

January 2023

▲ Tue, Jan 3

- 11:30 AM – 11:55 AM Rose Quarter Safety Workshop
 - 4:00 PM – 4:30 PM Bureau Directors Meeting
 - 4:30 PM – 5:00 PM Charter Check in
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▲ Wed, Jan 4

- 8:30 AM – 9:30 AM Venue Visioning Scope Interview
 - 10:00 AM – 10:50 AM NEX Strategies Bi-Weekly Check-in
 - 3:30 PM – 3:50 PM Discuss council item
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▲ Thu, Jan 5

- 9:30 AM – 11:00 AM OMF Leadership Team
 - 10:30 AM – 11:00 AM Thursday Chiefs
 - 1:00 PM – 2:00 PM NEX Strategies additional check-in
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▲ Fri, Jan 6

▲ Mon, Jan 9

▲ Tue, Jan 10

- ▨ 11:00 AM – 12:00 PM BFM Training #1: PCF
 - 4:00 PM – 4:30 PM Charter Update
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▲ Wed, Jan 11

- 12:00 PM – 1:30 PM Mayor's office check-in
 - ▨ 2:00 PM – 2:45 PM MEET: Commissioner Rubio/Mayor Wheeler (Bobby)
 - ▨ 3:00 PM – 3:30 PM MEET: Commissioner Gonzalez / Mayor Wheeler
 - 3:15 PM – 3:45 PM Phone call w/Mike Jordan & Commissioner Mapps
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▲ Thu, Jan 12

- 11:30 AM – 1:00 PM Bureau Directors Meeting
- 1:00 PM – 1:30 PM Monthly CAO Budget Discussion (Mike J./ Carmen/ Aaron R./ Ben)
- ▨ 2:00 PM – 3:00 PM BFM Training #2: Reporting, Tech Checks, and Form Uploads

- 2:30 PM – 3:30 PM Discuss PPB and the Justice Center
 - 4:00 PM – 4:25 PM Citywide Asset Management Group: Co-Chairs and Exec Sponsor Check-In
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▲ **Fri, Jan 13**

- 11:00 AM – 11:30 AM FW: MEET: Commissioner Gonzalez/Mike Jordan/Mayor Wheeler
 - 11:00 AM – 11:30 AM MEET: Commissioner Gonzalez/Mike Jordan/Mayor Wheeler
 - 12:00 PM – 1:00 PM Lunch with PSU Center for Public Service
 - 1:30 PM – 2:00 PM Commissioner Ryan/Mike Jordan/Mayor Wheeler (Bobby)
 - 2:30 PM – 3:00 PM MEET: Commissioner Mapps/Mike Jordan/Mayor Wheeler (Bobby)
 - 3:00 PM – 5:00 PM MEET: Planning Session
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▲ **Mon, Jan 16**

▲ **Tue, Jan 17**

- 8:30 AM – 8:55 AM Charter Sponsor Check in
 - 1:30 PM – 2:30 PM Key Information Interview - Chief Administrative Officer
 - 4:00 PM – 4:30 PM Bureau Director meeting
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▲ **Wed, Jan 18**

- 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 10:00 AM – 10:50 AM NEX Strategies Bi-Weekly Check-in
 - 1:00 PM – 2:30 PM Budget Advisory Committee meeting
 - 2:30 PM – 3:00 PM Terminal 1 Discussion
 - 4:30 PM – 5:30 PM Meeting with Mayor's Staff re: Houseless Project
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▲ **Thu, Jan 19**

- 9:30 AM – 9:50 AM Senior Procurement Specialist dedicated to the Houselessness Project
- 10:00 AM – 11:00 AM Infrastructure Asset Management Council Work Session Dress Rehearsal #1
- 11:30 AM – 12:00 PM Charter Update
- 12:30 PM – 1:00 PM CAO Jordan and Comm Mapps Monthly check in
- 1:00 PM – 1:30 PM Path to Leadership Impact Project
- ▨ 2:00 PM – 3:30 PM MEET: Discussion of Council Resolution

■ 5:15 PM – 6:00 PM Long term decision making

▲ **Fri, Jan 20**

- 9:00 AM – 9:45 AM Participatory Budgeting Charter Amendment
 - 10:00 AM – 10:30 AM Safe Sleeping Zones
 - 11:00 AM – 11:45 AM MEET: Clinton Triangle LOI
 - 12:00 PM – 1:00 PM Briefing on the Houselessness project
 - 2:00 PM – 2:30 PM Review the close out report for the Portland Building Reconst. Project & final list of projects
 - 2:30 PM – 3:00 PM I-5 at the Rose Quarter
 - 4:00 PM – 4:30 PM Budget Memo 3
 - 4:30 PM – 5:00 PM PCL strike issues
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▲ **Mon, Jan 23**

▲ **Tue, Jan 24**

- 8:30 AM – 9:30 AM Infrastructure Asset Management Council Work Session Dress Rehearsal #2
 - 9:00 AM – 9:30 AM MEET: Prep for Directors' Cabinet Meeting
 - 9:30 AM – 11:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners
 - 11:30 AM – 12:00 PM Tuesday Chiefs
 - 1:00 PM – 1:15 PM Camp clean-up funding
 - ▨ 1:00 PM – 3:00 PM Equity Session
 - 2:00 PM – 3:00 PM MEET: Directors' Cabinet
 - 3:00 PM – 4:00 PM Project Sponsor Check In
 - 4:00 PM – 4:45 PM Pathway to Leadership: Impact Project Advisor Request
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▲ **Wed, Jan 25**

- 10:00 AM – 11:00 AM City of Portland Governance Transition Meeting w/NLC
 - 11:00 AM – 11:30 AM Transition Implementation Coordination
 - 11:30 AM – 12:15 PM Discuss Facilities Overview w/Maty Sauter
 - ▨ 3:30 PM – 4:30 PM Shelter Preparedness
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▲ **Thu, Jan 26**

- ▨ 8:30 AM – 9:00 AM Winter Weather Shelter Operations Situational Awareness Call
- 9:00 AM – 10:00 AM CAO Staff Meeting

- 10:45 AM – 11:15 AM MEET: Cmr Ryan / Michael Jordan
 - 12:00 PM – 5:00 PM Directors Retreat Day 1
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▲ **Fri, Jan 27**

- 8:00 AM – 5:00 PM Directors Retreat Day 2
 - ▨ 8:30 AM – 9:00 AM Winter Weather Shelter Operations Situational Awareness Call
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▲ **Mon, Jan 30**

- 8:30 AM – 8:50 AM Discuss where we are with Rose Quarter w/Grace Crunican
 - ▨ 8:30 AM – 9:00 AM Winter Weather Shelter Operations Situational Awareness Call
 - 1:00 PM – 1:50 PM CAO/BHR/BES Discussion
 - 2:00 PM – 3:30 PM Prosper/Portland Bureaus/Metro quarterly check-in
 - 3:30 PM – 4:00 PM MEET: PEMO Property Issues
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▲ **Tue, Jan 31**

- 8:00 AM – 8:30 AM MEET: Prep for Directors' Cabinet Meeting
 - 9:30 AM – 11:30 AM Citywide Infrastructure Investments: Findings and Recommendations Work Session
 - 4:00 PM – 4:30 PM Finance Manager Interview with CAO Mike Jordan
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February 2023

▲ **Wed, Feb 1**

- ▨ 9:00 AM – 10:00 AM Monthly BOLT Meeting
 - 10:00 AM – 10:50 AM NEX Strategies Bi-Weekly Check-in
 - ▨ 2:00 PM – 2:30 PM Litter Discussion
 - 4:00 PM – 4:30 PM Finance Manager Interview with CAO Mike Jordan
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▲ **Thu, Feb 2**

- 8:00 AM – 9:20 AM Mike at PBEM
- ▨ 8:15 AM – 8:45 AM ECC Command Staff briefing
- ▨ 9:30 AM – 10:00 AM MEET: Commissioner Mapps/Mayor (Bobby)
- 10:30 AM – 11:30 AM Thursday Chiefs
- 11:45 AM – 12:00 PM MEET: Cmr Ryan / Michael Jordan
- 4:00 PM – 4:30 PM Finance Manager Interview with CAO Mike Jordan

- 4:00 PM – 4:30 PM MEET: Strike Preparation
 - 4:45 PM – 5:30 PM Policy Check-in: LiUNA Strike Coordination
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▲ Fri, Feb 3

- 8:15 AM – 8:45 AM ECC Command Staff briefing
 - 8:30 AM – 9:00 AM Mike Jordan & Mike Myers check-in
 - 9:15 AM – 9:30 AM Rebecca, Mike J, Beth B: Manashe Building at SW 4th and Washington
 - 12:00 PM – 12:30 PM Command Staff: LiUNA Strike Coordination
 - 1:30 PM – 2:00 PM Prep for RQ meeting on Feb 7
 - 3:30 PM – 4:00 PM MEET: Mike / Hayley / Sara / Bobby
 - 4:15 PM – 4:45 PM Hotline Report, Community Safety and Procurement
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▲ Sat, Feb 4

- 8:15 AM – 8:45 AM ECC Command Staff briefing
 - 11:30 AM – 12:00 PM Feb 4 ECC Command Staff Briefing
 - 4:30 PM – 5:00 PM BES Security Ops Briefing
 - 5:30 PM – 6:00 PM ECC Command and PPB Check-In
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▲ Sun, Feb 5

- 11:30 AM – 12:00 PM ECC Command Meeting
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▲ Mon, Feb 6

- 8:30 AM – 9:00 AM Mayor's Chief of Staff Daily Check-in
 - 4:30 PM – 5:00 PM MEET: PPB Facilities discussion (Stephanie)
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▲ Tue, Feb 7

- 10:30 AM – 11:00 AM MEET: Prep for Directors' Meeting
 - 12:00 PM – 12:30 PM ECC Command Meeting
 - 2:00 PM – 3:00 PM MEET: Directors' Cabinet
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▲ Wed, Feb 8

- 9:30 AM – 10:20 AM Hearings Office and learn about our work
 - 12:00 PM – 12:30 PM ECC Command Meeting
 - 3:00 PM – 4:00 PM KPFF Soil Nail Wall Investigation Project Kickoff Meeting | Providence Park Water Intrusion
 - 4:00 PM – 4:45 PM Charter Reform Facilities project
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▲ **Thu, Feb 9**

- 9:00 AM – 11:00 AM Project Friday
 - ▨ 10:30 AM – 11:30 AM Thursday Chiefs
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
 - ▨ 12:30 PM – 1:30 PM ECC Command Hotwash (Corrected Invite)
 - ▨ 2:30 PM – 3:00 PM MEET: Mike / Hayley / Sara / Bobby
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▲ **Fri, Feb 10**

- 1:00 PM – 1:30 PM Mike J & Manny Guerra - Security Strike Coordination
 - 2:15 PM – 2:45 PM Structure Communications & meeting schedule
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▲ **Sun, Feb 12**

- ▨ 9:00 AM – 10:00 AM Shelter Preparedness
 - ▨ 5:00 PM – 5:30 PM Shelter Preparedness
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▲ **Mon, Feb 13**

- ▨ 8:30 AM – 9:00 AM Winter Weather Shelter Operations Situational Awareness Coordination Call
 - 9:30 AM – 11:00 AM OMF Leadership Team
 - ▨ 3:00 PM – 4:00 PM Code and Charter Match - Bureau Representatives Meeting
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▲ **Tue, Feb 14**

- ▨ 8:30 AM – 9:00 AM Winter Weather Shelter Operations Situational Awareness Coordination Call
 - 10:30 AM – 11:00 AM MEET: Prep for Directors' Cabinet Meeting
 - 12:15 PM – 1:15 PM (P) Lunch w Michael Jordan & CEO Pastor Matt H (in-person)
 - 3:30 PM – 4:00 PM Project Sponsor meeting
 - 4:00 PM – 4:30 PM Bureau Directors Meeting
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▲ **Wed, Feb 15**

- 8:00 AM – 9:00 AM City of Portland CAO/ Baltimore DCAO Conversation
 - 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 10:00 AM – 10:50 AM NEX Strategies Bi-Weekly Check-in
 - 11:00 AM – 12:00 PM Mike J./ Cathy Bless budget discussion
 - 1:00 PM – 2:30 PM Budget Advisory meeting
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▲ **Thu, Feb 16**

- 9:00 AM – 9:30 AM Discuss the applications for the CAO Office Racial Equity Advancement Group
 - 9:30 AM – 10:00 AM Budget presentation coordination
 - 10:00 AM – 11:00 AM Broadway Corridor Demo
 - 10:30 AM – 11:30 AM Thursday Chiefs
 - 2:00 PM – 3:00 PM Employee Town Hall on City Transition
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▲ **Fri, Feb 17**

- 8:00 AM – 8:30 AM Broadway corridor meeting
 - 8:30 AM – 9:00 AM Mike J & Tim Grewe Coordinate the budget process
 - 11:30 AM – 12:00 PM Check in with City of Portland re: Government Structure Changes
 - 2:00 PM – 2:30 PM CAO Jordan and Comm Mapps Monthly check in
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▲ **Mon, Feb 20**

- ▨ 9:00 AM – 10:00 AM Shelter Preparedness
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▲ **Tue, Feb 21 – Feb 24**

- All Day Mike OOO
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▲ **Mon, Feb 27**

- ▨ 8:30 AM – 9:00 AM Winter Weather Shelter Operations Situational Awareness
 - 1:00 PM – 2:00 PM Employee Town Hall on City Transition
 - 2:30 PM – 3:00 PM Citywide Infrastructure Investments Council Follow-up Discussion
 - 3:15 PM – 3:45 PM Budget discussion
 - 4:00 PM – 4:30 PM MEET: Mike Jordan/Mayor check-in (Bobby)
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▲ **Tue, Feb 28**

- ▨ 8:30 AM – 9:00 AM Winter Weather Shelter Operations Situational awareness
 - 10:00 AM – 2:30 PM Project Team Retreat
 - 3:00 PM – 3:30 PM Transition: Sponsors Update
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March 2023

▲ Wed, Mar 1

- 8:00 AM – 8:25 AM CAMG Chairs and Sponsor Check in
 - 3:30 PM – 4:00 PM Budget presentation coordination
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▲ Thu, Mar 2

- 8:00 AM – 8:25 AM Budget presentation coordination
 - 9:00 AM – 10:00 AM CAO Staff Meeting
 - ▨ 9:00 AM – 10:30 AM Emergency Management Steering Committee
 - 10:30 AM – 11:30 AM Thursday Chiefs
 - 12:00 PM – 12:15 PM MEET: Draft PPR & OMF IA - Morrison Bridge
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▲ Fri, Mar 3

- 12:30 PM – 1:00 PM Budget Presentation Run through
 - 1:00 PM – 1:25 PM Budget presentation coordination
 - 1:30 PM – 1:55 PM Spring BMP Guidance, Resources and expiring positions
 - 3:30 PM – 4:15 PM City Rose Quarter Strategy
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▲ Mon, Mar 6

- 9:30 AM – 11:00 AM OMF Leadership Team
 - 3:00 PM – 5:00 PM RQ Meeting
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▲ Tue, Mar 7

- 9:00 AM – 12:00 PM Council Work Session: FY 23 -24 Budget Work Session 1
 - 3:00 PM – 3:30 PM Transition: Sponsors Update
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▲ Wed, Mar 8

- 7:00 AM – 8:00 AM Connect: Mike / Sonia / Sara / Bobby
 - ▨ 9:30 AM – 10:00 AM MEET: Prep for Directors' Cabinet Meeting
 - 10:00 AM – 10:45 AM Hearings Office & Director Jordan
 - 12:30 PM – 1:30 PM Jeff & Mike Jordan | City of Portland & Travel Portland (Reservation under Jeff Miller)
 - 4:30 PM – 5:00 PM Bureau Directors / Mayor Wheeler
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▲ Thu, Mar 9

- ▨ 8:00 AM – 9:00 AM MEET: Directors' Cabinet

- 10:30 AM – 11:30 AM Thursday Chiefs
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
 - 2:00 PM – 5:00 PM Council Work Session: FY 23 -24 Budget Work Session 2
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▲ **Fri, Mar 10**

- 10:00 AM – 10:30 AM MEET: Follow-up with SEIU (Hayley)
 - 11:00 AM – 12:00 PM Meet: Broadway Corridor IGA
 - 1:00 PM – 1:30 PM Levee Ready Columbia/UFSWQD
 - 1:30 PM – 2:00 PM Rose Quarter Strategy 2
 - 2:00 PM – 2:45 PM Mitigation Banking report review
 - 3:30 PM – 4:00 PM MEET: Mike / Hayley / Sara / Bobby
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▲ **Mon, Mar 13**

- 9:00 AM – 10:00 AM Oregon Solutions Non-Profit Living Wage Interview: City of Portland Administrator (Michael Jordan)
 - 10:00 AM – 10:30 AM Mentorship Program Speaker Series Prep
 - 12:30 PM – 2:00 PM MEET: Budget Development
 - ▨ 2:00 PM – 2:30 PM Formal kickoff for NEX Strategies contract
 - 2:30 PM – 3:30 PM OMF Budget
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▲ **Tue, Mar 14**

- 8:00 AM – 8:30 AM Transition Check-in
 - ▨ 9:00 AM – 12:00 PM Council Work Session: FY 23 -24 Budget Work Session 3
 - 2:00 PM – 2:20 PM MEET: Directors' Cabinet
 - 3:00 PM – 3:30 PM Transition: Sponsors Update
 - 4:00 PM – 5:00 PM Bureau Directors Meeting
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▲ **Wed, Mar 15**

- 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 10:15 AM – 12:15 PM Project Friday
 - 3:00 PM – 3:25 PM MEET: Budget Development
 - ▨ 3:00 PM – 4:30 PM Monthly City Asset Managers Group (CAMG) Meeting (UPDATED 2023)
 - 3:00 PM – 5:00 PM FW: MEET: Budget Development
 - 4:00 PM – 5:00 PM PUFC Exec Comm Meeting
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▲ **Thu, Mar 16**

- 10:30 AM – 11:30 AM Thursday Chiefs

- 11:00 AM – 12:00 PM Mentorship Program Speaker Series
 - 12:00 PM – 1:00 PM MEET: Budget Development with Mayor
 - 2:00 PM – 3:00 PM Manager/Supervisor Townhall - Hybrid, Remote and In-Person Work
 - ▨ 2:00 PM – 5:00 PM Council Work Session: FY 23 -24 Budget Work Session 4
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▲ **Fri, Mar 17**

- 10:00 AM – 11:00 AM FW: MEET: Budget Development
 - 11:15 AM – 11:45 AM 11:15 - Mike J & Tim Grewe Coordinate the budget process
 - 1:00 PM – 1:30 PM CAO Jordan and Commissioner Mapps Monthly check in
 - 2:00 PM – 4:30 PM MEET: Planning Meeting on Charter Transition
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▲ **Mon, Mar 20**

- 9:30 AM – 11:00 AM OMF Leadership Team
 - ▨ 10:00 AM – 11:00 AM KPFF Soil Nail Wall Investigation Follow up Meeting | Providence Park Water Intrusion
 - 1:00 PM – 4:00 PM Council Work Session: FY 23 -24 Budget Work Session 5
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▲ **Tue, Mar 21**

- ▨ 9:00 AM – 10:00 AM Revenue Division Annual Tax Season
 - 9:30 AM – 11:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners
 - 11:00 AM – 11:30 AM Room 1501 -Facilities all staff meeting in person
 - 1:00 PM – 1:30 PM CFO transition
 - 2:00 PM – 3:00 PM MEET: Directors' Cabinet
 - 3:00 PM – 3:30 PM Transition: Sponsors Update
 - ▨ 3:30 PM – 5:00 PM Follow up on Retreat Roles and Responsibilities
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▲ **Wed, Mar 22**

- 10:30 AM – 11:00 AM GTAC discussion
 - 1:15 PM – 1:45 PM Levee Ready Columbia/Urban Flood Safety and Water Quality District body of work
 - 3:00 PM – 4:00 PM FW: MEET: Budget Development
 - 3:00 PM – 4:00 PM Office of the CAO Racial Equity Advancement Group meeting (with the CAOs)
 - ▨ 4:00 PM – 4:45 PM RCV Briefing for Commissioner Mapps
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▲ **Thu, Mar 23**

- ▨ 11:00 AM – 11:15 AM Leons OL
 - 11:30 AM – 1:00 PM In person - Bureau Directors Meeting
 - 2:00 PM – 5:00 PM Council Work Session: FY 23 -24 Budget Work Session 6
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▲ **Fri, Mar 24**

- 11:00 AM – 11:30 AM Urgent: need to check in re Fleet proposed charges
 - 2:00 PM – 2:30 PM MEET: Mike Jordan/Cmr Ryan
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▲ **Mon, Mar 27**

- 8:30 AM – 9:00 AM Charter Change Implementation – Next Steps
 - 3:30 PM – 4:15 PM RCV Briefing for Commissioner Rubio
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▲ **Tue, Mar 28**

- 3:00 PM – 3:30 PM Transition: Sponsors Update
 - 4:00 PM – 4:30 PM Bureau Director meeting
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▲ **Wed, Mar 29**

- 8:00 AM – 9:00 AM Jeff & Mike Jordan | City of Portland & Travel Portland
 - 10:30 AM – 11:00 AM CFO transition
 - 1:30 PM – 3:30 PM MEET: Budget Development
 - 2:00 PM – 2:15 PM Reminder: certify timesheets
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▲ **Thu, Mar 30**

- 9:00 AM – 10:00 AM CAO Staff Meeting
 - 11:30 AM – 11:55 AM Tactics and politics
 - 1:00 PM – 1:30 PM Mike J & Tim Grewe Coordinate the budget process
 - ▨ 1:00 PM – 2:00 PM Portland City Laborers Contract Changes Review - Option #1
 - 2:00 PM – 2:30 PM New City Ombudsman Introduction
 - ▨ 2:00 PM – 3:00 PM OMF Facilities Meeting
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▲ **Fri, Mar 31**

- 1:30 PM – 2:00 PM CFO transition
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