



STORY COUNTY

Facilities Management

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DATE: August 27, 2020

TO: Board of Supervisors

FROM: Joby J. Brogden JB

RE: Unlocking Story County Owned Buildings

If the Story County Board of Supervisors chooses to unlock Story County owned buildings that are currently locked in response to COVID19, each office/department has a plan to accommodate their customers. These plans are tentative and could be modified as the situation changes.

Recommendation and discussions for the Story County Administration are under a separate agenda item.

A recommendation on how in-person services could be provided and to allow for walk-in service on specific days/times at the below listed buildings, would be as follows;

- Story County Justice Center
 - This facility has remained open to the public during the pandemic. Courthouse side of the facility is open and operational. Story County Sheriff's office and Jail division plan to open to the public with plans in place beginning 9/1/2020. Hours of operation will match those of the main entry, Monday through Friday 8:00am – 4:30pm. Barriers, floor/wall signage are in place to accommodate waiting on citizens in person.
- Story County Engineers Building
 - This facility is currently locked, open by appointment only. The majority of citizens served at this location are in-field appointments, walk-in customers are minimal each day. Recommendation for this facility is to stay consistent with other county owned/operated facilities, hours of open/unlocked would be noon to 4:30pm, Monday through Friday and

locked in the mornings on those days. Provisions are currently in place to accommodate waiting on customers at the front counter. This is by design of the restricted front lobby public counter.

- Story County Animal Control and Shelter
 - This facility is currently locked, all services are being performed. Adoptions are handled via an appointment and application process with scheduled in-building meet and greet with the animals. Under pre-pandemic operations the Animal Shelter had limited hours each day with the building being unlocked and allowing walk-in traffic. The majority of walk-ins being citizens just peruse that facility looking at and interacting with the animals. Due to reduced staff levels and all operations being performed fully, a limited hours approach would be difficult for the facility, at this time, at least until they are at full staff.

- Story County Human Services Center
 - Currently the building is locked and open by appointment only. Once the main building entrance is unlocked the majority of the office's lobby doors will remain locked. Every locked office will be conducting business by appointment. There will be signage at main entry and on all lobby doors. Plans will be to place a phone number directory sign at the public access phone, listing all pertinent phone numbers. Wall and floor signage will placed throughout the facility, promoting social distancing. Recommendation for this facility is to stay consistent with other county owned/operated facilities, hours of open/unlocked would be noon to 4:30pm, Monday through Friday and locked in the mornings on those days.

- Story County Conservation Center at McFarland Park.
 - Facility remains locked at this time. Story County Conservation staff are planning to present a phased re-opening of this facility to the Story County Conservation Board on 9/14/2020. Recommendation would be to defer an unlocking decision for this facility until after the 9/14/2020 Conservation Board Meeting.