



# **Bicentennial Building Space Utilization**

**Project # BG9809-01**

Prepared by:

**LARRISON & ASSOCIATES**  
*Architects / Energy Consultants*



## **LARRISON & ASSOCIATES**

architects / energy consultants  
Quad Cities                      Des Moines

October 11, 1999

Mr. Ed Winborn, Chairman  
Board of Supervisors  
SCOTT COUNTY  
416 West Fourth Street  
Davenport, IA 52801-1187

RE: BICENTENNIAL BUILDING SPACE UTILIZATION  
Project # BG 9809-01  
A/E Project # 10414

Dear Mr. Winborn & Board Members:

We are pleased to submit this space utilization report to help you in planning for the future space needs of SCOTT COUNTY.

The Report contains the following information:

- List of Participants
- Purpose/Goals of the Study
- Process & Recommendations
- Project Phasing & Costs
- Existing Building Plans
- Proposed Building Plans
- Appendix A - Meeting Notes
- Appendix B - Structural Report

If this plan meets with your approval, we can begin design work to implement the construction.

Thank you for this opportunity to again be of service to SCOTT COUNTY.

Respectfully submitted,

LARRISON & ASSOCIATES  
ARCHITECTS/ENERGY CONSULTANTS

Greg Larrison, AIA  
President

**SCOTT COUNTY  
Bicentennial Building  
Space Utilization**

***List of Participants***

Board of Supervisors:

Ed Winborn, Chairman  
Thomas Otting, Vice Chairman  
Otto Ewoldt  
Pat Gibbs  
Jim Hancock

Larry Barker, Health Department  
Linwood Beckett, Community Services  
Lisa Chamitz, Human Resources  
Dale Denklau, County Assessor  
Nick Doenges, City Assessor  
Dave Donovan, Building & Grounds  
Mary Dubert, Community Services  
Becky Eiting, City Assessor  
F. Glen Erickson, Administration  
Bill Fennelly, Treasurer's Office  
Karen Fitzsimmons, Auditor's Office  
Dick Hagen, Recorder's Office  
Pat Hendrickson, Juvenile Court Services  
Tim Huey, Planning and Development  
Larry Mattusch, County Engineer  
Lori Miller, Department of Human Services  
Al Moore, Health Department  
Pat Reynolds, Budget and Information Processing  
Dennis Timmerman, Department of Human Services  
Kurt Ulrich, Auditor's Office  
Barb Vance, Treasurer's Office  
C. Ray Wierson, Budget and Information Processing

Architect:

Greg Larrison, AIA  
Larrison & Associates

**SCOTT COUNTY  
Bicentennial Building  
Space Utilization**

***Purpose***

- Due to court expansion, provide office space to enable all non-court functions to be removed from the Courthouse and consolidated in a County Office Building.

***Goals***

- Provide attractive, convenient space for the Citizens of SCOTT COUNTY to transact County business.
- Provide a pleasant, functional and safe place for the employees of the County to work.
- Reuse the main elements of the existing building to reduce overall costs and yield the best value for the County dollars invested.
- Group departments in a logical order based on Citizen volume; common equipment or resources; citizen crossover use; staff inter-relationship; and similar clientele usage.
- Phase project to limit moves to one move per department.
- Develop a Concept Plan to complete the above purpose and goals.



**SCOTT COUNTY  
Bicentennial Building  
Space Utilization**

***Process***

The following items were completed in the Space Utilization:

- ***Building Evaluation:***  
Examine the existing building and plans of the building. Review information provided by County staff.
- ***Interviews:***  
Individual and group meetings with department leaders of the current and proposed occupants of the building to determine space needs, adjacencies and traffic volumes (see Appendix A - Meeting Notes).
- ***Prepare Plans:***  
Plans of the existing use were prepared. Proposed plans (showing space size and use) based on the building evaluation and interviews were prepared.
- ***Presentation & Review:***  
Plans were presented and reviewed at several group meetings with board members, administration and department staff.
- ***Plan Revisions:***  
The plans were revised to accommodate changes from the review meetings.
- ***Final Report:***  
This report is a summary of the current plan for the Bicentennial Building.
- ***Implementation:***  
We have included a proposed step by step phasing and estimated costs of each phase to implement the plan. With the Board of Supervisor's approval, detailed plans of each department will be prepared and construction completed according to phasing and budget constraints.

**SCOTT COUNTY  
Bicentennial Building  
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***Recommendations***

1. The building is well suited for its intended use as the primary SCOTT COUNTY office building.
  - The current building use is office space.
  - ADA access to each floor is accommodated by elevator.
  - A structural review has indicated that the building will support office use (see structural review letter in Appendix B).
  - Electrical & HVAC central system and vertical distribution appear to be adequate. Branch distribution will need to be reworked with remodeling.
  - Fire exiting from each floor is adequate with the two corner stair towers providing two safe exits from each floor.
  - The building is arranged better than most for future building security enhancement.
2. The building exterior is generally in good condition. The brick veneer and metal windows are in good condition. The plaster in the horizontal bands between windows is cracking and should be covered. The main entrance is set in a depression and presents a weak appearing entry for the public. The entrance should be enhanced with this Project to be more prominent for better building identity and wayfinding.
3. Parking in the lots to the south, west and across 5th Street to the northeast will be adequate for public and staff use.
4. The designs of the attached Proposed Floor Plans were influenced by the following concerns:
  - Total floor space is limited. Over 25,000 s.f. of offices need to be relocated from the courthouse into the building. Only 10,000 s.f. of space is currently vacant. We recommend moving CHC dental out of the building when their lease has expired. Also, Juvenile Court Services could be relocated offsite until their permanent location in the Courthouse complex is constructed.

**SCOTT COUNTY  
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- The proposed building layout has a general organization that groups functions to meet the goals of adjacency, volume, citizen crossover use and similar clientele.

The 1st floor has high volume Treasurer's Office and new Community Pavilion (functions as the Board Room and Meeting Room for most large group County meetings). The commons and a citizen database access and an additional conference room are also on the 1st floor.

The 2nd, 3rd, and 4th floors contain the Health, Human Services and Community Services Departments.

The 5th floor has the Auditor, Recorder, Assessor and City Assessor. These departments have citizen and staff relationships.

The 6th floor houses the Board Offices and the Administrative Team (Admin., HR, BIP, B & G). A building conference center and printing shop are also on the 6th floor.

- All of the departments interviewed indicated little or no growth anticipated within the department. Gross sizes used however do allow some growth. There also are several unassigned areas within the building. This would permit several future options. Plan & Zone and the County Engineer could be located into the building if Juvenile Detention required expansion. The main computers could be relocated from the Courthouse basement or the unassigned spaces could be held as soft space for future department expansions.
5. Project phasing and estimated costs are included in this report. The goal of limiting moves to 1 per department is attainable with the proposed phasing. The phases can be completed as the budget permits. We would however recommend that all of our Phase Three work be done at one time. This would move the Treasurer, Auditor, Recorder, Assessor & City Assessor at the same time and make wayfinding for the Citizens of SCOTT COUNTY much easier.

**SCOTT COUNTY  
Bicentennial Building  
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***Proposed Phasing & Costs***

	<u>Bicentennial Construction Costs</u>
<u>Phase One</u>	
<ul style="list-style-type: none"> <li>■ 2nd &amp; 3rd Floor               <ul style="list-style-type: none"> <li>• Department of Human Services - Consolidate from 1st, 2nd &amp; 3rd Floors . . . . .</li> </ul> </li> <li>■ 4th Floor               <ul style="list-style-type: none"> <li>• CHC Dental - move off site . . . . .</li> <li>• Juvenile Services - move to Courthouse/Jail or temporarily off site . . . . .</li> </ul> </li> <li>■ 6th Floor               <ul style="list-style-type: none"> <li>• All move from Courthouse . . . . .</li> <li>• Board of Supervisors Office</li> <li>• Administration</li> <li>• Human Resources (H.R.)</li> <li>• Budget Information Processing (B.I.P.)</li> <li>• Building &amp; Grounds (B. &amp; G.)</li> <li>• Conference</li> <li>• Printing</li> </ul> </li> </ul>	 \$ 1,170,000.  \$ 0. \$ 0.  \$ 750,000.
<u>Phase Two</u>	
<ul style="list-style-type: none"> <li>■ 4th Floor               <ul style="list-style-type: none"> <li>• Health Department - move from 5th floor . . . . .</li> <li>• Community Services - move from 1st floor . . . . .</li> </ul> </li> </ul>	 \$ 780,000. \$ 200,000.
<u>Phase Three</u>	
<ul style="list-style-type: none"> <li>■ 1st Floor               <ul style="list-style-type: none"> <li>• Treasurer - move from Courthouse . . . . .</li> <li>• Commons &amp; conference space, storage . . . . .</li> <li>• New entrance &amp; County Community Pavilion . . . . .</li> <li>• Exterior building skin improvements . . . . .</li> </ul> </li> <li>■ 5th Floor               <ul style="list-style-type: none"> <li>• All move from Courthouse . . . . .</li> <li>• Auditor</li> <li>• Recorder</li> <li>• Assessor</li> <li>• City Assessor</li> </ul> </li> </ul>	 \$ 400,000. \$ 250,000. \$ 325,000. \$ 100,000.  \$ 800,000.
<hr/> <hr/>	
<b>Total Cost . . . . .</b>	<b>\$ 4,775,000.</b>
<i>Note: Costs include design &amp; contingency</i>	



**existing plans**

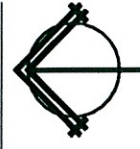




**KEY**

- COMMUNITY SERVICES
- DEPT. OF HUMAN SERVICES
- CORE & CIRCULATION
- MECHANICAL

**EXISTING 1**

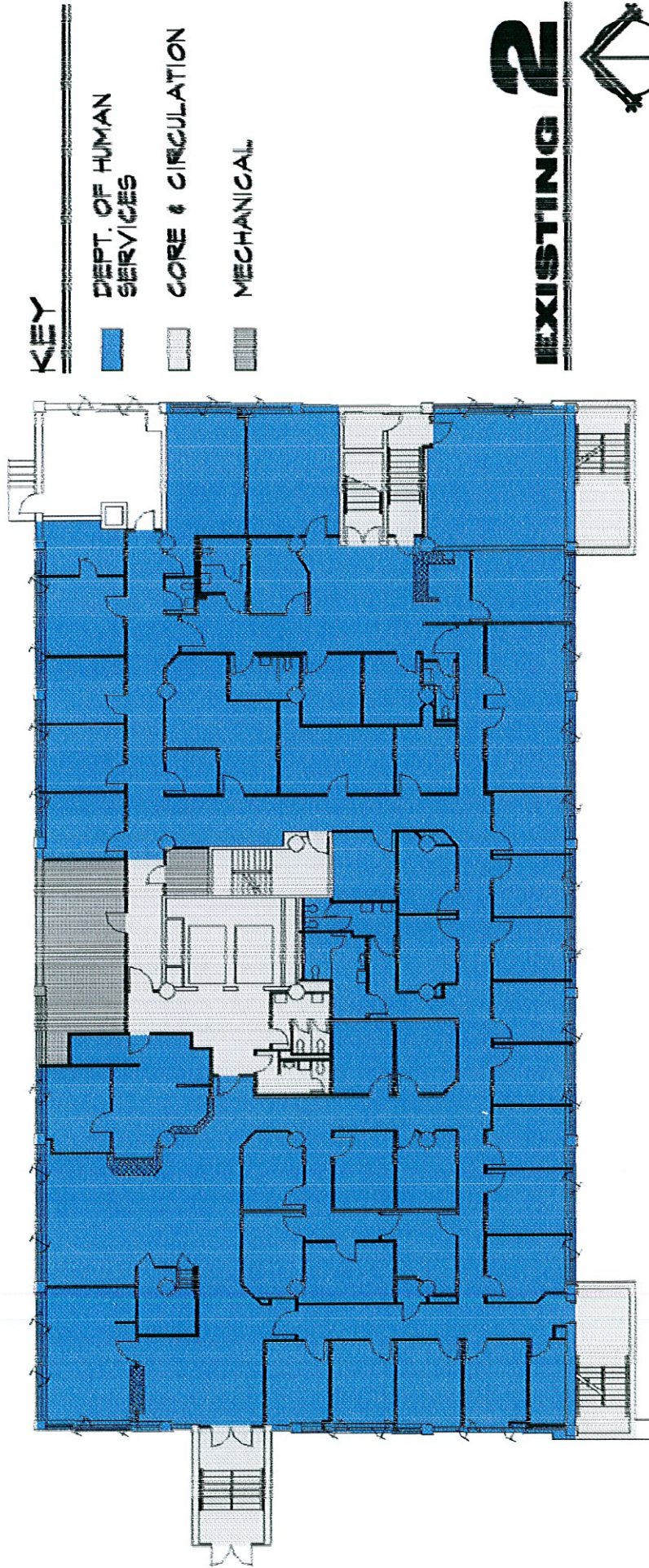






# BICENTENNIAL BUILDING

Space Utilization



## KEY

 DEPT. OF HUMAN SERVICES

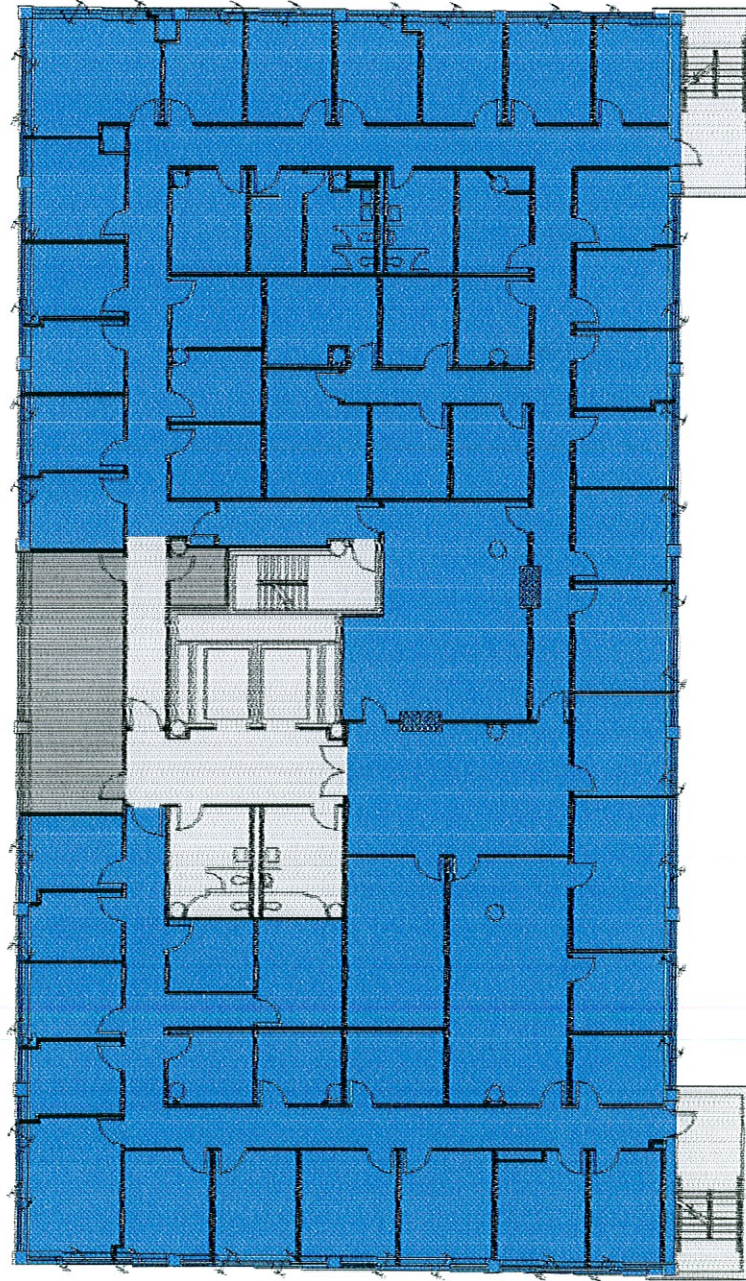
 CORE & CIRCULATION

 MECHANICAL

## EXISTING 2







**KEY**

 DEPT. OF HUMAN SERVICES

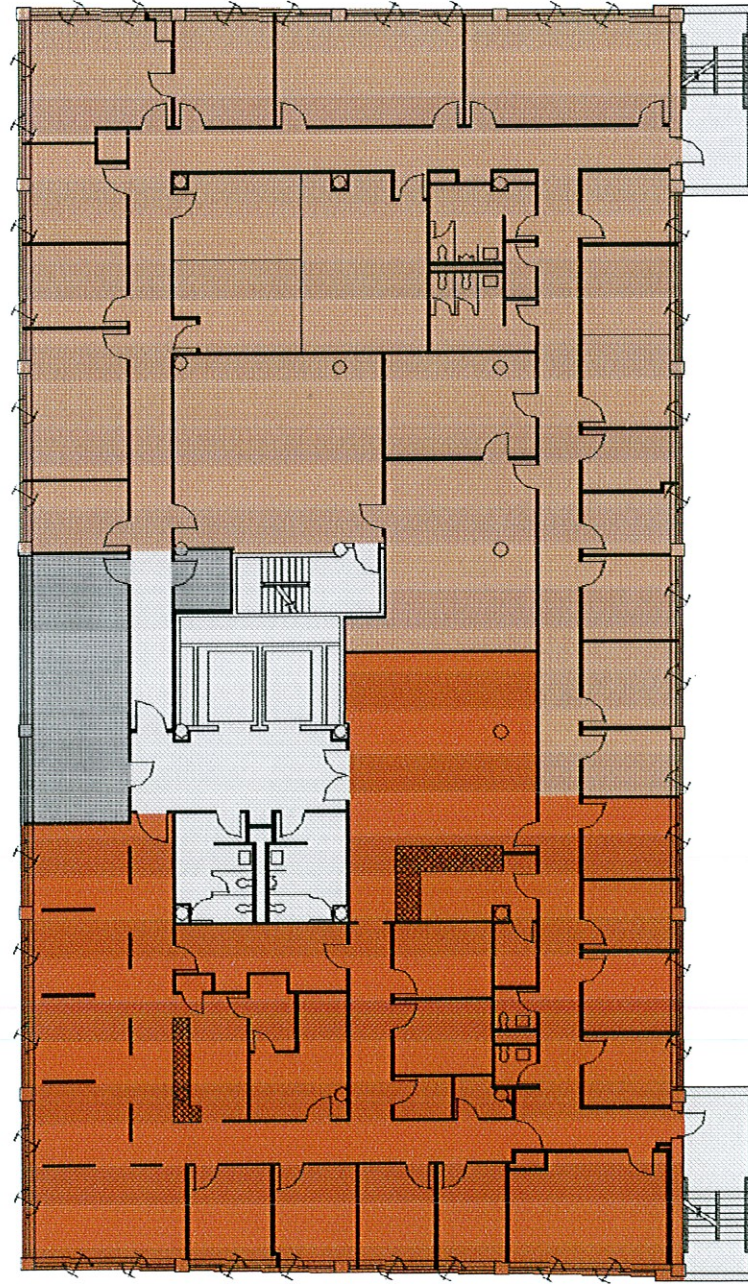
 CORE & CIRCULATION

 MECHANICAL

**EXISTING 3**







**KEY**

CHC DENTAL

JUVENILE COURT SERVICES

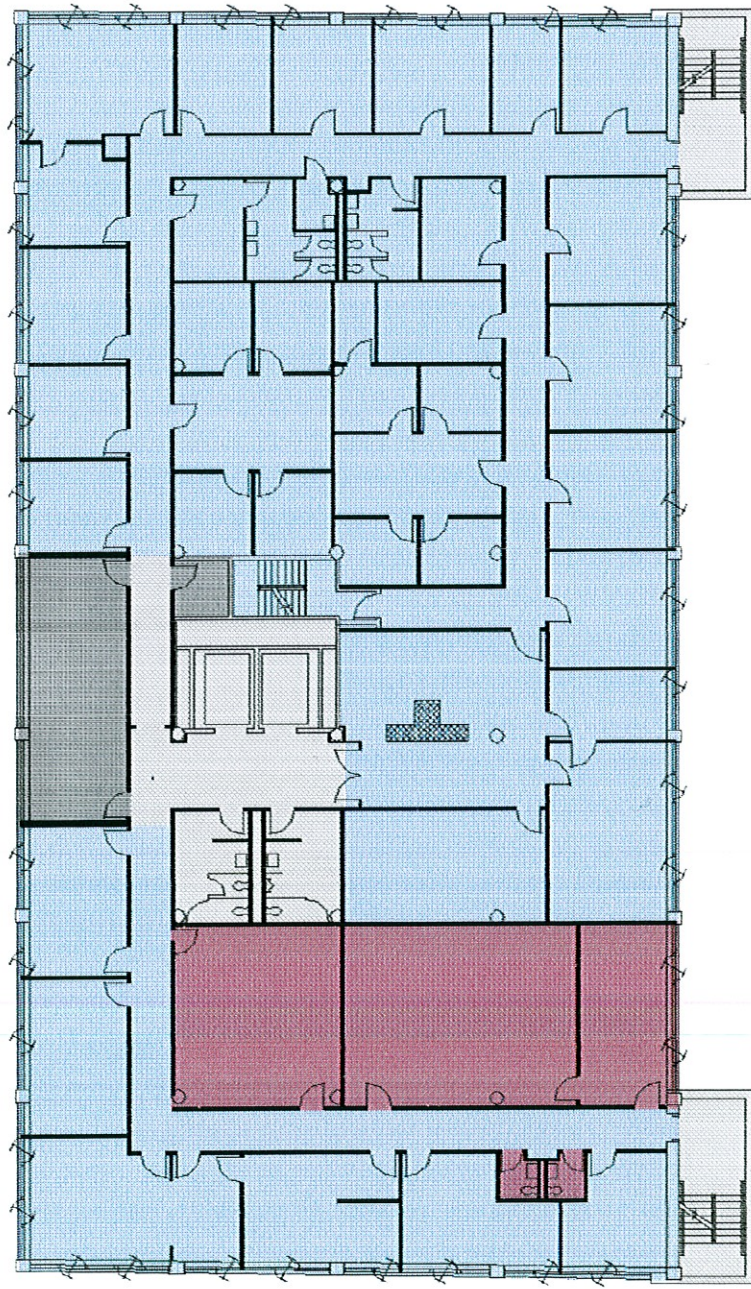
CORE & CIRCULATION

MECHANICAL

**EXISTING 4**







**KEY**

- HEALTH DEPARTMENT
- CONFERENCE
- CORE & CIRCULATION
- MECHANICAL




**EXISTING 5**



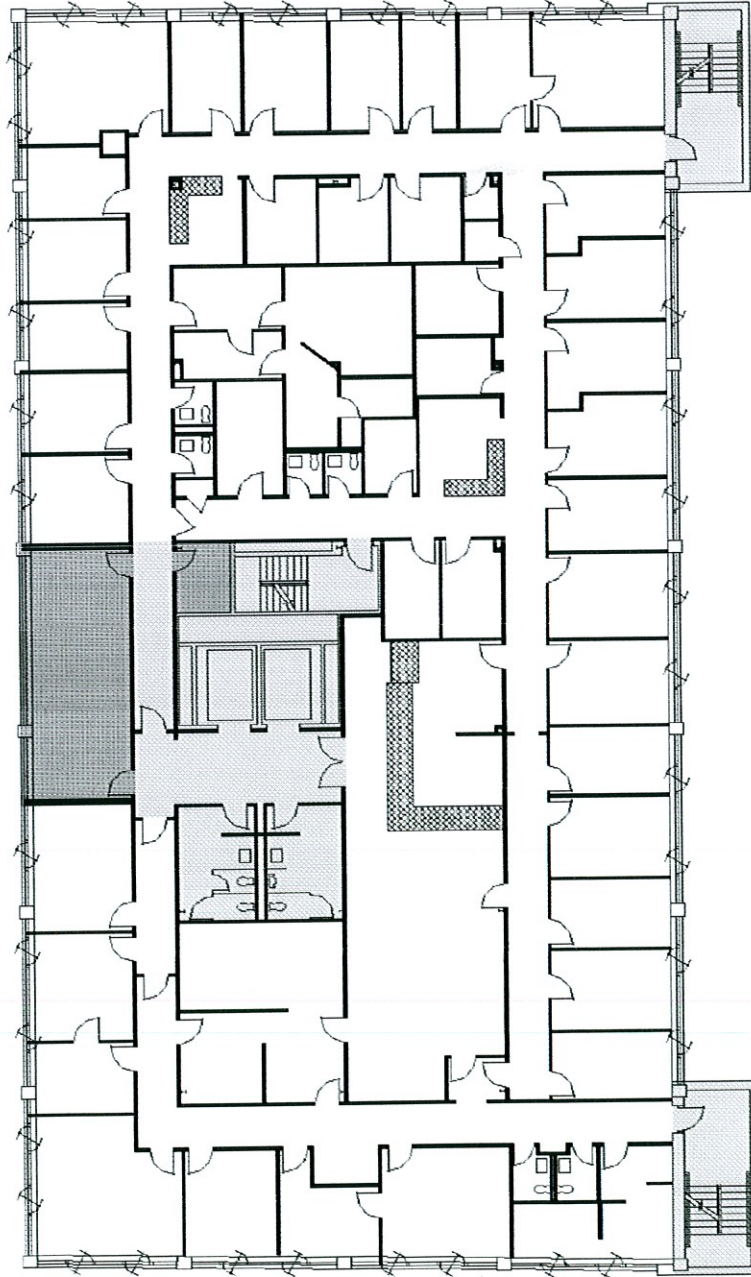

**BICENTENNIAL BUILDING**  
Space Utilization



**KEY**

-  VACANT
-  CORE & CIRCULATION
-  MECHANICAL

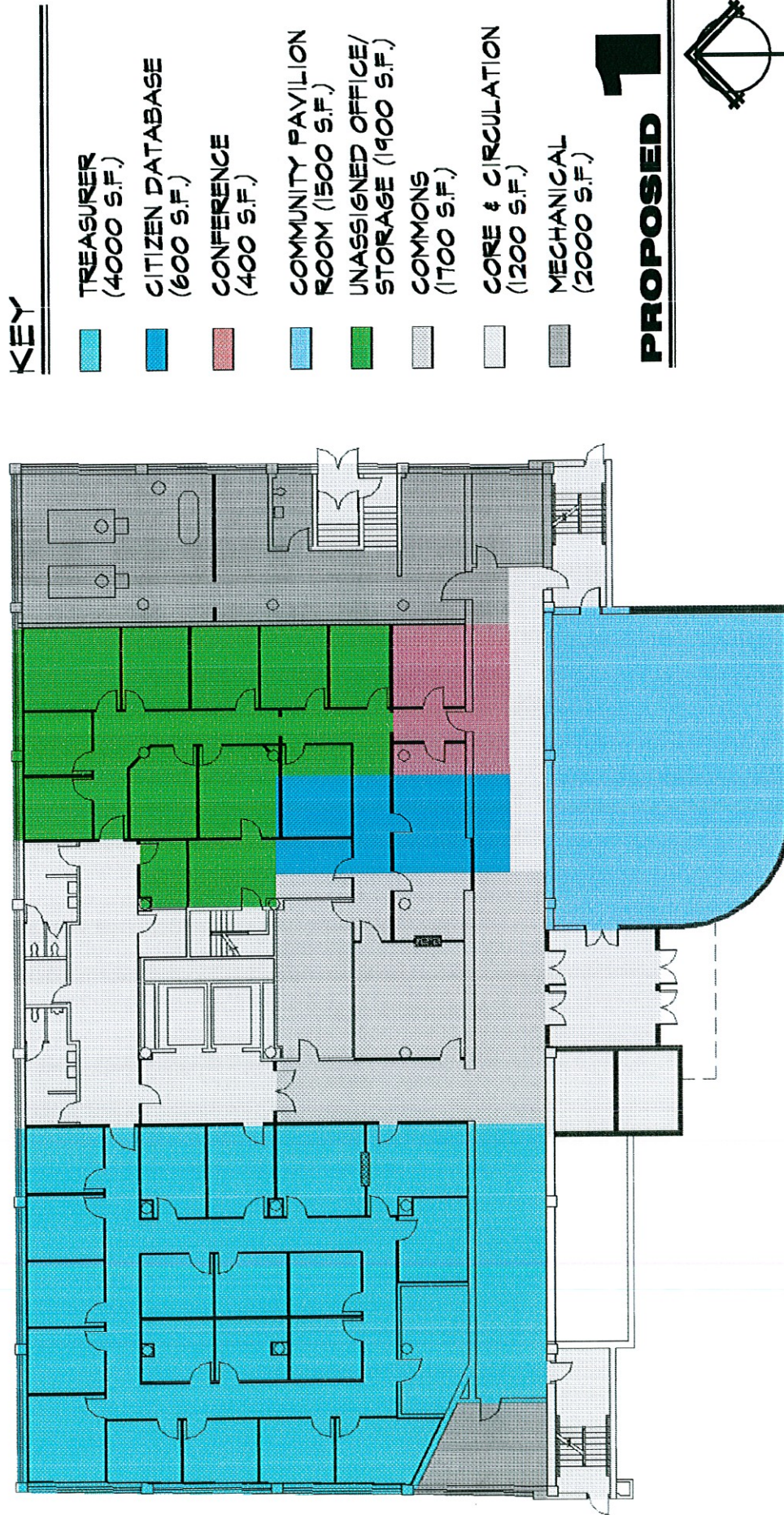
**EXISTING** **6**





# proposed plans





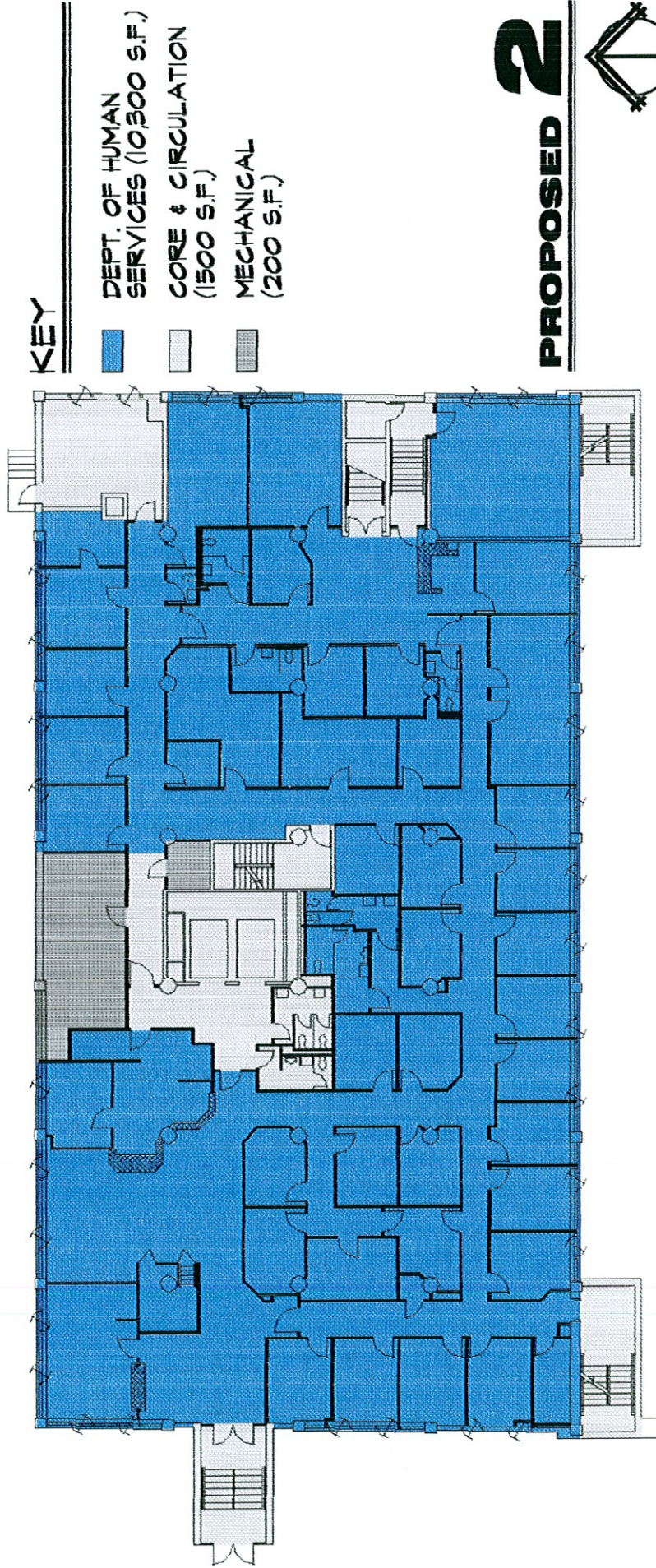
**KEY**

- TREASURER (4000 S.F.)
- CITIZEN DATABASE (600 S.F.)
- CONFERENCE (400 S.F.)
- COMMUNITY PAVILION ROOM (1500 S.F.)
- UNASSIGNED OFFICE/STORAGE (1900 S.F.)
- COMMONS (1700 S.F.)
- CORE & CIRCULATION (1200 S.F.)
- MECHANICAL (2000 S.F.)

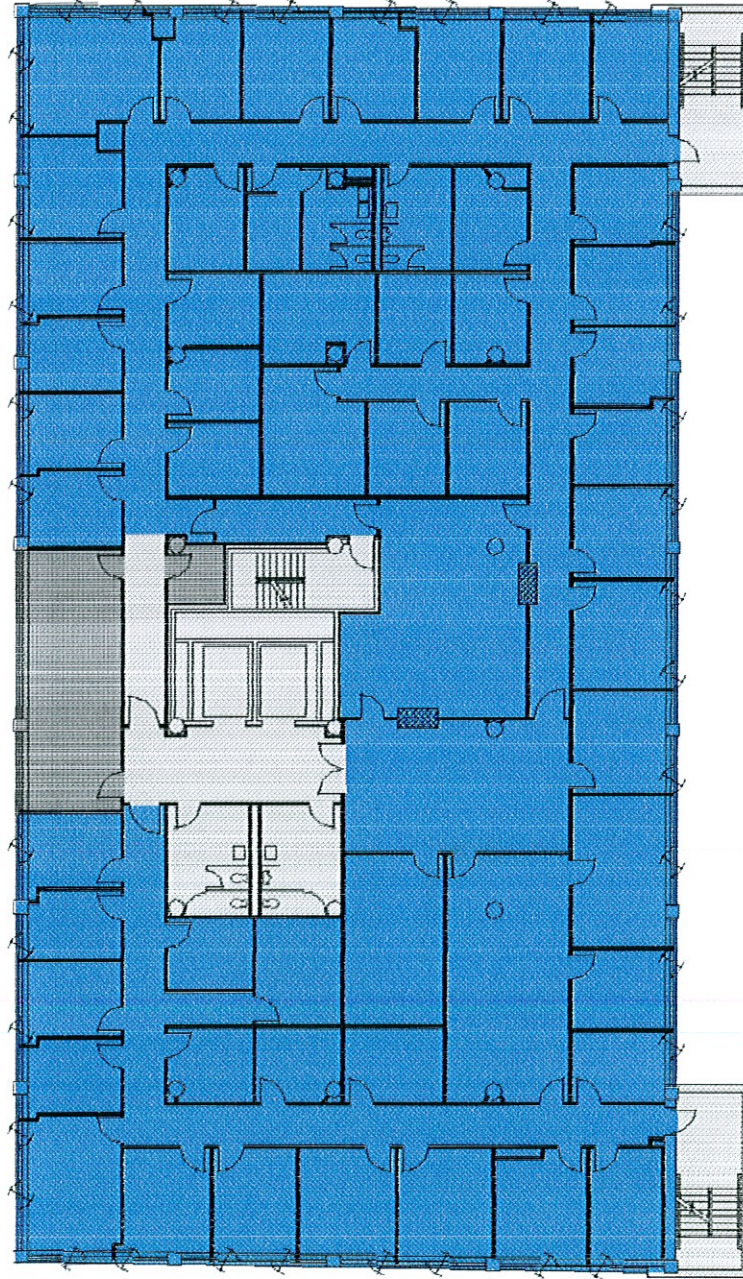
**PROPOSED 1**











**KEY**

- DEPT. OF HUMAN SERVICES (10,900 S.F.)
- CORE & CIRCULATION (1,500 S.F.)
- MECHANICAL (200 S.F.)

**PROPOSED 3**





# **appendix A**

## **meeting notes**



## **Administration**

### **Staffing – 1.5**

**Current Space** – Future Board Room could be modeled after the PV School Board room. Must be a multi-purpose meeting room with moveable or unobtrusive Board table. Try to not make the Administrator the focus. Have the Administrator at the edge of the “crescent” shaped table with a space on the side for additional staff. Have a location for persons coming to appear separate. Rather than moving Board meetings for off Tuesdays could meet in the same room in a different layout. Glen doesn’t think the Board needs to be on ground floor even if it is a multi-purpose room.

### **Records –**

### **Equipment –**

**Future Trends** – From 4 FTE to 2.6 over the last 5 or so years. Don’t see any increase in those numbers except possible an additional HR person.

**Adjacencies** – Close to Human Resources, BIP, B and G. Maybe not necessary to be close to the Board (philosophical question, historically has been that the Board is not full time and aren’t here a lot). One possibility would be to have one larger room with cubes for four and one modest office for the chairman. Job sharing is critical with HR, BIP and administration.

Glen thinks that Admin Assistant, Assistant County Administration (and clerical) need to be close at hand. BIP Director, Building and Grounds Director, need to be adjacent. They bring people with – the rest of HR, Buildings and Grounds project assistant, BIP clerical, support and purchasing.

Thinks for the position (not himself) thinks should have a view or in a good location on an upper floor.

### **Traffic Count –**

**Public Access** - Internal and external to HR. Want to separate the external HR if possible. Occasional administration visits.

### **Miscellaneous –**

Doesn’t believe in separate departmental conference rooms. Need at least one room slightly larger than the admin conference room and one larger room like 5<sup>th</sup> floor BC.

Building receptionist may be something we want to look at if we want user friendly facilities.

Building security relates directly to the receptionists concept.

Glen thinks we look at not moving archival storage. He supports that position.

Need access to meeting areas.

**Auditor -**

**Staffing** – 17.5 no increase predicted. 5 private offices

**Current Space** – Would like to consolidate plat rooms with other plat rooms and records.

**Records** – in office file cabinets, one row in basement (claims – kept for 5 years and payroll – kept indefinitely, could be off-site), own designated space at warehouse. Not currently imaging – need to set up a meeting to discuss.

**Equipment** – Voting area in the corridor; would be nice to make an area for this.

**Future Trends** – Fairly static.

**Adjacencies** – Records function of the Recorder

**Public Access** – good size counter, not having workstations at counter works well.

**Traffic Count** – willing; election, internal at window; plat room

**Miscellaneous –**

Try to compile categories along with list of questions for each for Kurt and Karen to review and comment on.

Have temporary staff every other year from September to December – up to 4 additional staff. Need a space for these people. Possibly smaller work areas or an area that can be converted.

Need access to meeting areas.

## **City Assessor -**

**Staffing** – 13 permanent employees; 5 appraisers plus two supervisors (one chief deputy), office manager, 4 clerks, on assessor, board of review clerk (seasonal position employed by the Board, currently 3 other temps

**Current Space** – 1660 Square feet – all open except for Assessor and Deputy

Inadequate for privacy – see under miscellaneous

Front counter area works fairly well.

Have two additional small work areas for temps, etc.

**Records** – Central filing in middle of office. Each employee has limited filing at the workstation. Spaces underneath the counter for plat books. Katrina will count them and let me know.

Their plat books are similar to the county assessor. Nick said that he knows of no reason why plat books couldn't be combined. The Auditor's books are the official record. The Assessor's books are more accurate and detailed. Doing splits, updates has always been an Auditor's function.

Rent storage space at an off-site storage space for records and some equipment.

GIS could help work them toward a paperless office. Nick thinks this is an important enough issue that he is willing to donate staff and believes the conference board should help fund it.

Some Assessors have completely abandoned their paper, but don't see it happening in the near future. Law doesn't require paper records.

**Equipment** – Each appraiser has a chair in their work area. Plat draftsman has a drafting board in a larger cubicle.

There is a computer at each desk – three different systems – city, county and own system. County system is the primary system.

One medium copier – have requested a large one with a sorter.

Four laser printers, one line printer

**Future Trends** – Staffing is tied closely to parcel count. There is a lot of undeveloped land within the corporate limits. They are just completing a major project over the last 5 years. It is difficult to foresee future staffing because things haven't been normal for a number of years. Hopefully future workload growth can be accommodated with existing staff for a period of time. Definitely no less staff.

**Adjacencies** – Closest interaction with the Recorder and Auditor (equally); Treasurer, Clerk of Court and County Assessor to a less degree; BIP for technical support

**Public Access** – Currently have a 8 foot window. Can accommodate up to three transactions at a time.

**Traffic Count** – Yes. I will work with Katrina.

**Miscellaneous** –

Have informal hearings for about a month. Need private, small areas for appraisers to hold up to four meetings simultaneously.

Consolidation of the two assessors would only result in savings of maybe one position – one of the Assessors. There is no duplicity. They perform the same function for two separate areas. He doesn't recommend consolidation.

## **Community Services**

**Future Trends** – Some legislative uncertainty. Disability services (MEDICAID) could be managed at the local level. Many of their functions are indicated by economy. GR is steady. Potential for future growth – is difficult to predict.

**Current Staffing** – 12 in current space plus .65 mental health advocate. Office manager, 2 full and one PT clerical, remainder (2 payee, 2 general relief, 1 VA, 1 MH, 1 Supervisor/MR, 1 director) case aides. All except clerical have private office. Mary has a problem with privacy in migrating toward open workstations. Mary states that Payee and GR case aides have appointments all day long.

**Public Access** – is similar to a Dr.'s office waiting area. Is currently one at a time at the window. Would like to keep that. Have a definite need for security. Is similar to DHS income maintenance. Have some issues with back hall security.

**Records** – current central filing area. Primarily case files and financial records. Retention by statute. Most are approximately 5 years. Have retained MH files longer. Many could be stored off-site or near at hand. Is very interested in imaging. I need to schedule another meeting with her. Security is a issue with records.

**Equipment** – they have a computer in every office.

**Adjacencies** – pretty much stand alone. Somewhat share a clientele with DHS

**Traffic Count** – breakdown by: Payee, GR, VA, misc.

## **Miscellaneous**

Current offices are larger than necessary.

Conference room could be shared, however use the room and table for projects.



## County Assessor

Dale doesn't anticipate computerization for at least 5 years

Wants to keep paper back ups of computerized files

Interacts on a daily basis with:

City assessor – 1 or 2 per day

Auditor – several times per day – have direct connection now – highest need

Recorder – 2<sup>nd</sup> highest need

Treasurer

Clerk of Court – Probate research, etc.

Public traffic – would be willing to do traffic count: Realtors / appraisers, attorneys, simple public inquiries, homestead / military / family farm credits. Also ask if they are visiting other departments.

April 15<sup>th</sup> – May 5<sup>th</sup> each year is a busy time with assessments going out and people coming in to file protests.

Future trends – housing trends and population outside of Davenport and Bettendorf. Will likely ask for an additional staff in the next few years.

Records are a big issue. Lots of records in the department.

Currently hand drawing plat maps. GIS may / will impact that, either positively or negatively.

Auditor and Assessor both keep plat maps – Auditors info is more detailed.

### Current Staff

Do not have enough workstations and area for the current staff.

Need for meeting areas for board of review.

## **Department of Human Services -**

**Staffing** – 129 TOTAL, Lorie will get split by floor and by category. Categories: Income Maintenance Worker, Social Workers, Support Staff, Administration, Decategorization (intergov't planning for Juvenile Court, Schools, DHS, Health Dept., Scott County – Comm services primarily, Juvenile Court)

IMW have clients in their offices 75% of the time. Social workers meet more in the home.

**Current Space** – 1/3 first floor (3500 D.G.S.F.) + 2<sup>nd</sup> (10,100 D.G.S.F.) and 3<sup>rd</sup> floor (10,100 D.G.S.F.). Total – 23,700 D.G.S.F.

**Records** – Currently have central closed files stored on all floors and it seems to be increasing. Most files kept 5 – 10 years. Child abuse must be kept longer. Have confidentiality issues with all. If they are trying to re-coup money could be longer. Imaging is a concept to explore. Dennis believes it is a direction he would like to go. Funding is an issue. Open files in individual offices. Maximum 4 – 4 drawer vertical files.

**Equipment** – Food stamp safe/vault, High density files (200 S.F.), computer for each office and/or person, in-office files.

**Future Trends** – recently grew by 11 positions. Will be no growth for the foreseeable future. Economy is an indicator. Poor economy can increase requests for services and caseload. Welfare reform has decreased the workload / caseload. Reductions have been with easier caseloads. Is uncertain if economic changes will reverse the trends substantially beyond where they have been. Any growth would be in the less complex cases.

**Adjacencies** – Juvenile Court services (highest), Community Services (shared client base), Health Department. Interact also with the County Attorney's Offices. Face to face interaction is decreasing. It is more at the administrative and planning level rather than worker interaction.

Have client referrals to Community Services

**Public Access** – They have separate outside entrance with a large percentage of access through that entrance. Currently consolidate reception for income maintenance on 2<sup>nd</sup> floor with a separate receptionist for social workers on 3<sup>rd</sup> floor.

**Traffic Count** – willing to do. May already be doing it. I need to follow up with Dennis.

### **Miscellaneous –**

Confidentiality is an issue in many areas including records placement of CRT screens.

Security is also an issue. Wants to be somewhat passive. Dennis feels that the more security you present represents a challenge for persons prone to violence. We need to discuss short term versus long term on security and how renovation of 2<sup>nd</sup> floor fits in the timing. There are potential exposures. Discussed the concept of "safe rooms" and their elements. Dennis was interested in the concept.

A cueing system would be worth exploring.

## **Health Department -**

**Staffing** – 32 FTE – 9 contract PT, six supervisors – need to verify and complete

AI will get us an organizational chart.

**Divisions:** Environmental – need to verify and complete

Medical Director

Jail Medical director – at jail

Medical examiner plus one support staff (here two days a week) – need office space

Disease prevention specialist (state employee) – has office space and works in clinic

Do have interns from time to time in the area of public health.

**Current Space** – 10175 Departmental Gross Square feet – all closed offices.

STD Clinic, Immunization clinic, employee wellness clinic and lead screening – use the one conference room for waiting space. Employee wellness doesn't have a space.

Need space for confidential interviews, etc.

Have secured environmental storage for vaccines with alarms, etc.

**Records** – Have closed confidential files (swine flu, immunization, etc) in two rooms. Need interpretation on whether they could be scanned

Records stored in reception and 531 could be scanned and destroyed.

AI and I will investigate scanning issues for the department.

## **Equipment –**

Lab – typical lab equipment, microscopes, need specialized plumbing for gram stains, low complexity, centrifuge, syringes, need a better system for sharps handling, blood drawing chair.

Exam rooms – each room has an exam table

Crash cart – stored in the clinical area.

Vaccine storage refrigerators with alarms

Hearing booth

Laptops stored in a storage area. Ideally a secured storage area with charging stations.

Need centralized charging station for 800 mhz radios.

Will have a 800 mhz base station

Need to attach the lab to the clinic area.

Possible need a restroom with pass through attached to the lab – need to verify.

Every workstation has a computer. Need an additional one for interns

AV equipment

Lead testers – XRF – in a case approximately 24 x 18 x 12

Various small testing devices – dosimeters, pool testing kits, etc.

**Future Trends** – Need flexibility. Other counties have some additional rooms that are used for interview rooms that can be used for exam rooms.

Need to be able to accommodate peaks in the clinic for public health outbreaks, floods, etc.

Public health arena is very volatile right now.

Immunizations are down now. What happens if they go back up?

**Adjacencies** – Planning and Development, Decategorization, Courts, other departments (employee wellness)

**Public Access** – largest public access for clinics. Contractors, real estate, restaurant owners, inquiries for records, other agencies and employees, home owners, interns, visiting medical staff, persons for meetings, deliveries.

**Traffic Count** – is willing to do a walk in count. Already have information on the clinics.

**Miscellaneous** –

If we put a computer in each clinic area, we could move toward a paperless system. Would need a new computer software package. Third party software is available. The time to go paperless is during the impending renovation.

They need some small conference rooms where they can talk to clients, have small internal meetings.

Many environmental and sanitation can be in open office and small conference spaces.

The public health nurses should be in a separate area with taller partition walls.

Supervisors have privacy issues – could be private offices or an open office with a priority private space nearby.

All staff should have a mixture of some taller partitions where needed along with shorter partitions for visibility, etc.

Need to develop a mechanism for staff input into the programming process.

Conduct classes for the public – up to 50 people

Need an internal conference room – at least as large as the existing boardroom – could be dividable to allow smaller meetings also.

Board of Health can use and would be prefer to use the same Boardroom as the Supervisors.

Need an area to do TB tests – could be attached to the lab drawing area.

Need a changing room with a few small lockable cubes and a shower area with a couple lockers to store clothing.

Need a first aid room possibly.

Need an employee break area for up to 8 – 10 people at a time? Possibly a building wide area instead of internal. Still have an internal area with refrigerator and seats 2 – 4.

## **Human Resources**

**Staffing** – 5.0 plus intern

**Current Space** – 4 private offices. Could go with cubes for all except director. Possible make the meeting area part of the Director's office with a door.

**Records** – current space is inadequate. However, could scan or use technology to accommodate most. Record storage requirements could go down.

### **Equipment –**

**Future Trends** – possibly an additional HR person in the future. More family and employee oriented. More user friendly and self-service with a small training / testing area for 3 – 4 people maximum. No legislative issues that we are aware of.

Possibly provide an employee area with break tables, vending, food prep areas.

Possibly provide quiet areas for employees for get away, illness.

Day care. Probably partnered. Probably off-site.

**Adjacencies** – to the County Administrator, BIP Director. Less with the BG Director depending on the current projects or circumstances. Not necessary to be close to the receptionist or applicant function. Both can be removed. Risk management could be removed but not absolutely necessary. Risk Manager could have a separate entrance for covert meetings.

**Traffic Count** – Separate count for Risk Coordinator possibly. Categories for Barb: internal employee HR / Insurance / etc. inquiries, applicants, administrative visits, other.

**Public Access** - Internal and external to HR. External is done by BIP at receptionist position.

### **Miscellaneous –**

Want to make area more inviting to staff. Currently the area is intimidating.

## **Recorder**

**Staffing** – Currently 14, 12 in open office. 3 real estate plus one scanning, 3 Vital records, 2 conservation, 3 management, 2 miscellaneous.

**Current Spaces** – Have 3 counter positions, need 4 or 5. Have 1000 books in the lower level. Records room and entire office is tight.

**Future Trends** – Flexibility. Should stay stable with staffing unless something is mandated. State automation could impact – could be positive

## **Records -**

**Equipment** – have optical and readers for microfilm; also higher density of copiers.

**Traffic Count** – will work with us on. Use three categories: RE, V, C. Need to get abstractors to do for records

## **Adjacencies -**

Auditor

Both assessors



## **Treasurer**

**Staffing** – 24 plus one DOT investigator. They have 5 additional at the GS. 6 people (one private) should be grouped together and somewhat separate as a financial / tax group. Three private offices are right amount

**Current Space** – Current counter is not ergonomic. Situation at county store is better with clerks at desk height on riser. Eight windows is adequate but need H/C accessibility. Many areas are tight now. Also have internal secure window for non-public transactions and cash handling. Have in-office storage for 30 cases of plates and peripheral items. Have electronic cueing system – need to keep something similar. Also need a cueing or waiting area. Have a separate dealer window that takes general business when able. Need a transition area for employees with time clock and coat storage

**Equipment** – Central printers

**Adjacencies** – Have some interactions with Auditor's. Not a big issue at all.

**Future Trends** – Driver's licenses are beginning to transition to Treasurer's. No large counties are doing them now. May want to do off site at another location. Transactions are trending

**Traffic Counts** – Will work with us. Categories – secure / non-secure

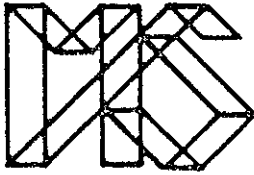
**Records** – Approximately 15 lateral files in office, one row in the basement. Currently imaging day forward. 780 bankers at warehouse. Scanning function is performed by BIP.

**Public Access** – Currently 8 windows plus one secure.



**appendix B**  
**structural report**





**MARSKE - SCHARDEIN & ASSOCIATES**  
**CONSULTING ENGINEERS, P. C.**

2415 - 18th Street/Suite 201/Bettendorf IA 52722/(319) 355-2257

July 8, 1998

Scott County Building & Grounds Department  
Scott County Courthouse  
416 W. 4th Street  
Davenport, IA 52801

ATTENTION: Mr. Dave Donovan

REFERENCE: Fifth Floor Load Capacity  
Bicentennial Building

Dear Dave,

In January, 1997, you asked that we review the fifth floor structure of the Bicentennial Building to determine allowable live load capacity for your use in future planning. Unfortunately, the absence of some required information on the structure prevented completion of this assignment. So, this letter has been written to summarize our knowledge about the Bicentennial Building's top floor.

The original four-story Bicentennial Building was constructed from drawings dated March 30, 1922. According to original drawings, the structure is cast-in-place concrete flat slab construction. Drawings state that design live loads were 150 pounds per square foot (psf) for fourth floor and 40 psf for the original roof. There is insufficient information on the drawings to confirm the allowable live load by analysis.

A fifth floor was added to the building in 1976. According to Lloyd Wayland, Architect for the remodeling project, the conversion from roof to floor loading was rationalized by adding the weight of removed roofing materials to original design live load. Adding 10 psf (assumed weight of roofing materials) to the 40 psf roof live load provided 50 psf, the minimum floor load allowed for offices by the Uniform Building Code. Apparently, the weight of new partition walls was not considered.

Mr. Wayland stated that after construction was underway, the top surface of the original concrete roof slab was found to be very irregular. To correct this condition, elastacel, weighing 80 to 100 pounds per cubic foot, was placed to an aver-

age depth of 2½ inches. This resulted in an average added weight of 16.7 to 20.8 psf. To accommodate the added weight of elastacel and provide a 100 psf live load for new fifth floor corridors, thirty-six screw jacks were inserted between fourth and fifth floors. These jacks, which were intended to transfer excess loads from fifth to fourth floor structures, were subsequently encased within the finished wall construction on fourth floor. A shop drawing, prepared as part of the change order, indicated the location of each jack, according to Mr. Wayland. However, as we understand it, this shop drawing cannot be found in your file.

In order to evaluate live load capacity of the Bicentennial Building's top floor, it will be necessary to know the location of supplemental screw jacks and thickness of the original structural slab and elastacel as well as size and location of reinforcing within fourth and fifth floor slabs. Without the shop drawing, screw jacks will have to be physically located by looking above ceiling panels and/or cutting inspection holes in partition walls on the fourth floor. Slab and elastacel thicknesses can be determined by drilling or coring and reinforcing will have to be exposed by removing concrete cover at selected locations. Obviously, these investigations can be best performed as part of future remodeling projects.

On the basis of available information, it is my opinion that use of the fifth floor as an occupied space is only feasible if superimposed loads do not exceed 50 psf. Concentrations of files, corridors, assembly rooms, etc., would be out of the question unless an analysis is performed and modifications are made to the structure.

If you have any questions about the information in this letter, don't hesitate to call.

Very truly yours,

MARSKE-SCHARDEIN & ASSOCIATES

A handwritten signature in black ink, appearing to read 'Max L. Schardein', written in a cursive style.

Max L. Schardein, P.E.

MLS:mll