

From: [Mendez, Zacharias](#)
To: [Downtown West Project](#)
Subject: Fw: Downtown West PRC Informational Memo
Date: Tuesday, September 1, 2020 3:10:02 PM
Attachments: [image001.png](#)
[image002.png](#)
[Outlook-b0to40ng.png](#)
[Outlook-x54lf5jh.png](#)
[Outlook-xqcjimkk.png](#)
[Outlook-hzloiry0.png](#)

FYI - AB900 Records

ZACHARIAS MENDEZ | Parks Planner
Parks, Recreation and Neighborhood Services
City Hall | Tel: 408.793.4171
200 East Santa Clara Street, San José, CA 95113
Building Community Through Fun
sanjoseca.gov/prns | www.vivcallesj.org

From: Mendez, Zacharias <Zacharias.Mendez@sanjoseca.gov>
Sent: Monday, August 31, 2020 9:46 AM
To: Sanderfer, Larissa <Larissa.Sanderfer@sanjoseca.gov>
Subject: Re: Downtown West PRC Informational Memo

Go ahead and find some time on the calendar! Today is pretty busy. We can always wait to check in at 430 with Nicole if you would prefer that.

ZM.

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From: Sanderfer, Larissa <Larissa.Sanderfer@sanjoseca.gov>
Sent: Friday, August 28, 2020 5:14 PM
To: Mendez, Zacharias <Zacharias.Mendez@sanjoseca.gov>
Subject: Re: Downtown West PRC Informational Memo

Welcome back! Let's find half an hour to talk about the memo Monday.

Let me know if you have a preferred time.

- Larissa

Larissa Sanderfer | Parks Planner
Parks, Recreation and Neighborhood Services

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From: Sanderfer, Larissa <Larissa.Sanderfer@sanjoseca.gov>

Sent: Friday, August 28, 2020 4:08 PM

To: Hunter, Cassie <cassie.hunter@sanjoseca.gov>

Subject: Re: Downtown West PRC Informational Memo

Got it.

I'll have Zak proof read it Monday morning and send it to Nicolle or Yves.

Thanks for baring with me! Writing memos and the routing process is brand new to me.

Have a good weekend!

Larissa

Larissa Sanderfer | Parks Planner
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From: Hunter, Cassie <cassie.hunter@sanjoseca.gov>

Sent: Friday, August 28, 2020 3:53 PM

To: Sanderfer, Larissa <Larissa.Sanderfer@sanjoseca.gov>

Subject: Re: Downtown West PRC Informational Memo

I need it before then. The 7th is a holiday, so that would only leave four days to have it reviewed by five people. You can always email it to Nicolle and ask her to review it. Or send it to Yves, he is good with memos.

Sent from my Sprint Samsung Galaxy S10+.

Get [Outlook for Android](#)

From: Sanderfer, Larissa <Larissa.Sanderfer@sanjoseca.gov>

Sent: Friday, August 28, 2020 2:22:25 PM

To: Hunter, Cassie <cassie.hunter@sanjoseca.gov>

Cc: Mendez, Zacharias <Zacharias.Mendez@sanjoseca.gov>; Burnham, Nicolle <nicolle.burnham@sanjoseca.gov>

Subject: Re: Downtown West PRC Informational Memo

Hi Cassie,

I'm still finalizing the memo and need Nicolle to review it before it's routed. Nicolle, Zak, and I have a meeting scheduled Friday (9/4) to review the memo and finalize next steps.

Can we start routing the memos the following week (week of 9/7)?

Thanks,
Larissa

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From: Sanderfer, Larissa <Larissa.Sanderfer@sanjoseca.gov>
Sent: Wednesday, August 26, 2020 4:12 PM
To: Hunter, Cassie <cassie.hunter@sanjoseca.gov>
Subject: Re: Downtown West PRC Informational Memo

Thanks Cassie for the clarification. I'll be sure to email you in the future and not Teresa.

Best,
Larissa

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From: Hunter, Cassie <cassie.hunter@sanjoseca.gov>
Sent: Wednesday, August 26, 2020 3:57 PM
To: Sanderfer, Larissa <Larissa.Sanderfer@sanjoseca.gov>
Subject: RE: Downtown West PRC Informational Memo

Hello Larissa,

For future reference, please exclude Teresa from these emails. As the support for the division, I will answer any questions that you have. Attached you will find a spreadsheet that I created with the due dates for memos, be it Council, PRC or NSE. Below you will find the SharePoint link, that will take you to the PRNS Workplan – Future Agenda Items. On this workplan, you will find topics and their dates.

<https://sanjoseca.sharepoint.com/sites/PRNSCouncilDistrictUpdates/Council%20Memo%20Resources/Forms/AllItems.aspx>

Here are the answers to your questions:

- October 1: PRC Special Session (Zak was 99% sure on this) **Yes this is the correct date. Topics are 1. Google - Downtown West Project 2. Urban Confluence**
- September 14: Memo due to Teresa (I worked backwards on the yellow sheet) **Both of the above memos need to be submitted to me by 8/31, I will route them for edits and submit them to Teresa by 9/14.**
- Unknown: Memo due to Cassie/Division Support (Usually it's 6 weeks prior to the council/committee meeting, but Zak said this can be expedited. **Please use the attached document for submittal dates.**

If you have any further questions or concerns, feel free to contact me.

Thank you,

Cassie Hunter

Staff Specialist

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From: Sanderfer, Larissa <Larissa.Sanderfer@sanjoseca.gov>

Sent: Wednesday, August 26, 2020 2:26 PM

To: Meyer-Calvert, Teresa <teresa.meyer-calvert@sanjoseca.gov>; Hunter, Cassie <cassie.hunter@sanjoseca.gov>

Subject: Downtown West PRC Informational Memo

Hi Teresa and Cassie,

Zak just handed off the Google PRC informational memo to me. I wanted to confirm the dates with you, just to make sure we're all on the same page.

- October 1: PRC Special Session (Zak was 99% sure on this)
- September 14: Memo due to Teresa (I worked backwards on the yellow sheet)
- Unknown: Memo due due to Cassie/Division Support (Usually it's 6 weeks prior to the council/committee meeting, but Zak said this can be expedited.

I have the memo template from the intranet, but do you have an example of a complete informational memo I can use as an guide?

Thanks,

Larissa

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