December 2010

Wed 12-1	Thu 12-2	Fri 12-3	Sat 12-4	Sun 12-5
9:00 AM - 12:00 PM -	9:00 AM - 9:30 AM -	9:00 AM - 9:30 AM -	10:00 AM - 10:30 AM -	1:30 PM - 2:00 PM -
City Council meeting	Staff meeting agenda prep	Amanda/Tom/Patti re: Office of Healthy Working	Calendar and web site	Charter Commission calls
12:00 PM - 12:30 PM -	F F	Rivers	11:00 AM - 12:00 PM -	3:00 PM - 5:00 PM -
Amanda/Tom	9:30 AM - 10:30 AM -		Charter Commission	Charter Commission calls
	Weekly Staff Meeting	9:30 AM - 10:00 AM -	phone calls	
1:00 PM - 1:30 PM -		Amanda/Patti		6:00 PM - 6:30 PM -
Scheduling	10:30 AM - 11:00 AM -		7:00 PM - 9:30 PM -	Web site and calendar
4 20 514 2 20 514	Carol McCeary and Jeff	10:00 AM - 11:00 AM -	Lower Columbia River	7 22 214 2 22 214
1:30 PM - 2:00 PM -	Holiman, constituents, re: PHLUSH and ONI	Kevin Maki and other	Estuary Partnership 11th Annual Dinner & Art Gala	7:30 PM - 8:00 PM -
Drop-in at Commissioners Fish, Leonard, and	PHLUSH and UNI	Clearwire executives re: wireless facilties	Annual Dinner & Art Gala	emails
Saltzman re: Charter	11:00 AM - 12:00 PM -	wheless facilities	11:30 PM - 2:00 AM -	8:00 PM - 8:30 PM -
Commission	Mayor Adams monthly	11:00 AM - 11:30 AM -	Emails and web site	Charter Commission
appointments	meeting	Phone interview with	Emails and Wes site	phone calls
аррешение		April Baer, Oregon Public		
2:00 PM - 4:00 PM -	1:00 PM - 2:00 PM -	Broadcasting		8:30 PM - 10:30 PM -
Council hearings	Citywide Wellness	_		emails
	Meeting	11:30 AM - 12:00 PM -		
4:00 PM - 4:30 PM -		Gerik Kransky and Rob		11:00 PM - 12:00 AM -
Mayor Adams re: Charter	2:00 PM - 3:30 PM -	Sadowsky, Bicycle		emails
Commission and debrief	Council Work Session	Transportation Alliance		
Council/Execs with Tom	2 22 214 4 22 214	42.00.014.42.20.014		
6-00 PM 7-00 PM	3:30 PM - 4:00 PM -	12:00 PM - 12:30 PM -		
6:00 PM - 7:00 PM - Toastmasters	Amanda/Tom/Tim	AF/Dora/Tom/Tim re: Office of Human		
Todstillasters	4:00 PM - 4:30 PM -	Relations		
8:00 PM - 9:00 PM -	Phone call with Doretta	Relations		
Charter Commission calls	Schrock	1:00 PM - 1:30 PM -		
		Maria Lisa Johnson,		
9:00 PM - 11:00 PM -	4:30 PM - 5:00 PM -	Director of the Office of		
Emails and calendar	Phone call: Dwight	Human Relations		
	Holton, US District			
	Attorney; Drop in	1:30 PM - 2:30 PM -		
	meeting with Brad	Commissioner Fish		
	Schmidt, the Oregonian			
	F-00 PM F-30 PM	2:30 PM - 3:00 PM -		
	5:00 PM - 5:30 PM - Emails, calls and letters	Amanda/Dora		
	Linais, cais and letters	3:00 PM - 4:00 PM -		
	10:00 PM - 11:00 PM -	Amalia Alarcon de Morris,		
	Emails and calendar	Director of the Office of		
		Neighborhood		
		Involvement		

Amanda Fritz

Mon 12-6	Tue 12-7	Wed 12-8	Thu 12-9	Fri 12-10	Sat 12-11	Sun 12-12
9:30 AM - 10:00 AM -	9:30 AM - 11:00 AM -	9:00 AM - 12:00 PM -	9:00 AM - 10:30 AM -	8:00 AM - 9:00 AM -	9:00 AM - 10:00 AM -	12:00 AM - 12:30 AM -
Charter Commission calls	Charter Commission calls	City Council meeting -	Emails	Visitors Development Fund Board Meeting	The Gathering	Calendar and web site
10:00 AM - 10:30 AM -	11:00 AM - 11:30 AM -	12:00 PM - 1:00 PM -	10:30 AM - 11:00 AM -		3:30 PM - 4:30 PM -	1:00 PM - 2:00 PM -
Tom/Amanda	Rich Recker, Adidas	DEEP (Diverse and	Mark Fulop, constituent	9:30 AM - 10:00 AM -	Gang Resistance	Internal emails and
		Empowered Employees of	re: stakeholder survey for	Amanda/Tim	Education And Training	calendar
10:30 AM - 11:30 AM -	12:30 PM - 1:00 PM -	Portland) Holiday	Resolutions Northwest		(G.R.E.A.T.) Families	
Amalia Alarcon de Morris,	COPPEA (City of Portland	Celebration/Meeting		10:00 AM - 11:00 AM -	Graduation Ceremony	2:00 PM - 7:00 PM -
Director, Office of	Professional Employee		11:00 AM - 12:00 PM -	Ann Beier, Director,		emails
Neighborhood	Association) Executive	1:00 PM - 2:30 PM -	Koffi Dessou, Office of	Office of Healthy Working	5:00 PM - 5:30 PM -	
Involvement and Judith Mowry re: Equity	Board Meeting	Letters and emails	Human Relations	Rivers	Charter blog post in office	8:30 PM - 12:30 AM - emails
	1:00 PM - 1:30 PM -	3:00 PM - 4:00 PM -	12:00 PM - 1:00 PM -	11:00 AM - 11:30 AM -	5:30 PM - 8:15 PM -	
11:30 AM - 12:00 PM -	Amalia Alarcon de Morris,	Consul General of Japan	Bureau Directors'	Amanda/Tom	Muslim Educational Trust	
Martha Pellegrino,	Director, Office of	Reception	Portfolio Meeting/Lunch		Board of Directors	
Director, Office of	Neighborhood		4	11:30 AM - 12:00 PM -	Community Youth and	
Government Relations re:	Involvement	4:00 PM - 4:30 PM -	1:00 PM - 1:30 PM -	Amanda/Sara	Leadership Panel	
legislative agenda	2:00 PM - 2:30 PM -	Phone call with Amalia Alarcon de Morris,	Charter Commission phone call	12:00 PM - 12:30 PM -	Discussion	
process	Portland Fire & Rescue	Director, Office of	priorie can	Amanda/Patti	8:45 PM - 9:45 PM -	
12:00 PM - 12:30 PM -	boat dedication ceremony	Neighborhood	1:30 PM - 2:30 PM -	Amanua/Fatti	Jobs with Justice Scrooge	
Charter Commission calls	boat dedication ecremony	Involvement	Weekly Staff Meeting	12:30 PM - 1:00 PM -	of the Year Holiday Party	
charter commission cans	3:00 PM - 3:30 PM -	involvement	Weekly Starr Freezing	Charter blog write-up	or the real floriday rarey	
12:30 PM - 1:00 PM -	Charter Commission	5:00 PM - 6:00 PM -	2:30 PM - 3:00 PM -	Sing mile up	10:15 PM - 11:45 PM -	
Phone call with Amalia	phone calls	Oregon DREAMers Mock	Emails, visits, and calls	1:00 PM - 1:30 PM -	Charter Commission blog	
Alarcon de Morris,	1	Graduation Rally		Mark Bello, Bureau of	post	
Director, Office of	3:30 PM - 4:00 PM -		3:00 PM - 3:30 PM -	Development Services		
Neighborhood	Phone call with Maria Lisa	6:30 PM - 7:30 PM -	Trish Jordan, constituent,			
Involvement	Johnson, Director, Office	Portland Parks	re: high rate of	1:30 PM - 2:00 PM -		
	of Human Relations	Foundation Winter	homelessness of formally	Amanda/Milena/schedulin		
1:00 PM - 1:30 PM -	4-00 DM 5-00 DM	Celebration	incarcerated individuals,	g and Amanda/Cary		
Meet with Policy Advisors	4:00 PM - 5:00 PM -	8:30 PM 0:00 PM	primarily Native American	1.4E DM 2.1E DM		
and Vanessa Holguin, new intern starting in	Preview City Council with Tom	8:30 PM - 9:00 PM - Charter Commission calls	women	1:45 PM - 2:15 PM - Amanda/Tim		
January	Tom	Charter Commission Cans	3:30 PM - 4:00 PM -	Amanda/ mm		
Januar y	5:30 PM - 7:00 PM -	9:00 PM - 10:30 PM -	Phone call with Steve	2:00 PM - 3:00 PM -		
1:30 PM - 2:00 PM -	Metro Councilor Rod Park	emails and calendar	Pharo, Oregon Liquor	Dean Marriott, Director,		
Yvonne Deckard,	Farewell Party		Control Commission	Bureau of Environmental		
Director, Bureau of	,		Director re: Alcohol	Services		
Human Resources re:	8:00 PM - 11:00 PM -		Impact Area			
Employee Wellness	Charter Commission and			2:30 PM - 2:45 PM -		
	Council prep		4:30 PM - 5:00 PM -	Mayor Adams drop-in re:		
2:00 PM - 3:00 PM -			Pacific Northwest	Joint Terrorism Task		
Portland Business Alliance			Regional Council of	Force		
2.00 DM 2.20 DM			Carpenters Holiday	2.00 PM 4:00 PM		
3:00 PM - 3:30 PM -			Reception	3:00 PM - 4:00 PM -		
Phone call with Amalia Alarcon de Morris,			5:00 PM - 6:30 PM -	Judy Clarke re: Office of Human Relations		
Director of the Office of			Testify at Metro Council	TIUTIAH KEIAUUNS		
Neighborhood			Hearing	4:00 PM - 4:30 PM -		
Involvement			ricaring	Amanda/Dora/Tom		
THYONGHICH			1	/ iiiiaiiaa/ Dora/ Torri		

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

12:00 PM - 12:30 PM -

12:30 PM - 1:00 PM -

1:00 PM - 1:30 PM -

phone call with Yvonne

Police Bureau bargaining

1:30 PM - 2:00 PM -

Deckard re: Portland

Amanda/Tom

Amanda/Sara

update

Amanda/Tim

Amanda Fritz

emails

Police Chief Mike Reese

4:15 PM - 5:00 PM -

5:00 PM - 6:00 PM -

6:45 PM - 7:45 PM - Partnership for Safety

and Justice Open House

9:30 PM - 10:30 PM -

Mayor Adams

City Hall Holiday

Gathering

10:30 AM - 11:00 AM -

11:00 AM - 11:30 AM -

12:00 PM - 1:00 PM -Columbia Pacific Building

and Construction Trades

Council Holiday Party

1:30 PM - 2:30 PM - Maria Lisa Johnson,

Director, Office of Human

Drop-in meeting with

Commissioner Fish

emails and letters

5:00 PM - 6:00 PM -

Metro Multifamily Housing

Association Holiday Party

8:00 PM - 10:30 PM -

emails

Relations 2:30 PM - 3:30 PM - City Auditor Griffin-Valade 3:30 PM - 4:00 PM - Daryl Turner, Portland Police Association President re: bargaining 4:00 PM - 6:00 PM - Letters	2:00 PM - 3:30 PM — Public Safety System Revitalization Program Work Session 3:30 PM - 4:00 PM - Amanda/Milena/Schedulin g 4:30 PM - 5:00 PM - Karen Dick, constituent	
6:00 PM - 7:00 PM - Preview City Council with Tom 8:30 PM - 1:00 AM - City Council prep	7:00 PM - 8:30 PM - Sierra Club Columbia Group Annual Holiday Party 9:00 PM - 12:00 AM — Alcohol Impact Area hearing prep	

Mon 12-20	Tue 12-21	Wed 12-22	Thu 12-23	Fri 12-24	Sat 12-25	Sun 12-26
9:30 AM - 10:30 AM -	(Out of office on	11:00 AM - 11:30 AM -	(Out of office on	(City Holiday)	11:30 PM - 12:00 AM -	
Amalia Alarcon Morris,	vacation)	Commissioner Saltzman	vacation)		Web site and calendar	
Director, Office of	_		-	12:00 AM - 12:30 AM -		
Neighborhood	4:30 PM - 5:00 PM -	11:30 AM - 12:00 PM -	11:00 AM - 12:00 PM -	Internal emails		
Involvement	Joint Terrorism Task Force Meeting format	Letters etc	emails			
10:30 AM - 11:00 AM -	memo	1:30 PM - 2:00 PM -	10:00 PM - 11:00 PM -			
Emails, visits, and calls		Commissioner Leonard	Internal emails			
	5:00 PM - 5:30 PM -	re: Bureau of Planning				
12:00 PM - 12:30 PM -	emails	and Sustainability tree	11:00 PM - 12:00 AM -			
Emails and letters		preservation proposal	Office of Human			
	10:00 PM - 11:00 PM -		Relations Flyer			
12:30 PM - 1:00 PM -	emails	2:00 PM - 3:00 PM -				
Mel Jones, constituent		Bureau of Planning and				
		Sustainability staff re:				
1:00 PM - 2:00 PM - Keith Witcosky and Bruce		Citywide Tree Project				
Warner, Portland		3:00 PM - 3:30 PM -				
Development Commission		Representative Lew				
		Frederick drop-in				
2:00 PM - 3:30 PM -						
Emails		3:00 PM - 3:30 PM -				
		Amanda/Tom				
3:30 PM - 4:00 PM -						
Holiday gathering City		3:30 PM - 4:30 PM -				
Hall		Emails etc.				
4:00 PM - 4:30 PM - Emails						

4:30 PM - 5:00 PM - Tom/Amanda			

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