

- Busy
- Out of Office
- ▨ Tentative
- ▤ Working Elsewhere
- Free
- Outside of Working Hours

## January 2018

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### ▲ Mon, Jan 1

■ All Day Out of office

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### ▲ Tue, Jan 2

- 10:00 AM – 10:30 AM Deputy Chief Administrative Officer/Chief Administrative Officer Meet
  - 11:30 AM – 12:00 PM BES Director/Chief Administrative Officer Next Steps OMF Workgroup
  - 1:30 PM – 2:00 PM OMF Check In with Chief Administrative Officer and Mayor's Chief of Staff
  - 4:00 PM – 4:30 PM Bureau of Transportation Director/Chief Administrative Officer meet
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### ▲ Wed, Jan 3

- 8:30 AM – 9:00 AM Bureau Directors Meeting
  - 9:00 AM – 9:30 AM Director of Parks and Recreation/Chief Administrative Officer Quarterly Meetings
  - 10:30 AM – 12:00 PM 2018 Leadership Meeting
  - 1:00 PM – 1:30 PM Chief Financial Officer/Chief Administrative Officer Meet
  - 1:30 PM – 2:00 PM Director of BIBS/Chief Administrative Officer Weekly Meeting
  - 2:00 PM – 2:30 PM Interim Director of Housing Bureau/Chief Administrative Officer Monthly Meeting
  - 5:00 PM – 6:30 PM Stadium Expansion Internal Team Meeting
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### ▲ Thu, Jan 4

- 9:00 AM – 9:45 AM Mayor's Deputy Chief of Staff/Chief Administrative Officer Meeting
- 10:00 AM – 10:30 AM Human Resources Director/Chief Administrative Officer Weekly Meeting
- 11:00 AM – 11:30 AM Fire Chief/Chief Administrative Officer Monthly Meeting
- 11:30 AM – 1:00 PM Bureau Directors Meeting
- 1:00 PM – 2:00 PM PORTLAND ON-LINE PERMITTING SYSTEM Meeting
- 3:00 PM – 3:15 PM City Risk Manager: Update on Tort Claim

- 3:30 PM – 3:45 PM Facilities Construction Project Manager/Chief Administrative Officer
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▲ **Fri, Jan 5**

- 11:00 AM – 11:30 AM BTS Director/Chief Administrative Officer Weekly Meeting
  - 11:00 AM – 11:30 AM OMF Administrative Supervisor/Chief Administrative Officer Weekly Meeting
  - 12:00 PM – 1:00 PM OMF General Information Session
  - 2:00 PM – 2:30 PM OMF Chief Administrative Officer/OMF Financial Service Director/Chief Financial Officer Meeting
  - 3:00 PM – 4:00 PM OMF Policy Analyst meeting
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▲ **Mon, Jan 8**

- 8:30 AM – 9:30 AM OMF Customer Work Group
  - 11:30 AM – 12:00 PM Mayor check in with Chief Administrative Officer
  - 11:45 AM – 12:15 PM Director of Development Services/Chief Administrative Officer Monthly Meeting
  - 1:30 PM – 2:00 PM Facilities Construction Project Manager/Chief Administrative Officer Weekly Meeting
  - 2:00 PM – 2:30 PM Portland Building Renovation Project: Project Planning
  - 3:00 PM – 3:30 PM Deputy Chief Administrative Officer/Chief Administrative Officer Weekly Meeting
  - 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff
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▲ **Tue, Jan 9**

- 8:15 AM – 8:45 AM Human Resources Director/Chief Administrative Officer Weekly Meeting
  - 8:45 AM – 9:00 AM BIBS Director/ OMF Deputy Chief Administrative Officer/ Chief Administrative Officer Meeting
  - 9:00 AM – 10:30 AM 2018 Leadership Team Meeting
  - 10:30 AM – 11:00 AM Enterprise Risk Mgmt
  - 11:15 AM – 11:45 AM Interim OEHR Director/Chief Administrative Officer Monthly Meeting
  - 12:00 PM – 1:00 PM Fire Chief/Chief Administrative Officer Lunch
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▲ **Wed, Jan 10**

- 8:30 AM – 9:00 AM Directors Meeting
- 9:30 AM – 10:00 AM Chief Financial Officer/Chief Administrative Officer Weekly Meeting
- 10:30 AM – 11:30 AM OMF/Travel Portland Meeting

■ 2:30 PM – 3:00 PM Facilities Services Manager Meeting

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▲ **Thu, Jan 11**

■ 8:30 AM – 9:00 AM Intro Meeting: Maulin – Chief Administrative Officer

■ 10:30 AM – 12:00 PM Planning & Development Directors meeting

■ 12:00 PM – 1:00 PM OMF Speaker Series - Harry Auerbach

■ 1:00 PM – 1:30 PM Portland On-line Permitting System Program Status

■ 1:30 PM – 2:00 PM New Employee Meeting

■ 3:00 PM – 4:00 PM Meeting with Chief Administrative Officer, Mayor's Deputy Chief of Staff, Mayor's Chief of Staff

■ 4:00 PM – 4:30 PM Director of BIBS/Chief Administrative Officer Weekly Meeting

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▲ **Fri, Jan 12**

■ 9:00 AM – 9:30 AM BTS Director/Chief Administrative Officer Weekly Meeting

■ 11:00 AM – 11:30 AM OMF Administrative Supervisor/Chief Administrative Officer Weekly Meeting

■ 2:00 PM – 2:05 PM Fire Chief/Chief Administrative Officer

■ 3:00 PM – 3:15 PM PDC Director

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▲ **Mon, Jan 15**

■ 8:30 AM – 10:30 AM January 15, 2018 Skanner Foundation 32nd Martin Luther King Jr Annual Breakfast

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▲ **Tue, Jan 16**

■ 8:15 AM – 8:45 AM Human Resources Director/Chief Administrative Officer Weekly Meeting

■ 1:00 PM – 1:30 PM Facilities Construction Project Manager/Chief Administrative Officer Weekly Meeting

■ 2:00 PM – 3:00 PM TESC Meeting

■ 3:15 PM – 3:45 PM Deputy Chief Administrative Officer/Chief Administrative Officer Weekly Meeting

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▲ **Wed, Jan 17**

■ 8:30 AM – 9:00 AM Directors Meeting

■ 9:30 AM – 10:00 AM Chief Financial Officer/Chief Administrative Officer Weekly Meeting

- 11:30 AM – 12:00 PM Meeting with OMF Policy Analyst, Mayor’s Chief of Staff, Chief Administrative Officer, and City Budget Director
  - 12:00 PM – 1:00 PM OMF Policy Analyst
  - 1:30 PM – 2:00 PM Director of BIBS/Chief Administrative Officer Weekly Meeting
  - 3:00 PM – 3:30 PM Chief Administrative Officer/Deputy Chief Administrative Officer
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▲ **Thu, Jan 18**

- 7:45 AM – 9:15 AM 2018 Portland Legislative Delegation Breakfast
  - 8:30 AM – 8:45 AM City Attorney/ Chief Administrative Officer Meeting
  - ▨ 9:00 AM – 10:00 AM OMF Labor Management Committee - series
  - 10:00 AM – 10:30 AM Check-In: Chief Administrative Officer/Deputy Chief Administrative Officer/Jane Ames
  - 12:00 PM Leave for Large Cities Forum-Fort Worth, TX
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▲ **Fri, Jan 19**

- All Day Large Cities Forum-Fort Worth, TX
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▲ **Sat, Jan 20**

- All Day Large Cities Forum-Fort Worth, TX
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▲ **Sun, Jan 21**

- All Day Large Cities Forum-Fort Worth, TX
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▲ **Mon, Jan 22**

- 9:00 AM – 10:00 AM Swearing In: Chief Outlaw
  - 1:00 PM – 2:00 PM Build Portland: next steps on criteria
  - 4:30 PM – 6:30 PM Technology Oversight Committee
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▲ **Tue, Jan 23**

- 9:00 AM – 10:30 AM 2018 Leadership Team Meeting
  - 10:30 AM – 11:00 AM Update: Paper Less and Later Pilot
  - 1:15 PM – 1:45 PM Facilities Construction Project Manager/Chief Administrative Officer Weekly Meeting
  - 2:00 PM – 2:30 PM Commissioner Fritz/Chief Administrative Officer Meeting
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▲ **Wed, Jan 24**

- 8:30 AM – 9:00 AM Directors Meeting
  - 9:30 AM – 10:00 AM Chief Financial Officer/Chief Administrative Officer Weekly Meeting
  - 10:30 AM – 11:00 AM Meyer Memorial Trust's Affordable housing REIT
  - 2:00 PM – 2:30 PM Deputy Chief Administrative Officer /Chief Administrative Officer Weekly Meeting
  - 3:00 PM – 3:30 PM Informal meeting: Hayli Hay, Director of Client Services, Metal Toad /Chief Administrative Officer
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▲ **Thu, Jan 25**

- 9:00 AM – 9:45 AM ERM Team
  - 11:00 AM – 11:30 AM BIBS Director's Executive Assistant/Chief Administrative Officer meet
  - 12:00 PM – 1:00 PM OMF Speaker Series, Julie Fitzgerald
  - 1:00 PM – 2:00 PM Executive Equity Committee Quarterly Meeting
  - 2:30 PM – 3:00 PM VF IGA Update and Meeting Prep
  - 3:00 PM – 3:30 PM Chief Administrative Officer and Michael Walters, Councilor, Edmonton, Canada: Phone Call
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▲ **Fri, Jan 26**

- 8:00 AM – 8:30 AM Director of BIBS/Chief Administrative Officer Weekly Meeting
  - 9:00 AM – 9:30 AM BTS Director/Chief Administrative Officer Weekly Meeting
  - 10:30 AM – 11:00 AM Chief Administrative Officer & Chief Financial Officer Meeting
  - 11:15 AM – 11:45 AM OMF Administrative Supervisor/Chief Administrative Officer Weekly Meeting
  - 12:45 PM – 1:00 PM VF IGA Briefing
  - 2:45 PM – 3:00 PM Chief Administrative Officer/Deputy Chief Administrative Officer
  - 3:30 PM – 4:00 PM Monthly Meeting with Commissioner Eudaly/ Chief Administrative Officer
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▲ **Mon, Jan 29**

- 9:00 AM – 9:20 AM MAYOR meeting regarding Levee Ready Columbia
  - 10:00 AM – 3:00 PM 2018 Portland Building Kickoff
  - 3:15 PM – 3:45 PM Deputy Chief Administrative Officer /Chief Administrative Officer Weekly Meeting
  - 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff
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▲ **Tue, Jan 30**

- 7:30 AM – 8:30 AM Meet with OMF Policy Analyst
  - 9:30 AM – 11:30 AM Prosper Portland Financial Sustainability Plan
  - 1:00 PM – 1:30 PM Sr. Business Ops Manager/Chief Administrative Officer
  - 1:45 PM – 1:50 PM Informational interview
  - 2:00 PM – 3:00 PM Meeting with PPS Re: Facilities
  - 3:30 PM – 5:00 PM Ben Walters Retirement Celebration
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▲ **Wed, Jan 31**

- 8:30 AM – 9:00 AM Directors Meeting
  - 9:00 AM – 9:30 AM CEIP/CBA implementation
  - 9:30 AM – 10:00 AM Chief Financial Officer/Chief Administrative Officer Weekly Meeting
  - 11:30 AM – 12:00 PM Water Bureau Director/Chief Administrative Officer Monthly Meeting
  - 2:00 PM – 2:30 PM Police Chief/Chief Administrative Officer Monthly Meeting
  - 2:30 PM – 3:00 PM Chief Administrative Officer/ HR Director Meeting
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**February 2018**

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▲ **Thu, Feb 1**

- 11:15 AM – 11:25 AM Mayor's Senior Staff Rep
  - 11:30 AM – 1:00 PM Bureau Directors Meeting
  - 2:00 PM – 2:30 PM Chief Administrative Officer/Government Relations Director Quarterly Meeting
  - 2:30 PM – 4:30 PM Communications Manager Send-Off
  - 4:30 PM – 4:45 PM Call with Scott Showalter, President & CEO, Oregon Symphony
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▲ **Fri, Feb 2**

- 8:30 AM – 9:00 AM CAO/DCAO meeting
  - 9:00 AM – 9:30 AM BTS Director/Chief Administrative Officer Weekly Meeting
  - 10:00 AM – 11:00 AM PORTLAND ON-LINE PERMITTING SYSTEM Strategies for CSDC Contract Presentations
  - 1:00 PM – 1:30 PM MEET: OMF / CBO / PBOT / PP&R Directors RE: Build Portland Project List
  - 4:00 PM – 4:30 PM FW: 4:00 p.m. | Check in on Homelessness Bill
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▲ **Mon, Feb 5**

- 8:30 AM – 10:00 AM OMF Customer Work Group
  - 10:30 AM – 11:00 AM Portland On-line Permitting System Program Status
  - 11:30 AM – 12:00 PM Director of BIBS/Chief Administrative Officer Weekly Meeting
  - 2:00 PM – 2:30 PM Portland Building Renovation Project: Project Planning
  - 2:30 PM – 3:00 PM Deputy Chief Administrative Officer/Chief Administrative Officer Weekly Meeting
  - 3:00 PM – 3:30 PM Portland Building meeting
  - 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff
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▲ **Tue, Feb 6**

- 9:00 AM – 10:30 AM 2018 Leadership Team Meeting
  - 10:30 AM – 10:45 AM Human Resources Director/Chief Administrative Officer Weekly Meeting
  - 1:00 PM – 1:30 PM Commissioner Fritz/Chief Administrative Officer Monthly Meeting
  - 2:00 PM – 2:30 PM Personal Meeting
  - 3:00 PM – 4:00 PM MEET: CBA Implementation
  - 4:30 PM – 4:45 PM Mayor meeting with Commissioner Fish and Chief Administrative Officer
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▲ **Wed, Feb 7**

- 8:30 AM – 9:00 AM Directors Meeting
  - 9:30 AM – 10:00 AM Chief Financial Officer/Chief Administrative Officer Weekly Meeting
  - 10:30 AM – 12:00 PM Council CSDC Contract
  - 12:00 PM – 12:15 PM Meet with City Attorney
  - 2:00 PM – 2:30 PM Interim Director of Housing Bureau/Chief Administrative Officer Monthly Meeting
  - 3:30 PM – 4:00 PM Chief Administrative Officer/Director of Neighborhood Involvement quarterly meeting
  - 4:10 PM – 4:40 PM Director of Planning & Sustainability/Chief Administrative Officer Monthly Meeting
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▲ **Thu, Feb 8**

- 10:00 AM – 10:15 AM Director of BIBS/Chief Administrative Officer Meeting
- 2:30 PM – 3:00 PM Coffee meeting – Safety & Training Sr. Management Analyst/Chief Administrative Officer
- 3:15 PM – 3:45 PM Mayor check in with Chief Administrative Officer

- 4:00 PM – 4:30 PM Facilities Construction Project Manager/Chief Administrative Officer Weekly Meeting
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#### ▲ Fri, Feb 9

- 9:00 AM – 9:30 AM BTS Director/Chief Administrative Officer Weekly Meeting
  - 11:00 AM – 11:30 AM OMF Administrative Supervisor/Chief Administrative Officer Weekly Meeting
  - 12:00 PM – 1:00 PM Meet with OMF Policy Analyst
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#### ▲ Mon, Feb 12

- 11:00 AM – 11:30 AM Meeting with Prosper Portland Staff re: Union Station
  - 3:00 PM – 3:30 PM Deputy Chief Administrative Officer/Chief Administrative Officer Weekly Meeting
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#### ▲ Tue, Feb 13

- 8:30 AM – 10:00 AM Build Portland Advisory Meeting
  - 11:00 AM – 12:00 PM Employment Litigation
  - 2:30 PM – 2:45 PM meeting with Commissioner Fritz and Chief Administrative Officer
  - 3:30 PM – 4:00 PM Interim OEHR Director/Chief Administrative Officer Monthly Meeting
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#### ▲ Wed, Feb 14

- 8:30 AM – 9:00 AM Directors Meeting
  - 9:30 AM – 10:00 AM Chief Financial Officer/Chief Administrative Officer Weekly Meeting
  - 10:00 AM – 10:30 AM Talk at 311 Meeting
  - 10:00 AM – 12:00 PM Kickoff: 311 Customer Svc & Public Engagement Workgroup
  - 1:30 PM – 2:00 PM PF&R Director/Chief Administrative Officer Quarterly Meeting
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#### ▲ Thu, Feb 15

- 9:00 AM – 10:00 AM OMF Labor Management Committee - series
- 10:15 AM – 10:30 AM Telephone call PDC Director/ Chief Administrative Officer.
- 11:50 AM – 12:00 PM Chief Administrative Officer/Mayor's Deputy Chief of Staff
- 1:30 PM – 2:00 PM Coffee Chief Administrative Officer/Mayor Staff



- 3:00 PM – 3:15 PM Director of BIBS/Chief Administrative Officer Weekly Meeting
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▲ **Fri, Feb 16**

- 8:30 AM – 9:00 AM Human Resources Director/Chief Administrative Officer Weekly Meeting
  - 9:00 AM – 9:30 AM BTS Director/Chief Administrative Officer Weekly Meeting
  - 10:00 AM – 11:00 AM Asset Management Project Approach
  - 11:30 AM – 12:00 PM Class Comp Study - Next Steps
  - 1:30 PM – 2:00 PM Informational Interview
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▲ **Sun, Feb 18**

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▲ **Mon, Feb 19**

- All Day President's day
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▲ **Tue, Feb 20**

- 9:15 AM – 9:30 AM Build Portland
  - 10:30 AM – 11:00 AM Deputy Chief Administrative Officer /Chief Administrative Officer Weekly Meeting
  - 11:15 AM – 12:00 PM MAYOR meeting with Commissioner Saltzman and Chief Administrative Officer
  - 12:00 PM – 12:15 PM Disaster Policy Council - Feb Severe Weather
  - 1:00 PM – 1:30 PM Facilities Construction Project Manager/Chief Administrative Officer Weekly Meeting
  - 2:00 PM – 2:30 PM Portland On-line Permitting System Program Status
  - 9:00 PM – 9:15 PM Disaster Policy Council
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▲ **Wed, Feb 21**

- 8:30 AM – 9:00 AM Directors Meeting
  - 9:00 AM – 9:30 AM Weekly Check in with Mayor's Chief of Staff
  - 9:30 AM – 10:00 AM Chief Financial Officer/Chief Administrative Officer Weekly Meeting
  - 11:30 AM – 12:00 PM Budget Presentations
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▲ **Thu, Feb 22**

- 11:00 AM – 11:30 AM Professional & Technical Employees (PTE) Local 17 Meeting

■	12:00 PM – 12:30 PM	Director of BIBS/Chief Administrative Officer Weekly Meeting
■	2:30 PM – 3:00 PM	OMF Administrative Supervisor/Chief Administrative Officer Weekly Meeting
▨	5:30 PM – 8:30 PM	FW: February 22, 2018 NAMC National Midwinter Conference "Building Bridges" Reception & Construction Industry

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#### ▲ Fri, Feb 23

■	7:00 AM – 8:30 AM	February 23, 2018 OAME Coffee & Issues
■	10:00 AM – 10:15 AM	OEHR Program Manager/Chief Administrative Officer
■	11:00 AM – 11:30 AM	OMF Leaders Meeting Prep
■	11:30 AM – 12:00 PM	Space Options for PBOT
■	3:15 PM – 3:45 PM	Monthly Meeting, Chief Administrative Officer Chief Administrative Officer
■	3:45 PM – 4:00 PM	Mayor meeting with Chief Administrative Officer and Commissioner Udaley

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#### ▲ Mon, Feb 26

■	8:00 AM – 8:30 AM	Chief Administrative Officer/Chief Financial Officer/Revenue Division Manager meeting
■	9:30 AM – 10:30 AM	Portland Building information session
■	11:45 AM – 12:15 PM	Mayor Check-in with Chief Administrative Officer
■	1:30 PM – 2:00 PM	Facilities Construction Project Manager/Chief Administrative Officer Weekly Meeting
■	2:00 PM – 2:30 PM	Portland Building Renovation Project: Project Planning
■	2:30 PM – 3:00 PM	Greater Rose Quarter Coordination (GRQC)
■	3:00 PM – 4:00 PM	Portland Building Tour
■	4:00 PM – 4:30 PM	Weekly Check in with Mayor's Chief of Staff
■	4:30 PM – 6:30 PM	Technology Oversight Committee

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#### ▲ Tue, Feb 27

■	9:00 AM – 9:30 AM	CEIP/CBA implementation
■	10:30 AM – 11:00 AM	PWB MT Meeting/OMF Strategic Plan
■	12:00 PM – 12:45 PM	ERM Team
■	1:00 PM – 2:00 PM	OMF Leaders Meeting
■	2:00 PM – 2:30 PM	Deputy Chief Administrative Officer/Chief Administrative Officer Weekly Meeting
■	3:30 PM – 4:00 PM	PBEM Director/Chief Administrative Officer Quarterly Meetings
■	4:00 PM – 4:30 PM	Emergency Communications Operations Manager/Chief Administrative Officer Quarterly meeting

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▲ **Wed, Feb 28**

- 8:30 AM – 9:00 AM Directors Meeting
  - 9:30 AM – 10:00 AM ERM and Strategic Plan follow up
  - 10:30 AM – 11:00 AM City Auditor/Chief Administrative Officer Quarterly Meeting
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**March 2018**

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▲ **Thu, Mar 1**

- 9:00 AM – 10:00 AM MMT / Gerding Edlen Housing REIT with Chief Administrative Officer and Chief Financial Officer and PHB staff
  - 11:30 AM – 1:00 PM Bureau Directors Meeting
  - 1:00 PM – 1:30 PM PHB Housing Director/Chief Administrative Officer/PDC Director chat
  - 1:30 PM – 1:40 PM Commissioner Fish
  - 1:40 PM – 2:00 PM Commissioner Saltzman/Chief Administrative Officer/Chief Financial Officer re: Check-In
  - 2:00 PM – 2:30 PM Director of BIBS/Chief Administrative Officer Weekly Meeting
  - 3:00 PM – 3:30 PM Meeting Re: Zidell Plan
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▲ **Fri, Mar 2**

- 9:00 AM – 9:30 AM BTS Director/Chief Administrative Officer Weekly Meeting
  - 9:30 AM – 10:00 AM PWB/OMF Governance
  - 10:30 AM – 11:00 AM Chief Financial Officer/Chief Administrative Officer Weekly Meeting
  - 11:00 AM – 11:30 AM Governance issue- Chief Financial Officer/ Sr. Deputy City Attorney/Chief Administrative Officer
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▲ **Mon, Mar 5**

- 8:30 AM – 10:00 AM OMF Customer Work Group
  - 10:30 AM – 11:20 AM GATR session follow-up: 9-1-1 Emergency Response
  - 11:30 AM – 12:00 PM Facilities Construction Project Manager/Chief Administrative Officer Weekly Meeting
  - 12:00 PM – 12:30 PM Deputy Chief Administrative Officer/Chief Administrative Officer Weekly Meeting
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▲ **Tue, Mar 6**

- 8:15 AM – 8:45 AM Human Resources Director/Chief Administrative Officer Weekly Meeting
  - 9:00 AM – 9:30 AM 2018 Leadership Team Meeting
  - 9:30 AM – 10:00 AM Water Bureau Strategic Plan
  - 11:15 AM – 11:30 AM Informational Interview
  - 11:30 AM – 12:00 PM BES Director/Chief Administrative Officer Monthly Meeting
  - 3:00 PM – 3:30 PM Weekly Check in with Mayor's Chief of Staff
  - 4:00 PM – 4:30 PM Bureau of Transportation Director/Chief Administrative Officer Monthly Meeting
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▲ **Wed, Mar 7**

- 8:30 AM – 9:00 AM Directors Meeting
  - 9:00 AM – 9:30 AM Chief Financial Officer/Chief Administrative Officer Weekly Meeting
  - 10:00 AM – 10:30 AM Fire Chief/Chief Administrative Officer Monthly Meeting
  - 11:30 AM – 12:00 PM Brainstorm Budget Ideas – Budget Director, Deputy Chief Administrative Officer/ Principal Financial Analyst
  - 2:00 PM – 2:30 PM Interim Director of Housing Bureau/Chief Administrative Officer Monthly Meeting
  - 3:30 PM – 4:30 PM Mayor's Deputy Chief of Staff
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▲ **Thu, Mar 8**

- ▨ 10:00 AM – 10:30 AM Mayor check in with Chief Administrative Officer
  - ▨ 10:30 AM – 12:00 PM P&D Directors Meeting
  - 12:00 PM – 1:00 PM OMF Speaker Series: Sadafumi Uchiyama
  - 1:00 PM – 1:30 PM Portland Building Bureau Director Check-in
  - 2:00 PM – 2:30 PM BTS Director/Chief Administrative Officer Weekly Meeting
  - 3:00 PM – 3:20 PM PBOT Leadership Team: OMF Strategic Plan presentation
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▲ **Fri, Mar 9**

- 11:30 AM – 12:00 PM Commissioner Fritz/Chief Administrative Officer monthly meeting
- 1:30 PM – 1:45 PM Administrative Supervisor/ Business Ops Manager – Executive Assistant discussion
- 1:45 PM – 2:15 PM Administrative Supervisor Meeting
- 2:30 PM – 3:00 PM Police Chief/Chief Administrative Officer Monthly Meeting

- 3:00 PM – 3:30 PM Director of BIBS/Chief Administrative Officer Weekly Meeting
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▲ **Mon, Mar 12**

- 8:30 AM – 9:00 AM Chief Administrative Officer/ Chief Technology Officer
  - 9:00 AM – 9:20 AM Parks: OMF Strategic Plan
  - 10:35 AM – 10:50 AM Interview with Executive Assistant Candidates
  - 11:00 AM – 12:00 PM OMF Budget Presentation Dry Run
  - 1:00 PM – 2:15 PM Interview with Executive Assistant Candidates
  - 2:00 PM – 2:30 PM Portland Building Renovation Project: Project Planning
  - 3:00 PM – 3:30 PM Deputy Chief Administrative Officer/Chief Administrative Officer Weekly Meeting
  - 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff
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▲ **Tue, Mar 13**

- 8:15 AM – 8:45 AM Human Resources Director/Chief Administrative Officer Weekly Meeting
  - 10:00 AM – 10:30 AM BES LT: OMF Strategic Plan presentation
  - 1:00 PM – 1:15 PM Chief Administrative Officer/Director of BIBS quick meeting
  - 2:00 PM – 3:00 PM Advisory Committee Prep
  - ▨ 3:00 PM – 4:30 PM OMF Advisory Committee - series
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▲ **Wed, Mar 14**

- 9:30 AM – 10:00 AM Chief Financial Officer/Chief Administrative Officer Weekly Meeting
  - ▨ 10:00 AM – 12:00 PM Facilities Task Force
  - 3:30 PM – 4:00 PM BTS Director/Chief Administrative Officer Weekly Meeting
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▲ **Thu, Mar 15**

- 9:30 AM – 12:30 PM OMF Budget Work Session
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▲ **Fri, Mar 16**

- All Day Out of Office
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▲ **Mon, Mar 19**

- 8:00 AM – 8:30 AM Mayor meeting with Jay Zidell/ Chief Administrative Officer

- 8:30 AM – 9:00 AM Director of Prosper Portland/ Chief Administrative Officer
  - 9:00 AM – 9:30 AM MAYOR check-in with Chief Administrative Officer
  - 10:00 AM – 10:30 AM Deputy Chief Administrative Officer /Chief Administrative Officer Weekly Meeting
  - 11:00 AM – 2:00 PM Budget Work Session
  - 2:30 PM – 3:00 PM Facilities Construction Project Manager/Chief Administrative Officer Weekly Meeting
  - 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff
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#### ▲ Tue, Mar 20

- 8:30 AM – 9:00 AM Directors Meeting
  - 9:30 AM – 1:00 PM Budget Work Session
  - 1:00 PM – 1:30 PM Human Resources Director/Chief Administrative Officer Weekly Meeting
  - 2:00 PM – 3:00 PM TESC Meeting
  - 3:00 PM – 4:30 PM 2018 Leadership Team Meeting
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#### ▲ Wed, Mar 21

- 8:30 AM – 9:00 AM Deputy Chief Administrative Officer/ Business Ops Manager/ Chief Administrative Officer
  - 9:30 AM – 10:00 AM Chief Financial Officer/Chief Administrative Officer Weekly Meeting
  - 10:45 AM – 11:00 AM Chief Administrative Officer/Commissioner Fritz's Chief of Staff meet
  - 12:00 PM – 1:00 PM BES/PWB Check in (Chief Administrative Officer's portion)
  - 4:00 PM – 5:00 PM Organizational Assessment Workshop
  - 5:30 PM – 8:30 PM Broadway Corridor Presentation
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#### ▲ Thu, Mar 22

- 10:00 AM – 10:30 AM Present at BHR All Staff
  - 11:00 AM – 12:00 PM OMF Labor Management Committee - series
  - 1:00 PM – 2:00 PM Mayor's Senior Staff Rep/ Chief Administrative Officer Discussion
  - 2:30 PM – 2:50 PM PHB: Strategic Plan
  - 3:00 PM – 3:15 PM Case Study: Chief Administrative Officer's Portion
  - ▨ 3:00 PM – 4:00 PM Case Study: Space Planning #1
  - 3:30 PM – 4:00 PM Director of BIBS/Chief Administrative Officer Weekly Meeting
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▲ **Fri, Mar 23**

- 8:00 AM – 8:30 AM BIBS\BHR\OMF Meeting
  - 9:00 AM – 10:00 AM Portland Harbor Superfund
  - 10:30 AM – 12:00 PM Rescheduled PBCOC Meeting
  - 1:15 PM – 1:45 PM Tony Jones, Executive Director, MCIP -Portland/Chief Administrative Officer meeting
  - 3:15 PM – 3:45 PM Monthly Meeting, Chief Administrative Officer Chief Administrative Officer
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▲ **Mon, Mar 26**

- 8:15 AM – 8:45 AM Meeting Administrative Supervisor/Chief Administrative Officer
  - 9:00 AM – 9:15 AM Introduction meeting: Chief Administrative Officer Chief Administrative Officer/PP&R Aquatics Program Recreation Leader
  - 9:30 AM – 10:00 AM BIBS Division Managers
  - 10:00 AM – 11:30 AM Strategic Plan video filming
  - 11:30 AM – 12:00 PM Deputy Chief Administrative Officer/ Chief Administrative Officer
  - 1:00 PM – 1:30 PM New Employee Meet and Greet
  - 2:30 PM – 3:00 PM BTS Director/Chief Administrative Officer Weekly Meeting
  - 3:00 PM – 3:30 PM Deputy Chief Administrative Officer /Chief Administrative Officer Weekly Meeting
  - 3:45 PM – 4:00 PM Deputy City Attorney/Chief Administrative Officer Chat
  - 4:15 PM – 4:45 PM Mayor Staff Meeting
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▲ **Tue, Mar 27**

- 8:00 AM – 8:30 AM Human Resources Director/Chief Administrative Officer Weekly Meeting
  - 8:30 AM – 9:00 AM PHONE: Chief Administrative Officer/ Karin Kolodziejki of MetaSkills RE: 360 Assessment for Bureau of Transportation Director
  - 9:30 AM – 1:00 PM Budget Work Session
  - 1:00 PM – 2:00 PM BRFS Strategic Plan Discussion w/Chief Administrative Officer and Deputy Chief Administrative Officer
  - 2:00 PM – 3:00 PM HOLD: Final Round SPM Interviews
  - 3:30 PM – 4:00 PM Interim OEHR Director/Chief Administrative Officer Monthly Meeting
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▲ **Wed, Mar 28**

- 8:00 AM – 8:30 AM BIBS Division Manager Meeting
- 8:30 AM – 9:00 AM Directors Meeting

- 9:45 AM – 10:45 AM Build Portland Time Certain
  - 11:30 AM – 1:30 PM Daily Commerce of Journal "2018 Newsmakers Event" -  
The City of Portland "We Are Better Together"  
Outreach Team - Guests
  - 1:20 PM – 1:45 PM Chief of Staff/CAO meeting
  - 3:00 PM – 4:00 PM Budget Scenarios
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▲ **Thu, Mar 29**

■ All Day Out of Office

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▲ **Fri, Mar 30**

■ All Day Out of Office

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