

Steps	Timeframe	Responsible Parties	Cost	Revenue	Net
Draft signing plan	March 2012	- Community Development	< \$500		(\$500)
Meet with neighbors	April 2012	- Police Department			
Mark locations in field	May 2012	- Public Works			
Install signs					
Draft brochure	May 2012	- Planning Division	< \$500		(\$1,000)
Post information on website					
Meet with Business Association					
Visit employees door to door	June 2012				
Approach landowners	June 2012	- Planning Division	N/A		
Draft terms of agreement	July 2012				
Seek legal guidance	August 2012				
Draft signing plan	May 2012	- Community Development	< \$2,500		(\$3,500)
Place order for signs	June 2012	- Public Works			
Install signs	July 2012	- Police Department			
Change & advertise new fee	June 2012	- Planning Division (Parking Manager) - Police Department	N/A		
Prepare location and quantity plan	May 2012	- Planning Division (Parking Manager)	N/A		
Finalize cost/revenue estimate	June 2012	- Town Administrator			
Write bid specifications and advertise	July 2012				
Select vendor(s)	August 2012				
Conduct enforcement training	August 2012	- Selected Parking Vendor(s)	< \$2,500		(\$6,000)
Conduct collections training	September 2012	- Police Department			
Conduct maintenance training		- Planning Division (Parking Manager)			
Draft signing plan	June 2012	- Planning Division (Parking Manager)	< \$4,000		(\$10,000)
Place order for signs	July 2012	- Public Works			
Install signs	September 2012	- Selected Parking Vendor			
Vendor installs equipment	September 2012	- Public Works	~\$150,000/yr.	\$13,000	\$3,000
Volunteers trained		- Selected Parking Vendor(s)	(net surplus		
Informational brochures drafted		- Planning Division (Parking Manager)	~\$135,000)		
Equipment activated					
Education & forgiveness (2 weeks)					
Draft signing plan	October 2012	- Planning Division (Parking Manager)	< \$500	\$26,000	\$16,000
Meet with neighbors	(pricing month 2)	- Public Works			
Install signs					
Draft ordinance	December 2012	- Planning Division	N/A	\$52,000	\$42,000
Hold public hearing	(pricing month 4)	- Town Administrator			
Board approval					
Draft ordinance	January 2013	- Planning Division	N/A	\$65,000	\$55,000
Hold public hearing	(pricing month 5)	- Town Administrator			
Board approval					
Prepare plan with Business Assoc.	April 2013	- Planning Division	~\$50,000	\$104,000	\$44,000
Install/begin	(pricing month 8)	- Center Business Association			
Sign lease & operational agreement	June 2013	- Planning Division	~\$20,000/yr.	\$130,000	\$50,000
	(pricing month 10)	- Town Administrator			
Prepare plans	September 2013	- Community Development	~\$50,000	\$156,000	\$26,000
Advertise project	(pricing month 13)	- Traffic Advisory Committee			
Construction		- Police Department			
Install/begin	Spring 2014	- Planning Division	~\$50,000/yr.	\$234,000	\$54,000
	(pricing year 2)	- Center Business Association			
Initiate bond	Spring 2014	- Community Development	~\$50,000/yr.	\$234,000	\$4,000
	(pricing year 2)	- Town Administrator			