

~ January 2017 ~

Mon	Tue	Wed	Thu	Fri
2 Holiday	3 8:30a Meeting w/OMF Sr Bus Ops Mgr 9a Leadership Team Meeting 10:30a Meeting w/Project Manager 11a Meeting w/OMF Bus Ops Mgmt Analyst 2:30p Meeting w/Chief of Police 4p Meeting w/Commr	4 9a Discovery Project Kickoff 9:30a Meeting w/EBS Mgr 10a 10:30a Mayor/Wheelers Swearing in 1:30p Meeting w/Planning & Sustainability Director 1:30p Meeting w/Water Utility Director and Water Utility Director, Assistant, Deputy Admin 2p Meeting w/ Management Analyst 3p Meeting w/HR Director 3:30p Meeting w/ Program Manager, Sr	5 8a Meeting w/Direcbr's Executive Assistant 8:30a Meeting w/HR Director and Classification and Compensation Mgr 9a Meeting w/OMF Sr Bus Ops Mgr 9:30a Meeting w/ Commissioner's Chief of Staff 10:30a Meeting w/ Fire Chief and Director's Executive Assistant 11:30a Bureau Directors Meeting 1p Meeting w/BTS Director/CTO and Chief Technology Officer, Assistant, Deputy 1:30p Meeting w/ Director's Executive Assistant 2:30p Meeting w/ OMF Sr Policy Analyst, OMF Policy Analyst, & Spectator Facilities Mgr 4p Meeting w/ BIBS Director	6 8:30a Meeting w/BRFS Director/CFO 10a Meeting w/CHEF ASST 11a Meeting w/ COMMISSIONERS STAFF REP 1p Commr 1:30p Meeting w/ BRFS Direcbr/CFO & Chief Procurement Officer
9 8a Meeting w/ OMF Sr Policy Analyst 9a Meeting w/ BIBS Director 11:30 Meeting w/ Revenue Bureau Direcbr 1p Meeting w/Business Operations Manager 2:30p Meeting w/ OMF Sr Policy Analyst 3:15p Meeting w/ Facilities Construction Project Manager 3:30p Meeting w/ HR Director 4p OMF Check in with Mayor's Chief of Staff	10 8:30a Meeting w/ OMF Sr Bus Ops Mgr 9a Meeting w/ OMF Sr Bus Ops Mgr 9:30a Strategic Projects Meeting 10:30a Prime Contractor Development Program (PCDP) and Mentoring Small Business Workshop 11a Meeting w/ Equity and Human Rights Director 11:30a Meeting w/ BIBS Director 1p Budget: communications/change management w/ Mayor 1:30p Meeting w/ Budget Director 2:30p Data Center Project Check In 3p OMF Advisory Committee	11	12 8a Meeting w/ Fire Captain 10a Business Hour Meetings 2017 10:30a P&D Directors Meeting 1p Meeting w/ BTS Director/CTO and Chief Technology Officer, Assistant, Deputy 1:30p Meeting w/ Supervising Engineer, 2:30p Meeting w/ BIBS Director, Policy Analyst, Spectator Facilities Mgr 3p Meeting w/ Commissioner's Chief of Staff, Commissioner's Staff Rep 4p Meeting w/ BIBS Director	13 8:30a Meeting w/ BRFS Director/CFO 1p OMF Budget w/ Mayor 1:30p Commr Chief of Staff Meeting 3p Budget Meeting w/ Mayor
16 Holiday 8:00a Disaster Policy Council Conference	17 2p Chief Assist Meeting	18 9a Infrastructure Initiative 9a Strategic Projects Team Meeting 10a Quarterly Meeting w/ Environmental Services Director 11a Meeting w/ HR Director 11:30a Quarterly Meeting w/HR Director 1p MEET: w/ Commr 1:30p Quarterly Meeting w/Parks & Recreation Director 2p PB Space Optimization and Lease/Temp move 3p Chief of Staff Check-in 3:30p Review GATR materials	19 SAVE THE DATE - Large Cities Executive Forum 7:45a Commr's Staff Rep Introduction meeting 8:30a OMF Sr Bus Ops Mgr 9a OMF Labor Management Committee 10a GATR Session: Housing Development Cost & Timelines 10:30a PBCOC Meeting 1:30p Levee Ready Project and AirBnB 2p Meeting w/ City Attorney 3p BIBS Director, Policy Analyst, Spectator Facilities Mgr 4p BIBS Director 4p Data Center 6p Equitable Contracting & Purchasing Commission	20 SAVE THE DATE - Large Cities Executive Forum 8a Meeting w/ BIBS Director 8:30a BRFS Director/CFO 9a Professional Meeting 9:30a Evaluations/Writing 11:30a Introduction Meeting 12p OMF General Information Session 1p Professional meeting 2:30p Portland Building Reconstruction Briefing w/ Commr 3p Meeting Commr 3p Pre-Briefing for Portland Building w/ Commr 4p Meeting w/ Director - HR & Workforce Development
23 8a Professional Meeting 9a BIBS Director 9:15a Meeting w/ Management Analyst 9:30a Meeting w/ Emergency Management Director 10a Data Center Project Check In 10:30a Budget decision package 11a Professional Meeting 3p Introduction Meeting 4p OMF Check in with Mayor's Chief of Staff 4:30p TOC January 2017	24 8:30a OMF Sr Bus Ops Mgr 9:30a Introduction Meeting 10a Budget Meeting 11a Leadership Team Meeting 1p Strategic Projects Team Meeting 2p MEET: LTIC Executive Finance Committee 3p OMF Advisory Committee	25 11a Meeting w/HR Director 11:30a Meeting w/Commr's Staff Rep 1p EBS Staff Meeting 1p Introductory Meeting 2p Auditors Memo First worksession "Dry Run"	26 9:30a BIBS Director, Policy Analyst, Spectator Facilities Mgr 11a RACC to hang art 12:45p BTS Director/CTO and Chief Technology Officer, Assistant, Deputy 2:45p Meet with ODOT Re: Campsite Cleanup Communication 4p Meeting w/ BIBS Director 4:30p Professional Meeting	27 1:15p Procurement Discussion 2p Infrastructure Concept Discussion 3p DOER Process Improvement

~ January 2017 ~

Mon	Tue	Wed	Thu	Fri			
30	31	Notes:					
8a Professional Meeting	8:30a OMF Sr Bus Ops Mgr						
9a BIBS Director	9:30a Council work session - space optimization (Council)						
9a Final work session "dry run"	2p Data Center Move room (BTS: Blazed Alder, 3rd Floor TPB)						
10:30a Phone Call re Bureau Directors Meeting	2:30p TPB Relocation Planning						
1:15p OMF Budget	3p Leadership Team Meeting						
2:30p OMF Check in with Mayor's Chief of Staff							

~ February 2017 ~

Mon	Tue	Wed	Thu	Fri
		1 8:15a Mayors office meeting 9:30a Rose Quarter/VMC (Mayor's Ceremonial Office) 10:30a BES Managers Meeting (10th Floor - The Pines conference rooms) 11a Meeting w/ HR Director 1p Work Systems introduction (Tom's Office, The Portland Building, 12th Floor) 1:30p Planning & Sustainability Director 2p ECPC 3p Speaker Series discussion 3:15p Evaluations/Writing	2 8a Introduction 9:30a Revenue Bureau - TLT - STR 11:30a Bureau Directors Meeting 1p HR/BIBS Check-in w/CAO 2p BIBS Director, Policy Analyst, Spectator Facilities Mgr 2:30p BTS Director/CTO and Chief Technology Officer, Assistant, Deputy 4p BIBS Director	3 4:30a Disaster Policy Council - Inclement Weather Call 8:30a BRFS Director/CFO 1:15p OCT Discussion 1:30p Procure to Pay 2:30p Evaluations
6 9a BIBS Director 11a Staff Development 11:30a CEIP 1p Meeting w/ Business Operations Manager 3p OMF Sr Bus Ops Mgr 4:30p Meeting w/ Chief of Staff 4:30p OMF Check in with Mayor's Chief of Staff	7 8a Professional Meeting 9a Introduction 11a Meeting w/ Commr 1p Strategic Projects Team Meeting 2:30p Monthly Meeting w/ Office of Management and Finance 3p Meeting w/ Commr 3:30p Portland Building Reconstruction Project Briefing	8 10a Meeting w/ Budget Director 10:30a Meeting w/ HR Director 11a Class Visit 11:30a OMF Sr Policy Analyst 2:30p Professional Meeting 3p Portland Building Information Session (Portland Building Auditorium)	9 8a Introduction Meeting 9a Meeting w/ Development Services Director 10a Business Hour Meetings 2017 10:30a P&D Directors Meeting 1:30p BTS Director/CTO and Chief Technology Officer, Assistant, Deputy 2p Meeting w/ Facilities Construction Project Manager 2:30p BIB Director, Policy Analyst, Spectator Facilities Mgr Meeting	10 8:30a Meeting w/ BIBS Director 9a EBS Manager 10a Program Discussion
13 8:30a National Trust Staff 9a BIBS Director 10:30a Monthly Meeting w/ Transportation Director 11:30a Meeting w/ Revenue Bureau Director 2p OMF/PHB Collaboration Meeting 2:30p CAO check in w/ Mayor 4:15p OMF Check in with Mayor's Chief of Staff (Mayor's Conference Room)	14 8:30a OMF Sr Bus Ops Mgr 9a Leadership Team Meeting 1:30p Environmental Services Director 2:30p Invitation: Leadership Development 2:30p Mayor's Office Meeting 3:30p Speaker Series 4p Meeting w/ Budget Director, Chief of Staff, & Project Manager	15 9a Meeting w/ Attorney, Chief Deputy 10a Meeting w/ Budget Director 10:45a BTS Director 11a Meeting w/ HR Director 12p OMF Speaker Series kicks off 1:30p Meeting w/ Equity and Human Rights Director 3:30p Disaster Council Debriefing	16 8:30a BIBS Director: Evaluation 9a OMF Labor Management Committee 10a Mtg - HomeAway & TLT Tax Issues 10:30a PBCOC Meeting 1:30p New Employee Welcome Session (2:30p Strategic Projects Team Meeting 3:30p BIBS Director, Policy Analyst, Spectator Facilities Mgr 4p Meeting w/ BIBS Director	17 9:30a CAO Budget 12p OMF General Information Session
20 Holiday 9a BIBS Director Meeting	21 9a OMF Sr Bus Ops Mgr 9:30a OMF Check in with Mayor's Chief of Staff (Mayor's Conference Room) 10a Parking (Mayor's Conference Room) 10:45a DISCUSS PUBLIC HEALTH COORDINATION WITH MUCO 11:30a Portland Building Renovation Project: Project Planning 1p Data Center Project Check In 1:30p AP Payments Dashboard 2p Chief Asst Meeting 3p CEIP 3:30p Meeting w/ Parking Services Group Manager	22 9:30a Tour of Port of Portland Offices 1:15p OMF Sr Policy Analyst Check 2:30p Check In - Treasury Issues 3:30p Meeting w/ HR Director 4p Business Services Division	23 8a Severe Weather Warning Shelter Appreciation Breakfast 9:45a Severe Weather Warning Shelter Appreciation Breakfast 11a Water Bureau Relocation 1p Professional Meeting 2p BRFS Director/CFO 2:30p Executive Session	24 8a Professional Meeting 9a BIBS Director, Policy Analyst, Spectator Facilities Mgr 10a Professional Meeting 10:30a Chief of Staff & Commr's Staff Rep 11a Meeting w/ Chief of Staff 1:30p BTS Director/CTO and Chief Technology Officer, Assistant, Deputy 2:30p Budget Work 2:45p HR Director Check in 3:30p Meeting w/ Project Manager
27 6:30a Bellevue Tour (Meet and return at Portland Building) 9a BIBS Director 1p PHB/OMF collaboration meeting 1:30p Google Tour 4:30p TOC - February 2017	28 8:30a OMF Sr Bus Ops Mgr 9a Leadership Team Meeting 10:45a Chief of Staff 11:30a Portland Building Renovation Project: Project Planning 1p Strategic Projects Team Meeting 2p Meet w/ Chief of Staff 2:30p Executive Director of Urban Development 4:30p Emergency Management Director	Notes:		



~ March 2017 ~

Mon	Tue	Wed	Thu	Fri
		1 8:30a Directors Meeting 9a Meeting w/ City Attorney 9:45a Professional Meeting 10:45a Meeting w/ Parks & Recreation Director 11a Meeting w/ HR Director 12p OMF SPEAKER SERIES (EBS Conference Room, 14th Floor (Portland Building)) 1:30p Planning & Sustainability Director (Revolution) 3p Meeting w/ OMF Mayor's Chief of Staff 4p 1:1 w/ Mayor 4p Meeting w/ OMF Sr Policy Analyst & Spectator Facilities & Dev Mgr	2 8a Professional Meeting 9:30a Review Questions: Draft Review of CAO Budget 10:30a BBS Director 11:30a Bureau Directors Meeting 1p BTS Director/CTO and Chief Technology Officer, Assistant, Deputy 2p CEIP Policy/Legal 3p BBS Director, Policy Analyst, Spectator Facilities Mgr 3:30p Portland Building Director's meeting	3 9a BRFS Director/CFO 9:30a Meeting w/ Project Manager 10a CBO review 11a COMMISSIONER'S STAFF REP 1:45p Camp Clean-up Conversation 3p Professional Meeting
6 8:30a Cultural Competency for Mgrs & Sups 1 9a Meeting w/ BBS Director 4p OMF Check in with Mayor's Chief of Staff	7 8:30a Check in w/ Chief of Staff 9:30a Check-in w/ Chief 10:30a OMF Sr Bus Ops Mgr 11:30a Temp Location Problem Solving 12p OMF Sr. Policy Analyst & SVF 12:30p MEET: Stadium Expansion Briefing with Commr 2p Portland Building Information Session 3p Commr meeting w/ CAO & OMF Sr Policy Analyst 3p Meeting w/ Commr	8 8a Check in w/ Chief of Staff 8:30a Directors Meeting 9:30a Organizational Question 10a Meeting w/ Budget Director 11a Meeting w/ HR Director 1:30p Parks & Recreation Director & Project Manager 1:45p Meeting w/ Water Utility Director 2:05p Project Manager Feedback 3p Professional Meeting 3:45p Meeting w/ Transportation Director	9 10a FW: Business Hour Meetings 2017 10:30a P&D Director's Meeting 1:15p BTS Director/CTO and Chief Technology Officer, Assistant, Deputy 2p Stadium Expansion Briefing 2:30p Meeting w/ BBS Director, Policy Analyst, & Spectator Facilities Mgr 3p Meeting w/ BBS Director 4:30p Meeting w/ Mayor & Commr's Staff Rep	10 8:30a Meeting w/ BRFS Director/CFO *City Debt Capacity 9a Meyer Memorial - Affordable Housing 9:30a Budget Presentation Prep 10a BES's Strategic Plan- Interview 11a Meeting w/ new Executive Asst.
13 8:30a Meeting w/ OMF Sr Bus Ops Mgr 9a Meeting w/ BBS Director 9:30a Spec Venues check-in 1p Meeting w/ Engineer, Supervising 1:30p Stadium Expansion Briefing w/ OMF Sr Policy Analyst & Spectator Facilities Mgr 2p BBS Extended LT Meeting 2p Space Optimization Resolution - Council Prep 4:30p Check in w/ Chief of Staff- All user Restrooms	14 8:30a Leadership Team Meeting 9:30a Council Budget Work Session (Facilities) 1:30p Meeting w/ Environmental Services Director 2p Advisory Committee Prep 3p OMF Advisory Committee - Series	15 8:30a Directors Meeting 9a Revenue Bureau Director 9:30a Prep for Council 10a Hold Council Resolution on Space Optimization Hearing (2nd floor Portland Building) 12p OMF SPEAKER SERIES (PANEL DISCUSSION) 1p OMF Sr Bus Ops Mgr 4p BPS/OMF/BTS check-in re: Smart Cities	16 8a Strategic Projects Team Meeting 8:30a meeting w/ BBS Director 9a OMF Labor Management Committee 9:30a Council Budget Work Session 1p Meeting w/ BTS Director/CTO and Chief Technology Officer, Assistant, Deputy 1:30p Hold: New Employee Welcome Session	17 7:30a Professional Meeting 9a BRFS Director/CFO 9:30a OMF Sr Bus Ops Mgr 10:30a PBOC Meeting 12p OMF General Information Session 1p MEET: RACC & OMF 2:30p Finish Mayor projects
20 9a Meeting w/ BBS Director 9a Meeting w/ Senior Policy Advisor 10a Data Center Project Check In 10:30a Meeting w/ HR Director 11:30a Socially Responsible Investing Concerns: Divesting from Wells Fargo & Caterpillar, SRI Process 12p Brown Bag Lunch 1p Business Operations Manager, 3p Professional Meeting 3:30p Meeting w/ Management Analyst, Principal, 4p OMF Check in with Mayor's Chief of Staff 4:30p TOC March-December 2017	21 8a Risk Manager & OMF Sr Bus Ops Mgr 8:15a Housing - next steps (Tom's office) 8:30a OMF Sr Bus Ops Mgr 9a Meeting to discuss: Partnership with PBA and corporate partners for Clean Up Day 9:30a Council Budget Work Session 11:30a Portland Building Renovation Project: Project Planning 1p Professional Meeting 1:30p CEIP Briefing for Mayor 2p TESC Meeting	22 8a Professional Meeting 8:30a Directors Meeting 9a Commr's Staff Rep 10a Design Team: Next Steps (CoLo space) 2p Budget presentation 2:30p Professional Meeting 3p Permit Response Check In	23 7:30a Breakfast with CAO's (Mother's) 9a BTS Director/CTO and Chief Technology Officer, Assistant, Deputy 9:30a Council Budget Work Session 1p OMF Onboarding Intro Recording 1:30p BRFS Director/CFO 2p Planning Session 2:30p Meeting w/ BBS Director, Policy Analyst, Spectator Facilities Mgr 3p OMF Budget Presentation Discussion BBS Director	24 7:30a Professional Meeting 10a Professional Meeting 10:30a Professional Meeting 12p State of City Address 1:45p Stadium Expansion Project 3:30p Portland Building Finance forms

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Mon	Tue	Wed	Thu	Fri
27	28	29	30	31
8a Professional Meeting	8a Meeting w/ HR Director	9:30a TW meeting re: Police Chief Search	9:30a Council Budget Work Session	2p Budget Work
9a BIBS Director	8:30a OMF Sr Bus Ops Mgr			
9:30a Budget Prep	9:30a Council Budget Work Session 11:30a Portland Building Renovation Project: Project Planning		2p Budget Work-Afternoon Council Session	
10:30a Hold: 311 phone conversation	1p Leadership Team Meeting			
1:30p Budget Work	3p Meeting w/ Water Utility Director and Water Utility Director Assistant, Deputy Admin			
3:30p Meeting w/ Project Mgr	3:30p PHONE Meeting w/ Transportation Director & Chief			
4p OMF Check in with Mayor's Chief of Staff	3:45p Snow/ice response improvement (Phone call w/ OMF Sr Bus Mgr & Emergency Management Director)			
	4:15p Vehicle Services Manager Check In			
	6p Budget email for Mayor			