

**To:** Honorable Mayor Price and Members of the City Council

**cc:** Denis Fitzgibbons, City Attorney  
City Manager's Executive Management Team

**From:** Brenda S. Fischer, City Manager

**Date:** January 31, 2013

**RE:** Weekly City Manager Report

## **ACTIVITIES and EVENTS**

Mayor Price's State of the City Address: Stay tuned for an announcement with the official date for this event. The event is tentatively planned to occur in March.

ALARC 2012-2013 Seminar Series: The USDA Arid-Land Agricultural Research Center (ALARC) is hosting a free seminar series. The topics are its core areas of research, which includes pest management and biocontrol, plant physiology and genetics, and water management and conservation. The seminars are on February 4, 11, and 25, from 1-2 p.m. The center is located at 21881 N. Cardon Lane. No advanced registration is required. Look for information on upcoming seminars on the City's website and Maricopa Matters Facebook and Twitter pages.

## **COUNCIL REQUESTS AND/OR CITY COUNCIL MEETING FOLLOW-UP**

### **Council Request Report**

The updated Council Request Report is attached.

### **Contingency Account Balance Report**

Attached, please find an updated General Fund contingency account balance report, reflecting recent expenditures.

## **GENERAL INFORMATION**

### **Extended City Hall Hours Pilot Program**

Attached, please find a memo from Assistant City Manager Danielle Casey with feedback from employees and the public regarding the City's extended City Hall hours and 4/10 work week program. The survey results indicate that this program has been voted a success by the public and employees. Based upon the analysis and feedback, I recommend that the City Hall hours of Monday-Thursday, 7 a.m.-6 p.m. become a permanent schedule at the end of the pilot program (July 1, 2013). Not only does this program extend the hours for the convenience of the public, it has been an employee morale boost/benefit, and is anticipated to provide a cost savings in the new City Hall. Please let me know if you have any questions on this program or concerns about the implementation of this permanent schedule.

### **City Participates in Arizona League of Cities and Towns' Public Relations Program, "Arizona Cities @ Work"**

The Arizona League of Cities and Towns is launching a public relations program entitled, "Arizona Cities @ Work." As part of this campaign, the League will have a website dedicated to information about the services that cities provide. The website will include blogs, success stories, videos, and fun facts. The City of Maricopa will be an active participant in the campaign and will highlight our 10<sup>th</sup> anniversary activities. Public Information Officer LaTricia Woods is the City's liaison for this program.

### **Economic Development Updates**

- **New Businesses:** There has been a recent increase in new business license applications with 13 submitted over the past week. These included five home-based, seven out-of-town, and one business in a commercial location (Leslie's Swimming Pool Supplies). Leslie's is working on tenant improvements in preparation for opening its new store in the Maricopa Marketplace shopping center.
- Economic Development continues to aggressively pursue Business Retention & Expansion outreach meetings. The meetings revealed a need to inform the public of local services and the City's Business Beat and Shop Local programs were of great interest. Staff is assisting two businesses that are seeking commercial space to expand their operations.
- On January 28, staff attended an open house for Ana's Accounting & Services, located at 20991 N. Butterfield Parkway.
- The next Maricopa 101 seminar is February 20, 5-6 p.m. The topic is "Site Planning." Economic Development and Development Services staff will provide a comprehensive overview of the site planning process.
- **Household Labor Survey Update:** Thus far, the online survey has generated nearly 75 responses and approximately 250 completed mailed surveys have been received. The final distribution of surveys is scheduled for January 31 in Global Water's monthly bills. Once all the surveys have been received, the consultant will analyze the results and submit a written summary report to the City.

### **City Hall and Police Station Construction Update**

At this stage of the project, there is significant activity at the site. The exterior stone around the Council Chambers will be completed this week. Workers are beginning to hang drywall inside the building. Activities include mechanical and plumbing rough-ins, drywall hanging, exterior perimeter walls, light pole bases, and exterior glazing. Please see the attached Weekly Activity Report from the contractor.

### **Multigenerational/Aquatic Center Update**

The recent rains made the site unworkable for a few days, but crews are back on site continuing the site work, underground utilities, and masonry walls. There is no Weekly Activity Report this week.

### **Regional Park/Sports Complex Update**

The majority of onsite activity is earthwork. The recent rains stopped construction this week. Crews plan to be back onsite Friday. The Site Plan Review is scheduled for Council consideration on February 5.

### **Chief Donald N. Pearce Fire Station 575 Update**

The trenching and conduit placement for the main power, phone, and cable lines was completed last week. The masons will finish the exterior walls this week. Please see the attached Weekly Activity Report from the contractor.

### **Public Works and Fire Administration Maintenance Facility**

The Request for Statement of Qualifications (RSOQ) for design-build services was advertised and opened last week. It closes on February 25.

### **Washes and Street Flooding Due to Rain**

Last weekend's rain flooded washes and closed several roads. Porter Road and Rancho El Dorado Parkway were closed from 3 a.m. to 6 p.m. on January 27. Staff placed numerous "Water on Roadway" signs throughout the City to alert drivers of the conditions. In some cases, staff graded mud off dirt roads to keep them open for traffic. Staff did an excellent job managing and mitigating the impact the rains had on the traveling public.

### **Community Project Updates**

- The City received a site plan submittal for a proposed K-8 Greysmark Academy Charter school, to be located at the southeast corner of Bowlin Road and John Wayne Parkway (SR347). This case is currently under first review.

### **Zoning Code Rewrite Project Update**

On January 22, the City held a public open house and workshop to gain insight on community issues, concerns, and priorities for the Zoning Code Rewrite. To date, the rewrite team has interviewed or directly interacted with more than 60 stakeholders and citizens through the public outreach and issue identification process. On January 15, Mayor Christian Price and Councilmembers Peggy Chapados and Leon Potter were named as the steering committee. The Mayor may consider appointing additional members to this committee during the February 5 City Council meeting. The public outreach draft report will be available in early March and is tentatively scheduled for review by the steering committee and City Council in early April. The team launched a Zoning Code Rewrite webpage which can receive public comment and includes updates on the project, upcoming events, and the project schedule. The webpage is located at <http://zoningcode.maricopa-az.gov>.

### **Parks and Recreation News**

- The City is seeking a partnership with Ultra Star for a Laser Tag league for City youth. Staff will meet with representatives from Ultra Star in the next few weeks.
- The first Youth Girls Volleyball program began January 26 with "bump, set, and spike."

### **Library Happenings**

- The Fun Van is at the Library on Wednesdays, 9-11 a.m., 11:15 a.m.-1:15 p.m., and 2:15-4:15 p.m.
- “Read to PJ the Dog” is scheduled for February 5, 12, and 19, 3:30-5:00 p.m.
- The ongoing Adult Winter Reading program "Passport to Reading" has 150 registrants so far. The program runs through February 28. Customers are asked to finish one book from each of the five categories: fiction, non-fiction, biography, audio book, and magazine. Names of the participants are then entered into the drawing for a grand prize, a Kindle Fire eBook reader.
- Tax assistance through the VITA volunteers returns on February 1. They will assist patrons on Fridays from 10:45 a.m.-3 p.m. and Saturdays 10 a.m.-3 p.m.
- The annual celebration of Dr. Seuss's birthday is March 2, 11 a.m. to 2 p.m. Plans are underway to make this year's celebration the biggest yet.

### **Southeast Valley Transit Study**

Staff met with the Director of Planning and Development for Valley Metro. His team is leading the proposed transit study. Valley Metro and Maricopa Association of Governments (MAG) are jointly exploring the possibility of conducting a Southeast Valley Transit Study. In future meetings, the need, scope, and boundaries for the potential study will be determined, and may be included in MAG's FY13-14 Unified Planning Work Program. Staff will participate in this discussion. If it proceeds, the study could include the following objectives:

- Combine study efforts at a sub-regional and community level.
- Address additional gaps in needs.
- Coordinate transit needs for the southeast valley.
- Define a transit system for the short, mid, and long range that connects with the greater regional transit system.
- Address how existing and proposed transit services could be more efficient and better coordinated.
- Address funding strategies needed for an integrated transit system, and implementation methods.

Respectfully Submitted,



Brenda S. Fischer, ICMA-CM  
City Manager

## City Council Member Requests and Projects Status Report

Council Request Report, January 31, 2013						
Date	Requested By	Project	Description	Status	Next Action	Staff Contact
1/23/2013	Price	Mayor's Distinguished Service Award	Creation of an award that will allow the Mayor, the ability to honor key community leaders who have enhanced Maricopa	In Progress	Staff to develop criteria and nomination process	Jepson/Woods
1/23/2013	Chapados	BCC Handbook	Request to update and revise the Board, Commission & Committee Member Handbook as discussed on the BCC Task Force	In Progress	Staff will be assigned to work on this project.	Jepson
6/15/2012	Gusse	Back to School Bicycle Rodeo	Requesting the City co-sponsor a back to school Bicycle Rodeo with the Maricopa Optimist Club	In Progress	The timing on this is dependent on the outcome of the bicycle donation program RFP which will close <b>February 21, 2013</b> . The City will work with the awarded party to hold a bicycle rodeo in <b>May</b> .	Jepson
6/26/2012	Brown	Black History Month	Request for examples of what other cities are doing for Black History Month	In Progress	At the February 5, 2013 Council meeting, the Mayor will read a proclamation supporting Black History Month and the City will sponsor a reception in MUSD foyer <b>featuring students who will highlight the accomplishments of African American inventors</b>	Jepson
7/9/2012	Kimball	New Citizens	Options for the City of Maricopa to publicly recognize residents of Maricopa who have recently earned US Citizenship	In Progress	Staff continues to seek out Maricopa residents who have recently been granted US Citizenship for recognition before Council.	Jepson
9/3/2012	Gusse	Veterans Town Hall	Veterans Town Hall to offer support structures to Maricopa Veterans	In Progress	<b>Staff in conjunction with our ASU intern is beginning the planning process for a more formal veterans outreach program that will be administered by our veterans organizations</b> and will working to bring representative of state wide veterans services to Maricopa to man a booth at the Salsa Festival on Saturday, <b>March 23, 2013</b> .	Jepson
9/24/2012	Price	Mayor & Council Photos in City Facilities	Request to post Mayor & Council photos in City facilities	In Progress	Staff is producing a poster of the Mayor, City Council, and City Manager photos which will complement the Priority Poster. This project will be completed by February	Casey

**City of Maricopa  
FY12-13 Contingency Report**

<b>Description/Action</b>	<b>Council Approval Date</b>	<b>Adjustments</b>	<b>Balance</b>
<b>Adopted Contingency</b>			\$ 2,000,000.00
<b>Contingency Adjustments:</b>			
#1 Police Professional Standards Unit Case Review	6/19/2012	(39,513.00)	
#2 Police Dispatch Consoles	8/7/2012	(38,749.00)	
#3 Police Dispatch Contract Extension	8/21/2012	(41,020.00)	
#4 Heritage District Neighborhood Park	8/21/2012	(18,000.00)	
#5 Emergency Declaration - Flood Event	9/4/2012	(21,903.00)	
#6 Citywide Copiers/Printers	9/18/2012	(114,042.00)	
#7 Fire Station #572 Lease Agreement	10/30/2012	(20,000.00)	
#8 Development Services Priority Implementation	10/30/2012	(200,000.00)	
#9 Dev. Srv. Staff Complement for Two Positions	11/20/2012	(60,000.00)	
#10 HR - Additional Pre-Employment Screenings	12/18/2012	(3,218.00)	
#11 Dev. Srv. Burned Structure Abatement Costs	12/18/2012	(9,850.00)	
#14 Dev. Srv. Administrative Support	1/15/2013	(20,000.00)	
#15 Dev. Srv. Recruitment Services for Director Hiring	1/15/2013	(20,000.00)	
<b>Total Year-to-Date Contingency Adjustments</b>			<u>(606,295.00)</u>
<b>Contingency Balance</b>			<u>\$ 1,393,705.00</u>

## MEMO

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**To:** Brenda Fischer, City Manager  
**From:** Danielle Casey, Assistant City Manager  
**Subject:** Modified Work Week (4/10) Mid-Year Analysis and Recommendation  
**Date:** January 29, 2013  
**CC:** Karen Shaffer, Human Resources Director

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On February 21, 2012, the Maricopa City Council approved the City Manager's recommendation to transition City Hall to a 4 day, 10 hour schedule giving customers an additional morning and evening hour to access City Hall on a trial period basis. This proposal was based on staff's belief that benefits would be realized through extended hours for customer service enhancement, possible long-term budgetary savings, environmental advantages, and improvement in employee retention, morale, and overall job satisfaction. This belief was determined following research into the results of other municipalities in the region and across the country that had transitioned to a similar schedule. The trial period for the pilot program was set to run from July 1, 2012 - June 30, 2013, with an evaluation planned at mid-year.

Results from mid-year surveys indicated strong support from City Hall employees for continuation of the program. 80% of respondents agreed or strongly agreed that they supported making the 4-10 work week schedule permanent at City Hall, and 68% either agreed or strongly agreed that the schedule had improved their overall job satisfaction. 83% agreed that the schedule had increased their ability to conduct personal business during off-work hours. Full survey results are attached at the conclusion of this memo as Exhibit A. Exhibits B and C demonstrate other materials used to plan and promote the program to the community.

A survey of customers was also made available online for a two week period. It was publicized on the City website home page as well as in the weekly City e-Newsletter which is sent to a list of 3,148 subscribers. 47% of respondents reported that they had in fact utilized City Hall services during the extended service hours and when asked if the extended hours benefitted them, 47% replied yes, and 35.2% had no comment. In a general City-wide customer service survey distributed by all departments to any third parties they had interacted with, none of the respondents made comments, positive or negative, regarding the modified work week schedule.

### **Staff Recommendation**

Based upon the results of the City Hall staff survey as well as responses from external customers, it is staff's recommendation that the modified work week pilot program be extended as a permanent schedule change in the upcoming 2013-14 Fiscal Year.



## EXHIBIT A

### Mid-Year Staff Survey Results (Internal)

	Strongly Disagree	Disagree	Neither Agree or Disagree	Agree	Strongly Agree	N/A
The 4-10 schedule has improved my job satisfaction	14%	6%	9%	14%	<b>54%</b>	3%
The 4-10 schedule has reduced my commuting costs since I travel to/from work one less day per week	11%	3%	3%	20%	<b>54%</b>	9%
The 4-10 schedule has reduced my commuting time since I travel to/from work before and after the typical lunch rush	14%	0%	23%	17%	<b>37%</b>	9%
The 4-10 schedule has been beneficial to my work/personal life balance due to having three days off every weekend	14%	6%	0%	11%	<b>69%</b>	0%
The 4-10 schedule has improved my ability to conduct personal business during off-work hours	6%	11%	0%	17%	<b>66%</b>	0%
I believe the 4-10 schedule is an employment benefit that will help the City attract and/or retain employees	6%	3%	17%	23%	<b>51%</b>	0%
I am more likely to refrain from seeking other employment opportunities because of the 4-10 schedule	14%	9%	17%	17%	<b>40%</b>	3%
I support making the 4-10 schedule a permanent city hall schedule	14%	6%	0%	14%	<b>66%</b>	0%

### Mid-Year Customer Survey Results (External)

The citizens and customers of Maricopa were asked to complete a survey regarding City Hall usage to identify whether the modified work-week schedule impacted their access to service.

- 59% of respondents reported visiting City Hall between the hours of 1 p.m. and 6 p.m., but only 5.8% of respondents reported visiting City Hall more than 13 times in the past 6 months
- 47% of respondents reported that they had in fact utilized City Hall services during the extended service hours (17% responded no, and 35% did not comment on this question)
- When asked if the extended hours benefitted them, 47% replied yes, 18% replied no, and 35.2% abstained from answering





## EXHIBIT B

### February 21, 2012 Staff Report Summary Regarding Pilot Program:

Work functions other than those of public safety in the past in Maricopa had adopted a variety of different schedules over the past years. Some worked the traditional 8-hour day, five days a week. Other offices worked four 10-hour days, or completed their 80-hours in nine days rather than ten. The result was a hodge-podge of varying schedules, raising questions about fairness, and some confusion when trying to plan meetings.

Customers who need to visit City Hall often work full-time jobs themselves, and commute to work, making it difficult to reach City Hall during the traditional 8 a.m. to 5 p.m. office hours. Over the past few years, many cities have recognized this and changed their office hours to provide two additional hours of customer service each day, opening for customers at 7 a.m. and closing at 6 p.m. In order to keep this extension of customer service hours revenue neutral in their salary budget, these cities close the entire day on Friday.

In Arizona, the cities that now operate their city halls on a 4-10 schedule are Avondale, Buckeye, Cave Creek, Chino Valley, Clarkdale, Eager, Eloy, Fountain Hills, Gilbert, Mesa, Peoria, Pinetop-Lakeside, Prescott Valley, Queen Creek, Surprise, Wickenburg, and Yuma. Numerous other cities around the country also operate on a 4-10 schedule.

Analysis of this issue in the City of Maricopa began in late 2011 and included reading the staff reports and surveys from other cities, learning about possible benefits and challenges of such schedules, and surveys of both City Hall customers and City employees. It was determined that because 60% of City staff work in public safety or in functions that must provide service on Friday, the proposed pilot program would affect only 25% of City employees.

The City conducted a public and employee survey about City Hall usage and modified hours of operation. The public survey indicated that Friday is the least-frequent day City Hall is visited. Most survey respondents indicated that if City Hall hours were extended, they would prefer City Hall to be open until 6 p.m. Of the non-public safety City employees surveyed, 73% supported a 4-10 pilot program and an additional 10% were neutral.

Possible benefits of the pilot program include City savings through reduced electrical, water, air conditioning and custodial costs at City Hall, particularly in the new City Hall. In addition, cost savings in fuel use by commuters, is to be expected, as is reduced driving which would promote City's clean air and trip reduction goals. It is estimated that approximately 50 cars will be taken off the street on Friday due to no commuting to work at City Hall.

Other benefits include a possible reductions in sick leave and absenteeism, because employees will be able to choose to schedule doctor's and dental appointments on Fridays. A 4-10 schedule also increases work-life balance for employees, and provides a recruitment advantage for the City over other regional employers who do not offer alternative work schedules.



## EXHIBIT C

### 2012/3 Marketing Plan Developed and Executed to Raise Awareness on Pilot Program:

The City of Maricopa Marketing and Communications division worked aggressively since Council's approval of the City Hall 4/10 modified work-week pilot program to get the word out effectively. The chart below outlines strategies and dates for execution that were utilized to educate the community about this transition. In the weeks leading up to the launch of the pilot program, efforts culminated into a final 'blitz' of social media, website posting, reminder to local media, additional e-mail blast to all contacts, and signage inside and outside City Hall, to ensure as many residents and customers were noticed as possible.

Strategy	Completed:
Contact other municipalities to identify the messaging and marketing strategies they used when launching program. (Avondale, Fountain Hills, Town of Gilbert, Town of Queen Creek, City of Peoria, City of Mesa, Apache Junction)	3/5/12
Create and deploy a consistent organizational message via FAQ and training material to all staff (draft reviewed in 3/7 Mgmt team meeting)	3/9/12
<b>Formal Press Release with FAQ information attached:</b> since distribution on 3/9 it has received 1,405 views online. Two local media stories covered it as well.	3/9/12
<b>Update City Hall hours listed in ALL publications</b> – website, City online calendar, newsletters, forms, documents, flyers, etc (currently a notice of upcoming change)	Finalized by 7/1
<b>Social Media Usage:</b> <ul style="list-style-type: none"> <li>• Twitter: Message tweeted periodically since March 9; began linking to website on June 1. Countdown campaign began June 1 with link back to site (1,032 followers)</li> <li>• Facebook: Posted on March 9 with a potential viewership of 483</li> <li>• Maricopa20: Bulletin running on the channel</li> </ul>	8/1/12
<b>E-newsletter features:</b> information on the new schedule was featured on March 9, March 16, March 23, May 5, May 11	5/11/12
<b>All staff email and voicemail updates:</b> templates provided to all staff to make these changes	SINCE 3/15/12
<b>Advertising Placements:</b> <ul style="list-style-type: none"> <li>• Maricopa Monitor (Print) 3.79 X 5 Ad: 4/27/12 – 6/05/12 = 12 issues</li> <li>• InMaricopa (Print) 4.938 X 4.938 Ad: 05/12 &amp; 06/12 = 2 issues</li> <li>• InMaricopa (Web) 300 X 250 Ad: 3/12, 4/12, 5/12 &amp; 6/12 = 140,032 impressions, 222 clicks</li> <li>• InMaricopa (Web) 728 X 90 Ad: 3/12, 4/12, 5/12 &amp; 6/12 = 267,845 impressions, 124 clicks</li> </ul>	3/12/12 - 8/1/12
<b>Modify City Signage:</b> signs at front desk noticing upcoming change	4/15/12
<b>Informational Postcard:</b> <ul style="list-style-type: none"> <li>• Designed and distributed at Neighborhood Days, March 24; Salsa Festival, March 31; City Complex Groundbreaking, April 21; Great American Barbecue, July 4</li> <li>• At City Hall front desk, MUSD admin offices at Council meetings</li> <li>• Mailed to all customers in databases (vendors lists, any applicants via the City system, full business license list, all PRL registrants) – by 6/15</li> </ul>	Ready by 3/15/12
<b>MyMaricopa print newsletter:</b> Article on this change was the May issue cover story, mailed to every house in the City	6/1/12



# MARICOPA CITY HALL COMPLEX WEEKLY ACTIVITY REPORT








## EXECUTIVE SUMMARY

Last week's activities on the project: framed walls in Council Chamber, continued installing window trim, continued building CMU site walls, poured light pole bases, started framing hard lids on first floor, installed roof pavers on Police Station, started installing metal panels on south entrance of City Hall, continued taping drywall on 2nd level of City Hall, continued mechanical rough-in in City Hall, continued plumbing rough-in in Police Station, installed overhead coil grilles in City Hall lobby, continued installing stone on exterior wall of Council Chamber, and installed in-wall corbels.

### Construction Activities schedule for the week of 1/28/2013:

- Finish installing stone on Council Chamber's exterior wall
- Start hanging drywall in Council Chamber
- Paint sunshade steel and start setting sunshades
- Start hanging sheetrock in Police Station
- Continue mechanical rough-in in City Hall
- Complete plumbing rough-in in Police Station
- Finish pouring site light pole bases
- Continue building CMU site walls
- Start building west entrance storefront
- Continue taping on 2nd floor of City Hall
- Continue framing hard lids in City Hall
- Install smoke-screen insulation and caulking

## WEATHER

22	23	24	25	26	27	28
						
Hi 75°   Lo 30°	Hi 78°   Lo 28°	Hi 64°   Lo 44°	Hi 71°   Lo 50°	Hi 62°   Lo 46°	Hi 66°   Lo 55°	Hi 57°   Lo 46°
Precip: 0.0	Precip: 0.0	Precip: 0.0	Precip: 0.0	Precip: 0.74	Precip: 0.0	Precip: 0.0

### Past Week - Activities/Issues

Framed walls in Council Chamber	1/21-25/13
Continued building CMU site walls	1/21-25/13
Poured light pole bases	1/23-25/13
Continued installing window trim	1/21-25/13
Started framing hard lids on first floor	1/21-25/13
Installed roof pavers on Police Station	1/23/13
Started installing metal panels on south entrance of City Hall	1/22-25/13
Continued taping drywall on 2nd level of City Hall	1/21-25/13
Installed overhead coil grilles in City Hall lobby	1/23-25/13
Continued mechanical rough-in in City Hall	1/21-25/13
Continued plumbing rough-in in Police Station	1/21-25/13
Continued installing stone on exterior wall of Council Chamber	1/22-25/13
Installed in-wall corbels	1/24-25/13

### Upcoming Week - Activities/Issues

Finish installing stone on Council Chamber's exterior wall	1/28/13-2/1/13
Start hanging drywall in Council Chamber	1/28/13-2/1/13
Paint sunshade steel and start setting sunshades	1/28-30/13
Start hanging sheetrock in Police Station	1/28/13-2/1/13
Continue mechanical rough-in in City Hall	1/28/13-2/1/13
Complete plumbing rough-in in Police Station	1/28-29/13
Finish pouring site light pole bases	1/28/13-2/1/13
Continue building CMU site walls	1/28/13-2/1/13
Start building west entrance storefront	1/28/13-2/1/13
Continue taping on 2nd floor of City Hall	1/28/13-2/1/13
Continue framing hard lids in City Hall	1/28/13-2/1/13
Install smoke-screen insulation and caulking	1/28-30/13

<b>Contractor</b>	<b>Trade</b>	<b>Labor Performed</b>	<b>Manpower</b>
Okland Construction	Construction Manager	Project Oversight/Rough Framing	6
DP Electric	Electrician	Roughing in Electrical	14
Pete King	Framers/Drywallers	Framing, Rocking, & Taping	18
Total Metals	Metal Wall Panels	Installing Metal Panels	8
Foothills Fire Protection	Fire Sprinkler	Rough-in at City Hall	4
HACI	Plumbing	Plumbing Rough-In at Police	8
PKA	Inspector	Inspected Light Poles and Footings	1
HACI	HVAC	HVAC Rough-in at City Hall	8
Progressive Roofing	Roofers	Installed Pavers on Police	1
KT Fab	Glazing	Installed Frames and Glazing	8
Cisco	Excavator	Changed out Double Check Valve	1
Mesa Insulation	Insulators	Insulating Miscellaneous Areas	2
European Techniques	Millwork	Installed in Wall Corbels	1
Sandstorm	Concrete	Poured Footings and Light Poles	5
Sun Valley Masonry	Masons	Exterior Site Walls	5
TP Acoustics	Acoustic Walls & Ceilings	Installed Wall Panel Mock-up	2
DH Pace	Overhead Doors	Installed Overhead Doors in Lobby of City Hall	2
Norcon Industries	Operable Partitions	Field Verified Doors	3
AMEC	Tester	Tested Concrete Pours	1

## Safety

Temporary Construction Fencing Installed

Installed Caps on Vertical Rebar

Installed Swale Berms at Sewer Excavation to keep run-off from filling excavation

Flagged Excavation Trench with Red Caution Tape and Installed More Temp Fence Around this Area

Installed Safety Rails/Cables on 2nd Level of City Hall

Covered floor penetrations on 2nd Level of City Hall

Installed Covers Over Light Pole Holes

## Environment

Dust Permit in Place

Storm Water Permit In Place

Construction Water Meter Set

Water Trucks are Applying Water to Site to knock down dust

Council Chamber's Exterior Wall with Stone Installed



Concrete Footings for Retaining Wall on West Side of City Hall



CMU Site Wall for City Hall Parking



Overhead Coil Grilles in City Hall Lobby





# Poured Light Pole Bases for City Hall and Police Parking



# Chief Donald N. Pearce Fire Station No. 575



## Weekly Project Update

Report No. 12

Wednesday, January 30, 2013



City of Maricopa  
Project Manager: Brad Hinton



Client: Maricopa Fire Department  
Chief Wade Brannon



FCI Constructors, Inc.  
Project Manager: Keith Sabia



HDA Architects, LLC  
Project Manager: Bruce Scott, AIA



# Progress Summary and Upcoming Activities

## ■ Last Week (week of 1/21/13):

### Site Utilities:

- Completed trenching and placing conduits for main power, phone, and cable along Edison Road and on-site. Stubs to transformer location slurried and ready for pad.

### Building:

- Completed 4<sup>th</sup> masonry lift (18'-8") in Apparatus Bay and working on 5<sup>th</sup> lift. Completed 2<sup>nd</sup> and 3<sup>rd</sup> lift of the Community area(s).

## This Week (week of 1/28/13):

### Site Utilities:

- Waiting on SW Gas to place pipe in joint trench in order to backfill. Operation pushed back due to weather conditions.

### Building:

- Completing the 5<sup>th</sup> and final masonry lift of the Apparatus Bay. Completed 4<sup>th</sup> and final lift of the Community area(s).

## Building (Masonry)

South elevation of station with Living Qtrs topped out.



East elevation of station at the Community side.



## Building (Masonry)

North elevation of fire station.



West elevation of fire station  
(Living Qtrs topped out).





## Building (Masonry)

Deliver of Steel Trusses.



Ready to off-load steel trusses that are for Apparatus Bay.



## Building (Masonry)

Taking down scaffold at Community Area.



Scaffold removed at Community area / East Elevation.





# Schedule

## 3- Week Short Interim Schedule



WORK ITEMS:	Responsible Contractor	Jan-13							Feb-13							COMMENTS:				
		M 28	T 29	W 30	Th 31	F 1	S 2	Su 3	M 4	T 5	W 6	Th 7	F 8	S 9	Su 10		M 11	T 12	W 13	Th 14
<b>PROCUREMENT</b>																				
Owner/Architect/Contractor Meeting @ 10am					X							X							X	
Sub Coordination and Safety Meetings @ 10am				X						X							X			
<b>DIVISION No. 2</b>																				
Trench / Place / Backfill Sewerline	Cisco Excavation																			Need Testing
Trench / Place / Backfill Waterline & Fireline	Cisco Excavation																			Need Testing
Trench / Place / Backfill Primary/Telco from Edison Rd	Lafferty Electric	-	-	-	-	-			-	-	-	-	C							Waiting SW Gas to place pipe
Trench / Place / Backfill Storm Drainage Pipe	Cisco Excavation														B	X	X	X	C	
Dig Drywell	Torrent Resources														B	X	X	X	X	
Form/Pour Site Concrete Edison Road (curbs, sidewalks)	DWA Construction																			Week of 2/18/13
<b>DIVISION No. 4</b>																				
Erect Masonry Walls	G & G Enterprises	X	X	X	X	C														
<b>DIVISION No. 5</b>																				
Install Steel Columns	Amber Steel															B	X	X	X	Completed 1/25/13
Install Steel Joists, Metal Decking, Steel Canopies, etc	Amber Steel															B	X	X	X	X
<b>DIVISION No. 6</b>																				
Set Wood Framing (Glu-lams, ledger, TJIs, sheathing, etc)	RLS Carpentry								B	X	X	X	X		X	X	X	X	C	
<b>DIVISION No. 7</b>																				
Install Built-up Roofing	GR Taylor																			Week of 2/18/13
<b>DIVISION No. 8</b>																				
Cut in for skylights	Norcon Industries															X				
<b>DIVISION No. 15</b>																				
Rough-In (Masonry Lift Requirements as needed)	Mankel Mechanical																			Completed 1/25/13
Rough-In Roof drains, solar, roof penetrations, etc.	Mankel Mechanical														B	-	-	-	C	
Set condensate lines in block, layout duct penetrations,	Newgaard Mechanical																			Completed 1/25/13
Coordinate/set curbs, roof penetrations, etc.	Newgaard Mechanical														B	-	-	-	C	Week of 2/11/13
Rough-in ductwork	Newgaard Mechanical																	B	X	
Rough-in Fire Sprinklers	Maximum Fire																			Week of 2/18/13
<b>DIVISION No. 16</b>																				
Rough-In (Masonry Lift Requirements)	Lafferty Electric	X	X	C																
Rough-In on block/fur-outs, set panels/cans, etc.	Lafferty Electric	X	X	X	X	X			X	X	X	X	X		X	X	X	X	X	

(B)=Begin      (X)=Activity      (-)=Intermittent      (P)=Pour      (C)=Complete      (WD)=Weather Delay  
 Owner: City of Maricopa Fire Department      Project Name: Maricopa Fire Station #575      Issue Date: January 30, 2013  
 Location: 45695 W. Edison Rd, Maricopa, AZ 85138      Project No.: 20-12-009      By: Jason Alvarado