

**January 2, 2017**

Monday

All Day

City Holiday

**January 4, 2017**

Wednesday

9:00 AM - 10:00 AM

Planning Director's Hearing

1:00 PM - 1:30 PM

Rules Agenda Briefing -- Clerk's Office - 14th Floor

1:30 PM - 2:00 PM

Rules Briefing -- Chappie's Office

2:00 PM - 4:00 PM

Joint Meeting of Rules & Open Government Committee

**January 6, 2017**

Friday

8:30 AM - 9:30 AM

Mayor's Welcome Breakfast -- Mayor's Conference Room  
Happy New Year 18<sup>th</sup> Floor!

We're looking forward to having breakfast together this Friday!

Thank you to everyone who has responded! If you haven't yet, please respond to this calendar invite.

Please also forward this invitation to any new staff we may have missed.

We're looking forward to welcoming the new faces on our floor and recognizing the continued commitment of our Councilmembers and staff.

We hope you will join us! ☺

2:00 PM - 3:00 PM

Personal Appointment

3:30 PM - 4:00 PM

January Newsletter Discussion -- Jerad's Desk

**January 9, 2017**

Monday

10:00 AM - 11:00 AM

Staff Meeting -- Chappie's Office  
Scheduled 01/05/16 by CP

**Note:**

If you have a conflict in your calendar ahead of time- feel free to re-schedule.

Topic:  
Regular Staff Updates

Attendees:  
Councilmember Chappie Jones  
Jerad Ferguson, Chief of Staff  
Rose Dhaliwal, Public Relations and Policy Advisor

Ed Brooks, Community Relations Director

David Gomez, Community Relations Coordinator

Christina Pressman, Policy and Legislative Director

12:00 PM - 1:00 PM

18th Floor Front Desk - D1 Coverage - Christina

If your staff member could show up 10-15 minutes before the first shift (or anytime prior to the shift) Celina will be glad to give him/her a tutorial as to how to receive visitors and calls, to whom to refer them, etc.

As per the email string below, I wanted to give you a list of the times we anticipate needing coverage for the Front Desk in January.

- **Wednesday, January 4<sup>th</sup>: 9-10am** [our monthly all-staff meeting]
- **Monday AND Tuesday, January 9<sup>th</sup> and 10<sup>th</sup>** [Celina will be gone on vacation—coverage will be needed for breaks for **BOTH DAYS**]
  - o **10-10:15am**

## January 9, 2017 Continued

Monday

- o **noon to 1pm**
- o **3-3:20pm**
- **Wednesday OR Thursday, January 11<sup>th</sup> or 12<sup>th</sup>** (date to be determined), **12-1pm** [our monthly all-staff training]

This is the bulk of the anticipated shifts. Occasionally meeting times change...also, in case of illness, we might need to ask for additional assistance. I always strive to provide as much notice as possible.

2:00 PM - 3:00 PM

LUNCH -- Philzz

## January 10, 2017

Tuesday

9:45 AM - 10:15 AM

Council Agenda Review -- Wing 118-119

1:30 PM - 5:00 PM

Watch City Council Meeting

2:00 PM - 2:15 PM

Chat w/ Lesley -- 3rd Floor Lobby  
Scheduled 01/10/16 by CP

Topic: Upcoming SCAG meetings

6:30 PM - 9:30 PM

Evening Land Use City Council

6:30 PM - 8:00 PM

Eden Monthly Community Meeting -- Primary Plus

## January 11, 2017

Wednesday

9:00 AM - 10:00 AM

Planning Director's Hearing

10:30 AM - 11:00 AM

Quick Call with Bob Levy -- Phone Call  
Scheduled 01/10/17 by CP

Topic: Upcoming SCAG meeting

## January 11, 2017 Continued

Wednesday

12:00 PM - 12:30 PM

Break -- Stairs @ City Hall  
Start from the Bottom!

1:00 PM - 1:30 PM

Rules Agenda Briefing -- Clerk's Office - 14th Floor

1:30 PM - 2:00 PM

Rules Briefing -- Chappie's Office

2:00 PM - 4:00 PM

Joint Meeting of Rules & Open Government Committee

6:00 PM - 7:00 PM

VTA Next Network Meeting -- San Jose Silicon Valley Chamber of Commerce (101 W Santa Clara Street)  
Scheduled 01/09/17 by CP

Topic: Updated presentation on draft Next Network Plan

## January 12, 2017

Thursday

12:00 PM - 1:00 PM

Lunch! -- Good Karma

2:00 PM - 3:00 PM

Romulus CRM - Onboarding/Training -- T-1854  
Hi All,

We are moving to this new system for managing requests. They are working on important our data now and we start with an onboarding.

Jerad

## January 13, 2017

Friday

10:00 AM - 10:30 AM

WAG Check-In -- 18th Floor  
Scheduled 01/10/17 by CP

Topic: WAG check-in with Planning

Attendees:

Leila Hakimzadeh, Planning  
Michael Brilliot, Planning  
Jerad Ferguson, D1  
Christina Pressman, D1

**January 13, 2017 Continued**

Friday

11:00 AM - 12:00 PM

Discus Romulus and Start to Develop Best Practices -- Jerad's Desk

2:30 PM - 3:00 PM

Personal

**January 14, 2017**

Saturday

9:00 AM - 11:30 AM

D1LG Bi-Monthly Meeting -- West Valley Library  
Added Series 11/30/16 by JF

Recurrence is for 2017 only.

**January 16, 2017**

Monday

All Day

City Holiday

9:00 AM - 5:00 PM

Holiday

**January 17, 2017**

Tuesday

9:00 AM - 9:30 AM

Meeting w/ Jerad & Christina -- Chappie's Office  
Added 1/12/17 by JF

Topic: WAG/SCAG Meetings

9:30 AM - 10:30 AM

Meeting w/ Councilmember Jones & Councilmember Davis -- T-1854  
Updated 1/13/17 by JF

Added 1/12/17 by JF

Topic: Winchester / Santana Row Valley Fair Urban Village – Winchester Advisory Group

Attendees:

Councilmember Dev Davis

Councilmember Chappie Jones

Jerad Ferguson, D1 Chief of Staff

Christina Pressman, D1 Legislative & Policy Director

Mary Anne Groen, D6 Chief of Staff

Christina Mauro, D6 Council Assistant

**2:00 PM - 3:00 PM**

**Meeting w/ WAG Co-Chairs -- Chappie's Office**

Scheduled 12/16/16 by CP

Updated 01/05/17 by CP

Topic: WAG Co-Chairs

Attendees:

Councilmember Chappie Jones

Mark Tieren

Steve Landau

**2:30 PM - 3:00 PM**

**Meeting w/ WAG Co-Chairs -- T-1853**

Scheduled 01/13/17 by CP

Topic: Discuss upcoming January WAG meeting

**3:00 PM - 5:00 PM**

**Flex Time**









