

PBCE Department Organization & Staffing

February 13, 2018
Item 3.5

It's Time to Address 3 Root Problems

#1 Planning the City— Insufficient mgmt. and staff capacity in “Citywide Planning” group, given scale of city and planned growth

#2 Expediting Projects— Insufficient alignment of services, staff capacity, and timeline across all departments involved in entitlement review

#3 Sustaining Leadership— Without shoring up current PBCE structure and support, next PBCE Director cannot be successful meeting expectations

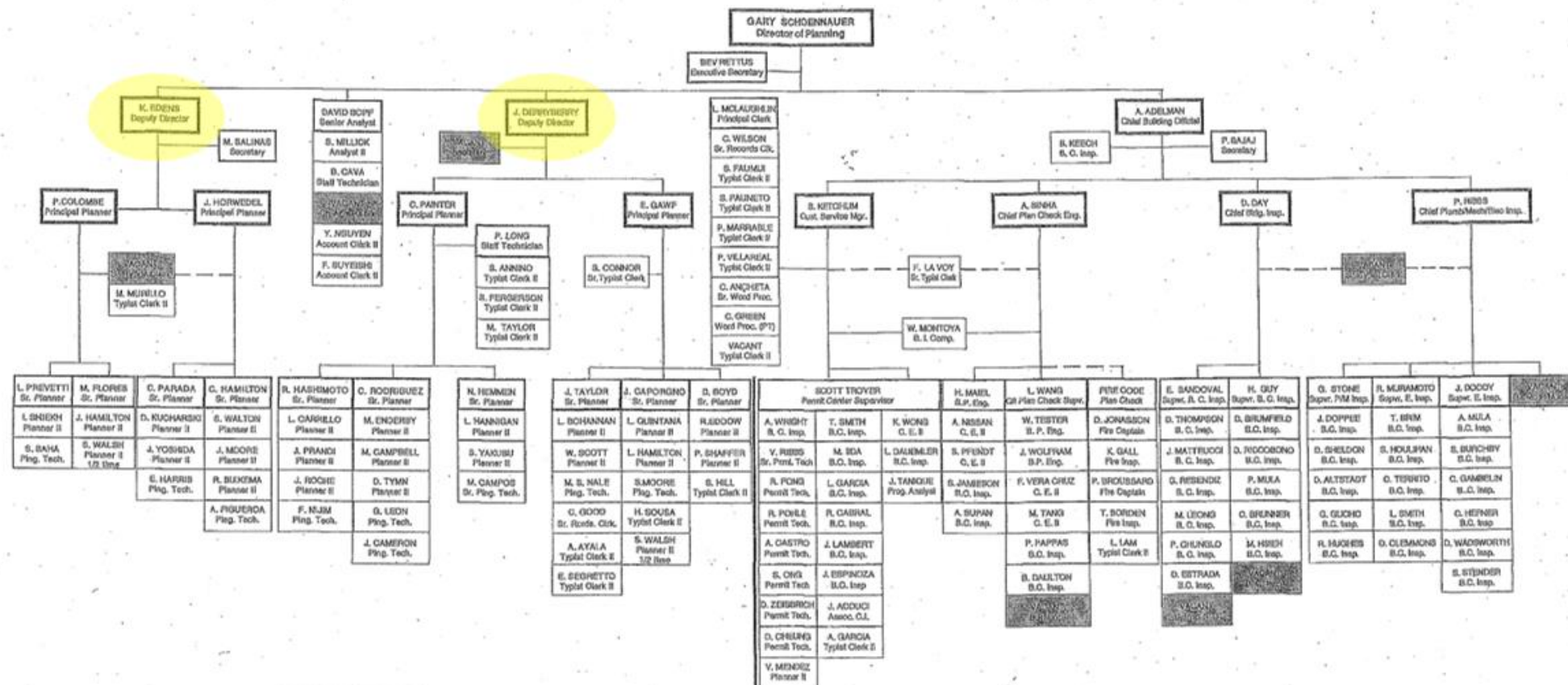
#1 “Planning the City”: What Are We Talking About?

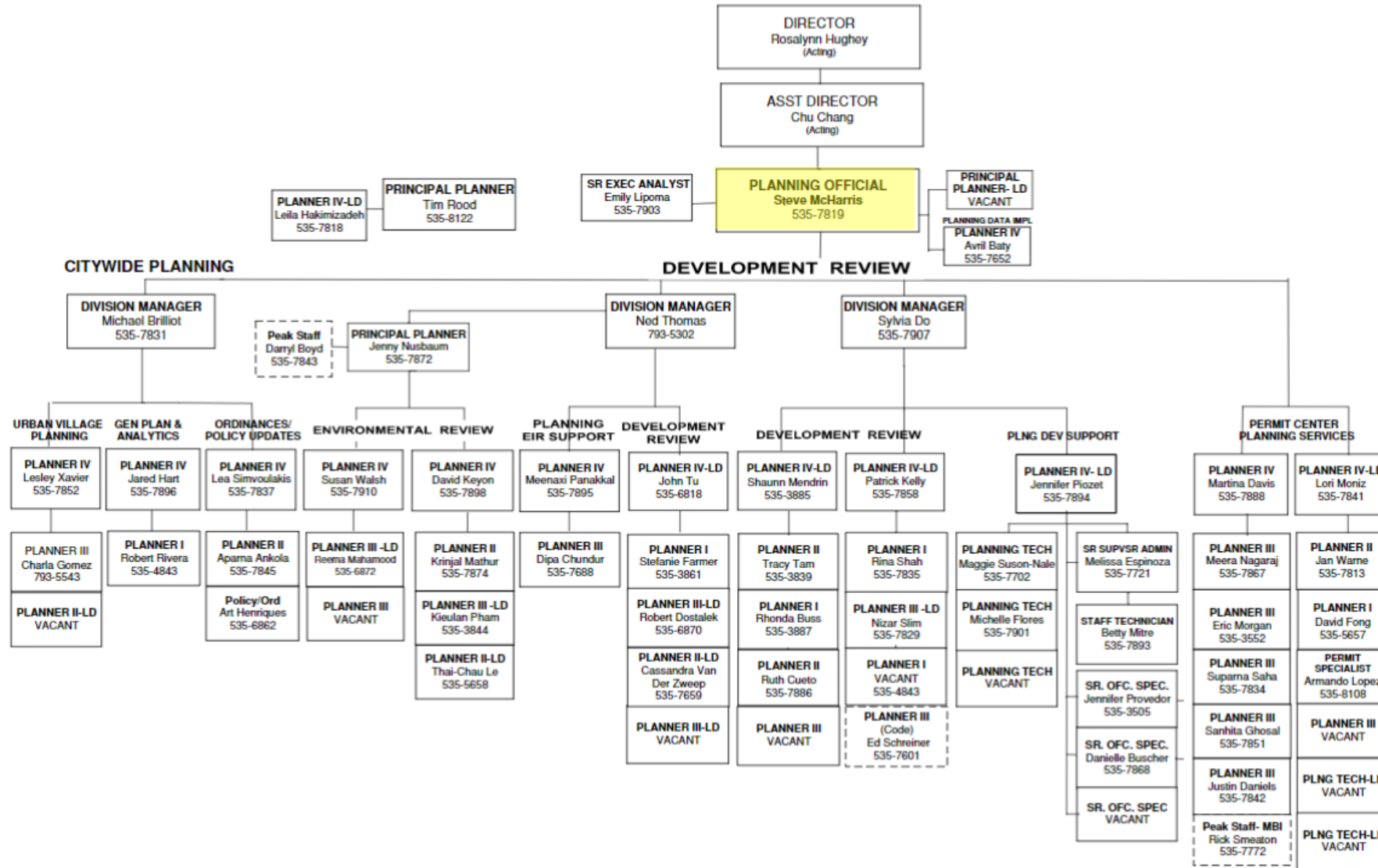
- General Plan (reviews, amendments, implementation)
- Urban Village planning and implementation
- Area Plans and Policies (e.g., North San Jose)
- Zoning Code Updates
- Ordinance Updates
- Urban Design Guidelines
- Development Finance Policy
- Historic Preservation
- GIS/Data Analytic Information
- Regional Policy

The Situation Today: Evidence of the Problem

Back in the Day....

Internal Organization and Functions

[illegible]

PLANNING DIVISION
CURRENT ORG CHART

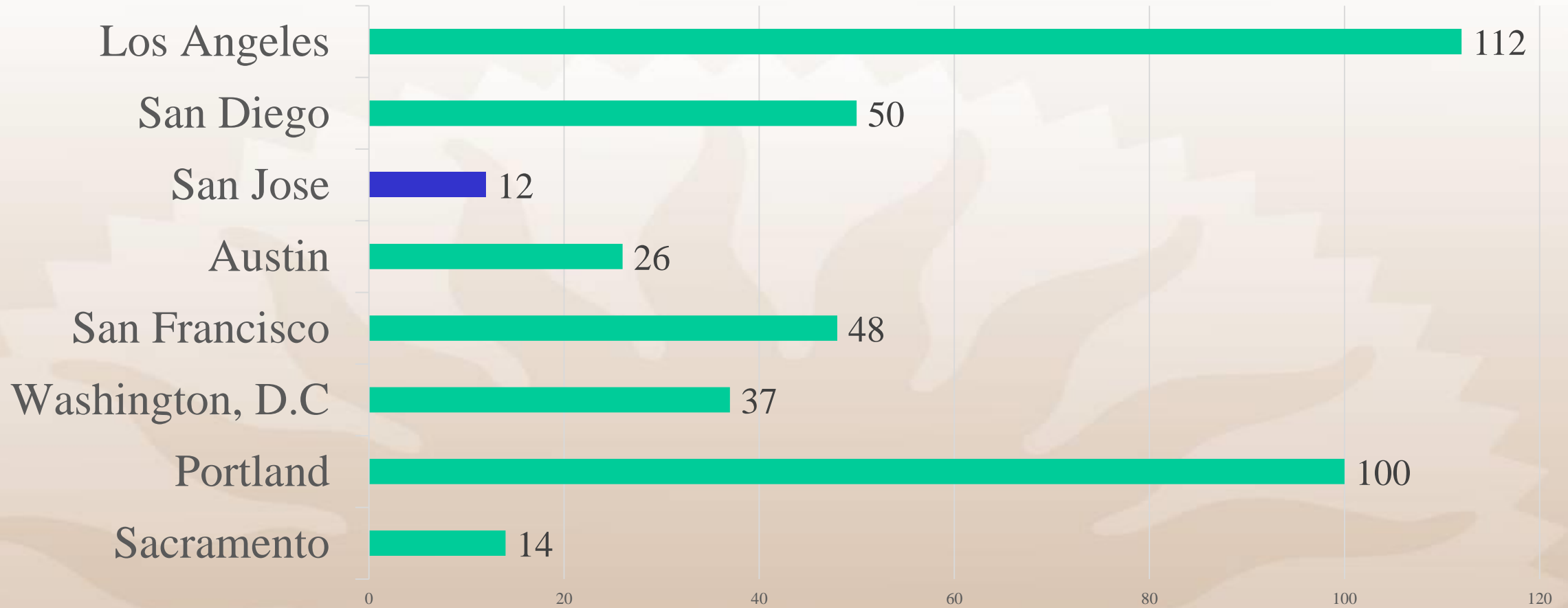
Distribution of Staff by Division



Majority of Department Head Attention Pulled to Planning Division

We Lag Big City Peers, by Far

San Jose Citywide Planning Staff vs. Other Cities



Strategy #1: Add Deputy Director-Citywide Planning and Assistant to the Director

- Add back “Deputy Director: Citywide Planning”
- Add “Assistant to the Director”

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graph TD
    Director[DIRECTOR  
Rosalynn Hughey  
(Acting)]
    AsstDir[ASST DIRECTOR  
Chu Chang  
(Acting)]
    AdminAsst[Admin Assistant  
Q Douglas]
    DeputyDirCity[CITYWIDE PLANNING  
DEPUTY DIRECTOR]
    DeputyDirDev[DEVELOPMENT REVIEW  
DEPUTY DIRECTOR  
Steve McHarris  
535-7819]
    SRExecAnalyst[SR EXEC ANALYST  
Emily Lipoma]
    PlannerIVCity[PLANNER IV  
PLANNING DATA BAPT  
Anita Baty]

    Director --- AsstDir
    Director --- AdminAsst
    AsstDir --- DeputyDirCity
    AsstDir --- DeputyDirDev
    DeputyDirCity --- PP1[PRINCIPAL PLANNER  
Tim Rood  
535-8122]
    DeputyDirCity --- PP2[PRINCIPAL PLANNER-  
Historic Preservation]
    DeputyDirCity --- DM1[DIVISION MANAGER  
Michael Brillot  
535-7831]
    DeputyDirDev --- PP3[PRINCIPAL PLANNER  
Jenny Nussbaum  
535-7872]
    DeputyDirDev --- DM2[DIVISION MANAGER  
Ned Thomas  
783-5302]
    DeputyDirDev --- DM3[DIVISION MANAGER  
Sylvia Do  
535-7907]
    PP1 --- PIV1[PLANNER IV-LD  
Leila Hakimzadeh  
535-7818]
    DM1 --- UV[URBAN VILLAGE  
PLANNING]
    DM1 --- GPA[GEN PLAN &  
ANALYTICS]
    DM1 --- OP[ORDINANCES/  
POLICY UPDATES]
    UV --- PIV2[PLANNER IV  
Lesley Xavier  
535-7852]
    GPA --- PIV3[PLANNER IV  
Jared Hart  
535-7896]
    OP --- PIV4[PLANNER IV  
Lea Simovutakis  
535-7837]
    PIV2 --- PII1[PLANNER II  
Chafin Gomez  
793-5543]
    PIV2 --- PIV2LD[PLANNER II-LD  
VACANT]
    PIV3 --- PII2[PLANNER II  
Robert Rivera  
535-4843]
    PIV4 --- PII3[PLANNER II  
Aparna Ankola  
535-7845]
    PII3 --- PII3LD[PLANNER II-LD  
Thai-Chau Le  
535-5568]
    PII3LD --- PII3LD2[Policy/Ord  
Art Henriquez  
Temp]
    PP3 --- ENV[ENVIRONMENTAL REVIEW]
    PP3 --- PENS[PLANNING ENV  
SUPPORT]
    PP3 --- DEV1[DEVELOPMENT REVIEW]
    PP3 --- DEV2[DEVELOPMENT REVIEW]
    PP3 --- PLDS[PLNG DEV SUPPORT]
    PP3 --- PCS[PERMIT CENTER  
PLANNING SERVICES]
    ENV --- PIV5[PLANNER IV  
Susan Walsh  
535-7910]
    ENV --- PIV6[PLANNER IV  
David Kayon  
535-7868]
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John Tu  
535-6818]
    ENV --- PIV7[PLANNER IV-LD  
Shaun Mendrin  
535-7885]
    ENV --- PIV8[PLANNER IV-LD  
Patrick Kelly  
535-7858]
    ENV --- PIV9[PLANNER IV-LD  
Jennifer Plozet  
535-7894]
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Reema Mahmood  
535-6672]
    PIV5 --- PII4[PLANNER II  
Krinjal Mathur  
535-7874]
    PIV6 --- PII5LD[PLANNER II-LD  
Kieulan Pham  
535-3844]
    PIV6 --- PII5[PLANNER II  
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Robert Dostalek  
535-6870]
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Nizar Slim  
535-7829]
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Rhonda Buss  
535-3887]
    PIV9 --- PII8LD[PLANNER II-LD  
Ed Schneider  
535-7801]
    PIV9 --- PII8[PLANNER II  
Ruth Cueto  
535-7886]
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Cassandra Van  
Der Zweep  
535-7659]
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Strategy #2: Explore General Plan Maintenance Fee to Stabilize & Grow Citywide Planning

- Take holistic approach, commit to deliverables
- Stabilize “temporary” Planner positions (4)
- Add new Planner positions

Station Area Planner
Housing Planner
Sustainability Planner

Area Planner: North San Jose
Policy/Ordinance Planners
Data/GIS Planner

Strategy #3: Make Development Services an Enterprise Priority

- Deputy City Manager with oversight responsibility for Development Services
- Three roles:
 - **Drive process improvement and capacity-building effort** that results in better aligned service offerings and processing timelines across departments
 - **Drive major projects to finish line** by resolving impediments and issues across departments
 - **Instill “champion the customer, can-do, timely action”** culture
- Set up and track metrics to measure success of improvements
- A Process Expeditor and a Project Expeditor

Next Steps

1. PBCE Director — Interviews and Recommendation
2. Deputy Director & Assistant to Director — Start Recruitment
3. GP Maintenance Fee — Study, Propose through FY 2018-2019 Budget Process
4. Deputy City Manager/Development Services — Start Recruitment