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Subject: Game plan for covering my roles while on leave
Date: Monday, March 30, 2020 4:25:02 PM
Attachments: [Proposed Roles and Responsibilities during Lori's Maternity Leave - 032920.docx](#)

Hi all,

Here is the working draft game plan for covering my roles and responsibilities while I'm on maternity leave. I plan for April 17th to be my last day and to return part-time at the end of July (about 3 months), but want to be prepared by the end of this week and start the transition (in case the little guy arrives early).

Key things to note:

- We have scaled back the approach to Spring outreach to be online only, with no events for a couple months while the City focuses on the emergency response (I'll send a separate email on that shortly).
- The game plan is for the Planning team to take over as lead for the community engagement program and internal coordination— but with the Raimi consultant team to do most of the heavy lifting on the engagement and with help from everyone else.
- By spreading things out, the intention is to be sensitive to everyone's capacity constraints.

I have scheduled time this coming Friday, 1-2:30 to discuss and finalize this plan, and the first part will include the Raimi team. Please let me know if you have any questions in the meantime.

Thanks!

Lori

Lori Severino

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Proposed Roles/Responsibility Distribution

Planning Team – Tim, John, James, Jose

1. Schedule, develop agendas, and facilitate the following internal coordination meetings:
 - a. Monthly All-hands meeting (for entire Diridon team)
 - b. Weekly Project Manager meetings (Mondays, 11-12): Jose
 - c. Weekly Google/DSA meetings (Thursdays, 1-5): James to coordinate agendas, Tim or John to facilitate, James/Jose to take notes/track action items
2. Attend Director's Meetings: Tim
3. Direct the outreach/engagement program for Planning projects (DSAP update, Google Project)
 - a. Work with RA/P2P to communicate with SAAG, respond to public inquiries, and analyze/compile/distribute online survey results
 - b. Work with RA/P2P and internal project team to develop any new website content or outreach materials, as needed
 - c. Work with Vanessa and Comms team to send email or social media blasts to public
 - d. Direct point of contact with RA/P2P: _____
4. Support Community Partnerships
 - a. Ensure they have access to and understanding of the content that we want to share and get feedback on
 - b. Loop any feedback into the process
5. Ensure interdepartmental coordination on critical path items for each of the major DSA projects (maintain a master timeline, agendaize issues for discussion, etc.)
6. Ensure integration of community engagement within overall project timelines and consideration of input as part of developing work products (including the DA via the Core and Director meetings and other coordination as needed)
7. Coordinate with Google's engagement leads (Ava and Ricardo)
 - a. Recommend bi-weekly or monthly check-in calls
 - b. Direct point of contact: _____
8. Supervise Vanessa from April 20 through summer??

Raimi Associates/Plan to Place (RA/P2P) team

1. Provide guidance on the timing, content, and format for outreach and engagement to Planning team and Department leads (Zak - PRNS, Colin - DOT, Kristen - Housing, Elisabeth/Nanci - OED)
 - o Develop tasks lists to ensure things are getting done on time
 - o Bi-weekly or monthly conference calls with the Planning team and other calls/meetings, as needed
 - o Need more detail on how the coordination will work – TBD at April 3 meeting
 2. Manage correspondence with the SAAG (info available, opportunities to comment, Q&A)
 3. Keep website up to date
 4. Track questions and comments from the public – submitted online or by email or phone
 - a. Coordinate with Tim and other department leads to respond
 5. Develop graphics and materials, as needed (updating handouts, preparing slideshows, etc.)
 6. Prepare for and facilitate virtual and in-person meetings (once restrictions lifted and capacity increases)
- ➔ Invoices will go to Planning team point of contact, who will review then provide to Nanci for signature, then to Tara for processing

Vanessa

1. Manage administration of the Community Partnership grants (with Tara, Zak, Colin, Rachel Q, Johnny Phan, Jessica Lowry, and Planning team support)
 - a. Finish processing the Agreements for the 7 organizations

- b. Keep up to date about outreach/engagement activities (send emails, schedule coordination calls/meetings)
 - c. Keep track of partner outreach activities
 - d. Coordinate with staff to answer questions
- 2. Translate materials into Spanish
 - a. Work with Diana (RA/P2P) and Jose to proofread Spanish (Latino Business Foundation and Somos Mayfair as available)
 - b. Spring: handouts, March 2020 presentations, online survey, social media blasts, flyer
- 3. Update and maintain public email list
 - a. Track people that sign up for updates (add emails from event sign-ins, website submissions, email referrals) and remove those that unsubscribe
 - b. Work with Planning and Comms teams to send out public email and social media blasts

Comms Team – Elisabeth (point), Colin and Cheryl (core); Rosario, Jeff, Kelly K, and PRNS PIO (keep in loop)

- 1. Participate in coordination calls with Google
- 2. Review social media content and public email blasts
- 3. Post announcements to social media accounts
- 4. Ensure consistency with other City websites (Google Project, Diridon Station Area Plan - PBCE, Diridon Station – DOT, etc.)

Elisabeth

- 1. Coordinate with Nanci/Kim to provide input on the timing and content of outreach/engagement for OED efforts (Small Business – Vic/Bige/Jeff, Google DA, Commercial Linkage Fee as it relates to Diridon)
 - a. Coordinate with rest of the OED team
 - b. Help respond to public/SAAG inquiries
- 2. Help Vanessa and Planning team send out public email blasts using Constant Contact (or using Outlook, which has a 500 limit)

DOT: Colin, Ramses, Eric, and Jess (who should be point?)

- 1. Provide input on the overall timing and content of the engagement program for transportation projects (DISC, Downtown Transportation Plan, Diridon Parking Study, Transportation chapter in DSAP, DT West project review)
 - a. Participate in internal coordination calls/meetings on the engagement program
 - b. Coordinate with Jackie on DISC and Corinne on DTP (*they should be able to drive much of the content, feedback prompts, and formats*)
 - c. Coordinate with rest of the DOT team: John, Brian, Wilson, Arian, and Emily
 - d. Help respond to public/SAAG inquiries
- 2. Represent the City on DISC outreach committee: Colin and Eric

Zak

- 1. Provide input on the overall timing and content of the engagement program for PRNS project elements (“Parks, Trails, and Open Space” chapter in DSAP, DT West project review and parkland agreement)
 - a. Participate in internal coordination calls/meetings on the engagement program
 - b. Help respond to public/SAAG inquiries
 - c. Coordinate with Nicolle and the rest of the PRNS team

Tara

- 1. Help with internal meeting logistics
- 2. Continue to manage contracts and billing

- a. Help Vanessa administer the Community Partnership grants (agreements, payments, reporting, etc.)

Nanci

1. Schedule, develop agendas, and facilitate the following meetings:
 - a. Weekly Core team meeting (most Mondays, 2:30-3:30)
 - b. Weekly Directors meetings with Google (most Wednesdays, 3:30-4:30)
 - c. Monthly Housing coordination meeting: work with Kristen/Jacky and Jose/Tim
2. Sign off on Raimi invoices (check with Planning team)

Bill

1. Attend internal coordination meetings to represent OED, DA, MOU, etc.
2. Support Nanci with meeting agendas
3. CMO rep on the Arena Authority
 - a. Attend monthly board meetings, and provide brief updates on the projects and engagement opportunities
 - b. Review and approve documents occasionally

Cancel:

- Monthly “Diridon Projects and Community Engagement Update” meeting (for staff not directly involved but needing to stay in the loop) – refer to website or Departmental leads instead (LPS to develop email)