Madison Public Market

Project Implementation Timeline Working Draft 1/14/17



						20	17										20)18								20	19	
		Q1			Q2			Q3			Q4		Q	1		Q2			Q3			Q4			Q1			Q2
Months Until Grand Opening ork Element 1: Organizational Structure and Operations	29	28 F	_	26 A	25 M	24	23	22 A	21 S	20		18 1 D .	.1	6 15 : м	14 A	13 M	12	11	10 A	9	8	7 N	6 D	5	4 F	3 M	2	1 M
Recruit Members to Public Market Development Committee (PMDC)	Ť		IVI	^	IVI	,	,	^	3		IN			IVI	^	IVI		J	A	-		IN		J		IVI	^	IVI
Recruit and organize founding members for non-profit File papers and launch non-profit				+								+	+		+													
Non-profit takes over fundraising and outreach responsibilities																												
Non-profit recruits full Board of Directors Non-profit Executive Director Search	╁			1																								
Executive Director Hired Develop draft operating agreement between City and non-profit	lacksquare																											
Develop master lease between City and non-profit																												
Final negotiation of Lease and Operating Agreement Execute Master Lease and Operating Agreement	+			1								+																
Finalize operating plan (hours, staffing, rent structure, programing, etc)	ᆂ																											
Non-profit hires full staff and mobizes to take on operations of the market				<u>J</u>		20	17										20	18								20	19	
ork Element 2: Captial Funding	J	F	M	Α	M	J	J	Α	S	0	N	D .	J F	M	Α	M	J	J	Α	S	0	N	D	J	F	M	Α	M
Track and pursue federal grants Prepare and submit WEDC CDI grant																												
Prepare and submit USDA Local Food Promotion Grant																												
Prepare and submit EDA capital grant Feasibility study for capital campaign				┢								+	+		╂													
Create Capital Campaign Plan																												
Implement Capital Campaign City Capital Budget Approvals	╁																											
Develop necessary materials for New Markets Tax Credits Coordinate with NMTC allocatees																												
Attend NMTC conferences	+			1																								
Close NMTC transaction Full financing package is assembled	1			-																								
						20	17								1		20	18								20	19	
ork Element 3: Master Plan and Architecture	J	F	M	A	M	J	J	Α	S	0	N	D .	J F	M	Α	M	J	J	Α	S	0	N	D	J	F	M	A	M
Finalize Site Plan Approve site plan and begin architecture				\vdash	1	1	$\vdash \vdash$		-		+	+	+	+	+		1			-							-	
Initial Schematic Design for Public Market	丰										#	_	\perp		1													
PMDC review and discussion Revisions	+	-	_			\vdash	Н				_+	+	_	_	十	+	1									1		<u> </u>
Final deisgn and cost estimating PMDC approve final design and budget	oxdappi		1	F							\dashv	Ŧ	\top		Ŧ													
n mee approve man accign and budget						20	17										20	18								20	19	
ork Element 4: Vendors	J	F	М	A	M	J	J	Α	S	0	N	D .	J F	М	Α	M	J	J	A	S	0	N	D	J	F	М	A	M
Approve partnership with MarketReady training group Develop MarketReady Program Details and Application process	lacksquare											-	-		-													
Recruit MarketReady Participants																												
Implement MarketReady Training Program Select MarketReady participants for micro-grants	₩	-	-	┢																								
Get Letters of Intent or pre-leases from prospective vendors	ᆂ																											
Work with vendors on finalizing design of space and operating plans Negotiate agreements of types of space, rents, hours, CAM, etc.	╁			1																								
Vendor selection process and site assignments	工																											
Sign Leases						20	17		_								20	18								20	19	
ork Element 5: :Public Outreach and Momentum Building	J	F	M	Α	M	J	J	Α	S	0	N	D .	J F	M	Α	M	J	J	Α	S	0	N	D	J	F	M	Α	M
Quarterly Reports	lacksquare)								
Neighborhood Meetings on design Prospective Vendor Meetings	₩	-	-		_										╂													
Release final site plan	+			1											+													
Announce Board Appointments and Executive Director Hire																												
Announce MarketReady Participants and Kick-off Program	₩											_			-													
Release final architectural design Set Up Website / Social Media Strategy	+	-										-			╂													
Farmers Market and Festival Information Tabling																												
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