

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.*

