

Implementation Steps Worksheet

Strategic Direction		Accomplishment/ Action Title	
<p>Intent: (why)</p> <p>CITY HALL</p>		Start Date	End Date
<p>Implementation Steps (how)</p>		When	Where
<p>1. COMPLETE NEEDS ASSESSMENT</p>		2020 - COMPLETED	\$7500
<p>2. COMPLETE SITE ASSESSMENT</p>		2024 - COMPLETED	\$13,175
<p>3. ^{REVIEW +} SELECT OPTION (REMODEL/EXPANSION VS. NEW CONSR)</p>		OCT. 2024	
<p>4. COMPLETE PRELIMINARY BLDG/SITE (25% DESIGN)</p>		A(1) PREPARE RFP - NOV/DEC 2024	
<p>5. A) RFP FOR PROFESSIONAL SERVICES</p>		A(2) SOLICIT/ELECT; DEC/JAN 2024	
<p>B) OBTAIN 25% DESIGN/COST UPDATE</p>		B FEB. - JUN 2025	\$350-400K
<p>C) COMPLETE USES/SOURCES FOR PROJECT</p>		C 60 DAYS AFTER COMPLETION OF 25% PLANS	
<p>5. ORDER PROJECT</p>		A. REMAINDER OF 2025	
<p>A) COMPLETE DESIGN</p>		B. LATE 2025/EARLY 2024	
<p>B) BIDD PROJECT</p>		C. 2026/2027	
<p>C) CONSTRUCTION</p>			
Coordinator	Collaborators/ partners	Budget	Next Meeting Date
Team Members	Evaluation Measures		