POSP Planning -
The Plan Development Process Update

Date: September 20, 2023
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CITY OF
MADISON WISCONSIN

MADISON PARKS

POSP Process: Executive Summary

Approach to work

Note: there is iteration within & overlap between phases

Now – October 2023	Now – January 2024	January – Sept 2024	October – December 2024*
PLAN Goal: 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

** 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	*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