

COUNCIL ACTION FORM

SUBJECT: MEMORANDUM OF UNDERSTANDING WITH SECOND JUDICIAL DISTRICT FOR SUPPORT OF CONTINUITY OF COURT OPERATIONS

BACKGROUND:

The State Court Administrator has directed development of a Continuity of Operations Plan (COOP) for each county Clerk of District Court. Among other things, the COOP requires identification of locations that would likely be available as an alternate site for the Clerks of Court in the event of a disaster which would force them out of their current location(s). The Administrator would like each Clerk's office to enter into a memorandum of understanding (MOU) with two locations that might serve as possible alternate sites.

The Story County Clerk of District Court has requested that the City of Ames offer space somewhere within our City Hall as an alternate site for the Nevada office of the Clerk of Court. Iowa State University has already given permission for a second alternate site somewhere on campus. The Clerk has provided a sample MOU for the City's consideration (see attached).

This MOU only requires the City to provide space for a limited length of time (thirty days), and then only if the space is available. As a good neighbor to the District Court here in Story County, it seems appropriate to make these commitments.

ALTERNATIVES:

1. Approve the attached memorandum of understanding with the Second Judicial District for support of continuity of court operations in the event of an emergency.
2. Do not approve the attached memorandum of understanding.

MANAGER'S RECOMMENDED ACTION:

This MOU commits the City to try to accommodate a temporary expansion of the District Clerk of Court's operations in city hall in the event that their offices in the Story County Justice Center are closed by an emergency. However, the agreement allows either party to cancel the MOU at any time.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, approving the attached memorandum of understanding with the Second Judicial District for support of continuity of court operations in the event of an emergency.

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SECOND JUDICIAL DISTRICT
AND THE CITY OF AMES, IOWA
FOR
SUPPORT OF CONTINUITY OF COURT OPERATIONS
IN THE EVENT OF AN EMERGENCY

This Memorandum of Understanding (MOU) is between the Clerk of Court for Story County on behalf of the Second Judicial District and the City of Ames, Iowa.

PURPOSE AND SCOPE OF MOU

The purpose of this MOU is to informally define the City of Ames' agreement to provide a site for temporary use as an alternate facility in the event that an emergency renders an existing Second Judicial District facility unusable.

The primary requirement for this site will be ICN access somewhere in the building. The Judicial Branch's IT department will, at its own expense, connect equipment to the ICN to re-establish temporary network access for the displaced Second Judicial District employees; this is in support of the district's Continuity of Operations Plan (COOP).

The City of Ames agrees that it will *attempt* to make a classroom (or similar space) available within 24 hour of contact by a designee of the court. This temporary space may be used for a period of one to thirty days (longer with approval from the Ames City Council).

It is the intent of the Second Judicial District to minimize any disruptions that its presence may cause to the normal daily activities of the City of Ames.

TERMS OF UNDERSTANDING

This MOU will remain in effect until terminated by either party. Either party may terminate this MOU upon written notice without penalties or liabilities.

AUTHORIZATION

The signing of this MOU is not a formal undertaking. Rather, it implies that the signatories will strive to reach, to the best of their abilities, the objectives stated in the MOU.

On behalf of the Second Judicial District

On behalf of the City of Ames, Iowa

Name Date

Name Date

Title

Title