

## **DRAFT COMMUNITY MEETING AGENDA**

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Following is the proposed agenda, timeframe, and roles for the first public meeting:

### **1. Sign-In/Open House (7:00 p.m.)**

- Participants sign in and receive an agenda packet, which includes an agenda, FAQ (Frequently Asked Questions) handout, and comment form.
- Display boards are arranged around the room for participants to view background material on the project. Staff and consultants will be available to answer questions. Display boards will include the following:
  1. Bridge & Ramp Layout(s)
  2. Emeryville Bicycle Route Map
  3. Sample Bridge Types
- Refreshments will be available (finger food/sandwiches, coffee, water).

### **2. Welcome & Introductions (7:15 p.m.)**

- The facilitator (MIG) asks participants to take their seats, welcomes participants, and introduces City staff.
- City staff introduce other project team representatives and elected officials in attendance, and provide a quick, high-level description of the purpose, need, and funding for the project and the reason for the workshop before turning it back to the facilitator.
- The facilitator provides a brief overview of the agenda and meeting format, and then turns the meeting over to the project team lead for a brief presentation on the bridge project.

### **3. Background Presentation (7:25 p.m.)**

- The project team lead delivers a PowerPoint presentation that:
  - ✓ introduces the project purpose;
  - ✓ describes the need for the bridge;
  - ✓ discusses potential concerns and issues that have surfaced thus far; and
  - ✓ describes the next steps in the bridge design process.
- The project team lead then turns the meeting back to the facilitator for a question-and-answer session.

### **4. Question and Answer Period (7:45 p.m.)**

- The facilitator leads a question-and-answer session that allows participants to ask specific questions about the project based on the project presentation. Questions will be directed to the appropriate project team member.

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### **5. Large Group Discussion (8:10 p.m.)**

- The facilitator conducts a large-group discussion that asks participants to:
  - ✓ discuss the ways in which they might use the future bridge;
  - ✓ envision the role of the bridge in Emeryville's broader transportation system;
  - ✓ raise any concerns (aesthetic, functional, fiscal, or otherwise) that they have about the project; and
  - ✓ articulate their visions for an ideal bridge.
- All comments and ideas will be captured in a visual wallgraphic format. The facilitator then turns the meeting back to City staff for closing.

### **6. Next Steps (8:55 p.m.)**

- City staff thank participants for their time, interest, and input; provide information about future meetings; and remind them to complete and return the comment forms.