

Safe Parking Pilot Outreach Timeline			
Task	Week	Lead	Notes
Outreach Plan Developed	1/8/19	DON	<ul style="list-style-type: none"> Community outreach plan runs from 1 week prior to Mayoral announcement to 4 weeks after opening or as needed. Prep work begins approx. four weeks before opening date.
Prepare Outreach Materials	1/9/19 - 1/31/19	HSD/DON	<ul style="list-style-type: none"> Develop outreach list. Develop flyer for canvass. Develop talk points/FAQ for early outreach calls and community meetings.
Community Leaders/Early Notice	2/26/19 – 3/1/19	HSD	<ul style="list-style-type: none"> Begin early outreach prior to announcement or any major site work. Call key community leaders, Council, key partners. Offer to attend existing community meetings within the next 30 days if wanted.
Mayoral Announcement or HSD Announcement	3/5/19	MO/HSD	<ul style="list-style-type: none"> Send announcement email to broader community list.
Ongoing Stakeholder Engagement	2/26/19 - 4/30/19	HSD/LIHI	<ul style="list-style-type: none"> Conduct canvass of immediate neighborhood with flyer including contact information (after announcement and before opening). City hosts community meeting the week of March 18 – March 22 Attend scheduled community group meetings. Continue through first 30 days following opening. Respond to questions and concerns as they arise.
Open Safe Lot	TBD (need input from MO)	HSD	<ul style="list-style-type: none"> Open