

City Hall and Community Center



Facility Master Plan

INTRODUCTION

The City of De Soto purchased the City Hall and Community Center facility from USD 232 in 1998, after the district determined that the property was not a part of their long-term needs. The intent of the acquisition was to renovate the facility to be used as a City Hall and as a community recreation center. Since taking possession the City has invested approximately \$4,115,000 Million into the facility on improvements such as:

- 2000: The renovation of the main floor for City Hall offices (\$1,265,000)
- 2003: Renovation of the Gym and Parks & Recreation offices and bathrooms. (\$200,000)
- 2006: The construction of the De Soto Aquatic Center (\$2,650,000)
- 2012: Conversion of the stage area into a fitness facility. (Great Life 100%)

The intent of this Master Plan is threefold:

1. **Establish the short and long-term use for all areas of the facility and determine the scope and costs for the full renovation needed to support those uses.** There is a need to come to a consensus regarding the current, or short-term uses for all the rooms in the facility. In addition, there remain significant portions of the building that are yet to be renovated and are currently not being used for a particular purpose. It is envisioned that the unutilized portions of the building could eventually be renovated for expansions to City operations, or for other purposes when the need arises. There is a need to identify the scope and costs of such ultimate renovations so they can be appropriately programmed into the City 's Capital Improvements planning process, when appropriate.
2. **Quantify and formalize existing use arrangements and set a policy for future use arrangements.** Over the years the City has negotiated, (formally and informally), arrangements for the use of parts of the facility by a number of local civic organizations. Each of these arrangements has differing terms, and some have evolved over the years. There is a need to document each of the existing arrangements and make a purposeful decision as to whether or not to continue them and set a formalized policy for any future requests for the use of the facility.
3. **Establish a building maintenance and upkeep fund:** As with any older facility, the City Hall and Community Center building and grounds are in constant need of upkeep. Over the years, maintenance is budgeted on a yearly basis as a reaction to the particular need at the time. There is a need to better quantify and plan for the ongoing maintenance of the facility.

FACILITY USE AREAS

The existing uses for the facility have evolved over time and change frequently. Most recently, the Sheriff's Office has been re-established at the southwest corner of the building.

Short Term Uses

Included as **Exhibit A** is a layout of the building that shows existing/short term use areas by color and the occupied areas of city hall, **Exhibit B** shows the proposed long-term uses. Areas that are not colored are halls, storage, mechanical rooms, stairways and restrooms. Included as **Exhibit C** is a layout of the building that shows the current existing room labeling with specific use.

- Administration – This area is depicted as light blue and includes staff that works primarily at city hall and interacts thru out the day with citizens. This includes City Administration and Finance, Planning, Zoning and Code Enforcement, Municipal Court and the Building Official. The Council Chambers are also included in the Administrative function.
- Parks and Recreation – Shown in green the Parks and Recreation department has defined use areas throughout the structure. This includes shop and equipment area, management offices and storage for seasonal recreation equipment.
- Street and Water – The uses for these departments include the sign shop for the street department and a work shop for the street department. Both of these uses are ultimately to be relocated. Street and water areas are depicted in yellow.
- Reserved Lease Space – These areas are identified because they have a specific function and have an **exclusive** use agreement with the city for these areas. Some of these agreements have lease with defined terms and some are loose in their nature. In these areas some have fees, and some are free of any charges and are shown in orange.
- Open Rental Space – These areas depicted in gray and are locations in the building that can be rented on an hourly basis use and have not exclusivity to the locations or activities that occur. The gym is used by Pickers and Singers, youth groups and the like. The senior center is used by meals on wheels, local civic groups and other entities. The gymnasium can be rented for a fee of \$25 per hour, the senior center can be rented for a fee of \$20 per hour. Non- local organizations pay double. The meals on wheels is the only group allowed to use the kitchen.
- Vacant/Open - The remaining areas shown in light red are unoccupied and unused. The majority of this space is on the 3rd floor of the central section of the building with one space on the bottom section.

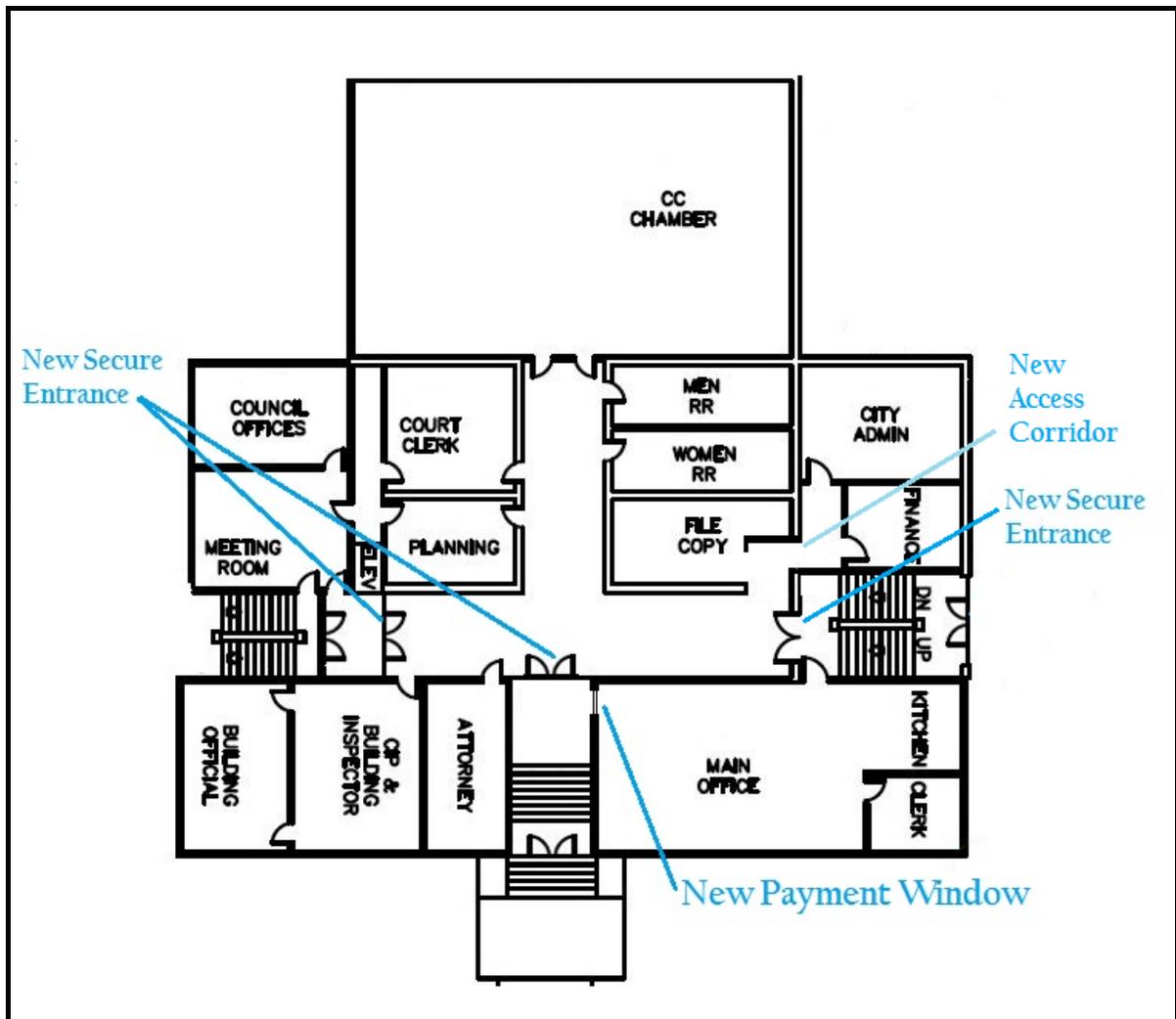
Long term uses

To obtain and estimate for the 3rd floor, city staff contact KBS Construction to complete an evaluation of spaces and needs. While the estimate is generic because exact uses have not been determined, the effort does give us a realistic expectation based upon similar materials and objectives when KBS completed the city hall renovation in 2000. Many of the proposed long-term uses will require significant renovations to the existing facilities. We have established scopes and cost estimates for these renovations, which are provided and summarized as follows.

City Hall Renovation Cost	
Project	Estimated Cost
3rd Floor Renovation	\$1,100,000.00
Asbestos Abatement	\$20,000
Security Plan	\$80,000
Total Estimated Renovation Cost	\$1,200,000

Security Plan

Security should be greatly improved for employees. This could include a new key pad access system, security upgrades to the counter, security cameras, limiting public access to work areas and alarm system to notify law enforcement if an emergency occurs. Estimated cost to complete these improvements are \$80,000. It is recommended that a payment window at the main office to be utilized for utility and traffic payments. An example of new key pad security doors locations and payment window is shown below. A consultant should be contracted to evaluate city hall and options for establishing a more secure environment. Below is a potential layout of the security plan.



USAGE AGREEMENTS

The following is a summary of the groups that use building space annually. A copy of each group's use or lease agreement, if one exists, is included in the appendix. We have sorted the groups into one of the following three categories: For Profit, Semi Public and Community Service.

For Profit

Great Life Golf and Fitness – Have a written agreement that allows exclusive use of the former stage in the gymnasium. Current agreement ends in 2022. Terms are as follows. Great Life pays for their electricity.

\$575 June 19'-May 20'

\$625 June 20'-May 21'

\$675 June 21'-May 22'

Recommendation - In 2022 renegotiate the rate to cover city costs and include the Consumer Price Index (CPI) escalator to increase annually. 5-year term to remain.

White Tiger Tae Kwon Do – Have a written lease agreement that includes a \$100 per month payment to the City. They average 8.5 classes per month which equates to \$11.75 per hour. Classes are held for one hour on Tuesdays and Thursdays in the Senior Center. The agreement has a one-year term with a self-renewing clause in January.

Recommendation - Revise payment requirement to flat rate of \$10 per hour, starting in January 2020. Include a clause to increase rate to cover city staff costs to monitor room activities. City staff will provide access to class rooms.

Jazzercise - Have a written agreement that includes a rate of \$5 per hour when full-time City staff is present and \$8 per hour when only part-time City staff is present. Parks and Recreation also uses the fitness room for activities. The agreement has a one-year lease term with a self-renewing clause in January.

Recommendation - Revise payment requirement to flat rate of \$10 per hour, starting in January 2020. Include a clause to increase rate to cover city staff costs to monitor room activities. City to reserve first right to use of fitness room for activities with 30 day notice.

Semi-Public

Arts Council – Have a written agreement states that a \$8 hourly charge is levied when there are art shows for meetings after hours or on weekends. No Charge for usage during normal business hours. A five-year agreement was just signed ending in January 2023.

Recommendation – Negotiate new terms in 2023 when agreement expires. Revise to hourly flat rate to cover monitor cost to be established in 2023. Include annual renewable clause to increase rate to cover city staff costs to monitor room activities.

Cemetery Board – Have a written agreement and have exclusive use of the 3rd floor Central Section room for file storage. The board meets in the Senior Center 2-3 times per year at no charge. Room storage is \$120 per year. Cemetery board has taxing authority to defray costs associated with their service. No sunset clause, 90-day notice for either party.

Recommendation – The only item being stored in the room is a single fire-rated filing cabinet. It is proposed that we relocate this file cabinet to the council office room and revise the agreement to provide only storage for this file cabinet, at no charge.

De Soto Youth Football and Cheerleading Association – No current written agreement in place. An unsigned draft agreement exists, but the previous agreement expired in 2007. The program uses a 35' x 16' room at the southwest corner of the basement below the gymnasium for storage of equipment. The previous agreement called for \$350 per year with one allowed meeting per month in the Senior Center. However, no rent has been collected for many years and no meetings have occurred in the Senior Center.

Recommendation – Renew agreement and charge \$100 per year for use of storage space. Charge for use of senior center per adopted fee resolution.

Kansas Old Time Fiddlers Pickers and Singers - No written agreement exists. Until recently the group utilized the gymnasium and senior center from 1PM to 10PM the third Friday of each month at no charge. They have recently moved to the Senior Center only, and no longer use the gym.

Recommendation – No changes are suggested, but we recommend memorializing the arrangement with an agreement or resolution, which should limit the use to the Senior Center at no charge. Usage of gymnasium per adopted fee resolution.

De Soto Days – Planning Meetings in the Senior Center – Hourly rate applies for room rental. In the past the meeting room was provided free of charge, but with the significant amount of City funding provided to the festival it has been determined that the rental rate is appropriate and can be paid out of funds donated by the City. No formal agreement exists.

Recommendation – Language in city budget addresses funding support for De Soto Days. In 2019 \$4,000 went directly to the committee and \$3,000 dedicated to sheriff/dumpsters/porta potties. City should continue to charge for use of senior center per adopted fee resolution.

Historical Society – In the past the meeting space was provided free of charge, but this practice was stopped in 2016 when the Historical Society began to ask the Council for a donation in accordance with the City's donation policy. No formal agreement exists, and the Historical Society has not met in city hall for several years.

Recommendation – Charge for use of senior center per adopted fee resolution.

Community Service

Johnson County Meals on Wheels – The written agreement states allowed use of the Senior Center and Kitchen from 9:30AM-12:30PM. They are allowed to come in earlier as needed. No Fee is charged. Agreement expired in September 2018.

Recommendation - Renew agreement with no charge for use of senior center and kitchen with annual roll over renewal.

De Soto Food Pantry – Have a written agreement for use of the triangular shaped room and a second room adjacent to the west side restrooms. Lease rate is \$1 per year. Agreement expired March 2019.

Recommendation - Renew agreement with no charge for use of space with annual renewal.

Chamber of Commerce/EDC – Have a written agreement for use of office space on West Side of gymnasium. Currently the Chamber/EDC pays \$1 in annual rent but pay for phone and internet. Agreement expired January 2019.

Recommendation - Renew agreement with no charge for use of space with annual renewal.

Johnson County Sheriff’s Department – Annual service contract Includes for the use of office space in the southwest corner of the building. Utilities are provided at no charge, with the exception of phone and internet.

Recommendation - Suggest no changes to current agreement.

MS150 Bike Ride – No written agreement, however a temporary use permit is required. The MS150 event has a rest stop/lunch in De Soto City hall parking lot between the Aquatic Center and City Hall. They utilize the entire parking lot, are allowed a water hook-up, and use Shelter House. The event set up begins on a Friday night and continues through late afternoon Sunday. Current practice is no charge for the general grounds. They are required to rent the shelter house on Saturday and Sunday.

Recommendation – Continue requiring annual Temporary Use Permit, suggest no changes to current practice.

REVENUES

Revenue derived from these organizations or uses amount to nearly \$15,000 annually. The majority comes from Jazzercise (\$3,204 in 2017), Great Life (\$4,675 in 2017), Senior Center Rental (\$1,385 in 2017) and Gymnasium Rentals (\$2,498 in 2017). Total revenues in 2017 came to \$14,605. The table below shows the current rental fees. For context the city began charging \$20 for use of the gymnasium in 1999. In 2001 the senior center use rate was established at \$20 per hour. In 2006 the gym rate was increased to \$25 per hour. Based upon basic cost centers it is recommended that the hourly rate for use of the senior center remain the same and gymnasium be increased to \$40 per hour. This recommendation is based upon a \$10 per hour labor charge to monitor activity in the gym or senior center, a \$2.50 hourly utility charge and a depreciation charge on annual replacement cost at \$27.50 per hour. This would generate approximately \$1,500 in additional revenue. This additional charge could also be phased by adding \$5 per year until the \$40 level is reached.

Existing			
Local Organization	Per Hour	Commercial/Non Local	Per Hour
Senior Center	\$ 20	Senior Center	\$ 40
Gymnasium	\$ 25	Gymnasium	\$ 50
Senior Center and Gym	\$ 40	Senior Center and Gym	\$ 80
Batting Cage and Gym	\$ 35	Batting Cage and Gym	\$ 80
Proposed			
Local Organization	Per Hour	Commercial/Non Local	Per Hour
Senior Center	\$ 20	Senior Center	\$ 40
Gymnasium	\$ 40	Gymnasium	\$ 80
Senior Center and Gym	\$ 55	Senior Center and Gym	\$ 110
Batting Cage and Gym	\$ 50	Batting Cage and Gym	\$ 100

EXPENSES

Based upon 2017 information the cost of utilities in city hall is shown in the tables below. The table shows the city hall and community center costs.

Utility	Community Center	
	2017 total	Monthly
Electricity	\$ 16,476.00	\$ 1,373.00
Atmos/gas	\$ 5,395.00	\$ 449.58
Water	\$ -	\$ -
Sewer	\$ -	\$ -
Total	\$ 21,871.00	\$ 1,822.58

Utility	City Hall	
	2017 total	Monthly
Electricity	\$ 13,732.52	\$ 1,144.38
Atmos/gas	\$ 5,395.00	\$ 449.58
Phone/Inter	\$ 23,381.23	\$ 1,948.44
Water	\$ -	\$ -
Sewer	\$ -	\$ -
Total	\$ 42,508.75	\$ 3,542.40

BUILDING MAINTENANCE AND UPKEEP

The Parks and Recreation department has been tasked with maintaining City Hall and Community Center. Their role is to evaluate, monitor and repair items from grounds maintenance, window replacement, heating and cooling, and roof repair. Included in the Appendix is the information that they monitor and provide recommendations for keep the integrity of the building sound. This information guides also them in recommending items in upcoming budgets. Currently individual repairs are contained within the P&R budget but are not accounted for on an annual basis. The table below shows the anticipated annual cost if an overall line item is added to the city budget.

Buiding Maintenance Item	Current	Future (need)
	Replacement	Budgetary
Annual Flooring Cost	\$ 11,294.99	\$ 12,424.49
Annual Electric Cost	\$ 1,145.00	\$ 1,259.50
Annual Windows and Doors Cost	\$ 7,533.33	\$ 8,286.67
Annual HVAC Costs	\$ 14,738.46	\$ 16,212.31
Annual Roofing Costs	\$ 22,667.33	\$ 24,934.07
Annual Replace Costs Total	\$ 57,379.11	\$ 63,117.03

RECOMMENDATIONS

LEASES

- All existing leases will be honored until the term expires, new leases with consistent terms will be completed.
- Final lease rates should be negotiated and in part determined by value provided to the city or community at-large.
- All lease agreements should have common language for care, maintenance, clean up and termination.
- All lease agreements should be limited to 1 year with mutually agreed to rollover clauses.

USAGE/HOURLY RENTAL

- All organizations should pay the hourly rates as established in the annual Fee Resolution adopted by the city council for the gymnasium and senior center.
- 3rd floor of the central section should remain entirely for expansion of city hall administrative needs which would include the Sheriff's office and Chamber of Commerce.
- Hourly rental for the gymnasium and senior center should be increased as needed per hour to cover staff time, utilities and annual estimated replacement costs.

CAPITAL IMPROVEMENTS (NEAR TERM)

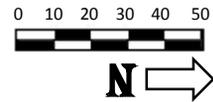
- An annual separate line item CIP for City Hall/Community Center should be established in the De Soto budget.
- Complete asbestos abatement for entire building
- Implement Security Plan

CAPITAL IMPROVEMENTS (LONG TERM)

- Renovate 3rd Floor
- Restrooms should be established on each floor
- Renovate Food Pantry/Chamber offices

CITY HALL & COMMUNITY CENTER BUILDING DE SOTO KANSAS 32905 W. 84TH STREET

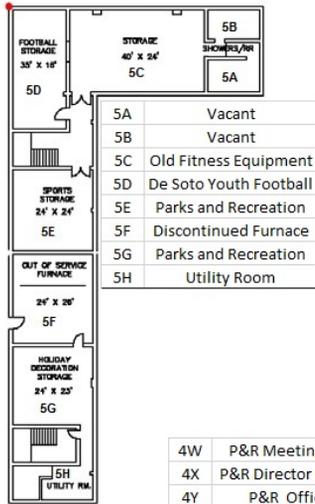
Exhibit B Long Term Use



CITY HALL & COMMUNITY CENTER BUILDING DE SOTO KANSAS 32905 W. 84TH STREET

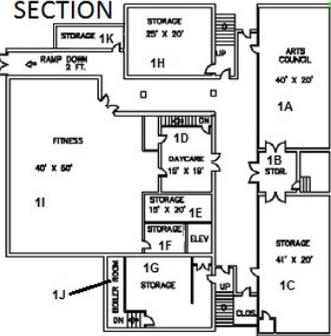
Exhibit C Room Use

BASEMENT



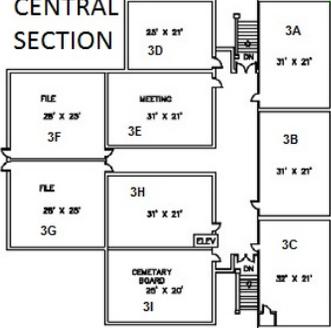
4W	P&R Meeting Rm
4X	P&R Director Office
4Y	P&R Office
4Z	Senior Center
4Z1	Kitchen
4Z2	Utility Closet
4Z3	Storage

BOTTOM FLOOR CENTRAL SECTION



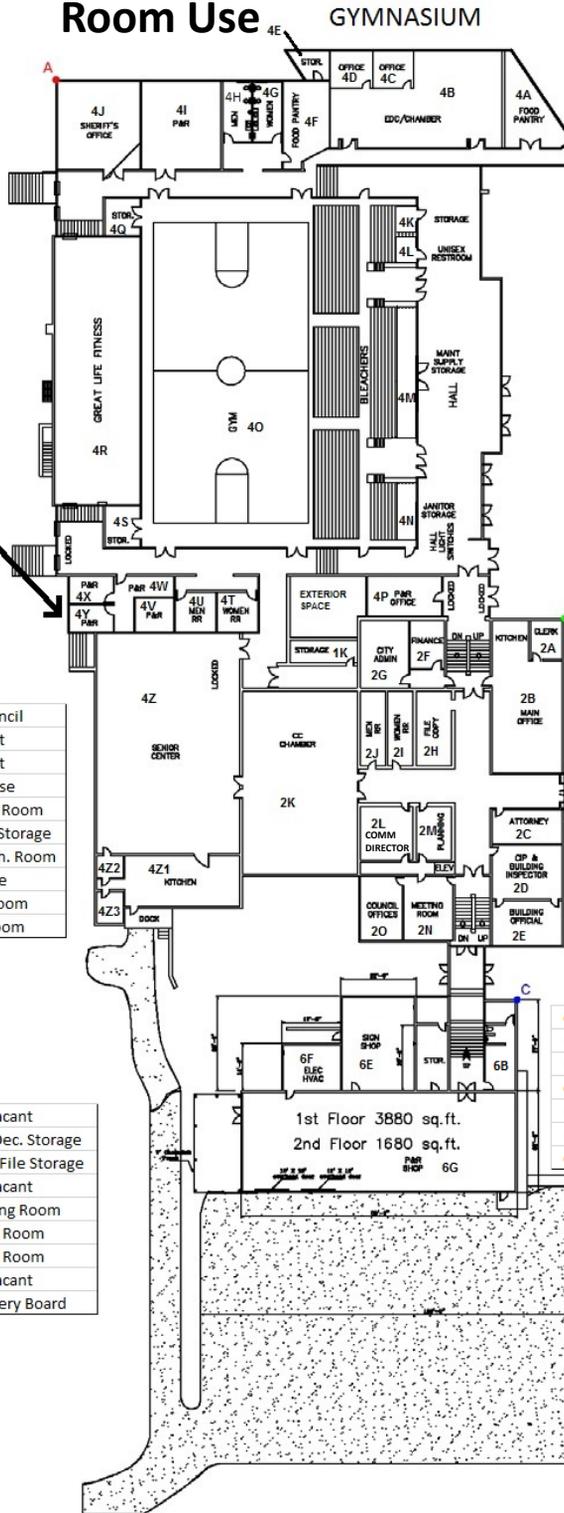
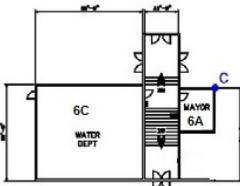
1A	Arts Council
1B	Vacant
1C	Vacant
1D	Jazzercise
1E	Mechanical Room
1F	Mechanical/Storage
1G	Elevator Mech. Room
1H	Storage
1I	Fitness Room
1J	Boiler Room

TOP FLOOR CENTRAL SECTION



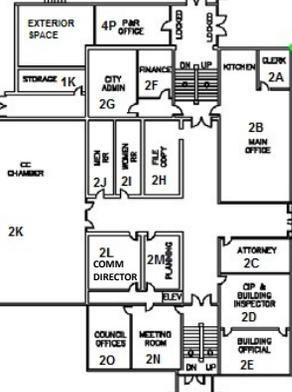
3A	Vacant
3B	Holiday Dec. Storage
3C	Planning File Storage
3D	Vacant
3E	Meeting Room
3F	File Room
3G	File Room
3H	Vacant
3I	Cemetery Board

2nd FLOOR EAST END



4A	Food Pantry
4B	Chamber of Commerce
4C	Chamber of Commerce
4D	Chamber of Commerce
4E	Chamber of Commerce
4F	Foot Pantry
4G	Women's Restroom
4H	Men's Restroom
4I	Parks and Recreation
4J	JOCO Sheriff's Dept.
4K	P & R Storage
4L	Unisex Restroom
4M	Storage
4N	Clean/Supplies
4O	Gymnasium
4P	Building Maintenance
4Q	Building Maintenance
4R	Great Life Fitness
4S	Janitor's Closet
4T	Women's Restroom
4U	Men's Restroom
4V	P & R File Room

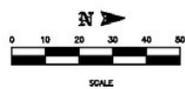
MID FLOOR ADMINISTRATION



2A	City Clerk
2B	Main Office
2C	City Attorney
2D	Codes & Inspection
2E	Building Official
2F	Finance Officer
2G	City Administrator
2H	Copier-Files-Comm.
2I	Women's Restroom
2J	Men's Restroom
2K	Council Chambers
2L	Communications Dir.
2M	Planning
2N	Meeting Room
2O	Council Offices

6A	Mayor
6B	Water Department
6C	P & R Storage
6D	P & R Storage
6E	Street Department
6F	Utility Room
6G	P & R Main Shop

1st FLOOR EAST END



1st Floor 3880 sq.ft.
2nd Floor 1680 sq.ft.

Flooring

Room #	Occupant/Contents	Flooring	Condition	Replacement Cost	Life Expectancy	Per Year		
1A	Arts Council	Stained Concrete to Carpet Tile	Okay	\$3,500	15	\$233		
1B	Vacant	Concrete	Needs Replaced					
1C	Vacant	Asbestos Tile to Epoxy	Needs Replaced				Remediation Plan	576 sq ft
1D	Jazzercise	Carpet to Carpet Tile	Needs Replaced	\$1,325	15	\$88		
1E	Mechanical Room	Concrete	Okay					
1F	Mechanical/Storage Room	Concrete	Okay					
1G	Elevator Mechanical Room	Tile	Okay					
1H	Old Restroom	Part Asbestos All to Epoxy	Needs Replaced	\$3,648	15	\$243		
1I	Fitness Room	Wood Laminate to Rubber	Okay	\$8,500	15	\$566.67		
1J	Boiler Room	Concrete	Okay					
1K	Storage	Concrete	Okay					
	East/West Hallway	Epoxy	New 2013	\$7,500	25	\$300		
	North/South Hallway	Tile to Epoxy	Okay	\$1,960	25	\$78		
2A	City Clerk	Carpet Squares	New 2017	\$4,500	15	\$300		
2B	Main Office	Wood	Good					
2C	City Attorney	Wood	Good					
2D	Planning	Carpet to Carpet Squares	Okay	\$2,921	15	\$195		
2E	Planning	Carpet to Carpet Squares	Okay					
2F	Finance Officer	Carpet to Carpet Squares	Okay	\$2,518	15	\$168		
2G	City Administrator	Carpet to Carpet Squares	Okay					
2H	Copier, Files, Communications Hub	Wood Laminate to Wood Laminate	New 2017	\$1,500	15	\$100		
2I	Women's Restroom	Epoxy to Epoxy	New 2017	\$5,500	25	\$220		
2J	Men's Restroom	Epoxy to Epoxy	New 2017					
2K	Council Chambers	Carpet Squares	New 2017	\$7,000	15	\$467		
2L	Court Clerk	Carpet to Carpet Squares	Okay	\$2,858	15	\$191		
2M	Planning	Carpet to Carpet Squares	Okay					
2N	Meeting Room	Carpet to Carpet Squares	Okay	\$2,545	15	\$170		
2O	Council Offices	Carpet to Carpet Squares	Okay					
	Hallways	Epoxy	New 2017	\$15,000	25	\$600		
Room #	Occupant/Contents	Flooring	Condition					
3A	Vacant	Speculate to be asbestos tile (Needs Confirmed)	Needs Replaced				Remediation Plan	620
3B	Holiday Decoration Storage	Speculate to be asbestos tile (Needs Confirmed)	Needs Replaced				Remediation Plan	620
3C	Planning File Storage	Speculate to be asbestos tile (Needs Confirmed)	Needs Replaced				Remediation Plan	620
3D	Vacant	Speculate to be asbestos tile (Needs Confirmed)	Needs Replaced				Remediation Plan	500
3E	Meeting Room	Speculate to be asbestos tile (Needs Confirmed)	Needs Replaced				Remediation Plan	620
3F	File Room	Speculate to be asbestos tile (Needs Confirmed)	Needs Replaced				Remediation Plan	670
3G	Vacant	Speculate to be asbestos tile (Needs Confirmed)	Needs Replaced				Remediation Plan	670
3H	Vacant	Speculate to be asbestos tile (Needs Confirmed)	Needs Replaced				Remediation Plan	570
3I	Cemetery Board	Speculate to be asbestos tile (Needs Confirmed)	Needs Replaced				Remediation Plan	500
	East/West Hallways	Speculate to be non-asbestos tile (Needs Confirmed)	Needs Replaced				Remediation Plan	710
	North/South Hallways	Speculate to be asbestos tile (Needs Confirmed)	Needs Replaced				Remediation Plan	200
	Stairwell East	Step Treads and Tile	Needs Replaced				Remediation Plan	18 Step and 70 Landing
	Stairwell West	Step Treads and Tile	Needs Replaced				Remediation Plan	18 Step and 70 Landing
4A	Food Pantry	Epoxy	Okay	\$3,500	25	\$140		
4B	Chamber of Commerce	Carpet to Carpet Squares	Needs Replaced					
4C	Chamber of Commerce	Carpet to Carpet Squares	Needs Replaced	\$6,965	15	\$464		
4D	Chamber of Commerce	Carpet to Carpet Squares	Needs Replaced					
4E	Chamber of Commerce	Carpet to Carpet Squares	Needs Replaced					
4F	Foot Pantry	Carpet over Tile to Carpet Squares	Needs Replaced	\$3,175	15	\$212		
4G	Women's Restroom	Tile to Epoxy	Okay	\$5,229	25	\$209		
4H	Men's Restroom	Tile to Epoxy	Okay					
4I	Parks and Recreation	Tile to Epoxy	Okay	\$6,270	25	\$251		
4J	JOCO Sheriff's Dept.	Asbestos Tile to Carpet	Needs Replaced	\$3,637	15	\$242		
	West Hallway	Tile to Epoxy	Okay (Prefer Epoxy)	\$10,511	25	\$420		
4K	Vacant	Concrete	Okay					
4L	Unisex Restroom	Painted Concrete to Epoxy	Okay	\$672	25	\$27		
4M	Supply Storage	Concrete	Okay					
4N	Janitor's Closet	Concrete	Okay					
	North Hallway	Tile to Epoxy	Okay (Prefer Epoxy)	\$15,749	25	\$630		
4O	Gymnasium	Wood	Needs Boards Replaced and Refinished	\$111,384	50	\$2,227.68	Von Lintel	
4P	Building Maintenance	Plywood	Okay	\$500	20	\$25		
4Q	Storage	Asbestos Tile	Needs Replaced				Remediation Plan	
Room #	Occupant/Contents	Flooring	Condition					
4R	Great Life Fitness	Carpet/Rubber Flooring	Okay				Dependent on Use	
4S	Storage	Asbestos Tile	Needs Replaced	With ADA Project				
4T	Women's Restroom	Epoxy	Needs Replaced					
4U	Men's Restroom	Epoxy	Needs Replaced	\$3,200	25	\$128		
4V	Parks and Recreation	Wood Laminate	Good	\$3,000	15	\$200		
4W	Parks and Recreation	Wood Laminate	Good					
4X	Parks and Recreation	Carpet to Carpet Tile	Needs Replaced	\$1,086	15	\$72		
4Y	Parks and Recreation	Carpet to Carpet Tile	Needs Replaced					
	East/Senior Center Hallway	Tile to Epoxy	Okay (Prefer Epoxy)	\$11,608	25	\$464		
4Z	Senior Center	Tile to Epoxy	Okay (Prefer Epoxy)	\$23,033	25	\$921		
4Z1	Kitchen	Epoxy	Good	\$4,500	25	\$180		
4Z2	Utility Closet	Concrete	Okay					
4Z3	Storage	Concrete	Okay					
5A	Vacant	Concrete	Okay					
5B	Vacant	Concrete	Okay					
5C	Donated Fitness Equipment	Concrete	Okay					
5D	De Soto Youth Football	Concrete	Okay					
5E	Parks and Recreation	Concrete	Okay					
5F	Discontinued Furnace	Concrete	Okay					
5G	Parks and Recreation	Concrete	Okay					
5H	Utility Room	Concrete	Okay					
6A	Mayor	Carpet	Good	\$1,500	15	\$100		
6B	Water Department	Asbestos Tile to Carpet Tile	Needs Replaced	\$4,866	15	\$324		
	Hallway	Tile to Epoxy	Okay	\$3,419	25	\$137		
6C	Parks and Recreation	Concrete	Okay					
6D	Parks and Recreation	Concrete	Okay					
6E	Street Department	Concrete	Okay					
6F	Utility Room	Concrete	Okay					
6G	Parks and Recreation	Concrete	Okay					
				\$294,579		\$11,295		

Room #	Occupant/Contents	HVAC	Replacement	Life Expectancy	Per Year
1A	Arts Council	Steam Boiler located in 1J	\$6,000	15	\$400.00
1B	Vacant	Steam Boiler located in 1J	\$6,000	15	\$400.00
1C	Vacant	Steam Boiler located in 1J	\$6,000	15	\$400.00
1D	Old Restroom with Hallway	Steam Boiler located in 1J	\$15,000	15	\$1,000.00
1E	Jazzercise	Steam Boiler located in 1J/Window Unit AC (2008)	\$1,000	10	\$100.00
1F	Mechanical Room	Steam Boiler located in 1J	\$15,000	15	\$1,000.00
1G	Mechanical/Storage Room	Steam Boiler located in 1J	\$15,000	15	\$1,000.00
1H	Elevator Mechanical Room	Steam Boiler located in 1J	\$15,000	15	\$1,000.00
1I	Storage	Steam Boiler located in 1J	\$15,000	15	\$1,000.00
1J	Fitness Room	Steam Boiler located in 1J	\$15,000	15	\$1,000.00
1K	Boiler Room	Steam Boiler located in 1J	\$15,000	15	\$1,000.00
2A	City Clerk	Carrier Split Unit located in 1A (2000)	\$7,500	15	\$500.00
2B	Main Office	Carrier Split Unit located in 1A (2000)	\$7,500	15	\$500.00
2C	City Attorney	Carrier Split Unit located in 1A (2000)	\$7,500	15	\$500.00
2D	Planning	Carrier Split Unit located in 1A (2000)	\$7,500	15	\$500.00
2E	Planning	Carrier Split Unit located in 1A (2000)	\$7,500	15	\$500.00
2F	Finance Officer	Carrier Split Unit located in 1E (2000)	\$15,000	15	\$1,000.00
2G	City Administrator	Carrier Split Unit located in 1E (2000)	\$15,000	15	\$1,000.00
2H	Copier, Files, Communications Hub	Carrier Split Unit located in 1E (2000)	\$15,000	15	\$1,000.00
2I	Women's Restroom	Carrier Split Unit located in 1E (2000)	\$15,000	15	\$1,000.00
2J	Men's Restroom	Carrier Split Unit located in 1E (2000)	\$15,000	15	\$1,000.00
2K	Council Chambers	Carrier Split Unit located in 1E (2000)	\$15,000	15	\$1,000.00
2L	Court Clerk	Carrier Split Unit located in 1F (2000)	\$7,500	15	\$500.00
2M	Planning	Carrier Split Unit located in 1F (2000)	\$7,500	15	\$500.00
2N	Meeting Room	Carrier Split Unit located in 1F (2000)	\$7,500	15	\$500.00
2O	Council Offices	Carrier Split Unit located in 1F (2000)	\$7,500	15	\$500.00
3A	Vacant	Steam Boiler located in 1J	Replacement with Roof Top units incorporated in the Top Floor Renovation Bid		
3B	Holiday Decoration Storage	Steam Boiler located in 1J	Replacement with Roof Top units incorporated in the Top Floor Renovation Bid		
3C	Planning File Storage	Steam Boiler located in 1J	Replacement with Roof Top units incorporated in the Top Floor Renovation Bid		
3D	Vacant	Steam Boiler located in 1J	Replacement with Roof Top units incorporated in the Top Floor Renovation Bid		
3E	Meeting Room	Steam Boiler located in 1J	Replacement with Roof Top units incorporated in the Top Floor Renovation Bid		
3F	File Room	Steam Boiler located in 1J	Replacement with Roof Top units incorporated in the Top Floor Renovation Bid		
3G	Vacant	Steam Boiler located in 1J	Replacement with Roof Top units incorporated in the Top Floor Renovation Bid		
3H	Vacant	Steam Boiler located in 1J	Replacement with Roof Top units incorporated in the Top Floor Renovation Bid		
3I	Cemetery Board	Steam Boiler located in 1J	Replacement with Roof Top units incorporated in the Top Floor Renovation Bid		
4A	Food Pantry	Renzor Unit Heater (2008)	\$3,000	13	\$230.77
4B	Chamber of Commerce	Heil Split Unit located in 4A (2006)	\$7,000	15	\$466.67
4C	Chamber of Commerce	Heil Split Unit located in 4A (2006)	\$7,000	15	\$466.67
4D	Chamber of Commerce	Heil Split Unit located in 4A (2006)	\$7,000	15	\$466.67
4E	Chamber of Commerce	Heil Split Unit located in 4A (2006)	\$7,000	15	\$466.67
4F	Foot Pantry	Day & Night Split Unit in 5E (2008)	\$7,000	15	\$466.67
4G	Women's Restroom	Day & Night Split Unit in 5E (2008)	\$7,000	15	\$466.67
4H	Men's Restroom	Day & Night Split Unit in 5E (2008)	\$7,000	15	\$466.67
4I	Parks and Recreation	Day & Night Split Unit in 5E (2008)	\$7,000	15	\$466.67
4J	JOCO Sheriff's Dept.	Day & Night Split Unit in 5E (2008)	\$7,000	15	\$466.67
4K	Vacant	None			
4L	Unisex Restroom	None			
4M	Supply Storage	None			
4N	Janitor's Closet	None			
4O	Gymnasium	(2) Lennox Roof Top (2000)	\$62,000	15	\$4,133.33
4P	Building Maintenance	None			
4Q	Storage	None			
4R	Great Life Fitness	Arcoaire Split Unit in 4R (2014)	\$8,000	15	\$533.33
4S	Storage	None			
4T	Women's Restroom	Lennox Split Electric (2001)	\$7,500	15	\$500.00
4U	Men's Restroom	Lennox Split Electric (2001)	\$7,500	15	\$500.00
4V	Parks and Recreation	Lennox Split Electric (2001)	\$7,500	15	\$500.00
4W	Parks and Recreation	Lennox Split Electric (2001)	\$7,500	15	\$500.00
4X	Parks and Recreation	Lennox Split Electric (2001)	\$7,500	15	\$500.00
4Y	Parks and Recreation	Lennox Split Electric (2001)	\$7,500	15	\$500.00
4Z	Senior Center	(2) Lennox Roof Top (2007)	\$18,000	15	\$1,200.00
4Z1	Kitchen	None			
4Z2	Utility Closet	None			
4Z3	Storage	None			
5A	Vacant	None			
5B	Vacant	None			
5C	Donated Fitness Equipment	None			
5D	De Soto Youth Football	None			
5E	Parks and Recreation	None			
5F	Discontinued Furnace	None			
5G	Parks and Recreation	Limited heat from Day & Night in 5E (2008)			
5H	Utility Room	None			
6A	Mayor	Lennox Split Unit located in 6F (2008)	\$219,500		\$14,738.46
6B	Water Department	Lennox Split Unit located in 6F (2008)	\$4,000	13	\$307.69
6C	Parks and Recreation	Lennox Split Unit located in 6F (2008)	\$4,000	13	\$307.69
6D	Parks and Recreation	Lennox Split Unit located in 6F (2008)	\$4,000	13	\$307.69
6E	Street Department	Lennox Split Unit located in 6F (2008)	\$4,000	13	\$307.69
6F	Utility Room	Lennox Split Unit located in 6F (2008)	\$4,000	13	\$307.69
6G	Parks and Recreation	Renzor Unit Heater (2008)	\$4,000	13	\$307.69

HVAC

City Hall/Community Center Roofing

<u>Section#</u>	<u>Occupant/Contents</u>	<u>Install Date</u>	<u>Condition</u>	<u>Replacement Cost</u>	<u>Life Expectancy</u>	<u>Per Year</u>	
4P & 4Z	Tpo/Membrane	2006	Have Sustained Hail	\$167,200	30	\$5,573	
3	Metal	Late 90's	Damage but determined by insurance complany that replacement is not necessary at this time	\$206,800	50	\$4,136	9750sqft
4	Gymnasium Area - Metal	Late 90's		\$492,800	50	\$9,856	24000sqft
4	West Wing - Metal	Late 90's		\$155,100	50	\$3,102	6650sqft
6	East Wing	Late 90's		\$1,021,900		\$22,667	
	Life Expectancy is for new roofing material						
	New roofing material is presuming using same material as current application						
	Replacement application will include tear off of top layer as well as base layer						



Leaders in Critical Environment Construction

14955 W 117th St Olathe, KS 66062
 Phone: 913-422-5300 Fax: 913-422-5320

Date: July 12, 2018
 Approximate Project Square Footage: 6300

De Soto, KS Town Hall - Top Floor Remodel

Work Area	Qty	Unit	Total	Notes/Assumptions
Site Prep	0	SF	\$ -	No work.
Substructure	0	SF	\$ -	No work.
Exterior/Shell	22	EA	\$ 70,400.00	Remove existing windows on the geographical East and West sides of the building and the top floor stairwells. Replace with like windows to match the building.
Fire Exit	1	LS	\$ 2,500.00	Create path on roof providing directions for the fire exit.
Interior Demolition	6300	SF	\$ 50,400.00	Demo of top floor to accommodate new bathrooms, mechanical room, flooring, storage room, and water fountain/coffee area. Removal of existing radiators in the top floor, stairwells, and bottom floor of the building. Abandon the existing boiler in place.
Interior Finish	6300	SF	\$ 220,500.00	Install of new carpet tile, drop ceiling, patch/repair of existing walls (top floor only), paint, trim, and new doors. Cap and patch for removed radiators (lower floors).
Fire Sprinkler	6300	SF	\$ 31,500.00	Extend the buildings existing fire sprinkler system to service the top floor.
Electrical	1	LS	\$ 36,500.00	Electrical service to two new restrooms, one mechanical room, one storage room, and the electrical service to cover the HVAC units required. Includes new LED lighting, emergency lights, GFCI outlets, fire alarm service, and a new electrical panel to service the top floor. This price is proposed to be extended from the buildings existing service.
Plumbing	1	LS	\$ 65,000.00	Plumbing service to two new restrooms, a break area for a coffee pot and sink, and a water fountain. This is proposed to extend from the buildings existing service.
HVAC	6300	SF	\$ 189,000.00	New HVAC units to service the top floor.
Subtotal			\$ 665,800.00	
General Conditions (10%)			\$ 66,580.00	
Subtotal			\$ 732,380.00	
Architectural/Engineer/Pre-Construction Services			\$ 75,000.00	
Subtotal			\$ 807,380.00	
Profit (10%)			\$ 80,738.00	
Total w/out Contingency			\$ 888,118.00	

Total Budget (30%) Contingency \$ 1,154,553.40 \$181.47 / SF
Total Budget (20%) Contingency \$ 1,065,741.60 \$174.40 / SF

Exclusions:

- Asbestos and hazardous material removal of any kind.
- Any items not listed above.
- New electrical service, this service will be extended from existing.
- Removal of existing boiler, this will be abandoned in place.

Mr. Steve Chick
City of De Soto
32905 W. 84th St
De Soto, KS 66018

RE: 3rd floor Remodel – City Hall

Dear Mr. Chick;

Thank you for the opportunity to analyze the facility and develop an estimate of probable cost to prepare the 3rd floor of city hall for occupancy. Attached is the estimate of the scope of work we discussed on site and on the phone. We would like to clarify a couple of points of assumption, in addition to the exclusion/clarifications on the estimate.

First, we have assumed that the hallways will be built out in the level of finish similar to the main level below. Second the rooms will be finished in a manner similar to the offices below. With this budget we assumed no change to the existing room divisions except for the area where the bathrooms, mechanical room, coffee bar/water fountain, and storage room will be configured. The bathrooms and storage room have been assumed to match those on the floor below.

For this current effort we contacted three subcontractors those included plumbing, electrical, and glass/windows. Each trade evaluated the space for a high level probable cost estimate. The remainder of the budget is based upon square footage numbers from our experience.

We understand at this time you are defining a budget for the future yet wanted you to see a process how to move the project forward, when you are ready. For your reference we have included a standard AGC 410 contract document, which if desirable we can draft. The first step in this process would be procuring a design firm and defining a scope of work for the space. After this is completed the budget could be adjusted to match the scope of work. Upon acceptance of a guaranteed maximum price for the work the contract to construct is completed and work can begin.

If after presentation, the council or staff have questions, we stand ready to answer them. Thank you again for contacting us.

Sincerely,



Dave Anderson
Business Development



14955 W. 117th Street
Olathe, KS 66062
Ph.913.422.5300
Fax.913.422.5320

Leaders in Critical Environment Construction



300 SE Douglas St.
Suite 201
Lee's Summit, MO 64063
www.casinc.com
(816) 524-3233
Fax (816) 524-0340

- Asbestos
- Mold
- Emergency Response 24/7/365
- Radon
- HST/HST Removal and Clearance
- Hazardous & Special Waste
- Selective Demo
- Phase I & Phase II

Proposal #: 18-6357

July 2, 2018

City of De Soto
32905 W. 84th Street
De Soto, KS 66018

Attn.: Steve Chick
Phone: 913-208-4526
E-mail: schick@desotoks.us

Job Name: Asbestos Floor tile removal

Construction and Abatement Services Inc. proposes to provide all material and labor required for the following: Removal of floor tile and associated mastic in 9 rooms 2 hallways and the stair landings and steps leading to the second floor of 32905 W. 84th Street.

The mastic on the wood subfloors located in the former classrooms will be left in place. The mastic on concrete substrate will be removed.

All work shall be performed in strict compliance with all Federal, State, and Local regulations pertaining to asbestos abatement including: Notifications, work area preparation, worker protection and disposal. Construction and Abatement Services, Inc. shall not be responsible for minor paint damage incurred as a result of isolation procedures unless stated above.

This proposal is subject to change and may be withdrawn if not accepted within 30 days of the above date. Payment terms are due on receipt. Payments over 30 days are subject to 1.5 % (18% APR).

We accept the following credit cards, a convenience fee will be added of 3% Visa, Master Card and American Express.

Lump Sum Cost: \$ 11,251.00

Sincerely,

Don Plaskett
Construction and Abatement Services, Inc.

Accepted

Date



301 SE Douglas St.
Suite 201
Leas Summit, MO 64063
www.casinc.com
(816) 524-3233
Fax (816) 524-0340

- Asbestos
- Mold
- Emergency Response 24/7/365
- Radon
- UST/BST Removal and Closure
- Hazardous & Special Waste
- Selective Demo
- Phase I & Phase II

Proposal #: 18-6357 Add-ons July 20, 2018

City of De Soto
32905 W. 84th Street
De Soto, KS 66018

Attn.: Steve Chick
Phone: 913-208-4526
E-mail: schick@desotoks.us

Job Name: Asbestos Floor tile and pipe insulation removal

Construction and Abatement Services Inc. proposes to provide all material and labor required for the following:

East Landing – 72 sqft
Bottom Floor City Hall Old Restroom – 77 sqft (Foyer Only)
Bottom Floor City Hall Old Restroom – (Asbestos wrap steam lines) (No Floor)
Bottom Floor City Hall NE Room – 576 sqft (Floor and steam line wrap)
Water Department – 918 sqft (split into 2 sections the city will move furniture)
Gymnasium Storage – 104 sqft in 2 rooms

The mastic on the wood subfloors will be left in place. The mastic on concrete substrate will be removed.

All work shall be performed in strict compliance with all Federal, State, and Local regulations pertaining to asbestos abatement including: Notifications, work area preparation, worker protection and disposal. Construction and Abatement Services, Inc. shall not be responsible for minor paint damage incurred as a result of isolation procedures unless stated above.

This proposal is subject to change and may be withdrawn if not accepted within 30 days of the above date. Payment terms are due on receipt. Payments over 30 days are subject to 1.5 % (18% APR).

We accept the following credit cards, a convenience fee will be added of 3% Visa, Master Card and American Express.

Lump Sum Cost: \$ 6,825.00

Sincerely,

Don Plaskett
Construction and Abatement Services, Inc.