

MEMORANDUM

To: Members of the City Commission

From: Lisa Agnor, City Manager

Date: September 1, 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

City Staff and architects continue to meet with the Construction Superintendent each Monday, on-site at Memorial City Hall, for updates and discussion regarding the project to ensure that the work is progressing smoothly and on schedule.

On Tuesday, August 30th, City Staff and architects met on-site with a consultant from Current Design in Acoustics, of Ruston, Louisiana, for an evaluation of the Memorial City Hall auditorium related to sound system application.

The architects have provided specific drawings, as requested and needed, and will deliver final construction documents, ready for bid, no later than September 30th.

Financial Report

A financial report regarding Memorial City Hall is attached.

Memorial City Hall Programming Committee Update

The Memorial City Hall Programming Committee met on August 25th and received an update on the status of activities associated with the Memorial City Hall Project. The Committee has recommended that a banner be placed on the construction fencing informing the public of the project and expected completion date, and the specific wording and design of that banner was discussed. In addition, the Construction Committee proposed two design questions to the Committee with regards to stage floor materials and questions related to catwalk access. The Programming Committee continued to discuss opening ceremony options and future staffing needs of the venue.

Demolition/Construction Update

A report regarding project demolition and construction is attached.

FUND 75 -- MEMORIAL CITY HALL

As of 8/29/16

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

Income:

Interest Income 5,395.81

Total - Income 5,395.81

Expenses:

Payroll Cost -28,150.12

Telephone-Cellular -351.58

(a) Other Supplies -21,626.33

(b) Small Tools & Equip -27,128.08

(c) Professional Fees -37,847.34

(d) Advertising -536.45

(e) Contracted Services -68,191.60

(f) Rentals -31,112.31

(g) Building Improvements -47,952.96

(h) Miscellaneous -12,378.77

(i) Other Machinery & Equipment -4,870.00

(j) Improvements -7,013.06

Total - Expenses -287,158.60

Fund 75 Balance 1,322,055.36

Funding Available for Memorial City Hall as of 8/29/16

Fund Balance - Memorial City Hall Bond Fund 1,322,055.36

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

1,534,507.89

FUND 75 -- MEMORIAL CITY HALL

(a) Other Supplies

Food for Inmates-Variou Vendors	1,002.50
Various Vendors	20,623.83
Total Other Supplies	21,626.33

(b) Small Tools & Equip

Various Vendors	11,752.66
Marshall All Seasons	1,148.92
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
Total Small Tools & Equip	27,128.08

(c) Professional Fees

Flowers & Assoc Architect, Inc	34,067.34
Muse Work, LLC	3,780.00
Total Professional Fees	37,847.34

(d) Advertising

Marshall News Messenger	536.45
Total Advertising	536.45

(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
Total Contracted Services	68,191.60

FUND 75 -- MEMORIAL CITY HALL

(f) Rentals		
Republic Services		9,514.90
A-1 Rent All		4,280.66
East TX Septic Tank & Grease		2,169.00
Bobcat of Longview		13,255.10
Ronnie's Wrecker Service		350.00
3G Portable Storage		454.65
AP Equipment & Rental		1,088.00
<i>Total Rentals</i>		31,112.31
(g) Building Improvements		
Butler Construction		3,200.00
Jerome Todd Hatfield		90.00
Roger Woods Electric		3,145.96
Service Steel & Pipe, Inc		3,697.20
Bice Investments		5,800.00
Slone Construction		24,000.00
D & T Custom Iron Works		3,669.80
Mollinedo's Construction		4,350.00
<i>Total Building Improvements</i>		47,952.96
(h) Miscellaneous		
Food for Inmates-Variou Vendors		10,392.27
Variou Vendors		1,046.50
Ronald Wane Oney		940.00
<i>Total Miscellaneous</i>		12,378.77
(i) Other Machinery & Equipment		
AP Equipment & Rental		4,870.00
<i>Total Other Machinery & Equipment</i>		4,870.00
(j) Improvements		
Butler Construction		4,600.00
Elite Core Audio		1,211.14
Southwest Meter		1,201.92
<i>Total Other Machinery & Equipment</i>		7,013.06



September 1, 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 name "Jack Redmon" in the "From:" field.

RE: Memorial City Hall Update

We have been successful in putting together a work crew, replacing the inmate work crew from the Harrison County Jail. We now have three temporary employees working with our Construction Superintendent on the project. Work is currently underway in the following areas:

- Air handler floors being installed on both sides of stage
- Steel shipment has arrived to complete work on walk ways and private boxes in auditorium areas
- Pit cutout has been completed, along with concrete pouring
- Clean up demo areas
- Equipment repair
- Continued work on windows
- Construction of stage subfloor