

PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community .

Lead Department:	Administration – Finance – UB Planning
City Council Goal / Tactic:	Goal 3 – Maintain Safe/Inviting Public Services & Facilities
Project Summary:	Redo front façade of Utility Billing and Court Department (known as Bennet Building)
Estimated Completion:	June 2021

ACTION PLAN

1. Background of Project:

- UB went through a complete interior remodel. Court went through small interior remodel. UB remodel involved redoing HVAC and changing drop ceiling that involved tearing out old HVAC that went into front windows, causing a need for replacement.
- Exterior changes to buildings within the Riverfront District require review by the Historic Landmarks Commission. The window replacement was not on the original Building Permit. Work stopped when the Historic Landmarks Commission reviewed the proposal (including the window replacement) and made a recommendation to redo the windows and incorporate historic accuracy into the full design of the future façade changes
- The Planning Department reached out to an architectural firm with historic preservation expertise (Arciform) to re-design the front façade of the building, including the windows. This firm is unique in that they do the design and build out in house, as opposed to just design services.

2. Current Status of Project:

- The Personal Services Agreement with Arciform was approved at the September 16, 2020 Council meeting to complete develop two options (Plan A & Plan B) for the façade based on the as-built sketches and feedback provided at a Project Team Meeting.
- Phase I, which includes all new storefront and all new transom windows was approved by City Council.
- Building Permit was received in May 2021.
- Windows are being fabricated and anticipated to be installed in May/June 2021.
- Staff will re-visit the remainder of the façade work (Phase II) when other interior work is considered.

3. Strategic Steps to Accomplish Project:

- Arciform to deliver and install the windows in May/June 2021.

4. Estimated Cost of Project:

- The cost for the design services will range from \$4,500 to \$6,500.
- The cost for the window fabrication, delivery, and install is \$40,487.

5. Barriers to Complete:

- None at this time.

Updated by JD on 04/08/21