



STAFF REPORT

City Council

Meeting Date: 10/23/2018

Staff Report Number: 18-195-CC

Informational Item: Update on the Transportation Master Plan status

Recommendation

This is an informational item and does not require City Council action.

Policy Issues

The development of a Transportation Master Plan is included as one of the top six priority projects in the City Council's adopted 2018 work plan and is also one of the highest priority implementation programs in the 2016 general plan circulation element.

Background

On May 22, 2018, the City Council authorized a scope amendment and appropriation request to add four additional Outreach and Oversight Committee meetings, two Complete Street Commission meetings, and one community meeting as contingency.

Staff conducted the four additional Outreach and Oversight Committee meetings May 30, August 30, September 5 and September 25, 2018, and the two Complete Streets Commission meetings May 9 and September 12, 2018.

Analysis

Staff is providing this informational report to inform the City Council of the next steps in the development of the Transportation Master Plan. Staff and the consultant team released the draft strategies and recommendations working paper August 23, 2018. This working paper included 173 draft recommendations, which were reviewed by the Committee over their three meetings in August and September focusing on three geographical areas of the City (north, central and south.) The Committee conducted deliberate and extensive discussions providing feedback and suggestions on additional recommendations and expressed a desire to have one additional meeting to review responses to their feedback before the next round of community engagement.

In response to the feedback provided, staff has been working with the Committee members on their availability to schedule the seventh meeting and tentatively scheduled it for December 6, 2018 to review the updated citywide recommendations before conducting the next round of community engagement. Due to the scheduling of this additional meeting, the next phase of community engagement, originally planned for fall 2018 will need to be rescheduled to winter 2019. An updated project schedule is included in Table 1.

Table 1: Project schedule	
Project schedule	Schedule
Oversight & Outreach Committee #7	December 6, 2018
Community workshop and online open house	Winter 2019
Release draft master plan	Spring 2019
Outreach & Oversight Committee #8: review draft master plan	Spring 2019
Complete Streets Commission review and recommendation to the City Council on the draft master plan	Spring 2019
City Council review and adoption of master plan	Summer 2019
Develop Fee Program update	Fall 2019

The plan’s amended scope of work called for eight Committee meetings during the course of the project, seven during the plan development and one for the transportation impact fee program update. Staff is recommending that all eight meetings be used for the Plan development. If additional meetings are necessary, staff would return to the City Council with a contract amendment and budget appropriations request for this effort.

Major project milestone progress and deliverables will continue to be posted on the city project website (Attachment A.)

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Hyperlink: City project website – menlopark.org/tmp

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