

## MEMORANDUM

To: Members of the City Commission

From: Lisa Agnor, City Manager

Date: November 7, 2016

Subject: Report on the status of the Memorial City Hall renovation project

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This report is being provided to update the Commission on various aspects of the Memorial City Hall renovation project.

### Meetings with Architects

Staff continues to meet and work with the architects on the Memorial City Hall project. The architect is on-site several times a week.

Lisa Agnor, Jack Redmon, and Randy Pritchard met with the architects regarding sound and lighting. This was followed by an on-site meeting on November 1, 2016, with Gary McAnelly of Creative AVL Solutions. Jack Redmon, Randy Pritchard, and John Flowers, along with members of the Memorial City Hall Development Advisory Committee, attended this meeting.

It is projected that the final sound and lighting design decisions on will be made within two weeks. The estimated completion date is November 28, 2016. At that time, architects will require two to three weeks to incorporate and finalize construction documents, with an estimated completed date of December 16, 2016.

City review will occur over the next two weeks and our plan is to begin bidding of construction elements in early January.

### Financial Report

A financial report regarding Memorial City Hall is attached.

### Memorial City Hall Development Advisory Committee

The Memorial City Hall Development Advisory Committee last met on October 27, 2016. Committee members Tony Crosby, Jack Canson, Sandi Parks, and Don Parks also met on-site with Gary McAnelly of Creative AVL Solutions on November 1, 2016. Their input at this meeting is much appreciated.

### Demolition/Construction Update

A report regarding project demolition and construction is attached.

**FUND 75 -- MEMORIAL CITY HALL**

*As of 10/31/16*

**Beginning Fund Balance 5/31/15** 1,603,818.15

Income:

Interest Income 5,395.81

Total - Income 5,395.81

Expenses:

Payroll Cost -69,614.15

Telephone-Cellular -530.60

(a) Other Supplies -29,205.72

(b) Small Tools & Equip -37,739.12

(c) Professional Fees -90,716.67

(d) Advertising -536.45

(e) Contracted Services -68,541.60

(f) Rentals -39,700.25

(g) Building Improvements -64,062.06

(h) Miscellaneous -13,806.86

(i) Other Machinery & Equipment -4,870.00

(j) Improvements -7,156.68

(k) Improvements-Data Processing -173.40

Total - Expenses -426,653.56

Fund 75 Balance 1,182,560.40

**Funding Available for Memorial City Hall as of 9/30/16**

Fund Balance - Memorial City Hall Bond Fund 1,182,560.40

General Fund Reserves (\$250,000.00 - 37,547.47) 212,452.53

1,395,012.93

**FUND 75 -- MEMORIAL CITY HALL**

**(a) Other Supplies**

Food for Inmates-Variou Vendors	1,002.50
Various Vendors	23,157.46
McNatt Lumber	3,350.28
Fastenal Company	1,695.48
<b>Total Other Supplies</b>	<b>29,205.72</b>

**(b) Small Tools & Equip**

Various Vendors	13,718.23
Marshall All Seasons	1,567.04
AP Equipment & Rental	1,009.00
Anchor Safety	1,299.50
Bryan Beavers	6,590.00
Ram International	2,369.00
NAPA Auto Supplies	1,809.00
A-1 Rent All	1,150.00
Marshall Welding	8,227.35
<b>Total Small Tools &amp; Equip</b>	<b>37,739.12</b>

**(c) Professional Fees**

Flowers & Assoc Architect, Inc	79,941.67
Muse Work, LLC	8,900.00
Current Design in Acoustics	675.00
Opti-Sound, Inc	1,200.00
<b>Total Professional Fees</b>	<b>90,716.67</b>

**(d) Advertising**

Marshall News Messenger	536.45
<b>Total Advertising</b>	<b>536.45</b>

**(e) Contracted Services**

Duputies for Inmates	36,275.00
Butler Construction	29,000.00
Jimmy Dewayne Ragsdall	345.00
Don Woods Electrical	2,571.60
E V Walker Construction	350.00
<b>Total Contracted Services</b>	<b>68,541.60</b>

**FUND 75 -- MEMORIAL CITY HALL****(f) Rentals**

Republic Services	9,514.90
A-1 Rent All	7,483.44
East TX Septic Tank & Grease	2,489.00
Bobcat of Longview	13,255.10
Bobcat of Dallas	2,460.60
Ronnie's Wrecker Service	350.00
3G Portable Storage	837.00
AP Equipment & Rental	2,704.00
Saf-T-Box	606.21

*Total Rentals* 39,700.25

**(g) Building Improvements**

Butler Construction	8,400.00
Jerome Todd Hatfield	90.00
Roger Woods Electric	3,145.96
Service Steel & Pipe, Inc	6,463.30
Bice Investments	5,800.00
Slone Construction	24,000.00
D & T Custom Iron Works	3,669.80
Mollinedo's Construction	4,350.00
Shop Equipment Service, LLC	8,143.00

*Total Building Improvements* 64,062.06

**(h) Miscellaneous**

Food for Inmates-Variou Vendors	10,822.46
Variou Vendors	2,044.40
Ronald Wane Oney	940.00

*Total Miscellaneous* 13,806.86

**(i) Other Machinery & Equipment**

AP Equipment & Rental	4,870.00
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*Total Other Machinery & Equipment* 4,870.00

**FUND 75 -- MEMORIAL CITY HALL**

<b>FUND 75 -- MEMORIAL CITY HALL</b>		
<b><i>(j) Improvements</i></b>		
Butler Construction		4,600.00
Elite Core Audio		1,211.14
Southwest Meter		1,201.92
Custom-Bilt Cabinet		143.62
<i>Total Improvements</i>		7,156.68
<b><i>(k) Improvements-Data Processing</i></b>		
Various Vendors		173.40
<b>Total Improvements-Data Processing</b>		<b>173.40</b>



November 7, 2016

To: Marshall City Commission

From: Jack Redmon  
Director of Support Services

A handwritten signature in black ink, appearing to be "JR", is written over the text "Director of Support Services".

**Memorial City Hall Construction Update:**

- Stage area is near completion
- Lift has been installed
- Floor cut in stage area has been completed
- Metal work on the floor at the front door has been completed
- Temporary steps are in place at the main entrance to the building
- Work is in progress on the window at the east stage area
- Work is in progress on the structure modifications