## **July 2009**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sunday	Monday	Tuesday	19:00 AM - City Council meeting 10:00 AM - emails 10:30 AM - Amanda/Cary 10:45 AM - Amanda/Sara 11:00 AM - Scheduling and Amanda/Amanda 12:00 PM - Lunch Meeting with Tom Potter 2:00 PM - Emails and meetings with staff 3:00 PM - Les Shannon 3:30 PM - emails and staff 8:00 PM - emails	9:00 AM - Staff meeting agenda prep 9:30 AM - Amanda/Dora 10:00 AM - Weekly Staff Meeting 11:00 AM - Amanda/Patti 11:30 AM - Amanda/Patti 11:30 AM - Amanda/Tim 12:30 PM - Amanda/Margarita 1:00 PM - David Olson and Mary Beth Henry-Cable 2:00 PM - Charlie Hales 2:30 PM - Anabeth Moseley 3:00 PM - Emails, Visits and Calls	3 12:00 AM - Independence Day (Observed – Office Closed) 10:30 AM - emails and web site 1:00 PM - emails and web site 2:30 PM - emails and web site 9:00 PM - emails	9:30 AM - Wistaria Street Parade/Chil dren's 4th of July Parade  2:00 Stop by office  2:30 PM - Oregon Blues Festival volunteer  7:30 PM - emails  10:30 PM - emails
5 1:00 PM- 7:00 PM Chavez emails 8:00 PM - Chavez emails 10:30 PM - web site and internal emails 11:00 PM - Chavez emails	Morning out of office  1:30 PM - Tom/Amanda  2:00 PM - Lisa Turley, Dir. BOEC  3:00 PM - Overview of Work of Hearings Officer, City Auditor LaVonne Griffin-Valade and Frank Gregory  3:30 PM - PSU President Wim Wiewel and Vice-President Lindsay Desrochers to discuss issues relevant to PSU  4:30 PM - Scheduling  4:45 PM - Israel Bayer	9:30 AM - Street Renaming, Linda Meng and Mark Moline  10:00 AM - Preview Public Involvement Advisory Committee (PIAC) meeting and update on other issues  10:30 AM - Amanda/Patti  11:00 AM - Preview City Council with Tom  12:00 PM - Bureau Directors' Portfolio Meeting  2:00 PM - Eastside Democratic Club picnic  3:00 PM - Francisco Lopez, Director of CAUSA, Oregon's	9:00 AM - City Council meeting 12:00 PM - emails etc 2:00 PM - Council hearings 6:00 PM - MPAC 7:30 PM - Pd Harbor Community Advisory Group Meeting, OHWR Presentation with Patti 9:30 PM - emails and calendar	9:00 AM - Staff meeting agenda prep 10:00 AM - Weekly Staff Meeting 12:00 PM - Gateway Area Business Association 2:00 PM - Council Meeting	8:30 AM - Help set up for OHWR interviews  9:00 AM - Citywide Wellness Committee Meeting  10:00 AM - Amanda/Cary  10:30 AM - Amanda/Tim  11:00 AM - Amalia Alarcon, ONI Meeting  11:30 AM - Emails, Visits and Staff  12:00 PM - Weekly Staff Lunch  1:00 PM - Amanda/Sara  1:30 PM - Margaret Van Vliet	11 All day - AF at Gold Beach wedding

Amanda Fritz

12 8:00 PM - emails, calendar and web site	13 Out of office all morning 12:30 PM - OHR Meeting Agenda 1:00 PM - Maria Lisa Johnson, Director, Office of Human Relations-Monthly Meeting 2:00 PM - Commissioner Fritz and CAO Ken Rust Monthly Meeting 3:00 PM - Tom/Amanda 3:30 PM - Lavonne Griffin- Valade and Drummond Kahn, City Auditor & Audit Services Director RE: Annual Audit Plan 4:30 PM - Susan Anderson & Joe Zehnder, Portland Plan 5:00 Tom	Immigrants Rights Coalition, Andrea Miller and Bethany Loberg  3:30 PM - Marc Jolin and Father Paul Schroeder  4:00 PM - Catherine Riffe, Deputy City Attorney, City Attorney's Office  4:30 PM - Mike Kuykendal and Bernie Bottomly  5:30 PM - Public Involvement Advisory Meeting  8:30 PM - Council agenda prep  11:00 PM - emails  14  9:30 AM - emails and letters  10:00 AM - Scheduling  10:30 AM - emails and letters  11:00 AM - Amanda/Patti  11:30 AM - Rep. Kotek, Healthy Kids  12:30 PM - Emails, Visits and Calls  1:30 PM - Portland Women's Crisis Line, Rebecca Nickels, Linda Miles  2:00 PM - Emails, Visits and Calls  3:00 PM - Third Thur Meeting	1 Out of office all day 9:00 AM - emails 11:00 AM - emails 7:30 PM - emails	9:00 AM - Alliance for Community Media Annual Fundraiser Continental Breakfast  11:00 AM - Weekly Staff Meeting  12:00 PM - Scheduling  12:30 PM - Emails, Visits and Calls  1:30 PM Tom  2:30 PM - emails and letters  3:00 PM - SAFE prep  4:00 PM - Eryn Slack of Unite HERE Local #9  4:30 PM - emails  7:30 PM - emails	2:00 PM - Emails, Visits and Calls  4:45 PM - The New Q Center: Grand Opening Reception & Ribbon Cutting Ceremony  8:30 PM - Update web site - calendar and such  17  9:00 AM - Scheduling, Amanda/Amanda  9:30 AM - Emails, Visits and Calls  10:30 AM - Amanda/Tim  11:00 AM - Amanda/Cary  11:30 AM - Amanda/Margarita  12:00 PM - Weekly Staff Lunch  1:00 PM - Emails, Visits and Calls  3:30 PM - Emails, Visits and Calls  3:30 PM - Emails, Visits and Calls	18 9:30 AM - SAFE MEETING 4:00 PM - web site 8:30 PM - emails 10:30 PM - calendar 11:00 PM - emails
	<b>5:00</b> Tom <b>8:00 PM</b> - emails	<b>3:00 PM</b> - Third Thur Meeting with Commissioner Leonard		<b>7:30 PM</b> - emails		
		4:00 PM - Sisters of the Road, Brendan Phillips, Art Rios, Julio Vasquez and Smiley 10:00 PM - emails				

- Home PDX 4:30 PM - mails 7:00 PM - meeting planning 8:300 PM - Monthly Meeting, kelth Witcosky and Bruce Warner, PDC 7:30 PM - emails 1:30 PM - Emails, Visits and Callend recrease of the Markot Meeting 1:30 PM - Monthly Meeting with Dean Marrott 1:00 PM - Larry Miller, President, Trail Blazers 8:30 PM - emails and scheduling 3:00 PM - SWNI Picnic  1:30 PM - Mayor Adams meeting 2:00 PM - Monthly Meeting with Dean Marrott 1:00 PM - Larry Miller, President, Trail Blazers 8:30 PM - emails and scheduling 3:00 PM - Preview City Council with Tom 4:00 PM - SWNI Picnic  1:30 PM - emails 1:30 PM - Mayor Adams meeting 2:00 PM - emails 3:00 PM - Preview City Council with Tom 4:00 PM - Monthly Meeting with Dean Marrott 1:00 PM - Larry Miller, President, Trail Blazers 8:30 PM - emails and scheduling 3:00 PM - Preview City Council with Tom 4:00 PM - KOIN interview 6:30 PM - SWNI Picnic  1:00 PM - Larry Miller, Preview City Council with Tom 4:00 PM - Marrott 3:00 PM - emails 3:00 PM - Preview City Council with Tom 4:00 PM - SWNI Picnic  1:00 PM - Larry Miller, Preview City Council with Tom 4:00 PM - Marrott 3:00 PM - emails 3:00 PM - Preview City Council with Tom 4:00 PM - SWNI Picnic  1:00 PM - Commissioner Saltzman Meeting 7:30 PM - emails 3:00 PM - Preview City Council with Tom 4:00 PM - Marrott 3:00 PM - emails
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26	27	28	29	30	31
26 1:00 PM - Letter Carriers Branch 82 annual picnic 3:00 PM - East PDX Expo 4:30 PM - LT2 prep 8:00 PM - LT2 prep 9:30 PM - emails	Out of office, except for:  11:00 AM – Oregonian interview  3:30 PM - Meeting with Mayor  4:00 PM - LT2 statement prep  8:00 PM - Calendar and web site  9:00 PM - emails	9:00 AM - Emails, Visits and Calls  10:00 AM - Preview City Council with Tom  10:30 AM - Scheduling with Sara  11:30 AM - Pregnancy Resource Center visit  12:30 PM - Maria Lisa Johnson  1:00 PM - Mayor Adams Monthly Meeting  2:00 PM - Interview for OHWR  4:00 PM - Nick White and AnnMarie Kevorkian-Mattie and additional staff at BOEC  5:30 PM - National Night Out Kick Off Event	9:00 AM - City Council meeting 2:00 PM - Council hearings 4:30 PM - Amanda/Dora 5:30 PM - PDC's Green Grant Program Celebration 6:30 PM - Delta Kappa Gamma Society International Northwest Regional Conference 9:30 PM - emails, calendar	9:00 AM - Staff meeting agenda prep 9:45 AM - Interview for OHWR 11:00 AM - Interview for OHWR 12:30 PM - emails and letters 1:00 PM - David Olson 2:00 PM - Hannah Kuhn, Zari Santner, and Allison Rouse 3:00 PM - emails and letters 3:30 PM - Scheduling with Sara 4:00 PM - Weekly Staff Meeting 5:00 PM - emails and letters 5:30 PM - Tom/Amanda	9:00 AM – Interview for OHWR  10:00 AM - Emails, Visits and Calls  10:30 AM - Interview  1:00 PM - Amanda/Patti  1:30 PM - Amanda/Tim  2:00 PM - Amanda/Cary  2:30 PM - Amanda/Sara and Scheduling  3:00 PM - Linda Meng  3:30 PM - Emails, Visits and Calls
		8:00 PM - emails			