

POSP Planning -The Plan Development Process Update

Date: September 20, 2023

Presented by: Lisa Laschinger to LRP

POSP Process: Executive Summary

Now – October 2023

Now - January 2024

January - Sept 2024

October – December 2024*

PLAN

Goal:

Approach to work

Note: there is iteration within & overlap

Align expectations

Key Outcomes:

Charter documenting scope of work, roles & responsibilities

ASSESS

Goals:

Evaluate current state information, gather new data, draw conclusions

Key Outcomes:

Updated Inventory, Background information update complete; Feedback collected. Key themes identified

DEVELOP PLAN

Goal:

Create new POSP

Key Outcomes:

Updated plan document; build Parks System & Parks Program recommendations

ADOPT & COMMUNICATE

Goal:

Navigate approval steps for POSP

Key Outcomes:

Approved POSP that can be communicated to identified groups

Approval Steps by Phase

LRP adopts Charter
BPC aware of approved Charter

LRP adopts Key Themes (Jan Mtg)
BPC aware Key Themes

LRP adopts POSP; Refers to BPC

BPC adopts POSP; Refers to Com. Council Common Council adopts POSP

Concurrent Work

Inventory Update: Updates to Current state information

Community Engagement: Survey conducted, Deep-dive neighborhoods targeted

Communication: Ongoing within Parks Division, Long Range Planning Committee (LRP), and Board of Park Commissioners (BPC), and the public

CITY OF **MADISON** WISCONSIN



Plan Phase

Milestone	Detail	Who
Kick-off	July LRP meeting, discussion of the draft Charter	LRP
Key Activities	Meetings with various staff, consultant teams, purchasing, and committee members to prepare the Charter and other necessary documents.	
Key Deliverables	Final Charter, documenting the process to produce the 2024 POSP	
Close	Long Range Planning Subcommittee adopts Charter at their Oct 2023 meeting, BPC is aware of and approves Charter	LRP and BPC



Assessment Phase

Milestone	Detail	Who	
Kick-off	Attendance at the 2023 Parks Alive Events	Planning staff	
Key Activities	Parks Alive events, NRT interviews, Public Outreach Activities, On-Line Survey, data gathered on demographics, parks inventory and reservations, etc	Various	
Key Deliverables	Key Themes Document	Planning Staff	
Close	Present key themes gathered from public engagement to LRP at Dec 2023 meeting	Parks Staff	



Plan Develop Phase

Milestone	Detail	Who
Kick-off	Dec 2023 meeting of LRP, prep for beginning of review period	LRP
Key Activities	Review various chapters, graphics and maps during monthly meetings starting in January of 2024 and going through Oct of 2024	Parks staff, consultants and LRP
Key Deliverables	Draft documents for review by LRP, LRP returns comments in timely fashion	Parks staff and LRP
Close	Entire document is reviewed in final form at Oct 2023 meeting of the LRP, Plan is referred from LRP to BPC	LRP and BPC



Adopt and Communicate

Milestone	Detail	Who	
Kick-off	LRP refers document to BPC for their November Meeting	LRP	
Key Activities	BPC refers document to CC for their December Meeting	BPC	
Key Deliverables	Final POSP	Staff	
Close	BPC refers the plan to CC, CC adopts the plan (December 2024 is the target date)	City Council	



Rough Schedule for Hiring Consultant Firm

Milestone	Detail	Date
RFP on Street	Request for Proposals with detailed scope and schedule is publically posted	Sept 8, 2023
RFP Due	Consultants turn in the proposals to the City	Oct 2, 2023 (updated from Sept 22, 2023)
RFP Evaluation	RFP Panel to review submissions and recommend vendor	Oct 5-12, 2023 (updated from Sept 22, 2023)
Contract Award	City Council approves contract	Nov 21, 2023 (updated from Oct 18, 2023)
Consultant Begins Work	After a week or two for contract routing for signatures, work may begin	Nov 30, 2023 (updated from Oct 31, 2023)



Rough LRP Schedule through Adoption

Month-Date TBD	General Topic—Subject to Change
Oct 2023	Review POSP Charter and Refer to BPC
Nov 2023	No Meeting for LRP, BPC to review/Approve Charter
Dec 2023	Review Results of Community Survey and draft chapters and issues list
Jan 2024	Chapter Review
Feb 2024	Chapter Review
March 2024	Chapter Review
April 2024	Review Outcomes of Public Engagement
May & June 2024	Review of Issues Papers
July 2024	Chapter Review
August 2024	Chapter Review
September 2024	Review of Entire Document
October 2024	Refer to Board of Park Commissioners
Nov 2024	Consideration by Board of Park Commissioners
December 2024	Review/Adoption by Finance Committee and Common Council