

Parks, Recreation and Cultural Resources Planning and Community Engagement Process

| Phase | Activity | Description |
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| 1. PROJECT INITIATION | 1. Initiate Project | Projects are typically initiated through inclusion in the City's Capital Improvement Program (CIP), staff workplans, or Advisory Board workplans. Following adoption of the CIP by City Council, appropriate Advisory Board(s) will receive a presentation on upcoming projects and draft engagement plans. |
| 2. ENGAGEMENT PLANNING | 2. Develop Engagement Plan | An Engagement Plan describes the project's goals & objectives, the public's role in the process, proposed engagement methods, performance measures, and approval process. Complex projects may also require an in-depth Situation Assessment as well as a proposed Community Advisory Group (CAG) roster. <i>Playbook Section 2: Engagement Planning</i> |
| | 3. Approve Engagement Plan | Engagement Plans are reviewed and approved by the PRCR Director. Engagement Plans for complex projects, including all Situation Assessments and CAG membership appointments, may be reviewed and approved by an appropriate Advisory Board or City Council. |
| 3. COMMUNITY ENGAGEMENT | 4. Implement Engagement Plan | Public meetings, surveys, and/or other community engagement activities proceed according to the approved Engagement Plan. <i>Playbook Section 3: Implementation (Meetings, Surveys, Communication)</i> |
| | 5. Generate Draft Plan/Study/Design | The project team produces a draft planning document using results from community engagement and other data relevant to the planning process. The draft planning document is made available for general public review and comment in accordance with the project Engagement Plan. |
| 4. REVIEW AND ADOPTION | 6. Review Draft Plan | The Engagement Plan may call for formal review and recommendation of the draft planning document by a Community Advisory Group and/or appointed Advisory Board. Formal review and recommendation takes place at a public meeting and includes the opportunity to receive public comment. |
| | 7. Adopt Final Plan | The approval process proceeds according to the project Engagement Plan. Final approval and adoption may be a function of the Director, Advisory Board, or City Council depending on the project's scope, scale, and complexity. |
| 5. EVALUATION | 8. Evaluate Process and Outcomes | Results of community engagement activities are reported back to the public in a continuous feedback loop throughout the process as well as at the conclusion of the project. Post-process evaluations should include an Equity Analysis and report on the performance measures set in the Engagement Plan. <i>Playbook Section 4: Documentation and Reporting</i> |