October 2012

October 2012

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Monday	Tuesday	Wednesday	Thursday	Friday
October 1	2	3	4	5
		Hold-Vacation		
8:00am Project Time 11:00am (Amy) MEET: OMF Weekly Check-In (Mayor's Office)	8:00am AFSCME Grievance Committee Meets Tonight 8:30am Revenue Bureau Diversity Committee Meeting (8th Floor 8:30am Revenue Bureau Diversity Committee Meeti 10:00am Updated: Lien Accounting System - Next	9:30am City Council 9:50am PPI Code Changes to Council (tentative): 9:50 AM Time Certain (Chambers)	8:00am Private Appointment 11:15am Travel Time 3:30pm Out of Office 6:00pm Private Appointment	11:30am Tamron's Farewell (Portland Prime 121 SW 3rd Ave.) 4:00pm Walk Around (Rev Bur)
8	9	10	11	12
		Updated: Vacant Property Regisration Program Goes to City Council (Council Chambers)		
8:00am Project Time 10:00am Updated: BTS Customer Sta 11:00am (Jen) MEET: OMF 11:00am TIMESHEETS 11:30am (Jen) MEET: OMF 12:00pm (Clay/Sofia) 1:00pm Send Agenda to 1:30pm One-on-one with 2:00pm Cmmr Fritz 2:00pm Updated: Jack 2:00pm Comm. Fritz 2:30pm Updated: eFiling 3:15pm Updated: Revenue 3:15pm Updated: Catch	8:00am AFSCME E-Board Meeting Tonight 8:00am Timesheets Due 9:30am Updated: Supervisors and Managers' Meeti 11:00am TIMESHEETS 2:00pm Commr Saltzman (monthly check-in) (Commi 2:00pm Comm. Saltzman Briefing / Taxis (2:00pm Do TAR 2:45pm Meeting with Jack (Jack's Office)	7:00am Doublecheck TARS 7:30am SBAC Plenary Mtg. (Lovejoy Room - 7:30am SBAC 9:30am City Council 9:30am TARS 10:00am Sign TARS 11:30am Thomas and Julie Standing Meeting 1:00pm (Cary) MEET: Arts 2:30pm Double Check 2:30pm Leave for 3:00pm Kaiser Appt.	7:45am Updated: Bureau Directors All Day Work Session (Marriott Residence Inn Downtown/Riverpl 2115 SW River Parkway)	10:00am Recurring Check-In (TL's Office, Revenue Bureau, 111 SW Columbia St., Suite 600) 1:00pm Personnel Issue (TL's Office) 4:00pm Walk Around (Rev Bur)
15	16	17	18	19
Updated: Vacant Property Regisration Program Goes to City Council (Council Chambers)			8:00am Private	9:00am Private
8:00am Project Time 8:00am Change BL/MCBIT RTS IV/V Requirements to 11:00am Personnel Matter (TL's Office) 12:00pm (Amy) MEET: Stephen Kafoury RE: For-Hire Issu 1:00pm Updated: Core & Extended Leadership Team 3:00pm Pick up P-card after Jack Meeting	7:30am Private Appointment 8:00am Prepare and send CAO Meeting Age 8:00am Private Appointment 1:00pm Lunch (VQ) 2:00pm (Jen) MEET: OMF Weekly Check-In 3:00pm Procurement Card 3:15pm Thomas and Julie Standing Meeting 4:00pm Sign Settlement Agreement (Tho	Oregon Connections (Mary Beth) (Hood River) 9:30am City Council 9:30am Mary Beth Day--Take 1:00pm Core Leadership Team - Meet & 1:30pm Meeting Preparation and 2:00pm Shakeout and a 2:30pm Private 3:10pm Update on Taxi 3:30pm Hold for possible 3:30pm Revenue Bureau 4:30pm Private	9:00am Hospitals (Rose Room) 10:00am Review Draft Ordinance for 11:00am Cmmr Leonard (monthly check 11:00am Comm. Leonard Briefing / Taxis 2:00pm Private Appointment 2:30pm Discuss 2:30pm Private 7:00pm MTNA (Western	12:00pm Tax Research (TL's OFfice) 3:30pm Private Appointment 3:30pm Updated: Feedback from BHR (Revenue TBA) 4:00pm Walk Around (Rev Bur) 4:00pm Tax Issue (TL's Office)
22	23	24	25	26
8:00am Project Time 11:00am (Jen) MEET: OMF Weekly Check-In 11:00am TIMESHEETS 11:30am (Jen) MEET: OMF Check-In (Mayor's 12:30pm Private Appointment 1:00pm Send Agenda to Jack 1:00pm Updated: Phone Stats (Thomas's 2:00pm Private 3:30pm Updated: MEET: 3:30pm Comm. Fish	8:00am Timesheets Due 11:00am TIMESHEETS 12:30pm Call david shaff 1:00pm October Safety/Wellness Meeting (Rev Bur Rivers Conf Rm (20)) 2:00pm Revenue Bureau LMC Meeting (Revenue Bureau - Rivers Conference Rm) 2:00pm Do TAR	7:00am Doublecheck TARS 9:30am City Council 9:30am TARS 10:00am Sign TARS 2:00pm Updated: Thomas Lannom Reg CAO Meeting (Jack's Office) 2:30pm Double Check TARS	11:00am One-on-one with Thomas (J. Smith) (Thomas' Office) 11:30am Lunch (Mandarin Cove Okay?) 2:00pm Taxi Research Next Steps (TL's Office) 3:00pm Sarah Keele - Thomas Lannom standing meeting 4:00pm One-on-one with Thomas (G. Bald 4:00pm One-on-one with Thomas (S. Bouff	10:00am Recurring Check-In (TL's 11:00am battery 11:30am Lunch at VQ 1:00pm City Club Report 2:00pm Mark Greinke Farewell (Room B, 3:40pm One-on-one with Thomas (Thomas' 4:00pm Walk Around (Rev Bur) 5:00pm Private Appointment 5:30pm Server Patch Fridays
29	30	31		
8:00am Project Time 8:00am Private Appointment 9:00am FW: OMF Leadership Team (Horizon Conference Room) 10:00am Updated: OMF Leadership Team (OMF Horizon Room) 11:00am (Jen) MEET: OMF Weekly Check-In (Sam's Office - 3r 1:00pm Out of Office	8:00am Change BL/MCBIT RTS IV/V Requirements bac 9:30am Fall BMP / PHB Portfolio And Optimization Pr 10:00am Travel 10:30am Executive Session -2012 Diversity Conference (Ore 3:00pm (Amy) MEET: Red Diamond RE: Taxi Check-In (Mayor's 3:30pm Web chat (Thomas' office)	9:30am City Council 2:00pm Tax (TL's Office) 2:30pm Cross Functional Teams Update (TL's Office)		

November 2012

November 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012

S	M	T	W	T	F	S
						1
2	**3**	**4**	**5**	**6**	**7**	8
9	**10**	**11**	**12**	**13**	**14**	**15**
16	**17**	**18**	**19**	**20**	**21**	22
23	**24**	**25**	**26**	**27**	**28**	**29**
30	**31**					

Monday	Tuesday	Wednesday	Thursday	Friday
			November 1 8:00am Private Appointment 10:00am Presentation (Thomas' office) 10:00am Presentation Prep (Sunset Conf. Rm. 11:15am Travel Time 11:30am Updated: Bureau Directors Lunch (1:00pm Program Discussion 1:30pm FW: (CLAY/SOFIA) 3:30pm Out of Office 6:00pm Private	2 Private Appointment 4:00pm Walk Around (Rev Bur)
5 7:30am Private Appointment 8:00am Project Time 11:00am TIMESHEETS 11:30am Tax Issue (TWL's Office) 1:00pm Send Agenda to Jack 1:15pm Ali 2:30pm Check-In (CAO's Office) 4:00pm (Jen) MEET: OMF Weekly Check-In (Mayor's Office)	6 8:00am AFSCME Grievance 8:00am Private Appointment 8:00am Private Appointment 8:00am Timesheets Due 8:30am Revenue Bureau Diversity Commit 9:30am Tax (TWL's Office) 11:00am TIMESHEETS 1:00pm Private Appointment 2:00pm Do TAR 2:30pm Out of Office	7 7:00am Doublecheck TARS 9:30am City Council 9:30am TARS 10:00am Sign TARS 12:30pm (Amy) MEET: Chris Denzin and Karen Stewart - 12:30pm Meeting with Mayor and CenturyLink (2:00pm Taxi Industry Recommendations 2:30pm Double Check TARS	8 9:30am Updated: Budget Projections (Thomas' Office) 10:00am MCBIT Staff Meeting (Rivers) 10:30am Catch Up (Thomas' Office) 11:00am Check in (TL's Office) 1:00pm Special Events (TL's Office) 3:00pm Sarah Keele - Thomas Lannom standing meeting (TL's Office)	9 Private Appointment 3:00pm Walk Around (Rev Bur) 3:00pm One-on-one with Thomas (K. Frahler) (Thomas' Office)
12 Veteran's Day 8:00am Project Time 9:00am FW: OMF Leadership Team 10:00am Updated: BTS Customer Sta 10:00am Updated: OMF Leadership Team 11:00am (Amy) MEET: OMF Weekly Check-In (11:00am (Jen) MEET: OMF Weekly Check-In 2:00pm Cmmr Fritz (monthly c 2:30pm Updated: eFiling	13 8:00am AFSCME E-Board Meeting Tonight 9:00am FY 2013 Budget Work Session (Council Chambers) 9:30am Updated: Supervisors and Managers' Meeti 1:00pm Mayor Meeting 2:00pm Commr Saltzman (monthly check-in) (Commi 3:30pm Arts Tax (Rivers) 3:30pm Arts Tax (Rivers)	14 7:30am SBAC Plenary Mtg. (Lovejoy Room - City Hall) 7:30am SBAC 9:30am City Council 12:30pm Employee Meeting (TL's office) 2:30pm Leaf Fee Administration / General Check-In (Revenue Bureau, Lannom's Office)	15 8:00am Private Appointment 9:00am Updated: Bureau Director's Meeting (Mayor-elect) (P 11:00am Cmmr Leonard (monthly check-in) (Com 2:00pm TIME CERTAIN ULF Ordinance 4:00pm FW: (Cary) MEET: Arts Education and Access Fund 7:00pm MTNA (Western Baptist Seminary,	16 10:00am Recurring Check-In (TL's Office, Revenue 11:30am Updated: Thomas Lannom Monthly 2:00pm One-on-One (TL's office) 2:40pm One-on-one with Thomas (K. Goss) 3:00pm Walk Around (Rev Bur) 3:00pm Bureau Directors Equity Meeting (3:00pm Equity Meeting with Directors (
19 8:00am Project Time 11:00am TIMESHEETS 1:00pm Send Agenda to Jack 4:30pm Updated TOC re-occuring meeting request (Portland Building, 4th floor Bubble Room)	20 8:00am Prepare and send CAO Meeting Agenda 8:00am Timesheets Due 10:00am Mt. Talbert/Central Check-in (10100 SE Sunnyside Rd., Clackamas, 97015) 11:00am TIMESHEETS 12:00pm Kaiser (Sunnyside Hospital) 1:00pm Arts Tax (Rivers) 2:00pm Do TAR	21 Private Appointment 7:00am Doublecheck TARS 9:30am City Council 9:30am TARS 10:00am Sign TARS 1:30pm Meeting Preparation and Travel Time 2:30pm Double Check TARS	22 8:00am holiday	23 8:00am holiday 3:00pm Walk Around (Rev Bur)
26 8:00am Project Time 8:30am Updated: All Day Core Work Session (PF&R St 9:00am FW: OMF Leadership Team (Horizon Conferen 10:00am Updated: OMF Leadership Team 11:00am (Jen) MEET: OMF Weekly Check-In 2:30pm Updated: eFiling Initiative (Thom 3:00pm Cmmr Fish (monthly c	27 8:00am Private Appointment 10:00am Final Determination - 393952 (TL's Office) 1:00pm Private Appointment 2:00pm Updated: Revenue Bureau LMC Meeting (Revenue Bureau - Rivers C 4:00pm Thomas and Julie Standing Meeting (Thomas's Office)	28 8:00am Draft comments to Council 9:30am City Council 10:00am Amend Business License Law 1:00pm One-on-one with Thomas (G. Hendricksen) (Thomas' Office) 2:00pm Budget (Sunset conf. room at the Revenue Bureau (111 SW Columbia #600))	29 8:00am Private Appointment 9:00am Arts Tax (Rivers) 10:00am FW: Re-occuring OMF diversity Mtg - please accept (10:00am OMF Diversity Committee (OMF, Conf 12 Horizon R 11:30am Meeting with Tamsen Wassell 2:00pm Thomas/Kathleen Standing Meeting 9:00pm Private Appointment	30 10:00am Recurring Check-In (TL's Office, Revenue Bureau, 111 SW 2:00pm One-on-one with Thomas (D. Marshall) (Thomas' Office) 3:00pm Walk Around (Rev Bur) 3:00pm Technical Oversight Committee/Monthl 5:30pm Server Patch Fridays

December 2012

December 2012

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Monday	Tuesday	Wednesday	Thursday	Friday
December 3	4	5	6	7
8:00am Project Time 10:00am VPR (TL's Office) 11:00am (Amy) MEET: OMF Weekly Check-In (Mayor's Office) 11:00am (Jen) MEET: OMF Weekly Check-In (Sam's Office - 3rd Floor) 11:00am TIMESHEETS 12:00pm Executive Team Meeting (Sunset Conf. Rm.) 1:00pm Send Agenda to Jack	8:00am AFSCME Grievance 8:00am Timesheets Due 8:30am Revenue Bureau Diversity Commit 9:30am Updated: Supervisors and 11:00am TIMESHEETS 12:30pm CU / Upgrade (TL's Office) 2:00pm Revenue Bureau Executive Team 2:00pm Do TAR 4:00pm Arts Tax Website Review (Rev Bur	7:00am Doublecheck TARS 7:00am REMINDER: PEs must be complet 9:00am Bus Ops check-in (Jane's Office) 9:30am City Council 9:30am TARS 10:00am Sign TARS 1:00pm Arts Tax (Rivers) 2:00pm Updated: Thomas 2:30pm Double Check 3:00pm Canceled: Budget 3:30pm One-on-one with 4:00pm Portland Plan /	9:00am Updated: OMF LMC Re-occurring meeting request (11:15am Travel Time 11:30am Updated: Bureau Directors Lunch (Lovejoy Room) 3:00pm FY 2013-14 Citywide Budget Kickoff (Portland 3:00pm Retirement Celebration (Rev 3:30pm Out of Office 6:00pm Private Appointment	OCT Retreat 10:00am Recurring Check-In (TL's Office, Revenue Bureau, 111 SW Columbia St., Suite 600) 3:00pm Budget (CAO's Office)
10	11	12	13	14
Out of Office - Vacation 8:00am Project Time 9:00am FW: OMF Leadership Team (Horizon Conference Room) 10:00am Updated: BTS Customer Stakeholder Group - 2nd Monday of each Month (Meet 10:00am Updated: OMF Leadership Team (OMF Horizon Room)	Budget Work LMBAC - need to schedule for 8:00am AFSCME E-Board Meeting Tonight 2:00pm Commr Saltzman (monthly check-in) (Commissioner's office)	Budget Work 7:30am SBAC Plenary Mtg. (Lovejoy Room - City Hall) 7:30am SBAC 9:30am City Council 10:30am Budget (TL's Office) 2:00pm City Budget Office 2:00 PM Time Certain	Org Structure Work 8:00am Private Appointment 8:15am Meeting with CAO (CAO's Office) 8:15am (Jack's Office) 9:00am PBA Meeting re "Big Belly Trash 10:00am Email Authentication for 11:00am Updated: Bus Ops check in (Revenu 12:30pm Checks-Ins (TL's Meeting) 3:00pm Arts Tax (Rivers)	3:00pm Walk Around (Rev Bur)
17	18	19	20	21
8:00am Updated: All Day Work Session (Fire Station 12 - 8:00am Project Time 11:00am (Amy) MEET: OMF Weekly Check-In (11:00am TIMESHEETS 1:00pm Send Agenda to Jack 2:30pm Updated: eFiling Initiative (Thom 4:30pm Updated TOC re-occuring m 6:00pm MHCRC Meeting & Tour@ MetroEast	8:00am Updated: All Day Work Session (Fire Station 12 - 8645 NE Sandy B 8:00am Prepare and send CAO Meeting Agenda 8:00am Private Appointment 8:00am Timesheets Due 9:30am Updated: Supervisors and Managers' Meeti 11:00am TIMESHEETS 2:00pm Do TAR	7:00am Doublecheck 8:00am A Conversation 8:00am CTO Review (HR 8:00am Private 9:30am City Council 9:30am TARS 10:00am Private 10:00am A Conversation 10:00am CTO Review (HR 10:00am Sign TARS 12:30pm Thomas/Kathleen 1:00pm Updated: Bureau 1:30pm Meeting 2:00pm Updated: Thomas More Items...	9:30am Exec Team Meeting (Rivers Conf. Rm.) 11:00am Cmmr Leonard (monthly check-in) (Commissioner's 2:30pm Arts Tax (Rivers) 4:00pm Out of Office-parked on 4th 7:00pm MTNA (Western Baptist Seminary, 55th & Hawthorne Blvd, Bueermann	9:00am Meeting with Marc Farrar (Comcast) (111 SW Columbia St. Suite 600, Port 10:00am Recurring Check-In (TL's Office, Revenue Bureau, 111 SW 11:00am Updated: Thomas Lannom Monthly Check-in (Rich's O 1:00pm Private Appointment 3:00pm Walk Around (Rev Bur)
24	25	26	27	28
8:00am Project Time 9:00am Canceled: OMF Core Leadership 9:00am FW: OMF Leadership Team 10:00am Updated: OMF Leadership Team 11:00am (Amy) MEET: OMF Weekly Check-In (11:00am (Jen) MEET: OMF Weekly Check-In 2:30pm Updated: eFiling Initiative (Thom 3:00pm Cmmr Fish	8:00am holiday 9:00am Full Staff Meeting (Lunchroom) 9:00am Full Staff Meeting (Revenue Bureau Lunch Room) 2:00pm Revenue Bureau LMC Meeting (Revenue Bureau - Rivers Conference Rm) 3:00pm Thomas and Julie Standing Meeting (Thomas's Office)	Out of Office - Vacation 8:00am Fill out Bike and Walk Bucks Certificate 8:00am Fill out Bike and Walk Bucks Form 9:30am City Council 2:30pm Cross Functional Teams Update (TL's Office) 3:00pm Updated: Budget (Sunset Conference Room)	8:00am Private Appointment 10:00am FW: Re-occuring OMF diversity Mtg - please accept (OMF, Conf 12 Horizon Rm (12-15)) 2:00pm Thomas/Kathleen Standing Meeting (TL's Office)	10:00am Recurring Check-In (TL's Office, Revenue Bureau, 111 SW Columbia St., Suite 600) 3:00pm Walk Around (Rev Bur) 5:30pm Server Patch Fridays
31				
Out of Office - Vacation 8:00am Project Time 11:00am (Amy) MEET: OMF Weekly Check-In (Mayor's Office) 11:00am (Jen) MEET: OMF Weekly Check-In (Sam's Office - 3r 11:00am Canceled: (Amy) MEET: OMF Wee 11:00am TIMESHEETS 1:00pm Send Agenda to Jack 2:30pm Updated: eFiling Initiative (Thom				