



SUBREGIONAL MOBILITY MATRIX SAN FERNANDO VALLEY

Project No. PS-4010-3041-YY-01-01

Appendix A – Meeting Matrix – Final

Prepared for:



Prepared by:

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1055 West Seventh Street
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Los Angeles, CA 90017**

March 2015

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Subregional Mobility Matrix San Fernando Valley PS-4010-3041-YY-01-01

Prepared for:



Los Angeles County
Metropolitan Transportation Authority

Prepared by:
STV Incorporated

In Association With:
Iteris, Inc
Katherine Padilla & Associates
Ryan Snyder Associates, LLC

Quality Review Tracking

Version	Date	Reviewer	Reviewer Signature
Draft	1/30/15	STV Reviewer: Tyler Bonstead	TRB
Final	3/11/15	STV Reviewer: Tyler Bonstead	TRB

The following matrix documents coordination meetings and calls with cities, Project Development Team (PDT) members, and others as part of the San Fernando Valley Subregional Mobility Matrix Study.

Meeting Type	Date/Time	Meeting Location	Discussion Points
PDT Meeting #1	08/25/14 2:00 PM to 3:30 PM	San Fernando City Hall, Community Meeting Room, 117 Macneil St., San Fernando	Obtain consensus on the following issues: <ul style="list-style-type: none"> ■ Mobility Matrix guiding principles, schedule, and approach ■ Schedule to update initial project list previously submitted by PDT members ■ Sub-regional goals and objectives
One-on-one coordination meetings with PDT members	09/04/14 09/04/14 09/08/14 09/10/14 09/10/14 09/10/14 09/10/14 09/17/14	Caltrans – District 7 Burbank Bob Hope Airport Los Angeles Department of Transportation Glendale Santa Clarita Los Angeles County Burbank San Fernando (Teleconference)	Review of: <ul style="list-style-type: none"> ■ Initial Project/Program List ■ Literature Review documents
PDT Meeting #2	09/12/14 2:00 PM to 3:30 PM	Bob Hope Airport, Sky Room, 2627 Hollywood Way, Burbank	Obtain Project Development Team (PDT) feedback on the updated candidate project list, document the PDT comments and edits on the sub-regional goals and objectives, and discuss initial approaches and options for performance metrics.
San Fernando Valley Council of Governments (SFVCOG) Board Meeting	09/18/14	Valley Municipal Building, Council Chambers, 14410 Sylvan Street, 2nd Floor, Van Nuys	Obtain approval of initial project/program list

Meeting Type	Date/Time	Meeting Location	Discussion Points
PDT Meeting #3	10/17/14 2:00 PM to 3:30 PM	Marvin Braude Service Center, Room 3 B, 6262 Van Nays Boulevard, Van Nuys	Obtain consensus and feedback on the following issues: <ul style="list-style-type: none"> ■ Goals and Objectives ■ Draft Performance Metrics ■ Preliminary Baseline Conditions Report ■ Updated List of Projects/Programs ■ Regional Facilities Category of the Mobility Matrix
PDT Meeting #4	11/17/14 2:00 PM to 3:30 PM	Municipal Services Building 633 E. Broadway, Room 105, Glendale	Obtain feedback and consensus on the following issues: <ul style="list-style-type: none"> ■ Updated Project and Programs List ■ Final Goals and Objectives and Performance Measures ■ Baseline Conditions Report ■ Performance Analysis ■ Project Categorization ■ Mobility Matrix Relationship to Long Range Transportation Plan/Ballot Measure ■ Next Steps.
One-on-one calls with PDT members	12/15/14 12/16/14 12/22/14 01/07/15 01/07/15	Caltrans Los Angeles Department of Transportation Santa Clarita Glendale Burbank	Review of: <ul style="list-style-type: none"> ■ Initial Performance Analysis Results ■ Project Categorization Recommendations
SFVCOG Transportation Committee Meeting	01/09/15	Community Services Building, 150 N. Third Street, Burbank	Project Update

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Meeting Type	Date/Time	Meeting Location	Discussion Points
PDT Meeting #5	01/12/15 10:00 AM to 11:30 AM	Community Services Building, 150 N. Third Street, Burbank	Obtain feedback and consensus on the following issues: <ul style="list-style-type: none"> ■ Updated Project and Programs List ■ Relationship to Ballot Measure/Metro Long Range Transportation Plan ■ Final Goals and Objectives and Performance Measures ■ Baseline Conditions Report ■ Performance Analysis ■ Project/Program Categorization ■ Cost Estimating Overview ■ Next Steps
PDT Meeting #6	02/09/15 10:00 AM to 11:30 AM	Municipal Services Building, 633 E. Broadway, Room 105, Glendale	Review Draft Cost Estimates and Final Report
SFVCOG Transportation Committee Meeting	03/05/15 (tentative)	Metro (tentative)	Review Final Report
SFVCOG Board Meeting	03/19/15 (tentative)	Valley Municipal Building, Council Chambers, 14410 Sylvan Street, 2nd Floor, Van Nuys (tentative)	Approve Final Report