

From: [Severino, Lori](#)
To: [Keyon, David](#); [Hill, Shannon](#); [Le, Thai-Chau](#); [Rood, Timothy](#); [Tu, John](#); [Ruano, Jose](#); [Han, James](#); abromberg@google.com; [Amanda Wolf](#)
Subject: Scoping Meeting Game Plan
Date: Wednesday, October 16, 2019 3:53:45 PM

For discussion tomorrow - EIR Scoping Meeting logistics:

- Date: November 7
- Time: 7:00-8:30
- Location: City Hall - Wing, Committee Rooms 118-120
- Set-up:
 - theater style with one table facing the audience (with 2-3 mics) and a mic stand at the front of the theater rows
 - two tables in the back (near main entrance) for 1) sign-in sheets, info packets, handouts, and parking validation machine, and 2) water and refreshments (cheese/crackers, cookies, fruit?)
 - clock/timer remote for tracking public comments
 - floating mic for facilitator
- AV: the meeting will be recorded but not livestreamed; video link sent to staff after the event
- Format:
 - 7:00-7:10: welcome and presentation on City and CEQA processes; announcement to complete a speaker card if wishing to provide verbal comments (PBCE)
 - 7:10-7:25: presentation on Project Description (Applicant)
 - 7:25-7:30: reminder of other public engagement opportunities; finish collecting speaker cards (facilitator)
 - 8:30-8:00: Public Comments and Process Questions (1-3 minutes per speaker depending on number of speaker cards received; facilitator will read off a few names at a time and ask people to line up by mic; floating mic available for ADA purposes)
 - 8:00-8:15: Staff briefly address “low-hanging” process-related questions; closing remarks – reminder of what staff will do with verbal comments, how to submit written comments, next steps, and other public engagement opportunities
 - *I added the Process Questions as a suggestion to take advantage of the opportunity to educate on process and ensure accurate information is out there. If you want to make it only about providing comments, another option is to address any process-related questions that do come up in a follow-up email to meeting attendees. Other thoughts/ideas?*
- Staffing:
 - PBCE: Shannon Hill, Thai-Chau Le, Rosalynn Hughey, Robert Manford, and John Tu/James Han (*others?*)
 - Applicant: 2-3 reps
 - Facilitator: TBD (*I will be out of town*); role is to collect speaker cards and run the public comment portion of the meeting
 - Support: 1-2 other staff members to provide logistical support and take notes (as back up to the recording)
- Prep Logistics:

- Lori will work with Security to ensure awareness/coverage
- Tara will order water and coordinate with EMS/PW on set-up, as needed
- Day of - Tara will get parking validation machine to Lori (or PCBE staff) to bring down
- David/Shannon will prepare draft packet (agenda, environmental review process overview, commenting instructions, and project description) and send to John, James, and Lori to review by
- Lori will bring Diridon program handouts and flyer of engagement opportunities
- Noticing
 - David sending Notice to printer today for mailing early next week – earliest delivery date is Oct 23

Thanks!

Lori

Lori Severino

Diridon Program Manager

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