

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 18th 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 4th: 9-10am** [our monthly all-staff meeting]
- **Monday AND Tuesday, January 9th and 10th** [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 11th or 12th** (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

