

November 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	<p>11:00 AM - Tom/Amanda</p> <p>12:30 PM - emails</p> <p>1:00 PM - Judy Clark, consultant to the Office of Human Relations</p> <p>1:30 PM - Mayor Adams drop-in</p> <p>2:00 PM - Public Involvement Advisory Committee</p> <p>2:30 PM - Carmen Merlo, Director of the Portland Office of Emergency Management</p> <p>3:00 PM - Emails, visits, and calls</p> <p>3:30 PM - Sidewalks Advisory Committee Meeting</p> <p>5:30 PM - Office of Neighborhood Involvement Budget Advisory Committee</p> <p>9:30 PM - emails</p>	<p>10:00 AM - Mayor Adams</p> <p>11:00 AM - Amalia Alarcon de Morris, Director of the Office of Neighborhood Involvement</p> <p>12:00 PM - Scheduling</p> <p>12:30 PM - emails</p> <p>1:30 PM - 17th Annual Northwest Public Employees Diversity Conference - Town Hall</p> <p>5:00 PM - Preview City Council with Tom</p> <p>7:00 PM - City Council prep</p> <p>8:00 PM - Election Night with Tim</p>	<p>8:30 AM - Emails</p> <p>9:30 AM - City Council meeting</p> <p>12:30 PM - Terry Beeler, Century Link</p> <p>1:00 PM - City Council</p> <p>3:00 PM - Emails, visits, and calls</p> <p>9:30 PM - Emails etc</p>	<p>9:00 AM - Staff meeting agenda prep</p> <p>9:30 AM - Emails, visits and calls</p> <p>10:00 AM - Weekly Staff Meeting</p> <p>11:00 AM - Dawn Hanson, constituent</p> <p>11:30 AM - Amanda/Dora</p> <p>12:30 PM - Amanda/Cary and Amanda/Milena/scheduling</p> <p>1:00 PM - Amanda/Sara</p> <p>1:30 PM - Citywide Wellness Meeting</p> <p>2:30 PM - Amanda/Patti</p> <p>3:00 PM - Bob Salinger, Audubon Society, re: Airport Futures</p> <p>3:30 PM - Amanda/Tim</p>	<p>(Out of office)</p> <p>3:30 PM - Phone call with Tom</p> <p>6:30 PM - Roosevelt HS Official Field Dedication Event</p> <p>10:00 PM - Internal email review</p>	
7	8	9	10	11	12	13
<p>2:00 PM - emails</p> <p>7:30 PM - emails</p> <p>11:30 PM - Web site</p>	<p>9:00 AM - Tom/Amanda</p> <p>9:30 AM - Native American Youth and Family Center/Urban League</p> <p>10:30 AM - Commissioner Fish</p> <p>11:00 AM - Dr. Bill Nunley, Lisa Turley (Director of the Bureau of Emergency Communications), Tim Crail, and Dora Perry re: 911 for Safer PDX</p>	<p>9:30 AM - Emails, visits, calls</p> <p>12:00 PM - Central City Concern Annual Luncheon</p> <p>1:30 PM - Maria Lisa Johnson, Director of the Office of Human Relations</p> <p>2:30 PM - Alison Gavine and other constituents re: wireless facilities</p>	<p>9:00 AM - City Council meeting</p> <p>1:00 PM - Weekly Staff Meeting</p> <p>2:00 PM - Council hearings -</p> <p>3:00 PM - Mayor Adams re: upcoming Equity Meetings</p> <p>5:00 PM - Metro Policy Advisory Committee</p>	<p>(Veteran's Day)</p> <p>9:30 AM - Hollywood Veteran's Day Parade</p> <p>12:30 PM - Gateway Area Business Association</p> <p>6:00 PM - Volunteers of America Home Free Annual Fundraiser</p> <p>9:00 PM - trackits and website</p>	<p>11:30 AM - Phone call with Bureau of Technical Services re: Outlook</p> <p>12:00 PM - Scheduling</p> <p>12:30 PM - Warren Miller (Mayor Adams' Deputy Chief of Staff) drop-in meeting</p> <p>6:00 PM - Native American Youth and Family Center Dinner and Auction</p>	<p>12:00 AM - National Coalition of Dialogue and Deliberation Regional Conference</p> <p>9:00 AM - Equity Meeting</p>

	<p>1:00 PM - Meet with Diverse and Empowered Employees of Portland (DEEP) Board Officers</p> <p>1:30 PM - Bernie Bottomly and Carly Riter (Portland Business Alliance) re: Urban Renewal</p> <p>2:00 PM - Ken Rust, Chief Administrative Officer</p> <p>3:00 PM - Amanda/Patti</p> <p>3:30 PM – Police Chief Mike Reese</p> <p>4:00 PM - Legislative work session follow-up</p> <p>4:30 PM - Mayor Adams</p> <p>7:00 PM - Spirit of Portland Award Presentation Ceremony</p> <p>10:00 PM - emails</p>	<p>3:30 PM - Rochelle Silver, Citizens Review Committee</p> <p>4:00 PM - Preview City Council with Tom</p> <p>10:30 PM - Council prep and emails</p>			<p>9:30 PM - emails</p>	<p>10:00 PM - Emails and calendar</p> <p>11:00 PM - TrackIts</p>
<p>14</p> <p>4:00 PM - emails</p> <p>5:30 PM - emails</p> <p>8:30 PM - emails</p>	<p>15</p> <p>8:00 AM - Visit the Confederated Tribes of the Umatilla Indian Reservation</p> <p>6:30 PM – Southeast Uplift Wireless Facilities forum</p> <p>9:30 PM - emails</p>	<p>16</p> <p>10:00 AM - Scheduling</p> <p>10:30 AM - Emails, visits, and calls</p> <p>11:00 AM - ECC Functional Exercise</p> <p>12:00 PM - Prep for afternoon meetings</p> <p>1:00 PM - Amalia Alarcon de Morris, Director of the Office of Neighborhood Involvement and staff re: possible change in office space for Crime Prevention</p> <p>2:00 PM - - Amalia Alarcon de Morris</p> <p>3:00 PM - Susan Anderson, Director of the Bureau of Planning and Sustainability</p>	<p>17</p> <p>9:00 AM - City Council Meeting</p> <p>1:00 PM – Maria Lisa Johnson, Director of the Office of Human Relations</p> <p>1:30 PM - Emails, visits, and calls</p> <p>2:00 PM - Council hearings -</p> <p>4:00 PM - Emails, visits, and calls</p> <p>5:00 PM - Metro Policy Advisory Committee</p> <p>8:30 PM - letters</p> <p>10:00 PM - emails</p>	<p>18</p> <p>9:00 AM - Staff meeting agenda prep</p> <p>9:30 AM - Weekly Staff Meeting</p> <p>10:30 AM - Dave Hoffman, constituent re: ACS, a Xerox Company</p> <p>11:00 AM - Sabine Hilding and Joan Horton, constituents re: Pesticides</p> <p>11:30 AM - Scheduling</p> <p>12:00 PM - Amanda/Tom</p> <p>1:00 PM – Neighborhood Directors & Chairs meeting</p> <p>2:00 PM - Amanda/Tom</p> <p>3:00 PM - Council Meeting for Time-Certain Items</p>	<p>19</p> <p>9:00 AM – Ann Beier, Director of the Office of Healthy Working Rivers</p> <p>10:00 AM - Emails, visits, and calls</p> <p>11:00 AM - David Olson, Director of the Office of Cable Communications and Franchise Management</p> <p>12:00 PM - Amanda/Dora</p> <p>1:00 PM – Safer PDX Steering Committee</p> <p>3:30 PM - Keith Witcosky and Bruce Warner, Portland Development Commission</p> <p>4:30 PM - Amanda/Tim</p>	<p>20</p> <p>11:00 AM – Immigrant and Refugee Cultural Organization (IRCO) Diversity & Civic Leadership Program workshop: ENGAGE</p> <p>10:00 PM - Internal emails</p>

		<p>4:00 PM - Preview City Council with Tom</p> <p>5:30 PM - Denis Stevens, Canadian Consul General for Oregon, Washington, Idaho and Alaska welcome reception</p> <p>9:00 PM - Emails and calendar</p> <p>9:30 PM - City Council prep</p>		<p>5:30 PM - Letters and emails</p> <p>7:00 PM – Portland Business Alliance Business Leadership Evening</p> <p>9:30 PM - Letters and emails</p>		
<p>21</p> <p>4:30 PM - Emails and Charter Commission process</p> <p>8:30 PM - emails</p> <p>11:30 PM - emails</p>	<p>22</p> <p>11:30 AM - Phone call with Brian Hoop, Office of Neighborhood Involvement</p> <p>11:30 AM - Scheduling</p> <p>2:30 PM - Markham School tour for Portland Public Schools bond measure</p> <p>6:30 PM - Emails and Charter Commission</p>	<p>23</p> <p>9:00 AM - Staff meeting agenda prep</p> <p>9:30 AM - Amanda/Milena/scheduling</p> <p>9:30 AM - Warren Miller (Mayor Adams’ Deputy Chief of Staff) drop-in meeting re: Charter Commission</p> <p>10:00 AM – Commissioner Saltzman drop-in meeting re: Charter Commission</p> <p>11:30 AM - Serve Turkey Dinner at Open Meadow Middle School</p> <p>1:00 PM - Phone call with Lisa Turley, Director of the Bureau of Emergency Communications</p> <p>2:00 PM - Weekly Staff Meeting</p> <p>3:00 PM - Amanda/Sara</p> <p>3:30 PM – Commissioner Fish and then Commissioner Leonard drop-in meeting re: Charter Commission</p> <p>4:30 PM - Amanda/Cary</p> <p>10:00 PM - Emails and letters</p>	<p>24</p> <p>(Out of office)</p> <p>10:30 AM - Letters and desk-clearing</p> <p>1:30 PM – Amalia Alarcon de Morris, Director of the Office of Neighborhood Involvement</p> <p>7:30 PM - Internal emails</p> <p>9:00 PM - External emails</p>	<p>25</p> <p>(Thanksgiving Day)</p> <p>10:00 AM - emails</p> <p>11:00 AM - emails</p> <p>10:30 PM - Office calendar review</p> <p>11:00 PM - Blog post</p>	<p>26</p> <p>(City Holiday – out of office)</p> <p>8:30 PM - FBI issue coordination (re: alleged bomb plot) via texts and calls</p>	<p>27</p> <p>9:30 AM - FBI issue coordination</p> <p>10:30 PM - emails</p>

<p>28</p> <p>12:00 AM - Calendar and web site</p> <p>10:00 AM - Alleged bomb plot follow-up</p> <p>12:30 PM - Alleged bomb plot follow-up</p> <p>5:00 PM - Somali Solidarity press conference</p> <p>8:00 PM - Emails and calendar</p>	<p>29</p> <p>10:00 AM - Southeast Works Open House</p> <p>12:00 PM - Phone calls: Deborah Kafoury, Multnomah County Commissioner re: Wireless Facilities; Dwight Holton, US District Attorney re: alleged bomb plot; Kayse Jama, Center for Intercultural Organizing</p> <p>1:00 PM - Tom/Amanda</p> <p>1:30 PM - Noah Siegel (Mayor Adams' Director of International Affairs); Drop-in meeting with Linda Meng, Office of the City Attorney</p> <p>2:30 PM - Brian Stading, Qwest/Century Link Regional President</p> <p>3:00 PM - Dan Handelman, Portland Cop Watch and others re: Police Oversight Stakeholder Committee</p> <p>3:30 PM - Emails, visits, and calls</p> <p>4:00 PM - Commissioner Saltzman</p> <p>5:00 PM - travel</p> <p>5:30 PM - Forest Park Conservancy book signing party</p> <p>6:30 PM - Meet with Muslim Community Members RE: Follow up to alleged bomb plot and community issues</p> <p>10:00 PM - emails</p>	<p>30</p> <p>9:00 AM - Council work session</p> <p>11:30 AM - emails</p> <p>12:00 PM - Project Respond Brown Bag Lunch</p> <p>1:30 PM - City Auditor Griffin-Valade</p> <p>3:00 PM - Emails, visits, and calls</p> <p>3:30 PM - Phone call with Dwight Holton, US District Attorney</p> <p>4:00 PM - Rochelle Silver and Michael Bigham</p> <p>4:30 PM - Preview City Council with Tom</p> <p>6:30 PM - West Hayden Island Public Involvement Workshop</p> <p>8:00 PM - Charter Commission, emails, and Council prep</p>				
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