



LEGEND:

- = FIELD WORK
 ■ = WORK IN PROGRESS
 ■ = MEETING/EVENT
 ■ = DELIVERABLE

Meeting/Event

- A = Project Initiation Mtg (1st Steering Cmte Mtg)
- B = Review Study Area w Steering Committee
- C = 2nd Steering Cmte Mtg to Review 2E (Task 2) PPT & Draft Report
- D = First Public Forum
- E = Library Organization
- F = Millyard Association
- G = Downtown Improvement Committee
- H = 3rd Steering Cmte Mtg to Review 3R (Task 3 PPT) & 3S (Task 3 Report)
- I = 4th Steering Cmte Mtg to Review 4D (Task 4 Report)
- J = 5th Steering Cmte Mtg to Review 5B (Plan PPT) & 2nd Survey draft

Target Dates

- 9/9 @ 10.00 am
- 9/9 @ 11.30 am
- 10/18 @ TBD
- 10/20 @ 7.00-9.00 pm
- 10/5 @ 7.00 pm
- 10/6 @ 6.00 pm
- 10/8 @ 7.45 am
- 11/12 @ 10.00 am
- 12/2 @ 10.00 am
- 12/17 @ TBD

Deliverable

- 1 = Email describing basis for selection and listing of communities (also included in 2E)
- 2 = Bi-weekly press statements regarding project activities, progress, special events, etc.
- 3 = Draft 1st Public Forum flyers & press release to the City for Review
- 4 = Technical Memorandum & PPT of results from Tasks 1B, 1D, & 2A-D
- 5 = Draft 1st Survey (for review w/ Steering Committee)
- 6 = 1st Public Forum meeting materials and meeting summary narrative
- 7 = Email narratives summarizing meetings C, D, E (also included in 5G)
- 8 = Memorandum summarizing survey results (to be included in 5G)
- 9 = Draft Task 3 (Operations Assessment) PPT (to be reviewed at 3rd Steering Cmte Mtg)
- 10 = Draft Task 3 (Operations Assessment) Report (to be reviewed at 3rd Steering Cmte Mtg)
- 11 = Task 4 (Future Needs Assessment) Draft Report
- 12 = Task 5 (Final Plan) Draft PPT
- 13 = Draft 2nd Public Forum flyers & press release to the City for Review
- 14 = Draft 2nd Survey (for review w/ Steering Committee)

Deadline

- 09/13/21
- Mutiple
- 09/27/21
- 10/07/21
- 10/06/21
- 10/25/21
- 10/15/21
- 11/08/21
- 11/01/21
- 11/08/21
- 11/29/21
- 12/15/21
- 12/15/21
- 12/15/21

Notes:

- 1 = Physical inventory to be conducted Sunday, 8/26
- 2 = Orientation for field workers scheduled for Town Hall, 2-4 pm
- 3 = Weekday counts to occur 11a-1p & 5p-8p
- 4 = Weekend counts to occur on 10/2, 11a-1p & 5p-8p

Task #	Description	Christmas Holiday										January (2022)										February (2021)																													
		Week 16					Week 17					Week 18					Week 19					Week 20					Week 21					Week 22					Week 23					Week 24					Week 25				
		20	21	22	23	24	27	28	29	30	31	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25
1A	Kick-Off Meeting	[Red]										[Blue]										[Red]																													
1B	Study Area Definition Meeting	[Red]										[Blue]										[Red]																													
1C	Stakeholder Outreach	[Red]										[Blue]										[Red]																													
1D	Comparable Communities List	[Red]										[Blue]										[Red]																													
1E	Public Media Outreach	[Red]										[Blue]										[Red]																													
2A	Parking Supply Inventory	[Red]										[Blue]										[Red]																													
2B	Parking Occupancy Survey	[Red]										[Blue]										[Red]																													
2C	License Plate Inventories	[Red]										[Blue]										[Red]																													
2D	Zoning Assessment	[Red]										[Blue]										[Red]																													
2E	Existing Conditions Assessment	[Red]										[Blue]										[Red]																													
2F	First Public Forum	[Red]										[Blue]										[Red]																													
2G	First Survey	[Red]										[Blue]										[Red]																													
2H	First Public Forum Media Materials	[Red]										[Blue]										[Red]																													
3A	City Personnel Interviews	[Red]										[Blue]										[Red]																													
3B	Policies/SOPs/NRO Review & Analysis	[Red]										[Blue]										[Red]																													
3C	Operational Review (General Maint.)	[Red]										[Blue]										[Red]																													
3D	Operational Review (Enforcement)	[Red]										[Blue]										[Red]																													
3E	Fee/Fines Comparisons	[Red]										[Blue]										[Red]																													
3F	Ticket Adjudication	[Red]										[Blue]										[Red]																													
3G	Citation Process	[Red]										[Blue]										[Red]																													
3H	Parking Permit Issuance/Management	[Red]										[Blue]										[Red]																													
3I	Facility Maint. Program Evaluation	[Red]										[Blue]										[Red]																													
3J	Equipment Maint. Program Evaluation	[Red]										[Blue]										[Red]																													
3K	Staff Training Evaluation	[Red]										[Blue]										[Red]																													
3L	Collaboration w/ Other Agencies	[Red]										[Blue]										[Red]																													
3M	Evaluation of Public Communication	[Red]										[Blue]										[Red]																													
3N	Permit Rates for On/Off Street Parking	[Red]										[Blue]										[Red]																													
3O	Snow Emergency Evaluation	[Red]										[Blue]										[Red]																													
3P	Transient Rates for On/Off Street Pkg	[Red]										[Blue]										[Red]																													
3Q	Cost/Benefit Assessment	[Red]										[Blue]										[Red]																													
3R	PPT Summary	[Red]										[Blue]										[Red]																													
3S	Task Report	[Red]										[Blue]										[Red]																													
3T	Review Session	[Red]										[Blue]										[Red]																													
4A	Develop Parking Demand Model	[Red]										[Blue]										[Red]																													
4B	Develop Emerging Developments	[Red]										[Blue]										[Red]																													
4C	Model Future Demand (+10 years)	[Red]										[Blue]										[Red]																													
4D	Task Report	[Red]										[Blue]										[Red]																													
4E	Review Session	[Red]										[Blue]										[Red]																													
5A	Strategy Development	[Red]										[Blue]										[Red]																													
5B	Create PPT Version (Whole Report)	[Red]										[Blue]										[Red]																													
5C	Second Public Forum Media Materials	[Red]										[Blue]										[Red]																													
5D	Second Public Forum	[Red]										[Blue]										[Red]																													
5E	Second Survey	[Red]										[Blue]										[Red]																													
5F	Implementation Plan	[Red]										[Blue]										[Red]																													
5G	Formal Draft Report	[Red]										[Blue]										[Red]																													
5H	Final Report Media Materials	[Red]										[Blue]										[Red]																													
5I	Report Presentation	[Red]										[Blue]										[Red]																													
5J	Final Report	[Red]										[Blue]										[Red]																													

LEGEND:

- [Green] = FIELD WORK
- [Yellow] = WORK IN PROGRESS
- [Red] = MEETING/EVENT
- [Blue] = DELIVERABLE

Meeting/Event	Target Dates	Deliverable	Deadline
K = Second Public Forum	1/5/22 @ 7.00-9.00 pm	2 = Bi-weekly press statements regarding project activities, progress, special events, etc.	Mutliple
L = 6th Steering Cmte Mtg to 2nd Survey Results & Implemenation Plan	1/13/22 @ TBD	15 = 2nd Public Forum meeting materials and meeting summary narrative	01/10/22
M = 7th Steering Cmte Mtg to Review 5G (Draft Final Report)	2/14/22 @ 10.00 am	16 = Memorandum summarizing survey results (to be included in 5G)	01/28/22
N = Report Presentation to Mayor/Alderman	2/22/2022 @ 7.30 pm	17 = Draft Implementation Plan	02/03/22
		18 = Draft Final Report (5G)	02/09/22
		19 = Draft Final Presentation flyers & press release to the City for Review	02/09/22
		20 = Revised Draft Final Report for posting on City's website	02/17/22
		21 = Final Presentation PPT and meeting minutes	02/24/22
		22 = Final Report (hard and electronic copies)****	02/25/22