

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:	Planning
City Council Goal / Tactic:	Livable & Safe Community / Community Development Block Grant – Columbia Pacific Food Bank Renovation
Project Summary:	Grant management of the Community Development Block Grant for Columbia Pacific Food Bank's relocation
Estimated Completion:	December 2021

ACTION PLAN

1. Background of Project:

- The City applied and received a \$1.5 million grant award from the state of Oregon's Community Development Block Grant program at the request and behalf of the Columbia Pacific Food Bank in January 2019. The Food Bank is moving from their inadequate and small location on Milton Way to the former Columbia Feed & Seed building on Columbia Blvd. The City is managing the grant funds and involved in the design and construction of the project.

2. Current Status of Project:

- The construction contract was awarded to JH Kelly, who has begun demolition work. Structural, plumbing, and mechanical permits were issued. JH Kelly is in the process of preparing their electrical permit. Construction schedule states completion by October 2021. The CDBG Program requires that the project be completed by December 2021.

3. Strategic Steps to Accomplish Project:

- JH Kelly will continue to work through the construction schedule. Project team will work to address any unanticipated issues that may come up during construction.

4. Estimated Cost of Project:

- \$1.6 million

5. Barriers to Complete:

- None at this time.

Updated by JD 04/08/21.