



Memorandum

TO: MAYOR LICCARDO

FROM: Vice Mayor Chappie Jones

SUBJECT: BUDGET DOCUMENT

DATE: May 25, 2022

Approved

Date: May 25, 2022

RECOMMENDATION

That the following recommendation be enacted.

Proposal

Program/Project Title: Planning Relations Coordinator

Amount of City Funding Required: \$213,000

This change is:

One-time Ongoing

Cost Estimate Number (if applicable): 23:074

Proposal Description, including the reason for the need and anticipated outcomes (Please describe how the proposal will affect services for San José residents, community groups, businesses, etc.):

This Planning position would be responsible for replying to resident concerns regarding the high profile projects in the district that currently falls on the shoulders of individual Project Managers, who are occupied with their technical planning review. Additionally, this role would be responsible for attending Planning Director and Councilmember/Mayor one-on-one meetings and reporting back any questions or concerns the Councilmember or Mayor had from Planning Staff. Currently the Planning Director and Staff spend countless hours per week providing follow-up to questions and concerns resulting from one-on-one meetings. Due to the cost-recovery nature of the Planning Staff roles, they are unable to prioritize or appropriately log time spent responding to communication that does not link directly to a paid application. This role would allow Planning Staff to focus on their technical review while allowing a qualified communications professional with a land use background to take on primary communication with Council, residents concerns with high profile projects, and general inquiries related to entitlement requirements. We have heard from Staff and seen in our own experience the need for this type of position.

Funding Source

Essential Services Reserve: \$213,000

Other (Program/Project/Fund):

Department or Organization Contact

Please list the contact information for the individual that certified cost estimates contained within your recommendation:

Name and Title: Robert Manford

Department or Organization: Planning/Building/Code

Phone Number: (408) 406 1329

Email: Robert.Manford@sanjoseca.gov