

## **DRAFT: FOR Discussion and POSSIBLE ADOPTION**

### **Project Charter – POSP Implementation Monitoring and Reporting**

#### **Project Description**

The Parks Long Range Planning Subcommittee (LRP) and Parks Staff propose to identify methods, formats, and time frames for the implementation and use of the 2025-2030 Park and Open Space Plan (POSP) and make recommendations for improving the planning process, plan quality, and implementation of subsequent POSPs.

The City of Madison Parks Division has created POSPs as a supplement to the City of Madison Comprehensive Plan since 1961. Public and private entities, including City Boards & Commissions, public agencies, municipalities, interested residents and volunteers use the five-year POSPs to guide and understand public park policy, priorities, and decision-making. State and federal grant programs also require POSPs. Critically, POSPs should guide the Park Division's strategic choices and work prioritization.

POSP planning utilizes significant staff and volunteer resources. For example, the 2025-2030 POSP took over 18 months from commencement to adoption and involved hundreds of hours of staff and LRP time. After adoption, however, POSPs have not been systematically evaluated regarding implementation, usefulness to stakeholders, and other plan quality and performance metrics. LRP believes that a more structured evaluation of POSP implementation is appropriate and will improve future POSPs.

#### **Outcome**

A written report detailing methods, formats, and timeframes for regular monitoring and reporting the implementation status of POSP recommendations in addition to recommendations for improving the planning process of future plans.

#### **Action Plan**

1. Establish LRP focal points and identify staff resources.
2. Clarify scope, time frame, deliverables, and action steps per deliverable
3. Develop staff workplan
4. Produce written report providing recommendations of methods, formats, and timeframes for reporting.

## **Internal/External Resources Need for This Project**

Internal: Parks staff (Planning and Development) assistance to LRP members development of written report.

External: LRP member development of written report.

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