



HEALTHY PASADENA LIVABLE CENTERS

Meeting-in-a-Box Community Engagement Toolkit

This Meeting-in-a-Box is designed to provide you with tools and information necessary to conduct your own community workshop. The Workshop-in-a-Box is designed to help local community residents host their own workshops, which would obtain the community's thoughts on how they could influence Healthy Pasadena Livable Centers. As a facilitator you play a crucial role in engaging group discussions that will help the project team obtain as much community feedback possible.

Read through the toolkit materials before conducting your workshop. Once you have read the entire toolkit, please print the entire PDF or if you intend to have a laptop/iPad to follow the script, please only print out PDF pages 12-60, which are the handouts for the meeting attendees. If you do not have access to a printer, copies of this entire document can be picked up at the Pasadena City Hall:

Pasadena City Hall
1149 Ellsworth Drive
Pasadena, TX 77506

Point of Contact:



SCAN THE QR CODE
FOR MORE INFORMATION



Jeff Wagner, Mayor

COMMUNITY ENGAGEMENT TOOLKIT

The following table summarizes all materials necessary for the meeting. The first table outlines material that are included in the packet, as well as a quick note on the intent of the item. The second table outlines material you will need to provide for the meeting.

Item	Purpose	Quantity
Facilitator Introductory Letter	For your orientation	1
Facilitator Step by Step Instructions	For your orientation	1
Workshop Discussion Questionnaires	For distribution to attendees	20
Sign-in Sheet	Place at entrance of the room	1
Workshop Agenda	Tape on wall, visible for all	1
Workshop "Ground Rules" Poster	Tape on wall, visible for all	1
"Healthy Pasadena Livable Centers" Sign	Tape on the outside of entrance door	2
Study Area Map	For distribution to attendees	20
Facilitator Notes	For your use during the meeting	1

Item	Purpose	Quantity
Writing Utensils	For attendees to write with	20
Tape	Ideally blue tape to avoid paint removal (ie- Painter's tape)	1

FACILITATOR INTRODUCTORY LETTER

Facilitator:

Thank you for agreeing to lead a workshop as part of Healthy Pasadena Livable Centers. This Workshop-in-a-Box are one of several types of engagement we are utilizing to collect community feedback. The results of your workshop will be reviewed with the results of other outreach activities to provide the project team with the community's perception of issues and opportunities that should be evaluated and addressed within the project. This document provides all of the information you need to facilitate your own Workshop-in-a-Box. Please review all toolkit materials prior to conducting your workshop.

Role & Responsibilities:

A facilitator is a neutral party who leads a group in a thoughtful and structured discussion. It is important to understand your responsibility during the meeting.

The facilitator's role for this workshop is to:

- Introduce the group to the project and understand how to utilize the material provided in the Workshop-in-a-Box toolkit.
- Read through the meeting ground rules.
- Clearly explain the objective of Healthy Pasadena Livable Centers.
- Clearly explain the objective of the Workshop.
- Ensure all participants have the opportunity to be heard and their thoughts documented.
- Create a space where everyone can participate equally.
- Directly ask for input from participants.
- Listen to each person's input and encourage discussion.
- Ask participants to write as legibly as possible.
- Keep the meeting on track and on time. (1 hour max)
- Collect completed worksheets from participants.
- Return completed Workshop-in-a-Box to:

Pasadena City Hall

1149 Ellsworth Drive

Pasadena, TX 77506

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Before the Workshop:

1. **Identify the Place:** Identify a location that will allow for a group of 20 people to be comfortably gathered for an hour. The workshop exercises will require for attendees to write down ideas; ideally the location will have either tables and/or books/clipboards that can be used during the meeting. Ensure you reserve the location for 1.5 hours to account for set up and clean up.
2. **Set the Date:** Give at least one week notice prior to the meeting date.
3. **Send the Invites:** Invite a maximum of 20 participants to the workshop to allow for sufficient time for each person to provide comments (we recommend keeping the meeting to 1 hour max). A larger group also becomes more difficult to facilitate. Invitations can be sent through text or email.
4. **Understand the Workshop Purpose:** Be sure to fully understand the purpose of Healthy Pasadena Livable Centers and understand that ideas gathered through the workshop does not guarantee they will be included but provides the consulting team a better understanding of what the community would like to see.

FACILITATOR STEP-BY-STEP INSTRUCTIONS

Step 1: PREPARING FOR THE WORKSHOP

A. Preparing the Room

- Place the “Healthy Pasadena Livable Centers” sign outside of the primary entrance (door) where the workshop is taking place to help the attendees find the right location.
- Tape the “Ground Rules” poster and Agenda at the front of the room where the workshop will occur. Check it is visible from where participants will be seated.
- Arrange chairs so that they are facing the front of the room where you plan to facilitate. If the room has tables, please arrange the chairs around the tables. If no tables are available, are there books/clipboards or a hard surfaced item that folks are able to write on? As the facilitator, you can be standing or sitting in front of the group where everyone can easily see you.
- Please place the sign-in sheet at the entrance of the room for attendees to write their name and contact information. Encourage attendees to sign-in but know that it is not mandatory.
- Place the following items near the entrance of the room, where attendees can pick up their workshop materials:
 - Project Flier
 - Study Map
 - Writing Utensil

STEP 2: GETTING STARTED

A. Purpose of the Framework Plan and Goal of Today's Workshop

(please read aloud to the group)

- The Houston-Galveston Area Council (H-GAC) has created a program called Livable Centers with the goal of designing livable communities for people to live, work, and play while promoting healthier lifestyles.
- The goal of Healthy Pasadena Livable Centers is to develop an overarching Livable Centers Study that serves the need for urban centers, local economic development, and thriving parks within the community. The Study Area is an estimated 600-acres site located on Spencer Highway, Tulip Street, Fairmont Parkway, and Strawberry Road. With its high concentration of medical services anchored by HCA Houston Healthcare Southeast, it is home to the largest concentration of senior citizens over the age of 65 in Pasadena.
- The consultant's job is to take the ideas from today as well as ideas from other workshops and public meetings and create a big picture plan that is economically interesting for a developer to want to come build what is identified in the plan.
- Therefore, I would like to thank you for taking the time today and for allowing me to ask you questions and for being invested in our community's future.
- I am not part of the consulting team, and I am not getting paid for hosting this workshop. I am here today as a local volunteer that agreed to gather residents in a venue where I knew you would feel safe to share your thoughts. Today is not about coming up with the final plan or complaining about street signals not working. Today is all about daydreaming about the future and identifying what you would like to see happen within the Study Area.
- The workshop should last approximately one hour and if you are interested in hosting a Workshop-in-a-Box yourself, please see me after the meeting.

Step 3: CONDUCTING THE WORKSHOP

A. Group Exercise Instructions

(please read aloud to the group)

1. I will now walk you through a group exercise.
2. Please do NOT start filling in the questions until I direct you to do so.
3. When we begin, please only answer the question I tell you to answer.
4. Do not jump ahead to the next questions.
5. The questionnaires are anonymous; there is no need to write your names on them.
6. You can now distribute Workshop Discussion Questionnaires to each participant.

Step 4: COMPLETING QUESTION #1 (15-25 MINUTES)

A. Read Question 1 Aloud to the Group

Q1: “What are the five (5) issues or concerns you would like the Livable Centers to address?”

B. Instructions for Question #1

(please read the following aloud to the group)

- Please take the next 3-5 minutes to write down your five answers for Question #1 on the handout that was provided to you.
- Please write as neatly and as legibly as possible to make sure your thoughts are included in the analysis.
- Keep answers brief, direct, and “to the point.”
- Please do NOT go on to answer Questions #2, 3, or 4.
- Please put your pencils down when you are done answering the question.

C. After Completing Question #1

- After 5 minutes (or when the group is ready) tell the group that you would like everyone to share ONE of the issues/concerns that they listed in their response. Ask for volunteers to go first and encourage everyone to share but do not force anyone to share.
- As community member share their ONE issue/concern please create a consolidated list, using the “Facilitators Notes” handout.
- Ask participants not to repeat an answer if it has already been said; the idea is to create a cumulative list of issues.
- If a participant has nothing new to add when it is their turn, continue to the next person.
- Continue going around the room until all the answers have been stated out loud.
- After all of the answers have been read aloud, please move on to the next step.

Step 5: COMPLETING QUESTION #2 (10-15 MINUTES)

B. Read Question 2 Aloud to the Group

Q2: "I am going to read the consolidated list of issues/concerns that were identified through Question #1 (Read the consolidated list you wrote down from Question #1). From this list, please use your form to list, in order of importance, the three (3) most important issues or concerns."

C. Instructions for Question #2

(please read the following aloud to the group)

- Please take the next 1-2 minutes to rank your top three (3) issues/concerns from the list I read out loud. Remember to think about all the issues or concerns that were raised by the group and list your answers in order of importance with the most important issue as number one.
- Your answers for Question #2 may be different than your answers for Question #1 after hearing the group discussion.
- Please write as neatly and as legibly as possible.
- Keep answers brief, direct, and "to the point."
- Please do NOT go on to answer Question #3 or Question #4.
- Please put your pencils down when you are done answering the question.

D. After Completing Question #2

- Go around the room to hear what people wrote down.
- Start in the front of the room and go from person to person, and ask each person to read their priority list they wrote down. **DO NOT WORRY ABOUT WRITING DOWN NOTES FOR QUESTION #2.**
- After a person has given an answer, go to the next person and ask for one of their answers.
- Continue going around the room until all the answers have been stated out loud.
- After all of the answers have been read aloud, please move on to the next step.

Step 6: COMPLETING QUESTION #3 (10-15 MINUTES)

A. Read Question Three Aloud to the Group

Q3: “For this next question, imagine you have access to an unlimited budget and have been tasked by the City to develop three projects that must help address the top three issues/ concerns you noted in Question #2. Again, don’t worry about the cost of the project, instead focus on the positive impact the project will have on the community. For example: construct a community garden for neighbors to have access to grow their own food, construction of affordable townhomes that also have 2-bedroom units on the upper floors and retail/food on the bottom floor. Construct a community center in the northeast corner of the study area that has multi-purpose rooms that can be rented out to community members to host events. Please note these examples are all fictional and intended to give you ideas of what the team is looking for.”

B. Instructions for Question #3

(please read the following aloud to the group)

- Please take the next 3-5 minutes to write down your answers for Question #3. Remember to think about projects or actions that the City should undertake and not just identify issues or concerns in the City. (Example: “public transportation” may be an issue, but “increase bus service” is an action).
- Do not feel constrained by City budgets (this is the time to dream big).
- Please write as neatly and as legibly as possible.
- Keep answers brief, direct, and “to the point”.
- Please do NOT go on to answer Question #4.
- Please put your pencils down when you are done answering the question.

C. After Completing Question #3

- Go around the room to hear what people wrote down.
- Start in the front of the room and go from person to person, asking each person to say out loud to the group the things they wrote down.
- After a person has given an answer, go to the next person and ask for one of their answers.
- Continue going around the room until all the answers have been stated aloud.
- After all of the answers have been read aloud, please move on to the next step.

Step 7: COMPLETING QUESTION #4 (10-15 MINUTES)

A. Read Question Four Aloud to the Group

Q4: “Using the map that was provided to you, please identify the community asset(s) you feel needs to be preserved and/or enhanced. For example, the bakery across the street from the church is a natural gathering point for the community after every mass or the willow tree at Bird Avenue since it is more than 80 years old. Please note these examples are all fictional and intended to give you ideas of what the team is looking for.”

B. Instructions for Question #4

(please read the following aloud to the group)

- This project will most certainly result in some sort of physical change. However, the plan should also aim to preserve what you value about the community as well as connect one asset to another. I want you to take a moment to think about the communities’ strengths and assets – these are the things we would never want to change or lose. Please annotate the map that was provided to mark where these places are at. Please take the next 5 minutes to annotate your answer to Question #4.
- Please write as neatly and as legibly as possible.
- Keep answers brief, direct, and “to the point”.
- Please put your pencils down when you are done answering the question.

C. After Completing Question #4

- Go around the room to hear what people wrote down.
- Start in the front of the room and go from person to person and ask each person to say out loud to the group the things they wrote down.
- After a person has given their answers, go to the next person and ask for their answers.
- Continue going around the room until all the answers have been stated out loud.
- After all of the answers have been read aloud, please move on to the next step.

Step 8: ADDITIONAL COMMENTS

A. Instructions for Additional Comments

(please read the following aloud to the group)

- If you would like to take a few minutes to write down any additional comments you may have regarding this project, you may do so now. Please turn your paper over and use the back to write down any additional comments. If you have no other comments, this concludes the questions we had prepared for you.

Step 9: THANK YOU...

COLLECT QUESTIONNAIRES AND MAPS, AND PLACE ALL MATERIAL IN THE PROVIDED ENVELOPE.

- Thank everyone for coming and participating in the workshop.
- Remind them about the project website and the ways they can participate online. They can access the website through the QR code on the project flier.
- Collect the questionnaires from everyone.
- Place all materials and completed questionnaires into the provided envelope.
- Complete the "Facilitator Evaluation Form" and place it in the envelope with the other materials.
- Seal the envelope and return it to:

Pasadena City Hall

1149 Ellsworth Drive
Pasadena, TX 77506

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WORKSHOP DISCUSSION QUESTIONNAIRE

Date:

Community Role (example: resident, business owner, work in the area, etc.):

1. Identify five (5) issues or concerns confronting this project.
2. List, in order of importance, the three (3) most important issues discussed thus far.
3. You have an unlimited budget. Identify three (3) specific projects or actions that you would like to see developed in the project study area.
4. Using the map that was provide to you, please identify the community assets you feel needs to be preserved and/or enhanced.

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WORKSHOP AGENDA

- **Why Are you Here? (5 mins)**
- **Meeting Ground Rules (2 mins)**
- **Group Exercise (~45 mins)**
- **Closing Remarks (2 mins)**

WORKSHOP GROUND RULES

- **Be Respectful To Each Other**
- **Listen To Each Other**
- **Don't Jump Ahead**
- **Have Fun!**

HEALTHY PASADENA LIVABLE CENTERS



**CHECK OUT THE
PROJECT WEBSITE
TO LEARN MORE!**

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STUDY MAP



Legend

- Study Area
- Building Footprints

STUDY MAP



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Facilitator Notes

Facilitator Evaluation Form

Please have the group facilitator complete this evaluation form and place it in the return envelope.

Your Name:

What Organization are you representing? (examples: resident, business owner, HOA, etc):

Date of Meeting:

Meeting Location:

Number of Attendees:

Did you find this Workshop-in-a-Box toolkit easy to use?

Do you have any suggestions on how we can improve this toolkit?