

Space Needs Assessment

Worksession of the Board of Supervisors

Meeting Agenda

Wednesday, October 6, 2021

8:00 AM - 10:00 AM

Members of the public can participate by using the information found at the bottom of this agenda.

1. Introductions
 2. Overview
 3. County Department Space Utilization and Reorganization
 - o Conservation Option(s) A & B
 - o Animal Control Option(s)
 - o Engineers Option(s)
 - Engineers and Integrated Roadside Vegetation Management (IRVM)
 - o Administration Building Option(s) A, B & C
 - Board of Supervisors, Human Resources, Auditor, Treasurer, Facilities Management, Recorder, Information Technology, Emergency Management (and EOC), Assessor, GIS, Environmental Health and Planning and Development
 - o Human Services Center Option(s) A, B & C
 - County Attorney, Boost, Department of Human Services (DHS), Juvenile Courts, Community Services and Veterans Affairs
 - o Justice Center Option(s) A & B
 - Sheriff, Jail, County Attorney, Judicial and Juvenile Courts, Clerk of Court
 4. Discussions/Questions
 - o Pros/Cons
 - o Summary of key take-aways
 5. Next Steps
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Story County strives to ensure that its programs and activities do not discriminate on the basis of race, color, national origin, sex, age or disability. Persons requiring assistance, auxiliary aids or services, or accommodation because of a disability may contact the County's ADA coordinator at (515)382-7204.

Join Zoom Meeting

[https://us02web.zoom.us/j/89860295913?](https://us02web.zoom.us/j/89860295913?pwd=TGxJdVlia2dSdkFYR0M3Uk1WV014UT09)
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Meeting ID: 898 6029 5913

Passcode: 079777

Dial by your location

1 312 626 6799

1 346 248 7799

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STORY COUNTY BUILDING ASSESSMENTS PROGRESS REPORT NARRATIVE

Cedar Rapids

200 Fifth Avenue SE Ste. 201
Cedar Rapids, Iowa 52401
(319) 363-6018

Des Moines

100 Court Avenue Ste. 100
Des Moines, Iowa 50309
(515) 309-0722

Iowa City

24 ½ S. Clinton Street Ste. 1
Iowa City, Iowa 52240
(319) 363-6018

Madison

301 N. Broom Street Ste. 100
Madison, Wisconsin 53703
(608) 819-0260

opnarchitects.com

OVERVIEW:

Nearly all buildings in the Assessment Study have become overcrowded. While each building has pockets of space that can be used more efficiently to gain additional workspace, there is not enough of those spaces to allow for significant reorganization of any department that needs additional staff space. The one exception to this is the Human Services Center in Ames which does have significant areas of unused space. Therefore, to utilize County resources most effectively, the County will need to consider relocating staff or department resources from Nevada to Ames.

Of the buildings studied, the Conservation Center at McFarland Park, the Animal Control Center, the Engineering Building, and the Justice Center can be considered as individual issues and addressed on their own. The Administration Building and portions of the Human Services Center will most likely need to be considered as a group with interrelated solutions.

INDIVIDUAL BUILDING AND DEPARTMENT NARRATIVES:

MCFARLAND PARK CONSERVATION CENTER

- **OBSERVATIONS:**
 - Staff Is Extremely Overcrowded
 - Management would like to have “classroom” space in addition to or in lieu of “auditorium/theater” space
 - More storage spaces accessible to the exterior
 - Restroom counts are not adequate or do not meet ADA
 - Existing building as maxed out electrical, plumbing, and HVAC capacities
- **POTENTIAL SOLUTIONS:**
 - Construct an addition or stand-alone additional building to house staff and storage
 - Remodel vacated staff office space to create new classroom and expanded restroom space. Add a moveable partition to the existing program room that allows for it to be divided into two classrooms or retracted to use the existing theater space as required.

ENGINEERING BUILDING

- *OBSERVATIONS:*
 - IRVM Needs Additional Staff Space
 - Exterior has little or in some cases no insulation in exterior walls
 - Restrooms do not meet ADA
 - High level of noise transfer between IRVM and lobby
- *POTENTIAL SOLUTIONS:*
 - Engineering Staff space is underutilized while IRVM is overcrowded or needs growth. It would be beneficial to swap the two departments location within the building
 - Consider exterior wall insulation and toilet facility upgrades

ANIMAL CONTROL CENTER AND SHELTER

- *OBSERVATIONS:*
 - Building is generally in good shape, however the entry / lobby space is not efficiently used and some increased visual access to the animals by the public would be of value
 - Restrooms do not meet ADA
- *POTENTIAL SOLUTIONS:*
 - Remodel the entry and office spaces to become more efficient and inviting
 - Minor remodeling of animal holding areas

STORY COUNTY ADMINISTRATION BUILDING

- *OBSERVATIONS:*
 - Most departments have poorly organized reception / lobby areas
 - Board of Supervisors Meeting Room lacks overflow space for large meeting events
 - County Auditor's voting equipment consumes a large amount of prime space within the building and lacks easy access to exterior when equipment needs to be deployed during elections
 - Emergency Operations Center is undersized and lacks good support space. Building does not have full emergency backup power and EOC is not well isolated from the rest of the building
 - Environmental Health / Planning and Development have staff spaces separated across a primary exit path and have no area available for future growth
 - Restroom fixture counts are not adequate

POTENTIAL SOLUTIONS:

- Note: Items below will need to be considered in combination with solutions to HSC issues. Different combinations of approaches can be considered, exercising every item will not necessarily be possible.
- Move Emergency Management and EOC to Human Services Center in Ames
- Move Auditor's Storage to lower level of building to free up more valuable office space and gain better access to exterior.
- Move Facilities Management to HSC in Ames
- Move IT Department to HSC in Ames

HUMAN SERVICES CENTER (HSC)

- *OBSERVATIONS:*
 - Significant areas of vacant space that are not used or well organized
 - Building has full generator back-up that is underutilized
 - County Attorney has staff that should be located in Nevada, but Justice Center can't accommodate the space needed
 - County Attorneys and public associated with Juvenile Court cases must travel to Nevada frequently for court hearings although population served is largely in Ames
 - Number of restroom fixtures is not adequate for some potential expansion scenarios
- *POTENTIAL SOLUTIONS:*
 - Note: Items below will need to be considered in combination with solutions to Administration Building issues. Different combinations of approaches can be considered, exercising every item will not necessarily be possible.
 - Move some staff / departments from Nevada to Ames to make use of vacant space
 - Reorganize departments within the building to better utilize space available



JUSTICE CENTER – COURTS AND COUNTY ATTORNEY (EAST WING)

- **OBSERVATIONS:**
 - Back of house restroom spaces are not ADA compliant (50% are required to be)
 - County Attorney Space is overcrowded and needs significant expansion to accommodate client needs and anticipated growth
 - Separation of Judges, Attorneys, Public and Detainees is poorly organized or non-existent creating security issues
 - No separate, secured entry for County Attorney forcing them to mingle with public
 - Building lacks one large “Grand” courtroom for large trials
 - Juvenile Court requires significant travel by attorneys and public between Ames and Nevada because court room and judge are located in Nevada
- **POTENTIAL SOLUTIONS:**
 - Note: Items below will need to be considered in combination with solutions to Admin Center and HSC issues. Different combinations of approaches can be considered, exercising every item will not necessarily be possible.
 - Add an addition to the building to create space for County Attorney’s Department and allow for reorganization of back of court circulation
 - Move Juvenile Court room to Ames (HSC). Combine two existing courtrooms into one larger “Grand” courtroom by utilizing vacated Juvenile Courtroom

JUSTICE CENTER – SHERIFF’S DEPARTMENT & COUNTY JAIL (WEST WING)

- **OBSERVATIONS – SHERIFF’S DEPARTMENT:**
 - Training / Briefing Room is undersized
 - Various storage spaces are not adequate
 - Front Lobby lacks space for some functions and privacy
- **OBSERVATIONS – COUNTY JAIL:**
 - No visual separation for female population when moving from cells to exercise spaces
 - No showers for sheriff’s staff (Must utilize monitored empty jail cell showers)
 - Need more exercise space
 - Need additional storage spaces

- *POTENTIAL SOLUTIONS:*
 - Add an addition to the Sheriff's Department to create larger training and meeting space(s) and remodel existing briefing area space to increase storage and workspace areas
 - Expand lobby to create space for additional functions and privacy
 - Reorganize break area to enlarge it and create isolation from restrooms while recapturing make-shift breakroom space in open office
 - Consider addition or remodeling of jail to increase exercise space and provide required separations between populations and increase ancillary work/storage space
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SHERIFF'S DEPARTMENT GUN RANGE AND TRAINING AREA + AUXILLIARY SPACES AND STORAGE

- *OBSERVATIONS – GUN RANGE:*
 - Not large enough for training needs
 - No toilet facilities
 - Not enough parking (20+ spaces needed)
 - Must maintain access to adjacent property which limits reorganization
- *OBSERVATIONS – IRVM:*
 - Currently stores equipment at county 4H building which becomes unavailable during County Fair causing storage and staffing issues
 - County is paying for use of facility and agreement is not permanent
 - IRVM can use a pole barn facility between 4000 and 6000 square feet
- *OBSERVATIONS – FACILITY MANAGEMENT EQUIPMENT STORAGE:*
 - Currently stores equipment at county 4H building which becomes unavailable during County Fair causing storage and staffing issues
 - County is paying for use of facility and agreement is not permanent
 - IRVM can use a pole barn facility of approximately 6000 square feet
- *OBSERVATIONS – EMERGENCY OPERATIONS CENTER (EOC)*
 - Currently stores equipment at a shed in NW Ames that has water issues and not climate controlled which can cause equipment to deteriorate over time
 - Storage for two trailers
 - Storage for bottled water, clothes, emergency supplies, etc.



- *POTENTIAL SOLUTIONS:*
 - Locate and purchase a different property which meets all the department's needs and create a new training and storage facilities
 - Relocate range to new site and use the existing site to expand equipment / vehicle storage needs for IRVM and Facilities Management to replace storage at 4H grounds and other outlying locations.
 - Expand IRVM storage at current range site and construct a new building(s) at a new site for Sheriff's Department Training Center and Facilities Management equipment storage
 - Incorporate storage for EOC with one of the solutions above