

Task Force Process

(To be further developed as needed)

1. Task Force operates in accordance with Resolution No. 2017-15
2. Mission of TF: *The mission of the Hillview Community Center Project Task Force is to hold public meetings to gather community input and provide a recommendation to the City Council on the interior space allocation and exterior design and layout of the future Hillview Community Center.*

TF recommendation to City Council due no later than December 2017; with last Council meeting currently scheduled for December 12, 2017

3. Staff meets before each Task Force (TF) meeting to finalize agenda and materials
4. All correspondence from public related to Task Force items are sent to Erica Ray, Public Information Coordinator for addition to Public Communications Binder
 - a. Erica Ray will forward emails to staff if data or information is requested. Email addressed or intended for the Task Force will be forwarded to Task Force and placed in the Public Binder
 - b. A public binder containing all public correspondence will be maintained and available to the public and TF. The public communications binder is available in the City Manager's Office during normal office hours (8am-5pm weekdays) and will be available at each TF meeting
5. Aim to schedule TF meetings as far in advance as possible to provide notice to the public
 - a. In accordance with the Brown Act, meeting agendas will be posted a minimum of 24 hours in advance of TF meetings
 - b. Agendas for each meeting will include minutes and staff report with attachments for each item
6. Subject line for written communications – Task Force or TF
7. Process for requesting info of staff – adhere to direction provided by Chair and City Manager; determine prioritization of requested information

If decision or action from TF is needed – determine by consensus, if none, TF members who are present will vote; majority of 1 needed to take action

8. Architect selection panel consists of TF members Stuart Klein, Philip Chou and Dennis Young along with City staff including Public Works Director Susanna Chan, Recreation & Community Services Director Manny Hernandez, Engineering Services Manager Chris Lamm, Public Information Coordinator Erica Ray and Planning Services Manager Zachary Dahl (absent)
9. Protocol for Public Comment – excerpt from *2017 City Council Norms and Procedures*. Commission and Committees follow the same norms and procedures established by Council.
Section 11.6 -
 - E. *After the speaker has completed their remarks, Councilmembers may ask questions of the speaker after being acknowledged by the Mayor. Councilmembers shall be respectful of the speakers and shall not enter into a debate with any member of the public.*

- F. Upon conclusion of the Public Comment section for any item, the Mayor may provide Councilmembers and/or staff with an opportunity to respond to statements made by the public.*
- G. All Councilmembers shall listen to all public discussion as part of the Council's community responsibility. Individual Councilmembers should remain open-minded to comments made by the public.*
- H. The Mayor has the right to ask a member of the public to step down if over the allotted time or if comments are not germane.*

Question: is limitation of TF member's discussion with speakers giving public comment a violation of the Brown Act?

Response from City Attorney: The general rule under the Brown Act is for councilmembers or board members to listen to the speaker during public comment and then provide direction to staff if any additional City response is needed. By engaging in debate, the board member could have created a risk that someone will allege a topic not on the agenda was being discussed and deliberated by the entire board, even if the debate was only occurring between one board member and one member of the public. Some questioning by a board member to a member of the public is fine, but prolonged debate would run the risk of a Brown Act violation, especially if the topic was not on the agenda. If the member wanted to continue the debate, the topic being debated should be agendized.

- 10. August 8, 2017: Task Force (TF) members are encouraged to speak, meet, communicate and engage with their networks, neighborhood groups or community individuals in an effort to disseminate information about the TF mission and Community Center Noll & Tam design process that is currently underway. During these engagement activities, TF members are encouraged to listen to community members' perspectives, invite persons to attend and provide public comment at the TF meetings and report back to the TF ideas and perspectives gained from these outreach activities for public discussion. Communication with community can be recorded on the TF Activities Time-sheet.
- 11. At the August 26, 2017 meeting, the TF will engage with Noll & Tam design architects in a workshop setting with exercise designed to determine interior space allocation and options for site placement. The public can observe the TF activities and will have opportunities to provide public comments.
- 12. Noll & Tam agreement for design services was approved by Council on August 22, 2017
- 13. TF members are encouraged to provide their time sheets to staff

June 22, 2017, July 11, 2017, July 12, 2017, July 20, 2017, August 3, 2017, August 24, 20217