

October 2016

October 2016							November 2016						
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 25	26	27	28	29	30	Oct 1 Private Appointment
2 9:40am Private Appointment	3 Certify Timesheet Meghann's Flex 8:00am Private Appointment	4 Private Appointment 9:30am Supervisors and Managers Meeting (Rev Bur Rivers Conf Rm (20)) - Fertal, Meghann 12:00pm DO TIMESHEET 1:00pm Ken/Thomas Check-in (Ken's Office) - Rust, Ken	5 9:00am Revenue Division Equity Committee Meeting (Rev Bur Rivers Conf Rm (20)) - Jones-Weir, Kelly 9:30am City Council 10:30am Prep for CEO Surtax 12:00pm OMF Speaker Series: Stacy Cross, Planned Parenthood (Auditorium) - Cirimo, Ethan	6 10:30am Exit Interview (TWL's Office) - Lannom, Thomas 11:00am Thomas/Ann Weekly Meeting (TWL's Office) - 2:30pm BL Workload for Next Three Weeks 3:30pm One-on-one with Thomas (A. 4:30pm Private Appointment 5:00pm Private Appointment	7	8
9 9:40am Private Appointment	10 1:00pm Federal Legislative Agenda Meeting - OMF (GR Conf) - Tillstrom, Nils	11 8:30am Private Appointment 1:00pm Ken/Thomas Check-in (Ken's Office) - Rust, Ken	12 9:30am City Council 1:30pm BRFS Division Managers (OMF, Conf 12 Skyline Rm (8)) - Rust, Ken 3:30pm Thomas and Julie Standing Meeting (Thomas's Office) - Lannom, Thomas	13 Pay Day 11:00am Thomas/Ann Weekly Meeting (TWL's Office) - Lannom, Thomas 12:00pm OMF Speaker Series: Steven Bass, OPB (Auditorium) - Cirimo, Ethan	14 Terri's Flex	15 Private Appointment 8:00am Change BL/MCBIT RTS IV/V Requirements to Entry Standards for Extenders - Lannom, Thomas
16 9:40am Private Appointment	17 Certify Timesheet Meghann's Flex 3:30pm Tom Rinehart/Thomas (Thomas' Office) - Rinehart, Tom	18 12:00pm DO TIMESHEET	19 9:30am City Council 1:00pm Thomas/Terri Standing Meeting (TL's Office) - Lannom, Thomas	20 9:00am OMF Labor Management Committee (OMF, 10:30am FTI Progress Check-In Series - Lannom, Thomas 11:00am Thomas/Ann Weekly Meeting (TWL's Office) - 1:00pm County IGA Next Steps (Ken's Office) - Lannom, Thomas 2:20pm Budget Work Session	21 9:00am Prepare for OGFOA presentation	22
23 9:40am Private Appointment	24 11:00am OGFOA (Salem Convention Center) 1:45pm OGFOA - Presentation on STRs / TLT Issues (Salem, Oregon)	25 Private Appointment 1:00pm Ken/Thomas Check-in (Ken's Office) - Rust, Ken 3:00pm Check In/Budget (TWL's Office) - Lannom, Thomas	26 9:30am City Council 1:30pm BRFS Division Managers (OMF, Conf 12 Skyline Rm (8)) - Rust, Ken 2:00pm CEO Surtax First Reading (TENTATIVE) (City Hall) - Karter, Scott 5:00pm AOC Meeting (RACC - 411 NW Park Ave #101, Portland, OR 97209) - Fertal, Meghann	27 Pay Day 8:00am Private Appointment 11:00am Thomas/Ann Weekly Meeting (TWL's Office) - Lannom, Thomas 12:00pm OMF Speaker Series: John Horvick, Davis Hibbets (Auditorium) - Cirimo, 2:30pm Thomas and Julie Standing Meeting (Thomas's	28 Terri's Flex 8:00am Private Appointment 10:30am Private Appointment 5:30pm Server Patch Fridays - Lannom, Thomas	29 8:00am Private Appointment
30 9:40am Private Appointment	31 Certify Timesheet Meghann's Flex 9:00am Path to Leadership (Room B of The Portland Building.) - Lannom, Thomas 9:30am HR Issue (TWL's Office) - Lannom, Thomas 10:30am Vacant and Distressed Properties "Zombie Homes" Program Discussion	Nov 1	2	3	4	5

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27	28	29	30				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 30	31	Nov 1	2	3	4	5
		<ul style="list-style-type: none"> 9:30am Supervisors and Managers Meeting (Rev Bur Rivers Conf Rm (20)) - Fertal, Meghann 12:00pm DO TIMESHEET 1:00pm Ken/Thomas Check-in (Ken's Office) - Rust, Ken 2:30pm Overhead Billing for the Water IA (Rev Bur Sunset Conf Rm (6)) - Karter, Scott 3:30pm Check-in (TWL's Office) - Lannom, Thomas 	<ul style="list-style-type: none"> 9:00am Revenue Division Equity Committee Meeting (Rev Bur Sunset Conf Rm (6)) - Jones-Weir, Kelly 9:30am City Council 11:30am Lunch (TBD) - Waltz, Jamie 1:00pm Thomas/Terri Standing Meeting (TL's Office) - Lannom, Thomas 	<ul style="list-style-type: none"> 8:00am - Out of Office 12:00pm Private Appointment 5:00pm Private Appointment 	<ul style="list-style-type: none"> 1:00pm OMF Customer and Trends Research Briefing (Portland Building Auditorium) - Miller, Fred 	
6	7	8	9	10	11	12
<ul style="list-style-type: none"> 9:40am Private Appointment 	<ul style="list-style-type: none"> 8:00am Private Appointment 2:30pm BTS-2.18 Information Classification (Thomas' Office) - McFarland, Jen 	<ul style="list-style-type: none"> 9:00am Budget Review Meeting (AP 3) - Revenue (Rev Bur Sunset Conf Rm (6)) - LaPlant, Nathan 9:30am Marijuana Work Session (Council Chambers) - Lannom, Thomas 10:40am Private Appointment 4:00pm Thomas and Julie Standing Meeting (Thomas's Office) - Lannom, Thomas 	<ul style="list-style-type: none"> 9:30am City Council 1:30pm BRFS Division Managers (OMF, Conf 12 Skyline Rm (8)) - Rust, Ken 4:00pm Check-in (Lannom's Office/Revenue) - Lannom, Thomas 	<ul style="list-style-type: none"> Pay Day 8:00am Out of Office 	<ul style="list-style-type: none"> Holiday - Veterans Day Terri's Flex 	
13	14	15	16	17	18	19
<ul style="list-style-type: none"> 9:40am Private Appointment 	<ul style="list-style-type: none"> Certify Timesheet Meghann's Flex 11:00am Private Appointment 1:00pm Change: OMF Check-in with Mayor's Office Chief of Staff (Mayor's Conference Room) - Miller, Fred 3:00pm Arts Tax Form 2016 - Check Box Decision (Rev Bur Sunset Conf Rm (6)) - Williams, Terri 	<ul style="list-style-type: none"> Private Appointment 11:30am Final: Revenue Staff Appreciation Lunch (Revenue Division Lunch Room) - Lannom, Thomas 11:30am Giving Thanks Potluck (Lunch Room) - Karter, Scott 12:00pm DO TIMESHEET 1:00pm Ken/Thomas Check-in (Ken's Office) - Rust, Ken 2:30pm Thomas/Ann Weekly Meeting (TWL's Office) - Lannom, Thomas 	<ul style="list-style-type: none"> 9:30am MultCo IGA Negotiations (Ken's Office) - Rust, Ken 9:30am City Council 11:00am One-on-One Pamela Torres (Thomas' Office) - 11:30am One-on-One Robyn Deeb (Thomas' Office) - Lannom, 12:00pm One-on-One Karen Bradley-Jones 1:00pm Thomas/Terri Standing Meeting 1:30pm Citywide Budget Kickoff (Portland 3:00pm One-on-One Janak Padhya 	<ul style="list-style-type: none"> 9:00am OMF Labor Management 9:00am Big Airbnb Announcement? 10:30am One-on-One Joe Williams (Thomas') 11:00am One-on-One Kelly Jones-Weir 11:30am One-on-One Norah Beech 1:00pm One-on-One Karen Wood (Thomas') 1:30pm One-on-One Daphea Morrison 2:00pm One-on-One Timothy 3:00pm LMC Co-Chair Check-in (Thomas') 	<ul style="list-style-type: none"> 9:30am Invitation: Portland Revenue/Professional 10:30am BL/MCIBIT Potential Settlement Agreements (TL's 11:00am STR (TWL's Office) - Lannom, Thomas 1:00pm Meet Commissioner Nick Fish (City Hall, 2nd 1:00pm MEET: Ken Rust-JB (Fish Office) - 1:30pm Meet Commissioner Fish 3:00pm Lawsuit (Revenue/TWL's 	
20	21	22	23	24	25	26
	<ul style="list-style-type: none"> 8:00am Out of Office 11:00am Airbnb Conference Call (TWL's Office) - Lannom, Thomas 11:00am FW: Invitation: Airbnb -- Portland @ Mon Nov 21, 2016 11am - 11:30am (PST) (tamara.alrwais@airb 1:00pm One-on-One Kirsten Klym (Thomas' Office) - Lannom, Thomas 2:00pm One-on-One Becky Anicker (Thomas' Office) - Lannom, Thomas 	<ul style="list-style-type: none"> 9:00am BRFS Division Managers (OMF, Conf 12 Skyline Rm (8)) - Rust, Ken 3:00pm What Works Cities Postcard mailing (Thomas' Office) - Williams, Terri 3:30pm Thomas and Julie Standing Meeting (Thomas's Office) - Lannom, Thomas 	<ul style="list-style-type: none"> 9:30am City Council 11:00am Thomas and Jen Bi-Weekly (TWL's Office) - Lannom, Thomas 1:30pm Executive Team Meeting (Rev Bur Vista Conf Rm (12)) - Fertal, Meghann 3:00pm Quarterly Equity Co-Chair Check-in (TL's Office) - Lannom, Thomas 	<ul style="list-style-type: none"> Holiday - Thanksgiving Day Pay Day Private Appointment 	<ul style="list-style-type: none"> Terri's Flex 5:30pm Server Patch Fridays - Lannom, Thomas 	
27	28	29	30	Dec 1	2	3
	<ul style="list-style-type: none"> Certify Timesheet Meghann's Flex 1:30pm One-on-one with Thomas (D. Marshall) (Thomas' Office) - Lannom, Thomas 2:30pm AirBnB Discussion (OMF, Conf 12 Horizon Rm (12-15)) - Rinehart, Tom 	<ul style="list-style-type: none"> 9:00am Thomas/Ann Weekly Meeting (TWL's Office) - Lannom, Thomas 12:00pm DO TIMESHEET 2:00pm Quarterly Safety Committee Meeting (Rev Bur Rivers Conf Rm (20)) - Karter, Scott 	<ul style="list-style-type: none"> 9:30am City Council 11:15am New Prime discussion (Revenue Division, 111 SW Columbia #600) - Whang, Simon 1:00pm Thomas/Terri Standing Meeting (TL's Office) - Lannom, Thomas 3:30pm Water IA (OMF, Conf 12 Skyline Rm (8)) - Rivera, Aaron 			

December 2016

December 2016						January 2017							
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 27	28	29	30	Dec 1 10:00am FTI Progress Check-In Series (Rev Bur Vista Conf Rm (12)) - Lannom, Thomas 5:00pm Private Appointment	2	3
4	5 8:00am Private Appointment	6 Private Appointment 12:00pm Airbnb Proposal (Rev Bur Rivers Conf Rm (20)) - Lannom, Thomas 1:00pm Executive Equity Committee - Quarterly Meeting (Lovejoy Room - City Hall) - Sao, Piset 2:00pm LMBAC Meeting (Rev Bur Rivers Conf Rm (20)) - Fertal, Meghann	7 7:00am REMINDER: PEs must be completed by end of year! 9:00am Revenue Division Equity Committee Meeting (Rev Bur Rivers Conf) 9:30am City Council 1:30pm Revenue Division Budget (OMF, Conf 12 Skyline Rm (8)) - Lannom, 2:30pm Budget Review Meeting (AP 4) - Revenue (OMF, Conf 3:00pm Ken/Thomas Check-in (Ken's Office) - Rust, Ken	8 Snow Day Pay Day	9 Terri's Flex 8:00am Snow Day	10
11	12 Certify Timesheet Meghann's Flex 11:00am BRFS Managers Meeting (OMF, Conf 12 Horizon Rm (12-15)) - Rust, Ken 2:30pm One-on-one with Thomas (I. McJunkin) (Thomas' Office) - Lannom, Thomas	13 LMBAC - need to schedule for Winter BuMP - Hammond, Janice 12:00pm DO TIMESHEET 1:00pm Ken/Thomas Check-in (Ken's Office) - Rust, Ken	14 9:30am City Council 12:00pm Open House of the newly renovated Co-Location (Co-Lo) Space.	15 Private Appointment 8:30am Snow Day - Late Start 9:00am OMF Labor Management Committee (OMF, Conf 12 Horizon Rm (12-15)) - Massenburg, Julian 10:00am Private Appointment 3:00pm LMC Co-Chair Check-in (Thomas' Office) - Lannom, Thomas	16 8:30am Snow Day - Late Start 10:00am Portland v. HomeAway/Oral Argument (Federal Courthouse: Judge Mosman is on the 16th Floor) 10:00am Proposed Landlord Registration Program (PHB Steel Conf Rm (60)) - Pietka, Antoinette 12:00pm Martha Pellegrino's Going Away Event (City Hall Atrium - 1st floor, 1221 SW 4th Ave.,	17
18	19 8:00am SME Panel - BSD Manager - Lannom, Thomas 9:00am Update compliance tracking for 12/18 10:30am Thomas and Jen Bi-Weekly (TWL's Office) - Lannom, Thomas	20 9:30am Supervisors and Managers Meeting (Rev Bur Rivers Conf) 9:30am Tom Rinehart to Attend Revenue Supervisor's Meeting 10:00am Reminder about TLT Forecast - Lannom, Thomas 1:00pm Ken/Thomas Check-in (Ken's Office) - Rust, Ken 2:00pm LMBAC Pre-Meeting (TWL's Office) - Lannom, 2:30pm LMBAC Meeting (Rev Bur Rivers Conf Rm (20)) - Lannom,	21 9:30am Level 3 Settlement at Council (Chambers) 9:30am City Council 10:00am *Approve settlement of claims with Level 3 Communications, LLC 12:00pm OMF Speaker Series: Charlie Hales (Auditorium) - Cirno, Ethan 1:30pm BRFS Division Managers (OMF, Conf 12 Skyline Rm (8)) - 3:30pm Thomas and Julie Standing Meeting (Thomas's	22 Out of Office-Vacation Pay Day	23 Terri's Flex	24
25	26 Holiday - Christmas Certify Timesheet Meghann's Flex Private Appointment 8:00am Fill out Bike and Walk Bucks Certificate	27 Private Appointment 12:00pm DO TIMESHEET 2:00pm LMC Meeting (Rev Bur Rivers Conf Rm (20)) - Fertal, Meghann	28 9:30am City Council 12:00pm Fred Talk followed by informal coffee (Portland Building, Room C) 4:30pm Deadline for Bike and Walk Bucks	29 11:00am Thomas/Ann Weekly Meeting (TWL's Office) - Lannom, Thomas	30 5:30pm Server Patch Fridays - Lannom, Thomas	31