

Chief Administrative Officer Calendar 4th Q 2017

October 2017

▲ Mon, Oct 2

- 8:30 AM – 8:45 AM PB Community Oversight Committee
 - 9:00 AM – 9:30 AM Meeting w/ FPDR Director
 - 10:00 AM – 10:30 AM Data Center Project Check In
 - 10:30 AM – 10:45 AM Meeting w/ City Attorney
 - 11:30 AM – 12:15 PM OMF Check in with Mayor's Chief of Staff
 - 1:00 PM – 1:30 PM Check ins w/ BDS Director
 - 1:30 PM – 2:00 PM CEIP Council Prep Discussion
 - 3:30 PM – 4:00 PM Meeting w/ BHR Director
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▲ Tue, Oct 3

- 8:30 AM – 9:00 AM Sr Bus Ops Manager/CAO
- 10:00 AM – 10:15 AM PB Community Oversight Committee Meeting
- 11:30 AM – 12:00 PM Portland Building Renovation Project: Project Planning
- 1:00 PM – 1:30 PM MEET: CAO & Comm Fish
- 1:30 PM – 2:00 PM MEET : Comm Eudaly
- 3:30 PM – 4:00 PM Commissioner Chief of Staff

▲ Wed, Oct 4

- 8:00 AM – 8:30 AM Equity Executive
- 8:30 AM – 9:00 AM Directors Meeting
- 10:00 AM – 11:00 AM Portland Building Information session
- 1:00 PM – 1:30 PM Parks Director/CAO

▲ Thu, Oct 5

- 8:00 AM – 8:15 AM Meeting BHR Bureau Representative
- 10:00 AM – 10:30 AM CAO/ Fire Chief
- 11:30 AM – 1:00 PM Center for Women's Leadership 11th Annual Power Luncheon
- 1:00 PM – 1:30 PM BTS Directors/CAO Meet
- 3:00 PM – 3:15 PM Meeting w/ Spectator Venue Manager
- 3:30 PM – 4:00 PM Policy Manager/CAO Meet
- 4:00 PM – 4:30 PM BIBS Director/CAO Meeting

▲ **Fri, Oct 6**

- 8:30 AM – 9:00 AM CFO/CAO Meet
 - 9:15 AM – 9:30 AM Meeting w/ BHR Director
 - 9:30 AM – 10:00 AM Informational Meeting
 - 10:30 AM – 11:00 AM Check in CAO/Commissioner Chief of Staff
 - 1:00 PM – 1:30 PM Comm Fish Conference on Homelessness
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▲ **Mon, Oct 9**

- 9:30 AM – 9:45 AM PB Community Oversight Committee
- 10:00 AM – 10:30 AM MAYOR WHEELER meeting with CAO
- 10:30 AM – 11:20 AM OMF Check in with Mayor's Chief of Staff
- 2:00 PM – 2:15 PM Facilitites manager
- ▨ 4:00 PM – 4:30 PM Banfield Property Discussion
- 4:30 PM – 5:00 PM Mayor Wheeler and Mayor Chief of Staff

▲ **Tue, Oct 10**

- 9:00 AM – 10:30 AM Leadership Team Meeting
- 10:45 AM – 11:15 AM Dante/CAO R monthly meeting
- 11:30 AM – 12:00 PM Portland Building Renovation Project: Project Planning
- 12:00 PM – 12:15 PM Meeting w/ Portland Building Reconstruction Project Manager
- 2:45 PM – 3:00 PM Meeting w/ Commissioner Chief of Staff
- ▨ 3:00 PM – 4:30 PM OMF Advisory Committee

▲ **Wed, Oct 11**

- 8:30 AM – 9:00 AM Directors Meeting
 - 10:00 AM – 10:30 AM City Budget Director /CAO R monthly meeting
 - 1:30 PM – 2:00 PM PBOT Director
 - 2:30 PM – 3:00 PM Meeting w/ Procurement Program Coordinator
 - 4:00 PM – 4:30 PM Policy Manager/CAO Meet
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▲ **Thu, Oct 12**

- 9:00 AM – 9:45 AM Leadership Portland
- 10:00 AM – 10:30 AM Business Hour Meetings 2017
- 10:30 AM – 12:00 PM P&D Directors Meeting
- 1:00 PM – 1:30 PM BTS Directors/CAO Meet
- 2:00 PM – 2:30 PM Meeting with City Attorney

■ 4:00 PM – 4:30 PM BIBS Director/CAO Meeting

▲ **Fri, Oct 13**

- 8:30 AM – 9:00 AM CFO/CAO Meet
- 1:30 PM – 1:50 PM Check-in w/ Exec Asst
- 2:00 PM – 2:30 PM Check-in w/ CFO
- 3:15 PM – 3:30 PM Meeting w/ City Attorney
- 3:30 PM – 4:00 PM Meeting w/ City Attorney & BHR Director

▲ **Mon, Oct 16**

- 10:00 AM – 10:30 AM Data Center Project Check In
- 11:00 AM – 11:15 AM PB Community Oversight Committee Phone Meeting
- 4:00 PM – 4:50 PM OMF Check in with Mayor's Chief of Staff

▲ **Tue, Oct 17**

- 8:30 AM – 9:00 AM Sr Bus Ops Manager/CAO
- 9:30 AM – 11:30 AM Budget Kickoff and Fall BMP
- 11:30 AM – 12:00 PM Meeting w/ Portland Building Reconstruction Project Manager
- 1:00 PM – 3:00 PM HR 2.02 Training for Managers - Mandatory
- 3:00 PM – 3:30 PM City Budget Director

▲ **Wed, Oct 18**

- 8:30 AM – 9:00 AM Directors Meeting
 - 10:45 AM – 11:15 AM Meeting w/ City Attorney
 - 1:00 PM – 1:30 PM Meeting to Plan the Fair Contracting Forum
 - 1:30 PM – 2:00 PM Comm. Saltzman
 - 2:30 PM – 3:00 PM 2018 Federal Legislative Agenda Meeting: OMF
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▲ **Thu, Oct 19**

- 8:00 AM – 5:00 PM Vacation
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▲ **Fri, Oct 20**

- 8:00 AM – 5:00 PM Vacation
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▲ **Mon, Oct 23**

- 8:00 AM – 8:30 AM Meeting w/ BHR Director
 - 9:00 AM – 10:30 AM Leadership Team Meeting
 - 3:45 PM – 4:00 PM Meeting w/ Comm Chief of Staff
 - 4:00 PM – 4:50 PM OMF Check in with Mayor's Chief of Staff
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▲ **Tue, Oct 24**

- 8:00 AM – 4:00 PM 24th Annual Northwest Public Employees Diversity Conference

▲ **Wed, Oct 25**

- 8:30 AM – 9:00 AM FW: Directors Meeting
 - 9:30 AM – 9:45 AM Campsite Impact Reduction Crew in BIBS
 - 12:30 PM – 1:00 PM Meeting w/ BHR Director
 - 1:15 PM – 4:15 PM CFO Interviews
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▲ **Thu, Oct 26**

- 10:00 AM – 11:30 AM October Fair Contracting Forum Meeting
- 1:00 PM – 1:30 PM BTS Directors/CAO Meet
- 1:30 PM – 2:00 PM BIBS Director/CAO Meeting
- 2:00 PM – 2:15 PM Meeting w/ City Controller
- 2:15 PM – 2:30 PM Meeting w/ Portland Building Reconstruction Project Manager
- 3:30 PM – 4:00 PM Meeting w/ BHR Director & BHR Director

▲ **Fri, Oct 27**

- 8:45 AM – 9:15 AM Personal Meeting
 - 9:30 AM – 10:00 AM Check-in Meeting w/ HR Senior Managers
 - 10:30 AM – 11:30 AM Columbia River Levee
 - 12:00 PM – 1:00 PM Sr Policy Analyst
 - 2:00 PM – 2:20 PM Check-in w/ Exec Asst
 - 2:30 PM – 3:00 PM CFO/CAO Meet
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▲ **Mon, Oct 30**

- 9:15 AM – 9:30 AM Re: Communications w/ Communications manager
- 10:00 AM – 10:30 AM Data Center Project Check In
- 11:00 AM – 11:15 AM Budget Meeting w/ Financial Analyst

- 2:30 PM – 3:00 PM OMF Check in with Mayor's Chief of Staff
- 3:00 PM – 3:30 PM 1:1 CAO/Mayor Wheeler
- 3:45 PM – 4:00 PM Meeting w/Communications Manager
- 4:00 PM – 4:15 PM Meeting w/ City Treasurer

▲ **Tue, Oct 31**

- 8:30 AM – 9:00 AM Sr Bus Ops Manager/CAO
 - 9:30 AM – 11:30 AM Prosper Portland long-Term Business Plan
 - 11:30 AM – 12:00 PM Portland Building Renovation Project: Project Planning
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November 2017

▲ **Wed, Nov 1**

- 8:30 AM – 9:00 AM Directors Meeting
 - 9:45 AM – 10:00 AM Meeting w/ Communications Manager
 - 3:00 PM – 3:30 PM Meeting w/ Portland Building Reconstruction Project Manager
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▲ **Thu, Nov 2**

- 9:00 AM – 9:30 AM Informational Meeting
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
 - 1:15 PM – 1:45 PM BTS Directors/CAO Meet
 - 4:00 PM – 4:30 PM BIBS Director/CAO Meeting
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▲ **Fri, Nov 3**

- 8:00 AM – 8:20 AM Check-in w/ Exec Asst
 - 8:30 AM – 9:00 AM CFO/CAO Meet
 - 10:30 AM – 10:45 AM MEET: CAO , City Attorney & Revenue Director & Comm Fish
 - 11:00 AM – 11:30 AM OMF CAO CFO
 - 11:00 AM – 12:00 PM FW: Chiefs of Staff
 - 2:00 PM – 2:30 PM VMC Ribbon Cutting
 - 3:30 PM – 4:00 PM Informational Meeting
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▲ **Mon, Nov 6**

- 8:30 AM – 9:30 AM OMF Customer Work Group
 - 10:30 AM – 11:00 AM RE: Equity Advisor Meeting
 - 4:00 PM – 4:50 PM OMF Check in with Mayor's Chief of Staff
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▲ **Tue, Nov 7**

- 8:30 AM – 9:00 AM Sr Bus Ops Manager/CAO
 - 9:00 AM – 10:30 AM Leadership Team Meeting
 - 11:30 AM – 12:00 PM Portland Building Renovation Project: Project Planning
 - 1:00 PM – 1:30 PM Comm Eudaly
 - 1:30 PM – 1:50 PM Policy Manager
 - 3:00 PM – 3:30 PM Comm Fritz
 - 3:45 PM – 5:00 PM Chief Administrative Officer/Spectator Venue Manager
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▲ **Wed, Nov 8**

- 8:30 AM – 9:00 AM Directors Meeting
 - 9:15 AM – 9:30 AM BHR Director/CAO Meet
 - 9:30 AM – 9:45 AM City Treasurer/CAO Check in
 - 11:00 AM – 1:00 PM Council Meeting
 - 3:00 PM – 3:15 PM CAO Scheduler/CAO Meet
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▲ **Thu, Nov 9**

- 9:00 AM – 9:30 AM Informational Meeting
 - 9:30 AM – 10:00 AM BIBS Director/CAO Meeting
 - 10:00 AM – 11:00 AM Business Hour Meeting
 - 10:30 AM – 12:00 PM P&D Directors Meeting
 - 12:00 PM – 1:00 PM Portland Building Reconstruction Project Manager/CAO
 - 2:00 PM – 2:30 PM Policy Manager/CAO Meet
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▲ **Fri, Nov 10**

■ All Day Holiday

▲ **Mon, Nov 13**

- 9:00 AM – 9:30 AM City Budget Director /CAO
- 10:00 AM – 10:30 AM Data Center Project Check In
- 11:30 AM – 12:00 PM MAYOR WHEELER meeting with CAO

- 1:00 PM – 2:30 PM Build Portland Advisory Meeting
 - 3:00 PM – 3:30 PM CFO/CAO Meet
 - 4:45 PM – 5:30 PM MAYOR WHEELER meeting with RIP City Management
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▲ **Tue, Nov 14**

- 8:30 AM – 9:00 AM Sr Bus Ops Manager/CAO
 - 9:30 AM – 10:00 AM Informational Meeting
 - 11:00 AM – 11:30 AM Equity Director/CAO R monthly meeting
 - 1:30 PM – 2:00 PM Meeting w/ BES Director
 - ▨ 3:00 PM – 4:30 PM OMF Advisory Committee
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▲ **Wed, Nov 15**

- 8:30 AM – 9:00 AM Directors Meeting
 - 9:30 AM – 9:45 AM City Treasurer/CAO Meet
 - 1:30 PM – 1:45 PM BHR Director/CAO Meet
 - 2:05 PM – 2:35 PM Informational meeting
 - 3:00 PM – 3:30 PM Prosper Portland Director/CAO
 - 6:30 PM – 8:00 PM University of Portland Core Panel
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▲ **Thu, Nov 16**

- 8:30 AM – 9:00 AM Interim CPO/CAO Meeting
 - 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 10:30 AM – 12:00 PM PBCOC Meeting
 - 1:00 PM – 1:30 PM BTS Directors/CAO Meet
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▲ **Fri, Nov 17**

- **Before 7:30 AM Free**
 - 8:00 AM – 8:45 AM Meeting with CAO , Mayor Chief of Staff, Mike Golub (Peregrine Sports)
 - 9:15 AM – 9:30 AM Policy Manager/CAO Meet
 - 12:00 PM – 1:00 PM Meet with Sr Policy Analyst
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▲ **Mon, Nov 20**

- 8:30 AM – 8:45 AM City Treasurer/CAO
- 9:05 AM – 9:20 AM BHR Director/CAO Meet

- 10:00 AM – 10:30 AM BIBS Director/CAO Meeting
 - 11:00 AM – 11:30 AM Check In RE: Accessibility Fund Via Overhead Funding Model
 - 1:00 PM – 1:30 PM Spectator Venue manager
 - 1:30 PM – 2:00 PM Bus Ops Manager CBO Meeting Prep
 - 2:00 PM – 2:30 PM Bus Ops Manager
 - 4:00 PM – 4:50 PM OMF Check in with Mayor's Chief of Staff
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▲ **Tue, Nov 21**

- 8:00 AM – 8:30 AM Sr Bus Ops Manager/CAO
 - 8:30 AM – 9:30 AM Leadership Team Meeting
 - 9:45 AM – 10:15 AM CFO/CAO Meet
 - 11:00 AM – 11:30 AM Portland Building Renovation Project: Project Planning
 - 2:00 PM – 3:00 PM TESC
 - 3:15 PM – 4:00 PM Informational Meeting
 - 3:30 PM – 4:30 PM Mayor Ted Wheeler
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▲ **Wed, Nov 22**

- 9:15 AM – 9:45 AM BTS Directors/CAO Meet
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▲ **Thu, Nov 23**

■ All Day Holiday

▲ **Fri, Nov 24**

■ All Day Holiday

▲ **Mon, Nov 27**

- 9:30 AM – 10:00 AM 1:1 CAO/Mayor Wheeler
 - 10:00 AM – 10:30 AM Data Center Project Check In
 - 10:45 AM – 11:00 AM City Treasurer/CAO Meet
 - 11:15 AM – 11:45 AM Sr. Financial Analyst/CAO-Budget
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▲ **Tue, Nov 28**

- 10:30 AM – 11:30 AM Mayor Wheeler meeting with Vulcan

- ▨ 12:00 PM – 12:45 PM Mayor Wheeler meeting with Amazon
 - 1:00 PM – 2:00 PM Mayor Wheeler meeting with Nordstrom
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▲ **Wed, Nov 29**

- 8:30 AM – 9:00 AM Directors Meeting
 - 9:45 AM – 10:15 AM Informational Meeting /Pacific Power
 - 10:30 AM – 11:00 AM Policy Manager/CAO Meet
 - 12:00 PM – 12:30 PM BHR Director/CAO Meet
 - 12:45 PM – 1:15 PM Enterprise Risk Management Meeting
 - 1:45 PM – 5:00 PM DCAO Interviews
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▲ **Thu, Nov 30**

- 8:00 AM – 9:00 AM OMF General Fund Strategy
 - 9:15 AM – 9:30 AM Informational Call
 - 10:00 AM – 11:00 AM OMF Diversity meeting
 - 11:45 AM – 1:15 PM Interviews
 - 1:30 PM – 2:00 PM BTS Directors/CAO Meet
 - 3:30 PM – 3:45 PM OMF Advisory/BAC Planning
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December 2017

▲ **Fri, Dec 1**

- 8:00 AM – 8:20 AM Check-in w/ Exec Asst
 - 8:30 AM – 9:00 AM BIBS Director/CAO Meeting
 - 9:00 AM – 10:00 AM Portland Building Information Session
 - 10:30 AM – 11:00 AM Check in CAO/Commissioner Chief of Staff
 - 11:00 AM – 11:30 AM OMF CAO, CFO and Comm Saltzman
 - 11:30 AM – 12:00 PM Council Execs Meeting
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▲ **Mon, Dec 4**

- 8:30 AM – 10:00 AM OMF Customer Work Group
- 10:00 AM – 11:00 AM Portland Building Reconstruction Groundbreaking Ceremony
- 1:30 PM – 2:20 PM OMF Check in with Mayor's Chief of Staff
- 2:30 PM – 3:00 PM Strat Plan Content Discussion

■ 3:00 PM – 3:15 PM Scheduler/CAO

▲ **Tue, Dec 5**

- 8:15 AM – 8:45 AM Sr Bus Ops Manager/CAO
- 9:00 AM – 10:30 AM Leadership Team Meeting
- 10:45 AM – 11:15 AM MEET: CAO -COMM FISH
- 11:30 AM – 12:00 PM Portland Building Renovation Project: Project Planning
- 2:15 PM – 2:45 PM CAO/Commissioner Chief of Staff
- 3:00 PM – 3:15 PM Public Arts Panel - Kristin Calhoun

▲ **Wed, Dec 6**

- 8:30 AM – 9:00 AM Directors Meeting
- 10:00 AM – 10:15 AM PBOT Director/CAO
- 1:30 PM – 2:00 PM CAO/Water Bureau Director
- ▨ 3:00 PM – 4:00 PM CAO's Strategic Projects and Policy Team

▲ **Thu, Dec 7**

- 8:00 AM – 2:30 PM Bureau Directors Off-site
 - 3:00 PM – 3:30 PM Policy Manager/CAO
 - 3:30 PM – 4:00 PM Comm Chief of Staff/CAO
 - 4:00 PM – 4:30 PM BIBS Director/CAO
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▲ **Fri, Dec 8**

- 8:00 AM – 8:20 AM Meet with Exec Asst
- 8:30 AM – 9:00 AM CFO/CAO Meet
- 9:30 AM – 9:45 AM BHR Director/CAO Meet
- 10:30 AM – 11:00 AM Deputy CAO/CAO Meeting
- 12:00 PM – 12:15 PM Informational Meeting

▲ **Mon, Dec 11**

- 8:00 AM – 8:30 AM Social Equity in Contracting
 - 9:00 AM – 9:20 AM Path to Leadership new cohort kickoff event
 - 10:45 AM – 11:15 AM Equity Director/CAO meeting
 - 11:30 AM – 12:00 PM Meeting: Bureau of Human Resources Director
 - 2:00 PM – 3:00 PM OMF small bureau check-in
 - 3:00 PM – 3:30 PM OMF Check In (CAO and Mayor Chief of Staff)
 - ▨ 3:00 PM – 3:50 PM Municipal Bonding Work Group Meeting
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▲ **Tue, Dec 12**

- 8:30 AM – 9:00 AM Sr Bus Ops Manager/CAO
 - 11:30 AM – 12:00 PM City Auditor/CAO
 - 1:30 PM – 2:00 PM MAYOR WHEELER meeting with CAO
 - ▨ 3:00 PM – 4:30 PM OMF Advisory Committee
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▲ **Wed, Dec 13**

- 8:30 AM – 9:00 AM Directors Meeting
 - 11:30 AM – 12:00 PM Asst Police Chief/CAO
 - 2:00 PM – 3:30 PM Presenting City of Portland's FY2017 CAFR and Audit to Council
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▲ **Thu, Dec 14**

- 8:15 AM – 8:30 AM City Treasurer/CAO Meet
- 8:45 AM – 9:15 AM BTS Directors/CAO Meet
- 9:15 AM – 9:30 AM BHR Director/CAO Meet
- 10:00 AM – 11:00 AM Business Hour Meetings
- 12:00 PM – 1:00 PM OMF Speaker Series
- 3:00 PM – 3:30 PM Policy Manager/CAO Meet
- 4:00 PM – 4:30 PM BIBS Director/CAO Meeting

▲ **Fri, Dec 15**

- 8:00 AM – 8:20 AM Check-in w/ Exec Asst
 - 8:30 AM – 9:00 AM OMF Update: Policy Team
 - 9:00 AM – 9:30 AM OMF Update: Business Operations
 - ▨ 9:30 AM – 9:40 AM BHR Director & CAO
 - 10:30 AM – 11:00 AM CAO/City Budget Director Meet
 - 1:15 PM – 1:45 PM CFO/CAO Meet
 - 2:00 PM – 2:30 PM CAO/Prosper Portland Director
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▲ **Mon, Dec 18**

- 10:00 AM – 10:30 AM Informational Interview
- 10:30 AM – 11:30 AM Performance Management Report
- 11:30 AM – 12:45 PM Sr Policy Analyst
- 2:30 PM – 4:00 PM Leadership Team Meeting
- 4:00 PM – 4:50 PM OMF Check in with Mayor's Chief of Staff

▲ **Tue, Dec 19**

- 9:00 AM – 9:30 AM Informational Meeting
- 11:30 AM – 11:45 AM Portland Building Team/CAO
- 2:00 PM – 3:00 PM TESC Meeting
- 3:35 PM – 4:00 PM CAO R/ Fire Chief Quarterly Meeting

▲ **Wed, Dec 20**

- 8:00 AM – 9:00 AM FEMA BiOp Mtg
- 9:30 AM – 11:00 AM City Council meeting
- 3:30 PM – 3:45 PM BIBS Director/CAO
- 3:45 PM – 4:00 PM City Treasurer/CAO Meet

Thurs, Dec 21

- 8:00 AM – 9:30 AM Vacation

▲ **Fri, Dec 22**

- All Day Out of office

▲ **Mon, Dec 25**

- All Day Holiday

▲ **Tue, Dec 26**

- All Day Out of office

▲ **Wed, Dec 27**

- All Day Out of office

▲ **Thu, Dec 28**

- All Day Out of office

▲ **Fri, Dec 29**

- All Day Out of office