

**From:** [Ruano, Jose](#)  
**To:** [Mendez, Zacharias](#)  
**Subject:** Virtual Office Hours  
**Date:** Thursday, June 25, 2020 9:26:22 AM

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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](http://diridonsj.org) – Push people to the City webpage to sign up
- Post on DTP [mobilitysj.com](http://mobilitysj.com) webpage - Push people to the City webpage to sign up



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