

MEMORANDUM

To: Members of the City Commission

From: Lisa Agnor, City Manager

Date: August 9, 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 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 Tuesdays, City Staff and the Construction Superintendent meet with the architects to discuss any other issues which may need to be addressed.

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 July 28th and received an update on the status of activities associated with the Memorial City Hall project. In addition, the committee discussed creating a public awareness and educational campaign for the project. A three-phase plan for such a campaign was discussed, the creation of a banner to be placed on-site to inform the public of the project was discussed, and the use of social media and a website for the project was discussed.

The committee has also focused their efforts on the type of grand opening ceremony that would be appropriate for the venue. Current discussions of such an event have centered on a week-long series of performances by groups from Wiley College, East Texas Baptist University, and MISD, and ending the week by bringing in a well-known headliner with a formal ceremony and dedication event. The goal is for this week-long event to take place the last week in April; however, formal dates will not be able to be set until we get further along with the project. The Committee's next meeting will be held on August 25th.

Demolition/Construction Update

A report regarding project demolition and construction is attached.

FUND 75 -- MEMORIAL CITY HALL

As of 8/9/16

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

Income:

Interest Income 3,600.49

Total - Income 3,600.49

Expenses:

Payroll Cost -22,078.72

Telephone-Cellular -254.47

(a) Other Supplies -14,954.67

(b) Small Tools & Equip -23,461.32

(c) Professional Fees -34,067.34

(d) Advertising -536.45

(e) Contracted Services -68,191.60

(f) Rentals -29,812.74

(g) Building Improvements -34,452.96

(h) Miscellaneous -9,937.70

(i) Other Machinery & Equipment -4,870.00

(j) Improvements -4,600.00

Total - Expenses -247,217.97

Fund 75 Balance 1,360,200.67

Funding Available for Memorial City Hall as of 8/9/16

Fund Balance - Memorial City Hall Bond Fund 1,360,200.67

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

1,572,653.20

FUND 75 -- MEMORIAL CITY HALL

(a) Other Supplies

Food for Inmates-Variou Vendors	1,002.50
Various Vendors	13,952.17
Total Other Supplies	14,954.67

(b) Small Tools & Equip

Various Vendors	11,044.90
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
Total Small Tools & Equip	23,461.32

(c) Professional Fees

Flowers & Assoc Architect, Inc	34,067.34
Total Professional Fees	34,067.34

(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		3,777.21
East TX Septic Tank & Grease		2,049.00
Bobcat of Longview		13,255.10
Ronnie's Wrecker Service		350.00
3G Portable Storage		282.53
AP Equipment & Rental		584.00
<i>Total Rentals</i>		29,812.74
(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		10,500.00
D & T Custom Iron Works		3,669.80
Mollinedo's Construction		4,350.00
<i>Total Building Improvements</i>		34,452.96
(h) Miscellaneous		
Food for Inmates-Various Vendors		8,472.08
Various Vendors		525.62
Ronald Wane Oney		940.00
<i>Total Miscellaneous</i>		9,937.70
(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
<i>Total Other Machinery & Equipment</i>		4,600.00



August 5, 2016

To: Lisa Agnor, City Manager

From: Jack Redmon
Director of Support Services

A handwritten signature in black ink, appearing to be "JR", positioned to the right of the typed name "Jack Redmon".

RE: Memorial City Hall Update

In the last two weeks we have been successful in putting together a crew to take the place of the Harrison County Jail inmate work crew . We now have two temporary employees working with our Superintendent.

We are working on the following tasks:

- Stage floor cut for lift
- Pit cut out in basement for lift
- Clean up demo areas
- Equipment repair
- Continued work on windows