



# 2019 Citizen Survey Timeline

AUGUST 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13 DROP DATE	14	15	16	17
DISTRIBUTION						
18	19	20	21	22	23	24
DISTRIBUTION						
25	26	27	28	29	30	31
DISTRIBUTION						

### August 2019 Milestones

- Aug. 13: Survey mails with fall issue of City newsletter. Online survey link made available via social media and website push notifications.
- Aug. 14 – 31: Mail delivery may take up to 14 days. Received surveys will begin to be mailed back; online surveys will be completed.

SEPTEMBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
RESPONSES RECEIVED						
8	9	10	11	12	13	14
RESPONSES RECEIVED						
15	16	17	18	19	20 CLOSE DATE	21
RESPONSES RECEIVED						
22	23	24	25	26	27	28
COMPILATION						
29	30					

### September 2019 Milestones

- Sept. 1 – 20: Respondents complete survey. Continued promotion via social media, e-newsletters, and website.
- Sept. 20: Survey closes. No more responses will be accepted after 5 p.m.
- Sept. 23 – 30: Hard copy surveys are inputted into online survey compilation tool; analytics compiled and analyzed.

OCTOBER 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
COMPILATION						
6	7	8	9	10	11	12
REPORT SUMMARY CREATION						
13	14	15	16	17	18	19
REPORT SUMMARY CREATION						
20	21	22	23	24	25	26
REPORT SUMMARY CREATION						
27	28	29	30	31		
REPORT DELIVERED						

### October 2019 Milestones

- Oct. 1 – 4: Compilation completed.
- Oct. 7 – 24: Survey results are exported and analyzed. Summary report prepared, reviewed, and proofread.
- Oct. 25: Final survey report available.