

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:	Library
City Council Goal / Tactic:	Goal 3 – Livable and Safe Community
Project Summary:	Columbia Center Improvements – Building Updates – Phase I
Estimated Completion:	Completed

ACTION PLAN

1. Background of Project:

- The public areas of the Columbia Center have been heavily used since the building was built and the floor coverings had not been replaced in 24 years. This project was originally planned for FY20/21 but the closure due to the pandemic provided a rare opportunity to accomplish this work.

2. Current Status of Project:

- The public areas of the Columbia Center – Armstrong Room, auditorium, lobby, and restrooms – have been painted and had their flooring replaced.
- Non-working lighting fixtures in one small office area were updated with LED fixtures.
- Chair rails were added in the lobby to prevent damage to the walls.
- Unused dispensers were removed from bathrooms and sheetrock was replaced.
- Additional steps were added in the auditorium to facilitate exiting.
- The seating and the drapes in the auditorium will be re-installed after concerns about COVID-19 have subsided. Chairs that are easily cleaned and can be placed at a 6' separation will be used in the meantime.

3. Strategic Steps to Accomplish Project:

- Project Completed – Phase I
- Phase II of Columbia Center Improvements will include replacement of the upholstered furniture that is original to the building.

4. Cost of Project:

- \$25,103 – flooring, paint, lighting
 - \$22,293 from the Library Facility Fund
 - \$2,810 from the Library's FY19/20 General Fund Budget

5. Barriers to Complete:

- None