Campuzano, Claudio Calendar
Claudio.Campuzano@portlandoregon.gov
Sunday, July 01, 2018 – Sunday, September 30, 2018
Time zone: (UTC-08:00) Pacific Time (US & Canada)
(Adjusted for Daylight Saving Time)

July 2018

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

August 2018

Su Mo Tu We Th Fr Sa

1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

September 2018

Su Mo Tu We Th Fr Sa

1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30

- Busy
- Tentative
- Free
- Out of Office
- Working Elsewhere
- Outside of Working Hours
**Sun, Jul 1**

**Mon, Jul 2**
- 9:00 AM – 9:30 AM  **Budget Meeting**  
  Pettygrove, City Hall  
  Rinehart, Tom
- 9:00 AM – 11:30 AM  **Senior Management Meeting**  
  Congress Center, Rm 513, Floor 5  
  Selley, Kia
- 10:00 AM – 12:00 PM  **Form follow up**  
  Columbia Square, Rm 518, Floor 5, 10-12 ppl  
  Eden, Jess
- 2:00 PM – 3:00 PM  **Process Improvement Check-In**  
  Ford, Jane Marie

**Tue, Jul 3**
- 8:30 AM – 10:00 AM  **Hold for Eval writing**
- 10:15 AM – 11:15 AM  **Class Comp Study Presentation - BHR Leadership Team**  
  503 - 5th floor Columbia Square  
  Summers-McGee, Serilda
- 11:30 AM – 2:00 PM  **Hold for Eval writing & memo writing**
- 2:00 PM – 3:00 PM  **JK Performance Evaluation**  
  Columbia Square, Rm 529, Floor 5, 6-8 ppl  
  Kinard, Jessica
- 3:00 PM – 5:00 PM  **HOLD for memo writing**
Executive Steering Committee Meeting 1
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Eden, Jess

Wed, Jul 4 – Thu, Jul 5

Fri, Jul 6

10:00 AM – 11:00 AM JK-CC check in
Claudio's office or coffee somewhere
Kinard, Jessica

Sat, Jul 7 – Sun, Jul 8

Mon, Jul 9

8:30 AM – 9:30 AM Discretionary & Offsets
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Eden, Jess

9:00 AM – 9:30 AM Follow up to 7/2 Budget meeting
Congress Center, Rm 508, Floor 5, 10-12 ppl
Rinehart, Tom

9:00 AM – 11:30 AM Senior Management Meeting
Congress Center, Rm 513, Floor 5
Selley, Kia

Tue, Jul 10
Sat, Jul 21 – Sun, Jul 22

Mon, Jul 23

Tue, Jul 24

Wed, Jul 25

Thu, Jul 26 – Fri, Jul 27

Sat, Jul 28 – Sun, Jul 29

Mon, Jul 30 – Tue, Jul 31

August 2018

Wed, Aug 1
## Thu, Aug 2

## Fri, Aug 3

- **9:00 AM – 10:00 AM**  
  **Process Improvement Coffee Hour**  
  Happy Cup @ City Hall  
  Kaufman, Aaron

- **9:00 AM – 10:30 AM**  
  **JK-CC check in**  
  Claudio's office or coffee somewhere  
  Kinard, Jessica

- **2:00 PM – 2:30 PM**  
  **Admin check-in**  
  Claudio's office  
  Martin, Alexandra

## Sat, Aug 4 – Sun, Aug 5

## Mon, Aug 6

- **8:30 AM – 9:00 AM**  
  **Admin Meeting**  
  Claudio's office  
  Martin, Alexandra

- **9:00 AM – 11:30 AM**  
  **Senior Management Meeting**  
  Congress Center, Rm 513, Floor 5  
  Selley, Kia

- **10:30 AM – 10:45 AM**  
  **Invoice process**  
  Claudio's office  
  Martin, Alexandra

- **1:00 PM – 1:30 PM**  
  **Budget Issues**  
  Congress Center, Rm 510, Floor 5, 10-12 ppl  
  Rinehart, Tom

- **3:00 PM – 4:00 PM**  
  **Staff Meeting**  
  Columbia Square, Rm 503, Floor 5, 19-23 ppl  
  Martin, Alexandra
4:00 PM – 5:00 PM  
**Check-In**  
TBA  
Harwood, Josh

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**Tue, Aug 7**

10:00 AM – 11:00 AM  
**Director focus group OEHR Strategic outreach**  
**Director's focus group**  
OEHR 421 SW 6th, 5th floor  
Mowry, Judith

11:00 AM – 12:00 PM  
**set personnel defaults**  
Columbia Square, Rm 518, Floor 5, 10-12 ppl  
Eden, Jess

12:00 PM – 1:00 PM  
**Mentor Lunch**  
TBD  
Stewart, Paul

2:00 PM – 3:00 PM  
**Mgmt team**  
Columbia Square, Rm 518, Floor 5, 10-12 ppl  
Kinard, Jessica

4:00 PM – 6:30 PM  
**Calendar Hold for PUB meeting August 7**  
TBD  
Merrell, Melissa

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**Wed, Aug 8**

8:45 AM – 9:00 AM  
**CBO Huddle**  
Columbia Square, Rm 517, Floor 5, 4-6 ppl  
Martin, Alexandra

9:30 AM – 10:30 AM  
**CBO budget conversation**  
one of our offices  
Kinard, Jessica

1:00 PM – 2:00 PM  
**Budget Process Discussion**  
Columbia Square, Rm 503, Floor 5, 19-23 ppl  
Martin, Alexandra
2:00 PM – 2:30 PM  
**FW: Sherpa BOBJ support model**
Columbia Square, Rm 417, Floor 4, 2-4 ppl  
Allen, Diana

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**Thu, Aug 9**

8:30 AM – 9:00 AM  
**Coffee Claudio/Sonia**  
Starbucks across from Portland Building (not City Hall)  
Campuzano, Claudio

10:00 AM – 11:00 AM  
**Business Operations Leadership Team**  
City Hall, Rose Room  
Stewart, Paul

11:30 AM – 1:00 PM  
**Bureau Directors Meeting**  
Congress Center, Rm 513, Floor 5, 32-36 ppl  
Rinehart, Tom

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**Fri, Aug 10**

1:30 PM – 2:30 PM  
**BFM Executive Steering Committee meeting 2**  
TBD; Columbia Square, Rm 518, Floor 5, 10-12 ppl  
Eden, Jess

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**Sat, Aug 11 – Sun, Aug 12**

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**Mon, Aug 13**

8:30 AM – 9:00 AM  
**Admin Meeting**  
Claudio's office  
Martin, Alexandra

9:00 AM – 11:30 AM  
**Senior Management Meeting**  
Congress Center, Rm 513, Floor 5  
Selley, Kia
<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Location</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 AM – 10:30 PM</td>
<td><strong>CBO Management Meeting</strong></td>
<td>Columbia Square, Rm 529, Floor 5</td>
<td>Martin, Alexandra</td>
</tr>
<tr>
<td>12:00 PM – 12:30 PM</td>
<td><strong>Budget Issues</strong></td>
<td>Mayor’s Office</td>
<td>Rinehart, Tom</td>
</tr>
<tr>
<td>3:00 PM – 4:00 PM</td>
<td><strong>Staff Meeting</strong></td>
<td>Columbia Square, Rm 503, Floor 5</td>
<td>Martin, Alexandra</td>
</tr>
<tr>
<td>4:00 PM – 5:00 PM</td>
<td><strong>TOC QA Report debrief</strong></td>
<td>Columbia Square, Rm 529, Floor 5</td>
<td>Eden, Jess</td>
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**Tue, Aug 14**

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<th>Time</th>
<th>Event Description</th>
<th>Location</th>
<th>Participants</th>
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</thead>
<tbody>
<tr>
<td>9:00 AM – 9:30 AM</td>
<td><strong>MEET: Claudio Campuzano, CBO / Chris Warner, PBOT RE: Budget Process Check-in</strong></td>
<td>Starbucks in Standard Building off SW 5th and Main</td>
<td>Warner, Chris</td>
</tr>
<tr>
<td>10:30 AM – 12:00 PM</td>
<td><strong>PCF</strong></td>
<td>room 503</td>
<td>Eden, Jess</td>
</tr>
<tr>
<td>1:00 PM – 5:00 PM</td>
<td><strong>Form Introduction in BFM</strong></td>
<td>Room 503</td>
<td>Eden, Jess</td>
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**Wed, Aug 15**

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<tbody>
<tr>
<td>8:45 AM – 9:00 AM</td>
<td><strong>CBO Huddle</strong></td>
<td>Columbia Square, Rm 517, Floor 5</td>
<td>Martin, Alexandra</td>
</tr>
<tr>
<td>10:00 AM – 12:00 PM</td>
<td><strong>Reporting Intro in BFM</strong></td>
<td>Room 503</td>
<td>Eden, Jess</td>
</tr>
</tbody>
</table>
1:30 PM – 2:00 PM  FW: Meet and Review 2D floor plan CBO
15th floor Congress
Ladd, Michelle

1:30 PM – 5:00 PM  Report Development
Room 503
Eden, Jess

Thu, Aug 16

9:30 AM – 10:00 AM  Capital Set-Aside for Fall BMP
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Kinsella, Ryan

11:30 AM – 1:30 PM  Meeting Hold for second PUB meeting in August - August 16 at 11am
Pettygrove Room in City Hall
Merrell, Melissa

1:00 PM – 1:30 PM  MEET: Chris and Claudio
Happy Cup
Campuzano, Claudio

2:00 PM – 3:00 PM  Canceled: Claudio/ Jennifer bi-weekly check-in
Jennifer’s Huddle Room, Congress Center, Fl 22
Cooperman, Jennifer

2:00 PM – 3:30 PM  Program offers & performance management working session with Sherpa
room 503
Eden, Jess

3:00 PM – 4:00 PM  Review update to Portland Building reconstruction project financial plan
Congress Center, Rm 522, Floor 5, 4-6 ppl
Beck, Aaron

4:00 PM – 5:00 PM  Budget Process Changes Discussion
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Martin, Alexandra

Fri, Aug 17
9:30 AM – 11:30 AM  Second Hold: BMP Overview and Q&A  
8th Floor Conference Room  
Ford, Jane Marie

9:30 AM – 11:30 AM  BMP Overview and Q&A  
Columbia Square 8th Floor Conference Room  
Ford, Jane Marie

1:00 PM – 2:00 PM  Auditor’s Office Budget Meeting  
City Hall, Suite 310 (Mary's Office)  
Lamb, Amanda

3:30 PM – 4:00 PM  Capital set-aside refresh (workgroup meeting)  
Claudio's office  
Fairchild, Shannon

—or-

Sat, Aug 18 – Sun, Aug 19

—or-

Mon, Aug 20

8:30 AM – 9:00 AM  Admin Meeting  
Claudio's office  
Martin, Alexandra

9:30 AM – 10:30 PM  CBO Management Meeting  
Columbia Square, Rm 529, Floor 5, 6-8 ppl  
Martin, Alexandra

11:30 AM – 12:30 PM  Review IA form  
Columbia Square, Rm 503, Floor 5, 19-23 ppl; Columbia Square, Rm 518, Floor 5, 10-12 ppl  
Eden, Jess

1:30 PM – 2:00 PM  Budget Issues  
Congress Center, Rm 508, Floor 5, 10-12 ppl  
Rinehart, Tom

3:00 PM – 4:00 PM  CBO Staff Meeting  
111 SW Columbia St, 5th Floor, Conference Room 503  
Martin, Alexandra

4:00 PM – 5:00 PM  BMP Training, Part 2: Encumbrances, Advances, & Spreadsheets - oh my!
**Tue, Aug 21**

- **9:00 AM – 9:30 AM**  
  PP&R Budget  
  Fish  
  Schmanski, Sonia

- **10:00 AM – 11:30 AM**  
  Executive Session: Class Comp  
  City Hall: Rose Room  
  Anthony, Jamaal

- **11:45 AM – 12:45 PM**  
  Performance measure discussion  
  Columbia Square, Rm 518, Floor 5, 10-12 ppl  
  Eden, Jess

- **1:00 PM – 2:00 PM**  
  Portland Harbor Superfund  
  Congress Center, Rm 513, Floor 5, 32-36 ppl  
  Rinehart, Tom

- **2:00 PM – 3:00 PM**  
  TESC Meeting  
  Congress Center, Rm 513, Floor 5, 32-36 ppl  
  Storm, Janet

- **3:00 PM – 4:00 PM**  
  Portland Oregon Website Replacement (POWR) end of sprint 7 review/demo  
  Conference room B, 8th floor, Columbia Square Building, 111 SW Columbia St., Portland, 97201; Skype Meeting  
  Nixon, Rick

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**Wed, Aug 22**

- **All Day**  
  Fall BMP: BRASS opens to bureaus  
  Ford, Jane Marie

- **8:20 AM – 8:50 AM**  
  Performance and Program Offers  
  Columbia Square, Rm 518, Floor 5, 10-12 ppl  
  Eden, Jess
8:45 AM – 9:00 AM  **CBO Huddle**  
Columbia Square, Rm 517, Floor 5, 4-6 ppl  
Martin, Alexandra

11:00 AM – 12:30 PM  **Municipal Savings Network Conference**  
Teleconference/Webinar  
Maggiotto, David (OMB)

11:00 AM – 12:30 PM  **TOTALLY OPTIONAL Citywide Savings -NYC**  
Columbia Square, Rm 518, Floor 5, 10-12 ppl  
Campuzano, Claudio

2:00 PM – 3:30 PM  **Final decisions on outstanding BFM Items**  
Columbia Square, Rm 503, Floor 5, 19-23 ppl  
Eden, Jess

3:30 PM – 4:30 PM  **Hardesty Meeting - per her request**  
Columbia Square, Rm 529, Floor 5, 6-8 ppl  
Campuzano, Claudio

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**Thu, Aug 23**

10:00 AM – 10:30 AM  **OCT in the Fall BMP**  
Columbia Square, Rm 503, Floor 5, 19-23 ppl  
Shifley, Katie

10:30 AM – 11:00 AM  **Updated Template**  
Claudio's Office  
Rinehart, Tom

3:00 PM – 4:30 PM  **CAMG Monthly Meeting**  
Congress Center, Rm 513, Floor 5, 32-36 ppl  
Fairchild, Shannon

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**Fri, Aug 24**

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**Sat, Aug 25 – Sun, Aug 26**
### Mon, Aug 27

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<th>Location</th>
<th>Participants</th>
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<tbody>
<tr>
<td>8:30 AM – 9:00 AM</td>
<td><strong>Admin Meeting</strong></td>
<td>Claudio's office</td>
<td>Martin, Alexandra</td>
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<tr>
<td>9:00 AM – 9:30 AM</td>
<td><strong>BFM Team Huddle</strong></td>
<td>Columbia Square, Rm 518, Floor 5, 10-12 ppl</td>
<td>Martin, Alexandra</td>
</tr>
<tr>
<td>9:00 AM – 10:00 AM</td>
<td><strong>love the drill- figure out the order</strong></td>
<td>your office</td>
<td>Eden, Jess</td>
</tr>
<tr>
<td>10:30 AM – 11:30 AM</td>
<td><strong>Budget Process Changes</strong></td>
<td>Claudio's Office</td>
<td>Patton, Jeramy</td>
</tr>
<tr>
<td>12:00 PM – 12:30 PM</td>
<td><strong>Budget Issues</strong></td>
<td>Mayor's Conference Room</td>
<td>Rinehart, Tom</td>
</tr>
<tr>
<td>1:00 PM – 2:00 PM</td>
<td><strong>Program Offer form mtng1</strong></td>
<td>Columbia Square, Rm 518, Floor 5, 10-12 ppl</td>
<td>Eden, Jess</td>
</tr>
<tr>
<td>3:00 PM – 4:00 PM</td>
<td><strong>Staff Meeting</strong></td>
<td>Columbia Square, Rm 503, Floor 5, 19-23 ppl</td>
<td>Martin, Alexandra</td>
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<tr>
<td>4:30 PM – 6:30 PM</td>
<td><strong>Technology Oversight Committee</strong></td>
<td>Columbia Square, Rm 415, Floor 4, 10-12 ppl</td>
<td>Clodius, Jen</td>
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### Tue, Aug 28

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<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Participants</th>
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</thead>
<tbody>
<tr>
<td>9:00 AM – 11:00 AM</td>
<td><strong>CBO working session on program offer forms</strong></td>
<td>Columbia Square, Rm 529, Floor 5, 6-8 ppl</td>
<td>Eden, Jess</td>
</tr>
<tr>
<td>10:00 AM – 11:00 AM</td>
<td><strong>NEOGOV End-User group</strong></td>
<td>Congress Center, Rm 513, Floor 5, 32-36 ppl</td>
<td>Tran, Loan</td>
</tr>
</tbody>
</table>
11:00 AM – 11:30 AM  Deep Dive - discussion of Claudio's notes
Claudio's Office
Cannon, Kea

11:30 AM – 12:30 PM  CBO Management Meeting
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra

12:30 PM – 2:00 PM  PYPR workshop for CBO analysts!
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Carney, Shannon

1:00 PM – 1:30 PM  Tom/ Claudio check in
Claudio's office
Rinehart, Tom

3:30 PM – 4:00 PM  TW meeting with Claudio Campuzano (CBO) (KRISTIN)
Mayor's Office-Ceremonial Room
Wheeler, Ted

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**Wed, Aug 29**

8:45 AM – 9:00 AM  CBO Huddle
Columbia Square, Rm 517, Floor 5, 4-6 ppl
Martin, Alexandra

10:30 AM – 11:30 AM  Tim/Claudio
Starbucks 3rd & Jefferson?
Crail, Tim

11:00 AM – 12:00 PM  Program Offer Form Review
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Kinsella, Ryan

1:00 PM – 2:00 PM  overhead in BFM
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Eden, Jess

2:00 PM – 5:00 PM  Analyst check-ins on uses

2:15 PM – 3:00 PM  Utility Board Check-In (with Claudio)
Columbia Square, Rm 517, Floor 5, 4-6 ppl (or Claudio's office)
Martin, Alexandra
Thu, Aug 30

2:00 PM – 3:00 PM  **Claudio/ Jennifer bi-weekly check-in**  
Jennifer's Huddle Room, Congress Center, Fl 22  
Cooperman, Jennifer

Fri, Aug 31

11:30 AM – 12:30 PM  **program offer feedback to sherpa**  
Columbia Square, Rm 518, Floor 5, 10-12 ppl  
Eden, Jess

September 2018

Sat, Sep 1 – Sun, Sep 2

Mon, Sep 3

Tue, Sep 4

All Day  **Fall BMP: Capital Set-Aside evaluation tool due to CBO**  
Ford, Jane Marie

2:30 PM – 3:00 PM  **GFOH cash transfer for FY 2019**  
Claudio's cube  
Kinard, Jessica

3:15 PM – 3:45 PM  **Tom/ Claudio quick check-in**  
Tom's Huddle Room, Congress Center  
Rinehart, Tom
4:00 PM – 6:30 PM  Calendar Hold for PUB meeting September 4
World Trade Center Building One Training Room
Merrell, Melissa

Wed, Sep 5

8:45 AM – 9:00 AM  CBO Huddle
Columbia Square, Rm 517, Floor 5, 4-6 ppl
Martin, Alexandra

11:30 AM – 12:00 PM  1% Budget
Congress Center, Rm 508, Floor 5, 10-12 ppl
Rinehart, Tom

3:00 PM – 4:30 PM  CBO Personal Preparedness Training - Hosted by PBEM
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Cannon, Kea

Thu, Sep 6

8:00 AM – 9:00 AM  FW: Open House and Mayor Wheeler and staff
City Hall Atrium (location change)
Wheeler, Ted

1:15 PM – 2:15 PM  Staff Meeting
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra

Fri, Sep 7

8:30 AM – 9:00 AM  Admin Meeting
Claudio’s office
Martin, Alexandra

9:00 AM – 10:00 AM  Process Improvement Coffee Hour
Happy Cup @ City Hall
Kaufman, Aaron
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<tr>
<th>Time</th>
<th>Event Description</th>
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<th>Organizer</th>
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<tr>
<td>10:30 AM – 11:00 AM</td>
<td>FW: Tom Rinehart, CAO (OMF) (monthly) (Tim) Commissioner Fritz's Office</td>
<td>Fritz, Amanda</td>
<td></td>
</tr>
<tr>
<td>11:00 AM – 11:30 AM</td>
<td>FW: OMF CAO Tom Rinehart*OMF Financial Service Director Jennifer Cooperman re: Check-In c-diana shiplet</td>
<td>Saltzman, Dan</td>
<td></td>
</tr>
<tr>
<td>12:00 PM – 1:00 PM</td>
<td>Budget check-in/process change</td>
<td>BOEC 9911 SE Bush St</td>
<td>Martin, Alexandra</td>
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<tr>
<td>12:00 PM – 5:00 PM</td>
<td>COOP Testing</td>
<td></td>
<td>Martin, Alexandra</td>
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▲ Sat, Sep 8 – Sun, Sep 9

▲ Mon, Sep 10

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<tr>
<td>8:30 AM – 9:00 AM</td>
<td>Admin Meeting</td>
<td>Claudio's office</td>
<td>Martin, Alexandra</td>
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<tr>
<td>9:30 AM – 10:30 AM</td>
<td>Portland Parks &amp; Recreation Senior Management Team meeting</td>
<td>Congress Center building (fifth floor, room 513)</td>
<td>Martin, Alexandra</td>
</tr>
<tr>
<td>10:30 AM – 11:30 AM</td>
<td>Budget Process Changes</td>
<td>Chief's Office, 55 SW Ash, 3rd Floor</td>
<td>Moore, Janice</td>
</tr>
<tr>
<td>11:15 AM – 11:45 AM</td>
<td>Monthly Meeting, Tom Rinehart</td>
<td>Office of Commissioner Eudaly, 1221 SW 4th Avenue Suite 210</td>
<td>Eudaly, Chloe</td>
</tr>
<tr>
<td>12:00 PM – 12:30 PM</td>
<td>Budget Issues</td>
<td>Taylor, Lisa (Mayor)</td>
<td>Rinehart, Tom</td>
</tr>
</tbody>
</table>
2:00 PM – 3:00 PM  **CBO Management Meeting**  
Columbia Square, Rm 517, Floor 5, 4-6 ppl  
Martin, Alexandra

3:00 PM – 4:00 PM  **Staff Meeting**  
Columbia Square, Rm 503, Floor 5, 19-23 ppl  
Martin, Alexandra

4:30 PM – 5:00 PM  **Draft Film Audio City Workplaces - Rules of Conduct**  
TBD at the Columbia Building  
Elmore, Dorothy

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**Tue, Sep 11**

9:00 AM – 9:30 AM  **3D live session floor plan sign off CBO**  
15th floor COngress  
Ladd, Michelle

11:15 AM – 12:15 PM  **Hold time for Reporting in BFM**  
Columbia Square, Rm 529, Floor 5, 6-8 ppl  
Eden, Jess

1:00 PM – 1:30 PM  **FW: Procurement Reorganization impact on Parks**  
Congress Center, Rm 417, Floor 4, 8-10 ppl  
Cooperman, Jennifer

1:45 PM – 2:45 PM  **CBO/Police Meeting-Process changes**  
PPB Chief’s Office Conference Room  
Davis, Chris

4:00 PM – 5:00 PM  **Executive Steering Committee Meeting 3**  
Columbia Square, Rm 518, Floor 5, 10-12 ppl  
Eden, Jess

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**Wed, Sep 12**

All Day  **Fall BMP: Submissions due to CBO!**  
Ford, Jane Marie

8:45 AM – 9:00 AM  **CBO Huddle**  
Columbia Square, Rm 517, Floor 5, 4-6 ppl  
Martin, Alexandra
9:30 AM – 10:00 AM  Quick debrief of Emergency Management for Leadership course
Claudio's Office
Cannon, Kea

10:00 AM – 11:00 AM  Utilities Discussion
Conference Room at Commissioner Fritz's?
Campuzano, Claudio

2:00 PM – 2:30 PM  Meeting w/ Claudio Campuzano CBO
222 NW 5th Ave. 7th Fl Kimberly's office
Branam, Kimberly

4:00 PM – 5:00 PM  2018 SAP Fall Patch Project Review
Columbia Square, Rm 415, Floor 4, 10-12 ppl
Marchbanks, Phillip

Thu, Sep 13

9:00 AM – 10:00 AM  GF Budget Priorities Work Session Discussion
Congress Center, Rm 510, Floor 5, 10-12 ppl
Rinehart, Tom

10:00 AM – 11:00 AM  Business Operations Leadership Team
City Hall, Rose Room
Stewart, Paul

10:30 AM – 12:00 PM  P&D Directors Meeting
Steel Room, Portland Housing Bureau – Commonwealth Building, 421 SW 6th Ave, 5th Floor
Dacanay, Radcliffe

1:00 PM – 1:15 PM  Reference Check
I'll call you
Bartocci, Ken

2:00 PM – 3:00 PM  Claudio/ Jennifer bi-weekly check-in
Congress #533
Cooperman, Jennifer

4:00 PM – 5:00 PM  Fall BMP Tech Checks due COB
Ford, Jane Marie
▲ Fri, Sep 14

▲ Sat, Sep 15 – Sun, Sep 16

▲ Mon, Sep 17

8:30 AM – 9:00 AM  Admin Meeting
Claudio’s office
Martin, Alexandra

9:00 AM – 9:30 AM  Claudio/Sonia Check-In
Sonia’s
Campuzano, Claudio

9:30 AM – 10:30 PM  CBO Management Meeting
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra

10:30 AM – 11:00 AM  Procurement reorg
CC office
Shifley, Katie

10:45 AM – 12:00 PM  IA form!
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Eden, Jess

1:00 PM – 1:30 PM  Drill down example
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Eden, Jess

1:30 PM – 2:00 PM  Financial Policy feedback and qs
Columbia Square, Rm 517, Floor 5, 4-6 ppl
Kinard, Jessica

3:00 PM – 4:00 PM  Staff Meeting
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra

▲ Tue, Sep 18
<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Location</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 AM – 9:30 AM</td>
<td>Review admin upload needs</td>
<td>Columbia Square, Rm 518, Floor 5, 10-12 ppl</td>
<td>Eden, Jess</td>
</tr>
<tr>
<td>1:00 PM – 2:00 PM</td>
<td>CBO/Mayor’s/PPB Budget Meeting</td>
<td>PPB Chief’s Office Conference Room</td>
<td>Davis, Chris</td>
</tr>
<tr>
<td>2:00 PM – 2:30 PM</td>
<td>Furniture Mock up show room CBO</td>
<td>15th floor Congress</td>
<td>Martin, Alexandra</td>
</tr>
<tr>
<td>2:00 PM – 3:00 PM</td>
<td>TESC Meeting</td>
<td>Congress Center, Rm 513, Floor 5, 32-36 ppl</td>
<td>Storm, Janet</td>
</tr>
<tr>
<td>3:15 PM – 3:30 PM</td>
<td>FW: BIT</td>
<td></td>
<td>Cooperman, Jennifer</td>
</tr>
<tr>
<td>4:00 PM – 4:15 PM</td>
<td>Discuss Peak training with Metro</td>
<td>Claudio’s office</td>
<td>Martin, Alexandra</td>
</tr>
</tbody>
</table>

**Wed, Sep 19**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Location</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45 AM – 9:00 AM</td>
<td>CBO Huddle</td>
<td>Columbia Square, Rm 517, Floor 5, 4-6 ppl</td>
<td>Martin, Alexandra</td>
</tr>
<tr>
<td>10:00 AM – 10:15 AM</td>
<td>Room</td>
<td>Columbia Square, Rm 517, Floor 5, 4-6 ppl</td>
<td>Campuzano, Claudio</td>
</tr>
<tr>
<td>10:15 AM – 10:30 AM</td>
<td>FW: Meet &amp; Greet</td>
<td>Columbia 5th Floor</td>
<td>Lane, Anita</td>
</tr>
<tr>
<td>1:00 PM – 2:00 PM</td>
<td>10/2 Work Session Prep</td>
<td>Tom’s Huddle Room, Congress Center, Fl 22</td>
<td>Rinehart, Tom</td>
</tr>
<tr>
<td>3:00 PM – 4:00 PM</td>
<td>Portland Harbor check-in</td>
<td>BES Conf, PT: Pioneer Room (20)</td>
<td>Biery, Jonas</td>
</tr>
</tbody>
</table>
Thu, Sep 20

11:00 AM – 12:00 PM  Budget Process w/ Claudio & Jane-Marie
Steele Conf Room, PHB 421 SW 6th Ave, 5th Floor
Callahan, Shannon

12:30 PM – 1:30 PM  BMP forms
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Eden, Jess

1:30 PM – 2:30 PM  Budget process changes
City Hall, Room 210
Martin, Alexandra

4:00 PM – 4:30 PM  Performance Check in
Claudio's office
Carney, Shannon

Fri, Sep 21

10:00 AM – 10:45 AM  OMF CAO managers meeting budget process changes
Congress Center - Room 507
Martin, Alexandra

1:30 PM – 3:30 PM  PYPR key issues - CBO internal roundtable
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Carney, Shannon

3:30 PM – 4:30 PM  Proposed Equal Pay Filing
Attorneys - Large Conference Room
Brown, Heidi

Sat, Sep 22

Sun, Sep 23
**Mon, Sep 24**

- **9:00 AM – 10:00 AM** Parks Budget - 1% cuts
  Room 513
  Lam, Trang

- **10:30 AM – 11:30 AM** Path to Leadership Panel

- **1:00 PM – 2:00 PM** PBOT - CBO Budget Process Changes
  Congress Center, Rm 510, Floor 5, 10-12 ppl
  Martin, Alexandra

- **2:00 PM – 3:00 PM** CBO Management Meeting
  Columbia Square, Rm 529, Floor 5, 6-8 ppl
  Martin, Alexandra

- **3:00 PM – 4:00 PM** Staff Meeting
  Columbia Square, Rm 503, Floor 5, 19-23 ppl
  Martin, Alexandra

**Tue, Sep 25**

- **8:30 AM – 9:00 AM** Admin Meeting
  Claudio's office
  Martin, Alexandra

- **9:00 AM – 9:30 AM** CBO accounting check-in
  Claudio's office
  Martin, Alexandra

- **2:30 PM – 3:00 PM** City Budget Office re: Budget Process Change
  Comm. Fritz's office
  Fritz, Amanda

- **4:30 PM – 5:00 PM** Build Portland: DCAO/BRFS/CBO monthly check-in: agenda in body
  Congress Center, Rm 508, Floor 5, 10-12 ppl
  Moyle, Geraldene

**Wed, Sep 26**
8:15 AM – 8:30 AM check-in
Claudio's office
Rinehart, Tom

8:30 AM – 9:00 AM MEET: Tom Rinehart/Claudio Campuzano (Michael & Kristin)
Mayor's Conf Room
Wheeler, Ted

9:00 AM – 9:30 AM MEET: Tom Rinehart - SS
Fish office
Fish, Nick

10:00 AM – 11:00 AM 10/2 Council Work Session Prep
Auditor - Large Conference Room
Rinehart, Tom

11:30 AM – 11:45 AM CBO Huddle
Columbia Square, Rm 517, Floor 5, 4-6 ppl
Martin, Alexandra

1:00 PM – 2:00 PM PBEM Budget Process Changes
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Martin, Alexandra

Thu, Sep 27

All Day Templates and Guidance due to budget managers by COB
Eden, Jess

8:30 AM – 9:00 AM Budget Priorities Work Session Discussion
Congress Center, Rm 512, Floor 5, 6-8 ppl
Rinehart, Tom

10:30 AM – 11:30 AM CAFR spreadsheet
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Eden, Jess

3:00 PM – 3:30 PM BRFS Division Managers Mtg
Congress Center, Rm 507, Floor 5, 10-12 ppl
Cooperman, Jennifer

4:30 PM – 5:00 PM Slide show to-dos/handoff
claudio's
Campuzano, Claudio
Fri, Sep 28

8:30 AM – 9:30 AM  Work session presentation check in
Claudio's office?
Kinard, Jessica

11:05 AM – 11:20 AM  Council Execs Meeting (exact agenda time TBD)
Saltzman’s conference room
Rinehart, Tom

11:30 AM – 11:45 AM  review of slide presentation
TBD
Rinehart, Tom

Sat, Sep 29 – Sun, Sep 30