



## STAFF REPORT

**City Council**  
**Meeting Date:** 2/12/2019  
**Staff Report Number:** 19-022-CC

**Consent Calendar:** **Authorize the City Manager to amend an agreement with W-Trans for the transportation master plan and transportation impact fee program and appropriate \$120,000 from the undesignated fund balance of the general fund**

### Recommendation

Staff recommends that the City Council authorize the City Manager to amend an agreement with W-Trans for the transportation master plan and transportation impact fee program and appropriate \$120,000 from the undesignated fund balance of the general fund.

### Policy Issues

The development of a transportation master plan (TMP) 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

The TMP and transportation impact fee (TIF) program is the highest priority program following the adoption of the ConnectMenlo general plan land use and circulation elements in November 2016. On January 15, 2019, staff provided an informational update to City Council (Attachment A) on the status of the TMP with a plan to return to City Council with a recommended scope of work, budget and schedule to address the comments received from the Transportation Master Plan Oversight and Outreach Committee (Committee.)

### Analysis

Staff has been working with the W-Trans consultant team to prepare an amendment to the scope of work to address the Committee's requests and concerns. The requested tasks and appropriation would include the following:

- Separating the TIF Program update from the TMP approval process and beginning the update earlier including preparing cost estimates for the proposed improvements
- Regrouping and reorganizing the list of projects before prioritization
- One additional Committee meeting with additional outreach activities for the community
- Additional analyses to respond to questions on traffic flow, vehicle miles traveled (VMT) projections and net new trip generation from future development

In addition, staff plans to work with a subcommittee of the Complete Streets Commission to receive additional feedback on the regrouping and reorganization of the list of projects. More details regarding the scope of services amendment request are included in (Attachment B.)

**Next steps and schedule**

Staff met with the Committee’s newly appointed City Councilmembers (Mueller and Nash) January 29, 2019 to brief the new members on the Committee’s progress and most recent requests. As a result of that briefing, the City Councilmembers requested that staff return to the City Council in March for direction on the TMP project prioritization process and related policy considerations. With City Council direction, the Committee could then complete its work at a meeting scheduled in April 2019.

As part of the public outreach on the TMP, staff anticipates conducting an online survey and community open house following the Committee’s April meeting, preferably in May 2019. It is critical to meet this May 2019 community meeting milestone to provide the community a chance to weigh in on projects under consideration in the TMP before summer, when it is more challenging to schedule community meetings.

Below is a revised project schedule:

Table 1: Revised project schedule	
Task	Schedule
City Council review and approval of revised scope of work	February 12, 2019
City Council review of prioritization process	March 2019
Committee meeting #8 review of project groupings and prioritization process	April 2019
Community workshop and online open house	May 2019
City Council study session of draft TIF program update	Summer 2019
City Council adoption of TIF program update	Fall 2019
Committee meeting #9 and Complete Streets Commission review of draft TMP	Fall 2019
City Council review and adoption of TMP	End of 2019

**Impact on City Resources**

The original scope of work for the TMP and TIF update was approved in May 2017 with a budget of \$400,000. City Council approved a contract amendment of \$241,000 in May 2018 of which \$70,000 is a contingency to be used for additional analysis on Bayfront, community engagement and a potential second in-person community meeting. Staff is requesting an appropriation of \$120,000 from the undesignated fund balance of the general fund to complete this project, including the additional tasks mentioned above, bringing the total project budget to \$761,000.

**Environmental Review**

The City Council’s authorization to amend the agreement for the TMP and TIF program is not a project under the California Environmental Quality Act Guidelines. Future project actions will comply with environmental review requirements under the California Environmental Quality Act.

**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. January 15, 2019 informational update staff report
- B. W-Trans transportation master plan scope of work amendment

Report prepared by:  
Kristiann Choy, Senior Transportation Engineer

Report reviewed by:  
Nicole H. Nagaya, Assistant Public Works Director



## STAFF REPORT

### City Council

Meeting Date: 1/15/2019  
Staff Report Number: 19-007-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

The Transportation Master Plan (TMP) and Transportation Impact Fee (TIF) Program is the highest priority program following the adoption of the ConnectMenlo general plan land use and circulation elements in November 2016. The Circulation Element was last updated in 1994, although several modal- or area-specific plans (e.g., Comprehensive Bicycle Development Plan; Sidewalk Master Plan; El Camino Real/Downtown Specific Plan) have been created since then. The circulation element has seven goals and 86 policies and programs that establish the framework for the City's priorities related to multimodal transportation. The TMP will build from the policy context of the circulation element to identify infrastructure projects and strategic programs, then prioritize them for implementation. The TIF Program will assess the responsibility of new development to help fund the infrastructure projects identified in TMP, and allow the City to update the fee program, which was last updated in 2009.

### TMP initiation and current status

The TMP process kicked off in June 2017 and started with outreach events during the summer and fall of 2017 to collect community feedback on transportation issues within the City. City Council also appointed the 11-member Oversight and Outreach Committee (Committee) in August 2017 to:

- Provide advisory input and recommendations to the consultant and staff regarding the outreach process and draft Master Plan materials and submittals
- Guide and keep the project process on track to meet the key milestones
- Reach out to community members to share content and encourage participation at community engagement activities such as workshops/meetings and other planning activities

The original scope of work anticipated four Committee meetings, but as the project progressed, the Committee requested additional meetings to allow more time to review the draft strategies and recommendations.

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

as contingency.

Staff conducted the four additional 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.

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 which was held December 6, 2018 to review the updated recommendations (Attachment A) before conducting the next round of community engagement.

On December 18, 2018, the City Council appointed two new City Councilmembers, Ray Mueller and Betsy Nash, to be representatives on the Committee.

### **Analysis**

At their December 6, 2018 meeting, staff had planned to present the updated recommendations and the prioritization process to the Committee that would move forward to the next round of community engagement. However, the Committee conducted a lengthy discussion on the presentation of the recommendations and how they would be better understood and easier to prioritize if they were grouped by corridor and mode type. The Committee also expressed the desire to not delay the TIF update and recommended conducting a parallel process that would allow the TIF to get started while the Committee and community are providing their feedback on the recommendations and prioritization. The Committee also requested additional meetings to allow for more time to review the grouping of projects and prioritization process. The Committee also heard from a number of residents during the meeting opposing one of the proposed projects #48, a reversible bus lane on Willow Road between Middlefield Road and Durham Street, which in their opinion would drastically change the Willow Road character. The Committee voted to eliminate this project from the list of recommendations and directed staff to not include this project with the projects recommended to move forward to the next round of community engagement. The Committee also requested that staff address Committee member Barnes' request for additional traffic data regarding traffic flows and origin/destination information. Staff is currently working to compile the available City data and to determine what other resources are required to address the data request.

Staff has confirmed that the TIF update could be completed without the TMP being finalized. The consultant team can use the current draft list of recommendations to include in the TIF update since the inclusion of a project in the TIF does not mean the project must be completed. If during the TMP approval process, the list of projects change significantly, the TIF can be updated at a later date although under a separate scope and budget.

Staff is currently working with the consultant team on developing a scope of work amendment and revised schedule to address the Committee's concerns. Staff has determined that at least one additional Committee meeting will be needed, and the project schedule will be adjusted to move the TIF update earlier in the process so that the TIF will be completed before TMP is finalized. As a result, the community workshop that was tentatively planned for winter 2019 will be moved to late spring 2019. Staff plans to return to City Council at a future meeting with a recommended contract amendment, budget appropriations request and updated schedule.

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

## **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: [menlopark.org/DocumentCenter/View/19083/SR-D2---OOC-Feedback-on-Updated-MP-recommendations](https://menlopark.org/DocumentCenter/View/19083/SR-D2---OOC-Feedback-on-Updated-MP-recommendations)
- B. Hyperlink: City project website – [menlopark.org/tmp](https://menlopark.org/tmp)

Report prepared by:  
Kristiann Choy, Senior Transportation Engineer

Report reviewed by:  
Justin Murphy, Public Works Director

**City of Menlo Park Transportation Master Plan and Traffic Impact Fee Update  
W-Trans Team Budget  
Contract Amendment #2**

**ATTACHMENT B**

TASK	Total Dollars	W-Trans				W-Trans Subtotal	Dyett & Bhatia				D&B Subtotal	EnviroIssues				EI Subtotal	Alta		Total Hours	Expenses Misc	
		M. Spencer PM	Senior Eng	Eng Assoc	Tech/ Admin		K. Pan Associate	Planner 1	Graphics	K DeLeuw PM		Associate I	Associate III	J Knowles PM	Alta Subtotal						
		\$245	\$130	\$120	\$100		\$160	\$125	\$90	\$158		\$102	\$143	\$190							
<b>Task 5</b>	<b>Task 5 - Initial Strategies and Recommendations</b>																				
\$31,600.00	5.01 Provide Additional Data	\$16,580	4	32	32	\$8,980				\$0				\$0			40	\$7,600	108		
	5.02 Create Project Groups	\$3,760	8	8		\$3,000				\$0				\$0			4	\$760	20		
	5.03 Revise Project Tables, Sketches, and Supporting Materials	\$11,260	4	32	32	\$8,980				\$0				\$0			12	\$2,280	80		
<b>Task 6</b>	<b>Task 6 - Public Engagement 2 - Options, Strategies &amp; Recommendations</b>																				
\$39,778.00	6.0 Outreach Strategy and Reporting	\$24,670	4	8	8	\$2,980	10	10		\$2,850				\$0						179	
	6.3 Supplemental Outreach Activities and Materials	\$15,108	4	4		\$1,500	24	24	30	\$9,540				\$18,840						116	
														\$4,068							
<b>Task 9</b>	<b>Task 9 - Meetings and Project Administration</b>																				
\$45,992.00	9.1 Meetings (1 additional OOC Meeting)	\$7,118	6	6	6	2	\$3,170			\$960				\$948			6	\$1,140	38	\$900	
	9.2 Project Team Meetings and Administration	\$38,874	70	32	16	9	\$24,130	28	8	6	\$6,020			\$4,424			20	\$3,800	217	\$500	
COLUMN TOTAL ---->			100.0	122.0	94.0	11.0	\$52,740	68.0	42.0	36.0	\$19,370			84.0	49.0	70.0	\$28,280	82.0	\$15,580	758.0	\$1,400
DOLLAR AMOUNT ---->			\$24,500	\$15,860	\$11,280	\$1,100	\$0	\$10,880	\$5,250	\$3,240	\$0			\$13,272	\$4,998	\$10,010	\$0	\$15,580	\$0	\$0	\$1,400
			TOTAL AMOUNT																		
			\$117,370																		

W-Trans	\$52,740	44.9%
Dyett & Bhatia	\$19,370	16.5%
EnviroIssues	\$28,280	24.1%
Alta	\$15,580	13.3%
Expenses (All)	\$1,400	1.2%
<b>Total</b>	<b>\$117,370</b>	<b>100.0%</b>



## TASK 5: Initial Strategies and Recommendations

### Additional Work – Contract Amendment #2

To respond to requests from OOC members, additional recommendations and strategies materials will be prepared, including:

1. To answer specific requests raised by the OOC, using readily available data
    - i. *What are the net new traffic trips attributable to the new projects, and new plan areas in the City?*

The trip generation potential of the proposed and planned projects in the City of Menlo Park was determined during the ConnectMenlo environmental review process. This data can be collected and presented; however, it is not currently available in a format that translates directly to public presentation. The distributed trip generation data is available publicly in the Draft EIR Appendix as turning movement counts at study intersections for the Future and Future plus Project scenarios. From these scenarios, the project generated trips at the study intersections can be determined and presented. In addition to using the publicly available data in the Draft EIR, the project team could extract the trip generation information by transportation analysis zone (TAZ) from the travel demand model output from the ConnectMenlo process. W-Trans would coordinate with ConnectMenlo project team or City staff to obtain the necessary output tables.
    - ii. *What is the associated vehicle miles traveled (VMT) of the trips, or changes in VMT associated with TMP projects?*

The ConnectMenlo Draft EIR includes the VMT associated with the trip generation of the proposed and planned projects at the citywide level, reported as VMT per Capita. The ConnectMenlo travel demand model output has the potential to provide more granularity compared to the publicly available citywide data. The model output could include VMT estimates by TAZ and could show areas of low and high VMT per capita. No new additional travel demand modeling efforts would be undertaken in order to develop and present the VMT associated with the trip generation potential.
    - iii. *What are the total traffic counts on those routes?*

Updated average daily traffic counts could be collected on major corridors and presented on the flow map.
  2. Creation of project groups per the needs assessment and identified project strategies and organization. City staff will take the lead on this task, and provide direction to the consultant team.
  3. Revisions to project tables, sketches, and other supporting materials. We will re-visit the prioritization and scoring after the strategies and project groupings have been agreed upon.
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## **TASK 6: Public Engagement (2)– Options, Strategies and Recommendations**

### ***6.0 Outreach Strategy and Reporting***

#### *Additional work – Contract Amendment #2*

EnviroIssues and Dyett & Bhatia will work together to develop an outreach strategy that aligns with the technical team’s schedule moving forward. The outreach strategy will serve as a road map for outreach for the remainder of the project and allow the team to clarify the purpose and desired outcomes of outreach activities. Strategy development will include: preparing the draft, coordinating review with the project team and OOC, finalizing, and updating the strategy occasionally to reflect new information and/or outreach results.

EnviroIssues will prepare summaries of outreach activities and themes of community input provided through community outreach and OOC meetings. During the first outreach phase in 2017, the team received 60 pages of public comments from open-ended survey responses – this was beyond what was anticipated, and the consultant team was not scoped to summarize the responses. Summarizing them now will help the team and the OOC further understand the themes of public input and how the input is informing the TMP recommendations. This includes up to two summaries of comment analyses, including the input provided during outreach covered under Task 3, that each categorize and provide a comprehensive overview of input provided throughout each outreach phase.

#### *Deliverables:*

- i. Outreach strategy (1, plus up to 2 updates)
- ii. Outreach reports, including comment analysis and community input themes (up to 2)

### ***6.1 Online Survey/Open House #2***

#### *Work remaining under existing contract:*

EnviroIssues will set up a second online survey/open house, similar to that developed in Task 3, to solicit feedback from the public on various options and strategies. The online tool will be set up prior to the in-person open house and will utilize content developed by W-Trans and D&B. Results from the online engagement will be summarized in a short report.

#### *Per Contract Amendment No 1, Task 6.1 also includes:*

- **Site design:** This remains the same between the current contract and this contract amendment as W-Trans and EnviroIssues do not anticipate changes to the design or how the site is structured. We will gain the same efficiencies to site design that were originally anticipated between OOH #1 and OOH #2. (OOH is Online Open House)
  - **Content:** EnviroIssues’ assumption in the original scope/budget was that they would be loading content developed by others on the team for both OOHs. Since, for OOH #1 (under Task 3), EnviroIssues ended up spending significant time reworking the content and simplifying it for the public audience. EnviroIssues anticipates a similar level of additional effort will be required for OOH #2.
  - **Survey:** EnviroIssues originally assumed the survey for OOH #2 would be very simple, essentially a handful of questions on one page of the OOH. Based on conversations about how the draft TMP will be organized and the desired feedback from OOH #2, this task will be more robust and could require multiple surveys on different types of recommendations or geographic areas of the city. Additional effort is assumed to develop the survey and build it within Survey Gizmo.
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- **Summary:** An expanded summary will accompany the expanded survey. The current contract included a summary that was essentially an export of data from Survey Gizmo. However, similar to the summary that EnviroIssues provided for OOH #1, they expect additional organization, formatting and high-level analysis will now be required. (EnviroIssues did not increase the budget for the full comment analysis under this task, but that can be provided as an optional task.)

EnviroIssues will set up a second online survey and open house, similar to that developed in Task 3, to solicit feedback from the public on various options and strategies. The online tool and survey will be set up and launched prior to the in-person open house. Additional work by EnviroIssues will include:

- Prepare an outline and concept for review and approval in advance of fully developing the content.
- Develop the content based on technical information provided by W-Trans, and previously-prepared public materials as relevant.
- Provide limited graphic design support for new or updated graphics as needed.
- Summarize the results from the online engagement in a short report.

The deliverables for this task will now be more complex/robust, including the addition of the actual content.

#### Assumptions

- The format will be consistent with online tool prepared under Task 3, with new content for up to 5 pages.
- The comment report will provide site analytics and exported survey responses. The report will not include an analysis and summary of open-ended responses.

*Per Contract Amendment No 1 (contingency), Task 6.1 also includes:*

#### **Changes to second online open house:**

The second online open house will include an interactive mapping tool through Social Pinpoint. EnviroIssues was scoped through Contract Amendment 1 for basic mapping integration using Social Pinpoint. However, thoroughly implementing the tool will require a higher effort than anticipated in Contract Amendment 1. EnviroIssues activities will include: coordinating with the team on data formats and files, organizing the data to ensure seamless integration, integrating multiple data sets into the map, stylizing of the map and data, and embedding the mapping tool into the online open house site. EnviroIssues will export the data from the online open house and Social Pinpoint tool and use those to inform a comprehensive outreach phase 2 summary (scoped under Task 6.0).

## **6.2 Community Open House**

### Work remaining under existing contract:

Preliminary strategies and recommendations will be shared with the community at an open house. Following a short presentation, participants will be invited to visit various “stations” that present different concepts or topics, designed to share ideas and solicit feedback. Input gathered at the open house will inform the refinement of the strategies and recommendations to be included in the Draft TMP.

### Deliverables:

- i. Meeting materials and notes
- ii. Online Survey and Results Memo
- iii. Community Open House Education and Outreach Materials

Services (*per Contract Amendment No 1*) include Dyett & Bhatia developing materials for the open house, including outreach materials, boards, and handouts, based on content provided by W-Trans. Dyett & Bhatia will also provide staff to assist in facilitating the open house.

Alta will support W-Trans and City of Menlo Park staff by attending one (1) community open house. Alta will also

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support these meetings with standalone collateral for Active Transportation elements of the TMP.

EnviroIssues will support one (1) Community Open House. Tasks include:

- Preparing meeting plan to identify materials, staffing, equipment needs, logistics tasks, agenda and format.
- Traveling to, setting up, facilitating and cleaning up open house.
- Reviewing materials and presentation for clarify to public audience.

*Per Contract Amendment No 1 (contingency), Task 6.2 also includes:*

**Second Community Open House:**

W-Trans and team members can prepare and lead a second community open house if requested.

### ***6.3 Supplemental outreach activities and materials***

#### ***Additional work – Contract Amendment #2***

Dyett & Bhatia and EnviroIssues will collaborate to plan and implement up to three (3) additional supplemental outreach activities to supplement the community open house (Task 6.2, work remaining under existing contract), to help reach community members who are not already participating in the TMP process. This could include pop-up meetings, briefings to neighborhood groups or residents, or other activities we identify in our strategy. These activities will be further developed through the outreach strategy under Task 6.0. Dyett & Bhatia will prepare materials for the outreach activities, which may include updates to the FAQ, neighborhood-specific fact sheets, presentations, displays, or graphics.

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## **TASK 7: Transportation Master Plan**

### *Work remaining under existing contract:*

The W-Trans Team will prepare an Administrative Draft Menlo Park Transportation Master Plan that incorporates each element noted above. The Administrative Draft Transportation Master Plan will be provided to City staff electronically for review and comment. Upon receipt of comments, a Draft TMP will be prepared for review by the Complete Streets Commission and the City Council. A Final Menlo Park TMP will be prepared incorporating comments by decision making bodies.

Working with W-Trans, D&B will design the TMP to be engaging, user-friendly, and accessible, emphasizing maps, graphics and other images. The document will be prepared following the basic graphic style established in Task 3. We will create a layout template and sample pages to review with staff, which will then be revised based on comments before the final document layout is prepared.

The TMP will include the vision, goals, performance metrics, and analysis of each mode in separate chapters, implementation plan, and financing strategy.

### *Deliverables:*

- i. One (1) Administrative Draft TMP (electronic)
  - ii. One (1) Draft TMP (electronic)
  - iii. One (1) Final Transportation Plan (5 hard copies & all electronic files)
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## **TASK 8: Transportation Impact Fee (TIF) Update**

### *Work remaining under existing contract:*

The Menlo Park Transportation Impact Fee will be updated upon completion and adoption of the TMP, including recommended projects and fee estimates.

#### **8.1 Research Transportation Impact Fee Programs**

W-Trans will research “alternative” TIF programs that go beyond LOS. VMT or trip based programs and make a recommendation to City staff regarding the appropriate approach for Menlo Park. We will submit a research memo for discussion.

*Note – the following subtasks 8.2-8.4 are based on a “traditional” TIF and a vehicle trips analysis. If an alternative approach is used to prepare the TIF, then these tasks and associated fee estimate will be modified at that time.*

#### **8.2 Trip Generation and Improvement Measures**

The number of daily, a.m. and p.m. peak hour trips to be generated under cumulative conditions will be taken from the ConnectMenlo documentation. The data will be summarized, along with a description of the intersections, roadways or other facilities impacted, and their recommended improvement measures from the TMP.

#### **8.3 Cost Estimation**

Planning level cost estimates will be developed for each improvement measure. If a measure was previously identified in the TIF or Downtown Plan Supplemental TIF, and not yet built or funded but still included in the TMP, then we will update the information as accordingly. We will confirm with City staff that no outside funding is anticipated for any of these projects, such as developer fees, grants or Caltrans-funded projects. If there is other funding for any project, we will deduct the amount as needed from the cost estimate. The cost estimates will include unit costs for specific elements, but will not include detailed design or CAD drawings of the improvements. All estimates and assumptions will be documented.

#### **8.4 Impact Fee Structure**

An impact fee structure based on daily and/or peak hour trips will be developed that would provide a fee per trip. The fee will be based on the total cost estimate of all improvements, and not a subset of the total amount, with a goal of collecting adequate monies to fund all of the mitigation measures.

#### **8.5 TIF Reports (Draft, Final)**

A Draft Transportation Impact Fee Report will be prepared that details all of the data utilized, assumptions applied, procedures followed, results and recommendations, with appropriate tables and appendices. This report will provide the City with the information needed to establish the basis of the fee as well as the fee itself. One Draft TIF Report is assumed.

Comments on the Draft TIF Report will be addressed and a Final TIF Report will be prepared. One Final Report is assumed.

#### *Deliverables:*

- i. One (1) Research Memo of alternative approaches to TIF programs
  - ii. One (1) Draft TIF (electronic)
  - iii. One (1) Final TIF (electronic)
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## **TASK 9: Meetings and Project Administration**

### Work remaining under existing contract:

- Two (2) City Council Meetings

### Work remaining under existing contract (per Contract Amendment No 1):

W-Trans will lead, support, and prepare materials for the following additional meeting:

- (One (1) Complete Streets Commission meeting (to present the TIF)

Alta will support W-Trans and City of Menlo Park staff by attending one (1) Community Workshop. Alta will also support these meetings with standalone collateral for Active Transportation elements of the TMP.

- OOC Mtg No. 8 (April 2019) – Present Projects Groups and Recommended Scoring and Prioritization of Projects

At this meeting we will present SocialPinpoint mapping of project groups, present the outreach tool, and identify gaps in projects groups. The goal of this meeting is to confirm the TMP projects and groupings so that they are ready for public input, and to present the recommended scoring and prioritization of projects.

### Additional Work – Contract Amendment #2:

#### **9.1 One (1) Additional OOC Meeting**

The project team will attend one additional (1) OOC meeting.

- OOC Mtg No. 9 (July 2019) – Review of Draft TMP.

At this meeting we will present the Draft TMP. The goal of this meeting is to solicit input on the Draft TMP report.

#### **9.2 Project Team Meetings and Project Administration**

This task includes meetings with City staff to prepare for OOC, public and other meetings.

Additional budget has been requested to attend additional in-person project team meetings, as budget resources allow, to strategize on project and/or outreach activities, to prepare for OOC meetings, as well as overall project administration.

The estimated number of additional hours is provided on the budget summary.

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