



REOPENING CITY OFFICES & CITY BUILDINGS

Updated: 7/28/2020

The City of Newton offices and buildings are entering a phased reopening so that we are able to safely provide customer service to the citizens and the general public. The City is encouraging those who can to complete their business with the City online at www.newtongov.org or over the phone. Starting on Tuesday, June 16th many buildings and office lobbies will be open to the public with barriers in place to protect the public and staff. More detailed information about buildings and office lobbies can be found in this three page document.

Effective August 1, 2020 anyone entering a city public building for the purpose of contacting and conducting business with city staff, will be required to wear a protective mask as defined by the Iowa Department of Public Health.

CITY HALL (101 W 4TH ST S)

The building that houses City Hall, also houses the Newton Police Department, Newton Fire Department and Newton WaterWorks. The main entrance to City Hall is located on the east side of the building (underneath the City Hall signage). Offices at City Hall include the Mayor's office, City Administrator's office, the City Clerk's office, Finance and Administrative Services.

Office hours at City Hall are 7:30 a.m. – 4:30 p.m., Monday through Friday. Those who have business with City Hall are encouraged to call 641-792-2787 x 2000 or visit www.newtongov.org for permits, records, etc. that you may be seeking at City Hall. If you are looking for a specific staff's contact information, you can view a staff directory at: www.newtongov.org/Directory.aspx

The City Hall lobby will open to the public on August 3, 2020. The public can continue to access services from City Hall via phone or email. Staff offices and the Council Chambers are also still closed to the public. **The Council Chambers will remain closed to the public through September 7, 2020.**

Until further notice, the first two hours (7:30 – 9:30 a.m.) of each day, the lobby will be open for high-risk populations (people over the age of 65 and people with underlying medical conditions) after 9:30 a.m. the lobby will be open to all.

NEWTON WATERWORKS (101 W 4TH ST S)

Newton WaterWorks is a municipal water utility, separate from the City of Newton, which serves citizens of Newton, Lambs Grove, and Country Club Acres, and the surrounding area. NWW is responsible for supplying water that meets all state and federal standards, owning and maintaining the distribution mains and all water meters.

Their administration/customer service office is located in the same building as City Hall, the Newton Fire Department and the Newton Police Department. Their office hours are 7:30 a.m. – 4:30 p.m., Monday through Friday.

The Newton WaterWorks lobby will open to the public on August 3, 2020.

Until further notice, the first two hours (7:30 – 9:30 a.m.) of each day, the lobby will be open for high-risk populations (people over the age of 65 and people with underlying medical conditions) after 9:30 a.m. the lobby will be open to all.

Payments can be mailed (check only), dropped off at the drop box outside the Newton WaterWorks office or at the Hy-Vee customer service counter. Auto deduction is also available for free. The public is still encouraged to call (641) 792-2003 for customer service.

NEWTON FIRE DEPARTMENT (410 S 2ND AVE W)

The Newton Fire Department is located in the same building as City Hall, the Newton Police Department and Newton WaterWorks. The fire department entrance is located on the south side of the building; around the corner the left of apparatus bay and City Hall entrance (signage is in place).

Office hours at the Newton Fire Department are 7:30 a.m. – 4:30 p.m., Monday through Friday. Those who have business with the Newton Fire Department are encouraged to call 641-792-3347 or visit www.newtongov.org. If you are looking for a specific staff's contact information, you can view a staff directory at: www.newtongov.org/Directory.aspx

The Newton Fire Department lobby area will be open to the public starting on Tuesday, June 16. Signs will be posted with instructions and social distancing measures will be in place. Staff offices and the fire house/apparatus bays are still closed to the public.

Until further notice, the first two hours (7:30 – 9:30 a.m.) of each day, the lobby will be open for high-risk populations (people over the age of 65 and people with underlying medical conditions) after 9:30 a.m. the lobby will be open to all.

NEWTON POLICE DEPARTMENT (101 W 4TH ST S)

The Newton Police Department is located in the same building as City Hall, the Newton Fire Department and Newton WaterWorks. The police department entrance is located on the north side of the building; to the right of the City Hall entrance (signage is in place).

Office hours at the Newton Police Department are 7:30 a.m. – 5 p.m., Monday through Friday. Those who have business with the Newton Police Department are encouraged to call 641-791-0850 (or for non-emergency/after-hours calls to dispatch – 641-792-1547) or visit www.newtongov.org. If you are looking for a specific staff's contact information, you can view a staff directory at: www.newtongov.org/Directory.aspx

The Newton Police Department lobby area will be open to the public starting on Tuesday, June 16. Signs will be posted with instructions and social distancing measures will be in place. Staff offices are still closed to the public.

Until further notice, the first two hours (7:30 – 9:30 a.m.) of each day, the lobby will be open for high-risk populations (people over the age of 65 and people with underlying medical conditions) after 9:30 a.m. the lobby will be open to all.

NEWTON PUBLIC LIBRARY (100 N 3RD AVE W)

The Newton Public Library, which falls under the direction of the Newton Public Library Board of Trustees, is currently in Phase 2 of Re-Opening.

The Library is currently open for computer reservations, Diecut/Accucut appointments, notary and proctoring appointments, and library card application/account appointments only. These appointments can be made during the shortened library hours of Monday - Thursday 10 a.m. – 6 p.m., Friday 10 a.m. – 5 p.m. and Saturday 10 a.m. – 2 p.m.

Curbside Pickup service will be expanded and available Monday-Saturday within the Library's shortened hours.

Questions on appointments should be directed to the Library at 641-792-4108.

Masks are required when entering the Library building and must remain on for the duration of the appointment.

The public is encouraged to learn more at www.newtongov.org/library or reach out to staff by calling (641) 792-4108. If you are looking for a specific staff's contact information, you can view a staff directory at: www.newtongov.org/Directory.aspx

PUBLIC WORKS BUILDING (1700 N 4TH AVE W)

Offices located at the Public Works Building include Community Services (Cemetery, Engineering, Parks/Recreation, Nuisance Enforcement); Community Development (Building, Planning & Zoning, Economic Development, Community Marketing); and Public Works (Park Operations & Public Works Operations - Streets).

Office hours at the Public Works building are 8 a.m. – 4 p.m., Monday through Friday. The public is still encouraged to complete business such as permits, applications, and reservations, online at www.newtongov.org or by calling (641) 792-6622. If you are looking for a specific staff's contact information, you can view a staff directory at: www.newtongov.org/Directory.aspx

The lobby area of the Public Works Building will be open to the public starting on June 16. Signs will be posted with instructions and social distancing measures will be in place. Staff offices and the Public Works Conference Room are still closed to the public.

Until further notice, the first two hours (8 – 10 a.m.) of each day, the lobby will be open for high-risk populations (people over the age of 65 and people with underlying medical conditions) after 10 a.m. the lobby will be open to all.

- **Maytag Pool (301 S 11th Ave W)**, opened in a limited capacity on June 26, 2020. Detailed plans and operating procedures are posted on the City's website. The last day for the pool to be open to the public is August 10, 2020.

- The **Newton Municipal Airport**'s public areas are open to flight crews, and general aviation, pilots and flight students.
- The **Newton Sanitary Landfill (3202 Hwy 14 S)**, operated by the City of Newton Public Works, has remained open. Their normal hours of operation are 7:30 a.m. – 3:15 p.m. Monday through Friday; and 8 a.m. – 11:45 a.m. on Saturdays. More information is available on our website or by calling (641) 792-3866.
- **Water Pollution Control**, the division of the City of Newton Public Works department responsible for sewer backups, sump pump program and waste disposal program, is operating as normal with their hours of operation being 7 a.m. – 3 p.m., Monday through Friday. The division is best reached by phone at (641) 792-3422.
- **Westwood Golf Course (3387 Hwy F48W)** – Westwood Golf Course is open to the public and the clubhouse opened in a limited fashion on June 1. Please call 641-792-3087 for more information.