

December 2009						
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January 2010

February 2010						
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28						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 12:00 AM - OFFICE CLOSED	2 12:00 PM - emails 2:00 PM - Dorothy Gage birthday party 4:00 PM - RICAP 5 review 10:00 PM - RICAP 5 prep 11:30 PM - calendar
3 12:00 AM - RICAP 5 prep 1:00 AM - emails	4 10:00 AM - Tom/Amanda 10:30 AM - Emails, Visits and Calls 11:00 AM - Commissioner Saltzman Monthly Meeting 12:30 PM - Wellness Monthly Meeting 1:00 PM - Monthly Meeting with Dean Marriott 2:00 PM - Bruce Warner/Keith Witcosky, PDC Monthly Meeting 3:00 PM - Emails, Visits, Calls 3:30 PM - Sidewalks Advisory Committee Meeting 5:30 PM - ONI Budget Advisory Committee	5 9:00 AM - RICAP 5 Tom/Amanda 10:00 AM - Carmen Merlo, Director, Office of Emergency Management 10:30 AM - RICAP 5 11:30 AM - Bob Clay, BPS 12:00 PM - Bureau Directors' Portfolio Meeting/Lunch 1:30 PM - Sylvia Zingeser Member National Alliance on Mental Illness (NAMI), Chief Sizer, Liesbeth Gerritsen (Police Bureau Training Division), Maria Lisa Johnson 2:30 PM - Dave Woboril, Anti-Camping Ordinance	6 9:00 AM - City Council meeting 1:00 PM - Emails, Visits and Calls 1:30 PM - Mayor Adams/Commissioner Fritz Meeting 2:00 PM - Council hearings 4:00 PM - debrief with Tom 4:30 PM - OHWR Budget Committee 8:00 PM - emails and calendar 11:45 PM - emails	7 9:30 AM - Staff meeting agenda prep 10:00 AM - Emails, Visits and Calls 10:30 AM - Scheduling 11:00 AM - Emails, Visits and Calls 11:30 AM - Carol Studenmund, Closed Captioning Service 12:00 PM - Barry Schlessinger and Mick O' Connell (Project Manager) of the Schlessinger Company 1:00 PM - Citywide Wellness Committee Meeting 2:00 PM - Weekly Staff Meeting	8 9:00 AM - Ann Beier, Director of OHWR 10:30 AM - Emails, Visits and Calls 11:00 AM - LaVonne Griffin-Valade meeting 11:30 AM - Amanda/Sara 12:00 PM - Amanda/Patti 1:00 PM - Emails, Visits and Calls 1:30 PM - Amanda/Cary 2:00 PM - Amanda/Dora 2:30 PM - Michelle Poyourow, Advocate Manager, Bicycle Transportation Alliance	9 10:00 AM - VOE meeting (non-work) 12:00 PM Conference on Human Trafficking 8:30 PM - emails

	<p>10:00 PM - emails, calendar, web site</p>	<p>3:00 PM - Scheduling</p> <p>3:30 PM - Quarterly Meeting with MC Chair Ted Wheeler</p> <p>4:30 PM - emails etc</p> <p>5:00 PM - Preview City Council with Tom</p> <p>8:30 PM - City Council prep</p> <p>10:30 PM - Wellness prep</p>		<p>2:30 PM - ONI Crime prevention staff concerns</p> <p>3:00 PM - Emails, Visits and Calls</p> <p>4:00 PM - Amanda/Tim</p> <p>4:30 PM - Trailblazers President Larry Miller and Senior VP Business Affairs J. Isaac</p> <p>6:00 PM - Marysville PTA Auction</p>	<p>3:00 PM - Scheduling</p> <p>3:30 PM - Hydrocops Briefing</p> <p>4:30 PM - Emails, Visits and Calls</p> <p>7:30 PM - emails, calendar, and web site</p> <p>9:30 PM - emails, calendar and web site</p>	
<p>10</p> <p>9:00 PM - emails and web site</p>	<p>11</p> <p>10:30 AM - Lynn Siprelle</p> <p>11:00 AM - Phone Call - Anne Saker-</p> <p>11:30 AM - Lunch with Ellen Klaastad</p> <p>1:00 PM - Maria Lisa Johnson, Director, Office of Human Relations-Monthly Meeting</p> <p>2:00 PM - Ken Rust, OMF CAO Monthly Meeting</p> <p>3:00 PM - Portland Bicycle Plan for 2030 (Catherine Ciarlo, Katya Dillman, Todd Borkowitz, Roger Geller and Ellen Vanderslice)</p> <p>3:30 PM - Emails, Visits and Calls</p> <p>4:00 PM - Scheduling</p> <p>4:30 PM - Tom/Amanda</p> <p>5:30 PM - ONI BAC</p> <p>10:00 PM - emails</p> <p>11:30 PM - emails</p>	<p>12</p> <p>12:00 AM - emails</p> <p>9:30 AM - Water Reservoir discussion with the Public Utilities Review Board Council Work Group Meeting Time</p> <p>10:30 AM - Emails, Visits and Calls</p> <p>12:00 PM - Scheduling</p> <p>12:30 PM - Emails, Visits and Calls</p> <p>3:00 PM - Police Bureau CIT Advisory Panel</p> <p>3:30 PM - Finalize Wellness Strategic Document</p> <p>4:30 PM - Preview City Council with Tom</p> <p>8:00 PM - Council prep</p> <p>10:00 PM - emails</p> <p>11:30 PM - Council prep</p>	<p>13</p> <p>9:00 AM - City Council meeting</p> <p>1:00 PM - Emails, Visits and Calls</p> <p>2:00 PM - Council hearings</p> <p>4:00 PM - Wind Turbine Discussion with Jaimes Valdez and Eric Engstrom</p> <p>5:00 PM - MPAC</p> <p>7:00 PM - Commissioner Cogen's campaign event</p> <p>10:00 PM - emails</p> <p>11:00 PM - emails</p>	<p>14</p> <p>9:00 AM - Emails, Visits and Calls</p> <p>10:00 AM - Amanda/Tim</p> <p>10:30 AM - Emails, Visits and Calls</p> <p>11:15 AM - Mayor Adams monthly meeting</p> <p>1:00 PM - Scheduling</p> <p>1:30 PM - Amanda/Sara</p> <p>2:00 PM - Emails, Visits and Calls</p> <p>2:30 PM - Amanda/Tom</p> <p>3:00 PM - RiCap 5 Discussion</p> <p>4:00 PM - BOEC</p> <p>6:00 PM - OLCV Event</p> <p>8:00 PM - West Portland Park NA</p>	<p>15</p> <p>8:45 AM - Ann Beier, Director of Office of Healthy Working Rivers</p> <p>9:15 AM - Congressman David Wu</p> <p>9:30 AM - Bob Sallinger, Conservation Director, Audubon Society of Portland</p> <p>10:00 AM - Graduate Student Project Presentation with Chris Fick</p> <p>10:30 AM - Emails, Visits and Calls</p> <p>11:00 AM - Jane Wu, US Dept of Justice and Maria Lisa Johnson, Stacy Brewster</p> <p>11:30 AM - Amanda/Amanda Meeting</p> <p>12:00 PM - Weekly Staff Meeting</p> <p>12:45 PM - PDXyouth Website Interviews with Boise Elliot Students</p> <p>1:00 PM - Emails, Visits and Calls</p> <p>2:00 PM - David Olson and Mary Beth Henry Cable Meeting</p>	<p>16</p> <p>11:00 AM - emails etc</p> <p>12:00 PM - Welcoming Ceremony for Reverend Donna Maria Davis, the First Woman Pastor of the Bethel African Methodist Episcopal Church</p> <p>9:00 PM - Internal emails</p> <p>10:00 PM - public emails</p>

					3:00 PM - Amanda/Cary 3:30 PM - Amanda/Dora 4:00 PM - Amanda/Patti 4:30 PM - Multnomah Youth Commission Liaison Huayu Lui 5:30 PM - Resolutions NW, Vounteer Appreciation End of Year Celebration 7:30 PM - Blazers vs. Orlando-Public Employee Appreciation Night (All staff paid for own tickets)	
17 12:30 AM - public emails 6:00 PM - emails 10:30 PM - calendar 11:00 PM - emails	18 8:30 AM - Skanner Foundation's MLK Breakfast 1:00 PM - Lunch with Bonny McKnight 4:00 PM - State of Black Oregon report 6:00 PM - emails 7:30 PM - emails 8:00 PM - Paper letters 9:00 PM - Historic Landmarks Report 9:30 PM - Graffiti report 11:00 PM - emails and web site 11:30 PM - Last Thursday draft Agenda	19 12:00 AM - 39th/Chavez planning 9:00 AM - Emails, Visits and Calls 10:00 AM - Portland Business Alliance regular meeting 11:00 AM - Monica Goracke, Oregon Law Center 12:00 PM - Monthly officers meeting 1:00 PM - Amalia Alarcon Morris, Monthly ONI Meeting 2:00 PM - Emails, Visits and Calls 2:30 PM - Scheduling 3:00 PM - Monthly Meeting Joe Zehnder, BPS 4:00 PM - Preview City Council with Tom 5:30 PM - ONI BAC 9:30 PM - Reports - Demolition Type IV, Sheltered Markets Audit, Graffiti	20 9:00 AM - City Council meeting 10:00 AM - Commissioner Saltzman Meeting 10:30 AM - Emails, Visits and Calls 1:00 PM - Amanda/Tom 2:00 PM - emails and calls 2:30 PM - LaVonne Griffin-Valade Meeting 3:00 PM - Emails, Visits and Calls 3:30 PM - Amanda/Tim 4:00 PM - Michael Boyer, Stephanie Reynolds and Amy Archer, ONI Crime Prevention 5:00 PM - Amanda/Tom 6:00 PM - Cesar Chavez Commemoration Planning Meeting 8:30 PM - emails and calendar 11:30 PM - emails	21 9:30 AM - Staff meeting agenda prep 10:00 AM - Weekly Staff Meeting 11:00 AM - Elisa Aguilera, Co-Director, Community Alliance of Tenants 11:30 AM - George Vogt, Oregon Historical Society 1:00 PM - Scheduling 1 - 1:15 1:15 PM - Third Thur Meeting with Commissioner Leonard 2:00 PM - Debrief with Tom and Tim 2:30 PM - Human Rights Commission Chair Abdul Majidi 3:00 PM - MLS Briefing 4:00 PM - Water Bureau Administrator David Shaff and Edward Campbell, Director of Resource Protection and Planning 4:30 PM - George M. Bruender Land Use Chair NECN and for Concordia Neighborhood Association	22 9:00 AM - Ann Beier, OHWR 10:00 AM - LMBC 11:00 AM - emails 11:30 AM - Amanda/Patti 12:00 PM - Weekly Staff Lunch 1:00 PM - Emails, Visits and Calls 1:30 PM - Amanda/Cary 2:00 PM - Amanda/Dora 2:30 PM - Emails, Visits and Calls 3:00 PM - OHWR Meeting with Dick Pedersen, Dir. DEQ and Dean Marriott 4:00 PM - Bill Allen, Director of Friendly Street, Graffiti Summit 4:30 PM - Amanda/Sara 5:00 PM - staff visits 5:30 PM - Phone call with Fairview Mayor Mike Weatherby 8:00 PM - Chocolate for Choice	23 9:00 AM - Officer Z event 10:30 AM - Haiti fundraiser at CNN 8:00 PM - emails 11:30 PM - web site

				<p>5:00 PM - emails and web site</p> <p>7:00 PM - Budget 201</p>		
<p>24</p> <p>9:00 PM - emails and staff eval prep</p>	<p>25</p> <p>12:00 AM - Performance eval prep</p> <p>10:00 AM - Discuss performance evals</p> <p>11:00 AM - Emails, Visits and Calls</p> <p>11:30 AM - Lunch with Gretchen Kafoury</p> <p>1:00 PM - Amanda M Performance Eval.</p> <p>1:30 PM - Sara Performance Evaluation</p> <p>2:00 PM - Dora Performance Eval</p> <p>2:30 PM - Cary Performance Evaluation</p> <p>3:00 PM - Emails, Visits and Calls</p> <p>3:30 PM - Patti Performance Evaluation</p> <p>4:00 PM - Tim Performance Evaluation</p> <p>4:30 PM - Emails, Visits and Calls</p> <p>5:30 PM - APNBA Quarterly Meeting</p> <p>9:30 PM - RICAP prep</p> <p>10:00 PM - emails</p> <p>11:30 PM - emails and web site</p>	<p>26</p> <p>9:30 AM - Emails, Visits and Calls</p> <p>10:15 AM - Follow-up Meeting on RiCap 5 w/ Eric Engstrom</p> <p>11:30 AM - Division Clinton Business Association Lunch</p> <p>12:45 PM - 2010 Planned Parenthood's Annual Luncheon</p> <p>1:30 PM - Office of Healthy Working Rivers discussion</p> <p>2:30 PM - Emails, Visits and Calls</p> <p>4:00 PM - Preview City Council with Tom</p> <p>5:30 PM - Memorial Coliseum Concept Presentations by citizens to Stakeholders Group</p> <p>9:30 PM - City Council prep</p> <p>11:30 PM - City Council prep</p>	<p>27</p> <p>9:00 AM - City Council meeting</p> <p>1:30 PM - Emails, Visits and Calls</p> <p>2:00 PM - Council hearings</p> <p>4:45 PM - MPAC Meeting</p> <p>8:00 PM - Brooklyn Action Corps Neighborhood Association Meeting</p>	<p>28</p> <p>9:00 AM - Wellness blood screening</p> <p>9:30 AM - Staff meeting agenda prep</p> <p>10:00 AM - Weekly Staff Meeting</p> <p>11:00 AM - Henry B., Princeton student</p> <p>11:30 AM - Amanda/Tim</p> <p>12:00 PM - Lunch with Henry</p> <p>1:30 PM - Emails, Visits and Calls</p> <p>2:30 PM - Rochelle Silver, Citizens Review Committee</p> <p>3:30 PM - Emails, Visits and Calls</p> <p>7:00 PM - Glenfair Neighborhood Association annual meeting</p> <p>11:30 PM - performance eval, emails and web site</p>	<p>29</p> <p>9:00 AM - Ann Beier, OHWR</p> <p>10:00 AM - Amanda/Patti</p> <p>10:30 AM - emails etc</p> <p>11:30 AM - League of Women Voters Brown Bag and Meet and Greet</p> <p>1:00 PM - Chavez Unveiling Ceremony with Mayor Adams</p> <p>2:30 PM - Amanda/Dora</p> <p>3:00 PM - Amanda/Amanda and Scheduling</p> <p>3:30 PM - Amanda/Cary</p> <p>4:00 PM - Amanda/Sara</p> <p>4:30 PM - emails etc</p> <p>7:00 PM - Columbia Slough Watershed Council event</p> <p>9:30 PM - emails and calendar</p>	<p>30</p> <p>10:00 AM IRCO Diversity and Civic Engagement Workshop</p> <p>11:30 AM - Powellhurst - Gilbert planting - nobody there</p> <p>2:00 PM - emails</p> <p>7:00 PM - St. Johns Neighborhood Association Social</p> <p>8:00 PM - Q Center Gala</p> <p>11:30 PM - emails</p>

31 12:00 AM - emails 10:00 AM - emails and research 11:00 AM - Wellness worksession prep 12:00 PM - emails 5:30 PM - internal emails 9:00 PM - web site 9:30 PM - constituent emails						
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