April 2013

April 2013

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May 2013

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Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
April 1	2	3	4	5	6
Out of Office - Family Leave Private Appointment Out of Office - FMLA					
8:00am Project Time 8:00am Bring our Sons and Daughters to 9:00am Updated: OMF Core Leadership 9:00am FW: OMF Leadership Team (Hor 2:00pm Canceled: Budget/Issues	8:00am AFSCME Grievance 8:00am Private Appointment 8:30am Revenue Bureau D 8:30am Revenue Bureau D 3:00pm Updated: LMC Meeting 3:00pm Deadline to get Hot	9:30am Welcome for New OMF Employees (10:30am City Council 12:30pm "Hot Sheet" Deadline (to Jane B.) 1:00pm Lien Accounting System (Vis 3:00pm Updated: Arts Tax	8:00am Private Appointment 11:15am Travel Time 11:30am Bureau Director's Lunch (Lovejoy) 11:30am Updated: Bureau Directors 6:00pm Private Appointment	8:00am Private Appointment 9:00am Budget Work Session Presentation (Jack's Offic 2:45pm Council Budget Work Session - O 2:45pm OMF Budget at Council (Rose Room)	7 Out of Office - Family Lea Private Appointment Out of Office - FMLA
8	9	10	11	12	13
Out of Office - Family Leave Private Appointment Out of Office - FMLA			6:30pm Public		
8:00am Project Time 10:00am Updated: BTS Customer Stakeholder Group - 2nd Monday of each Month (Meeting Lo 11:00am TIMESHEETS 1:00pm Send Agenda to Jack	8:00am AFSCME E-Board 8:00am Timesheets Due 9:00am Revenue Bureau Tax 9:00am Tax Season 9:00am Tax Season 11:00am OM/PA User 11:00am TIMESHEETS 2:00pm Do TAR 3:00pm Deadline to	7:00am Doublecheck TARS 7:30am SBAC Plenary Mtg. (Lovejo 7:30am SBAC 8:00am Change BL/MCBIT 9:30am City Council 9:30am TARS 10:00am Sign TARS 12:30pm "Hot Sheet" 2:30pm Double			14
15	16	17	18	19	20
April 15th--Tax Day					8:00am Private Appointment
8:00am Project Time 11:30am (Gail) MEET: OMF Weekly Check-In (Mayor's Office) 12:00pm Annual Tax Gap Analysis (Deadline) 4:30pm Updated TOC re-occuring meeting request (Portland Bui	8:00am Prepare and send CAO Meeting Agenda 11:00am MHCRC (Revenue Bureau) 3:00pm Thomas and Julie Standing Meeting (Th 3:00pm Deadline to get Hot Sheet Items	9:30am City Council 12:30pm "Hot Sheet" Deadline (to Jane B.) 1:30pm Meeting Preparation and Travel Time 3:30pm One-on-one with Thomas (S. Bouffard) (Thomas' Office)	8:00am Private Appointment 9:00am OMF LMC Re-occurring meeting request (Horizon Roo 2:00pm Thomas/Kathl Standing Meeting (TL's 7:00pm MTNA (Western Baptist Seminary,		21
22	23	24	25	26	27
8:00am Project Time 11:00am TIMESHEETS 11:30am (Gail) MEET: OMF Weekly Check-In (Mayor's Offi 1:00pm Send Agenda to Jack 2:30pm Ali 3:00pm Cmmr Fish (monthly check-in) (4:00pm Check-In (TWL's Office)	8:00am Private Appointment 8:00am Timesheets Due 8:30am Pilot OMF Equity Tr 8:30am Updated: Pilot Equity 8:30am Updated: 9:30am Spring BuMP 11:00am TIMESHEETS 12:00pm Exec Team 2:00pm Do TAR 3:00pm Deadline to 6:00pm Arts Tax AOC	7:00am Doublecheck TARS 8:30am Discuss Pilot Equity Traini 9:30am City Council 9:30am TARS 10:00am Sign TARS 11:00am Review of SS Income Met 12:30pm "Hot Sheet" Deadline (to 2:20pm One-on-one with Thomas 2:30pm Double Check TARS	8:00am Meeting with Jack 8:00am Updated: Thomas Lannom 10:00am FW: Re-occuring 10:00am OMF Diversity 11:00am Very Brief Check-in a 11:30am Lunch (Veritable 4:00pm Updated: Budget Pr	Recurring FMLA / OFLA O 11:20am Dr. Appt. / Sam 5:30pm Server Patch Fridays	28
29	30				
8:00am Project Time 8:30am Core and extended LT Meeting 8:30am Updated: Core & Extended 9:00am OMF Core Leadership Team (Hor 9:00am FW: OMF Leadership 11:30am (Gail) MEET: OMF Weekly 12:30pm Project Work	Project Work 3:00pm Deadline to get Hot Sheet Items to Thomas (Reminder-Nc Location)				

May 2013

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June 2013

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Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		May 1 Project Work 8:30am Private Appointment 9:30am City Council 12:30pm "Hot Sheet" Deadline (to Jane B.) 2:00pm Tax Issue (Graham's Office) 3:00pm Bi-Weekly Check-In 4:00pm BRIEF: City Revenue (Graham, L	2 8:00am Private Appointment 8:30am Updated: Equity Training (10:00am Updated: Mayor Proposed 11:15am Travel Time 11:30am Updated: Bureau Directors 3:30pm Out of Office 6:00pm Private Appointment	3 Recurring FMLA / OFLA O	4 5
6 8:00am Project Time 8:00am (Josh/Noah) MEET: Carole 8:00am Meeting with Mayor and P 11:00am TIMESHEETS 11:30am (Gail) MEET: OMF Weekly 1:00pm Qwest dba Century Link 1:00pm Send Agenda to Jack 2:00pm HR Issue 2:00pm Canceled: 3:00pm Continuing	7 8:00am AFSCME Grievance 8:00am Timesheets Due 8:30am Revenue Bureau D 8:30am Revenue Bureau D 9:30am Updated: 11:00am TIMESHEETS 1:00pm Touch-base: 2:00pm Do TAR 2:30pm Thomas and 3:00pm Deadline to 3:30pm Arts Tax	8 7:00am Doublecheck TARS 7:30am SBAC Plenary 7:30am SBAC 8:30am Updated: 9:30am City Council 9:30am TARS 10:00am Sign TARS 12:30pm "Hot Sheet" 1:00pm Thomas/Terri 1:30pm Interviews 2:30pm Double 3:40pm Brief 3:50pm Brief 4:20pm One-on-one	9 8:00am Meeting with Thomas (Rev Bur Rivers C 9:00am RPM Lawsuit and Binding 9:00am Thomas Lannom 10:00am MEET: Private 12:00pm Meeting with Mark Campb 2:00pm Space Planning 4:00pm Updated: Catch up and	10 Recurring FMLA / OFLA O 3:00pm One-on-one with Thomas (K. Frahler) (Thomas' Office)	11 8:00am Jayne's Birthday 12
13 8:00am Project Time 8:30am Updated: Equity Tr 9:00am OMF Core Leadership 9:00am FW: OMF Leadership 10:00am Updated: BTS Cust 11:30am (Gail) MEET: OMF Weekly 1:00pm One-on-one with Thomas 2:00pm Cmmr Fritz (monthly c	14 8:00am AFSCME E-Board 8:00am Private Appointment 11:00am One on One -- Catch up 12:30pm Arts Tax Recommenda 2:00pm Commr Saltzman 3:00pm Thomas and Julie Standin 3:00pm Deadline to get Hot 4:00pm Updated:	15 9:30am City Council 12:30pm "Hot Sheet" Deadline (to Jane B.) 1:30pm Meeting Preparation and Travel 3:00pm CEC Presentation (Chambers) 3:30pm Phone call with Anita 4:00pm Arts Tax Split Payment no. 6:00pm KGW ch. 8	16 8:00am Private Appointment 9:00am Updated: Updated 10:00am Arts Tax Return Entry 11:00am Arts Tax Web App (Revenu 11:30am New AFSCME Employee Or 2:00pm Thomas/Kathl Standing 4:00pm Updated: 6:30pm Public 7:00pm MTNA	17 Recurring FMLA / OFLA O 2:00pm One-on-One (TL's office)	18 3:00pm Council Budget Hearing (Warner Pacific College (2219 SE 19
20 8:00am Project Time 11:00am Arts Tax Status Update (11:00am TIMESHEETS 1:00pm Updated: MEET: O 1:00pm Send Agenda to Jack 2:00pm Check In (6th Floor 3:30pm Bank Reconciliation 4:30pm Updated TOC re-occuring	21 8:00am Prepare and send CAO M 8:00am Timesheets Due 10:00am Updated: Arts Tax 11:00am TIMESHEETS 11:30am Arts Tax (Lannom's 12:45pm Check-in 1:00pm Executive 2:00pm Comm. 2:00pm Do TAR 3:00pm Deadline to 3:30pm Check-In (TL	22 7:00am Doublecheck TARS 9:30am City Council 9:30am TARS 10:00am Updated: Arts Tax Status Up 10:00am Sign TARS 12:30pm "Hot Sheet" Deadline (to Jane B.) 2:00pm Meeting to Discuss PPB 2:30pm Double Check TARS	23 All OMF Labor Manageme 8:00am OMF LMC EVENT (The Water Pollution Control Lab: 10:00am Updated: Arts Tax Status Update (Revenue 6:30pm Council Budget Hearing (Jackson	24 Recurring FMLA / OFLA O	25 26
27 8:00am holiday 8:00am Project Time 9:00am FW: OMF Leadership Team (Horizon Conference 11:30am (Gail) MEET: OMF Weekly Check-In (Mayor's Offi 3:00pm Cmmr Fish (monthly check-in) (Commissione	28 11:00am MHCRC (Revenue Bureau) 3:00pm Deadline to get Hot Sheet Items to Thomas 3:00pm Thomas and Julie Standing Meeting (Th 4:30pm MEET: OCD/Thomas Lannom & Terri	29 7:30am Private Appointment 9:30am City Council 9:45am Council Testimony on Budget Note (Chambers) 12:30pm "Hot Sheet" Deadline (to Jane B.) 3:00pm Bi-Weekly Check-In	30 8:00am Private Appointment 9:00am McCarron settlement offer (Dire 10:00am FW: Re-occuring 10:00am OMF Diversity 11:30am Updated: Additional 2:00pm Thomas/Kathl Standing 3:00pm Standing CEC Representativ	31 Recurring FMLA / OFLA O 5:30pm Server Patch Fridays	

June 2013

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July 2013

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Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
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3 8:00am Project Time 9:45am Check in-Notice Room is on the 14th floor of Portland Building (14t 11:00am TIMESHEETS 11:30am (Gail) MEET: OMF Weekly Check-In (Mayor's Office) 1:00pm Send Agenda to Jack	4 8:00am AFSCME Grievance 8:00am Private Appointment 8:00am Timesheets Due 8:30am Revenue Bureau D 8:30am Revenue Bureau D 9:00am Updated: Thomas L 11:00am TIMESHEETS 2:00pm Do TAR 3:00pm Deadline to	5 7:00am Doublecheck TARS 9:30am City Council 9:30am TARS 10:00am Sign TARS 12:30pm "Hot Sheet" Deadline (to 1:00pm Thomas/Terri Standing Me 2:30pm Double Check TARS 2:30pm One-on-one with Thomas 3:30pm One-on-one with Thomas	6 11:15am Travel Time 11:30am All Staff Appreciate Lunch 2:00pm Updated: Agenda update for Quarterly safety meeting (Rev Bur Rivers Conf Rm (20 3:00pm Out of Office 6:00pm Private Appointment	7 Recurring FMLA / OFLA O	8 9 7:30am Private Appointment
10 8:00am Project Time 9:00am OMF Core Leadership Team (Hor 9:00am FW: OMF Leadership Team (Hor 10:00am Updated: BTS Cust 11:30am (Gail) MEET: OMF Weekly 12:30pm Private Appointment 2:00pm Cmmr Fritz (monthly c	11 8:00am AFSCME E-Board Meeting 9:00am All Staff Meeting (Lunchroom) 2:00pm Commr Saltzman (monthly 3:00pm Thomas and Julie Standing Me 3:00pm Deadline to get Hot Sheet Items	12 7:30am SBAC Plenary Mtg. (Lovejoy Roo 7:30am SBAC 8:00am Private Appointment 9:30am City Council 12:30pm "Hot Sheet" Deadline (to Jane B.) 1:15pm Arts Tax Review Committee 3:00pm Bi-Weekly Check-In	13 8:00am Private Appointment 9:30am Ali	14 Out of Office Recurring FMLA / OFLA O 2:30pm One-on-one with Thomas (I. McJunkin) (Thomas' Office)	15 16 Out of Office
17 Out of Office 8:00am Project Time 11:00am TIMESHEETS 11:30am (Gail) MEET: OMF Weekly Check-In (Mayor's Office) 1:00pm Send Agenda to Jack 4:30pm Updated TOC re-occuring meeting request (Portland Bui	18 8:00am Prepare and send CAO Meeting Agenda 8:00am Timesheets Due 9:00am Updated: All Staff Meeting (Lunchroom) 11:00am TIMESHEETS 2:00pm Do TAR 3:00pm Deadline to get Hot Sheet Items to Thomas	19 7:00am Doublecheck TARS 8:00am Private Appointment 9:30am City Council 9:30am Over-Expendi Ordinance 9:30am TARS 10:00am Sign TARS 12:30pm "Hot Sheet" 1:30pm Meeting 2:30pm Double 2:30pm Private 3:00pm Check-In 4:00pm TSCC (Rose	20 Prepare for OMF LT Retre 9:00am Updated: Updated Meeting S 9:00am Updated Meeting Series: OMF 10:00am Updated: Thomas L 11:30am Hold the date - A 2:30pm Thomas/Kathl Standing 7:00pm MTNA (Western	21 Recurring FMLA / OFLA O	22 23
24 8:00am Project Time 8:30am Updated: All Day Work Session (PF 9:00am FW: OMF Leadership Team (Hor 11:30am (Gail) MEET: OMF Weekly Check-In (M 11:30am (Gail) MEET: OMF Weekly Check-In (M 3:00pm Cmmr Fish (monthly c	25 8:00am Private Appointment 8:30am Updated: Revenue Bureau Diversity 1:30pm Retirement Celebration (Lunch Room 3:00pm Deadline to get Hot Sheet Items 6:00pm Arts Tax Oversight Committee	26 Private Appointment 8:00am Fill out Bike and Walk Bucks Certif 8:00am Fill out Bike and Walk Bucks Form 9:30am City Council 12:30pm "Hot Sheet" Deadline (to Jane B.) 1:00pm OMF 2012-17 Strategic Plan Steering 3:00pm Out of Office	27 8:00am Private Appointment 9:00am FW: Business Operations S 10:00am FW: Re-occuring 10:00am OMF Diversity 11:00am Check-In (Lannom 11:30am Canceled: Ben/Thomas 12:00pm Thomas/Kathl 1:30pm Lien Process 4:00pm Standing CEC	28 Recurring FMLA / OFLA O 12:00pm Private Appointment 5:30pm Server Patch Fridays	29 30