

**From:** [Walesh, Kim](#)  
**To:** [Hughey, Rosalynn](#); [Phan, Johnny](#); [Manford, Robert](#); [Ortbal, Jim](#); [Ristow, John](#); [Morales-Ferrand, Jacky](#); [Cicirelli, Jon](#); [Cano, Matt](#); [Bourne, Jill](#); [Ruster, Jeff](#); [Rufino, Neil](#); [VanderVeen, Rachel](#); [Loesch, Matthew](#); [Rufino, Neil](#); [Brilliot, Michael](#); [Zenk, Jessica](#); [Wilcox, Leland](#); [Adams-Hapner, Kerry](#); [Romanow, Kerrie](#); [O'Connell, Michael](#); [Neaves, Rosario](#); [Handler, Elisabeth](#)  
**Cc:** [Ekern, Bill](#); [Klein, Nanci](#); [Severino, Lori](#); [Chaparro, Isela](#)  
**Subject:** Recommended Monday Afternoon Standing Meetings  
**Date:** Tuesday, June 4, 2019 3:02:16 PM  
**Attachments:** [DSA Teams - Preliminary Working Draft 052419 TR.docx](#)

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Hi Sr./Exec Staff colleagues,

Now that we have the Diridon Team structure in place (most recent team roster attached), we have developed a recommendation for some standing Monday afternoon meetings to ensure that we are a) coordinating all elements of the Diridon/Google work, and b) providing sufficient information to all department staff involved and interested.

Let me know if you have any concerns or feedback on the following. Otherwise, Outlook invites will follow.

#### **Core Team Meetings:**

- 1st, 2nd, and 3rd Mondays, 2:30-3:30
- Required: **Core** (Kim, Nanci, Lori, Bill, Rosalynn/Robert, Johnny Phan)
- Optional/As-needed, based on agenda: **other Directors** (e.g., Jacky, Jon C., John Ristow, Kerrie R., Jill) and **Leads** (Charla, David Keyon, Doug Moody, Elisabeth, Julie Benabente, Nicolle Burnham)
- Purpose: overall project mgmt
  - Strategize, advance planning, troubleshoot, etc.
  - Prepare for meetings with Google

#### **“All Hands” Monthly Meeting:**

- 1st Mondays, 3:30-4:30
- Required: **Core, other Directors, and Leads**
- Optional/As-needed based on agenda: all other DSA Team Members
- Purpose: technical focus
  - Big picture updates
  - Interdepartmental coordination
  - Ensure consistency across work products
  - This could include breaking into small groups

#### **C-SAAG Meeting:**

- 2nd Mondays, 3:30-4:30
- Required: **Communications team** (Elisabeth, Rosario, Colin, Cheryl)
- Optional/As-needed based on agenda: Core, Other Directors and Leads
- Invite: senior/executive and communications staff from all departments
- Purpose:
  - Provide project updates, ensure consistent messaging
  - Get high level feedback on technical content
  - Get feedback on and help with community engagement
  - Identify any internal coordination needs with other departments

### **Monthly Meeting on Housing:**

- 3rd Mondays, 3:30-4:30
- Required: OED, Housing, and Planning (Kim, Nanci, Lori, Bill, Rosalynn, Jacky, Rachel, Kristen, Rachel, Charla, others as needed)
- Purpose: coordinate housing-related work products across departments (DA/Community Benefits, Affordable Housing Implementation Plan, inclusionary compliance, citywide Anti-Displacement strategy, community engagement, etc.)

### Diridon Station Area Teams (2019-2020)

Team	Week 1 (1 <sup>st</sup> , 3 <sup>rd</sup> )	Week 2 (2 <sup>nd</sup> , 4 <sup>th</sup> )	Team Lead	Core Team Members	FYI/Optional/ As-needed
<b>1. Directors</b> <ul style="list-style-type: none"> <li>• Coordination</li> <li>• Issue resolution</li> <li>• Advance planning</li> </ul>	W 1:30-3:30		Kim Walesh	Nanci Klein Bill Ekern Rosalynn Hughey Jim Ortbal	Robert Manford Lori Severino Charla Gomez John Ristow
			Alexa Arena	Rob Deck Javier Gonzalez	Joe Van Belleghem Ava Bromberg Ricardo Benavidez
<b>2. Development Agreement</b> <ul style="list-style-type: none"> <li>• DA and Community Benefits Plan Negotiation</li> <li>• Affordable Housing</li> <li>• Jobs/Training</li> <li>• Community Facilities/</li> </ul>		W 1:30-3:30	Nanci Klein	Kim Walesh Bill Ekern Lori Severino Johnny Phan	Jacky Morales Ferrand Jeff Ruster Jill Bourne Jon Cicirelli Neil Ruffino
			Alexa Arena	Rob Deck Ava Bromberg Javier Gonzalez Ricardo Benavidez Amanda Wolf	
<b>3. Land Use Planning/CEQA</b> <ul style="list-style-type: none"> <li>• DSAP amendments</li> <li>• GPA amendments</li> <li>• Development review</li> <li>• Rezoning</li> <li>• Permits</li> <li>• Environmental review</li> </ul>	TH 3-5:00	TH 3-5:00	Charla Gomez David Keyon	John Tu David Keyon Robert Manford Charla Gomez Doug Moody Ramses Madou Rebekah Ross	Michael Brilliot Robert Manford Rosalynn Hughey Lori Severino Michael Brilliot New DSAP Planner Johnny Phan Lori Severino
			Andy Wang	Keith Orlesky Amanda Wolf Michael Jacinto Bhavesh Parikh	Bhavesh Parikh

**For changes, please contact Tara Reid at [tara.reid@sanjoseca.gov](mailto:tara.reid@sanjoseca.gov)**

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<b>4. Transportation/Parking</b> <ul style="list-style-type: none"> <li>• Street network</li> <li>• Bus/LRT</li> <li>• Ped/bike</li> <li>• Freeway access</li> <li>• New modes</li> <li>• Parking Plan for DSA</li> </ul>	TH 1-3:00	TH 1-3:00	Doug Moody Bill Ekern	Charla Gomez Ramses Madou Jessica Zenk Arian Collen Charla Gomez Doug Moody Nanci Klein Yves Zsutty	Bill Ekern Eric Eidlin Jim Ortbal Ryan Do Lori Severino Jessica Zenk
			Keith Orlesky Bhavesh Parikh	Marla Weinstein Keith Orlesky Amanda Wolf	
<b>5. Diridon Integrated Station Concept Plan (DISC)</b> <ul style="list-style-type: none"> <li>• Station layout</li> <li>• Track alignment</li> <li>• Access (including parking)</li> <li>• Urban Integration</li> </ul>	TH 3-4:00	TH 3-4:00	Bill Ekern	John Ristow Lori Severino Jim Ortbal Eric Eidlin	Tim Rood Jessica Zenk Kim Welsh
			Keith Orlesky	Alexa Arena	Javier Gonzalez
<b>6. Community Engagement</b> <ul style="list-style-type: none"> <li>• Public outreach/ engagement: strategies, events, and tools</li> <li>• Coordinate with other groups on topics, timing, and messaging</li> </ul>	F 9-10:00	F 9-10:00	Lori Severino	Lee Wilcox Charla Gomez John Tu	Kim Welsh Rosalynn Hughey Jessica Zenk Rebekah Ross
			Ricardo Benavidez Ava Bromberg	Javier Gonzalez	
<b>7. Communications/Media</b> <ul style="list-style-type: none"> <li>• Media inquiries</li> <li>• Assist with event noticing</li> <li>• Messaging</li> </ul>	W 2-2:30	W 2-2:30	Elisabeth Handler	Rosario Neaves Lori Severino Kelly Kline Colin Heyne Mattie Zazueta	Kim Welsh Nanci Klein Jim Ortbal Rosalynn Hughey Jeff Scott Cheryl Wessling
			Mike Appel	Javier Gonzalez Ricardo Benavidez	Ava Bromberg Alexa Arena

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<b>8. Early Activation</b> <ul style="list-style-type: none"> <li>Permits for temporary indoor uses and outdoor events (private + public property)</li> </ul>		F 10-11:00	New Parks Planner	John Tu Lisa Joiner Tammy Turnipseed	Nanci Klein Chu Chang Hector Estrada Michael Ogilvie Lori Severino
			Ava Bromberg	Ricardo Benavidez Allie Janos	
<b>9. District Systems/ Infrastructure</b> <ul style="list-style-type: none"> <li>Energy</li> <li>Stormwater</li> <li>Water reuse</li> <li>Infrastructure Financing</li> </ul>	W 2-4:00		Julie Benabente	Ryan Do Bill Ekern Charla Gomez Lori Mitchell Michael O'Connell	Lori Severino Kerrie Romanow Matt Loesch
			Bhavesh Parikh New Hire	Jordan O'Brien Paul Dunn Asim Tahir Keith Orlesky	
<b>10. Public Space</b> <ul style="list-style-type: none"> <li>Parks, plazas, open Space</li> <li>Trails</li> <li>Los Gatos Creek, Guadalupe River</li> <li>Ecology</li> <li>Public Art</li> </ul>		W 2-4:00	Nicolle Burnham	Charla Gomez Rebekah Ross John Tu Michael O'Connell Yves Zsutty Ryan Do Michael Ogilvie	Neil Rufino Lori Severino Doug Moody Bill Ekern Tim Rood
			Keith Orlesky	Michael Flynn Ava Bromberg Ricardo Benavidez Bhavesh Parikh	

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