URM Retrofit Team

Project Work Plan - September 2015

		Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct
City URM Core Team						2016									
Meeting management (agendas, minutes, follow-up on questions)	PBEM														
Develop and maintain project website including background materials, minutes, agendas, etc.	PBEM														
Identify stakeholders / develop contact list, include. policy committee and other interested parties	All														
Develop public outreach plan for policy cmte / leading to Council	PBEM/All														
Perform public outreach activities/events	PBEM														
Press release / media event	PBEM/Al														
Author report / cover materials to Council	PBEM														
Memo /presentations to DRAC, Landmarks, Design, PSC	PBEM/Al														
Council presentation(s)	PBEM/Al														
Policy Committee															
Confirm members	PBEM/All														
Confirm meetings dates, locations	PBEM														
Meeting management (agendas, minutes, website, follow-up on questions)	PBEM														
Develop presentations, draft policies and codes for review (PBEM)	PBEM														
Meeting #1: Overview: risk, current code, technical recommendations, project charge & timeline	PBEM/ALL														
Meeting #2: Thresholds & Standards. Which buildings? When? To what standards?	PBEM/BDS														
Meeting #3: Financing - costs? Incentives? Eligibility for program participation?	PBEM/PDC														
Meeting #4: Non-monetary incentives - placarding? Tenant notification? Legislative strategies and other.	PBEM														
Meeting #5: Timeline, enforcement, penalties, and appeals.	PBEM														
Meeting #6: Review report and hear extended public comment.	PBEM														
Meeting #7: Finalize report.	PBEM														
Public meetings / accept comment	PBEM														