

**JONESBORO PARKS AND RECREATION MASTER PLAN
WORKING PROJECT SCHEDULE (10.02.2023)**

ACTIVITY/DELIVERABLE	MEETING OR DUE DATE	PROJECT TASK
Project Administration <ul style="list-style-type: none"> - Ongoing HA administrative activities - Prepare project work plan - Prepare public engagement plan 	Feb 2023	<i>1.1 (Project Initiation & Administration) & 2.1 (Public Outreach Preparation)</i>
Deliverables:		
<ul style="list-style-type: none"> - Communication between HA staff and Jonesboro staff - Project work plan memorandum - Public engagement plan memorandum 		
Pre-Planning and Background Information <ul style="list-style-type: none"> - Report / Plan template - Request for information from HA staff to Jonesboro staff - Documentation for plan review as provided by Jonesboro staff - Develop a base map - Demographic profile - Record of accomplishments - Establish Project Advisory Committee 	Feb – Mar 2023	<i>1.1 (Project Initiation & Administration) & 1.2 (Pre-Planning and Background Information)</i>
Kickoff Meeting and Tour (Trip #1, Day 1 of 2) <ul style="list-style-type: none"> - Project coordination meeting w/Jonesboro staff - Review work plan and engagement plan - Park property and facilities tour 	Mar 2, 2023	<i>1.1 (Project Initiation & Administration)</i>
Kickoff Meeting and Tour (Trip #1, Day 1 of 2) <ul style="list-style-type: none"> - Field review of indoor recreational facilities 	Mar 2, 2023	<i>5.1 (Kick Off Activities)</i>
Kickoff Meeting and Tour (Trip #1, Day 2 of 2) <ul style="list-style-type: none"> - Park property and facilities tour, continued 	Mar 3, 2023	<i>1.1 (Project Initiation & Administration)</i>
Deliverables:		
<ul style="list-style-type: none"> - Trip itinerary and meeting agenda 		
Public Outreach Preparation <ul style="list-style-type: none"> - Begin preparation of materials for conducting community outreach activities. 	Mar 2023	<i>2.1 (Public Outreach Preparation)</i>
Online Public Engagement Tool Preparation <ul style="list-style-type: none"> - Prepare draft city-wide survey and distribute for Jonesboro staff review - Prepare online mapping tool 	Mar 2023	<i>2.4 (Community Preference Survey) & 2.5 (Online Mapping Tool)</i>
Deliverables:		
<ul style="list-style-type: none"> - Draft of online survey - Online mapping tool 		
Focus Group Meetings (Trip #2, Day 1 & 2 of 2) <ul style="list-style-type: none"> - Up to four (4) meetings with key community representatives - Listening session format w/structured questions - Allot time for individual City Council interviews - Virtual meetings/participation as necessary 	Apr 13-14, 2023	<i>2.2 (Focus Group Meetings)</i>
Advisory Committee Meeting # 1(Trip #2, Day 1 of 2) <ul style="list-style-type: none"> - Project overview - Visioning work session 	Apr 13, 2023	<i>2.3 (Advisory Committee Meetings) & 3.1 (Vision Development)</i>
Facilities Workshop (Trip #2, Day 2 of 2) <ul style="list-style-type: none"> - Discuss indoor recreation goals and objectives (BRS) - In conjunction with Advisory Committee meeting #1 	Apr 12-13, 2023	<i>5.2 (Facilities Workshop)</i>

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Vision Development (Trip #2, Day 1 of 2) <ul style="list-style-type: none"> - Evaluation of previous goals and objectives - Develop draft of vision statement - In conjunction with Advisory Committee meeting #1 	Apr 12-13, 2023	3.1 (<i>Vision Development</i>)
Deliverables:		
<ul style="list-style-type: none"> - Meeting summaries 		
Parks System Assets <ul style="list-style-type: none"> - Classify parks and open spaces by type - Mapped and tabular inventory of park properties in the City and general vicinity 	Apr 2023	3.2 (<i>Parks System Assets</i>)
Parks and Recreation Organization <ul style="list-style-type: none"> - Collect inventory of parks and rec staff - Produce annual operating budget and expenditures by service area - Program inventory 	Apr 2023	3.3 (<i>Parks and Recreation Organization</i>)
Deliverables:		
<ul style="list-style-type: none"> - Inventory maps and tables 		
Interim Review Meeting #1 (Indoor Rec Facilities) <ul style="list-style-type: none"> - In conjunction with regularly scheduled bi-weekly call - Confirm market analysis assumptions regarding indoor rec service provider - Identify service gaps - Initial recommendations 	May 9 2023	5.3 (<i>Interim Review Meetings</i>)
Deliverables:		
<ul style="list-style-type: none"> - Summary of initial recommendations regarding the repair, renovation, and replacement of facilities 		
Initiate Public Outreach <ul style="list-style-type: none"> - Activate online public surveys and mapping tool - Materials for City-led distribution/advertisement - Advertise upcoming live public events - Prepare virtual meeting room materials (if applicable) 	Apr 2023	2 (<i>Community Outreach</i>)
Deliverables:		
<ul style="list-style-type: none"> - Online survey - Mapping Tool - Public advertisement materials 		
Public Meetings (Trip #3, Day 1 – 1 of 1) <ul style="list-style-type: none"> - Two (2) visioning open houses will be held, at various locations, to solicit preferences regarding public parks and recreational services. - Alternative (at city request) – Public information booths staffed by Halfp at two (2) different locations in the city. 	May 2023	2.6 (<i>Public Open Houses</i>)
Parks Condition Assessments (Trip #3, Day 1 of 1) <ul style="list-style-type: none"> - Park conditions assessment inventory - May occur as an independent trip 	May 2023	4.4 (<i>Conditions Assessment</i>)
Deliverables:		
<ul style="list-style-type: none"> - Staff and visioning meeting materials and summaries - Transferrable meeting materials (meetings-in-a-box) - Condition assessment technical memorandum 		

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Visioning Statement <ul style="list-style-type: none"> - Review of commission, survey, and town hall results - Develop new or modified list of vision statement 	Apr-May 2023	3.1 (<i>Vision Statement</i>)
Online Outreach Tasks <ul style="list-style-type: none"> - Compile online survey results - Online mapping tool results - Compile public meeting results 	June 2023	2.4 (<i>Community Preference Survey</i>) & 2.5 (<i>Online Mapping Tool</i>)
Deliverables <ul style="list-style-type: none"> - Plan narrative, tables, and maps - Summary of public outreach 		
Access Based Assessment <ul style="list-style-type: none"> - Calculate current level of service - Develop target level of service - Prepare a written summary of the gap analysis 	May-June 2023	4.1 (<i>Access-Based Assessment</i>)
Deliverables <ul style="list-style-type: none"> - Findings of access-based assessment - Findings of demand-based assessment - Consolidated memorandum 		
Advisory Committee Meeting #2 (Trip #4, Day 1 – 1 of 1) <ul style="list-style-type: none"> - Meet with advisory committee and present overview of preliminary master plan - Summary of public feedback - Access-based and demand-based assessment findings - Refined/final draft of vision statement - Service area gaps - Ongoing activities and next steps - Parks assessment 	June 2023	2.3 (<i>Advisory Committee</i>) & 4.3 (<i>Interim Findings</i>)
Deliverables: <ul style="list-style-type: none"> - Meeting materials and summary - Illustrative concept park plan 		
Conditions Assessment <ul style="list-style-type: none"> - Score and summarize conditions assessment forms - Determine where facility replacement and rehabilitation are most warranted 	June - July 2023	4.4 (<i>Conditions Assessment</i>)
Deliverables: <ul style="list-style-type: none"> - Conditions assessment technical memorandum 		
Advisory Committee Meeting #3 (Trip #5, Day 1 of 1) <ul style="list-style-type: none"> - Meet with advisory committee - Present recommendations for parks level of service - Present recommendations for investment program (near- and long-term improvements) - Present recommendations for policy program - Present recommendations for indoor recreation facility investments/enhancements (BRS) 	Aug 7 – 11, 2023	2.3 (<i>Advisory Committee Meeting</i>) & 4.7 (<i>Preliminary Work Program</i>)
Deliverables: <ul style="list-style-type: none"> - Meeting materials and summary - Consolidated draft of work program memorandum 		
Public Service Committee (Trip #5, Day 1 – 1 of 1) <ul style="list-style-type: none"> - Present preliminary findings to the Public Services Committee 	Aug 7 – 11 2023	4.3 (<i>Interim findings</i>)

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Deliverables		
<ul style="list-style-type: none"> - Meeting materials and summary - Illustrative concept park plan 		
Recreational Programming Assessment	Sept 29, 2023	4.5 (Recreational Programming Assessment)
<ul style="list-style-type: none"> - Overview of core programs - Age and lifecycle analysis - Cost recovery goal - Review of potential adjustments needed 		
Demand Based Assessment	Sept - Oct 2023	4.2 (Demand Based Assessment Assessment)
<ul style="list-style-type: none"> - Compile results of community outreach activities - Consolidate and provide written memorandum of the result 		
Interim Review Meeting #2 (Indoor Rec Facilities)	Sept - Oct 2023	5.3 (Interim Review Meetings)
<ul style="list-style-type: none"> - In conjunction with regularly scheduled bi-weekly call - Review of initial draft report - Commit to indoor recreation level of service vision and goals 		
Operations and Maintenance Assessment	Sept - Oct 2023	4.6 (Operations and Maintenance Assessment)
<ul style="list-style-type: none"> - Review operations data provided by Jonesboro staff 		
Deliverables:		
<ul style="list-style-type: none"> - Recreational programming assessment memorandum - Demand based assessment memorandum - Indoor recreation facilities memorandum - Operations and maintenance assessment memorandum 		
SDOH Accelerator Initiation (Trip A)	Oct 9-13, 2023	7.1 (Project Organization)
<ul style="list-style-type: none"> - Kickoff meeting with staff - Leadership Team Meeting #1 		
SDOH Focus Group Meetings (Trip A)	Oct 9 - 13, 2023	7.2 (Community Outreach)
<ul style="list-style-type: none"> - Conduct three (3) focus group meetings with organizations chosen by the City. 		
Deliverables:		
<ul style="list-style-type: none"> - Meeting materials and summary 		
SDOH Community Preference Survey Preparation	Oct 16-27, 2023	7.2 (Community Outreach)
<ul style="list-style-type: none"> - Prepare community survey - Prepare advertising graphic 		
SDOH Interested Parties Interviews	Oct 2023	7.2 (Community Outreach)
<ul style="list-style-type: none"> - Phone conversations or meeting during regularly scheduled trips. 		
SDOH Best Practice Field Study (Trip B)	Oct 16-27, 2023	7.3 (Baseline Evaluation)
<ul style="list-style-type: none"> - Local field trip with Leadership Team to see positive example of inclusive recreation. 		
Deliverables:		
<ul style="list-style-type: none"> - Community survey - Advertisement material - Trip itinerary - Focus group and interview summaries 		
SDOH Accessibility Tools and Review	Oct 16-Nov 3, 2023	7.3 (Baseline Evaluations)
<ul style="list-style-type: none"> - Prepare tools for park accessibility evaluations - Leadership Team Meeting #2 (Virtual) 		
SDOH Survey Distribution	Oct 30-Nov 3, 2023	7.2 (Community Outreach)
<ul style="list-style-type: none"> - Online survey tool - City to advertise 		

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Deliverables:		
<ul style="list-style-type: none"> - Trip itinerary - Meeting agenda and summary 		
SDOH Best Practice Field Study (TBD) (Trips C and D)	Nov 2023	<i>7.3 (Baseline Evaluation)</i>
<ul style="list-style-type: none"> - Field trips (2) with Leadership Team to see positive example of inclusive recreation. 		
Park Accessibility Evaluations (Trip E)	Nov 6-17, 2023	<i>7.3 (Baseline Evaluation)</i>
<ul style="list-style-type: none"> - Conduct park ADA accessibility assessment - Conduct walkshed evaluation 		
Deliverables:		
<ul style="list-style-type: none"> - Walkshed And accessibility assessment results 		
Recreational Amenity Demand Assessment	Nov 2023	<i>7.3 (Baseline Evaluation)</i>
<ul style="list-style-type: none"> - Present a series of recommendations on preferred inclusive recreational facilities, design considerations, and costs 		
SDOH Accessibility Tool Results and Review	Nov 27 – Dec 1, 2023	<i>7.3 (Baseline Evaluations)</i>
<ul style="list-style-type: none"> - Quantify baseline evaluation results - Prepare preliminary recommendations - Leadership Team Meeting #3 (Virtual) 		
Deliverables:		
<ul style="list-style-type: none"> - Trip itinerary - Meeting agenda and summary 		
Prepare Draft of Master Plan	Oct - Nov 2023	<i>6.2 (Final Public Meeting)</i>
<ul style="list-style-type: none"> - Summary plan draft for review - Technical plan draft for review 		
Advisory Committee Meeting #4 (Virtual)	Nov 2023	<i>2.3 (Advisory Committee Meeting & 6.3 (Master Plan Review and Approval)</i>
<ul style="list-style-type: none"> - Present plan for final comments to the advisory committee 		
Deliverables:		
<ul style="list-style-type: none"> - Meeting materials and summary - Summary plan draft - Technical plan draft 		
SDOH Accessibility Work Plan	Dec 2023	<i>7.4 (Strategic Planning)</i>
<ul style="list-style-type: none"> - Incorporate results of accessibility and walkshed assessments into a work program 		
SDOH Inclusive Recreation Priority Plan	Dec 2023	<i>7.4 (Strategic Planning)</i>
<ul style="list-style-type: none"> - Conceptual plans for two (2) existing priority parks - Incorporating plans into final report 		
Deliverables:		
<ul style="list-style-type: none"> - Prioritized projects - Conceptual Plans - Costs estimates - Report 		
Public Services Committee Meeting (Trip #6, Day 1 of 1)	Dec 2023	<i>6.3 (Master Plan Review and Approval)</i>
<ul style="list-style-type: none"> - Present plan to public services committee for referral 		
Public Meetings (Trip #6, Day 1 of 1)	Dec 2023	<i>2.6 (Public Meetings) & 6.1 (Final Public Meeting)</i>
<ul style="list-style-type: none"> - Present preliminary plan recommendations - Total of two (2) open houses will be conducted - Alternative (at city request) – Public information booths staffed by Halff at two (2) different locations in the city (during trip #5) 		
Post Electronic Copy for Citizen Review	Dec 2023	<i>6.3 (Master Plan Review and Approval)</i>
<ul style="list-style-type: none"> - Post draft 		

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- Gather feedback and update plan		
Deliverables:		
- Presentation materials and summary		
- Edits to Master Plan document		
City Review of Draft Plan	Jan 2-5, 2023	<i>6.3 (Master Plan Review and Approval)</i>
- Share final Master Plan for review		
- City staff review (2 weeks)		
- Consultant edits (2 weeks)		
SDOH Report Review	Jan 2- 5, 2023	<i>7.5 (Final Report)</i>
- Prepared full report for staff review		
- Leadership Team Meeting #4 (Virtual)		
Deliverables:		
- Presentation materials		
- Edited Master Plan document prior to and following Parks and Recreation Commission		
- Final concept park plans, illustrations, and perspectives		
City Council Review and Recommendations (Trip #7/Trip F, Day 1 of 1)	Jan 16, 2023	<i>6.3 (Master Plan Review and Approval) & 7.5 (Final Report)</i>
- City Council public hearing		
- PRMP review and adoption		
- SDOH Accelerator Plan adoption		
Deliverables:		
- Public hearing draft Master Plan document		
Plan Adoption and Final Delivery	Jan 2023	<i>6.4 (Plan Adoption and Final Delivery)</i>
- Submit Final Original Document		
- One electronic copy		
Deliverables:		
- Final Master Plan documents (physical and digital)		