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WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST

Date: **March 2, 2016**

Weekly Agenda Date: **March 8, 2016**

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

SUBJECT: Clerk of Court Move

ACTION REQUIRED:

Approve Ordinance Approve Resolution Approve Motion

Give Direction Other: Informational Attachments

WORDING FOR AGENDA ITEM: Approval of Clerk of Courts move to Courthouse

EXECUTIVE SUMMARY: Allow Clerk of Courts to order materials and Treasurer’s Office to plan move to Trospen-Hoyt Building.

BACKGROUND:

On Monday, January 4, Leesa McNeil, Court Administrator, sent an attached memo to the Board that asked for consideration to consolidate the clerk officers into the courthouse. Listed in the memo were the following reasons some of which were also generated by subsequent discussions.

Clerk of Courts and Judicial Branch Positives

1. **having all clerk staff in the secured Woodbury County Courthouse;**
2. **providing for operational efficiencies;**
3. **keeps within the best financial practices as identified by an audit with the consolidation**

Woodbury County Board of Supervisors Positives

From the Woodbury County Board of Supervisors perspective, any time that we can enhance efficiencies, maximize customer service, and support operations of our various departments and

elected officials, we ought to do so. Furthermore, at a very minimal cost if any at all, **the taxpayer is not impacted because the ultimate funding source is from the Judicial Branch in order to support their services.**

Sheriff's Office Positives

In discussions with the Sheriff's Office and as a member of the Law Enforcement Center Expansion Committee, I was excited about the prospect—as is the Sheriff's Office—about freeing up precious space in an LEC with a jail at maximum capacity. This can be utilized in the future for several areas:

- The Weekender's Program currently at a deteriorating Prairie Hills Facility
- Potential Space for "24/7" or a Minimum Offender DWI Program
- Small training area currently at a deteriorating Prairie Hills Facility
- Re-location of non-inmate-holding areas that would be an opportunity to expand within the LEC

The Process in Informing Supervisors

To me, this is an exciting and another creative approach to stretching taxpayer dollars, enhancing public safety, and getting better consolidation of services within county government. I believed that it was important to make sure all supervisors had maximum access to this information to make a good decision and to involve potentially affected stakeholders such as Auditor Pat Gill and Treasurer Mike Clayton.

In order to gain consensus and maximize the information given to elected officials, I asked for Leesa McNeil to arrange a meeting with Chief Judge Duane E. Hoffmeyer, Supervisor Matthew Ung, Amy Berntson (Clerk of Court), and myself. We toured for over an hour in looking at the current space, the access to current files that would potentially remain in the Law Enforcement Center, and the 8 to 14 modular work stations that would need space over in the Courthouse. After digesting the information, asking pointed questions, and understanding the needs that would take place for space in the Courthouse, I asked if separately the group would share the exact same information with Supervisors Jackie Smith and Larry Clausen, and then Supervisor Mark Monson and Building Services Director Kenny Schmitz. My understanding is that this has taken place.

The Process in Informing Affected Space in Courthouse

Last Tuesday, I asked for Judge Hoffmeyer, Leesa McNeil, Amy Berntson, Auditor Pat Gill, and Treasurer Mike Clayton to meet. Possible ideas for re-location included the basement of the courthouse and the Treasurer's Office. Fifteen minutes into the meeting, Mike Clayton surprised the group by saying, "I will move to Trosper Hoyt." Consolidating the Treasurer's Office and the Department of Motor Vehicle moves everyone likewise under one roof, allows for eventual cross-training through attrition (potential), and it is something that will better their department. Today, Mike continued to tell me, "I'd like to see us all under one roof anyway." There are minimal costs to this as well as the current work stations will work and he has been in touch with our Building Services Director. Some slight modification to a breakroom, wiring of CAT 5, etc. may be a minimal cost. I had not shared this publicly until now because Mike wanted a chance to

visit with his personnel personally before anything happened. He now feels comfortable with me doing so.

I believe these developments are the product of thoughtful planning, great cooperation, and fortuitous timing.

FINANCIAL IMPACT: \$100,000 funded by State Judicial System

Courthouse Treasurer Area:

Carpet Installation-	\$9,200.00
Floor Repair-	\$1,800.00
Electrical-	\$1,500.00
Data-	

Trosper-Hoyt Area:

Construction (office)-	\$1,800.00
Electrical-	\$1,500.00
Data-	\$5,000.00

TOTAL \$20,800.00

RECOMMENDATION:

ACTION REQUIRED / PROPOSED MOTION: Approve Clerk of Courts move to current Treasurer's Office, Treasurer's Office move to Trosper-Hoyt, with costs coming from current Prairie Hills CIP items or LED contingency fund.

DISTRICT COURT ADMINISTRATION

Woodbury County Courthouse, Room 210, 620 Douglas • Sioux City, Iowa 51101 • Fax (712) 279-6631
Leesa A. McNeil, Court Administrator • E-mail Leesa.McNeil@iowacourts.gov • 712/279-6608

To: Woodbury County Board of Supervisors
From: Leesa A. McNeil
Date: January 4, 2016
Re: Proposal to consolidate the Clerk of Court offices into the courthouse

Please consider approving this request that will allow the court to consolidate the clerk offices into the courthouse. This plan is put forth for several reasons, chief amongst them having all clerk staff in the secured Woodbury County Courthouse and to provide for some additional operational efficiency. To make this work the court is prepared to purchase new modular office equipment, cable work areas and install a new phone system. We would need the county to undertake some initiatives in support of this action that would free up the LEC clerk office for county use.

To make this plan work the court plans to:

- A. Purchase sit/stand work stations for all clerk staff in newly remodeled clerk office areas.
- B. Install a new phone system for court employees.
- C. Cable the clerk office work areas for computers.

We estimate these expenses will total approximately \$100,000 which we are prepared to spend by June 30, 2016.

We request the county undertake the following to make this transition happen:

- A. Assign additional space in the courthouse for clerk office use—needing space for approximately eight work stations, additional counter space and private work area for confidential filers.
- B. Move any needed equipment from the LEC to the courthouse and move breakroom furniture/equipment for the clerk office to the 2nd floor area of the courthouse office.
- C. Remove and take possession of all old modular work stations.
- D. Provide storage space for all paper files in the LEC Clerk office area, the courthouse balcony area and the main filing area at the courthouse. The storage area should be accessible without too much difficulty or inconvenience.
- E. Move our microfilming operation to the balcony area of the courthouse.
- F. Remove the wall separating the courthouse clerk office from the adjacent small office.
- G. Provide signage for the clerk office work areas in the courthouse.
- H. New carpeting in the main clerk office in the courthouse.
- I. Provide electrical hookup for the office areas that will be utilized by clerk staff.

If we are able to make this happen we will need to coordinate the work so the phone, cabling and modulators can be installed by June 30, 2016.

Please let me know if additional information is needed to consider this request. Thanks!

The Iowa Judicial Branch dedicates itself to providing independent and accessible forums for the fair and prompt resolution of disputes, administering justice under law equally to all persons.