


CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE:

AGENDA ITEM:	
Acceptance of CARES funding from the Administrative Office of the Courts	
PREPARED BY: Suzanne Elsner	DIRECTOR APPROVAL: 
DEPARTMENT: Municipal Court	
ATTACHMENTS:	
CARES Funding Application and Approval email	
BUDGET CODE:	AMOUNT:
	\$16,723.00
SUMMARY:	

The Administrative Office of the Courts advised court that additional CARES funding was available for items purchased during and due to COVID that were not previously budgeted. The Court purchased several items not previously budgeted to help implement remote working and remove court hearings. These items were submitted for reimbursement and approved by AOC for reimbursement.

RECOMMENDED MOTION: I move to authorize the Mayor to accept CARES funding reimbursement from the Administrative Office of the Courts for items purchased by the Municipal Court due to COVID.

Suzanne Elsner

From: Knutson, Sam <Sam.Knutson@courts.wa.gov>
Sent: Wednesday, November 17, 2021 2:25 PM
To: Suzanne Elsner
Subject: [External!] RE: CARES funding
Attachments: A19 CARES ACT.DOC; 2021_11_03_09_04_31.pdf

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Thank you Suzanne!

We are pleased to inform you that your application for CARES Act reimbursement funding of \$16,723 has been approved by the CARES Application Review Workgroup.

The CARES Act funds are a reimbursable agreement. In other words, after you have paid for the goods and/or services you must then submit an invoice voucher (A19) to the AOC for reimbursement. Along with the invoice voucher (A19), please include copies of documents/invoices that support the reimbursement request. I have attached a copy of the invoice voucher form (A19) to use for submitting the payment requests. You may submit electronic copies of the completed A19's and invoices and/or supporting documents.

Please submit completed A19's accompanied by supporting documentation to sam.knutson@courts.wa.gov

When submitting your A19 and supporting documentation for reimbursement, please reference **CARES379**

Please note, if you subsequently receive county/city funds for reimbursement of items funded by the AOC CARES Act funds, you are expected to return the AOC CARES funding to the AOC. You may, however, submit additional applications for reimbursement of other necessary items.

Please let me know if you have any questions or if I can help you in any way.

From: Suzanne Elsner [mailto:selsner@marysvillewa.gov]
Sent: Wednesday, November 17, 2021 2:14 PM
To: Knutson, Sam <Sam.Knutson@courts.wa.gov>
Cc: Suzanne Elsner <selsner@marysvillewa.gov>
Subject: CARES funding

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I am submitting this email to confirm that there was no local funding for the items requested in the CARES reimbursement request from the Marysville Municipal Court.

Please feel free to reach out if you need anything further from the court.

Thank you,

Suzanne Elsner
Court Administrator
Marysville Municipal Court
360-363-8050



WASHINGTON ADMINISTRATIVE OFFICE OF THE COURTS
 CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT [CARES]:
 APPLICATION FOR CARES FUNDING

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 31, 2021.

Please contact Sam Knutson, AOC Comptroller, with questions [or to email your completed application along with supporting documentation] at sam.knutson@courts.wa.gov or 360-704-5528. **Your application must be signed/dated by the Presiding Judge/County Clerk.** The final deadline for applications is November 8, 2021. Applications will be reviewed and monies distributed as they are received.

1. Name and Title of Applicant: Lonnie Towers, Presiding Judge
2. Jurisdiction: Marysville Supreme COA Superior District Municipal County Clerk
3. Amount Requested: \$ 16,722⁸⁸
4. Did your county or city receive CARES or other COVID relief funding? No Yes Amount \$ 3,504,423⁸⁰
5. Did your court [or county clerk's office if applicant is the county clerk] receive local or state CARES or other funding? No Yes Amount \$ _____
6. Request Categories [Check All That Apply]

<input type="checkbox"/> PPE [Personal Protective Equipment]	<input checked="" type="checkbox"/> Technology	<input type="checkbox"/> Public Access Costs
<input type="checkbox"/> Pro Tem Judicial Officers	<input type="checkbox"/> Security/Baliff Services	<input type="checkbox"/> Other
<input type="checkbox"/> Non Judicial Staff, including overtime & temp costs	<input type="checkbox"/> Cleaning & Disinfecting Supplies/Services	[Specify] _____
<input type="checkbox"/> Facilities Acquisition/Redesign	<input type="checkbox"/> Juror Service Costs	

7. Expenditure Period [Check All That Apply]

<input type="checkbox"/> March 2020	<input checked="" type="checkbox"/> November 2020	<input checked="" type="checkbox"/> July 2021
<input type="checkbox"/> April 2020	<input checked="" type="checkbox"/> December 2020	<input checked="" type="checkbox"/> August 2021
<input type="checkbox"/> May 2020	<input checked="" type="checkbox"/> January 2021	<input checked="" type="checkbox"/> September 2021
<input type="checkbox"/> June 2020	<input checked="" type="checkbox"/> February 2021	<input checked="" type="checkbox"/> October 2021
<input type="checkbox"/> July 2020	<input checked="" type="checkbox"/> March 2021	<input checked="" type="checkbox"/> November 2021
<input type="checkbox"/> August 2020	<input checked="" type="checkbox"/> April 2021	<input type="checkbox"/> December 2021
<input type="checkbox"/> September 2020	<input checked="" type="checkbox"/> May 2021	
<input checked="" type="checkbox"/> October 2020	<input checked="" type="checkbox"/> June 2021	

MARYSVILLE MUNICIPAL COURT								
Actual / Projected	Date	Judicial Officer Pro Tem	Security/ Bailliff	Non Judicial Staff	Off-Site Facility Acq	Juror Service	Other	Total
Actual	Mar-20							\$0
Actual	Apr-20							\$0
Actual	May-20							\$0
Actual	Jun-20							\$0
Actual	Jul-20							\$0
Actual	Aug-20							\$0
Actual	Sep-20							\$0
Actual	Oct-20							\$0
Actual	Nov-20						\$12,602.30	\$12,602.30
Actual	Dec-20							\$0
Actual	Jan-21							\$0
Actual	Feb-21							\$0
Actual / Projected	Mar-21							\$0
Actual / Projected	Apr-21							\$0
Actual / Projected	May-21							\$0
Actual / Projected	Jun-21							\$0
Actual / Projected	Jul-21						\$89.62	\$89.62
Actual / Projected	Aug-21						\$197.38	\$197.38
Actual / Projected	Sep-21						\$1,581.99	\$1,581.99
Actual / Projected	Oct-21						\$2,301.59	\$2,301.59
Actual / Projected	Nov-21							\$0
Actual / Projected	Dec-21							\$0
Sub Total		\$0	\$0	\$0	\$0	\$0	\$16,772.88	\$16,772.88

Funding Received
Local
State
Federal
Sub Total
Net

							\$0
							\$0
							\$0
							\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0	\$0	\$16,772.88	\$16,772.88

8. Are any of the costs associated with cross court support such as collaboration between court levels or with the county clerk's office? For example, a temporary facility that will be used by municipal, district, superior courts and/or county clerk's offices? No Yes [Explain]

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9. Brief justification statement, including priority of costs for potential reimbursement. [Attach Additional Pages As Needed]

As many courts have experienced during the global pandemic work needed to be completed in a different manner to keep both the public and court staff safe and healthy. Marysville Municipal Court almost immediately moved to remote hearings and continued to look for ways to keep access to justice the paramount priority.

A lot of this adjustment required technology needs which were not budgeted for in the 2020 or 2021 budget at the municipal court.

The court created a ZOOM ROOM to allow access to the remote hearings for individuals who did not have internet access or access to a camera on their computers. In order to complete the process the court needed to amplify the WIFI capability in the courthouse. The purchase of a WIFI amplifier was completed but not previously budgeted.

As COVID numbers continued to rise in Snohomish County, the Marysville Municipal Court took several steps to separate staff so they were not located in the same areas. This included the judges, court management and probation for remote work capability. To complete this process technology equipment was needed and the court was able to purchase, unbudgeted, monitors, laptops, printers and scanners in order to help the Judge and Court Management to continue their daily tasks from remote locations.

Priority list of reimbursement-

Dell Laptops- \$12,602.30

WiFi Adapter- \$89.62

Adobe Pro Licenses- \$330.65

Snapscan Scanners- \$807.27

Laptop Docks- \$1581.99

HP All-in-One Printers \$884.97

Monitor-\$278.70

Monitor-\$197.38

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Presiding Judge/County Clerk

Signature *Lorrie Towers*

Date November, 3, 2021