staffed by attorneys 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 appointments to specifically represent the interests of children; and operating expenses associated with managing the division.

Family Division Services also handles adoption investigations, as well as child custody and visitation evaluations. After the establishment of a Court Order, independent evaluations for child custody and 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, Child 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>FY20 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY19 Approved</b>	<b>889,941</b>	<b>9.00</b>
Technical Adj: Realign Family Law Grant Budget with Grant Award	148,769	1.08
Add: Add Paralegal Specialist to Support Juvenile Magistrate	74,474	1.00
Technical Adj: Realign Family Law Grant Budget with Grant Award	35,166	(1.08)
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	(82,184)	(0.17)
<b>FY20 Recommended</b>	<b>1,066,166</b>	<b>9.83</b>

## **Technical Services**

Technical Services manages the central recording location that electronically records all courtroom and hearing room proceedings for the Circuit Court. 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 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>FY20 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY19 Approved</b>	<b>1,307,586</b>	<b>12.00</b>
Increase Cost: Add IT Specialist II Position to serve as Database Administrator	80,392	1.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	25,483	0.00
<b>FY20 Recommended</b>	<b>1,413,461</b>	<b>13.00</b>

## **Law Library**

The Law Library supports the research activities of the Court, the Bar, and the public and is the only law library open to the public in Montgomery County. 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>FY20 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY19 Approved</b>	<b>471,084</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.	507	0.00
<b>FY20 Recommended</b>	<b>471,591</b>	<b>3.00</b>

## **Trust and Guardianships**

The Trust Office administers the case files for fiduciary entities (primarily guardianships) who are 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 of the guardianship of the person. The Trust Clerk examines the Annual Fiduciary Reports filed and prepares the Report of Trust Clerk for the Court.

<b>FY20 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY19 Approved</b>	<b>194,699</b>	<b>2.00</b>
Enhance: Add Part-time Administrative Aide to Cover Increased Trust Office Workload	23,501	0.50
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	14,890	0.00
<b>FY20 Recommended</b>	<b>233,090</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 one Trial Court Researcher assigned to the Administration Program. This individual provides research, analysis, statistical support, and related reports on County and judiciary-wide research projects.

The Montgomery County Adult Drug Court is funded by the State through a grant from the Office of Problem Solving Courts. 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.

<b>FY20 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY19 Approved</b>	<b>2,618,139</b>	<b>23.30</b>

<b>FY20 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	104,239	(1.34)
<b>FY20 Recommended</b>	<b>2,722,378</b>	<b>21.96</b>

## BUDGET SUMMARY

	<b>Actual FY18</b>	<b>Budget FY19</b>	<b>Estimate FY19</b>	<b>Recommended FY20</b>	<b>%Chg Bud/Rec</b>
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	6,916,497	7,201,338	7,275,313	7,653,781	6.3 %
Employee Benefits	2,479,937	2,341,256	2,439,235	2,615,805	11.7 %
<b>County General Fund Personnel Costs</b>	<b>9,396,434</b>	<b>9,542,594</b>	<b>9,714,548</b>	<b>10,269,586</b>	<b>7.6 %</b>
Operating Expenses	2,408,794	2,439,894	2,533,070	2,348,016	-3.8 %
<b>County General Fund Expenditures</b>	<b>11,805,228</b>	<b>11,982,488</b>	<b>12,247,618</b>	<b>12,617,602</b>	<b>5.3 %</b>
<b>PERSONNEL</b>					
Full-Time	91	92	92	94	2.2 %
Part-Time	3	3	3	4	33.3 %
FTEs	92.70	93.70	93.70	97.54	4.1 %
<b>REVENUES</b>					
Miscellaneous Revenues	55,235	55,230	55,235	55,230	—
State Jury Fee Reimbursement	491,220	404,245	482,785	482,785	19.4 %
<b>County General Fund Revenues</b>	<b>546,455</b>	<b>459,475</b>	<b>538,020</b>	<b>538,015</b>	<b>17.1 %</b>
<b>GRANT FUND - MCG</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	1,700,908	1,812,155	1,812,155	1,832,683	1.1 %
Employee Benefits	503,863	570,498	570,498	571,616	0.2 %
<b>Grant Fund - MCG Personnel Costs</b>	<b>2,204,771</b>	<b>2,382,653</b>	<b>2,382,653</b>	<b>2,404,299</b>	<b>0.9 %</b>
Operating Expenses	215,555	235,486	235,486	318,079	35.1 %
<b>Grant Fund - MCG Expenditures</b>	<b>2,420,326</b>	<b>2,618,139</b>	<b>2,618,139</b>	<b>2,722,378</b>	<b>4.0 %</b>
<b>PERSONNEL</b>					
Full-Time	23	23	23	23	—
Part-Time	1	1	1	1	—
FTEs	23.30	23.30	23.30	21.96	-5.8 %
<b>REVENUES</b>					
State Grants	2,420,589	2,618,139	2,618,139	2,722,378	4.0 %
<b>Grant Fund - MCG Revenues</b>	<b>2,420,589</b>	<b>2,618,139</b>	<b>2,618,139</b>	<b>2,722,378</b>	<b>4.0 %</b>
<b>DEPARTMENT TOTALS</b>					
<b>Total Expenditures</b>	<b>14,225,554</b>	<b>14,600,627</b>	<b>14,865,757</b>	<b>15,339,980</b>	<b>5.1 %</b>
<b>Total Full-Time Positions</b>	<b>114</b>	<b>115</b>	<b>115</b>	<b>117</b>	<b>1.7 %</b>

## BUDGET SUMMARY

	Actual FY18	Budget FY19	Estimate FY19	Recommended FY20	%Chg Bud/Rec
Total Part-Time Positions	4	4	4	5	25.0 %
Total FTEs	116.00	117.00	117.00	119.50	2.1 %
Total Revenues	2,967,044	3,077,614	3,156,159	3,260,393	5.9 %

## FY20 RECOMMENDED CHANGES

	Expenditures	FTEs
<b>COUNTY GENERAL FUND</b>		
<b>FY19 ORIGINAL APPROPRIATION</b>	<b>11,982,488</b>	<b>93.70</b>
<b><u>Changes (with service impacts)</u></b>		
Add: Add Paralegal Specialist to Support Juvenile Magistrate [Family Division Services]	74,474	1.00
Enhance: Add Part-time Administrative Aide to Cover Increased Trust Office Workload [Trust and Guardianships]	23,501	0.50
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: FY20 Compensation Adjustment	382,192	0.00
Increase Cost: Annualization of FY19 Personnel Costs	174,826	0.00
Technical Adj: Realign Family Law Grant Budget with Grant Award [Family Division Services]	148,769	1.08
Increase Cost: Restore One-time Lapse Increase [Family Magistrates]	92,000	0.00
Increase Cost: Add IT Specialist II Position to serve as Database Administrator [Technical Services]	80,392	1.00
Increase Cost: MDEC Data Migration and Testing [Administration]	50,000	0.00
Technical Adj: Realign Drug Court Grant Budget with Grant Award [Administration]	15,209	0.20
Increase Cost: Retirement Adjustment	10,236	0.00
Increase Cost: Motor Pool Adjustment	1,122	0.00
Technical Adj: Realign Trial Research Budget with Grant Award [Administration]	410	0.06
Re-align: Realign Evaluation Services Budget Based on Past Actuals [Administration]	(20,000)	0.00
Re-align: Realign Child Care Services Budget Based on Past Actuals [Administration]	(50,000)	0.00
Re-align: Realign Arbitration Services Budget Based on Past Actuals [Administration]	(73,000)	0.00
Decrease Cost: Turnover Savings	(96,650)	0.00
Decrease Cost: Savings from Proposed Reclassifications to Offset New Position Additions	(178,367)	0.00
<b>FY20 RECOMMENDED</b>	<b>12,617,602</b>	<b>97.54</b>

## GRANT FUND - MCG

<b>FY19 ORIGINAL APPROPRIATION</b>	<b>2,618,139</b>	<b>23.30</b>
<b><u>Other Adjustments (with no service impacts)</u></b>		
Technical Adj: Realign Drug Court Grant Budget with Grant Award [Administration]	72,163	(0.20)
Technical Adj: Realign Family Law Grant Budget with Grant Award [Family Division Services]	35,166	(1.08)
Technical Adj: Realign Trial Research Budget with Grant Award [Administration]	(3,090)	(0.06)
<b>FY20 RECOMMENDED</b>	<b>2,722,378</b>	<b>21.96</b>

## PROGRAM SUMMARY

Program Name	FY19 APPR Expenditures	FY19 APPR FTEs	FY20 REC Expenditures	FY20 REC FTEs
Family Magistrates	390,395	6.00	658,811	7.00
Administration	3,324,951	10.20	3,105,356	10.71
Adjudication	3,386,840	33.00	3,612,911	33.50
Case Assignment	1,302,554	14.00	1,374,001	14.00
Jury	714,438	4.50	682,215	4.00
Family Division Services	889,941	9.00	1,066,166	9.83
Technical Services	1,307,586	12.00	1,413,461	13.00
Law Library	471,084	3.00	471,591	3.00
Trust and Guardianships	194,699	2.00	233,090	2.50
Grants	2,618,139	23.30	2,722,378	21.96
<b>Total</b>	<b>14,600,627</b>	<b>117.00</b>	<b>15,339,980</b>	<b>119.50</b>

## FUTURE FISCAL IMPACTS

CE RECOMMENDED (\$000S)

Title	FY20	FY21	FY22	FY23	FY24	FY25
<b>COUNTY GENERAL FUND</b>						
<b>EXPENDITURES</b>						
<b>FY20 Recommended</b>	<b>12,618</b>	<b>12,618</b>	<b>12,618</b>	<b>12,618</b>	<b>12,618</b>	<b>12,618</b>
No inflation or compensation change is included in outyear projections.						
<b>Annualization of Positions Recommended in FY20</b>	<b>0</b>	<b>89</b>	<b>89</b>	<b>89</b>	<b>89</b>	<b>89</b>
New positions in the FY20 budget are generally assumed to be filled at least two months after the fiscal year begins. Therefore, the above amounts reflect annualization of these positions in the outyears.						
<b>Labor Contracts</b>	<b>0</b>	<b>101</b>	<b>101</b>	<b>101</b>	<b>101</b>	<b>101</b>
These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.						
<b>Subtotal Expenditures</b>	<b>12,618</b>	<b>12,808</b>	<b>12,808</b>	<b>12,808</b>	<b>12,808</b>	<b>12,808</b>

## ANNUALIZATION OF PERSONNEL COSTS AND FTES

	FY20 Recommended		FY21 Annualized	
	Expenditures	FTEs	Expenditures	FTEs
Add IT Specialist II Position to serve as Database Administrator	80,392	1.00	117,041	1.00
Add Paralegal Specialist to Support Juvenile Magistrate	74,474	1.00	110,391	1.00
Add Part-time Administrative Aide to Cover Increased Trust Office Workload	23,501	0.50	39,761	0.50
<b>Total</b>	<b>178,367</b>	<b>2.50</b>	<b>267,193</b>	<b>2.50</b>

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## **Circuit Court Operating Budget Questions – FY20**

**The Circuit Court is scheduled before the Public Safety Committee on April 26 at 10am in 7CHR. Could you provide responses to me by April 17 for inclusion in the staff report?**

1. The Court is getting a new Juvenile Magistrate. When is this position expected to start?

The Juvenile Magistrate position is expected to start after July 1, 2019.

The Sheriff's Office advises this new position will require use of a new courtroom, and that a holding area has not been built out for this particular courtroom. Is this correct?

The Juvenile Magistrate will use a hearing room in the South Tower.

The court is identifying the proceedings to be heard by the Juvenile Magistrate. At this time, we believe the Juvenile Magistrate will hear preliminary inquiries, pretrials, stets, adjudicatory hearings, detention status hearings, disposition hearings, and reviews/specially set/pleas. The Juvenile Judge will hear emergencies, CINA pretrials, complex delinquency trials, juvenile duty matters, and CINA shelter hearings/emergency hearings. This delineation of duties will not require the transportation of detained youth into hearing rooms; rather, detained youth may only appear in front of a Juvenile Judge in South Tower courtrooms designed for this use. Due to the delineation of duties, the court does not believe an additional holding area will need to be built out at this time.

Does the Court cover any of these building costs, or have they traditionally fallen to the Sheriff's Office?

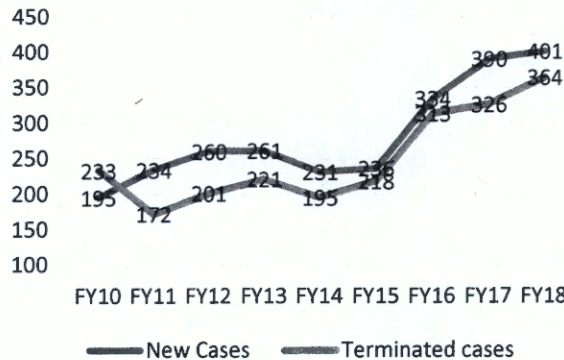
Costs associated with building construction have traditionally fallen to the County's Department of General Services. Staffing of Sheriff's Deputies in courtrooms has traditionally fallen to the Sheriff's Office.

2. Please describe the part-time AA to help with Trust Office workload. What is the staffing structure there now, how many cases,etc., backlog, etc.?

The Trust Office is staffed with 2 full-time employees. The court will use current funding to add a part-time employee to the Trust Office. The Trust Office Aide will support fiduciary reporting requirements and maintenance of case files for active guardianships of the person of disabled persons, guardianships of the property of disabled persons and minors, and other fiduciary entities under the jurisdiction of the Circuit Court.

Trust Office cases have increased from 195 in FY10 to 401 cases in FY18, with termination rates lagging slightly behind incoming case rates.

### Trust Cases



The increase case volume in FY15 is attributed to Special Immigrant Juvenile Cases. Additionally, the county's population aged 65 years and older represented 6% of the county's population in 1970. By 2045, this portion of the county's residents is expected to account for 21% of the county's overall population. This growth will result in an increase in guardianship and trust cases for the Circuit Court.

3. Please describe the addition of one IT Specialist II position.

The Information Technology Specialist II will support migrated data between Maryland Electronics Courts Case Management System (MDEC) and the current Case Management System (HP), the migration of Access databases to SQL, and the development of new databases, related interfaces, and reports.

4. Please describe the realignment of certain budgets based on past actuals:

Court evaluations and arbitration services are court-ordered events. Funding levels are maintained to support uncertain needs. Child care services funding operates the drop-in child waiting area to ensure children are not exposed to difficult and traumatic court proceedings. As a drop-in service, funding is provided to meet the varied needs of this service.

- Evaluation Services;  
From FY14 – FY18, the court spent between 19% and 77% of this fund. Reduction measures are in line with court estimates of FY20 supervised visitation center funding requirements.
- Child Care Services; and



From FY16 – FY18, the court spent between 73% and 83% of this fund. Reduction measures are in line with court estimates of FY20 child waiting area funding requirements.

- **Arbitration Services.**

From FY14 – FY18, the court spent between 16% and 21% of this fund. Reduction measures are in line with court estimates of FY20 arbitration services funding requirements.

5. Please describe the reclassifications used to offset added new positions (-\$178,367)

The court plans to reclassify several positions that support the HP system in FY20 in order to realign the staff complement with the court's changing information systems needs resulting from the implementation of MDEC. Specific actions include the following reclassifications:

- Project Manager/Business Analyst (Grade 32) to Project Manager (Grade 24)
- System Analyst (Grade 30) to MDEC Data Integrity/Testing Analyst (Grade 25)
- Senior Information Technology Specialist (Grade 28) to MDEC Configuration Management Analyst (Grade 23)
- Assistant Systems Analyst (Grade 27) to MDEC Configuration Management Analyst (Grade 23)
- Senior Information Technology Specialist (Grade 28) to MDEC Technical Specialist (Grade 23)

These actions, in addition to the turnover savings and lapse that occur while the positions are reclassified, are expected to generate savings that will offset the cost of the positions added in the FY20 Recommended budget.

## **MDEC**

1. Please provide a status update of the project. Are timeline targets being met? Following a lengthy discussion with leadership representatives of Tyler Technologies (Tyler) together with the Judiciary, Tyler proposed a change in the Montgomery County go-live schedule due to the extensive programming code associated with the Montgomery County contract modification. The risks associated with moving forward versus a three-month delay were seriously considered and the conclusion was to delay the go-live date to February 18, 2020. The delay, in no way, was attributable to the court staff working on this project. In addition, the delay will permit further focus on code testing to ensure a better result.

2. Please describe any additional resources needed to maintain deadlines.  
This delay has pushed data migration completion out 63 days from September 27, 2019 to November 29, 2019 and code testing completion out 104 days from August 23, 2019 to December 5, 2019. The court will need to extend the engagement of one data migration consultant, 3 testing analyst consultants, one data reviewer and one IT consultant.
3. Please describe the increased cost for MDEC data migration and testing (\$50,000).  
When the CE Recommended budget was developed, total estimates of contractual position costs for MDEC data migration and testing in FY20 were \$203,728.45. These costs were assumed to be fully covered through the court's base budget and the \$50,000 in one-time funding. The delay in the go-live date will likely shift contractual costs from FY19 to FY20. The court will work with OMB to review the timing of these contractual expenses and ensure that the court's needs are addressed in FY20.

## **Grants**

1. Please describe the various technical adjustments realigning drug court grants, family law grants, and trial research budget grant awards.

Technical adjustments were made to align personnel costs with the grant awards received from the Administrative Office of the Courts.