# LRSP/VZAP: Staff Report Worksheet

City staff will need to present to the City Council at key junctures during the LRSP/VZAP planning process. Presentations to City Council may occur at the following points:

* Project initiation – City Council will consider matching funds available to support the plan
* Draft plan completion – City Council will receive the draft plan and provide feedback
* Final plan completion – City Council will receive the final plan and consider it for adoption

This worksheet provides guidance on content to include in staff reports related to these meetings. Sample staff reports are included for reference on the MTC-ABAG Technical Assistance Portal [website](https://abag.ca.gov/technical-assistance/local-road-safety-plan-vision-zero-action-plan).

Recommended Staff Report Content

| Context | Key Content |
| --- | --- |
| Project Initiation - City Council Meeting, Soliciting Matching Funds | * High level overview   + Statement of the Issue   + Recommended Action   + Financial Impact * Discussion   + Summary of existing grant award and requirement for matching funds   + Introduction to local safety issues and needs   + Introduction to the systemic safety approach   + Role and value of an LRSP/VZAP * Attachments   + Resolution   + Jurisdiction’s project listing with managing grant agency   + Grant award notice (email, letter, etc.) |
| Draft and Final Plan Completion - City Council Meeting,  Draft Plan Review and Consideration for Adoption | * High level overview   + Financial impact   + Previous council action   + Statement of the issue – What is an LRSP/VZAP   + Recommended action – Receive the draft plan and provide feedback or adopt a resolution approving the plan * Discussion   + Introduction to local safety issues and needs   + Introduction to the systemic safety approach   + Role and value of an LRSP/VZAP   + Role of the Consultant and progress to date   + Technical advisory/stakeholder engagement   + Community engagement completed to date   + Key findings and outcomes   + Summary of how the plan addresses prior Council feedback   + Implementation considerations, next steps * Attached documents   + Draft or final plan   + Resolution, as appropriate   + Presentation summarizing draft or final plan   + Minutes from the prior City Council meeting at which the plan was last discussed, as applicable |