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## Uchiyama, Dawn Calendar

January 1, 2023 – Tuesday, January 31, 2023

Time zone: (UTC-08:00) Pacific Time (US & Canada)

(Adjusted for Daylight Saving Time)

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Tue, Jan 3

<b>Paul &amp; Dawn 1-1</b>	9:30 AM – 9:55 AM
<b>BLT Weekly Team Meeting</b>	10:00 AM – 12:00 PM
<b>PCL Contract Impasse Cooling Off Period Communication Discussion Prep</b>	12:30 PM – 1:00 PM
<b>City Bureaus restructuring strategy session</b>	1:00 PM – 1:50 PM
<b>Portland Utility Board - full board Meeting</b>	2:30 PM – 4:30 PM
<b>Bureau Directors Meeting</b>	4:00 PM – 4:30 PM

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Wed, Jan 4

<b>Authorize a competitive solicitation and price agreements for staff augmentation to support BES CIP</b>	8:45 AM – 9:00 AM
<b>PCL check in</b>	9:00 AM – 9:30 AM
<b>Council: TCWTP IGA ordinance-Time Certain Reading at 9:45am</b>	9:45 AM – 11:15 AM
<b>All-Bureau Retreat</b>	10:00 AM – 12:00 PM
<b>Check-in – Tara Wasiak</b>	12:00 PM – 12:15 PM
<b>Debrief – Gabriel Solmer</b>	12:15 PM – 12:45 PM
<b>Dan Bauer 1-1</b>	1:00 PM – 1:45 PM
<b>Michelle &amp; Dawn 1-1</b>	2:00 PM – 2:30 PM
<b>Farshad &amp; Dawn 1-1</b>	3:00 PM – 3:25 PM
<b>Public Works / Infrastructure Bureau Directors Bi-Weekly Check-in</b>	3:30 PM – 4:00 PM

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Thu, Jan 5

	5:30 AM – 8:00 AM
<b>Discuss BES Breaktime</b>	8:00 AM – 8:50 AM
<b>Workforce Planning and Review Committee</b>	9:00 AM – 9:50 AM
<b>BLT Check In</b>	10:00 AM – 10:50 AM
<b>Weekly Budget Update</b>	1:00 PM – 2:00 PM

<b>Steve &amp; Dawn 1-1</b>	2:00 PM – 2:45 PM
<b>Constituent questions</b>	3:30 PM – 4:00 PM
<b>Dawn &amp; Michelle Check-In</b>	4:00 PM – 4:15 PM
<b>BLT Work Session Check-In</b>	4:30 PM – 4:55 PM

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Fri, Jan 6

<b>BLT planning for 1/10 and beyond</b>	9:00 AM – 10:00 AM
<b>BES-HRBP Check-in</b>	10:00 AM – 10:50 AM
<b>BLT planning</b>	11:00 AM – 12:30 PM
<b>Touch base – Adena Long</b>	3:30 PM – 4:00 PM

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Mon, Jan 9

<b>Mike J./ Dawn Check-in</b>	8:30 AM – 9:00 AM
<b>Updates -Steve Hansen &amp; Angela Henderson</b>	9:30 AM – 10:15 AM
<b>Commissioner-in-Charge Justification for Emergency</b>	11:00 AM – 11:15 AM
<b>Commissioner Briefing with Bureau of Environmental Services</b>	11:30 AM – 12:00 PM
<b>E11531 Inverness Force Main project</b>	1:00 PM – 1:25 PM
<b>Farshad &amp; Dawn 1-1</b>	2:00 PM – 2:25 PM
<b>Kristen 1-1</b>	3:00 PM – 3:45 PM
<b>Biogas Work Session</b>	4:00 PM – 4:50 PM
<b>Final BLT prep for tomorrow</b>	4:00 PM – 5:00 PM

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Tue, Jan 10

<b>BLT Work Session</b>	8:30 AM – 12:30 PM
<b>Equity Centered Strategic Risk Assessment (ECSRA) Project Sponsors</b>	1:00 PM – 1:30 PM
<b>Dawn &amp; Jennifer MacDonald - Meet &amp; Greet</b>	2:00 PM – 2:50 PM
<b>Natural area acquisition program</b>	3:00 PM – 3:50 PM
<b>Check in with Dawn Uchiyama &amp; Chris Warner</b>	3:45 PM – 4:00 PM
<b>Bureau Directors Meeting</b>	4:00 PM – 4:30 PM
<b>Adena: Dawn check-in</b>	4:30 PM – 5:00 PM

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Wed, Jan  
11

<b>Infor Implementation Sponsorship</b>	8:15 AM – 9:00 AM
<b>LEAD - Centering Wellbeing: Let's Talk Mental Health</b>	9:00 AM – 12:30 PM
<b>Dan Bauer 1-1</b>	1:00 PM – 1:45 PM

<b>Discuss BES natural areas management w/BES STAFF</b>	2:00 PM – 2:45 PM
<b>Portland Harbor BES Exec Advisory Team</b>	3:00 PM – 3:50 PM
<b>Dawn &amp; Rachel - Check-In</b>	4:00 PM – 4:25 PM
<b>Dawn &amp; Arielle Check-In</b>	4:00 PM – 4:30 PM
<b>TCWTP touch base</b>	4:30 PM – 4:45 PM

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Thu, Jan 12

<b>Slalom contract for BLT team building and coordination support</b>	8:00 AM – 8:50 AM
<b>City Bureaus restructuring strategy session</b>	9:00 AM – 9:50 AM
<b>BLT Check In</b>	10:00 AM – 10:50 AM
<b>MEET: Kellie Torres / Dir Long / Dir Uchimaya / Michelle Rodriguez</b>	11:00 AM – 11:30 AM
<b>Bureau Directors Meeting</b>	11:30 AM – 1:00 PM
<b>Slalom Task Orders 7 and 8</b>	1:00 PM – 2:00 PM
<b>Weekly Budget Update</b>	1:00 PM – 2:00 PM
<b>OEHR's Budget Equity Tool Submittal</b>	2:00 PM – 2:25 PM
<b>touch base – Angela Henderson</b>	2:30 PM – 3:00 PM
<b>Brief Director: Property Acquisition in Oxbow Restoration area</b>	3:00 PM – 3:25 PM
<b>Edits – Kaitlin Lovell</b>	3:30 PM – 3:55 PM
<b>Rate Study timeline in 2023</b>	4:00 PM – 4:30 PM
<b>Coordinator III Vacancy in O&amp;M Facilities</b>	4:30 PM – 4:50 PM

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Fri, Jan 13

<b>Bi-Monthly Meeting: Interim Director Dawn Uchiyama, Bureau of Environmental Services</b>	9:30 AM – 10:00 AM
<b>DEQ</b>	10:15 AM – 10:45 AM
<b>Exit Interview - Rebecca Tillson</b>	11:15 AM – 12:00 PM
<b>Travel</b>	12:00 PM – 12:30 PM
<b>Dawn &amp; Steve Hansen Check-In</b>	1:00 PM – 1:50 PM
<b>check in – Ken Bartocci</b>	3:00 PM – 3:30 PM

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Tue, Jan 17

<b>WISE All Hands Meeting - Year 2</b>	8:00 AM – 9:00 AM
<b>Paul &amp; Dawn 1-1</b>	9:00 AM – 9:25 AM
<b>Mitchell Creek Culvert IGA with Clackamas County</b>	9:30 AM – 9:55 AM

<b>BLT Weekly Team Meeting</b>	10:00 AM – 12:00 PM
<b>Commissioner Briefing with Bureau of Environmental Services</b>	10:30 AM – 11:00 AM
<b>Dawn &amp; Arielle - Check-In</b>	12:15 PM – 1:15 PM
<b>Discuss SDC Payment Timing Change Proposal</b>	1:30 PM – 2:00 PM
<b>Angela 1-1</b>	3:00 PM – 3:45 PM
<b>Bureau Director meeting</b>	4:00 PM – 4:30 PM

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Wed, Jan  
18

<b>Dawn &amp; J'reyesha - Check-In</b>	8:45 AM – 9:45 AM
<b>All-Bureau Retreat</b>	10:00 AM – 11:00 AM
<b>Michelle &amp; Dawn 1-1</b>	11:30 AM – 12:00 PM
<b>Budget Advisory Committee meeting</b>	1:00 PM – 2:30 PM
<b>Farshad &amp; Dawn 1-1</b>	2:30 PM – 2:55 PM
<b>Public Works / Infrastructure Bureau Directors Bi-Weekly Check-in</b>	3:30 PM – 4:00 PM
<b>Dawn &amp; Rachel - Check-In</b>	4:00 PM – 4:25 PM
<b>Meeting with Mayor's Staff re: Houseless Project</b>	4:30 PM – 5:30 PM

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Thu, Jan 19

<b>Prep Session for AMI Check-In</b>	8:30 AM – 8:55 AM
<b>Workforce Planning and Review Committee</b>	9:00 AM – 9:50 AM
<b>BLT Check In</b>	10:00 AM – 10:50 AM
<b>Portland Utility Board - full Board meeting</b>	11:00 AM – 12:30 PM
<b>T4T and BES</b>	1:00 PM – 2:00 PM
<b>Weekly Budget Update</b>	1:00 PM – 2:00 PM
<b>Steve &amp; Dawn 1-1</b>	2:00 PM – 2:45 PM
<b>Development Director's Monthly Meeting</b>	3:30 PM – 4:30 PM
<b>AMI Discussion</b>	4:30 PM – 5:00 PM

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Fri, Jan 20

<b>BES-HRBP Check-in</b>	9:30 AM – 10:30 AM
<b>MEET: Permit Task Force</b>	10:30 AM – 12:00 PM
<b>Briefing on the Houselessness project</b>	12:00 PM – 1:00 PM
<b>Megan Callahan 1-1</b>	2:00 PM – 2:45 PM
<b>Dawn and Willie - Check-In</b>	3:00 PM – 4:00 PM

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Mon, Jan  
23

<b>Brief Director: *Authorization for one-time debt relief to coincide with revisions to the sewer-only special tax assessment process</b>	8:30 AM – 8:45 AM
<b>Non-Conforming Sewer program</b>	9:00 AM – 9:50 AM
<b>Bi-weekly standing Alice/Dawn check-in</b>	10:00 AM – 10:50 AM
<b>Farshad &amp; Dawn 1-1</b>	11:00 AM – 11:30 AM
<b>Commissioner Briefing with Bureau of Environmental Services</b>	12:30 PM – 1:00 PM
<b>Kristen 1-1</b>	3:00 PM – 3:45 PM
<b>TSG Technology Items and Data Strategy</b>	3:00 PM – 4:00 PM
<b>Restructuring for IA Partners / New IA Team</b>	4:00 PM – 5:00 PM

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Tue, Jan 24

<b>BLT Weekly Team Meeting</b>	10:00 AM – 12:00 PM
<b>Stormwater Maintenance Inspection Program: Inspection Shadow</b>	1:00 PM – 4:00 PM
<b>MEET: Directors' Cabinet</b>	2:00 PM – 3:00 PM
<b>Cabinet debrief</b>	4:00 PM – 4:30 PM

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Wed, Jan  
25

<b>Learning from Portland Water</b>	7:30 AM – 8:30 AM
<b>Dawn &amp; Dan Check-In</b>	8:30 AM – 9:00 AM
<b>Dawn &amp; Laura Flanigan Check-In</b>	9:00 AM – 9:25 AM
<b>WCPW</b>	9:30 AM – 11:00 AM
<b>Water/BES Monthly Meeting</b>	11:00 AM – 12:00 PM
<b>Strike Plan - check in</b>	12:00 PM – 12:15 PM
<b>Steve &amp; Dawn 1-1</b>	1:00 PM – 1:45 PM
<b>Michelle &amp; Dawn 1-1</b>	2:00 PM – 2:30 PM
<b>Dawn &amp; Arielle Check-In</b>	2:30 PM – 3:00 PM
<b>Dawn &amp; Tara Wilkinson - Meet &amp; Greet</b>	3:15 PM – 3:55 PM
<b>CAO/BES Meeting</b>	4:00 PM – 4:30 PM
<b>SysDev and IA Permitting workgroup update</b>	4:30 PM – 4:55 PM

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Thu, Jan 26

<b>Daily BES EOC meeting</b>	8:15 AM – 9:00 AM
<b>BES Inclement Weather Compensation Questions</b>	8:30 AM – 9:20 AM

<b>BES EOC daily (C&amp;GS) Command and General Staff</b>	9:05 AM – 9:50 AM
<b>Dawn &amp; Mike Kerr-Check-In</b>	9:30 AM – 9:55 AM
<b>BLT Check In</b>	10:00 AM – 10:50 AM
<b>Bureau Operational Coordination Call</b>	10:00 AM – 11:00 AM
<b>Internal comms. Strike prep</b>	11:00 AM – 11:30 AM
<b>Directors Retreat Day 1</b>	12:00 PM – 5:00 PM

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Fri, Jan 27

<b>Directors Retreat Day 2</b>	8:00 AM – 5:00 PM
<b>Daily BES EOC meeting</b>	8:15 AM – 9:00 AM
<b>BES EOC daily (C&amp;GS) Command and General Staff</b>	9:05 AM – 9:50 AM
<b>Commissioner Mapps/Dawn bi-weekly check in</b>	9:30 AM – 10:00 AM
<b>Bureau Operational Coordination Call</b>	10:00 AM – 11:00 AM

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Mon, Jan 30

<b>Daily BES EOC meeting</b>	8:15 AM – 9:00 AM
<b>BES EOC daily (C&amp;GS) Command and General Staff</b>	9:05 AM – 9:50 AM
<b>Farshad &amp; Dawn 1-1</b>	10:00 AM – 10:25 AM
<b>Bureau Operational Coordination Call</b>	10:00 AM – 11:00 AM
<b>Angela 1-1</b>	10:30 AM – 11:15 AM
<b>Commissioner Briefing with Bureau of Environmental Services</b>	11:30 AM – 12:00 PM
<b>CAO/BHR/BES Discussion</b>	1:00 PM – 1:50 PM
<b>Dawn &amp; Dan - Success Factors Refine Check-In</b>	2:00 PM – 2:50 PM
<b>Kristen 1-1</b>	3:00 PM – 3:45 PM
<b>Dawn &amp; Kristen - Success Factors Refine Check-In</b>	3:00 PM – 3:50 PM
<b>WOC SPerez</b>	4:00 PM – 4:25 PM

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Tue, Jan 31

<b>Brief Director prior to 9383 N. Columbia Blvd. site visit</b>	8:15 AM – 8:30 AM
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<b>Daily BES EOC meeting</b>	8:15 AM – 9:00 AM
<b>Exit Interview - John Houle</b>	8:30 AM – 9:00 AM
<b>BES EOC daily (C&amp;GS) Command and General Staff</b>	9:05 AM – 9:50 AM
<b>Citywide Infrastructure Investments: Findings and Recommendations Work Session</b>	9:30 AM – 11:30 AM
<b>Bureau Operational Coordination Call</b>	10:00 AM – 11:00 AM
<b>BLT Weekly Team Meeting</b>	10:00 AM – 12:00 PM
<b>MEET: Directors' Cabinet</b>	2:00 PM – 3:00 PM
<b>Paul &amp; Dawn 1-1</b>	3:30 PM – 3:55 PM
<b>Dawn &amp; Lauren - Success Factors Refine Check-In</b>	4:00 PM – 4:50 PM
<b>Check-in – Tara Wasiak</b>	5:00 PM – 5:15 PM

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### **Uchiyama, Dawn Calendar**

Wednesday, February 1, 2023 – Tuesday, February 28, 2023

Time zone: (UTC-08:00) Pacific Time (US & Canada)

(Adjusted for Daylight Saving Time)

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Wed, Feb 1

<b>Daily BES EOC meeting</b>	8:15 AM – 9:00 AM
<b>O&amp;M Meeting: Anticipated Strike Preparation</b>	8:15 AM – 9:30 AM
<b>FW: Bureau Operational Coordination Call</b>	10:00 AM – 11:00 AM
<b>BES Management Team Meetings</b>	11:00 AM – 12:00 PM
<b>Check-in BES/PBEM</b>	12:00 PM – 12:30 PM
<b>Dan Bauer 1-1</b>	1:00 PM – 1:25 PM
<b>Dawn &amp; Jody Yates Check-In</b>	1:30 PM – 1:55 PM
<b>Michelle &amp; Dawn 1-1</b>	2:00 PM – 2:30 PM
<b>Brief Director: IGA between Metro and COP for natural area acquisition</b>	2:30 PM – 2:45 PM
<b>Tryon Creek Fish Passage Project Ordinance Briefing</b>	3:00 PM – 3:25 PM
<b>Public Works / Infrastructure Bureau Directors Bi-Weekly Check-in</b>	3:30 PM – 4:00 PM
<b>Dawn &amp; Rachel - Success Factors Refine Check-In</b>	4:00 PM – 4:50 PM

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<b>Prepping key message for mtg Mayor's team</b>	Thu, Feb 2	7:00 AM – 8:00 AM
<b>Daily BES EOC meeting</b>		8:15 AM – 9:00 AM
<b>Workforce Planning and Review Committee</b>		9:00 AM – 9:50 AM
<b>BES EOC daily (C&amp;GS) Command and General Staff</b>		9:05 AM – 9:50 AM
<b>FW: Bureau Operational Coordination Call</b>		10:00 AM – 11:00 AM
<b>Important Springwater Wetlands Restoration Coordination</b>		11:00 AM – 11:25 AM
<b>DP Management Team</b>		2:00 PM – 3:00 PM
<b>EOC Day Review</b>		3:30 PM – 4:00 PM
<b>MEET: Strike Preparation</b>		4:00 PM – 4:30 PM

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Fri, Feb 3

<b>Urgent coordination update</b>		8:00 AM – 8:15 AM
<b>Daily BES EOC meeting</b>		8:15 AM – 9:00 AM
<b>BES EOC daily (C&amp;GS) Command and General Staff</b>		9:05 AM – 9:50 AM
<b>FW: Bureau Operational Coordination Call</b>		10:00 AM – 11:00 AM
<b>BES- ECC Check-in</b>		5:15 PM – 5:45 PM

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<b>ECC Command Staff briefing</b>	Sat, Feb 4	8:15 AM – 8:45 AM
<b>Weekend Morning BES EOC Briefing</b>		8:45 AM – 9:15 AM
<b>Bureau Operational Coordination Call</b>		10:00 AM – 11:00 AM
<b>Feb 4 ECC Command Staff Briefing</b>		11:30 AM – 12:00 PM
<b>FW: Weekend Afternoon BES EOC Briefing</b>		2:00 PM – 2:30 PM
<b>ECC Command Huddle Placeholder</b>	Sat, Feb 4 to Sun, Feb 5	8:00 PM – 7:00 AM

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<b>Weekend Morning BES EOC Briefing</b>	Sun, Feb 5	9:45 AM – 10:15 AM
<b>ECC All Hands Meeting</b>		10:15 AM – 10:45 AM
<b>Citywide SA/COP</b>		10:30 AM – 11:00 AM
<b>Forecasting ECC Support Needs</b>		2:00 PM – 2:30 PM
<b>Weekend Afternoon BES EOC Briefing</b>		2:00 PM – 2:30 PM
<b>Strike Transition Discussion for O&amp;M Non-Rep [Option 1]</b>		5:00 PM – 5:30 PM

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Mon, Feb 6



<b>Strike Transition Discussion for O&amp;M Non-Rep [Option 2]</b>	8:15 AM – 8:45 AM
<b>Citywide Situational Awareness Meeting</b>	10:00 AM – 10:30 AM
<b>Commissioner Briefing with Bureau of Environmental Services</b>	11:30 AM – 12:00 PM
<b>Stage Gate Zero - recurring meeting</b>	1:00 PM – 2:00 PM
<b>BES EOC debrief</b>	1:30 PM – 3:30 PM
<b>Bureau restructuring and mitigation banking</b>	4:00 PM – 5:00 PM

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Tue, Feb 7

<b>Strike Recovery Group meeting #1</b>	8:00 AM – 9:00 AM
<b>SA/COP Meeting</b>	10:00 AM – 10:30 AM
<b>Check in on bureau-wide email and director's Wed meeting</b>	1:00 PM – 1:30 PM
<b>MEET: Directors' Cabinet</b>	2:00 PM – 3:00 PM
<b>Portland Utility Board - full board Meeting</b>	3:30 PM – 5:00 PM

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Wed, Feb 8

<b>SA/COP Meeting</b>	10:00 AM – 10:30 AM
<b>Dan Bauer 1-1</b>	1:00 PM – 1:45 PM
<b>Michelle &amp; Dawn 1-1</b>	2:00 PM – 2:30 PM
<b>Dawn &amp; Lauren Wilcox Check-In</b>	2:30 PM – 2:55 PM
<b>Portland Harbor BES Exec Advisory Team</b>	3:00 PM – 3:50 PM
<b>Safety Meeting</b>	4:00 PM – 5:00 PM

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Thu, Feb 9

<b>Community Partnerships Division in-the-field tour: Cedar Crossing Restoration</b>	9:00 AM – 11:00 AM
<b>BLT Check In</b>	10:00 AM – 10:50 AM
<b>Bureau Directors Meeting</b>	11:30 AM – 1:00 PM
<b>Dawn &amp; Laura Flanigan Check-In</b>	3:00 PM – 3:55 PM

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Fri, Feb 10

<b>PJG and mindfulness</b>	2:30 PM – 4:00 PM
<b>Debrief</b>	4:30 PM – 5:00 PM

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Mon, Feb 13

<b>Environment and climate priorities</b>	9:30 AM – 9:55 AM
<b>Kristen 1-1</b>	10:00 AM – 10:25 AM
<b>3D Check in</b>	10:30 AM – 11:15 AM
<b>Commissioner Briefing with Bureau of Environmental Services</b>	11:30 AM – 12:00 PM
<b>Mike J./ Dawn Check-in</b>	12:00 PM – 1:30 PM
<b>BES Property at Portland Rd, West Property</b>	1:30 PM – 1:55 PM
<b>Non-Process Facilities Planning</b>	2:00 PM – 2:45 PM
<b>BES Permit Task Force Check In</b>	3:00 PM – 3:50 PM
<b>Code and Charter Match - Bureau Representatives Meeting</b>	3:00 PM – 4:00 PM
<b>Infor Interview with MC<sup>2</sup></b>	4:00 PM – 4:30 PM
<b>Farshad &amp; Dawn 1-1</b>	4:30 PM – 4:55 PM
<b>Strike check in</b>	4:45 PM – 5:15 PM

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Tue, Feb 14

<b>BLT Work Session</b>	8:00 AM – 12:30 PM
<b>Meeting with Bureau Directors</b>	9:30 AM – 10:30 AM
<b>New Debrief Teams</b>	12:30 PM – 3:00 PM
<b>Post Event Debrief</b>	12:30 PM – 3:00 PM
<b>Discuss Resolution Action Plan</b>	1:00 PM – 1:50 PM
<b>Hiroshima Shudo Greenhouse gas emission reduction (Dawn)</b>	3:00 PM – 5:00 PM

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Wed, Feb 15

<b>Paul &amp; Dawn 1-1</b>	8:30 AM – 8:55 AM
<b>Consultant task order: work plan</b>	9:30 AM – 9:55 AM
<b>Management Team Check-In</b>	10:00 AM – 11:00 AM
<b>Dawn &amp; Lauren Wilcox Check-In</b>	11:30 AM – 12:00 PM
<b>Budget Advisory meeting</b>	1:00 PM – 2:30 PM
<b>Interview</b>	3:00 PM – 4:00 PM
<b>MC<sup>2</sup> Report Review Meeting</b>	4:00 PM – 4:50 PM

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Thu, Feb 16

<b>Follow-up – Paul Suto</b>	8:30 AM – 9:00 AM
<b>Workforce Planning and Review Committee</b>	9:00 AM – 9:50 AM
<b>BLT Check In</b>	10:00 AM – 10:50 AM
<b>Portland Utility Board - full Board meeting</b>	11:00 AM – 12:30 PM

<b>Dan Bauer 1-1</b>	11:30 AM – 12:00 PM
<b>Weekly Budget Update</b>	1:00 PM – 2:00 PM
<b>Steve &amp; Dawn 1-1</b>	2:00 PM – 2:45 PM
<b>Secondary Treatment Expansion Program Oversight Committee</b>	3:00 PM – 4:00 PM
<b>SET Meeting</b>	4:00 PM – 4:30 PM
<b>Meeting with BES on post-strike recap</b>	4:00 PM – 5:00 PM

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Fri, Feb 17

<b>BES-HRBP Check-in</b>	10:00 AM – 10:50 AM
<b>Check-in – Tara Wasiak</b>	11:00 AM – 11:15 AM
<b>Megan Callahan 1-1</b>	1:00 PM – 1:45 PM
<b>Dawn and Hector - Coffee Check-In</b>	3:15 PM – 4:15 PM
<b>Shudo students' presentation - Mindful Leadership &amp; Green Climate Recovery</b>	4:30 PM – 5:10 PM

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Tue, Feb 21

<b>BLT Weekly Team Meeting</b>	10:00 AM – 12:00 PM
<b>EAP</b>	1:00 PM – 2:00 PM
<b>MEET: Directors' Cabinet</b>	2:00 PM – 3:00 PM
<b>Dan Bauer 1-1</b>	2:30 PM – 2:55 PM
<b>INFOR Executive Steering Committee</b>	3:00 PM – 4:00 PM

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Wed, Feb 22

<b>Farshad &amp; Dawn 1-1</b>	8:30 AM – 9:00 AM
<b>Interview</b>	9:00 AM – 12:30 PM
<b>BES Climate Change Roundtable</b>	1:00 PM – 2:00 PM
<b>Check-in PBEM/BES</b>	2:00 PM – 2:30 PM
<b>Dawn &amp; Lauren Wilcox Check-In</b>	2:30 PM – 2:55 PM

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Thu, Feb 23

<b>Introductions: New City Auditor/City Ombudsman</b>	9:00 AM – 9:30 AM
<b>BLT Check In</b>	10:00 AM – 10:50 AM
<b>Bureau Directors Meeting</b>	11:30 AM – 1:00 PM
<b>Weekly Budget Update</b>	1:00 PM – 2:00 PM
<b>Task Order Discussion</b>	2:00 PM – 2:50 PM
<b>O&amp;M People &amp; Culture Briefing</b>	3:00 PM – 4:50 PM

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Fri, Feb 24

<b>Bi-Monthly Meeting: Interim Director Dawn Uchiyama, Bureau of Environmental Services</b>	9:30 AM – 10:00 AM
<b>Dawn and Rachel - Check-In</b>	10:00 AM – 10:25 AM
<b>Levels of Service Interview</b>	10:30 AM – 11:00 AM
<b>Michelle &amp; Dawn 1-1</b>	11:00 AM – 11:30 AM
<b>Check in – Tonya Dean</b>	11:30 AM – 12:00 PM
<b>Sustainability + Leadership Chat</b>	1:30 PM – 2:15 PM
<b>Check in – Kaitlin Lovell</b>	3:15 PM – 4:00 PM

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Mon, Feb 27

<b>Meet – Steve Hansen</b>	10:00 AM – 10:30 AM
<b>Angela Henderson - Success Factors</b>	10:30 AM – 11:15 AM
<b>Introductions Dawn &amp; Katrina Dorsey</b>	11:30 AM – 11:45 AM
<b>Employee Town Hall on City Transition</b>	1:00 PM – 2:00 PM
<b>LMCOC - Updated Meeting Information</b>	1:00 PM – 3:00 PM
<b>Development of Implementation &amp; Investment Priorities</b>	3:00 PM – 3:25 PM
<b>BES Permit Task Force Check In</b>	3:30 PM – 3:55 PM
<b>BLT Team Development and Equity</b>	4:00 PM – 4:50 PM

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Tue, Feb 28

<b>Dawn &amp; Jessica - Grand Ronde Check- In</b>	8:30 AM – 8:45 AM
<b>Slalom/ Dawn 1:1</b>	9:00 AM – 9:30 AM
<b>Bureau Director's Meeting</b>	9:30 AM – 10:30 AM
<b>BLT Weekly Team Meeting</b>	10:00 AM – 12:00 PM
<b>Farshad &amp; Dawn 1-1</b>	1:30 PM – 2:00 PM
<b>Dawn &amp; Kerry</b>	3:00 PM – 3:25 PM
<b>Identifying and Resourcing Citywide Project Management Support</b>	4:00 PM – 4:30 PM

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### **Uchiyama, Dawn Calendar**

Wednesday, March 1, 2023 – Friday, March 31, 2023

Time zone: (UTC-08:00) Pacific Time (US & Canada)

(Adjusted for Daylight Saving Time)

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Wed, Mar 1

<b>Dan Bauer 1-1</b>	9:00 AM – 9:25 AM
<b>BES Management Team Meetings</b>	10:00 AM – 12:00 PM
<b>LEAD - Emotional Intelligence (Part 1)</b>	1:00 PM – 4:00 PM
<b>LEAD - Emotional Intelligence- Part 1 (Reminder)</b>	1:00 PM – 4:00 PM
<b>Public Works / Infrastructure Bureau Directors Bi-Weekly Check-in</b>	3:30 PM – 4:00 PM
<b>City Leadership Health Safety and Security Meeting</b>	4:00 PM – 5:00 PM
<b>Dr Allen-Hall Contract</b>	4:30 PM – 5:00 PM

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Thu, Mar 2

<b>Workforce Planning and Review Committee</b>	9:00 AM – 9:50 AM
<b>Coordinator/Analyst Representation Proposal Update</b>	9:00 AM – 9:55 AM
<b>Emergency Management Steering Committee</b>	9:00 AM – 10:30 AM
<b>BLT Check In</b>	10:00 AM – 10:50 AM
<b>Weekly Budget Update</b>	1:00 PM – 2:00 PM
<b>Adena/Dawn check in</b>	2:00 PM – 2:25 PM
<b>Interview</b>	2:30 PM – 5:00 PM
<b>Dawn &amp; Lauren Wilcox Check-In</b>	3:00 PM – 3:50 PM
<b>BES Director - Meeting with Commissioner Mapps &amp; Katie Meyer</b>	3:15 PM – 4:00 PM
<b>PPWU</b>	3:30 PM – 4:00 PM

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<b>▲ KA/DU</b>	Fri, Mar 3	8:00 AM – 8:50 AM
<b>LEAD - Emotional Intelligence (Part 2)</b>		9:00 AM – 12:00 PM
<b>LEAD - Emotional Intelligence- Part 2 (Reminder)</b>		9:00 AM – 12:00 PM
<b>Claim #2022-012765-20 (One Main Place) - Authority Request/Discussion of claim</b>		10:30 AM – 11:00 AM
<b>BES-HRBP Check-in</b>		1:00 PM – 2:00 PM
<b>Council Directive</b>		2:00 PM – 2:50 PM
<b>MEETING: PBOT Issue</b>		2:30 PM – 3:00 PM
<b>Fletcher</b>		3:00 PM – 5:00 PM

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Mon, Mar 6

<b>Bi-weekly standing Alice/Dawn check-in</b>	8:30 AM – 9:20 AM
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<b>Dawn &amp; Elisa - Coffee Check-In</b>	10:00 AM – 11:00 AM
<b>BES Commissioner Briefing</b>	1:30 PM – 2:00 PM
<b>Farshad &amp; Dawn 1-1</b>	2:00 PM – 2:25 PM
<b>Megan Callahan 1-1</b>	3:00 PM – 3:25 PM
<b>Dawn &amp; Rachel Check-In</b>	3:30 PM – 4:30 PM

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Tue, Mar 7

<b>BLT Work Session</b>	8:00 AM – 12:30 PM
<b>Brief Director: BES On-call Stormwater Improvement Services</b>	3:00 PM – 3:15 PM
<b>Portland Utility Board - full board Meeting</b>	3:30 PM – 5:30 PM
<b>Bureau Directors Meeting</b>	4:00 PM – 4:30 PM

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Wed, Mar 8

<b>Dawn &amp; Misty Coffee - Check-In</b>	8:30 AM – 9:30 AM
<b>Touch base – Rebecca Tillson</b>	10:00 AM – 10:20 AM
<b>BES - Dawn</b>	10:30 AM – 11:00 AM
<b>Dawn and Kristen Check-In</b>	11:00 AM – 11:45 AM
<b>Dawn &amp; Arielle Check-In</b>	1:00 PM – 1:25 PM
<b>Pre-Trip Delegation Briefing for Grand Ronde Visit</b>	1:30 PM – 2:15 PM
<b>Portland Harbor BES Exec Advisory Team</b>	3:00 PM – 3:50 PM
<b>Recruitments</b>	4:30 PM – 4:45 PM

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Thu, Mar 9

<b>MEET: Directors' Cabinet</b>	8:00 AM – 9:00 AM
<b>Weekly Budget Update</b>	9:00 AM – 10:00 AM
<b>Directors Cabinet, Land acquisition subcommittee, Potential BES impacts</b>	10:00 AM – 10:25 AM
<b>BLT Check In</b>	10:00 AM – 10:50 AM
<b>Bureau Directors Meeting</b>	11:30 AM – 1:00 PM
<b>DPG All Hands Meeting</b>	1:00 PM – 2:30 PM
<b>Natural Resource 90 Day Plan</b>	2:00 PM – 2:50 PM
<b>Dawn &amp; Kerry Check In</b>	3:00 PM – 3:25 PM
<b>Dawn &amp; Lauren Wilcox Check-In</b>	3:00 PM – 3:50 PM
<b>Dawn &amp; Georgia Coffee Check-In</b>	4:00 PM – 5:00 PM

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Fri, Mar 10

<b>Dan Bauer 1-1</b>	9:30 AM – 10:20 AM
<b>Dry Run Budget Presentation Meeting</b>	10:30 AM – 12:00 PM

<b>Recruitments</b>		1:00 PM – 1:25 PM
<b>Dawn U. &amp; Stacy Smalls - Phone Call</b>		1:30 PM – 1:55 PM
<b>Mitigation Banking report review</b>		2:00 PM – 2:45 PM
<b>Meeting with the Caregiver Advocacy Coalition</b>		3:00 PM – 4:00 PM
<b>Dawn &amp; Rachel - Scheduling</b>		4:00 PM – 4:30 PM

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Mon, Mar 13

<b>Portland Delegation to Confederated Tribes of Grand Ronde</b>		7:45 AM – 3:45 PM
<b>Amnesty Agreement Briefing</b>		9:30 AM – 10:00 AM
<b>BES Commissioner Briefing</b>		1:30 PM – 2:00 PM
<b>BES Permit Task Force Check In</b>		3:00 PM – 3:50 PM

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Tue, Mar 14

<b>Transition check in</b>		8:00 AM – 8:30 AM
<b>Kristen 1-1</b>		9:00 AM – 9:25 AM
<b>Budget presentation prep</b>		9:30 AM – 10:00 AM
<b>BLT Weekly Team Meeting</b>		10:30 AM – 12:00 PM
<b>Brief Director: Sellwood – Sanitary Sewer Extension Project</b>		12:45 PM – 1:00 PM
<b>MEET: Directors' Cabinet</b>		2:00 PM – 2:20 PM
<b>90 Day Work Plan</b>		2:30 PM – 2:55 PM
<b>Admin Study Update - with Slalom</b>		3:00 PM – 4:00 PM
<b>Bureau Directors Meeting</b>		4:00 PM – 5:00 PM

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Wed, Mar 15

<b>CWWTP site visit</b>		7:30 AM – 9:00 AM
<b>Development of Implementation &amp; Investment Priorities</b>		9:00 AM – 9:25 AM
<b>Public Works Team - Review &amp; Discuss</b>		9:30 AM – 9:55 AM
<b>touch base on recruitments</b>		10:00 AM – 10:30 AM
<b>touch base</b>		10:30 AM – 11:00 AM
<b>90 Day Work Plan - (check-in with PMs)</b>		11:00 AM – 11:30 AM
<b>Dawn &amp; Rachel - Check -In</b>		1:30 PM – 2:20 PM
<b>Public Works / Infrastructure Bureau Directors Bi-Weekly Check-in</b>		3:30 PM – 4:00 PM
<b>Task Order Discussion</b>		4:00 PM – 4:50 PM

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Thu, Mar 16

<b>Steve &amp; Dawn 1-1</b>		7:30 AM – 8:15 AM
<b>Dawn &amp; Kerry</b>		8:30 AM – 9:00 AM

check in	9:00 AM – 9:30 AM
<b>Workforce Planning and Review Committee</b>	9:00 AM – 9:50 AM
<b>BLT Check In</b>	10:00 AM – 10:50 AM
<b>Portland Utility Board - full Board meeting</b>	11:00 AM – 12:30 PM
<b>Budget Work Session 4 - Public Utilities (PBOT, Water Bureau, BES)</b>	2:00 PM – 5:00 PM
<b>Dawn &amp; Lauren Wilcox Check-In</b>	3:00 PM – 3:50 PM

Fri, Mar 17

<b>Angela Henderson 1-1</b>	9:00 AM – 9:50 AM
<b>BES-HRBP Check-in</b>	10:00 AM – 10:50 AM
<b>Check in – Michelle Rodriguez</b>	11:00 AM – 11:30 AM
<b>Recruitments -Check In</b>	11:30 AM – 12:00 PM
<b>Bond Rating Presentation Touch Base</b>	12:00 PM – 12:25 PM
<b>On-site Meeting: Friends of Smith and Bybee Lakes</b>	2:30 PM – 3:15 PM

Tue, Mar 21

<b>Food Cart Pods</b>	1:00 PM – 1:50 PM
<b>INFOR Executive Steering Committee</b>	3:00 PM – 4:00 PM

Wed, Mar 22

<b>Water/BES Monthly Meeting</b>	11:00 AM – 12:00 PM
<b>Dan Bauer 1-1</b>	1:00 PM – 1:45 PM
<b>Kristen A. Check-In</b>	2:00 PM – 2:50 PM
<b>Spring Summit</b>	4:00 PM – 5:00 PM

Thu, Mar 23

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<b>BLT Check In</b>	10:00 AM – 10:50 AM
<b>BES Commissioner Briefing(rescheduled from 3/20)</b>	10:30 AM – 11:00 AM
<b>Bureau Directors Meeting</b>	11:30 AM – 1:00 PM
<b>Weekly Budget Update</b>	1:00 PM – 2:00 PM
<b>Natural Resource Delivery - meeting with consultant</b>	1:15 PM – 2:00 PM

Fri, Mar 24

<b>Dawn &amp; Rachel - Check-In</b>	2:00 PM – 2:30 PM
<b>Dawn &amp; Paul - Check-In</b>	3:00 PM – 3:25 PM



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Mon, Mar 27

**LMCOC - Updated Meeting Information**

1:00 PM – 3:00 PM

**BES Permit Task Force Check In**

3:00 PM – 3:50 PM

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Tue, Mar 28

**BLT Weekly Team Meeting**

10:00 AM – 11:30 AM

**MEET: Directors' Cabinet**

2:00 PM – 3:00 PM

**Bureau Director meeting**

4:00 PM – 4:30 PM

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Wed, Mar 29

**City funding for expenses related to the  
Portland Metro Levee System (PMLS) in FY  
23-24**

1:00 PM – 1:50 PM

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