



# CICS

Supporting Individuals. Strengthening Communities.

## MEMORANDUM

To: Story County Board of Supervisors

From: Russell Wood, CEO

Collaborative Individual and Community Supports (CICS)

Date: March 2, 2026

Re: Request for Approval of a Cubicle Space at 126 S. Kellogg, Ames

Collaborative Individual and Community Supports (CICS) respectfully requests approval to lease a cubicle space at 126 S. Kellogg in Ames (Human Services Campus).

CICS currently maintains a presence at this location. Due to service demands and staffing needs, a cubicle is necessary to ensure appropriate workspace for staff.

Story County Facilities Management has provided an estimated rental cost of approximately \$150 per month for the cubicle space. CICS is prepared to absorb this cost within its existing operational budget.

Thank you for your consideration of this request. I am available to answer any questions the Board may have.

Respectfully submitted,

Russell Wood, CEO

Collaborative Individual and Community Supports

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