



# City of Los Altos

## Community Center Master Plan

### Advisory Committee Meeting #2

February 15, 2008





# AGENDA

- ☐ Review Agenda & Vision
- ☐ Roles & Responsibilities
- ☐ Process Participants
- ☐ Communication Plan
- ☐ Scope & Schedule
- ☐ Community Forum Agenda
- ☐ Conclusion





# AGENDA

## Context

In order to create a clear and concise plan for communication with each participant in the Master Planning effort, the Advisory Committee is coming together to consider the best approach to internal communication and decision making as well as the public outreach process.

## Purpose

- Define the Roles and Responsibilities of Process Participants
- Defining Selection of Process Participants
- Review Communication Plan Approach
- Review and Discuss Scope and Schedule Issues
- Review/Approve Agenda for Community Forum
- Define the Next Steps
  - Outreach Sub-committee
  - General Process

## Intended Results

- Draft of an Communication and Outreach Plan
- Approved Agenda and Date for the Community Forum
- Identify Next Steps on Scope and Schedule Impacts



# Vision Summary

## SERVICE

Services will be safe, convenient and comprehensive.

## ENVIRONMENT

Environments will support play, learning and gathering and will be configured to connect with the downtown village.

Modern, **sustainably designed** facilities that are both adequate and useful to the community, ~~with low profile, multi-story, and of striking architecture that is low in profile~~, will be located in a beautiful park-like setting.

## EXPERIENCE

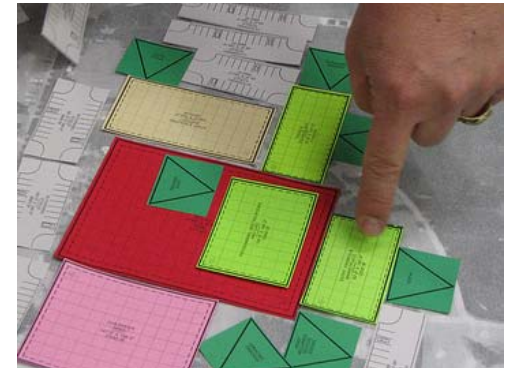
The Los Altos Community Center will provide a community experience that will serve your public for the next 50 years.



# Roles and Responsibilities

## ❑ Core Team

- Leadership for the Project
- Direct Communication to City Council
- Process Managers
- Project Managers
- Compliance to Scope of Work & Schedule
- Recommendation on any Changes or Variation to Scope of Work & Schedule





# Roles and Responsibilities

## ☐ Advisory Committee

- Provide Input to the Consultant Team
- Lead Outreach to Community
- Election Preparation Support
- Promote Attendance of Public Meetings
- Advocacy Building for the Project
- Advisory to City Council (Facilities, Finance, Design)

## ☐ City Council

- Final Decision Making and Approval Body
- Elected Representatives of the Community



# Selection of Process Participants

## ☐ Core Team

- **Doug Schmitz**, *Oversight of Process*
- **James Walgren**, *Project Manager*
- **Jim Gustafson**, *City Representative, Engineering*
- **David Kornfield**, *City Representative, Land Use*
- **Lou Becker**, *City Council Representative*
- **David Casas**, *City Council Representative*





# Selection of Process Participants

- ☐ Focus Groups
- ☐ Key Informants
- ☐ Service Partners
- ☐ Staff and Regulatory Agencies
- ☐ City Council







# Communication Plan

## Context

Through an interactive process, the team will use a system to manage the continuous communication between the members of the team and others closely involved in the project. Individuals will be identified to act as the liaison to ABA throughout the design process.

## Purpose

The Communication Plan will be developed to ensure that information is conveyed to all interested parties in an accurate and efficient manner.

## Intended Results

By utilizing the Communication Plan in conjunction with the Stakeholders List, the team and anyone intimately involved in the project will be kept informed of important issues and the progress of the design.

## Stakeholder Listing

<b>Input Level</b>				
A - Direct Contact				
B - Decision Maker				
C - Kept Informed				
D - Presented To				
E - Input				
<b>Stakeholder</b>	<b>Team Contact</b>	<b>Stakeholder Contact</b>	<b>Input Level</b>	<b>Involvement</b>
<b>Core Team</b>	Monique Wood	James Walgren	B	
Doug Schmitz				Leadership for the Project
James Walgren				Direct Communication to City Council
Jim Gustafson				Process Managers
David Kornfield				Project Managers
Lou Becker				Compliance to Scope of Work and Schedule
David Casas				Recommendation of changes to S of W and Schedule
<b>Master Plan Advisory Committee</b>	Monique Wood	James Walgren	B	
				Provide Input to the Consultant Team
				Lead Outreach to Community
				Election Preparation Support
<b>Partner Organizations</b>				
Rotary	James Walgren	Rotary PR Director	E	
				Provide Input and Feedback
				Potential Partnering Opportunities



## Scope and Schedule Issues

- ❑ Review Impacts of 14 Month Schedule
  - Early Activities
  - Noticing and Preparation
  - Upcoming Events
- ❑ Scope Issues
  - Services Selection
  - Existing Data / Research Review
  - Level of Service Plan and Program



# Agenda for Community Forum

- ☐ Review Agenda
- ☐ Vision Statement
- ☐ Process to Service Priorities
  - Service Priorities Approach
  - Outreach Process Presentation
  - Service Priorities Discussion
- ☐ Character Definition for Community Center
  - Exercise – Image and Words
  - Insights
- ☐ Feedback
- ☐ Next Steps





## Conclusion

### ☐ Action Items / Next Steps

- Advisory Committee Meeting (February 29<sup>th</sup> – without ABA)
- Prepare for Community Forum (March 8<sup>th</sup>)
- Advisory Committee Meeting (March 28<sup>th</sup> - with ABA)

### ☐ Feedback

