

## MEMORANDUM

To: Members of the City Commission

From: Lisa Agnor, City Manager

Date: December 2, 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 architects on the Memorial City Hall project. The architect is in the process of completing final plans and construction documents for the project.

Creative AVL Solutions, sound and lighting consultants, have provided our architect with needed information. We anticipate delivery of final construction documents on December 19, 2016.

### **Financial Report**

A financial report regarding Memorial City Hall is attached.

### **Memorial City Hall Programming Committee Update**

The Memorial City Hall Development Advisory Committee last met on November 15, 2016. The committee discussed utilizing the services of Creative AVL Solutions as the sound and lighting consultants for the Memorial City Hall project and was in support of doing so.

### **Demolition/Construction Update**

A report regarding project demolition and construction is attached.

**FUND 75 -- MEMORIAL CITY HALL**

<b>As of 11/30/16</b>		
<b>Beginning Fund Balance 5/31/15</b>		1,603,818.15
<b>Income:</b>		
Interest Income		5,395.81
<b>Total - Income</b>		<b>5,395.81</b>
<b>Expenses:</b>		
Payroll Cost		-79,963.49
Telephone-Cellular		-620.05
(a) Other Supplies		-33,647.26
(b) Small Tools & Equip		-38,928.99
(c) Professional Fees		-97,811.67
(d) Advertising		-536.45
(e) Contracted Services		-82,136.60
(f) Rentals		-46,625.37
(g) Building Improvements		-74,832.06
(h) Miscellaneous		-13,868.75
(i) Other Machinery & Equipment		-4,870.00
(j) Improvements		-7,156.68
(k) Improvements-Data Processing		-173.40
(l) Furniture & Fixtures		-76.77
<b>Total - Expenses</b>		<b>-481,247.54</b>
<b>Fund 75 Balance</b>		<b>1,127,966.42</b>
<b>Funding Available for Memorial City Hall as of 11/30/16</b>		
Fund Balance - Memorial City Hall Bond Fund		1,127,966.42
General Fund Reserves (\$250,000.00 - 37,547.47)		212,452.53
		<b>1,340,418.95</b>

**FUND 75 -- MEMORIAL CITY HALL****(a) Other Supplies**

Food for Inmates-Variou Vendors	1,002.50
Various Vendors	25,630.78
McNatt Lumber	3,501.85
Fastenal Company	1,851.86
Smart Advertising	1,660.27
<b>Total Other Supplies</b>	<b>33,647.26</b>

**(b) Small Tools & Equip**

Various Vendors	14,896.54
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	1,820.56
A-1 Rent All	1,150.00
Marshall Welding	8,227.35
<b>Total Small Tools &amp; Equip</b>	<b>38,928.99</b>

**(c) Professional Fees**

Flowers & Assoc Architect, Inc	79,941.67
Muse Work, LLC	12,995.00
Current Design in Acoustics	675.00
Opti-Sound, Inc	1,200.00
Creative AVL Solutions	3,000.00
<b>Total Professional Fees</b>	<b>97,811.67</b>

**(d) Advertising**

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

**FUND 75 -- MEMORIAL CITY HALL*****(e) Contracted Services***

Dputies for Inmates	36,275.00
Butler Construction	32,775.00
Jimmy Dewayne Ragsdall	345.00
Don Woods Electrical	2,571.60
E V Walker Construction	350.00
Mollinedo's Construction	5,700.00
D&T Custom Iron Works	4,120.00

***Total Contracted Services*** 82,136.60

***(f) Rentals***

Republic Services	9,514.90
A-1 Rent All	7,483.44
East TX Septic Tank & Grease	3,209.00
Bobcat of Longview	13,255.10
Bobcat of Dallas	2,460.60
Ronnie's Wrecker Service	3,664.75
3G Portable Storage	837.00
AP Equipment & Rental	3,242.00
Saf-T-Box	606.21
Sunbelt Rentals	2,352.37

***Total Rentals*** 46,625.37

***(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	7,689.80
Mollinedo's Construction	10,350.00
Shop Equipment Service, LLC	8,893.00

***Total Building Improvements*** 74,832.06

**FUND 75 -- MEMORIAL CITY HALL****(h) Miscellaneous**

Food for Inmates-Variou Vendors	10,822.46
Various Vendors	2,106.29
Ronald Wane Oney	940.00
<b>Total Miscellaneous</b>	<b>13,868.75</b>

**(i) Other Machinery & Equipment**

AP Equipment & Rental	4,870.00
<b>Total Other Machinery &amp; Equipment</b>	<b>4,870.00</b>

**(j) Improvements**

Butler Construction	4,600.00
Elite Core Audio	1,211.14
Southwest Meter	1,201.92
Custom-Bilt Cabinet	143.62
<b>Total Improvements</b>	<b>7,156.68</b>

**(k) Improvements-Data Processing**

Various Vendors	173.40
<b>Total Improvements-Data Processing</b>	<b>173.40</b>

**(l) Furniture & Fixtures**

Various Vendors	76.77
<b>Total Furniture &amp; Fixtures</b>	<b>76.77</b>



December 1, 2016

To: Marshall City Commission

From: Jack Redmon  
Director of Support Services

A handwritten signature in black ink, appearing to be "JR", is located to the right of the sender's name.

RE: Memorial City Hall Update

Inmates will be returning to the MCH as soon as the library demo is finished. We still have Jason and Vance as temporary full time employees and we're working on the following task:

- Clean up demo areas
- Finish work on outside windows 70% complete
- Stage subfloor is finished
- Lift has been installed for stage equipment
- Steel structures on either side of stage finished