

**Department New Request Form**  
**Fiscal Year 2021**

<b>Program</b>	Central Services	<b>Title of New Request:</b>	<b>Rank:</b> 4
<b>Department</b>	Municipal Court	COVID-19 Safety Equipment, supplies and court services	
<b>Request Category</b>	New Request/Service/Feature		
<b>Request Rating</b>	Required		
<b>Department Goal</b>	Provide specific COVID-19 safety equipment, supplies and court services ordered by MT Supreme Court		

**1. How will request assist in achieving Department Goal and benefit the customer? n g Department Goal and**

Effective 5/4/20 and until further notice, MT Supreme Court ordered courts to make hand sanitizer widely available in public spaces, courtrooms and office areas. Courts are strongly encouraged to require the use of face coverings or masks for any members of the public entering court confines and courtrooms. Courts are ordered to resume Jury trials, allowing for excusal of high-risk jurors, with the court providing masks and meeting physical distancing requirements. Municipal Court has assumed use of Council Chambers each Thursday for a period of 10 weeks to comply with the order of Justice McGrath, MT Supreme Court.

**2. What specifically is needed to achieve this goal?**

Purchase of individual refillable sanitizer dispensers allows for placement for use by individuals accessing court services. Court will purchase hand sanitizer and masks in bulk. Court has contracte d with a local affordable professional recording service to capture, and transfer audio for retention as part of the legal court record, and as required by law in a Municipal Court. Judicial robes will be professionally cleaned each week. All city employees working in the court will be allowed a \$60 annual allotment to purchase and clean personal masks /facial coverings.

**3. Cost Impact of New Program:**

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2021 Unfunded	FY 2021 Funded	Proposed FY 2022 Ongoing
<b>Ongoing Expenses</b>								
1000.230.410360.210.419	Disposable Face Mask	7700	0.54		4,158	4,158	-	
1000.230.410360.210.419	Hand Sanitizer, 55 gallon barrel	1	997		997	997	-	
1000.230.410360.350.419	Judicial Robe Cleaning Services	156	12		1,872	1,872	-	
1000.230.410360.210.419	Annual allotment mask purchase, all court employees	19	60		1,140	1,140	-	
					-	-	-	
<b>One-time Expenses</b>								
1000.230.419000.220.419	Refillable Sanitizer Dispenser	8	35	280		280	-	
1000.230.419000.350.419	Recording Services	10	450	4,500		4,500	-	
1000.230.419000.210.419	Supplies for recording services	10	80	800		800	-	
				-		-	-	
<b>Expense Sub-Total</b>				<b>5,580</b>	<b>8,167</b>	<b>13,747</b>	-	-

**Revenue Offset:**

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000.000.334999.00	N Cares reimbursement for Covid related expenses	5,580	
1000.000.311000.00	F Fund Balance		8,167
<b>Revenue Sub-Total</b>		<b>5,580</b>	<b>8,167</b>

**Net Cost of Impact for New Program** **13,747**

**4. What sort of data will be used to report results and outcomes of request and how will it be reported?**

Tracking of annual spending.