



Woodbury County Board of Supervisors

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01/28/14

Courthouse • Room 104
620 Douglas Street • Sioux City, Iowa 51101
Telephone (712) 279-6525 • Fax (712) 279-6577

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To: Woodbury County Board of Supervisors

From: Dennis D. Butler, Finance/Operations Controller *DDB*

RE: Courthouse Hours

Date: January 23, 2014

This memo will address the hours the courthouse will be open to the public. On January 14th, 2014, an individual alerted the Board of Supervisors that prior to the opening of county and state offices, there was a person in the courthouse that was not a employee of the county or state. At that time the courthouse doors were open from 7 A.M. to 4:30 p.m.. On January 15th a memo went out to all courthouse employees that the courthouse hours would be changed to 7:50 a.m. to 4:30 a.m.. After a week and a half of the new open hours, a issue has emerged. Some employees are having a difficult time getting to their work station because there are 62 employees that use the elevator to get to their offices. Because of the capacity and speed of the elevator it is very difficult to move that many people in ten minutes.

Following is a solution that will improve access to the courthouse for county employees. Being proposed is that the doors to the courthouse be opened at 8 a.m. and closed at 4:30 p.m.. An access card or fob will be issued to employees that do not have access. This will allow entrance to the courthouse between the hours of 7 a.m. to 8 a.m., Monday thru Friday. The access devices would be programed for this time period only. This proposal will go in effective January 27, 2014. Cards or fobs may be picked up at their respective work offices on January 31, 2014.

The Court Administrator and Board of Supervisor offices have access devices available. It is not necessary to expend additional funds for the devices. If an employee lost their device the replacement would be \$10 and would be paid by the employee.

Thank you for your time and consideration of this request.

Current list by Floor and Office

| <u>Floor #</u> | <u>Office</u> | <u>Number of Employees</u> | <u>With Access Devices</u> | <u>Without Access Devices</u> |
|----------------|--|----------------------------|----------------------------|-------------------------------|
| Basement | Building Services | 18 | 17 | 1 |
| 1 | Auditor/Recorder | 15 | 4 | 11 |
| | Treasurer | 7 | 3 | 3 |
| | Board of Supervisors | 8 | 8 | 0 |
| 2 | State offices- Clerk of Court, Judges and Court Reporters and Court Administrator have access devices except 15 in the clerks which the Court Administrator will take care of. | | | |
| 3 & 4 | County Attorney | 18 | 14 | 4 |
| 5 | City Assessor | 9 | 1 | 8 |
| 6 | Planning & Zoning | 2 | 2 | 0 |
| | Economic Development | 2 | 1 | 1 |
| | Supreme Court Judge Office | 2 | 2 | 0 |
| 7 | Human Resources | 5 | 3 | 2 |
| | County Assessor | 5 | 2 | 3 |
| 8 | Social Services | 18 | 5 | 13 |