

From: [Mendez, Zacharias](#)
To: [Ruano, Jose](#)
Subject: Re: Virtual Office Hours
Date: Thursday, June 25, 2020 10:19:46 AM

Hey Jose,

I can be available for the dates outlined. I have meetings Monday morning until about 12, but any time after would work well for me now. My calendar is wide open at the moment. I don't really have any other suggestions. Are you going to be sending out meeting requests once you lock times down?

Thanks,
Zak

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: Ruano, Jose <Jose.Ruano@sanjoseca.gov>
Sent: Thursday, June 25, 2020 9:26 AM
To: Mendez, Zacharias <Zacharias.Mendez@sanjoseca.gov>
Subject: Virtual Office Hours

Hey Zak,

Please find a Virtual office hours plan below. Let me know if you have any comments/suggestions and possible time slot for one (1) hour the week of July 13 and August 10, if the schedule below works for PRNS.

Thanks,

Jose

Virtual Office Hours (listening sessions)

These listening sessions are intended to collect ideas from the public (existing conditions,

aspirations, concerns).

Schedule

- Initial series of (5) listening sessions
- (1) hour a week (weekly)

Topics (acknowledge the shutdown in each topic, ask about participants experiences)

- Equity (representative from each department – DOT, PBCE, PRNS, Housing, D3 representative)
 - Week of July 13
- Streets/ways you get around downtown (will also include parking although not advertised as such) (Eric Eidlin or Wilson Tam, Emily Breslin, D3 representative)
 - Week of July 20
- Building heights (Jose Ruano, Tim Rood, D3 representative)
 - Week of July 27
- Priorities around housing (Kristen Clements, D3 representative)
 - Week of August 3
- Parks priorities, experience in public space, community center (Zak Mendez, Nicolle Burnham, Eric Eidlin or Wilson Tam, D3 representative)
 - Week of August 10

Platform

- Regular Zoom meeting (open to the public)
 - No presentation (only materials for reference)
 - Only staff can screen share
 - Participants will sign up ahead of time
 - Limit participants to 20-25?

Roles

- Planner(s)
 - Available to answer questions and receive feedback
- Moderator - either Corinne or Jose/Tim?
 - Calls on people
 - Manages chat window
- Note taker - needs to be identified

Outreach

- Distribute to email list, neighborhood groups, SAAG, social media blast, etc.
- Post on City website – consolidated calendar to sign up for meetings based on topic
- Post on diridonsj.org – Push people to the City webpage to sign up
- Post on DTP mobilitysj.com webpage - Push people to the City webpage to sign up



Jose Ruano, Planner II

Department of Planning, Building and Code Enforcement

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