

~ April 2017 ~

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
8:30a Discuss Jasmine Development	8a Meeting with Business Operations Manager, Sr,	8:30a Directors Meeting	8:30a Design Rollout Meeting	9a Meeting - Police Bureau Facilities w/ Chief
9:30a Internal Business Services Director - Council Agenda Support	8:30a Performance Management For Managers/Supervisors	10a Portland Building Renovation Project Project Planning	11a Meeting w/ Development Services Director	10:30a Meeting w/ Commissioner's Chief of Staff
10a Data Center Project Check In	1:30p Quarterly meeting w/ City Auditor	10:30a Meeting w/ Fire Chief	11:30a Bureau Directors Meeting	11a Billing Structures follow-up Meeting w/ Revenue Division Director
10:30a Friday Case Study	2:30p Monthly Meeting with Commissioner	11a Meeting w/ Human Resources Director	1p Chief Administrative Officer and Financial Service Director: Check-In	11a Billing Structures follow-up Meeting w/ Revenue Division Director
12p Brown Bag lunch with Chief Administrative Officer	3p Meeting w/ Commissioner Check-in	11:30a Meeting W/ Co-Founder & Executive Director of KairosPDX	1:30p Meeting w/ Executive Director	1p Meeting w/ Internal Business Services Director
3:30p Portland Building Update Meeting	3:30p Bureau Background Commissioner	12p OMF SPEAKER SERIES – Co-Founder & Executive Director of KairosPDX	2:30p Meeting w/ Internal Business Services Director	1:30p Meeting w/ Neighborhood Involvement Director
4p Check in with Mayor's Chief of Staff		2:30p Space optimization budget impacts		2:15p Meeting w/ Mayor
		3p Meeting w/ Chief Financial Officer		
10	11	12	13	14
8:30a Meeting w/ Mayor	8:30a Meeting w/ Business Operations Manager, Sr,	10:30a Meeting w/ Budget Director	8a Meeting w/ Policy Analyst, Sr & Commissioner's Chief of Staff	8a Phone Meeting Vehicle Services Manager
9a Meeting w/ Internal Business Services Director	9a Revenue Division Staff Appreciation Breakfast	11a Meeting w/ Human Resources Director	9a Government Accountability, Transparency and Results Session follow-up: Housing Cost & Timelines	8:30a Meeting w/ Chief Financial Officer
10:45a Portland Building Design Update	11:30a Portland Building Renovation Project Project Planning	1:30p Meeting w/ Transportation Director	10:30a Portland Building Bureau Directors Meeting	9:15a Portland Building Design Update
11:30a Recognition Meeting	2p FY2016-17 Year-end Kickoff Meeting	2p Meeting w/ Housing Director	12p Speaker Series Speakers – A Seasoned Public Servant & a Manager of the Oregon Fellowship Program	10a 11a Meeting w/ Internal Business Services Director
12:30p Council prep - Community Equity Inclusion Plan Briefing Mayor	3p Office of Management and Finance Advisory Committee - Series	2:30p Meeting w/ Emergency Management Director	1p Meeting w/ Bureau of Technology Services Directors	1:30p Portland Building Design Update
2:15p Budget Meeting	4p Meeting w/ Fire & Police Disab & Retire Director	3p Leadership Team Meeting	2:30p Meeting w/ Environmental Services Director	
3p Smart Cities Meeting w/ Principal, Engineer	4:15p Stadium Expansion Update	4:15p Stadium Expansion Update	3:15p Meeting w/ City Attorney	
4p Check in with Mayor's Chief of Staff				
4:30p Community Equity Inclusion Plan Briefing w/ Mayor				

~ April 2017 ~				
Mon	Tue	Wed	Thu	Fri
17	18	19	20	21
11a Build Portland	8:30a Meeting w/ Business Operations Manager, Sr.	8:30a Directors Meeting	8a Meeting w/ Maurice Rahming	10a Meeting w/ Chief Financial Officer
3:30p Informational Meeting w/ Grad Student	9a Bureau of Human Resources Budget	12p Speaker Series: Mind Surfing the Future	9a Office of Management Labor Management Committee Meeting	10:45a Budget - impacts meeting with Business Operations Manager, Sr.
4:30p Technology Oversight Committee (TOC) March-December 2017	11:30a Portland Building Renovation Project Project Planning	1p Quarterly Meetings w/ Parks & Recreation Director	10a Spring BMP Work Session	
	12p Seventh Annual Wonder Woman Awards	1:45p Meeting w/ Budget Director	10:30a Portland Building Community Oversight Committee Meeting	
	2p Technology Executive Steering Committee (TESC) Meeting	4p City Space Needs-Jasmine Building	1p Meeting w/ Bureau of Technology Services Director	
	3p Portland Building Employee Info Session	4:15p Risk Report	4p Meeting w/ Internal Business Services Director	
24	25	26	27	28
8:30a Jasmine Block Financing Meeting	9:15a Leadership Team Meeting	8:30a Directors Meeting	9a Meeting - Local Transportation Infrastructure Charge Neighborhood (LTIC) Streets Program Executive Finance Committee	8:30a Meeting w/ Chief Financial Officer
11:30a 1:1 Meeting w/ Mayor & Human Resources Director	11:30a Portland Building Renovation Project Project Planning	9:30a Check-in w/ Director - HR & Workforce Development	11:15a Meeting w/ Bureau of Technology Services Directors	
2:15p Meeting w/ Chief Technology Officer and SAP Support Manager	1p Check ins w/ Interim Development Services	11a Meeting w/ Human Resources Director		
3:15p Meeting w/ Equity and Human Rights Director	1:30p Meeting w/ Budget Director	11:30a Meeting w/ Human Resources Site Team Manager		
4p Check in with Mayor's Chief of Staff	2p Meeting w/ Human Resources Coordinator	2:30p Meeting w/ Business Operations Manager, Sr,		
	3p Meeting w/ Commissioner	3p The Strategic Projects and Policy Team (SPPT) Meeting		
	3:45p Quarterly Meeting w/ Fire Chief			

~ May 2017 ~

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
9a Council Agenda Support	8:30a Meeting w/ Business Operations Senior	8:30a Directors Meeting	11:30a Bureau Directors Meeting	8:45a Offsite Office of Management & Finance Meeting (OMF) Leadership Meeting
10a Data Center Project Check In	10a Charter Changes and Auditor's Office Meeting	11a Meeting w/ Human Resources Director	1:30p Technical Executive Steering Committee (TESC) Agenda Planning	11:45a Meeting w/ Risk Manager - City Risk Report
10:30a Build Portland Draft - Architecture	11:30a Portland Building Renovation Project: Project Planning	12p Office of Management and Finance (OMF) SPEAKER SERIES w/ Jim Riswold (Artist, curator, and former creative director for Wieden & Kennedy)	3p Regional Justice Information Network (RegJIN System)	12:30p Informational Meeting w/ Professional & Technical Employees #17 w/ COPPEA Union Representative
3p Portland Online Permitting System (POPS) Meeting	1:15p Professional Meeting	1:30p Meeting w/ Planning & Sustainability Director	4p Meeting w/ Internal Business Services Director	2:15p Phone call w/ Prosper Portland Executive Director
4p Office of Management and Finance (OMF) Check in with Mayor's Chief of Staff	2:30p Monthly Meeting with Commissioner	2p Check-in w/ Water Utility Director		
	3:30p Monthly Meeting with Commissioner			
	4p Meeting w/ Interim Development Services Director			

~ May 2017 ~

Mon	Tue	Wed	Thu	Fri
8	9	10	11	12
9a Council Agenda Support	8:30a Meeting w/ Business Operations Sr.	8:30a Directors Meeting	10a Business Hour Meetings 2017	10a Meeting w/ Revenue & Financial Services Director
11:30a Meeting w/ Mayor	9a Leadership Team Meeting	9:15a Meeting w/ Commissioner's Chief of Staff	10:30a P&D Directors Meeting	2p Meeting w/ Executive Assistant
2p Advisory Committee Prep	10:30a Safety Meeting w/ Internal Business Services Director	10a Meeting w/ Budget Director, City	12p OAME 29th Annual Trade Show & Luncheon - We Are Better Together" Outreach Team –	3p Informational Meeting w/ Executive Director of Central City Concern
3:30p Check in w/ Commissioner's Staff Rep	11a Phone meeting w/ Equity and Human Rights Director	10:45a Stadium Expansion Resolution Meeting	3p Meeting w/ Internal Business Services Director	
4p Office of Management and Finance (OMF) Check in with Mayor's Chief of Staff	11:30a Portland Building Renovation Project- Project Planning	2p Meeting w/ Human Resources Director		
4:30p Portland Development Commission (PDC) Strategic Communications & Brand Plan	12p Phone call meeting w/ Commissioner	3p The Strategic Projects and Policy Team (SPPT) Meeting		
	1:30p Meeting w/ Environmental Services Director			
	2:30p Meeting w/ Lois D. Cohen Associates - President			
	3p Office of Management and Finance (OMF) Advisory Committee - Series			

~ May 2017 ~

Mon	Tue	Wed	Thu	Fri
15	16	17	18	19
8a Budget Meeting	7:30a Travel Portland Industry Awards Breakfast	8:30a Directors Meeting	9a Office of Management & Finance (OMF) Labor Management Committee	9a Meeting w/ Revenue & Financial Services Director
8:30a Office of Management & Finance (OMF) Teleworking Pilot Meeting	9a Build Portland Meeting	9:30a Providence Park Expansion	10:30a Portland Building Community Oversight Committee (PBCOC) Meeting	9:30a 3-1-1 Project
9a City-Peregrine Negotiation Meeting 7	10:15a Meeting w/ Business Operations Senior	11a Meeting w/ Human Resources Director	2p Meeting w/ Spectator Facilities & Dev Mgr and Policy Analyst	10a Meeting w/ Commissioner's Chief of Staff
11a Meeting w/ Human Resources Director & Chief Technology Officer	1:15p Meeting w/ Emergency Communications Director	12p New!! OMF SPEAKER SERIES – Informational Meeting – President of the World Affairs Council of Oregon	2:30p All Staff Meeting	11:15a Meet w/ Environmental Services Director
2:30p Community Equity Inclusion Plan (CEIP) Meeting	2p Technology Executive Steering Committee (TESC) Meeting		4p Meeting w/ Internal Business Services Director	12p Office of Management & Finance (OMF) General Information Session
4p Office of Management & Finance (OMF) Check in with Mayor's Chief of Staff	3p Meeting w/ Transportation Director			
22	23	24	25	26
9a Council Agenda Support	8a Meeting w/ Business Operations Sr.	8a Meeting w/ Equity and Human Rights Director	10a Building Security Meeting	9:30a Meeting w/ Internal Business Services Director
10a Path to Leadership Cohort B: Presentation	8:30a Response To Growth Concerns Meeting	8:30a Meeting w/ Mayor and Director's Team	10:45a Meet w/ Facilities Construction Project Manager	10:30a Informational Meeting w/ RIP City
11:30a 1:1 w/ Mayor	9a Leadership Team Meeting	9a 30p Community Equity Inclusion Plan (CEIP) Meeting	1p Meeting w/ Bureau Technology Services (BTS) Directors	Management/T railblazers
1p Information/Innovation meeting w/ Parks & Recreation Director	10a Office of Management & Finance (OMF) funding review budget note	9:30a Office of Management & Finance (OMF) Onboarding Recording	1:30p Executive Team Meeting	11:30a Major City Projects Meeting w/ Commissioner's Chief of Staff
4p Office of Management & Finance (OMF) Check in with Mayor's Chief of Staff	11:30a Portland Building Renovation Project: Project Planning	11a Stadium Expansion Meeting	4p Leadership Team Kickoff Meeting	1p Recruiting Meeting w/ Water Utility Director
4:30p Technology Oversight Committee (TOC) March-December 2017	3p Portland Building Information Session	1:30p Meeting w/ Human Resources Director		3p Offsite Meeting w/ KairosPDX

~ May 2017 ~

Mon	Tue	Wed	Thu	Fri
29	30	31	Notes:	
10a Data Center Project Check In	11:30a Portland Building Renovation Project- Project Planning	8:30a Directors Meeting		
4p Office of Management & Finance (OMF) Check in with Mayor's Chief of Staff	1p Council Agenda Support	9:15a Business Operations Sr. Evaluation		
	1p Meeting w/ Budget Director, City	10a Meeting w/ Business Operations Supervisor w/ Emergency Management		
	2p Bond SAG Meeting #3	11a Human Resources Director Evaluation		
	3p Meeting w/ Neighborhood Involvement Director	12:40p Bike Commute Challenge Event		

~ June 2017 ~

Mon	Tue	Wed	Thu	Fri
			<p>1</p> <p>8:15a – 2p Bureau Directors Meeting</p> <p>4p Meeting w/ Internal Business Services Director</p>	<p>2</p> <p>8:30a Meeting w/ Revenue & Financial Services Director</p> <p>9:15a Informational Meeting w/ Katrina Scotto d Carlo - Co-founder of Supportland and Portland Made</p> <p>10:00a Meeting w/ Commissioner</p> <p>10:30a Meeting w/ Commissioner's Chief of Staff</p> <p>1:15p Meeting w/ Commissioner & Revenue & Financial Service Director</p> <p>2p Case Study Prep Meeting w/ Controller</p>
<p>5</p> <p>8:30a Directors Meeting</p> <p>4p Office of Management and Finance (OMF) Check in with Mayor's Chief of Staff</p>	<p>6</p> <p>8:30a Meeting w/ Business Operations Manager, Sr</p> <p>9a Leadership Team Meeting</p> <p>11:30a Portland Building Renovation Project: Project Planning</p> <p>1:30p Meeting w/ Bureau of Technology Services Director (BTS)</p> <p>2:15p Meeting w/ Human Resources Director</p> <p>3p Meeting w/ Human Resources Director</p>	<p>7</p> <p>8:30a Check in w/ Executive Director</p> <p>9:30a Revenue Bureau All Staff Meeting</p> <p>11a Check in w/ Human Resources Director</p> <p>12p Phone Meeting w/ Mike Golub Portland Timbers President</p> <p>3p The Strategic Projects and Policy Team (SPPT) Meeting</p> <p>4p Tax Supervising & Conservation Comm Hearing</p>	<p>8</p> <p>8:30a Meeting w/ Portland Timbers President</p> <p>10a Business Hour Meetings 2017</p> <p>1:30p Technical Executive Steering Committee (TESC) Prep Meeting</p> <p>2p Meeting w/ Chief Technology Officer & Human Resources Director</p> <p>4p Meeting w/ Internal Business Services Director</p>	<p>9</p> <p>8:30a Meeting w/ Revenue & Financial Services Director</p> <p>9:30a Meeting w/ Revenue & Financial Services Director, Chief Technology Officer, and Revenue Bureau Director</p> <p>10:30a Check-in w/ Director's Executive Assistant</p>

~ June 2017 ~

Mon	Tue	Wed	Thu	Fri
12	13	14	15	16
8:30a Directors Meeting	8a Business Operations Manager, Sr	8:30a Directors Meeting	9a Office of Management and Finance (OMF) Labor Management Committee	10a Meeting w/ Carri Munn Context for Action
10a Data Center Project Check In	8:30a Meeting w/ Equity and Human Rights Director	10a The Strategic Projects and Policy Team (SPPT) Off-Site Prep	10a Meeting w/ Internal Business Services Director	11:30a Meeting w/ Commissioner's Chief of Staff, Bureau of Internal Business
3: Meeting w/ Commissioner	9a Bureau Technology Services (BT S) Leadership Team Meeting	12:30p Meeting w/ Mayor's Chief of Staff	10:30a Portland Building Community Oversight Committee (PBCOC) Meeting	12p Office of Management and Finance (OMF) General Information Session
4p Office of Management and Finance (OMF) Check in with Mayor's Chief of Staff	10:30a Mayor meeting w/ Directors	1:30p Monthly Meeting w/ Transportation Director	1:30p New Employee Welcome Session	1:15p Meeting w/ Revenue & Financial Services Director
	11:30a Portland Building Renovation Project: Project Planning	2p Monthly meeting w/ Housing Director		
	1p Meeting w/ Neighborhood Involvement Director	3p Portland Building Community Oversight Committee (PBCOC) Meeting		
	1:30p Monthly meeting w/ Environmental Services Director	3:45p Check in w/ Commissioner's Staff Rep		
	2:30p Community Equity Inclusion Plan (CEIP) Meeting w/ Mayor and Commissioner's Staff Rep			
	3p Office of Management and Finance (OMF) Advisory Committee - Series			

~ June 2017 ~

Mon	Tue	Wed	Thu	Fri
19	20	21	22	23
8a The Strategic Projects and Policy Team (SPPT) Offsite Strategic Thinking Meeting	8a Meeting w/ Business Operations Manager, Sr.	8:30a Directors Meeting	10a Fair Contracting Forum Meeting	8:30a Meeting w/ Revenue & Financial Services Director
10a Path to Leadership Cohort A: Presentation	8:30a Leadership Team Meeting	9:15a Monthly Meeting w/ City Budget Director	11:15a Meeting w/ Chief	9a Quarterly Meeting w/ City Auditor
10:45a Meeting w/ Commissioner's Chief of Staff & Policy Analyst, Sr.	10a Bureau of Human Resources (BHR) Executive Session w/Mayor and Commissioners	10a Onboarding Video Recording	1p Meeting w/ Bureau of Technology Services	10a Discuss Community Equity Inclusion Plan (CEIP) Meeting
12p Meeting w/ Jim Coonan/Advisor – Peak Audio Group	11:30a Portland Building Renovation Project: Project Planning Meeting	11a Build Portland Work Session Prep Meeting	3p Office of Management and Finance (OMF) Strategic Planning framework - Bus Ops meeting	10:30a Meeting w/ Internal Business Services Director
2:30p Check in with Mayor's Chief of Staff	1p Meeting w/ Human Resources Director	12p Speakers Series – Informational Meeting	4:15p Meeting w/ Human Resources Director & Chief Procurement Officer	11a Meeting w/ Executive Assistant, Director's
	2p Technical Executive Steering Committee (TESC) Meeting	1p Auditor's Office Charter Changes - Implications for Human Resources		2:30p Meeting w/ Commissioner's Staff Rep,
	3p Bureau of Human Resources (BHR) Senior Managers Meeting	1:30p Quarterly Meetings w/ Water Utility Director		3p Meeting w/ Lois D. Cohen Associates/President
	3:30p Meeting w/ Facilities Construction Project Manager	2:15p Informational Meeting w/Amy Bowles w/ Local 17 Organization		
		3:30p City-Peregrine Term Sheet at City Council		

~ June 2017 ~

Mon	Tue	Wed	Thu	Fri
26	27	28	29	30
8:30a Telework Pilot Meeting	8a Business Operations Manager, Sr	Vacation (OUT OF OFFICE)	Vacation (OUT OF OFFICE)	Vacation (OUT OF OFFICE)
10a Data Center Project Check In	9a Check-in w/ Commissioner			
10:45a Informational Meeting w/ Assistant to the Public Health Director, Oregon Health Authority	9:45a Community Equity Inclusion Plan (CEIP) Meeting			
2:30p Performance Evaluation for Chief Technology Office	11a Meeting w/ Laura Imeson			
4p Check in with Mayor's Chief of Staff	12p Portland Building Employee Information Session			
4:30p Technology Oversight Committee (TOC) March-December 2017				