



2013 DIRECTOR'S CALENDAR



PORTLAND PARKS & RECREATIONSM

Healthy Parks, Healthy Portland

January 2013

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Holiday	2 9:30 - Charlie Hales swearing in 10:00 - Mayor's reception	3 9:00 - HR Update 10:00 - Budget meeting with new Parks Board members 11:30 – Bureau Directors 1:00 – Bond 2:15 – Amie Massier	4
7 9:15 – Senior Management Team 1:00 – Commissioner check in 3:00 – Geoff Roach, TPL	8 9:00 – Warren Jimenez 10:00 – Pioneer Square Directors 11:00 – Brooks grievance 2:00 – Forest Park studies 3:00 – Werbin briefing	9 10:00 – Kia Selley 1:00 – Monthly meeting with Richard Beetle 2:00 – Eileen Argentina	10 7:30 – 9:30 - BAC 12:30 – Dean Marriott lunch 3:00 – Deb Lev	11 8:15 – Intertwine Board retreat 1:00 – 4:00 - Senior Management Team 4:00 – Eileen Argentina
14 9:15 – Senior Management Team 12:30 – Erica Askin, Local 483 1:00 – Commissioner Check in	15 9:00 – Joey Pope 10:00 – Comm. Fish re Grant Field 1:00 – Artisan's Cup Bonsai Exhibition	16 9:00 – Dick Springer, WMSWCD 11:00 – Mike Keebaugh 12:00 – Andy Nelson 1:45 – Scholarships/budget 3:00 – Senior Management Team	17 8:30 – HR Updates 9:00 – Brooks grievance 10:00 – Vanessa Sturgeon, Craig Peterson, Ann Weaver re Director Park 11:30 – Bureau Directors 1:00 – Kia Selley	18 9:00 – Sandra Burtzos re Dawson Park 1:00 – Brooks settlement 2:00 – Brooks meeting 3:00 – Eileen Argentina 3:30 – SUN outreach 4:00 – Kia Selley
21 HOLIDAY	22 Vacation	23 Vacation	24 7:30 – 9:30 – BAC 9:30 – Eileen Argentina 11:00 – Employee budget meeting 12:00 – Lunch	25 8:30 – PPR bond team check in 11:45 – Rolando Cruz lunch 2:00 – Brooks settlement

February 2013

Monday	Tuesday	Wednesday	Thursday	Friday
				1 11:00 – HR updates 12:00 – Budget 2:00 – Kia Selley
4 9:15 – Senior Management Team 11:00 – Delta Park update 1:00 – Deborah Lev	5 8:30 – Scott Gibson 9:00 – Mark Wigginton re drainage district 9:30 – Leadership Team 11:00 – Warren Jimenez 1:00 – Alan Hipolito re Cully Park 3:00 – Stephanie Redman, Jan Wirtz re ORPA	6 8:30 – Eileen Argentina 9:30 – Werbin property and Willamette Park at Council 10:30 – Pier/Chimney Park SDC ordinance briefing 11:30 – Nick Christensen re Lents baseball 12:30 – Plan employee recognition event 1:00 – Co Comm. Diane McKeel re SUN 2:00 – Safety Recognition Day in Council	7 8:00 – Intertwine board 10:00 – Michael Linde, Dan Miller 11:00 – Prep for budget presentation 11:30 – Bureau directors 1:00 – 4:00 – Mickey Fearn, Mike Wetter re Intertwine	8 9:30 – 12:30 – City Nature natural area site visits 2:00 – Washington Park TMA pay stations 3:00 – Budget check in with mayor's office
11 9:15 – Senior Management Team 1:00 – World Environment Day planning 2:00 – Don Carlson, Paul Linnman re Golf Advisory Committee 3:00 – Brooks arbitration discussion	12 8:00 – Warren Jimenez 9:00 – Prep for Leadership Team meeting 11:00 – Employee appreciation event 3:00 – Sellwood maintenance IGA	13 8:00 – Senate Rules Committee – testify re Charles Jordan resolution 12:30 – Comm. Fish check in 2:00 – Reed Wagner re Multnomah County Drainage District 3:00 – Budget prep	14 9:00 – Richard Beetle, Erica Askin, Local 483 10:30 – P&D Directors 12:00 – Dean Marriott lunch 1:00 – Comm. Check in 2:00 – Kia Selley	15 8:00 – Budget presentation prep 10:00 – Eagle Point property tour 11:30 – Mayor's office check in 1:00 – Todd, Warren re Washington Park TMA 2:00 – BTS Office 365 briefing 3:30 – Eileen Argentina
18 Holiday	19 9:30 – Leadership Team 11:00 – Warren Jimenez 1:00 – Executive Equity Committee 3:15 – Zari Santner	20 8:30 – HR Updates 10:00 – Maximo Behrens 11:30 – Peninsula Park rose planting 2:00 – Council budget worksession	21 10:00 – Employee support group 11:30 – Bureau directors 1:00 – Deborah Lev	22 12:30 – Eileen Argentina phone call 2:00 – Jim Blackwood
25 9:15 – Senior Management Team 12:15 – Josh Alpert 2:00 – The Fields tour	26 9:00 – Parks maintenance audit 11:00 – Warren Jimenez 2:00 – Suzanne Piluso 3:30 – Curtis Scott	27 8:00 – Washington Park TMA 1:00 – Recreation Services budget package 3:00 – Nick Hardigg/Parks Foundation 5:30 – Roy Pittman tribute	28 9:00 – HR Updates 11:30 – Lunch with Traci Manning 2:00 Kia Sellley	

March 2013

Monday	Tuesday	Wednesday	Thursday	Friday
				1 10:30 – Jeff Shaffer 11:00 – Sick pay discussion in Mayor’s office 1:00 – Todd Lofgren re WAMO 2:00 – Mary Richardson 2:30 – Phone call with Jack Friedman, Providence
4 Sick leave	5 Sick leave	6 7:30 – Parks Board 11:00 – Employee budget meeting 1:00 – Children’s Arboretum update 2:00 – Eileen Argentina 3:00 – Intertwine regional funding committee	7 8:00 – Intertwine board meeting 11:30 – Bureau directors 1:00 – Dean Marriott 2:00 – Press conference for Halprin historic designation announcement 3:00 – Todd Lofgren, Warren Jimenez re Delta Park 3:30 – Jason Smith, Warren Jimenez re non-resident fees	8 7:30 – Rep. Williamson re Marshall Park 10:00 – The Fields site visit with Office of Cheryl Barton 11:45 – Lunch with Cheryl Barton 2:00 – Deborah Lev 3:30 – Reed Wagner (MCDD) phone call 4:00 – Eileen Argentina
11 9:15 – Senior Management Team 11:30 – Lunch with Gary Barth and Doug Menke 1:00 – Josh Alpert 2:00 – Jeff Shaffer re financial reports	12 7:30 – Employee budget meeting 11:00 – Warren Jimenez 1:00 – Kim Smith phone call 3:00 – Duncan Campbell re Children’s Arboretum	13 10:00 – Employee budget meeting 1:00 – Richard Beetle, Local 483 2:00 – CJCC tort claim 2:30 – TriMet trail closure fee	14 9:00 – HR Updates 10:30 – P&D Directors 12:00 – Dean Marriott lunch 2:00 – Kia Selley 3:00 – Citywide Assets Report run through	15 9:30 – Jennifer Yocom re Intertwine branding 1:00 – Tour of Chimney Park maintenance facility
18 9:15 – Senior Management Team 11:00 – Bradley Heintz, Kevin Downing re Sellwood CC 1:00 – Josh Alpert 2:30 – Emily Roth re Sellwood Bridge/Freeman Motors	19 7:30 – Portland Workforce Alliance breakfast 9:00 – Asset Management presentation to Council 11:00 – Warren Jimenez 2:00 – Budget follow up with Council 3:30 – Victor Merced, Hacienda CDC	20 10:00 – Property disposition tour 2:00 – Eileen Argentina	21 9:00 – Deborah Lev 11:00 – Mayor’s office re Colwood 11:30 – Bureau directors 1:00 – Jack Graham 2:00 – Employee budget meeting	22 9:00 – Dr. Morgan re Dawson Park fountain 1:00 – Washington Park TMA 3:30 – South Waterfront Greenway 4:00 – Peninsula Centennial
25 Sick Leave	26 Sick Leave	27 Sick Leave	28 Sick Leave	29 Sick Leave

April 2013

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
9:15 – Senior Management Team 11:00 – Arbor Month bucket truck rides 12:30 – Barrett Anderson	10:00 – Warren Jimenez 12:00 – Mayor’s office re Laborers/Park Rangers 1:15 – Jim Owens 4:30 – Mayor’s office re budget	7:30 – Parks Board 9:30 – Arbor Month proclamation at Council 1:00 – Kia Selley 2:00 – Eileen Argentina 3:30 – O’Bryant Square	8:00 – Intertwine Board 10:00 – Comm. Fish 11:30 – Bureau Directors 1:00 – Comm. Fsh re Timbers 3:30 – Warren Jimenez	7:30 – Tim Wood, OR Parks & Rec 9:00 - Riley Whitcomb re Eagle Point property 10:30 – Deborah Lev 1:30 – Terry Petty phone call 7:00 – AIR Dance at Mt. Scott
8	9	10	11	12
9:15 – Senior Management Team 12:30 – Criminal History Check policy 3:00 – Urban Forestry safety 4:00 – Brenda Carpenter	9:00 – Mult Co Drainage District 10:30 – Zone managers re non-resident fees 11:00 – Zari Santner 1:00 – Warren Jimenez 2:00 – Portland Garden Club 3:30 – Employee recognition event debrief	9:00 – GIS Summit 11:30 – Anton Vetterlein, Wes Risher re Eagle Point	9:00 – HR Updates 10:00 – WA Park signage 10:30 – P&D Directors 12:00 – Dean Marriott 2:00 – Harry Auerbach re Intertwine Alliance 3:30 – Springwater slide repair 4:00 - SDCs	8:00 – Ross Island site visit 10:00 – Voluntary retirement program 1:30 – View Eagle Point PowerPoint 2:00 – TriMet non park use
15	16	17	18	19
9:15 – Senior Management Team 11:00 – Richard Beetle 1:00 – Kia re Mt. Tabor Friends request 2:00 – Michelle Harper 3:00 – Urban Grange	9:30 – Leadership Team 11:00 – Warren Jimenez 1:00 – ORPA/WRPA joint leadership conference	7:30 – Andy Nelson 9:00 – PREP program 10:00 – Eagle Point property at Council 1:00 – Dave Hillman, Mary Kinnick 2:00 – Eileen Argentina 4:00 – Deborah Lev	8:45 – Regional Park Directors 1:30 – Comm. Fritz check in	9:00 – Eileen Argentina, John Zoller 12:00 – Arbor Month presentation 1:00 – Comm. Fish 2:00 – Nawzad Othman/prep for Abu Dhabi delegation visit 3:30 – Nick Hardigg
22	23	24	25	26
9:15 – Senior Management Team 11:00 – Our Common Ground 2:00 – Mayor re WA Park	8:30 – Prep for Abu Dhabi presentation 11:00 – ActiveNet funding 1:00 – Warren Jimenez 2:30 – St. Johns Tennis Center	8:00 – Gail Shibley 9:30 – Dog Off Leash and Eagle Point at Council 11:00 – Abu Dhabi presentation at PSU 1:00 – Strategic Plan kickoff 3:00 – Sellwood Bridge 4:00 – Japanese American Historical Plaza	9:00 – HR Updates 10:30 – Lents Floodplain celebration 1:00 – Mult Co Drainage District 2:00 – Kia Selley	8:30 – Kim Smith phone call 9:00 – Chris Wanner phone call re fountains 9:30 – WA Park parking meters 10:30 – PLOC Communications sign update 12:00 – Mayor’s State of the City at City Club 1:30 – Intertwine Spring Summit
29	30			
9:15 – Senior Management Team	9:30 – Plan Parks Board tour 10:30 – Comm. Fish 11:30 – Pioneer Square Board 3:30 – TPL re Colwood			

May 2013

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
		8:00 – Rec Revolution/Rec Coord II Reclass 10:00 – SoWa disc 10:30 – Japanese Garden staff re parking meters 12:00 – Traci Manning 1:30 – Deborah Lev	8:00 – Intertwine Board 11:30 – Bureau Directors 2:00 – Grant Field groundbreaking 5:30 – Golden Crane reception	10:30 – Vince Arditi 1:30 – Parks Board ad hoc on the bylaws 2:30 – Equity discussion
6	7	8	9	10
7:30 – Nick Fish 9:15 – Senior Management Team 11:00 – Parks Board ad hoc on budget 2:00 – Central Services manager hiring 2:30 – SoWa 4:00 – West Hayden Island pres	8:30 – Scott Gibson 9:30 – Leadership Team 11:00 – HR check in 12:30 – Decorative fountains 2:00 – Warren Jimenez	7:30 – Parks Board 9:30 – City Council 10:00 – Kia Selley 11:00 – Potential SE Community Center 11:30 – Riley Whitcomb 12:00 – David Shaff 1:00 – Richard Beetle 2:30 – Renee Myers 3:30 – Jack Wilson phone call	7:30 – Washington Park prep 8:30 – Employee support group 10:30 – P&D Directors 12:00 – Dean Marriott 1:00 – Gold Medal judging	8:00 – 5:00 – Gold Medal Judging
13	14	15	16	17
9:15 – Senior Management Team 11:30 – City Attorney 2:00 – Jeff Shaffer re budget 5:30 – Arlington Heights NA	10:30 – Human Access Project 11:00 – Randy Thomas interview 12:00 – Irene Bowers 2:30 – Our Common Ground 3:00 – Mike McCulloch re OSHU entry at Terwilliger 7:00 – Sylvan Highlands NA	8:00 – Andy Nelson 9:30 – City Council 11:30 – Bill Hawkins/Historic Preservation Award 2:00 – CLPD graduation 4:00 – Eileen Argentina	8:30 – Voluntary retirement incentive 9:00 – Todd Lofgren re Delta Park ordinance 9:30 – Mary Ann Schwab/David Rees re kids programming 10:00 – Urban Grange 11:30 – Friends of Trees lunch 2:00 – Colwood land use application 3:00 – Susie Lahsene, Port of Portland 6:30 – Budget hearing	8:30 – Jane DeMarco 10:00 – John Dargle interview 11:00 – Kia Selley 12:00 – The Fields grand opening 1:00 – Gold Medal judging
20	21	22	23	24
8:30 – Greenway contract 9:15 – Senior Management Team 11:00 – Drainage District 12:00 – Deborah Lev 1:00 – Josh Alpert 3:00 – Bryant Enge re space planning 3:30 – Eileen Argentina, Jennifer Yocom	8:30 – Washington Park staffing requirements 9:30 – Leadership Team 11:30 – 13 th fl potluck 1:00 – Executive equity committee 4:00 – Nick Hardigg, Parks Foundation	8:00 – Washington Park TMA 10:30 – Tree code at City Council 1:00 – Meryl Redisch 2:00 – Jason Tell phone call 2:30 – Susan Anderson	10:30 – P&D Directors 1:30 – Secy of State at Oaks Bottom 4:00 – Ian Cannon re Macadam Bay driveway	8:30 – Mark Wigginton re drainage district 9:00 – Painter grievance 10:30 – Intertwine civic leadership committee 1:30 – Pete Mark 2:30 – Kia Selley 4:00 – Debbie Timmins
27	28	29	30	31
Holiday	8:00 – Zari Santner 9:30 – Senior Management Team 11:00 – Warren Jimenez 1:00 – Steve Greenwood, Oregon Solutions 2:00 – Craig Kiest	9:45 – Elyse Rosenberg interview 11:00 – Jeff Shaffer interview 12:00 – Dean Marriott, Don Goldberg 1:00 – Big Ideas Forum	8:30 – Sue Glenn re Peninsula remarks 9:00 – SDC conf call 10:00 – Brenda Carpenter 11:00 – Waud Bluff Trail grand opening 12:00 – Bureau Directors 2:00 – SDC Program 3:00 – Deborah Lev	8:00 – 3:00 – Parks Board retreat and tour 4:00 – Debbie Timmins retirement party

June 2013

Monday	Tuesday	Wednesday	Thursday	Friday
3 9:15 – Senior Management Team 11:00 – Dean Marriott phone call 11:30 – Administrative Review 2:00 – BHR 3:30 – Eileen Argentina	4 9:30 – Leadership Team 1:00 – Ann Beier 2:00 – Roger Gertenrich 3:00 – Japanese Garden project update	5 7:30 – Parks Board 10:30 – Mayor Hales press conference 11:00 – Forest Park Synthesis 3:00 – Comm. Fritz	6 8:00 – Intertwine Board 10:15 – HR Update 2:00 – Kia Selley 3:00 – Art Hendricks 5:30 – World Environment Day	7 10:30 – Peninsula Rose Garden sign unveiling 1:00 – Mult Co Drainage District 2:00 – U of O North Park Blocks Studio
10 9:15 – Senior Management Team 11:15 – SDC presentation prep 12:00 – Colwood disc. 1:15 – West Quadrant Charette 2:30 – Comm. Fritz check in	11 9:00 – Administrative Review 10:00 – Budget debrief with Claudio Campuzano 11:00 – Warren Jimenez 12:00 – David Shaff 2:00 – Westmoreland project update	12 9:15 – Paul LaCroix at Director Park 10:00 – Mayor Hales 10:30 – Audit discussion 2:00 – Eileen Argentina	13 8:30 – Emily Roth, Mark Wilson re Powers Marine Park 9:00 – Parks Maintenance Audit 10:30 – P&D Directors 12:00 – Dean Marriott 4:00 – SDC Task Force debrief 4:30 – Intertwine annual board meeting	14 9:00 – Film trailer for Movies in the Park 1:00 – Deborah Lev 2:30 – Jennifer Polver phone call 3:00 – Sara Drake 4:00 – ASLA Design Charette
17 8:00 – Washington Park TMA 9:15 – Senior Management Team 1:00 – Ian Cannon at Powers Marine Park 2:30 – Comm. Fritz check in	18 8:00 – Jim Desmond 9:30 – Admin Review 11:00 – Warren Jimenez 12:30 – Heather McCarey 1:00 – Halprin Landscape Conservancy 2:30 – Comm. Fritz 3:30 – Sellwood Gap 4:00 – Eileen Argentina	19 8:00 – Andy Nelson 9:30 – Summer Free For All at Council 11:00 – Japanese Garden boundary changes 12:30 – Powell Butte tour 4:00 – Recreation bargaining update	20 7:30 – Urban Forestry Commission 9:30 – Employee meeting with Comm. Fritz 11:00 – HR Updates 1:30 – Amalia Alarcon Morris 2:00 – Kia Selley 3:30 – Washington Park TMA 5:00 – Ross Island Discussion	21 10:00 – Employee meeting with Comm. Fritz 11:30 – SoWa disc with Comm. Fritz 1:00 – Metro Levy Grant 2:30 – Disaster Policy Council 4:00 – Eileen Argentina
24 9:15 – Senior Management Team 11:30 – Employee meeting with Comm. Fritz 12:45 – Lisa Camelli re Lovejoy Shelter 1:30 – Landmarks Commission 2:30 – Comm. Fritz check in	25 9:00 – Admin Review 10:00 – Warren Jimenez 11:00 – Deborah Lev 1:00 – Comm. Fritz 3:00 – Japanese Garden presentation	26 Vacation	27 Vacation	28 Vacation

July 2013

Monday	Tuesday	Wednesday	Thursday	Friday
1 Vacation	2 Vacation	3 Vacation	4 Vacation	5 Vacation
8 8:45 – Warren Jimenez 9:15 – Senior Management Team 2:30 – Comm. Fritz check in 4:00 – Mt. Tabor Events Planning	9 9:00 – Megan Dirks 10:00 – Parks Foundation 11:00 – Admin Review 2:00 – Forest Park	10 NRPA Gold Medal Judges Meeting in Washington DC	11 NRPA Gold Medal Judges Meeting in Washington DC	12 NRPA Gold Medal Judges Meeting in Washington DC
15 9:00 – Don Goldberg 9:15 – Senior Management Team 1:30 – Megan Dirks 2:30 – Comm. Fritz check in 4:30 – Mark Ross 5:30 – PPF Board Meeting	16 8:30 – Helen Silvis (The Skanner) 9:30 – Leadership Team Meeting 11:00 – Warren Jimenez 2:00 – Metropolitan Group 3:00 – Susan Anderson 4:00 – Elizabeth Kennedy-Wong	17 8:00 – Andy Nelson 10:00 – HR Updates 1:00 – Friends of Trees 3:00 – Emily Roth 3:30 – City Attorney	18 10:00 – Executive steering committee 11:30 – Meryl Redisch 1:00 – Mt. Tabor Park Master Plan 2:00 – Kia Selley 3:00 – Phone call with citizen	19 8:00 – NP Greenway Bike Tour 12:30 – Kia Selley 1:30 – Megan Dirks 2:00 – Aquatics job shadow
22 8:30 – KATU/splash pads 9:15 – Senior Management Team 11:00 – Affirmative Action Baseline Tracking 1:30 – Megan Dirks 2:30 – Shawn Rogers 3:00 – Kia Selley	23 8:30 – Warren Jimenez/Scott Gibson 9:30 – Kathryn Gustafson 10:00 – SDC Program 10:30 – Warren Jimenez 12:00 – Johnson Creek/Leach Botanical Garden	24 10:30 – Paulo Lopez 2:00 – Eileen Argentina 3:00 Gateway Green	25 7:00 – Lifeguard/Mt. Scott CC 9:00 – HR Updates 10:30 – P&D Director's 12:00 – Traci Manning 1:30 – Kia Selley 4:00 – Deborah Lev	26 8:30 – Megan Dirks 10:00 – We Are Portland Awards 11:00 Parks Employee BBQ 1:00 – Andy Nelson/Parks Board 4:30 – ADA Moving Forward Celebration
29 8:45 – Warren Jimenez 9:15 – Senior Management Team 11:00 – Strategic Plan 1:15 – Sellwood Bridge 2:30 – Comm. Fritz check in 4:00 – Kia Selley	30 8:30 – Rec. Contract 9:00 – Revenue Dept. 10:30 – Warren Jimenez 11:30 – Pioneer Square Board 1:00 – Admin Review 2:00 – BES/Parks 3:00 – Deborah Lev 3:30 – Water Bureau update	31 9:00 – 1:00 Shadow for summer interns 9:00 –SOWA trail 10:00 Washington Park 11:45 – YCC crew 1:15 – Kia Selley 3:00 – Comm. Fritz 4:00 – Eileen Argentina 5:00 – Leah Treat		

August 2013

Monday	Tuesday	Wednesday	Thursday	Friday
			1 8:15 – HR Updates 9:30 – Exec. Steering Committee 11:30 – Bureau Directors 1:00 – Kia Selley 2:00 – Eileen Argentina/Warren Jimenez 2:30 – Deb Lev 3:30 – citizen call 6:30 – SWNI Parks & CCs Committee Meeting	2 9 th Annual Policy Peleton Bike Ride
5 9:15 – Management Team meeting 10:00 – Kia Selley 11:00 – Delta Park 1:00 – Dean Marriott phone call 1:15 – Megan Dirks 2:00 – Ali Ryan 2:30 – Comm. Fritz check in	6 9:00 – Tim Crail 9:30 – Leadership team meeting 11:00 – Kia Selley, Sarah Huggins 12:15 – Mitsu Yamazaki 2:30 – Heidi Brown	7 7:30 – Parks Board 10:00 – Urban Forestry 11:30 – Diane Daggett, Don Goldberg, Dean Marriott 1:30 – South Waterfront Greenway 2:30 Gateway Park 3:30 – Washington Park	8 8:00 – TMA Board Meeting 10:30 – P&D Directors meeting 12:00 – Dean Marriott 1:00 – Kia Selley 2:00 – Japanese Garden 3:00 – Leach Botanical Garden	9 9:00 – Fountains 10:30 – Pioneer Courthouse Square 11:45 – Zari Santner 1:30 – Megan Dirks 3:30 – Patti Howard, Kia Selley
12 8:45 – Warren Jimenez 9:15 – Management Team meeting 11:30 – Jenifer Johnston 1:00 – Megan Dirks 2:30 – Comm. Fritz check in	13 8:30 – BHR/Parks 10:00 – City Parks Alliance 11:00 – Warren Jimenez 5:30 – Friends of Mt. Tabor Picnic	14 11:30 – Peggie Schwarz 1:00 – Warren Jimenez, Richard Beetle 3:00 – Warren Jimenez, Jeff Shaffer	15 9:00 – HR Updates 10:00 – Exec. Steering Committee 11:00 – Deb Lev 12:00 – Megan Dirks 1:00 – Kia Selley 2:00 – Lovejoy Shelter 5:30 – Native American Professionals & Friends Night	16 Vacation
19 8:45 – Warren Jimenez 9:15 – Management Team meeting 11:30 – Tim Osborn 1:00 – Megan Dirks 2:00 – Kim Smith phone call 2:30 – Janet Bebb phone call 3:00 – Heron Lakes 3:30 – Kia Selley 4:00 – Bond discussion	20 8:30 – Andy Nelson 9:15 – Gresham Tower 10:00 – Tree Code issues 11:00 – Warren Jimenez 1:00 – Executive Equity Comm. 2:00 – Heron Lakes Pavillion	21 7:30 – Urban Forestry Arb. Crew 9:00 – Gateway Green 10:00 – Heron Lakes 11:00 – Franklin High School 11:30 – Tony Magliano, Jim Owens 2:00 – Eileen Argentina 3:00 – Kim Smith phone call 3:30 – Warren Jimenez 4:00 – Commissioner's staff briefing	22 10:00 – Paul Scarlett 10:30 – P&D Directors 12:00 – Traci Manning 1:30 – Pioneer Square 2:30 – Roger Kitchin phone call 3:00 – Deb Lev	23 9:00 – Pittock Mansion Renovations - site visit 11:30 – Kia Selley 12:00 – YCC end-year picnic 3:00 – Megan Dirks
26 8:45 – Warren Jimenez 9:15 – Management Team meeting 11:00 – Strategic Plan 12:00 – Hemp Fest 1:00 – Kia Selley 2:00 – Megan Dirks 2:30 – Comm. Fritz check in 4:00 – Lownsdale/Chapman	27 8:00 – job shadow, Amouri Adair, at Charles Jordan Community Center 1:00 – Diversity & Equity Committee 3:00 – Warren Jimenez 4:00 – Commissioner Fritz	28 NRPA tour (Barbara Tulipane and Gina Cohen) 9:30 – Oaks Bottom/YCC site visit 10:30 – Westmoreland Construction site visit 11:30 – CJCC programs 2:00 – Harper's Playground 3:30 – Management Team meeting	29 8:30 – Project Management Training 11:00 – Paul Scarlett 12:30 – Aaron McMurray 2:00 – Warren Jimenez, Art Hendricks 3:00 – Heron Lakes 4:30 – Commissioner Fritz 6:30 – KGW/Mt Tabor Park	30 8:30 – Deb Lev/Jenn Cairo 9:00 – Jan Wirtz 9:30 – Kemper Sports 10:00 – Pioneer Courthouse Square 11:45 – Commissioner Fritz 2:00 – East Portland site visit 4:00 – Demetri Finch Brown

September 2013

Monday	Tuesday	Wednesday	Thursday	Friday
2 Holiday	3 Vacation	4 Vacation	5 Vacation	6 Vacation
9 8:45 – Warren Jimenez 9:15 – Management Team meeting 10:40 – Warren Jimenez/Art Hendricks 11:00 – Jack Graham 1:30 – Rose Festival 2:30 – Comm. Fritz check in 4:30 – Kemper Sports	10 8:30 – Intertwine/Parks Directors meeting with Adrian Benepe 11:30 – Heather McCary 1:00 – Rose Festival 2:00 – Don Goldberg/Adrian Benepe 3:15 – PNCA 4:30 – Intertwine gathering with Adrian Benepe	11 9:00 – Technology Assessment 9:30 – Metro/Parks 10:00 – Deb Lev 11:00 – Leach Garden 12:00 – SDCs/East Portland 1:00 – South Waterfront Greenway Site Visit	12 8:00 – TMA Board Meeting 10:30 – P&D Directors meeting 1:30 – Warren Jimenez 6:30 – Hispanic Heritage Celebration Dinner	13 8:30 – Warren Jimenez 11:00 – Grant Park Track & Field site visit 1:00 – Budget Process Planning 2:00 – BPS briefing 3:00 – PBS Strategic Plan Interview
16 8:45 – Warren Jimenez 9:15 – Management Team meeting 11:00 – Review 1:00 – Jeff Shaffer 2:30 – Comm. Fritz check in	17 9:30 – Leadership Team 11:00 – Warren Jimenez 12:00 – Executive Steering Committee 1:30 – Fields Park 2:30 – Dean Marriott 3:30 – Rose Festival	18 9:30 – Equity Criteria for CIP 10:00 – East Portland 10:30 – PP&R Training Needs 11:00 – Andy Lee 11:30 – Meryl Redisch 1:30 – Eileen Argentina 2:30 – Elizabeth Kennedy Wong 3:00 – Warren Jimenez/Maximo Behrens 3:45 – Mike Murphy 4:30 – Andy Nelson	19 7:30 – Urban Forestry Commission 10:00 – Jack Graham 11:30 – Employee Appreciation Picnic 1:30 – East Portland interviews with Brad Schmidt 3:00 – Susan Anderson	20 8:30 – SDC 10:00 – Special meeting with Commissioner on Community Involvement 1:00 – Deb Lev 2:00 – Werbin Park 3:05 – Grant Track & Field Dedication 5:00 – Kim Smith
23 Vacation	24 Vacation	25 Vacation	26 Vacation	27 Vacation
30 (Shadow Day – Amourie Adair) 8:45 – Warren Jimenez 9:15 – Management Team meeting 11:00 – Strategic Plan 12:30 – HR update 1:00 – Deb Lev 2:30 – Comm. Fritz check in 4:30 – Rec contract				

October 2013

Monday	Tuesday	Wednesday	Thursday	Friday
	1 9:00 – NRPA conf. coordination 9:30 – Leadership Team Meeting 11:30 – Staff 12:00 – Gateway Green Announcement (City Hall) 1:00 – Andrew Theen 2:30 – Portland Japanese Garden	2 8:00 – Parks Board 9:30 – Mike Wetter phone call 11:00 – GRUNT program 1:00 – West Hayden Island 3:00 – Campsite cleanup 4:00 – Executive Steering Committee	3 Vacation	4 Vacation
7 NRPA Conference – Houston	8 NRPA Conference	9 NRPA Conference	10 NRPA Conference	11 Parke Diem (Oct. 11 – 12)
14 8:45 – Warren Jimenez 9:15 – Management Team meeting 11:00 – Briefings (GRUNT/Salmon Safe/NP Greenway/Tree Code/ Metro Grant Wash Park TMA/ Gateway & Beech/Maritime Trail) 12:00 – Heather McCarey 1:00 – Pacifica Condos Pier 2:30 – Comm. Fritz check in	15 8:00 – Diversity Conference 1:00 – City Attorney 3:00 – Don Molnar (interview) 4:15 – Kia Selley/Sarah Huggins	16 8:00 – Andy Nelson 9:00 – Warren Jimenez/Scott Gibson 10:00 – Salmon Safe Certification Award – Council 11:00 – Warren Jimenez 12:00 – Paul Scarlett 2:00 – Warren Jimenez	17 9:00 – Regional Parks Directors 11:30 – O&M for acquisition 1:30 – Comm. Fritz/Connect Oregon funding 4:15 – PNCA	18 9:00 – Caruthers repairs – site visit 10:30 – Parks Foundation director/chair 1:00 – County Funding 2:30 – Sellwood Community Center – site visit
21 (Shadow Day – Jamie Burrows) 8:45 – Warren Jimenez 9:15 – Management Team meeting 11:00 – NRPA debrief 2:30 – Comm. Fritz check in 4:15 – DCTU update	22 8:00 – Portland Timbers 9:30 – Verde/Cully 10:00 – Recreation 11:00 – Brett Horner 12:00 – SW Trails 1:00 – Major League Soccer All Star Game 2:00 – Washington Park Parking	23 9:00 – Anna Kanwit 10:00 – ActiveNet 10:30 – HR update 12:00 – Trail Blazers 2:30 – Rec Revolution update 3:30 – Susan Anderson	24 7:30 – Desmond/Wood/Menke 10:00 – Tree mitigation 10:30 – P&D Directors 12:00 – Traci Manning 1:00 – Water Bureau Property 1:30 – Comm. Fritz 2:00 – Marquam & Stephens Creek – site visit	25 8:15 – Government Relations/ pending federal legislation 9:00 – Columbia Slough Trail – site visit 12:00 – Justin Zeulner phone call 12:30 – Art Hendricks 1:00 – Anna Kanwit 2:30 – Mt. Tabor Yard – site visit
28 8:45 – Warren Jimenez 9:15 – Management Team meeting 11:00 – Strategic Plan 12:00 – WPTMA subcommittee 2:30 – Comm. Fritz check in	29 11:30 – NP Greenway 2:00 – South Waterfront Maritime Display 3:30 – PNCA	30 1:00 – Colwood Property	31 9:00 – Jenifer Johnston 10:00 – 3-1-1 Call Center Project 11:00 – Employee appreciation 12:00 – City Nature Workday lunch 2:00 – Don Carlson	

November 2013

Monday	Tuesday	Wednesday	Thursday	Friday
				7:30 – Julie Vigeland 9:00 – Timbers/Thorns briefing 10:00 – Todd Lofgren 11:30 – CCC Annual Fall Luncheon 2:00 – HR update 2:30 – PCS management agreement 3:30 – SDC discussion 4:30 – MAC tour w. SERA architects 5:00 – MAC grand opening event 6:00 – Oregon Chapt. ASLA awards
4 8:45 – Warren Jimenez 9:15 – Management Team meeting 11:00 – Wash. Park Reservoir Proj. 12:45 – Kia Selley 2:30 – Comm. Fritz check in	5 8:30 – Heather McCarey 9:30 – Leadership Team 12:00 – Eileen Argentina 6:00 – Greater Forest Park Conservation Initiative Roll Out	6 8:00 – Parks Board 9:30 – SOWA Maritime Museum Concept presentation at Council 11:30 – Dog Park – Sewallcrest 12:30 – Paul Scarlett 1:30 – Golf Program 3:30 – Washington Park TMA 5:00 – MAC reception	7 8:00 – Intertwine Board Meeting 10:00 – Executive Steering Comm. 11:30 – Bureau Director's Lunch 2:00 – Dante James 3:00 – Eileen Argentina	8 8:30 – Dale Cook/Emily Roth 9:30 – Comm. Fritz check in 11:30 – Ian Cannon 1:00 – BES Tour
11 Holiday	12 Senior Management Team retreat (Audubon Society of Portland)	13 10:00 – HR Updates 11:00 – Steve Greenwood 12:30 – Mike Alexander phone call 1:00 – Parks Focused City ADA training 2:00 – Comm. Fritz/Budget meeting 3:00 – SOWA Greenway/Leah Treat	14 ASLA National Convention – Boston	15 ASLA National Convention
18 ASLA National Convention	19 ASLA National Convention	20 ASLA National Convention	21 Vacation	22 Vacation
25 8:45 – Warren Jimenez 9:15 – Management Team meeting 11:00 – Strategic Plan 12:00 – Equity Committee 1:30 – Barrett Anderson 2:30 – Comm. Fritz check in	26 8:30 – Warren Jimenez/Scott Gibson 9:30 – Whitaker Ponds/NAYA restoration project – site visit 11:30 – Meryl Redisch 12:30 – Eileen Argentina 1:00 – SDC strategy 3:00 – Parks Foundation director/chair meeting	27 9:00 – Andy Nelson 9:45 – World Cup Soccer – Council 11:00 – Kia Selley 12:30 – Deb Lev 2:00 – Aubré Dickson 3:00 – Megan Dirks	28 Holiday	29 Holiday

December 2013

Monday	Tuesday	Wednesday	Thursday	Friday
2 8:45 – Warren Jimenez 9:15 – Management Team meeting 11:00 – Kia Selley/Brett Horner 12:00 – Portland Parks Foundation Board meeting 2:30 – Comm. Fritz check in 5:15 – Anna Kanwit	3 8:30 – Parks/PDC meeting 9:30 – Leadership Team meeting 11:30 – Jim Owens 1:00 – Deborah Lev 5:30 – Friends of Terwilliger Open House	4 8:00 – Parks Board 10:00 – Heather McCarey 11:00 – Don Goldberg/Dean Marriott 12:30 – Eileen Argentina 1:30 – Warren Jimenez	5 9:00 – Astrid Dragoy 10:00 – Executive Steering Comm. 1:30 – Regional Solutions meeting 3:00 – City Attorney's Office 5:30 – Budget Advisory Committee meeting	6 7:30 – Forest Park Conservancy 9:00 – Pittock Mansion Ribbon Cutting event 12:00 – Commissioner Fritz 2:00 – Alan Hipólito
9 8:45 – Warren Jimenez 9:15 – Management Team meeting 10:00 – PGE Conference Call 2:30 – Comm. Fritz check in	10 10:00 – Ben Root 1:00 – Oregon Solutions – Pen 1 & Pen 2 4:00 – Power Restoration Efforts conference call	11 9:00 – Portland Intl. Raceway 1:00 – Deborah Lev 2:00 – Eileen Argentina 3:00 – Golf Program	12 9:30 – Forest Park 10:30 – P&D Directors meeting 2:00 – Kia Selley 3:00 – Warren Jimenez 5:30 – Budget Advisory Committee meeting	13 8:00 – Conway Development 9:15 – Gateway Green 10:00 – Warren Jimenez 1:00 – Sears Building site tour 3:30 – Portland Public Schools/Great Fields
16 8:45 – Warren Jimenez 9:15 – Management Team meeting 11:00 – Strategic Plan: Health 12:00 – Wilkes Headwaters/Force Lake Application 2:30 – Comm. Fritz check in	17 9:00 – Executive Steering Comm. 9:30 – Leadership Team meeting 11:00 – Lloyd Center 12:00 – Deborah Lev 2:00 – Susan Anderson 3:00 – Deborah Lev	18 9:00 – De La Salle North High School 9:30 – Mike Houck/Mike Wetter 10:00 – Portland Intl. Raceway 12:00 – Paul Scarlett 2:00 – Eileen Argentina 4:00 – ADA Transition Plan	19 7:30 – Urban Forestry Commission 10:00 – Parks Foundation director/chair meeting 11:00 – Eileen Argentina 12:00 – Dean Marriott 1:00 – Comm. Fritz/Dante James/Paul Scarlett 2:00 – Warren Jimenez 3:00 – City Council – Tree Code	20 9:00 – North Portland property tour 11:00 – Hassalo on 8th 1:00 – Washington Park surface features
23 11:00 – Megan Dirks 1:00 – Mayor Hales – power outage	24	25 Holiday	26	27 10:00 – Fred Miller 11:00 – Phone interview: Jane Winslow/Green infrastructure and physical activity 1:00 – Deborah Lev 2:00 – Eileen Argentina 3:00 – Shawn Rogers/Todd Lofgren
30 9:00 – Tom Archer 9:15 – Management Team (individual meetings)	31 9:00 – Kia Selley 1:00 – Deborah Lev			

