July 2012

July 2012

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August 2012

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Monday	Tuesday	Wednesday	Thursday	Friday
July 2	3	4	5	6
8:00am 11:00am Project Time 11:00am 11:30am TIMESHEETS 11:30am 12:30pm Walk if possible 1:00pm 2:00pm Revenue (Vista Conference Room) 1:00pm 1:30pm Send Agenda to Jack 2:00pm 2:30pm Budget/Issues Check-In (Revenue) (TL's Office) 4:00pm 4:30pm PBOT Leaf Fee (TL's Office)	8:00am 8:30am AFSCME Grievance Committee Meets Tonight 8:00am 8:30am Private Appointment 8:00am Timesheets Due 8:30am 9:30am Revenue Bureau Diversity Commit 9:30am 11:00am Updated: Supervisors and 11:00am 11:30am TIMESHEETS 11:30am 12:30pm Walk if possible 1:30pm 2:00pm Hotel Tax Research Results 2:00pm 4:00pm Executive Team Meeting (Sunset 2:00pm Do TAR 4:00pm 5:00pm Send agenda to Jack	7:00am 7:30am Doublecheck TARS 8:00am 5:00pm holiday 9:30am 12:30pm City Council 9:30am 10:00am TARS 10:00am 10:30am Sign TARS 10:30am 11:30am PFHT Meetings (TL's Office) 11:30am 12:30pm Walk if possible 1:00pm 2:00pm Canceled: MEET: OMF Re: Weekly Check-In (Mayor's Office) 1:00pm 2:00pm Thomas/Terri Standing Meeting (TL's Office) 2:30pm 3:00pm Double Check TARS	Vacation (Mary Beth) Sarah vacation 10:45am 11:15am Ali - Cut 11:30am 12:30pm Walk if possible 1:00pm 2:00pm Updated: Thomas Lannom Reg CAO Meeting (Jack's Office) 3:00pm 3:30pm Private Appointment 3:30pm 5:00pm Out of Office 6:00pm 9:00pm Private Appointment	9:00am 9:30am Zap and Coupon Reminder 11:30am 12:30pm Walk if possible 3:00pm 4:00pm Facilitation of Liens Audit Briefing (Jack's Office) 4:00pm 5:30pm Walk Around (Rev Bur)
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8:00am 11:00am Project Time 9:00am 10:00am FW: OMF Leadership Team (Horizon Conferen 10:00am 11:30am Updated: BTS Customer Stakeholder Group 10:00am 11:00am Updated: Core Leadership Team Meet & Greet New 11:00am 12:00pm (Jen) MEET: OMF Weekly Check-In 11:00am 12:00pm (Jen) MEET: OMF Weekly Check-In 11:30am 12:30pm Walk if possible 2:00pm 3:00pm Cmmr Fritz (monthly check-in) 2:30pm 2:45pm Canceled: eFiling Initiative (Thomas'	7:00am 7:30am Frank Dufay's Anniversary Date 8:00am 8:30am AFSCME E-Board Meeting Tonight 8:30am 9:00am Check w/Gerry about Flex Policy 9:30am 11:00am Updated: Supervisors and 11:30am 12:30pm Walk if possible 12:30pm 1:30pm Facilitation of Liens Audit Discussion (2:00pm 3:00pm Commr Saltzman (monthly check-in) 2:00pm 3:00pm Updated: Jack Graham Director 3:00pm 4:00pm Thomas and Julie Standing Meeting 4:30pm 6:30pm July meeting of Technology Ov	7:30am 9:30am SBAC Plenary Mtg. (Lovejoy Room - City Hall) 7:30am 9:00am SBAC 9:30am 12:30pm City Council 10:30am 11:30am PFHT Meetings (TL's Office) 11:30am 12:30pm Walk if possible 1:00pm 2:00pm Merger Check-In Recurring Meetings (TL's Office, Revenue Bureau, 111 SW Columbia St., Suite 600)	8:00am 8:30am Private Appointment 10:00am 11:00am Payments by Telephone (TL's Office) 11:30am 12:30pm Walk if possible 1:50pm 2:30pm Updated: Jack Graham, CAO & Cmmr Fritz (Commissioner's office) 4:00pm 4:30pm CDC (TL's Office)	Cycle Oregon Vacation (OSU) 8:30am 10:30am Private Appointment 11:30am 12:30pm Walk if possible 3:45pm 5:00pm Out of Office 4:00pm 5:30pm Walk Around (Rev Bur)
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8:00am 11:00am Project Time 8:00am 10:30am Out of Office (Dr. Appointment) 9:15am 9:45am Private Appointment 11:00am 12:00pm (Jen) MEET: OMF Weekly Check-In (Sam's Office - 3rd 11:00am 11:30am TIMESHEETS 11:30am 12:30pm Walk if possible 1:00pm 1:30pm Send Agenda to Jack 2:00pm 2:30pm Settlement Offers (Thomas' Office) 2:30pm 2:45pm Canceled: eFiling Initiative (Thomas' Office) 3:30pm 4:30pm Updated: Thomas Lannom Reg CAO	8:00am 9:00am Prepare and send CAO Meeting Agenda 8:00am Timesheets Due 9:30am 11:00am Updated: Supervisors and Managers' Meeting 11:00am 11:30am TIMESHEETS 11:30am 12:30pm Walk if possible 2:00pm 3:40pm Executive Team Meeting (Sunset Conf. Rm.) 2:00pm Do TAR 4:00pm 4:30pm Meeting with Comm. Saltzman / PFHT Board & Lim 4:00pm 4:30pm Updated: Thomas Lannom x-5154*Jack Grah	Private Appointment Private Appointment Transfer 7:00am 7:30am Doublecheck TARS 9:30am 12:30pm City Council 9:30am 10:00am Illegal Gun Ordinance at Council Time Certain 9:30am 10:00am TARS 10:00am 10:30am Sign TARS 10:30am 11:30am PFHT Meetings (TL's Office) 11:30am 12:30pm Walk if possible 1:30pm 2:30pm Meeting Preparation and Travel Time 2:30pm 3:00pm Double Check TARS	11:00am 12:00pm Cmmr Leonard (monthly check-in) (Commissioner's office) 11:30am 12:30pm Walk if possible 2:00pm 3:00pm Adopt the work plan for the Office of Equity and Human Rights Tim 2:00pm 3:00pm Canceled: Rev Bureau Safety/Wellness Meeting (Rivers 7:00pm 8:30pm MTNA (Western Baptist Seminary, 55th & Hawthorne	10:00am 11:00am Merger Check-In Recurring Meetings (TL's Office, Revenue Bureau, 1 11:00am 12:00pm Updated: Thomas Lannom Monthly Check-in (Rich's Office) 11:30am 12:30pm Walk if possible 12:00pm 12:30pm Tranactions Audit--Status? 1:00pm 1:30pm Utilities reporting to PublicAlerts (Your office) 2:30pm 2:50pm One-on-one with Thomas (L. Wolfe) (Thomas' Office) 4:00pm 5:30pm Walk Around (Rev Bur)
23	24	25	26	27
8:00am 11:00am Project Time 8:00am 8:30am OCT First Day at Columbia Square 9:00am 11:00am Core & Extended Leadership Team 11:00am 12:00pm (Jen) MEET: OMF Weekly Check-In 11:00am 12:00pm (Jen) MEET: OMF Weekly Check-In 11:30am 12:00pm (Amy) MEET: Revenue Bureau 12:00pm 1:00pm Revenue Bureau Flex Policy (Reve 1:30pm 2:30pm Updated: Public Involvement Ba 3:00pm 4:00pm Cmmr Fish (monthly check-in) 4:00pm 5:00pm Check in 1x1 (Thomas' office)	8:00am 8:30am Private Appointment 9:00am 10:00am Full Staff Meeting (Lunchroom) 9:00am 10:00am Full Staff Meeting (Revenue Bureau Lunch Room) 9:30am 11:00am Updated: Supervisors and 11:30am 12:30pm OCT and Revenue Bureau Potluck Cel 11:30am 12:30pm OCT Potluck (Lunch Room) 11:30am 12:30pm Office for Community 1:15pm 2:00pm Taxi Industry Equity Issues 6:15pm 6:45pm Private Appointment	8:00am 8:30am Private Appointment 9:30am 12:30pm City Council 9:30am 10:00am Check-In (TL's Office) 11:30am 12:30pm Walk if possible 1:00pm 2:00pm Thomas and Julie Standing Meeting (Thomas's Office) 2:00pm 2:30pm PBOT Leaf Fee (TL's Office) 2:30pm 3:45pm Job Shadow 4:00pm 5:00pm Private Appointment	Private Appointment 8:00am 8:30am Private Appointment 11:30am 12:30pm Walk if possible	Flex day 11:30am 12:30pm Walk if possible 4:00pm 5:30pm Walk Around (Rev Bur) 5:30pm 7:00pm Server Patch Fridays
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Wallowa State Park Camping 8:00am 11:00am Project Time 11:00am 12:00pm (Jen) MEET: OMF Weekly Check-In (Sam's Office - 3rd Floor) 11:00am 11:30am TIMESHEETS 11:30am 12:30pm Walk if possible 1:00pm 1:30pm Send Agenda to Jack	8:00am Timesheets Due 9:00am 9:45am Library District Work Session (9:30am 11:00am Income Tax Modeling (TL's 11:00am 12:00pm Athletic Events Cost Recovery 11:00am 12:00pm Thomas/Kathleen Standing Meeting 11:00am 11:30am TIMESHEETS 11:30am 12:30pm Walk if possible 2:00pm 2:30pm BHR Orientation to Revenue Bureau E 2:00pm 2:30pm Rev Bur Exec Team - 30 Minutes 2:00pm Do TAR 3:30pm 4:30pm Tow Code (TL's Office)			

August 2012

August 2012

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September 2012

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Monday	Tuesday	Wednesday	Thursday	Friday
		August 1	2	3
			Wallowa State Park Camping	
		7:00am 7:30am Doublecheck TARS 9:30am 12:30pm City Council 9:30am 10:00am TARS 9:30am 10:00am TOC Time Certain 10:00am 10:30am Sign TARS 11:00am 12:00pm Financial Transactions Audit (Horizon Rm. 12th Floor, OMF) 11:00am 12:00pm FW: Financial Transactions Audit (OMF, Conf 12 Hor 11:30am 12:30pm Walk if possible 1:00pm 2:00pm UPDATED---HR 2.02 WORKPLACE HARASSMENT only 2:30pm 3:00pm Double Check TARS	7:30am 8:00am Private Appointment 11:15am 11:30am Travel Time 11:30am 1:00pm Bureau Directors Lunch (Lovejoy Room) 11:30am 12:30pm Walk if possible 1:00pm 1:30pm Mult. Co. Board of Commissioners - Library District Vote 2:00pm 2:20pm One-on-one with Thomas (Thomas' Office) 3:30pm 5:00pm Out of Office 6:00pm 9:00pm Private Appointment	9:00am 9:30am Zap and Coupon Reminder 11:30am 12:30pm Walk if possible 4:00pm 5:30pm Walk Around (Rev Bur)
6	7	8	9	10
7:00am 7:30am Joe Williams' Anniversary Date 8:00am 11:00am Project Time 9:00am 11:00am OMF Core Leadership Team (Horizon Conference Room) 9:00am 10:00am FW: OMF Leadership Team (Horizon Conference Room) 10:00am 11:00am Updated: OMF Leadership Team (OMF Horizon Ro 11:00am 12:00pm (Jen) MEET: OMF Weekly Check-In (Sam's Office - 3rd 11:30am 12:30pm Walk if possible 3:30pm 4:00pm Tax (TL's Office)	8:00am 8:30am AFSCME Grievance Committee Meets Tonight 8:30am 9:30am Revenue Bureau Diversity Committee Meeti 9:30am 11:00am Updated: Supervisors and Managers' Meeting 11:00am 11:30am Updated: Pre-Meeting re: Hotel Tax Rebate 11:30am 12:30pm Walk if possible 1:00pm 2:00pm Thomas/Terri Standing Meeting 3:00pm 4:00pm Thomas and Julie Standing Meeting 4:00pm 5:00pm Field Survey Methodology	7:30am 9:30am SBAC Plenary Mtg. (Lovejoy Room - City Hall) 7:30am 9:00am SBAC 9:30am 12:30pm City Council 9:30am 11:00am Council Cancelled 11:30am 12:30pm Walk if possible 2:00pm 2:30pm PBOT Leaf Fee (TL's Office) 3:30pm 4:30pm DCTU 2013 bargaining prep meeting (111 SW Columbia #600 (Thomas' Office))	8:00am 8:30am Private Appointment 9:30am 10:30am Meeting with City and County re: Hotel Project and 11:00am 11:30am Amnesty Program Debrief and Report Drafting (TL's Offic 11:30am 12:30pm Walk if possible 12:30pm 1:30pm Updated: Thomas Lannom CAO Meeting (Jack's Of 1:00pm 1:30pm PPI Code Brief (Jack's Office) 2:00pm 3:00pm Thomas/Kathleen Standing Meeting (TL's Office) 3:00pm 4:00pm SAP Platform for ULF & CRM (Rev	10:00am 11:00am Merger Check-In Recurring Meetings (TL's Office, Revenue Bureau, 111 SW Columbia St., Suite 600) 11:30am 12:30pm Walk if possible 1:00pm 1:30pm Updated: Hotel Tax Project Update (Thomas's Office) 2:00pm 2:30pm Ali 3:00pm 3:20pm One-on-one with Thomas (Din Ly) (Thomas' Office) 4:00pm 5:30pm Walk Around (Rev Bur)
13	14	15	16	17
8:00am 11:00am Project Time 8:00am 8:30am Jimmy's Birthday 10:00am 11:30am Updated: BTS Customer Stakeholder Group - 2nd Monday of each Month (Meet 11:00am 11:30am TIMESHEETS 11:30am 12:30pm Walk if possible 1:00pm 1:30pm Accounting for MHCRC (Thomas' Office at Revenue Bureau) 1:00pm 1:30pm Send Agenda to Jack 2:00pm 5:00pm Out of Office 2:30pm 2:45pm Canceled: eFiling Initiative (Thomas' Office)	8:00am 8:30am AFSCME E-Board Meeting Tonight 8:00am 8:30am Private Appointment 8:00am Timesheets Due 9:30am 11:00am Updated: Supervisors and Managers' Meeting (Rivers) 11:00am 11:30am TIMESHEETS 11:30am 12:30pm Walk if possible 1:00pm 2:00pm Telephone Payments / BLIS Meeting 2 (TWL's Office) 2:00pm Do TAR	All Day Core Work Session (PF&R Station 7:00am 7:30am Doublecheck TARS 7:00am 7:30am Scott Karter's Anniversary Date 8:00am 5:00pm All Day Core Work Session (PF&R Station 12, 8645 NE Sandy Blvd) 9:30am 12:30pm City Council 9:30am 10:00am TARS 10:00am 10:30am Sign TARS 11:30am 12:30pm Walk if possible 1:30pm 2:30pm Meeting Preparation and Travel Time 2:30pm 3:00pm Double Check TARS	8:15am 9:45am ORM 9:00am 10:00am OMF LMC Re-occurring meeting request 11:30am 12:30pm Walk if possible 12:30pm 1:00pm Tax Project Check-In (TL's Office) 1:00pm 2:00pm Enterprise Solutions Quarterly Check-In (Mark's 1:00pm 1:30pm Federal Ruling in Georgia OTC Law 2:00pm 3:00pm FPD Budget Debrief with OMF 2:00pm 3:00pm Updated: Rev Bureau Safety 7:00pm 8:30pm MTNA (Western Baptist Seminary,	10:00am 11:00am Merger Check-In Recurring Meetings (TL's Office, Revenue Bureau, 111 SW Columbia St., Suite 600) 10:00am 11:00am Wireless Antenna Briefing (TWL's Office) 11:30am 12:30pm Walk if possible 11:45am 1:15pm Arts Access and Education Income Tax (City Club office, 901 SW Washington St.) 1:30pm 5:00pm Out of Office 4:00pm 5:30pm Walk Around (Rev Bur)
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8:00am 11:00am Project Time 10:00am 11:00am Mayor Meeting (Mayor's Briefing Room) 10:00am 11:00am Updated: OMF Leadership Team (OMF Horizon Room) 11:00am 12:00pm (Jen) MEET: OMF Weekly Check-In (Sam's Office - 3rd Floor) 11:00am 12:00pm (Jen) MEET: OMF Weekly Check-In (Mayor's Office) 11:30am 12:30pm Walk if possible	Project work--vacant properties 8:00am 9:00am Prepare and send CAO Meeting Agenda 9:30am 11:00am Canceled: Supervisors and Managers' Meeting (Rivers) 10:00am 10:30am FW: Meeting w/ ECONorthwest re: City Healthcare Project (Mayor's Office) 11:30am 12:30pm Walk if possible 2:00pm 2:30pm Athletic Events Cost Recovery (TL's Office) 4:30pm 5:00pm Check-In (TWL's Office)	9:30am 12:30pm City Council 10:00am 10:30am Updated: Limousine Lawsuit (Revenue Bureau) 11:00am 12:00pm Facilitation of Liens Audit Discussion (Horizon Conference Room) 11:30am 12:30pm Walk if possible 2:15pm 3:45pm Dr. Appt.	8:00am 8:30am Private Appointment 8:00am 8:30am Private Appointment 10:00am 11:00am Updated: Thomas Lannom Monthly Check-in (Rich's O 11:30am 12:30pm Walk if possible 12:30pm 1:00pm Send EE Survey Today 12:30pm 1:00pm Updated: Operations Division 1:00pm 1:30pm Code Language Help (TL's Office) 1:30pm 2:00pm Thomas and Julie Standing Meeting 3:30pm 5:00pm Out of Office 3:30pm 4:00pm Bring binder for all day work session	TWL Out of Office - Vacation 8:00am 8:30am Sam's First Day 11:30am 12:30pm Walk if possible 4:00pm 5:30pm Walk Around (Rev Bur)
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8:00am 11:00am Project Time 8:30am 5:30pm Updated: All Day Core Work Session (PF&R Station 12, 11:00am 12:00pm (Jen) MEET: OMF Weekly Check-In (Sam's Office - 3rd 11:00am 12:00pm (Jen) MEET: OMF Weekly Check-In 11:00am 11:30am TIMESHEETS 11:30am 12:30pm Walk if possible 1:00pm 1:30pm Send Agenda to Jack 2:30pm 2:45pm Canceled: eFiling Initiative (Thomas' 3:00pm 4:00pm Cmmr Fish (monthly check-in) 3:00pm 3:30pm PPI Code Brief (Comm. Fish's	8:00am Timesheets Due 9:00am 10:00am Full Staff Meeting (Lunchroom) 9:00am 10:00am Full Staff Meeting (Revenue Bureau Lunch Room) 9:30am 11:00am Updated: Supervisors and Managers' Meeting (Rivers) 9:30am 10:30am Council Work Session--"Street by Street" (Chambers 11:00am 11:30am TIMESHEETS 11:30am 12:30pm Walk if possible 2:00pm 2:30pm Athletic Events Cost Recovery (TL's Office) 2:00pm Do TAR	7:00am 7:30am Doublecheck TARS 9:30am 12:30pm City Council 9:30am 10:00am TARS 10:00am 10:30am Sign TARS 10:15am 11:15am Thomas/Terri Standing Meeting (TL's Office) 11:30am 12:30pm Walk if possible 1:00pm 2:30pm Dr. Appt. 1:00pm 2:00pm Possible meeting with Hospital Stakeholders (Lo 2:30pm 3:00pm Double Check TARS 3:00pm 4:00pm Registration (Mayor's Office) 4:00pm 5:00pm Transient Lodging Taxes - "rebates" and other alternati	8:00am 8:30am Mom's Birthday 9:00am 9:30am Mom's Birthday 9:30am 10:00am TAP Final Report Document (TL's Office) 10:00am 11:00am FW: Re-occuring OMF diversity Mtg - please accept (O 10:00am 11:00am OMF Diversity Committee (OMF, 11:30am 12:30pm Walk if possible 12:00pm 12:30pm Private Appointment 1:00pm 2:00pm Updated: Thomas Lannom Reg CAO 3:00pm 4:00pm FW: Commissioner Fish Check-in (Cm 3:00pm 3:30pm Towing Code Briefing -- Comm.	TWL Out of Office - Vacation 10:00am 11:00am Merger Check-In Recurring Meetings (TL's Office, Revenue Bureau, 111 SW Columbia St., Suite 600) 11:30am 12:30pm Walk if possible 4:00pm 5:30pm Walk Around (Rev Bur) 5:30pm 7:00pm Server Patch Fridays

September 2012

September 2012

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October 2012

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Monday	Tuesday	Wednesday	Thursday	Friday
September 3	4	5	6	7
8:00am 5:00pm holiday 8:00am 11:00am Project Time 10:00am 11:00am Updated: OMF Leadership Team (OMF Horizon Room) 11:00am 12:00pm (Jen) MEET: OMF Weekly Check-In (Sam's Office - 3rd Floor) 11:30am 12:30pm Walk if possible 2:00pm 2:30pm Budget/Issues Check-In (Revenue) (TL's Office) 2:30pm 2:45pm Canceled: eFiling Initiative (Thomas' Office)	Updated: LMBAC - need to schedule for l 8:00am 8:30am AFSCME Grievance Committee Meets Tonight 8:00am 8:30am Private Appointment 9:30am 11:00am Updated: Supervisors and Managers' Meeting (Rivers) 11:30am 12:30pm Walk if possible 11:30am 11:50am One-on-one with Thomas (M. Delaney) (Thomas' Office) 1:30pm 2:30pm Private Appointment	9:30am 12:30pm City Council 9:30am 10:00am Check In 11:30am 12:30pm Walk if possible 4:15pm 5:15pm Dr bankowski	TWL Out of Office - Vacation 8:00am 8:30am Private Appointment 11:15am 11:30am Travel Time 11:30am 12:30pm Walk if possible 3:30pm 5:00pm Out of Office 6:00pm 9:00pm Private Appointment	9:00am 9:30am Zap and Coupon Reminder 11:30am 12:30pm Walk if possible 4:00pm 5:30pm Walk Around (Rev Bur)
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8:00am 11:00am Project Time 9:00am 11:00am Updated: OMF Core Leadership Team (Horizon 10:00am 11:30am Updated: BTS Customer Sta 11:00am 12:00pm (Jen) MEET: OMF Weekly Check-In 11:00am 11:30am TIMESHEETS 11:30am 12:30pm Walk if possible 12:00pm 1:00pm Review Draft of Taxi Recommen 1:00pm 1:30pm Send Agenda to Jack 2:00pm 3:00pm Cmmr Fritz (monthly check-in) 2:00pm 3:00pm Updated: Jack Graham, CAO & 2:00pm 2:30pm Tow Code briefing - Cmmr. Fritz (Co 2:30pm 2:45pm Canceled: eFiling Initiative (Thomas' 3:45pm 4:45pm Meeting with Marc Farrar (Comcast) (	8:00am 8:30am AFSCME E-Board Meeting Tonight 8:00am Timesheets Due 8:30am 9:30am Revenue Bureau Diversity Committee Meeting (Rivers 10:00am 11:00am MEET: Financial Industry Representatives 10:00am 11:00am VPR Stakeholder's Meeting (Mayor's Office) 11:00am 11:30am TIMESHEETS 11:30am 12:30pm Walk if possible 2:00pm 3:00pm Commr Saltzman (monthly check-in) (Commissioner's o 2:00pm 2:30pm Tow Code briefing - Cmmr. Saltzman (Commissioner's O 2:00pm Do TAR 4:30pm 5:00pm Review of Draft PFHT Report	7:00am 7:30am Doublecheck TARS 7:30am 9:30am SBAC Plenary Mtg. (Lovejoy Room - City Hall) 7:30am 9:00am SBAC 9:30am 12:30pm City Council 9:30am 10:00am TARS 10:00am 10:30am Sign TARS 11:30am 12:30pm Walk if possible 1:00pm 1:30pm Private for Hire 1:30pm 2:30pm Review Draft PFHT Recommendations w/CAO (CAO's Office) 1:30pm 2:30pm Updated: Thomas Lannom Reg CAO Meeting (Jack's Office) 2:30pm 3:00pm Double Check TARS 4:00pm 5:00pm Updated: Office for Community Technology (OCT) Check-in Mary Bet	9:00am 10:00am Liens Accounting System (Horizon Conference Room) 10:00am 10:15am Sign OCT Wireless Admin. Rule (TL's Office) 11:00am 11:20am One-on-one with Thomas (Thomas' office) 11:30am 12:30pm Walk if possible 1:00pm 1:30pm Lien Accounting System - background (Thomas' office) 1:30pm 2:30pm BLIS Lifecycle Assessment (TL's Office) 2:30pm 3:00pm Merger Check-In Recurring Meetings (TL's Office, Reven 3:30pm 4:30pm Meeting with Mayor (Mayor's Office) 4:00pm 5:00pm Out of Office	TWL Out of Office - Vacation 11:30am 12:30pm Walk if possible 4:00pm 5:30pm Walk Around (Rev Bur)
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Document Drafting 8:00am 11:00am Project Time 9:00am 10:00am FW: OMF Leadership Team (Horizon Conference Room) 10:00am 11:00am Updated: OMF Leadership Team (OMF Horizon Room) 11:00am 12:00pm (Jen) MEET: OMF Weekly Check-In (Sam's Office - 3rd Floor) 11:30am 12:30pm Walk if possible 1:30pm 2:00pm Vacancy Planning (Thomas' Office)	8:00am 9:00am Prepare and send CAO Meeting Agenda 9:30am 11:00am Updated: Supervisors and Managers' Meeting (Rivers) 11:30am 12:30pm Walk if possible 12:00pm 12:30pm (Amy) MEET: Taxi Permit App / Labor Issues (Mayor's Office) 2:00pm 2:30pm Ali Appt.	9:30am 12:30pm City Council 11:30am 12:30pm Walk if possible 1:00pm 2:00pm Updated: (Clay) MEET: CCO re: mental health services proposal with DOJ (Mayor's Office) 1:30pm 2:30pm Meeting Preparation and Travel Time 2:15pm 2:30pm PBOT Leaf Fee (TL's Office) 2:30pm 3:30pm Private Appointment 4:00pm 5:00pm MEET: Discuss Vacant Properties feedback (Mayor's Office)	8:00am 8:30am Private Appointment 9:00am 10:00am OMF LMC Re-occurring meeting request (Horizon Room 12 11:30am 12:30pm Walk if possible 1:00pm 1:20pm One-on-one with Thomas (A. Buller) (Thomas' Office) 2:45pm 3:45pm FW: Updated: Jack Graham Re: Legacy c: Elonda Bristol 3x4368 (Co 2:45pm 3:45pm FW: Updated: Jack Graham Re: Legacy c: Elonda Bristol 3x4368 (Co 3:15pm 3:45pm Tow Code briefing - Cmmr. Leonard (Commissioner's O 7:00pm 8:30pm MTNA (Western Baptist Seminary, 55th & Hawthorne	10:00am 11:00am Merger Check-In Recurring Meetings (TL's Office, Revenue Bureau, 111 SW Columbia St., Suite 600) 11:30am 12:30pm Walk if possible 2:00pm 3:00pm Updated: OCT/MHCRC Contract Payment Review Process/ PCM Update (Thomas Office) 2:30pm 5:00pm Out of Office 4:00pm 5:30pm Walk Around (Rev Bur)
24	25	26	27	28
Document Editing 8:00am 11:00am Project Time 9:00am 11:00am Updated: OMF Core Leadership Team (Horizon Conference Room) 11:00am 12:00pm (Jen) MEET: OMF Weekly Check-In (Sam's Office - 3rd Floor) 11:00am 11:30am TIMESHEETS 11:30am 12:30pm Walk if possible 1:00pm 1:30pm Send Agenda to Jack 1:30pm 2:00pm Updated: Cmmr Fritz briefing re: Vacant Property Registration Pro 3:00pm 4:00pm Cmmr Fish (monthly check-in) (Commissioner's Office) 4:00pm 4:30pm Private Appointment	NATOA AC Conference (Mary Beth) (New Orleans, LA) Work on Report 8:00am 8:30am Private Appointment 8:00am Timesheets Due 9:00am 10:00am Canceled: Full Staff Meeting (Revenue Bureau 9:10am 9:30am Tables and Charts (TL's Office) 11:00am 12:00pm tax collection analysis w/Vizzini et al (Rivers Conf. 11:00am 11:30am TIMESHEETS 11:30am 12:30pm Walk if possible 12:00pm 1:00pm FW: (Jen) MEET: OMF Weekly Check-In (Mayor's 12:00pm 12:30pm Check-In on Report==placehold you need more 2:00pm Do TAR 2:30pm 3:00pm Check-In on Report (TL's	Private for Hire Transportation Board Me 7:00am 7:30am Doublecheck TARS 8:00am 8:30am Fill out Bike and Walk Bucks Certificate 8:00am 8:30am Fill out Bike and Walk Bucks Form 8:30am 9:00am Send New Flex Policy 9:30am 12:30pm City Council 9:30am 10:00am TARS 10:00am 10:30am Sign TARS 11:30am 12:30pm Walk if possible 1:30pm 3:30pm PFHT Board Meeting 2:30pm 3:00pm Double Check TARS 3:30pm 4:30pm Thomas/Terri Standing Meeting (TL's Office)	9:00am 10:00am Updated: Thomas Lannom Reg CAO Meeting (Jack's Office) 10:00am 11:00am Canceled: OMF Diversity Committee (OMF, Conf 12 Horizon Rm (12-15)) 11:30am 12:30pm Walk if possible	11:30am 12:30pm Walk if possible 4:00pm 5:30pm Walk Around (Rev Bur) 5:00pm 5:30pm Call Jack before you leave 5:30pm 7:00pm Server Patch Fridays