



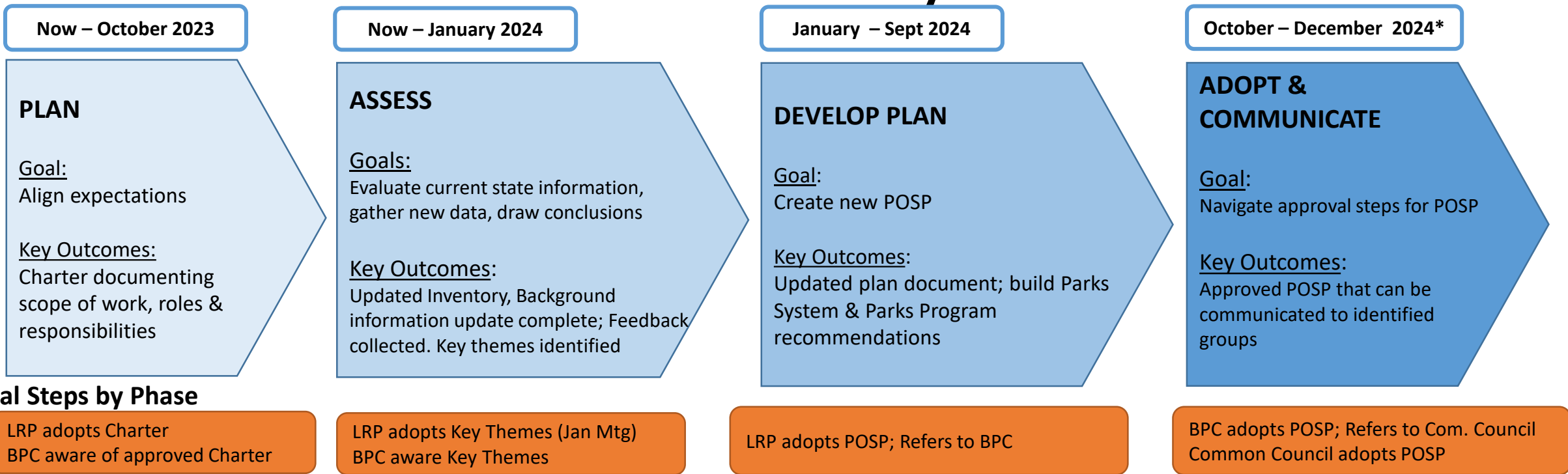
MADISON PARKS

POSP Planning - The Plan Development Process Update

Date: September 20, 2023
Presented by: Lisa Laschinger to LRP

POSP Process: Executive Summary

Approach to work
Note: there is iteration within & overlap between phases



Approval Steps by Phase

Concurrent Work



** Concluding by December 2024 assumes meeting key milestones and that no issues arise to knock plan off course.

Plan Phase

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

Assessment Phase

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

Plan Develop Phase

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

Adopt and Communicate

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

Rough Schedule for Hiring Consultant Firm

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

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 |