July 2013

July 2013

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August 2013

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Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
July 1	2	3	4	5	6
8:00am Project Time 8:00am Change BL/MCBIT RTS IV/V 10:30am Check-in (TL's Office) 11:00am TIMESHEETS 11:30am (Gail) MEET: OMF Weekly 1:00pm Thomas and Julie Standin 1:00pm Send Agenda to Jack 3:30pm Regular Standing	8:00am AFSCME Grievance Committee 8:00am Timesheets Due 8:30am Revenue Bureau D 11:00am TIMESHEETS 11:30am Check-In Reschedule 1:00pm (Gail) MEET: OMF Weekly 2:00pm Do TAR 3:00pm Deadline to get Hot	7:00am Doublecheck TARS 9:30am City Council 9:30am Consent Item: County IGA 9:30am TARS 10:00am Sign TARS 12:30pm "Hot Sheet" Deadline (to Jane B.) 2:30pm Double Check TARS 3:00pm One-on-one with Thomas	8:00am holiday 11:15am Travel Time 11:30am Updated: Bureau Directors Lunch (Lovejoy Room) 3:30pm Out of Office 6:00pm Private Appointment	Recurring FMLA / OFLA O	7
8	9	10	11	12	13
8:00am Project Time 9:00am OMF Core Leadership Team (Hor 9:00am FW: OMF Leadership Team (Hor 10:00am Updated: BTS Customer 11:30am (Gail) MEET: OMF Weekly Check-In (M 2:00pm Cmmr Fritz (monthly c	8:00am AFSCME E-Board 9:30am Updated: Mangers / 11:00am MHCRC (Revenue 12:00pm Private Appointment 1:00pm (Gail) MEET: OMF Weekly 2:00pm Commr 2:00pm Arts Tax 3:00pm Deadline to 3:00pm Thomas and 4:30pm Ali	Out of Office 7:00am Frank Dufay's 7:30am SBAC Plenary Mtg. (Lovejo 7:30am SBAC 9:00am Arts Tax Business 9:30am City Council 11:00am Arts Tax call Saltzman's O 11:00am Updated: OMF Jack 12:30pm "Hot Sheet" Deadline (to	8:00am Private Appointment 11:30am Canceled: Ben/Thomas Monthly Meeting w/M 1:00pm Exec Team Meeting (Sunset Conference 3:30pm FW: Surface Parking Lot Regulations Meeting (Co	Recurring FMLA / OFLA O	14
15	16	17	18	19	20
Project Time 8:00am Project Time 8:30am CLT Strat Plan Work 11:00am TIMESHEETS 11:30am (Gail) MEET: OMF Weekly 11:30am (Gail) MEET: OMF Weekly 11:30am (Gail) MEET: OMF Weekly 1:00pm Send Agenda to Jack 3:00pm Arts Tax 4:30pm Updated TOC	8:00am Prepare and send CAO M 8:00am Private Appointment 8:00am Timesheets Due 9:00am Call Mr. 9:30am Canceled: 11:00am TIMESHEETS 2:00pm Do TAR 2:30pm Commissioner 2:30pm Regular 3:00pm Deadline to 3:30pm Out of Office	Out of Office 7:00am Doublecheck TARS 9:30am City Council 9:30am TARS 10:00am Sign TARS 12:30pm "Hot Sheet" Deadline (to 1:00pm Review Presenation 2:00pm Canceled: COOP pla 2:30pm Double Check TARS	Out of Office 8:00am Updated: Thomas Lannom 9:00am Updated Meeting Series: OMF 9:30am Updated: MEET: Arts Tax Work S 2:00pm Updated: Wireless 7:00pm MTNA (Western	Recurring FMLA / OFLA O 6:00pm CU Failover Server Replacement 7/20/13 (BOEC)	21 Project Time
22	23	24	25	26	27
Project Time 8:00am Project Time 9:00am OMF Core Leadership 9:00am FW: OMF Leadership 11:30am (Gail) MEET: OMF Weekly 11:30am (Gail) MEET: OMF Weekly 12:30pm Chevron USA Franchise Ag 1:00pm Review Presentation 3:00pm Cmmr Fish	1:30pm (Gail) OMF Weekly Check-In (Updated) (Mayor's O 2:00pm Updated: LMC Meeting (Revenue Bureau, Rivers Confe 3:00pm Deadline to get Hot Sheet Items to Thomas	10:00am Arts Tax Council Work Session Final Prep (TL's Office) 12:30pm "Hot Sheet" Deadline (to Jane B.) 2:00pm Arts Tax Council Work Session (Chambers)	8:00am Private Appointment 10:00am FW: Re-occuring OMF diversit 12:30pm Updated: Bi-Weekly 1:00pm Updated: Exec Team 2:00pm Thomas/Kathl Standing 3:00pm Standing CEC Representativ 4:20pm One-on-one with Thomas	Recurring FMLA / OFLA O 5:30pm Server Patch Fridays	28
29	30	31			
8:00am Project Time 11:00am TIMESHEETS 11:30am (Gail) MEET: OMF Weekly Check-In (M 11:30am (Gail) MEET: OMF Weekly Check-In (M 12:30pm Updated: CenturyLink (Sunset) 1:00pm Send Agenda to Jack 3:30pm Updated: Meeting to	8:00am Timesheets Due 11:00am TIMESHEETS 1:00pm One-on-one with Thomas (B. Rice) (Th 2:00pm Do TAR 2:20pm Arts Tax (TL's Office) 3:00pm Deadline to get Hot Sheet Items 3:00pm Discuss LMC Retreat (Thomas' Off	7:00am Doublecheck TARS 8:30am Updated: Presentation 9:30am City Council 9:30am Check-In (Jack's O 9:30am TARS 10:00am Fwd: Lien Process m 10:00am Sign TARS 12:00pm Out of Office 12:30pm "Hot Sheet" Deadline (to 2:30pm Double			

August 2013

August 2013

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September 2013

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Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
			August 1 8:00am Out of Office 8:00am Cof-fay (TBD) 11:15am Travel Time 11:30am Bureau Director's Meeting (Lovejoy) 11:30am Updated: Bureau Directors Lunch (Lovejoy 6:00pm Private Appointment	2 Recurring FMLA / OFLA O	3 4
5 out of office 8:00am Project Time 9:00am Updated: OMF Core Leadership Team - Meet 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	6 7:00am Joe Williams' Anniversary 8:00am AFSCME Grievance 8:00am Private Appointment 8:30am Revenue 8:30am Revenue 9:30am Updated: 11:00am Lien Process 12:30pm Private 2:30pm One-on-one 3:00pm Thomas and 3:00pm Deadline to 3:30pm Canceled:	7 9:30am City Council 9:45am Private Appointment 12:30pm "Hot Sheet" Deadline (to Jane B.) 1:00pm AT&T (ULF) briefing (TL Office) 2:00pm Out of Office	8 8:00am Private Appointment 2:00pm Thomas/Kathl Standing Meeting (TL's 3:00pm Out of Office	9 Recurring FMLA / OFLA O	10 11
12 7:30am Private Appointment 8:00am Project Time 10:00am Updated: BTS Cust 11:00am TIMESHEETS 11:30am (Gail) MEET: OMF Weekly 11:30am (Gail) MEET: 11:30am (Gail) MEET: 12:00pm (Gail) MEET: 1:00pm Send Agenda 2:00pm Cmmr Fritz 3:00pm MEET: 3:30pm LMC Retreat	13 8:00am Out of Office 8:00am AFSCME E-Board 8:00am Jimmy's Birthday 8:00am Timesheets Due 11:00am TIMESHEETS 1:00pm Requested Meeting (S 2:00pm Commr Saltzman 2:00pm Do TAR 3:00pm Deadline to 4:00pm CAN Board	14 7:00am Doublecheck TARS 7:30am SBAC Plenary Mtg. (Lovejo 7:30am SBAC 9:30am City Council 9:30am TARS 10:00am Sign TARS 12:30pm "Hot Sheet" Deadline (to 1:30pm Thomas/Terri Standing Me 2:30pm Double 3:00pm Discuss 5:30pm	15 Out of Office 7:00am Scott Karter's Anniversary Date 9:00am Updated Meeting Series: OMF LMC Meeting (Horizon) 7:00pm MTNA (Western Baptist Seminary, 55th & Hawthorne	16 Recurring FMLA / OFLA O	17 18
19 8:00am Project Time 8:00am P-Card Overview 9:00am OMF Core Leadership 9:00am FW: OMF Leadership 11:30am (Gail) MEET: OMF Weekly 11:30am (Gail) MEET: OMF Weekly 1:00pm FY 2014-15 2:00pm One-on-one 2:30pm Office 365 4:30pm Updated TOC	20 7:30am Private Appointment 8:00am Prepare and send CAO Meeting Age 9:30am Updated: Managers / 11:00am MHCRC (Revenue 1:00pm Executive Equity Co 3:00pm Deadline to get Hot 3:30pm Canceled: Arts Tax	21 9:30am City Council 12:30pm "Hot Sheet" Deadline (to Jane B.) 1:00pm Updated: Bi-Weekly Check-In 1:30pm Meeting Preparation and Travel Time	22 8:00am Private Appointment 10:00am Private Appointment 11:00am LMC Co-Chair Standing Meeting (Thomas' Off 1:00pm Updated: Exec Team Meeting (Sunset Co 2:00pm Thomas/Kathl Standing Meeting (TL's	23 Recurring FMLA / OFLA O 5:00pm Private Appointment	24 25
26 8:00am Project Time 11:00am TIMESHEETS 11:30am (Gail) MEET: OMF Weekly Check-In (M 11:30am (Gail) MEET: OMF Weekly 11:30am (Gail) MEET: OMF Weekly 1:00pm Send Agenda to Jack 2:00pm One-on-one with Thomas 3:00pm Cmmr Fish (monthly c	27 8:00am Private Appointment 8:00am Timesheets Due 11:00am TIMESHEETS 2:00pm LMC Meeting (Revenue Bureau, Rivers Conference 2:00pm Do TAR 3:00pm Deadline to get Hot Sheet Items to Thomas	28 7:00am Doublecheck TARS 9:30am City Council 9:30am TARS 10:00am Updated: MEET: Pri 10:00am Sign TARS 12:30pm "Hot Sheet" Deadline (to 1:00pm Thomas/Terri Standing Me 2:30pm Double 2:30pm Standing CEC 3:00pm Standing CEC 3:30pm Updated:	29 7:30am electrical 10:00am FW: Re-occuring OMF diversity Mtg - please accept (OMF, Conf 12 Horizon Rm (12-15)) 10:00am Private Appointment	30 Recurring FMLA / OFLA O 8:00am Mom's Birthday 9:00am Mom's Birthday 5:30pm Server Patch Fridays	31

September 2013

September 2013

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October 2013

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Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					September 1 8:30am Bob Salisbury's B-Day in 1 day
2 8:00am holiday 8:00am Project Time 8:00am Bob Salisbury's 8:00am Private Appointment 9:00am Canceled: 9:00am FW: OMF 11:30am (Gail) MEET: 11:30am (Gail) MEET: 11:30am (Gail) MEET: 11:30am (Gail) MEET:	3 Updated: LMBAC - need t 8:00am AFSCME Grievance 8:30am Canceled: Revenue 9:30am Updated: Managers / 1:00pm Thomas 1:30pm Updated: 3:00pm (Gail) MEET: 3:00pm Thomas and 3:00pm Deadline to	4 9:30am City Council 11:30am Lunch (Veritable Quandary, 1220 SW 1st 12:30pm "Hot Sheet" Deadline (to Jane B.) 1:00pm Revenue Bureau BAC (LMC Subcommittee	5 8:00am Private Appointment 11:00am LMC Co-Chair Standing Me 11:15am Travel Time 11:30am Updated: Bureau Di 2:45pm Call from Hannah 3:00pm GFOH for FY14-15 for 6:00pm Private	6 Recurring FMLA / OFLA O	7 8
9 8:00am Project Time 8:30am Core 10:00am Bureau of 11:00am TIMESHEETS 11:30am (Gail) MEET: 11:30am (Gail) MEET: 11:30am (Gail) MEET: 11:30am (Gail) MEET: 1:00pm Send Agenda 1:30pm Check-In ULF 2:00pm Cmmr Fritz 3:00pm Meeting w/	10 8:00am AFSCME E-Board 8:00am Timesheets Due 8:30am out of office 11:00am TIMESHEETS 11:00am ULF Analysis (TL's Office) 2:00pm Commr 2:00pm Do TAR 3:00pm Deadline to 6:00pm Arts Tax	11 7:00am Doublecheck TARS 7:30am SBAC Plenary 7:30am SBAC 9:00am Ali--Appt. 9:30am City Council 9:30am TARS 10:00am Sign TARS 12:30pm "Hot Sheet" 1:00pm Thomas/Terri 2:30pm Double 3:00pm Private	12 9:30am Phone Call: Commissioner Fish (Telephone) 10:15am Ben/Thomas Monthly Meeting w/Mohammac 1:00pm Exec Team Meeting (Sunset Conference	13 Recurring FMLA / OFLA O	14 15
16 8:00am Project Time 9:00am OMF Core Leadership 9:00am FW: OMF Leadership 11:00am Remind RB All about EE 11:30am (Gail) MEET: 1:00pm Performance 2:00pm Budget/Issues 3:30pm OMF 4:30pm Updated TOC	17 8:00am Prepare and send CAO M 8:00am Private Appointment 8:30am Updated: Revenue 9:30am Updated: Managers / 11:40am One-on-one 2:30pm PE Meeting 3:00pm Thomas and 3:00pm Deadline to	18 9:30am City Council 9:30am Lloyd BID Sunset Review/Ordin 12:30pm "Hot Sheet" Deadline (to 1:30pm Meeting Preparation 2:45pm Convention Center Hotel 3:00pm Bi-Weekly Check-In	19 Dad and Jayne, 5:03 PM, Alaska (Arrives 5:03 9/26; Departs 8:35 PM 9/30) 8:00am Private Appointment 9:00am OMF LMC Meeting (9:00am Updated Meeting 11:00am LMC Co-Chair Standing Me 1:00pm One-on-one 1:30pm PFHT Board 7:00pm MTNA	20 Recurring FMLA / OFLA O	21 22 Dad and Jayne, 5:03 PM,
23 Dad and Jayne, 5:03 PM, 8:00am Project Time 11:00am TIMESHEETS 11:30am (Gail) MEET: OMF Weekly 11:30am (Gail) MEET: OMF Weekly 11:30am (Gail) MEET: OMF Weekly 11:30am (Gail) MEET: 1:00pm Send Agenda 3:00pm Cmmr Fish	24 8:00am Timesheets Due 9:00am Updated: All Staff Meeting 10:00am Pay and Park Discussion (11:00am TIMESHEETS 2:00pm Updated: LMC Meeting 2:00pm Do TAR 3:00pm Deadline to 4:00pm BLIS	25 7:00am Doublecheck TARS 9:30am City Council 9:30am TARS 10:00am Sign TARS 10:30am Updated: 12:00pm Revenue - 12:30pm "Hot Sheet" 1:00pm Thomas/Terri 2:30pm Double 3:00pm Internal 4:00pm Private	26 8:00am Fill out Bike and Walk B 8:00am Fill out Bike and Walk B 9:00am Canceled: Thomas L 10:00am FW: Re-occuring 1:30pm Standing CEC Representativ 2:00pm Private Appointment	27 Recurring FMLA / OFLA O 5:30pm Server Patch Fridays	28 29
30 Out of Office 8:00am Project Time 8:00am Private Appointment 11:30am (Gail) MEET: OMF Weekly 11:30am (Gail) MEET: OMF Weekly 11:30am (Gail) MEET: OMF Weekly 11:30am (Gail) MEET: 3:00pm (Gail) MEET:					