

**Memorandum**

**Memorandum No: 23-126**

**Date:** March 31, 2023  
**To:** Honorable Mayor and City Council  
**From:** Ryan Henderson, Interim City Manager   
**Re:** Municipal Complex Restoration and Parking Lot Expansion Update

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**Municipal Complex**

Restoration to the Municipal Complex is underway. On the first floor, new flooring has been added to the west hallway and entry ways leading to Parks and Recreation and Development Services. The Parks and Recreation suite has been completed. Ceiling tiles within the Development Services department have been fully replaced. The walls within the west staircase have been repaired. On the second floor, the repairs within the Human Resources and Communications suite have been completed. The flooring and trim has been replaced within the staff breakroom, IT hallway, and wellness room. The upstairs bathrooms are back online. The counter in the wellness room has been replaced. Major areas of focus moving forward will be the Development Services suite and the IT offices. Ultimately, we are looking at an end date of April 10 for close out of the project to wrap up.

**Parking Lot Expansion**

There will be a pre-construction meeting for the parking lot expansion on April 3 and construction will mobilize that week. Demolition will begin the week of April 10. Concrete is anticipated to be poured beginning on May 22. The project is anticipated to be fully completed by June 20.

Attachments:

- Exhibit 1 – Municipal Complex Interior Restoration Schedule**
- Exhibit 2 – Municipal Complex Project First On-Site Report March 25**
- Exhibit 3 – Municipal Complex Workday Closeout Report March 25**
- Exhibit 4 – Parking Lot Expansion Project Schedule**

- c. Greg Peters, Interim Assistant City Manager  
Taylor Lough, Assistant City Manager  
Carrie Land, City Secretary  
Clark McCoy, City Attorney  
Management Team

# Exhibit 1

## Municipal Complex Interior Restoration Schedule

Projected schedule is as follows:

02/27 - 03/06	Tape/mud/float/texture
03/06 - 03/20	Paint/ceiling tiles/cabinets/tops/electrical
03/20 - 04/03	Flooring/molding/trim
04/03 - 04/10	Final finish/punch-list/close out
04/10 - 04/17	Cleaning/contents moved back into place

Note: Materials and trades schedule may cause a progress change but are currently not an issue.

Dalworth is to be notified at least two weeks in advance to schedule content pack-in.

Note: Additional work being performed by Big Fish Construction has no bearing on the current loss project and will not affect the progress or scheduling.



## Project First On-Site Report

**Anna: Damage to Anna City Hall (ID 139)**

Mickey Hendrickson | 3/25/2023

### Project and Weather Information

<b>Related Claim</b>	PR184094 - Anna: Water Damage to City Hall (ID 139)
<b>Project Name</b>	Anna: Damage to Anna City Hall (ID 139)
<b>Project Address</b>	120 W 7th St, Anna, TX, 75409
<b>Project Manager   Phone   Email</b>	Mickey Hendrickson   352-292-5379   mhendrickson@synergynds.com
<b>PM On-Site?</b>	Yes
<b>Report Start Time   End Time</b>	3/25/2023 8:38:42 AM   3/25/2023 8:52:56 AM

### Weather Information

<b>Is Weather Affecting Job Site?</b>	No
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### Exterior Jobsite Conditions

<b>Are Exterior Job Site Conditions Conducive to Safe/Quality Work Day?</b>	Yes
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### Interior Jobsite Conditions

<b>Are Interior Job Site Conditions Conducive to Safe/Quality Work Day?</b>	Yes
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### Planned Work Activities & Additional Resources

<b>Are there Planned Work Activities, Material or Equipment Deliveries?</b>	Yes
<b>Summary of Planned Workday Activities</b>	Sheetrock repairs, painting & punch-list
<b>Additional Resources Needed?</b>	No

## Exterior Jobsite Photos

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Exterior Site Photo 1

Construction entrance



Exterior Site Photo 2

Main entrance

## Interior Jobsite Photos

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Interior Site Photo 1

Level one containment



Interior Site Photo 2

Development Services area

## Interior Jobsite Photos

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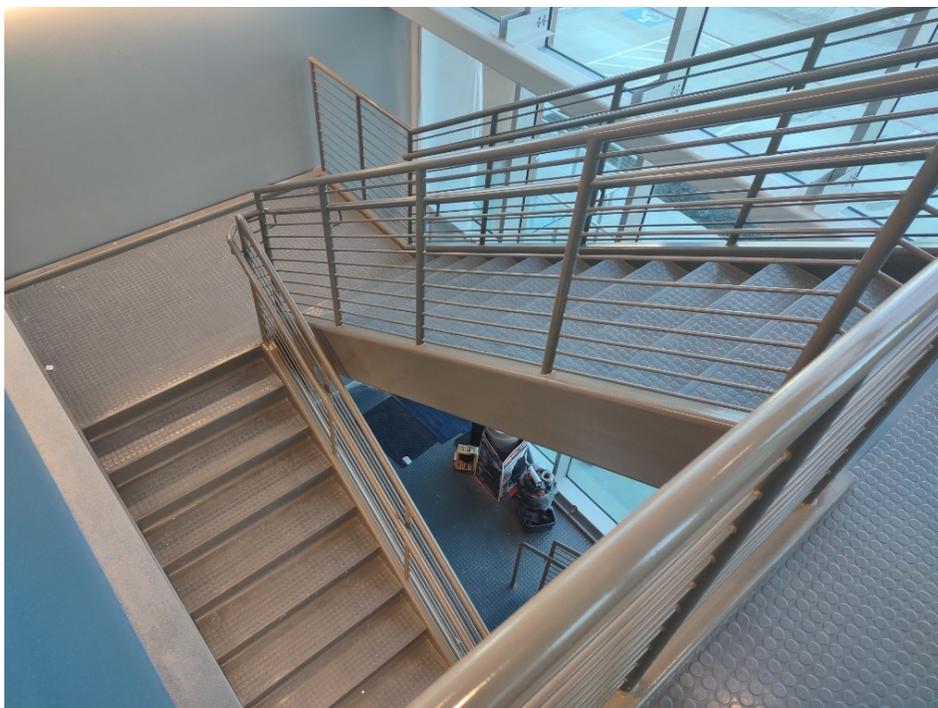
Interior Site Photo 3

Reception area



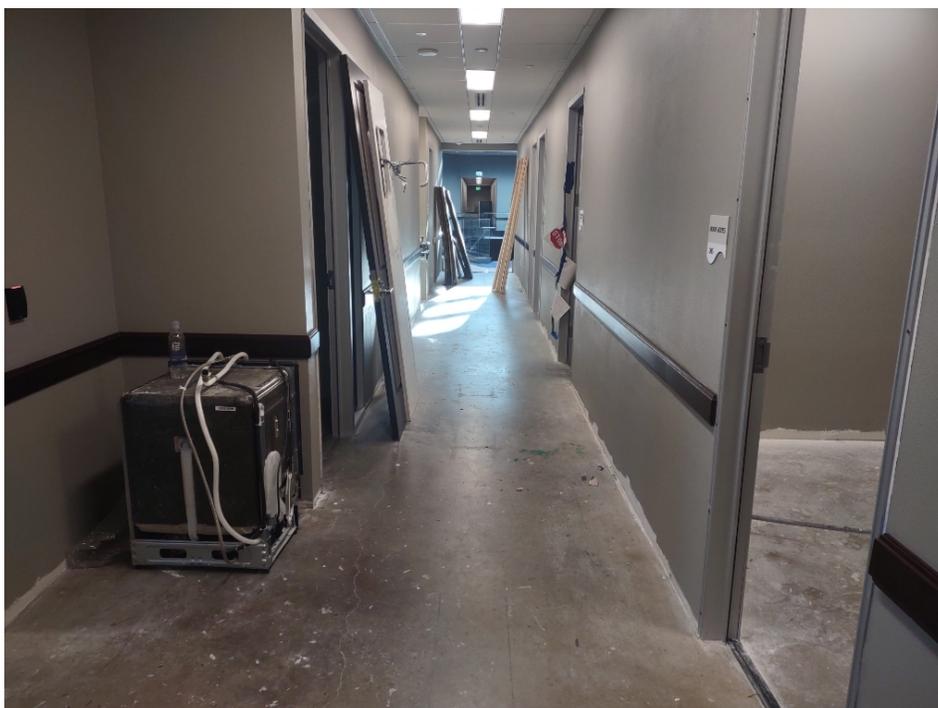
Interior Site Photo 4

Level one hallway



Interior Site Photo 5

Construction stairwell



Interior Site Photo 6

Level two hallway



Interior Site Photo 7

Breakroom



Interior Site Photo 8

Level two corridor



## Workday Closeout Report

**Anna: Damage to Anna City Hall (ID 139)**

**Mickey Hendrickson | 3/25/2023**

### Project Information

<b>Related Claim</b>	PR184094 - Anna: Water Damage to City Hall (ID 139)
<b>Project Name</b>	Anna: Damage to Anna City Hall (ID 139)
<b>Project Address</b>	120 W 7th St, Anna, TX, 75409
<b>Project Manager   Phone   Email</b>	Mickey Hendrickson   352-292-5379   mhendrickson@synergynds.com
<b>PM On-Site?</b>	Yes
<b>Report Start Time   End Time</b>	3/25/2023 12:18:00 PM   3/25/2023 12:23:37 PM

### Daily Activities Summary

<b>Summary of Daily Activities</b>	Flooring, sheetrock repairs and punch-list
<b>Meetings or Conference Calls?</b>	No
<b>Site Issues or Incidents?</b>	No
<b>Any Unresolved Issues?</b>	No

## End of Day Project Progress Photos

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**End of Day Project Progress Photo 1**

Door trim touch-up



**End of Day Project Progress Photo 2**

Level one hallway repairs

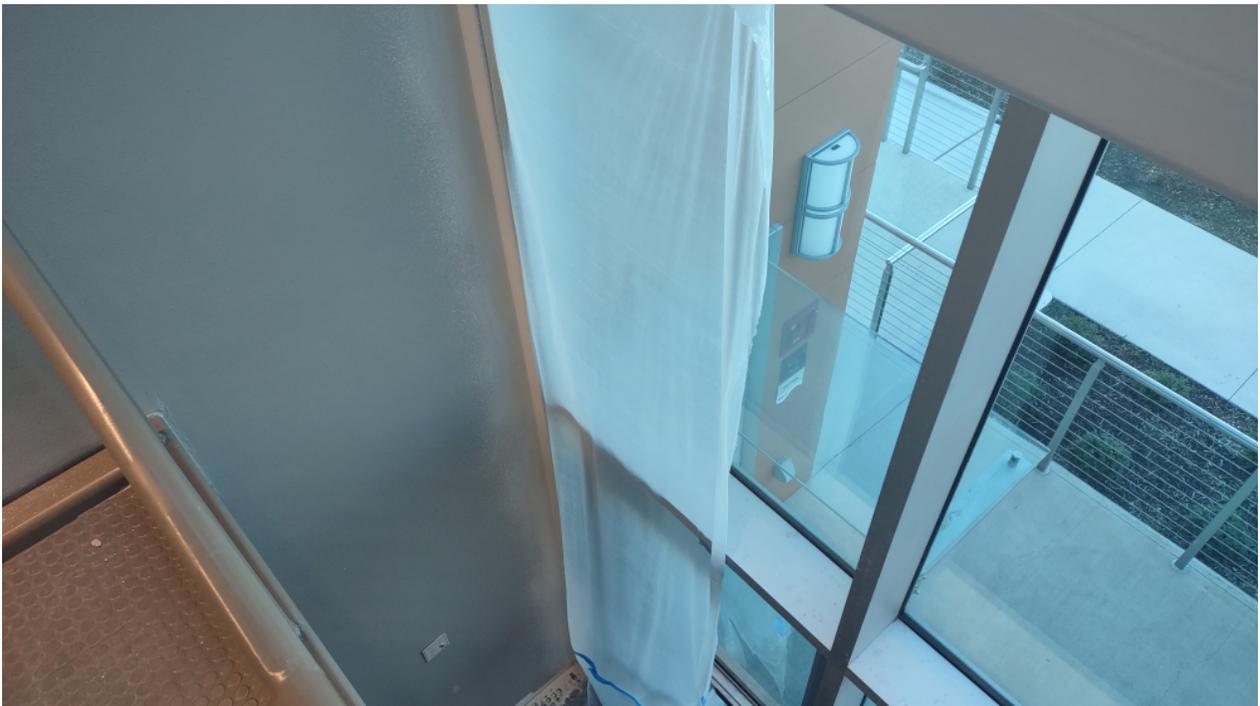
## End of Day Project Progress Photos

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**End of Day Project Progress Photo 3**

Stairwell walls repaired



**End of Day Project Progress Photo 4**

West storefront sheetrock repairs

## End of Day Project Progress Photos

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End of Day Project Progress Photo 5

Cabinet molding repairs



End of Day Project Progress Photo 6

#238 flooring completed

## End of Day Project Progress Photos

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**End of Day Project Progress Photo 7**

Human Resource area completed



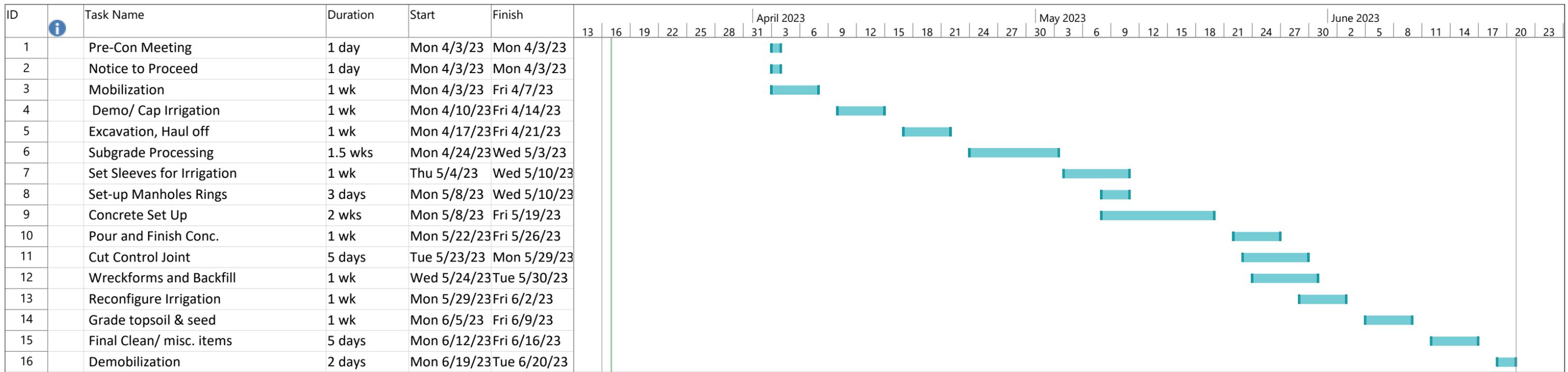
**End of Day Project Progress Photo 8**

Ceiling tiles replaced

## Workday Closeout Notes & Next Actions

<b>Summary of Project Status/Scoping/Budgets</b>	Crew will complete painting, flooring, ceiling tiles, plumbing and punch-list next week. Carpet installation scheduled for the 3rd.
<b>Next Planned PM Workday</b>	3/27/2023
<b>Next Planned PM Workday Description</b>	Sheetrock, painting, flooring punch-list
<b>Daily Project Report Conclusion</b>	Flooring, sheetrock repairs and punch-list

Exhibit 4 - Parking Lot Expansion Project Schedule



Project: Project1  
Date: Fri 3/17/23

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			