

~ July 2017 ~

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
8a Meeting w/ Human Resources Director	8:30a Meeting w/ Business Operations Manager, Sr	10a Meeting w/ Internal Business Services Director	8:30a Social Media Updating (10a Business Hour Meetings 2017)	8a Meeting w/ Office of Management & Finance, Executive Assistant
10a Data Center Project Check In	11a Meeting w/ Equity and Human Rights Director	10:30a Community Equity Inclusion Plan (CEIP) at council	11:30a Meeting w/ Prosper Portland Executive Director	8:30a Meeting w/ Revenue & Financial Services Director
10:45a Community Equity Inclusion Plan (CEIP) Resolution	11:30a Portland Building Renovation Project: Project Planning	1:30p Meeting w/ Transportation Director	1p Meeting w/ Bureau Technology Services (BTS) Director	9:15a Meeting w/ Water Utility Director
11:30a Meeting with Mayor Wheeler	12:15p Meeting w/ Mayor's Deputy Chief of Staff	2p Meeting w/ Housing Director	1:45p Check ins w/ Interim Development Services Director	10:30a Fair and Moral Claims
2p Proposal Meeting w/ Human Resources Director	1p Spectator Check in	3:30p Office of Management and Finance (OMF) small bureau check-in	2:15p Meeting w/ Office of Management and Finance Sr. Policy Analyst	12:15p Lunch meeting w/ Office of Management and Sr. Finance Policy Analyst
3p Community Equity Inclusion Plan (CEIP) Resolution Meeting w/ Commissioner Eudaly	2p Meeting w/ Emergency Management Director		3p Meeting w/ Internal Business Services Director	
3:30p Community Equity Inclusion Plan (CEIP) Resolution w/ Commissioner Saltzman	3p Office of Management and Finance (OMF) Advisory Committee with workgroup staff		3:30p Gender neutral report follow up	

~ July 2017 ~

Mon	Tue	Wed	Thu	Fri
17	18	19	20	21
8:30a Meeting w/ City Budget Director	8:45a Meeting w/ Business Operations Manager, Sr	8:30a Directors Meeting	9a Office of Management and Finance (OMF) Labor Management Committee	8:45a Meeting w/ Revenue & Financial Services Director
9:15a Coffee w/ Commissioner's Staff Rep	9a Leadership Team Meeting	9:15a Meeting w/ Interim Development Services Director	10a Portland Building Community Oversight Committee (PBCOC) Prep Meeting w/ Facilities Construction Project Manager	9a Meeting w/ Neighborhood Involvement Director
2p Meeting w/ Portland Fire & Rescue Chief Myers & Internal Business Services Director	11:30a Portland Building Renovation Project: Project Planning	12p Office of Management and Finance (OMF) Speaker Series	10:30a 10a Portland Building Community Oversight Committee (PBCOC) Meeting	10a Check-in with Internal Business Services Director
Re: Fire Logistics Relocation-Fire Station	1p Meeting w/ Commissioner	3p Job Shadow Day	1p Meeting w/ Bureau of Technology Services	10:30a Meeting w/ Director for National Association of Minority Contractors
3p Meeting w/ Parks & Recreation Director	2p Technology Executive Steering Committee Meeting (Facilities)	4:15p Meeting with Oregon Community Foundation, New President and CEO	1:30p New Employee Welcome Session	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	3:15p Meeting w/ Classification/Compensation Manager		2:30p Meeting w/ Office of Management & Finance Sr. Policy Analyst	3p Office of Management & Finance, Executive Assistant
			3:15p Rose Quarter (RQ) Development w/ Planner, Chief, Planning & Urban Design	3:30p Meeting w/ Human Resources Director, Assistant

~ July 2017 ~

Mon	Tue	Wed	Thu	Fri
24	25	26	27	28
9:15a Meeting with Mayor and Mayor's Chief of Staff, and Deputy Chief of Staff	8:30a Meeting w/ Sr. Business Operations Manager	8:30a Directors Meeting	8a Meeting w/ Human Resources Director	10a Meeting w/ Political Director w/Service Employees International Union (SEIU)
11a Rose Quarter Area Vision Meeting	9:30a Internal Business Services Director (BIBS) Leadership Team Meeting	10a Portland Building Employee Info Session	8:30a Quarterly Meeting w/ FPDR Director, Bureau of Fire & Police Disab & Retire	Local 49 & Bureau of Human Resources
2:30p Build Portland Prep Meeting	10:45a What Works Cities Certification Review Call	11:15a City Staff RE: 2017 Bloomberg Mayors Challenge	9:15a The 3-1-1 Road Map Report in 2014 (Phone Call)	12p Lunch Meeting w/ Sr. Policy Analyst
3p Meeting w/ Human Resources Director & Human Resources Director, Assistant	11:30a Portland Building Renovation Project: Project Planning	1p Meeting w/ Attorney/Partner - Haglund Kelley LLP	10:30a Meeting regarding - 3-1-1	
	1:30p Meeting w/ Purchasing Manager		11a Office of Management and Finance (OMF) Funding Review - Project Update	
	3p Follow-up – Business Development Services (BDS) Permitting Improvement Process (Commissioner's Chief of Staff		1p Meeting w/ Internal Business Services Director	
	4p MEET: City Staff RE: 2017 Bloomberg Mayors Challenge		1:45p Coffee Meeting w/ Oregon State Treasury	
			2:30p Meeting w/ Policy Analyst, Sr, Office of Management and Finance (OMF)	
			3p Phone call meeting w/ Director of Public Art	
			3:15p 2017-2018 Budget Meeting with Principal Financial Analyst	

~ July 2017 ~

Mon	Tue	Wed	Thu	Fri
31	Notes:			
8a Monthly meeting w/ Environmental Services Director				
9a Leadership Team Meeting 11:30a Office of Management and Finance (OMF) Check in with Mayor's Chief of Staff				
1:15p Meeting w/ Business Operations Supervisor				
2:30p Meeting w/ Mayor Wheeler & Director of Athletics PSU				
3p Quick Discussion Build Portland				
4p Disaster Policy Council Conference Call - Excessive Heat Coordination				

~ August 2017 ~

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
	8:30a Meeting w/ Sr. Business Operations Manager	8:30a Directors Meeting	8a Meeting w/ Revenue & Financial Services Director	9a Policy Analyst Interview
	11a Meeting w/ Facilities Construction Project Manager	9:15a Coffee Meeting w/ Management Analyst w/ Water Bureau	8:30a Meeting w/ Office of Management and Finance, Executive Assistant	10:45a Portland Business Alliance Public Sector Leadership Presentation
	11:30a Portland Building Renovation Project: Project Planning	9:45a Discuss Recruitment w/ Human Resources Coordinator	9a Disaster Policy Council Meeting	1p Meeting w/ Commissioner Saltzman
	1:30p The Strategic Projects and Policy Team (SPPT) Meeting	10:30a Meeting w/ Spectator Facilities & Dev Mgr,	10:30a Meeting w/ Equity and Human Rights Director and City Deputy Attorney	
	2:30p Rose Quarter Process	11a Meeting w/ Human Resources Director	11:30a Bureau Directors Meeting	
	3p Legislative Debrief Office of Management and Finance (OMF) & Office of Government Relations (OGR)	12:15p Lunch Meeting w/ President, Russell Development Company, Inc.	2:30p Meeting w/ Office of Management & Finance (OMF) Sr. Policy Analyst	
		1:30p Meeting w/ Spectator Facilities & Dev Mgr,	4p Meeting w/ Internal Business Services Director	
		2p Meeting w/ Sr. Policy Analyst		
		3p The Strategic Projects and Policy Team (SPPT) Meeting		

~ August 2017 ~

Mon	Tue	Wed	Thu	Fri
7	8	9	10	11
8a Work Session Prep	9a Meeting w/ Sr. Business Operations Manager	8:30a Directors Meeting	9:30a Meeting w/ Mayor Wheeler - Government Accountability Transparency Results (GATR) briefing	9a Meeting w/ Revenue & Financial Services Director
9a Council Agenda Support	9:45a Prep for Rose Quarter Meeting w/ Susan Gibson-Hartnett	9a Solar Eclipse - Employee Messaging	10a Business Hour Meetings 2017	9:30a Kimberly/Tom Meet
10a Data Center Project Check In	11a Monthly meeting w/ Equity and Human Rights Director	10a Meeting w/ City Budget Director	1p Justice Center - New Chief of Police Sworn in	10a Government Accountability Transparency Results (GATR) Session w/ Bureau of Emergency Communications (BOEC) 9-1-1 Services
11a Coffee Meeting w/ Pam Knowles Consulting	11:30a Portland Building Renovation Project: Project Planning	11a Meeting w/ Human Resources Director	2p Stadium Expansion Insurance	11:45a Meeting w/ Sr. Policy Analyst, Office of Management & Finance
4p Office of Management and Finance (OMF) Check in with Mayor's Chief of Staff	3:30p Office of Management and Finance (OMF) Funding Review	12p Office of Management and Finance (OMF) Speaker Series: President of PMI Portland Chapter	2:30p Meeting w/ Sr. Policy Analyst	1:45p Meet w/ Human Resources Coordinator regarding recruitment
		1:30p Meeting w/ Transportation Director	3p 3-1-1 Meeting	
		3:30p Rose Quarter and VMC Discussion		

~ August 2017 ~

Mon	Tue	Wed	Thu	Fri
14	15	16	17	18
8:30a Coffee Meeting w/ Process Designer – CEO/Harmocity	8:30a Meeting w/ Sr. Business Operations Manager	8:30a Directors Meeting	9:30a 10:30a Portland Building Community Oversight Committee (PBCOC) Meeting	
9:30a Meeting w/ City Auditor	9a Office of Management & Finance (OMF) Leadership Team Meeting	4p Housing Project	2p Budget Monitoring Process	
10:30a Meeting w/ Commissioner Fritz	11:30a Portland Building Renovation Project: Project Planning			
11a Office of Management & Finance (OMF) Check in with Mayor's Chief of Staff	1p Discuss Plan for Tom's Role For August 23, 2017 City of Portland Minority Evaluation Program Appreciation Event			
11:30a Meeting with Mayor Wheeler	2p Technology Executive Steering Committee (TESC) Meeting			
1p Check in w/ Commissioner's Chief of Staff	3p Strategic Projects and Policy Team (SPPT) Meeting			
2p Technology Executive Steering Committee (TESC) Prep	4:30p Build Portland Prep Session			
2:30p Strategic Planning Meeting				

~ August 2017 ~

Mon	Tue	Wed	Thu	Fri
21	22	23	24	25
8a Disaster Policy Council Solar Eclipse Check-in	8:30a Meeting w/ Sr. Business Operations Manager	11a Meeting w/ Principal Management Analyst & Sr. Management Analyst	8a Meet w/ Interview Panels	8a Meeting w/ Executive Assistant, Office of Management & Finance
	9:15a Meeting w/ Facilities Construction Project Manager-Landmarks Check-in	12p Office of Management & Finance (OMF) Speaker Series: Chief Financial Officer of Port of Portland	8:30a Meeting w/ Sr. Management Analyst	8:30a Meeting w/ Revenue & Financial Services Director
	10a Strategic Plan Managers Meeting	2:30p Meet w/ City Manager w/ City of Vancouver	9:30a Meeting w/ Commissioner's Chief of Staff	9a Funding Review
	11:30a Portland Building Renovation Project: Project Planning	5:30p August 23, 2017 City of Portland - Minority Evaluator Program Appreciation Event	11a CAMG input on Build Portland	11a Coffee Meeting w/ Vice President w/ LEED Green Associate
	1p Interim Development Services Director, Bureau of Development Services		1p Meeting w/ Bureau of Technology Services Chief Technology Officer & Assistant Chief Technology Officer	11:45a Lunch Meeting w/ Human Resources Assistant Director
	1:30p Coffee Meeting w/ Principal - Path to Victory		1:30p Meeting w/ Human Resources Director	12:30p Meeting w/ Commissioner Eudaly
			2p Meeting w/ Human Resources Coordinator	2p Coffee Meeting w/ President & CEO of Black Parent Initiative
			2:30p Meeting w/ Facilities Construction Project Manager	
			3p Portland Building Appeal at Council	

~ August 2017 ~

Mon	Tue	Wed	Thu	Fri
28	29	30	31	Notes:
9:15a Office of Management and Finance (OMF) Budget Note on Funding Models	8:30a Sr. Business Operations Manager	8a Breakfast Meeting w/ CIO, Meyer Memorial Trust	9:30a Discuss what is needed for the 9/12 Major City Projects Session & Recruitment	
10a Leadership Team Meeting	9:30a Council Work Session Build Portland	8:30a Directors Meeting	10a Portland Building Employee Info Session	
10:45a Tom R/Suk R: Intro meeting	11:30a Portland Building Renovation Project: Project Planning	9:15a Office of Management and Finance (OMF) Budget Note on Funding Models	11a Check-in w/ Principal Management Analyst	
11:30a Meeting w/ Mayor Wheeler	1p PCD Program Update	10a Update on Rose Quarter (RQ)/VMC Options	11:30a Office of Management and Finance (OMF) Budget Note on Funding Models	
2p Prep Work Session for Council Work Build Portland Meeting	1:30p Meeting w/ City Attorney	1p Review The 9/12 Agenda	1p Check in w/ Sr. Business Operations Manager	
3p Jasmine Block & Bud Commons/Union Station Camping	3p Office of Management & Finance (OMF) Advisory Committee (with workgroup staff)	1:30p Meeting w/ Revenue Division	1:30p Bus Ops Division Speaker Sr. Policy Analyst	
3:30p Meeting w Spectator Facilities & Dev Mgr.		2:30p Meeting w/ Internal Business Services Director	3p Office of Management and Finance (OMF) Budget Note on Funding Models	
4:30p Technology Oversight Committee (TOC) March-December 2017		3p Meeting w/ Office of Management and Finance (OMF) Policy Analyst		
		3:30p Briefing on Federal Emergency Management Agency (FEMA/BIOp) Meeting		
		4p Meeting w/ Office of Management and Finance Policy Analyst		

~ September 2017 ~

Mon	Tue	Wed	Thu	Fri
				1 9:30a MEET w/ Commissioner Fish 10:30a Check in w/ Commissioner's Chief of Staff 11a Meeting w/ City Budget Director 11:30a Financial Audit Discussion - CAO and Moss Adams 1p Check-in w/ Office of Management (OMF) Executive Assistant

~ September 2017 ~

Mon	Tue	Wed	Thu	Fri
4	5	6	7	8
Holiday	8a Meeting w/ Human Resources Director	8a Meeting w/ Sr. Business Operations Manager	8:30a Major Projects Work Session Presentation Prep	10:30a OMF Budget Note on Funding Models
Meeting with Mayor's Chief of Staff	8:30a Phone meeting w/ Human Resources Coordinator	8:30a Directors Meeting	9a Prosper Portland Office of Management and Finance (OMF) Bureau of Planning and Sustainability (BPS) Portland Bureau of Transportation (PBOT) re: Rose Quarter	11a Meeting w/ Executive Director – Prosper Portland
	9:30a Rose Quarter (RQ) and Veterans Memorial Coliseum (VMC) Discussion	9:15a Meeting w/ Sr. Policy Analyst	11:30a Bureau Directors Meeting	11:30a Meeting w/ Chiefs of Staff
	1p Monthly meeting w/ Commissioner Eudaly	11a Office of Management and Finance (OMF) Budget Note on Funding Models Meeting w/ Transportation Director	12p 1p Bureau of Technology Services (BTS) Meeting	12p Lunch w/ Sr. Policy Analyst Office of Management & Finance
	2p Meeting w/ Business Operations Supervisor w/ Emergency Management	12p Office of Management and Finance (OMF) Speaker Series: Director of IRCO/Africa House	2:30p Strategic Plan Managers Training	2p Meeting w/ Revenue & Financial Services Director, Office of Management & Finance
	3p Meeting w/ Equity and Human Rights Director & Office of Management & Finance Sr. Policy Analyst Community Re: Community Equity Inclusion Plan (CEIP)/City Budget Office (CBO)	1p Office of Management and Finance (OMF) Budget Note on Funding Models Meeting w/ Bureau of Police	3:30p Learning Management System (LMS)	
	3:45p Coffee Meeting w/ Marion Haynes w/ Portland Business Alliance	1:30p Phone Meeting w/ Spectator Facilities & Dev Mgr.		

~ September 2017 ~

Mon	Tue	Wed	Thu	Fri
11	12	13	14	15
8:30a Meeting w/ Sr. Business Operations Manager	8a Meeting with Triad Consultants	8:30a Directors Meeting	8:30a Fair and Moral Claims	8a Coffee Meeting w/ CEO of Black Parent Initiative
9a Leadership Team Meeting	9:30a Major City Projects	9:30a Next Steps Rose Quarter (RQ)	9a City Budget Director	9:30a Bureau of Revenue and Financial Services (BRFS) Recruitment
10:15a Meeting w/ new Neighborhood Involvement Director - Introduce to Leadership team	11:30a Meet w/ Commissioner Fish	10a Meeting w/ City Budget Office	10a Business Hour Meetings 2017	11a Bureau of Revenue and Financial Services (BRFS) Recruitment
11:30a Meeting w/ Chief of Staff and Mayor Wheeler	1p Meeting w/ Principal Management Analyst	11a Meeting w// Principal Management Analyst	10:30a P&D Directors Meeting	11a Bureau of Revenue and Financial Services (BRFS) Recruitment
1p Meeting w/ Revenue Bureau Director	1:30p Meeting w/ Environmental Services Director	11:15a Council Meeting	1:15p Bureau of Revenue Services (BRFS) Director Interviews	1p Checking w/ Office of Management and Finance Executive Assistant
3:30p Meeting w/ Portland Building Vendor	3p Office of Management & Finance (OMF) Advisory Committee Series	2p Meeting w/ Human Resources Director & Human Resources Director, Assistant		1:30p Meeting w/ Albina Vision Manager
4:00p Meeting w/ Mayor's Chief of Staff		2:30p Meeting w/ Debt Manager		2:15p Meeting re: Keller Auditorium
		3p The Strategic Projects and Policy Team (SPPT) Meeting		

~ September 2017 ~

Mon	Tue	Wed	Thu	Fri
18	19	20	21	22
11:30a Office of Management & Finance (OMF) Sr. Policy Analyst	8:30a Meeting w/ Sr. Business Operations Manager	8:30a Directors Meeting	8a Meeting w/ Office of Management & Finance Executive Assistant	8a Check-in w/ Office of Management (OMF) Executive Assistant
12p Meeting w/ Human Resources Director & Diversity, Outreach & Employee Resources Mgr.	9a Check in /Prep for Keller Meeting	9:30a Coffee Meet w/ Director of Strategic Capital Planning – Department of County Management	8:30a Human Resources Director & Diversity, Outreach & Emp Resources Mgr.	8:30a Revenue & Financial Services Director, Office of Management & Finance
1p Housing bond implementation plan	9:30a Meeting w/ Human Resources Coordinator	10:30a Meeting w/ City Auditor	9a Office of Management & Finance (OMF) Labor Management Committee	1p Discuss Prosper Portland's Draft Long-Term Business Plan
2:30p CAO Case Study	10:30a Office of Management & Finance Check in with Mayor's Chief of Staff	12p Office of Management & Finance (OMF) Speaker Series: Multnomah County Circuit Court, Judge Adrienne Nelson	10:30a Meeting w/ Human Resources Coordinator & Diversity, Outreach & Emp Resources Mgr.	2p Meeting w/ Executive Director w/ Prosper Portland to discuss Rose Quarter (RQ)
3:30p Meeting w/ Internal Business Services Director	11:30a Portland Building Renovation Project: Project Planning	1p Meeting w/ Equity and Human Rights Director	12p Coffee w/ Principal Management Analyst	
4p Meeting w/ City Treasury	12p Keller Auditorium Lunch Meeting	2:30p Re: SEC Information Re: Implementation of the CEO Tax	1p Bureau of Technology Services (BTS) Meeting	
4:30p Meeting w/ Sr. Business Operations Manager	2p Technology Executive Steering Committee Meeting (TESC)	3p Portland Building Vendor – follow up	1:30p New Employee Welcome Session	
	3:30p Monthly Meeting w/ (Commissioner Fritz		2p Meeting w/ Business Operations Manager	
	4:15p Meeting w/ Transportation Director		3p Check in w/ Office of Neighborhood Involvement (ONI)	
			3:30p Follow-up on Rose Quarter (RQ) Meeting	
			4:15p Meeting w/ Principal Management Analyst	
			5p Portland Building (PB) Gathering at Howard S Wright Offices	

~ September 2017 ~

Mon	Tue	Wed	Thu	Fri
25	26	27	28	29
1:30a 1:1 w/ Mayor Wheeler and Mayor's Chief of Staff	8:30a 2nd Annual PCDP Review Committee Meeting	8:30a Directors Meeting	8a Check-in w/ Office of Management (OMF) Executive Assistant	8a Revenue & Financial Services Director, Office of Management & Finance
4:30p Technology Oversight Committee (TOC) March-December 2017	9a Leadership Team Meeting	9:30a Meeting w/ Emergency Management Director	9:30a Fair Contracting Forum	10a Meeting w/ Sr. Policy Analyst
	10:30a Sr. Business Operations Manager	1p Meeting w/ Human Resources Director	10a Meeting w/ Housing Director	12p Lunch w/ Sr. Policy Analyst, Office of Management & Finance
	11:30a Portland Building Renovation Project: Project Planning	3p The Strategic Projects and Policy Team (SPPT) Meeting	11a Meeting w/ City Attorney	
	1p Meeting w/ Interim Development Services Director	6p Oregon Public House -	12p September 28, 2017 Business Diversity Institute Minority Enterprise Development (MED) Week - "We Are Better Together" Event	
	3p Meeting w/ Sr. Administrative Specialist/City Wide Training		1:30p Strategic Plan Workshop	
	3p Meeting w/ Sr. Financial Analyst		4p Meeting w/ Internal Business Services Director	
	4p Meeting w/ FPDR Director, Bureau of Fire & Police Disab & Retire			