

# December 2010

		<b>Wed 12-1</b>	<b>Thu 12-2</b>	<b>Fri 12-3</b>	<b>Sat 12-4</b>	<b>Sun 12-5</b>
		<p><b>9:00 AM - 12:00 PM</b> - City Council meeting</p> <p><b>12:00 PM - 12:30 PM</b> - Amanda/Tom</p> <p><b>1:00 PM - 1:30 PM</b> - Scheduling</p> <p><b>1:30 PM - 2:00 PM</b> - Drop-in at Commissioners Fish, Leonard, and Saltzman re: Charter Commission appointments</p> <p><b>2:00 PM - 4:00 PM</b> - Council hearings</p> <p><b>4:00 PM - 4:30 PM</b> - Mayor Adams re: Charter Commission and debrief Council/Execs with Tom</p> <p><b>6:00 PM - 7:00 PM</b> - Toastmasters</p> <p><b>8:00 PM - 9:00 PM</b> - Charter Commission calls</p> <p><b>9:00 PM - 11:00 PM</b> - Emails and calendar</p>	<p><b>9:00 AM - 9:30 AM</b> - Staff meeting agenda prep</p> <p><b>9:30 AM - 10:30 AM</b> - Weekly Staff Meeting</p> <p><b>10:30 AM - 11:00 AM</b> - Carol McCeary and Jeff Holiman, constituents, re: PHLUSH and ONI</p> <p><b>11:00 AM - 12:00 PM</b> - Mayor Adams monthly meeting</p> <p><b>1:00 PM - 2:00 PM</b> - Citywide Wellness Meeting</p> <p><b>2:00 PM - 3:30 PM</b> - Council Work Session</p> <p><b>3:30 PM - 4:00 PM</b> - Amanda/Tom/Tim</p> <p><b>4:00 PM - 4:30 PM</b> - Phone call with Doretta Schrock</p> <p><b>4:30 PM - 5:00 PM</b> - Phone call: Dwight Holton, US District Attorney; Drop in meeting with Brad Schmidt, the Oregonian</p> <p><b>5:00 PM - 5:30 PM</b> - Emails, calls and letters</p> <p><b>10:00 PM - 11:00 PM</b> - Emails and calendar</p>	<p><b>9:00 AM - 9:30 AM</b> - Amanda/Tom/Patti re: Office of Healthy Working Rivers</p> <p><b>9:30 AM - 10:00 AM</b> - Amanda/Patti</p> <p><b>10:00 AM - 11:00 AM</b> - Kevin Maki and other Clearwire executives re: wireless facilities</p> <p><b>11:00 AM - 11:30 AM</b> - Phone interview with April Baer, Oregon Public Broadcasting</p> <p><b>11:30 AM - 12:00 PM</b> - Gerik Kransky and Rob Sadowsky, Bicycle Transportation Alliance</p> <p><b>12:00 PM - 12:30 PM</b> - AF/Dora/Tom/Tim re: Office of Human Relations</p> <p><b>1:00 PM - 1:30 PM</b> - Maria Lisa Johnson, Director of the Office of Human Relations</p> <p><b>1:30 PM - 2:30 PM</b> - Commissioner Fish</p> <p><b>2:30 PM - 3:00 PM</b> - Amanda/Dora</p> <p><b>3:00 PM - 4:00 PM</b> - Amalia Alarcon de Morris, Director of the Office of Neighborhood Involvement</p>	<p><b>10:00 AM - 10:30 AM</b> - Calendar and web site</p> <p><b>11:00 AM - 12:00 PM</b> - Charter Commission phone calls</p> <p><b>7:00 PM - 9:30 PM</b> - Lower Columbia River Estuary Partnership 11th Annual Dinner &amp; Art Gala</p> <p><b>11:30 PM - 2:00 AM</b> - Emails and web site</p>	<p><b>1:30 PM - 2:00 PM</b> - Charter Commission calls</p> <p><b>3:00 PM - 5:00 PM</b> - Charter Commission calls</p> <p><b>6:00 PM - 6:30 PM</b> - Web site and calendar</p> <p><b>7:30 PM - 8:00 PM</b> - emails</p> <p><b>8:00 PM - 8:30 PM</b> - Charter Commission phone calls</p> <p><b>8:30 PM - 10:30 PM</b> - emails</p> <p><b>11:00 PM - 12:00 AM</b> - emails</p>

<b>Mon 12-6</b>	<b>Tue 12-7</b>	<b>Wed 12-8</b>	<b>Thu 12-9</b>	<b>Fri 12-10</b>	<b>Sat 12-11</b>	<b>Sun 12-12</b>
<p><b>9:30 AM - 10:00 AM</b> - Charter Commission calls</p> <p><b>10:00 AM - 10:30 AM</b> - Tom/Amanda</p> <p><b>10:30 AM - 11:30 AM</b> - Amalia Alarcon de Morris, Director, Office of Neighborhood Involvement and Judith Mowry re: Equity</p> <p><b>11:30 AM - 12:00 PM</b> - Martha Pellegrino, Director, Office of Government Relations re: legislative agenda process</p> <p><b>12:00 PM - 12:30 PM</b> - Charter Commission calls</p> <p><b>12:30 PM - 1:00 PM</b> - Phone call with Amalia Alarcon de Morris, Director, Office of Neighborhood Involvement</p> <p><b>1:00 PM - 1:30 PM</b> - Meet with Policy Advisors and Vanessa Holguin, new intern starting in January</p> <p><b>1:30 PM - 2:00 PM</b> - Yvonne Deckard, Director, Bureau of Human Resources re: Employee Wellness</p> <p><b>2:00 PM - 3:00 PM</b> - Portland Business Alliance</p> <p><b>3:00 PM - 3:30 PM</b> - Phone call with Amalia Alarcon de Morris, Director of the Office of Neighborhood Involvement</p>	<p><b>9:30 AM - 11:00 AM</b> - Charter Commission calls</p> <p><b>11:00 AM - 11:30 AM</b> - Rich Recker, Adidas</p> <p><b>12:30 PM - 1:00 PM</b> - COPPEA (City of Portland Professional Employee Association) Executive Board Meeting</p> <p><b>1:00 PM - 1:30 PM</b> - Amalia Alarcon de Morris, Director, Office of Neighborhood Involvement</p> <p><b>2:00 PM - 2:30 PM</b> - Portland Fire &amp; Rescue boat dedication ceremony</p> <p><b>3:00 PM - 3:30 PM</b> - Charter Commission phone calls</p> <p><b>3:30 PM - 4:00 PM</b> - Phone call with Maria Lisa Johnson, Director, Office of Human Relations</p> <p><b>4:00 PM - 5:00 PM</b> - Preview City Council with Tom</p> <p><b>5:30 PM - 7:00 PM</b> - Metro Councilor Rod Park Farewell Party</p> <p><b>8:00 PM - 11:00 PM</b> - Charter Commission and Council prep</p>	<p><b>9:00 AM - 12:00 PM</b> - City Council meeting -</p> <p><b>12:00 PM - 1:00 PM</b> - DEEP (Diverse and Empowered Employees of Portland) Holiday Celebration/Meeting</p> <p><b>1:00 PM - 2:30 PM</b> - Letters and emails</p> <p><b>3:00 PM - 4:00 PM</b> - Consul General of Japan Reception</p> <p><b>4:00 PM - 4:30 PM</b> - Phone call with Amalia Alarcon de Morris, Director, Office of Neighborhood Involvement</p> <p><b>5:00 PM - 6:00 PM</b> - Oregon DREAMers Mock Graduation Rally</p> <p><b>6:30 PM - 7:30 PM</b> - Portland Parks Foundation Winter Celebration</p> <p><b>8:30 PM - 9:00 PM</b> - Charter Commission calls</p> <p><b>9:00 PM - 10:30 PM</b> - emails and calendar</p>	<p><b>9:00 AM - 10:30 AM</b> - Emails</p> <p><b>10:30 AM - 11:00 AM</b> - Mark Fulop, constituent re: stakeholder survey for Resolutions Northwest</p> <p><b>11:00 AM - 12:00 PM</b> - Koffi Dessou, Office of Human Relations</p> <p><b>12:00 PM - 1:00 PM</b> - Bureau Directors' Portfolio Meeting/Lunch</p> <p><b>1:00 PM - 1:30 PM</b> - Charter Commission phone call</p> <p><b>1:30 PM - 2:30 PM</b> - Weekly Staff Meeting</p> <p><b>2:30 PM - 3:00 PM</b> - Emails, visits, and calls</p> <p><b>3:00 PM - 3:30 PM</b> - Trish Jordan, constituent, re: high rate of homelessness of formally incarcerated individuals, primarily Native American women</p> <p><b>3:30 PM - 4:00 PM</b> - Phone call with Steve Pharo, Oregon Liquor Control Commission Director re: Alcohol Impact Area</p> <p><b>4:30 PM - 5:00 PM</b> - Pacific Northwest Regional Council of Carpenters Holiday Reception</p> <p><b>5:00 PM - 6:30 PM</b> - Testify at Metro Council Hearing</p>	<p><b>8:00 AM - 9:00 AM</b> - Visitors Development Fund Board Meeting</p> <p><b>9:30 AM - 10:00 AM</b> - Amanda/Tim</p> <p><b>10:00 AM - 11:00 AM</b> - Ann Beier, Director, Office of Healthy Working Rivers</p> <p><b>11:00 AM - 11:30 AM</b> - Amanda/Tom</p> <p><b>11:30 AM - 12:00 PM</b> - Amanda/Sara</p> <p><b>12:00 PM - 12:30 PM</b> - Amanda/Patti</p> <p><b>12:30 PM - 1:00 PM</b> - Charter blog write-up</p> <p><b>1:00 PM - 1:30 PM</b> - Mark Bello, Bureau of Development Services</p> <p><b>1:30 PM - 2:00 PM</b> - Amanda/Milena/scheduling and Amanda/Cary</p> <p><b>1:45 PM - 2:15 PM</b> - Amanda/Tim</p> <p><b>2:00 PM - 3:00 PM</b> - Dean Marriott, Director, Bureau of Environmental Services</p> <p><b>2:30 PM - 2:45 PM</b> - Mayor Adams drop-in re: Joint Terrorism Task Force</p> <p><b>3:00 PM - 4:00 PM</b> - Judy Clarke re: Office of Human Relations</p> <p><b>4:00 PM - 4:30 PM</b> - Amanda/Dora/Tom</p>	<p><b>9:00 AM - 10:00 AM</b> - The Gathering</p> <p><b>3:30 PM - 4:30 PM</b> - Gang Resistance Education And Training (G.R.E.A.T.) Families Graduation Ceremony</p> <p><b>5:00 PM - 5:30 PM</b> - Charter blog post in office</p> <p><b>5:30 PM - 8:15 PM</b> - Muslim Educational Trust Board of Directors Community Youth and Leadership Panel Discussion</p> <p><b>8:45 PM - 9:45 PM</b> - Jobs with Justice Scrooge of the Year Holiday Party</p> <p><b>10:15 PM - 11:45 PM</b> - Charter Commission blog post</p>	<p><b>12:00 AM - 12:30 AM</b> - Calendar and web site</p> <p><b>1:00 PM - 2:00 PM</b> - Internal emails and calendar</p> <p><b>2:00 PM - 7:00 PM</b> - emails</p> <p><b>8:30 PM - 12:30 AM</b> - emails</p>

<p><b>3:30 PM - 4:30 PM</b> - Letters</p> <p><b>4:30 PM - 5:00 PM</b> - Scheduling check-in</p> <p><b>5:00 PM - 5:30 PM</b> - Clearing desk</p> <p><b>5:30 PM - 7:00 PM</b> - Office of Neighborhood Involvement Budget Advisory Committee</p> <p><b>7:45 PM - 8:45 PM</b> - Northeast Coalition of Neighborhoods Winter Social and Holiday Bazaar</p>			<p><b>7:30 PM - 11:00 PM</b> - Blazer game with the office</p> <p><b>11:30 PM - 12:30 AM</b> - Emails and calendar</p>	<p><b>4:30 PM - 4:45 PM</b> - Margaret Van Vliet, Director, Portland Housing Bureau, and Daniel Ledezma re: Block 49</p> <p><b>4:45 PM - 5:00 PM</b> - Amanda/Dora/Tom</p> <p><b>5:00 PM - 5:15 PM</b> - Amanda/Tom</p> <p><b>6:30 PM - 9:30 PM</b> - Parkrose Business Association's Annual Holiday Event</p>		
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<b>Mon 12-13</b>	<b>Tue 12-14</b>	<b>Wed 12-15</b>	<b>Thu 12-16</b>	<b>Fri 12-17</b>	<b>Sat 12-18</b>	<b>Sun 12-19</b>
<p><b>12:00 PM - 1:00 PM</b> - Tom/Amanda</p> <p><b>1:00 PM - 2:00 PM</b> - David Olson and Mary Beth Henry, Director and Deputy Director, Office of Cable Communications and Franchise Management</p> <p><b>2:00 PM - 3:00 PM</b> - Ken Rust, Chief Administrative Officer</p> <p><b>3:00 PM - 3:30 PM</b> - Emails, visits, and calls</p> <p><b>3:30 PM - 4:15 PM</b> - Police Chief Mike Reese</p> <p><b>4:15 PM - 5:00 PM</b> - Mayor Adams</p> <p><b>5:00 PM - 6:00 PM</b> - City Hall Holiday Gathering</p> <p><b>6:45 PM - 7:45 PM</b> - Partnership for Safety and Justice Open House</p> <p><b>9:30 PM - 10:30 PM</b> - emails</p>	<p><b>9:30 AM - 9:40 AM</b> - Drop-in meeting with Tom Miller (Mayor Adams' Chief of Staff) re: Federal Legislative Agenda</p> <p><b>9:40 AM - 9:50 AM</b> - Drop in meeting with Commissioner Saltzman re: Charter</p> <p><b>10:00 AM - 10:30 AM</b> - Martha Pellegrino, Director, Office of Government Relations and Vicki Krum, Federal Lobbyist re: Federal Legislative Agenda</p> <p><b>10:30 AM - 11:00 AM</b> - Drop-in meeting with Commissioner Fish</p> <p><b>11:00 AM - 11:30 AM</b> - emails and letters</p> <p><b>12:00 PM - 1:00 PM</b> - Columbia Pacific Building and Construction Trades Council Holiday Party</p> <p><b>1:30 PM - 2:30 PM</b> - Maria Lisa Johnson, Director, Office of Human</p>	<p><b>9:00 AM - 1:00 PM</b> - City Council meeting</p> <p><b>1:00 PM - 2:30 PM</b> - Commissioner Cassandra Skinner-Lopata</p> <p><b>2:30 PM - 3:00 PM</b> - Amanda/Tom</p> <p><b>3:00 PM - 4:00 PM</b> - Council hearings</p> <p><b>4:00 PM - 4:30 PM</b> - Amanda/Tom</p> <p><b>4:30 PM - 5:00 PM</b> - Amanda/Tim</p> <p><b>5:00 PM - 6:00 PM</b> - Metro Multifamily Housing Association Holiday Party</p> <p><b>8:00 PM - 10:30 PM</b> - emails</p>	<p><b>9:00 AM - 9:30 AM</b> - Staff meeting agenda prep</p> <p><b>9:30 AM - 10:00 AM</b> - Amanda/Patti</p> <p><b>10:00 AM - 11:00 AM</b> - Weekly Staff Meeting</p> <p><b>11:00 AM - 11:30 AM</b> - Jerry Gabay, constituent re: mental health and young persons</p> <p><b>11:30 AM - 12:00 PM</b> - DEEP (Diverse and Empowered Employees of Portland) Board members</p> <p><b>12:00 PM - 12:30 PM</b> - Amanda/Tom</p> <p><b>12:30 PM - 1:00 PM</b> - Amanda/Sara</p> <p><b>1:00 PM - 1:30 PM</b> - phone call with Yvonne Deckard re: Portland Police Bureau bargaining update</p> <p><b>1:30 PM - 2:00 PM</b> - Amanda/Tim</p>	<p><b>9:15 AM - 10:45 AM</b> - Oregon Liquor Control Commission Hearing on Alcohol Impact Area</p> <p><b>12:00 PM - 12:30 PM</b> - Amanda/Dora</p> <p><b>1:00 PM - 3:00 PM</b> - Safer PDX Steering Committee</p> <p><b>3:30 PM - 4:30 PM</b> - Lisa Turley, Director, Bureau of Emergency Communications</p> <p><b>6:30 PM - 7:30 PM</b> - emails</p>	<p><b>10:00 PM - 10:30 PM</b> - emails</p> <p><b>11:30 PM - 12:30 AM</b> - emails</p>	<p><b>2:00 PM - 3:00 PM</b> - Interfaith Peace Solidarity Rally</p> <p><b>8:30 PM - 9:30 PM</b> - Web site and emails</p>

	<p>Relations</p> <p><b>2:30 PM - 3:30 PM</b> - City Auditor Griffin-Valade</p> <p><b>3:30 PM - 4:00 PM</b> - Daryl Turner, Portland Police Association President re: bargaining</p> <p><b>4:00 PM - 6:00 PM</b> - Letters</p> <p><b>6:00 PM - 7:00 PM</b> - Preview City Council with Tom</p> <p><b>8:30 PM - 1:00 AM</b> - City Council prep</p>		<p><b>2:00 PM - 3:30 PM</b> – Public Safety System Revitalization Program Work Session</p> <p><b>3:30 PM - 4:00 PM</b> - Amanda/Milena/Scheduling</p> <p><b>4:30 PM - 5:00 PM</b> - Karen Dick, constituent</p> <p><b>7:00 PM - 8:30 PM</b> - Sierra Club Columbia Group Annual Holiday Party</p> <p><b>9:00 PM - 12:00 AM</b> – Alcohol Impact Area hearing prep</p>			
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<b>Mon 12-20</b>	<b>Tue 12-21</b>	<b>Wed 12-22</b>	<b>Thu 12-23</b>	<b>Fri 12-24</b>	<b>Sat 12-25</b>	<b>Sun 12-26</b>
<p><b>9:30 AM - 10:30 AM</b> - Amalia Alarcon Morris, Director, Office of Neighborhood Involvement</p> <p><b>10:30 AM - 11:00 AM</b> - Emails, visits, and calls</p> <p><b>12:00 PM - 12:30 PM</b> - Emails and letters</p> <p><b>12:30 PM - 1:00 PM</b> - Mel Jones, constituent</p> <p><b>1:00 PM - 2:00 PM</b> - Keith Witcosky and Bruce Warner, Portland Development Commission</p> <p><b>2:00 PM - 3:30 PM</b> - Emails</p> <p><b>3:30 PM - 4:00 PM</b> - Holiday gathering City Hall</p> <p><b>4:00 PM - 4:30 PM</b> - Emails</p>	<p><b>(Out of office on vacation)</b></p> <p><b>4:30 PM - 5:00 PM</b> – Joint Terrorism Task Force Meeting format memo</p> <p><b>5:00 PM - 5:30 PM</b> - emails</p> <p><b>10:00 PM - 11:00 PM</b> - emails</p>	<p><b>11:00 AM - 11:30 AM</b> - Commissioner Saltzman</p> <p><b>11:30 AM - 12:00 PM</b> - Letters etc</p> <p><b>1:30 PM - 2:00 PM</b> - Commissioner Leonard re: Bureau of Planning and Sustainability tree preservation proposal</p> <p><b>2:00 PM - 3:00 PM</b> – Bureau of Planning and Sustainability staff re: Citywide Tree Project</p> <p><b>3:00 PM - 3:30 PM</b> – Representative Lew Frederick drop-in</p> <p><b>3:00 PM - 3:30 PM</b> - Amanda/Tom</p> <p><b>3:30 PM - 4:30 PM</b> - Emails etc.</p>	<p><b>(Out of office on vacation)</b></p> <p><b>11:00 AM - 12:00 PM</b> - emails</p> <p><b>10:00 PM - 11:00 PM</b> - Internal emails</p> <p><b>11:00 PM - 12:00 AM</b> – Office of Human Relations Flyer</p>	<p><b>(City Holiday)</b></p> <p><b>12:00 AM - 12:30 AM</b> - Internal emails</p>	<p><b>11:30 PM - 12:00 AM</b> - Web site and calendar</p>	

4:30 PM - 5:00 PM - Tom/Amanda						
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<b>Mon 12-27</b>	<b>Tue 12-28</b>	<b>Wed 12-29</b>	<b>Thu 12-30</b>	<b>Fri 12-31</b>	<b>Sat 1-1</b>	<b>Sun 1-2</b>
<b>(Out of office on vacation)</b>  <b>1:00 PM - 1:30 PM</b> - emails  <b>5:00 PM - 5:30 PM</b> - Charter Commission email  <b>9:00 PM - 9:30 PM</b> - Emails and web site	<b>(Out of office on vacation)</b>  <b>12:30 PM - 2:00 PM</b> - emails  <b>4:30 PM - 5:15 PM</b> - Phone call with Tom  <b>11:00 PM - 11:30 PM</b> - emails	<b>(Out of office on vacation)</b>	<b>(Out of office on vacation)</b>	<b>(City Holiday)</b>	<b>12:00 PM - 1:00 PM</b> - The Republic of China (TAIWAN) Centennial Celebration Flag Raising Ceremony loc: (CCBA building - 317 NW Davis Street )	