

**Department New Request Form
Fiscal Year 2022**

Program
Department
Request Category
Request Rating
Department Goal

Title of New Request:

Rank:

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

Effective 5/17/21, MT Supreme Court Justice Mike McGrath ordered courts to resume jury trials, allowing for advance excusal of high-risk jurors. Physical distancing in courthouses, courtrooms and offices is to be maintained as appropriate for each local community. Current courtroom size in City Hall does not allow for adequate physical distancing for jury panels and jury trial-day activities. Thus, Municipal Court continues to assume use of City Council Chambers and Jack Reidy Room each Thursday for the coming fiscal year to comply with this order. As a Court of Record, Municipal Court is required to record all courtroom audio, including jury trials, for long-term retention and retrieval as one element of the legal court record.

2. What specifically is needed to achieve this goal?

Municipal Court has contracted with a local affordable professional recording service to capture and transfer for trial audio for retention/retrieval as part of the legal court record, and as required by MT law for all Municipal Courts, Courts of Record.

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2022 Unfunded	FY 2022 Funded	Proposed FY 2023 Ongoing
Ongoing Expenses								
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
					-	-	-	-
One-time Expenses								
1000.230.419000.350	Recording Services	12	450	5,400		-	5,400	
1000.230.419000.350	Recording Services weekly retainer	36	150	5,400		-	5,400	
					-	-	-	-
					-	-	-	-
					-	-	-	-
Expense Sub-Total				10,800	-	-	10,800	-

Revenue Offset:

Account #	Revenue Description	Proposed Onetime Revenue	Proposed Ongoing Revenue
1000	Fund Balance	10,800	
Revenue Sub-Total		10,800	-

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

Requested/Proposed Funding Source

	One-time	Ongoing
Tax or Assessment	-	-
Non-tax	-	-
Fund Balance	10,800	-
Total	10,800	-