

**From:** [Hill, Shannon](#)  
**To:** [Downtown West Project](#)  
**Subject:** FW: Congrats on last night's Downtown West project meeting  
**Date:** Wednesday, September 23, 2020 12:33:37 PM

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**From:** Hughey, Rosalynn  
**Sent:** Friday, December 6, 2019 3:45 PM  
**To:** Han, James <James.Han@sanjoseca.gov>; Tu, John <john.tu@sanjoseca.gov>; Rood, Timothy <timothy.rood@sanjoseca.gov>; Hill, Shannon <Shannon.Hill@sanjoseca.gov>; Keyon, David <david.keyon@sanjoseca.gov>; Ruano, Jose <Jose.Ruano@sanjoseca.gov>  
**Cc:** Manford, Robert <Robert.Manford@sanjoseca.gov>; Wessling, Cheryl <Cheryl.Wessling@sanjoseca.gov>  
**Subject:** Congrats on last night's Downtown West project meeting

Hello – again, thanks for your efforts in preparing for and participating in last night's meeting. I want to share some points that will enable us to work smarter and be even better prepared for future meetings. Also, I want to be sure expectations are clear for new staff.

- Roles of Lori/OED and Planning Team: As I mentioned after our prep meeting on Monday, for all things related to the Google planning application, the Planning Team should take the lead. While the Planning Team will be coordinating with Lori, our Team should develop the initial design of community meetings, prepare PowerPoint presentations, etc. Preparation for meetings should be done well in advance to minimize “rushing” as the meeting date approaches. Also, please allow time to brief Robert and me on meeting design and draft presentations – please contact Queen to schedule these briefings 2 weeks prior to community meetings.
- Also, I want to reiterate that Cheryl is a tremendous resource to run ideas by as it relates to communication and engagement. Again, just allow enough time for her to provide meaningful input/quality materials.

We're off to a solid start. I'm looking forward to a successful journey. This project is a priority one for the Department and will require exceptional project management. Please don't hesitate to reach out to me if you have questions/need assistance – particularly if any critical issues arise – just drop by my office.

Thanks,  
Rosalynn

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