



OCTOBER 2019 STATUS UPDATE

Task 1: Project Initiation & Management

- Engaged in project initiation efforts such as finalization of the scope and budget, and preparation for Kick-Off Meeting with City.
- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

Task 2: Needs Assessment

- Reviewed the 2017 Growth Policy.
- Began collecting base information.

Task 3: Growth Policy Update

- No tasks this period.

Task 4: Growth Policy Review & Adoption

- No tasks this period.

Task 5: Public Involvement & Meetings

- Began preparation for Kick-Off meeting with the City.
- Began preparation for stakeholder interviews.
- Began preparation for presentation to Commission.
- Initiated branding process such as developing a color scheme and documentation templates.



NOVEMBER 2019 STATUS UPDATE

Task 1: Project Initiation & Management

- Prepared for, facilitated, and followed-up on the Kick Off meeting between the Project Team and City.
- Participated in the tour of Livingston and the extraterritorial area.
- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

Task 2: Needs Assessment

- Continued collecting base information.

Task 3: Growth Policy Update

- No tasks this period.

Task 4: Growth Policy Review & Adoption

- No tasks this period.

Task 5: Public Involvement & Meetings

- Prepared for, facilitated, and followed-up on the stakeholder interviews (“Listening Sessions”).
- Prepared for and delivered project initiation presentation to Commission.
- Developed a color scheme and documentation templates for the project.
- Established process and file structure for recording and responding to public comments.
- Built the project website.
- Began drafting the survey.
- Scheduled the first community meeting for January 28, 2020.



DECEMBER 2019 STATUS UPDATE

Task 1: Project Initiation & Management

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

Task 2: Needs Assessment

- Continued collecting base information.

Task 3: Growth Policy Update

- Began drafting the outline of the Growth Policy document.

Task 4: Growth Policy Review & Adoption

- No tasks this period.

Task 5: Public Involvement & Meetings

- Published the survey for public opinion on priorities for the Growth Policy. Coordinated with the City to promote the survey via multi-media.
- Scheduled a Lunch & Learn meeting with City Boards and Commissions for January 29, 2020.
- Managed public comments received via project website.
- Completed regular updating of project website.



JANUARY 2020 STATUS UPDATE

Task 1: Project Initiation & Management

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

Task 2: Needs Assessment

- Continued collecting base information.
- Began analyzing base information.

Task 3: Growth Policy Update

- Finalized draft outline of the Growth Policy document.

Task 4: Growth Policy Review & Adoption

- No tasks this period.

Task 5: Public Involvement & Meetings

- Prepared for and facilitated the January 28th Community Meeting.
- Prepared for and facilitated the January 29th Lunch & Learn for City Boards and Committees.
- Ran an initial analysis of electronically-submitted survey results.
- Managed public comments received via project website.
- Completed regular updating of project website.



FEBRUARY 2020 STATUS UPDATE

Task 1: Project Initiation & Management

- Participated in Quarterly Call with City staff.
- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

Task 2: Needs Assessment

- Continued data collection.
- Continued analyzing base information.
- Began drafting the Existing Conditions component of the Growth Policy document.

Task 3: Growth Policy Update

- Finalized draft outline of the Growth Policy document.

Task 4: Growth Policy Review & Adoption

- No tasks this period.

Task 5: Public Involvement & Meetings

- Conducted follow-up tasks related to the January 28th Community Meeting.
- Conducted follow-up tasks related to the January 29th Lunch & Learn for City Boards and Committees.
- Assisted the City with preparations for a booth at two community events in order to collect survey responses.
- Closed the public opinion survey, tabulated paper survey responses, and began to analyze the results.
- Began to plan for the next Community Meeting anticipated for summer 2020.
- Managed public comments received via project website.
- Completed regular updating of project website.



MARCH 2020 STATUS UPDATE

Task 1: Project Initiation & Management

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

Task 2: Needs Assessment

- Continued data collection.
- Continued analyzing base information.
- Continued drafting the Existing Conditions component of the Growth Policy document.
- Began developing goals and objectives.

Task 3: Growth Policy Update

- Began developing the Growth Policy template.

Task 4: Growth Policy Review & Adoption

- No tasks this period.

Task 5: Public Involvement & Meetings

- Completed entry of paper survey results.
- Analyzed the survey results and prepared a summary report for public consumption.
- Analyzed the visual preference survey results.
- Continued to plan for the next Community Meeting anticipated for summer 2020.
- Managed public comments received via project website.



APRIL 2020 STATUS UPDATE

Task 1: Project Initiation & Management

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

Task 2: Needs Assessment

- Continued data collection.
- Continued analyzing base information.
- Continued drafting the Existing Conditions component of the Growth Policy document.
- Continued developing goals and objectives.

Task 3: Growth Policy Update

- Completed developing the Growth Policy document template.

Task 4: Growth Policy Review & Adoption

- No tasks this period.

Task 5: Public Involvement & Meetings

- Managed public comments received via project website.
- Updated project website to include monthly progress reports.



MAY 2020 STATUS UPDATE

Task 1: Project Initiation & Management

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

Task 2: Needs Assessment

- Continued data collection.
- Continued analyzing base information.
- Completed the draft “Community Profile” existing conditions component of the Growth Policy document, and submitted to the City for review.
- Continued developing goals and objectives.

Task 3: Growth Policy Update

- Continued development of the Growth Policy outline.

Task 4: Growth Policy Review & Adoption

- No tasks this period.

Task 5: Public Involvement & Meetings

- Created and disseminated the online “community character” Mini-Survey.
- Began coordinating the next set of Community Meetings set for June 16, 2020. Managed public comments received via project website and direct communication with City.
- Updated project website.



JUNE 2020 STATUS UPDATE

Task 1: Project Initiation & Management

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

Task 2: Needs Assessment

- Continued data collection.
- Continued analyzing base information.
- Updated the “Community Profile” existing conditions component of the Growth Policy document per the City’s comments.
- Initiated assessment of the Extra-Territorial Jurisdiction.

Task 3: Growth Policy Update

- Continued developing goals and objectives.

Task 4: Growth Policy Review & Adoption

- No tasks this period.

Task 5: Public Involvement & Meetings

- Summarized the “community character” Mini-Survey.
- Prepared, facilitated, and documented the June 16th Community Meetings.
- Prepared the July 1st Virtual Community Meeting.
- Managed public comments received via project website and direct communication with City.
- Updated project website.



JULY 2020 STATUS UPDATE

Task 1: Project Initiation & Management

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

Task 2: Needs Assessment

- Continued data collection.
- Continued analyzing base information.
- Continued assessment of the Extra-Territorial Jurisdiction.

Task 3: Growth Policy Update

- Continued developing goals and objectives; began developing strategies.
- Began preparing the future land use map.
- Began reviewing and making recommendations regarding the zoning code and development regulations.

Task 4: Growth Policy Review & Adoption

- No tasks this period.

Task 5: Public Involvement & Meetings

- Updated project website.