

MEMORANDUM

To: Members of the City Commission

From: Lisa Agnor, City Manager

Date: October 7, 2016

Subject: Report on the status of the Memorial City Hall renovation project and discussion with the project architect

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

Meetings with Architects

The last on-site meeting of City Staff, architects, and Construction Superintendent was held on September 26th. The City Staff committee will be meeting with the architects the week of October 10th to review work to be completed prior to awarding bids for the project.

Preliminary plans for the project were delivered to City Hall by the architects on September 30th, and have been available for review by members of the Commission and the Memorial City Hall Development Advisory Committee. John Flowers, of Flowers & Associates Architects, Inc., will join us at the meeting on Thursday to answer any questions the Commission may have related to the preliminary plans.

Financial Report

A financial report regarding Memorial City Hall is attached.

Memorial City Hall Programming Committee Update

The committee has met on several occasions during the past month to address issues related to design and programming. Two committee members recently met with sound consultants on-site at Memorial City Hall, and another committee member has been attending the weekly meetings with City Staff and the architects. On September 30th, the "coming soon" banner was installed along the construction fence on-site to better inform the public about the project.

Demolition/Construction Update

A report regarding project demolition and construction is attached.

FUND 75 -- MEMORIAL CITY HALL

As of 9/30/16

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

Income:

Interest Income 5,395.81

Total - Income 5,395.81

Expenses:

Payroll Cost -56,660.03

Telephone-Cellular -351.58

(a) Other Supplies -23,043.91

(b) Small Tools & Equip -27,730.88

(c) Professional Fees -43,942.34

(d) Advertising -536.45

(e) Contracted Services -68,541.60

(f) Rentals -35,723.12

(g) Building Improvements -50,719.06

(h) Miscellaneous -13,180.94

(i) Other Machinery & Equipment -4,870.00

(j) Improvements -7,013.06

(k) Improvements-Data Processing -173.40

Total - Expenses -332,486.37

Fund 75 Balance 1,276,727.59

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

Fund Balance - Memorial City Hall Bond Fund 1,276,727.59

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

1,489,180.12

FUND 75 -- MEMORIAL CITY HALL

(a) Other Supplies

Food for Inmates-Variou Vendors	1,002.50
Various Vendors	20,971.31
McNatt Lumber	1,070.10
Total Other Supplies	23,043.91

(b) Small Tools & Equip

Various Vendors	12,355.46
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	27,730.88

(c) Professional Fees

Flowers & Assoc Architect, Inc	34,067.34
Muse Work, LLC	8,900.00
Current Design in Acoustics	675.00
Opti-Sound, Inc	300.00
Total Professional Fees	43,942.34

(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
E V Walker Construction	350.00
Total Contracted Services	68,541.60

FUND 75 -- MEMORIAL CITY HALL

(f) Rentals

Republic Services	9,514.90
A-1 Rent All	5,333.04
East TX Septic Tank & Grease	2,169.00
Bobcat of Longview	13,255.10
Bobcat of Dallas	2,460.60
Ronnie's Wrecker Service	350.00
3G Portable Storage	626.77
AP Equipment & Rental	1,626.00
Saf-T-Box	387.71
Total Rentals	35,723.12

(g) Building Improvements

Butler Construction	3,200.00
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
Total Building Improvements	50,719.06

(h) Miscellaneous

Food for Inmates-Various Vendors	10,822.46
Various Vendors	1,418.48
Ronald Wane Oney	940.00
Total Miscellaneous	13,180.94

(i) Other Machinery & Equipment

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

FUND 75 -- MEMORIAL CITY HALL

<i>(j) Improvements</i>		
Butler Construction		4,600.00
Elite Core Audio		1,211.14
Southwest Meter		1,201.92
<i>Total Improvements</i>		7,013.06
<i>(k) Improvements-Data Processing</i>		
Various Vendors		173.40
Total Improvements-Data Processing		173.40



October 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".

RE: Memorial City Hall Update

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 of demo areas
- Equipment repair
- Continued work on windows
- Construction of stage subfloor
- Stage Lift has arrived
- Steel supporting structure is finished for lift install
- Elevator shaft structure is completed through roof
- Temporary structure completed across sewage pit
- Concrete pour for stage boxes is completed