

# June 4, 2018 - June 10, 2018

June 2018							July 2018						
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## Monday, June 4

- OEO Submittal due to CBO -
- Review weekly calendar
- 8:00am - 12:00pm Adopted Docs! Barn Raising! Make It Happen! We Can Do It! -
- 1:00pm - 2:00pm Review Livability GATR session materials (Columbia Square, Rm 503, Floor 5, 19-23 ppl) -
- 3:00pm - 4:00pm CBO Staff Meeting (Columbia Square, Rm 503, Floor 5, 19-23 ppl) -

## Tuesday, June 5

- OEO tech checks -
- 8:00am - 12:00pm Adopted Docs! Barn Raising! Make It Happen! We Can Do It! -
- 1:00pm - 2:00pm CBO/PPB/Mayor's Office Monthly Budget Review Meeting (Chief's Outer Conference Room) -
- 2:00pm - 3:00pm What Works Cities - Review Final Report with CBO mgmt (Columbia Square, Rm 518, Floor 5, 10-12 ppl) -

## Wednesday, June 6

- OEO recs in Text Box 2 -
- 9:00am - 9:20am FW: TW attending GATR prep (Seraphie) (Mayor's Conference Room) -
- 10:00am - 11:00am What Works Cities Final Report (Council Chambers) -
- 10:00am - 11:00am Hold for City Council Time Certain: What Works Cities Final Report (Council Chambers) -
- 2:00pm - 2:30pm FW: CBO / CPO (Congress Center, Rm 528, Floor 5, 10-12 ppl) -
- 2:30pm - 3:30pm Claudio Perf eval (Andrew's office) -
- 4:00pm - 5:30pm Tax Supervising & Conservation Commission (Rose Room) -
- 4:00pm - 5:00pm Tax Supervising and Conservation Commission hearing on Approved Budget (Rose Room) -
- 4:00pm - 5:00pm TSCC Hearing (Rose Room) -

## Thursday, June 7

- Paycheck
- 8:00am - 9:00am Adopted Briefing -
- 9:00am - 10:30am GATR: Community Livability (Lovejoy Conference Room, City Hall) -
- 11:30am - 1:00pm Bureau Directors Meeting (Lovejoy Room, City Hall) -
- 11:30am - 1:00pm Copy: Bureau Directors Meeting (Lovejoy Room, City Hall) -
- 1:00pm - 1:25pm TW Meeting with Andrew Scott (Maurice & Kyle)
- 2:00pm - 3:00pm Claudio/ Jennifer bi-weekly check-in (Jennifer's Huddle Room, Congress Center, Fl 22) -
- 3:00pm - 4:00pm Adopted Budget 3pm Time Certain -
- 4:00pm - 5:00pm Andrew Scott Celebration (City Hall Atrium) -

## Friday, June 8

- 8:30am - 9:00am MW/CC (Starbucks 3rd & Jeff)
- 9:00am - 10:00am JK-CC check in (Claudio's office or coffee somewhere) -
- 10:00am - 10:30am Claudio/Tom check in (Tom's Huddle Room, Congress Center, Floor 22) -
- 11:30am - 12:30pm Lunch with Jack (Food cart somewhere?) -
- 4:30pm - 5:00pm Clean up desk

## Saturday, June 9

## Sunday, June 10

# June 11, 2018 - June 17, 2018

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## Monday, June 11

- Review weekly calendar
- 8:00am - 9:00am Canceled: BFM Updates (your office) -
- 1:00pm - 2:00pm review oeo docs (your office) -
- 3:00pm - 4:00pm CBO Staff Meeting (Columbia Square, Rm 503, Floor 5, 19-23 ppl) -
- 3:00pm - 4:00pm FW: Technology Investment Committee (Columbia Square, Rm 415, Floor 4, 10-12 ppl) -

## Tuesday, June 12

- 8:30am - 9:00am Informational Interview (Starbucks 1300 SW 3rd Ave, Portland, OR 97201) -
- 12:00pm - 1:00pm Wow...Nacho bar anyway (Columbia Square, Rm 518, Floor 5, 10-12 ppl) -
- 3:30pm - 3:45pm BOEC Action Plan -

## Wednesday, June 13

- 10:00am - 11:00am FW: WEBINAR: Facility Coordinator Survey Intro & Work Session (Congress Center, Rm 533, Floor 5, 2-4 ppl) -
- 12:00pm - 1:00pm Private Appointment -
- 2:00pm - 2:30pm Certify Timesheet (Your Timesheet) -

## Thursday, June 14

- 9:40am - 9:55am Fix functional areas (Claudio's Office) -
- 10:00am - 11:00am Business Hour (City Hall, Lovejoy Room, 2nd Floor) -
- 10:30am - 12:00pm P&D Directors Meeting (Steel Room, Portland Housing Bureau – Commonwealth Building, 421 SW 6th Ave, 5th Floor) -
- 12:00pm - 1:00pm Lunch JM/CC (tbd) -
- 3:00pm - 3:30pm Budget Stuff (Jeff's Office, Columbia Square) -

## Friday, June 15

- Andrew Birthday
- 8:00am - 9:00am CBO Admin Time
- 9:00am - 10:00am Ryan Check-In (City Budget Office - Conference Room) -
- 10:00am - 10:30am Claudio/Kristin (Kristin's Office) -
- 1:00pm - 3:30pm Workplanning Mini Retreat (Columbia Square, Rm 529, Floor 5, 6-8 ppl) -
- 4:30pm - 5:00pm Clean up desk

## Saturday, June 16

## Sunday, June 17

# June 18, 2018 - June 24, 2018

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## Monday, June 18

- Review weekly calendar
- Ryan B-day
- **9:30am - 10:30am Mgmt Team** (Columbia Square, Rm 518, Floor 5, 10-12 ppl) -
- **1:00pm - 2:00pm FW: Step 2 Questions** (Congress 15th floor) -
- **2:30pm - 3:00pm Prep for Exec Session** (Claudio's) -
- **3:00pm - 4:00pm CBO Staff Meeting** (Columbia Square, Rm 503, Floor 5, 19-23 ppl) -
- **4:00pm - 4:30pm OEO Prep** (My office) -

## Tuesday, June 19

- **9:00am - 9:30am Claudio and Ron Connect** (I'll swing by your office) -
- **9:30am - 11:00am Executive Session** (Council Chambers)
- **9:30am - 10:30am BHR Executive Sessionw/Mayor Wheeler and Commissioners** (Council Chambers) -
- **2:00pm - 3:00pm TESC Meeting** (Congress Center, Rm 513, Floor 5, 32-36 ppl) -
- **4:15pm - 5:15pm Asset Management Universe working group kick-off: 4:15 start time** (Congress Center, Rm 510, Floor 5, 10-12 ppl)

## Wednesday, June 20

- **9:45am - 10:45am Over Expenditure Ordinance** (City Hall Chambers)
- **2:15pm - 2:45pm Claudio/Tom 1:1** (Congress Center, Rm 530, Floor 5, 4-6 ppl) -
- **4:00pm - 4:30pm Check in with Fritz/Edualy on Cannabis Fund resource allocation work session** -

## Thursday, June 21

- Paycheck
- **9:00am - 9:30am CBO/Kristen** (Mayor's Office) -
- **11:30am - 12:00pm CBO and TBC Meeting** (Columbia Square, Rm 418, Floor 4, 2-4 ppl) -
- **2:00pm - 3:00pm Claudio/ Jennifer bi-weekly check-in** (Jennifer's Huddle Room, Congress Center, FI 22) -
- **4:00pm - 4:30pm Claudio joining Utility check in** (CS Rm 503) -

## Friday, June 22

- **10:00am - 11:00am JK-CC check in** (Claudio's office or coffee somewhere) -
- **12:30pm - 2:00pm Lunch and Budget Discussion** (Pettygrove Room, City Hall) -
- **2:30pm - 2:45pm PHB Budget Override** (Your office) -
- **4:30pm - 5:00pm Clean up desk**

## Saturday, June 23

## Sunday, June 24

# June 25, 2018 - July 1, 2018

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## Monday, June 25

- Review weekly calendar
- 8:00am - 9:00am Canceled: BFM Updates (your office) -
- 9:30am - 10:30am Management Team Meeting (Columbia Square, Rm 529, Floor 5, 6-8 ppl) -
- 11:00am - 12:00pm PDX Process Improvement - Website Replacement (Columbia Square, Rm 503, Floor 5, 19-23 ppl) -
- 2:00pm - 2:30pm Staff Meeting Prep (Columbia Square, Rm 529, Floor 5, 6-8 ppl) -
- 2:30pm - 4:30pm Staff Meeting: Extended Remix/Bureau and Individual Priorities Edition (503) -
- 2:30pm - 3:00pm CBO Extended Staff (Columbia Square, Rm 503, Floor 5, 19-23 ppl) -
- 3:00pm - 4:00pm CBO Staff Meeting (Columbia Square, Rm 503, Floor 5, 19-23 ppl) -
- 4:00pm - 4:30pm CBO Extended Staff (Columbia Square, Rm 503, Floor 5, 19-23 ppl) -
- 4:30pm - 6:30pm Technology Oversight Committee (Columbia Square, Rm 503, Floor 5, 19-23 ppl) -

## Tuesday, June 26

- 10:00am - 12:00pm Meeting 1 with Sherpa High Level Process Review (Go To Meeting: Room 518) -
- 1:00pm - 3:00pm BMP review (Go To Meeting Room 518) -
- 2:00pm - 3:30pm Development Directors Meeting (1900 SW 4th Ave, 4th floor, BDS Conf. 4A) -
- 3:30pm - 4:00pm Program Offer Expectation Alignment (Claudio's Office) -
- 4:00pm - 4:30pm Asset Management White Paper Response (Columbia Square, Rm 518, Floor 5, 10-12 ppl) -

## Wednesday, June 27

- Doug Anniversary - DO EVAL
- 10:30am - 11:00am Draft Budget Document (Claudio's Office) -
- 11:30am - 1:30pm Demo for how new personnel forecasting works in new system (Go To meeting Columbia Square Room 503) -
- 1:30pm - 2:00pm Program Offer Convo (same room as budget forms) -
- 2:00pm - 5:00pm Budget Forms with Sherpa (Go To Meeting Room 529) -
- 2:00pm - 2:30pm Certify Timesheet (Your Timesheet) -

## Thursday, June 28

- 9:00am - 9:30am CBO/Kristen (Mayor's Office) -
- 9:00am - 9:45am ERM Team (Columbia Square Building, Room 529) -
- 10:00am - 11:00am Interagency agreements in new system (Columbia Square Room 518) -
- 11:00am - 1:00pm SAP Interfaces (Columbia Square, Rm 518, Floor 5, 10-12 ppl) -
- 1:00pm - 2:30pm In- Depth BOBJ Demo (room 503 Columbia Square) -

## Friday, June 29

- 8:00am - 9:00am CBO Admin Time
- 9:00am - 10:00am Ryan Check-In (City Budget Office - Conference Room) -
- 11:00am - 12:00pm Briefing on Tableau Execs Presentation (7.10.18) (Columbia Square, Rm 415, Floor 4, 10-12 ppl) -
- 11:30am - 12:15pm 2nd round EA interview (Columbia Square, Rm 503, Floor 5, 19-23 ppl) -
- 1:00pm - 2:00pm Public engagement and communicating the budget (Suk's office (City Hall, 110) or Claudio's office) -
- 2:00pm - 2:15pm Discuss vision for performance mgmt. in BFM (Claudio's office) -
- 2:30pm - 3:15pm 2nd round EA interview (Columbia Square, Rm 529, Floor 5, 6-8 ppl) -
- 4:30pm - 5:00pm Clean up desk

## Saturday, June 30

## Sunday, July 1

- Check b-day calendar