

## **MAYOR AND COUNCIL COMMUNICATION**

**DATE:** April 16, 2024  
**TO:** Mayor and Council  
**FROM:** Melinda Moritz, Public Works Director  
**THROUGH:** Crystal Caldera, Ph.D., City Manager  
**SUBJECT:** Presentation and Discussion to Consider Approval of an Ordinance Authorizing a Budget Adjustment from the General Fund Reserve in the Amount of \$84,232.00 for Repairs to the Kinman House Foundation and the Police Department Sally Port Roof.

**SPONSOR(S):** None

### **PURPOSE & BACKGROUND**

The purpose of this item is to approve an Ordinance authorizing a budget adjustment in the amount of \$84,235.00 from the General Fund Reserve for repairs to the Kinman House foundation and for the Police Department sally port roof.

#### **Kinman House Foundation Repairs**

The Kinman House was originally built in the 1930's and is on a pier and beam foundation. The home was purchased by the City and renovated to become offices for the Economic Development Director and staff. After several years, that office was moved to City Hall, and the structure remained vacant for a period of years. The building was then renovated on the interior to support a commercial kitchen. In the processing of performing make ready services for a new tenant, staff discovered the foundation was sinking. An engineer was consulted, and it was discovered that the foundation needs new piers and a portion of nearby tree roots need to be cut out to preserve the building. Staff is requesting a budget adjustment of \$37,307.00, which includes \$4,866.00 (15%) for any contingencies.

#### **Police Department Sally Port Roof and Structure**

City Hall was remodeled in 2016; however the portion of roof above the sally port remained. A new type of roofing material was installed, but it did not have the required water proofing. Due to the subsequent leaks, the beams and plywood under the roof have been subjected to repeated water damage and must be replaced. In addition, the type of roofing material also needs replacing, as it is a crimped R-Panel missing the closure strips and is more commonly used for wall construction. A contractor was consulted, and they

have recommended that they remove the existing gutter system, replace all damaged roof decking and plywood, replace the existing metal panel roofing material with a new Standing Seam metal panel roof system, and then waterproof the plywood decking, paint the stucco finish with elastomeric exterior grade paint and install the gutters. Staff is requesting a budget adjustment for this work in the amount of \$46,925, which includes \$6,121.00 (15%) for contingencies.

**Fiscal Impact**

Kinman House Foundation Repairs

Cost for Project	\$32,441.14
Contingency (15%)	<u>\$ 4,866.00</u>
Total	<b>\$37,307.00</b>

Police Department Sally Port

Cost for Project	\$40,804.33
Contingency (15%)	<u>\$ 6,121.00</u>
Total	<b>\$46,925.00</b>

Total Budget Adjustments: \$84,232.00

The General Fund Reserve had a balance of \$5,919,097 as of 9/30/23.

**Recommendation**

Staff recommends approval.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary