

MEMORANDUM

To: Members of the City Commission

From: Lisa Agnor, City Manager

Date: July 8, 2016

Subject: Report and discussion regarding the status of the Memorial City Hall renovation project

This item has been placed on the agenda at the request of Mayor Neal. Information regarding this item is attached.

MEMORANDUM

To: Members of the City Commission

From: Lisa Agnor, City Manager

Date: July 8, 2016

Subject: Memorial City Hall renovation project report

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

Meetings with Architects

Jack Redmon, Director of Support Services, and I are meeting weekly (in most cases) with our architects. Meetings have been held on June 10th, 21st, and 28th. The next scheduled meeting is set for July 12th. These meetings have been very constructive in keeping all parties informed as to various issues related to the renovation project.

Targeted Date for Submission of Final Plans

The architects informed us at the June 10th meeting that they would be able to deliver final plans within 60 days. We anticipate delivery of those plans on August 10th, 2016.

Financial Report

A financial report regarding Memorial City Hall is attached.

Meeting with Historical Museum's Exhibit Design Team

The architects will be meeting with the Harrison County Historical Museum's exhibit design team on Monday, July 11th to work out details regarding a new atrium feature for Memorial City Hall. We all feel this will be an impressive feature for our performance venue as well as the museum exhibit space.



July 8, 2016

To: Lisa Agnor, City Manager

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".

RE: Memorial City Hall Update

The City has been notified by Sgt. Hain of the Harrison County Sheriff's department that Harrison County will require an inter-local agreement with the City for use of inmate labor after July 8, 2016. In light of this development, we have worked out a solution to the loss of this labor force by hiring 3 skilled, temporary employees. We are at the point in the project where we need to utilize skilled labor or semi-skilled labor, directed by our superintendent, to finish the building. This gives us the opportunity to accomplish a multitude of finish work with our own labor force, saving us time and money.

I would like to thank Sheriff Tom McCool for his willingness to provide the City with a labor force whenever I have contacted him for the last 15 years. His contribution and help has been invaluable to our City. It is my hope that we can work out an agreement to use this labor force in the City on other projects in the future.

Progress at Memorial City Hall continues forward with our demolition going into the final stage. The following items have been accomplished since our last update:

- Antiquated handicap access removed from front of building
- Waterproofing scheduled for north wall in basement
- Green room area demolition completed
- Structural bracing and demolition almost complete for elevator insulation
- Men's and Women's dressing room ready for construction
- Building bricked in for security
- Stage floor repairs made to screeds at front of stage and made ready to re-floor
- Air handler locations demo complete and bracing installed
- Windows on east side evaluated for replacement and repair
- Temporary electrical installed for construction on all floors