

■ Out of Office

■ Working Elsewhere

■ Outside of Working Hours

July 2022

▲ Fri, Jul 1

- 8:00 AM – 9:00 AM CAO./ PBOT Director
- 9:30 AM – 10:00 AM CAO./ City Attorney Check-in (Quarterly)
- 10:30 AM – 11:20 AM Multiple Initiatives Alignment
- 11:00 AM – 11:30 AM CAO. / Executive Assistant Check-in
- 1:30 PM – 1:45 PM CAO./ DCAO Phone Call (as needed)
- 3:00 PM – 5:00 PM MEET: CAO & Mayor's Staff

▲ Tue, Jul 5

- 9:00 AM – 10:00 AM CAO./ SPOT Manager/ Shawn Campbell Check-in
- 10:00 AM – 10:50 AM CAO./ DCAO Check-in
- 11:30 AM – 12:30 PM CAO./ Chief Boone for Lunch
- 1:00 PM – 1:30 PM Maturity and Funding Assessment Projects (CAO/ Tate/ SPOT Manager/ DCAO (optional))
- 2:00 PM – 2:50 PM CAO./ CFO Check-in
- 3:00 PM – 3:30 PM CAO./ SPOT Manager Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ Wed, Jul 6

- 9:00 AM – 9:30 AM CAO./ CSD Director . Check-in
- 10:00 AM – 10:30 AM CAO./ Ken Lee Business Services Group for coffee
- 11:00 AM – 11:50 AM CAO./ Strategic Projects and Opportunity Team Check-in re: Charter Commission
- 3:00 PM – 3:45 PM CAO./ DCAO/ Aaron Rivera General Fund Operations / BusOps Funding Methodology
- 3:00 PM – 4:00 PM BusOps Meeting - Room Reservation
- 4:15 PM – 5:00 PM CAO/ Jason Franklin, Director of Campus Planning, PSU Coffee

▲ Thu, Jul 7

- 8:30 AM – 8:55 AM CAO./ Annie Von Burg re: Portland Harbor Superfund Program
- 9:00 AM – 9:30 AM CAO./ CFO/BRFS Director . Success Factors Check-in
- 10:00 AM – 11:00 AM Keller Auditorium Meeting (CAO/ Spectator Venues Program Manager / Karen Whitman E.D. of Halprin Landscape Conservancy/ Scott Andrews President of Halprin Landscape Conservancy / John Russell, Member Leader of Marking Keller Group)
- 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting

▲ Fri, Jul 8

- 7:30 AM – 8:30 AM CAO & Ethan Seltzer Breakfast
 - 9:00 AM – 9:25 AM CAO./ BTS Director Success Factors Check-in
 - 9:30 AM – 10:00 AM PEACE Follow Up Meeting
 - 10:30 AM – 10:55 AM CAO./ CSD Director . Success Factors Check-in
 - 11:00 AM – 11:30 AM CAO. / Executive Assistant Check-in
 - 11:30 AM – 12:00 PM CAO./ Juan Carlos
 - 1:00 PM – 1:15 PM Path to Leadership Final Selection Discussion
 - 1:30 PM – 2:00 PM CAO./ OMF Strategic Comm Mngr Check-in
 - 2:00 PM – 3:00 PM 311 Team Meeting
 - 3:30 PM – 3:45 PM CAO./ DCAO Phone Call (only if needed)
 - 3:45 PM – 5:00 PM CAO./ Reed Wagner
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▲ **Mon, Jul 11**

- 8:30 AM – 9:00 AM CAO./ Interim BES Director Check-in
 - 9:30 AM – 11:00 AM OMF Leadership Team
 - 2:30 PM – 3:20 PM CAO./ DCAO Check-in
 - 4:30 PM – 5:30 PM HH CAO/ DCAO
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▲ **Tue, Jul 12**







- 8:30 AM – 9:00 AM CAO./ Bobby/ DCAO/ Christine Check-in
 - 9:00 AM – 9:30 AM CAO./ OMF Strategic Comm Mngr Check-in
 - 10:30 AM – 11:00 AM CAO./ Internal Compliance Check-in
 - 12:00 PM – 1:00 PM Lunch Lottery
 - 1:15 PM – 2:00 PM CAO./ CFO/CPO Check-in
 - 2:00 PM – 2:50 PM CAO./ CFO Check-in
 - 3:00 PM – 3:30 PM MEET: Cmr. Rubio/CAOordan, Chief Administrative Officer (CAO), monthly (Jillian)
 - 3:00 PM – 3:30 PM CAO./ SPOT Manager Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Jul 13**







- 8:30 AM – 9:00 AM CAO./ Prosper Portland Executive Director Check-in
 - 9:00 AM – 9:30 AM CAO./ CSD Director . Check-in
 - 11:00 AM – 11:50 AM CAO./ BHR Director Check-in
 - 1:00 PM – 1:50 PM CAO./ BPS Director Check-in
 - ▨ 1:00 PM – 3:00 PM BTS Quarterly Equity Session
 - 2:00 PM – 2:50 PM CAO./ OEHR Director Check-in
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▲ **Thu, Jul 14**







- 9:00 AM – 9:30 AM CAO./ Parks & Recreation Director Check-in
- 10:00 AM – 10:30 AM Thursday Chiefs Prep (CAO/ OMF Comm's Management Analyst / BHR Director)
- 10:30 AM – 11:30 AM Thursday Chiefs

-  10:30 AM – 12:00 PM P&D Directors Monthly Meeting
 -  12:30 PM – 1:30 PM LUNCH: CAO & Serena Cruz Multnomah County
 -  1:30 PM – 2:20 PM CAO./ BTS Director Check-in
 -  2:00 PM – 3:00 PM Keller Funding Discussion
 -  3:00 PM – 3:45 PM CAO./ Interim Civic Life Director Check-in (Quarterly)
 -  4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Jul 15**

-  7:30 AM – 8:30 AM Breakfast with Ethan Seltzer
 -  9:00 AM – 9:50 AM CAO./ OGR Director Check-in
 -  10:00 AM – 11:00 AM Coffee with Mark Ferdig
 -  11:00 AM – 11:30 AM OMF CAO/CFO Check-in c-Executive Assistant
 -  11:00 AM – 11:30 AM CAO. / Executive Assistant Check-in
 -  1:30 PM – 1:45 PM CAO./ DCAO Phone Call (as needed)
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▲ **Mon, Jul 18**

-  9:00 AM – 9:30 AM CAO./ CFO Check-in
 -  11:15 AM – 12:15 PM CAO./ Juan Carlos
 -  12:15 PM – 12:30 PM Charter Issue Check-in
 -  2:00 PM – 2:30 PM CAO./ Annie Von Burg re: Portland Harbor Superfund Program
 -  2:30 PM – 3:20 PM CAO./ DCAO Check-in
 -  4:30 PM – 6:30 PM FW: Technology Oversight Committee (members and staff)
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▲ **Tue, Jul 19**

-  8:00 AM – 5:00 PM OCCMA Conference
 -  9:30 AM – 11:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners
 -  1:00 PM – 3:30 PM Calibration Meeting
 -  3:00 PM – 3:30 PM CAO./ SPOT Manager Check-in
 -  4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Jul 20**

-  8:00 AM – 5:00 PM OCCMA Conference
 -  9:00 AM – 10:00 AM OMF Labor Management Committee
 -  1:00 PM – 3:00 PM Emergency Management Quarterly Meeting
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▲ **Thu, Jul 21**

-  8:00 AM – 8:30 AM Multnomah County - Heat Situational Awareness Call
 -  8:00 AM – 5:00 PM OCCMA Conference
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▲ **Fri, Jul 22**

- ▨ 8:00 AM – 8:30 AM Multnomah County - Heat Situational Awareness Call
 - 8:00 AM – 5:00 PM OCCMA Conference
 - 11:00 AM – 11:30 AM CAO. / Executive Assistant Check-in
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▲ **Mon, Jul 25**

- 7:30 AM – 8:00 AM COVID Policy Team
 - ▨ 8:30 AM – 9:00 AM Multnomah County - Heat Situational Awareness Call
 - 9:30 AM – 11:00 AM OMF Leadership Team
 - 1:00 PM – 1:50 PM TESC Monthly Meeting
 - 3:00 PM – 3:30 PM MEET: CAO/Cmr Ryan
 - 3:30 PM – 4:00 PM CAO./ SPOT Manager Check-in
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▲ **Tue, Jul 26**

- ▨ 8:30 AM – 9:00 AM Multnomah County - Heat Situational Awareness Call
 - 9:00 AM – 9:30 AM CAO./ OMF Strategic Comm Mngr Check-in
 - 2:00 PM – 2:50 PM CAO./ CFO Check-in
 - 3:00 PM – 3:30 PM CAO./ SPOT Manager Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Jul 27**

- ▨ 8:30 AM – 9:00 AM Multnomah County - Heat Situational Awareness Call
 - 9:00 AM – 11:00 AM COVID Policy Team mini retreat re: hybrid workplace models
 - 11:00 AM – 11:50 AM CAO./ BHR Director Check-in
 - 1:00 PM – 1:50 PM CAO./ CFO/BRFS Director -N Check-in
 - 1:00 PM – 2:00 PM venue visioning (Keller) meeting
 - 2:00 PM – 3:30 PM FW: Metro and Regional Administrators Meeting
 - 3:15 PM – 3:55 PM CAO./ DCAO Check-in
 - 4:30 PM – 5:30 PM CAO & Willamette Partnership Executive Director check-in
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▲ **Thu, Jul 28**

- ▨ 8:30 AM – 9:00 AM Multnomah County - Heat Situational Awareness Call
 - 9:00 AM – 10:00 AM CAO Staff Meeting
 - 11:00 AM – 11:50 AM CAO./ PBOT Director Check-in
 - 1:30 PM – 2:20 PM CAO./ BTS Director Check-in
 - 3:00 PM – 3:30 PM CAO./ FPDR Director Check-in (Quarterly)
 - 3:30 PM – 3:55 PM CAO./ CPO/ Design & Construction Manager/ Equity Programs Analyst III Check-in
 - 4:30 PM – 6:00 PM Meet with Interim BES Director
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▲ **Fri, Jul 29**

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|---|---------------------|--|
| ▨ | 8:30 AM – 9:00 AM | Multnomah County - Heat Situational Awareness Call |
| ■ | 9:00 AM – 9:50 AM | CAO./ CBO Check-in |
| ■ | 10:00 AM – 10:30 AM | CAO./ Juan Carlos |
| ■ | 11:00 AM – 11:30 AM | CAO. / Executive Assistant Check-in |
| ■ | 11:30 AM – 12:00 PM | CAO./ CSD Director Check-in |
| ■ | 1:00 PM – 1:30 PM | Calibration Session |
| ■ | 1:30 PM – 1:45 PM | CAO./ DCAO Phone Call (as needed) |

August 2022

▲ Mon, Aug 1

| | | |
|---|---------------------|---|
| ■ | 9:30 AM – 10:30 AM | CAO/ Jamie Waltz Dept. of Community Service Director for Multnomah County |
| ■ | 11:00 AM – 11:45 AM | PSR Briefing/Check-in (Monthly 1st Monday) Zoom Inc. |
| ■ | 2:30 PM – 3:00 PM | CAO/ DCAO Check-in |
| ■ | 3:00 PM – 4:30 PM | NEXStrategies Initial results and contracting discussion |

▲ Tue, Aug 2

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|---|---------------------|--|
| ■ | 9:00 AM – 9:30 AM | CAO/ OMF Strategic Comms Manager Check-in |
| ■ | 10:00 AM – 10:30 AM | CAO/ Executive Assistant SuccessFactors Check-in |
| ■ | 10:30 AM – 11:00 AM | Natural Resources Damages Settlement |
| ■ | 11:00 AM – 11:30 AM | ESD Audit Response Process |
| ■ | 12:00 PM – 1:00 PM | CAO/ President & CEO, Portland Business Alliance |
| ■ | 2:00 PM – 2:30 PM | Natural Resources Damages Settlement |
| ■ | 2:30 PM – 3:00 PM | CAO/ Chief Lovell Check-in |
| ■ | 3:00 PM – 3:30 PM | CAO/ SPOT Manager Check-in |
| ■ | 4:00 PM – 4:30 PM | Directors 2x Weekly Check-in |

▲ Wed, Aug 3

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|---|---------------------|---|
| ■ | 9:00 AM – 9:30 AM | CAO/ CSD Director. Check-in |
| ■ | 10:00 AM – 11:00 AM | Office of the CAO Racial Equity Advancement Group meeting |
| ■ | 11:00 AM – 11:50 AM | CAO/ BHR Director Check-in |
| ■ | 12:30 PM – 1:00 PM | Budget & Financial Status of the Enterprise |
| ■ | 1:30 PM – 2:15 PM | MEET: CAO / Mayor's Deputy CoS |
| ■ | 3:00 PM – 4:30 PM | Tour of Vanport Building |

▲ Thu, Aug 4

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|---|---------------------|---|
| ■ | 8:30 AM – 8:55 AM | CAO/ Annie Von Burg Check-in re: Portland Harbor Superfund Program |
| ■ | 10:00 AM – 10:15 AM | CAO/ Spectator Venues Prog Manager/Quick Check-in re: Stadium Groundwater |
| ■ | 11:30 AM – 1:00 PM | Bureau Directors Monthly Meeting |

- 1:30 PM – 2:00 PM MEET: Natural Resource Damages Settlement Mayor's CoS
 - 2:30 PM – 3:30 PM MEET: VMC Operating Agreement Extension Council Dates
 - 3:30 PM – 4:00 PM Meet: CAO/Angela Tran
 - 4:00 PM – 4:15 PM ESD Follow up
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▲ Fri, Aug 5

- 7:30 AM – 8:30 AM CAO & Ethan Breakfast
 - 10:00 AM – 10:30 AM CAO/ PWB Director Check-in
 - 10:30 AM – 11:30 AM Work Planning
 - 11:00 AM – 11:30 AM CAO / Executive Assistant Check-in
 - 1:30 PM – 1:45 PM CAO/ DCAO Phone Call (as needed)
 - 3:00 PM – 4:00 PM CAO/ DCAO Check-in
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▲ Mon, Aug 8

- 9:30 AM – 11:00 AM OMF Leadership Team
 - 11:00 AM – 11:45 AM CAO/ Parks & Recreation Director Check-in
 - 2:30 PM – 3:20 PM CAO/ DCAO Check-in
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▲ Tue, Aug 9

- 9:00 AM – 9:30 AM CAO/ OMF Strategic Comms Manager Check-in
 - 10:00 AM – 10:30 AM CAO/ Juan Carlos
 - 10:30 AM – 10:45 AM Environmental stuff
 - 11:00 AM – 11:50 AM CAO/ City Auditor H-C Check-in (Quarterly
 - 1:00 PM – 2:00 PM CAO/ Kirsten Wyatt Fellow, Beeck Center for Social Impact, Georgetown University
 - 3:00 PM – 3:30 PM CAO/ SPOT Manager Check-in
 - 3:30 PM – 4:00 PM MEET: CAO / Mayor's Budget & Central Services Advisor / Mayor's Deputy CoS
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▲ Wed, Aug 10

- 8:30 AM – 9:00 AM CAO/ Prosper Portland Director Check-in
 - 9:00 AM – 9:55 AM Long Range Facilities Master Plan
 - 10:30 AM – 11:00 AM CAO/ CSD Director. Check-in
 - 11:00 AM – 11:50 AM CAO/ BHR Director Check-in
 - 1:00 PM – 1:50 PM CAO/ BPS Director Check-in
 - 2:00 PM – 2:50 PM CAO/ BPS Director Check-in
 - 3:00 PM – 3:50 PM Facilities Organizational Planning/FY 2023-24 Budget
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▲ Thu, Aug 11

- 10:00 AM – 10:50 AM CAO/ Fire Chief Check-in
- 11:00 AM – 11:30 AM Cyber Security

- 11:30 AM – 11:45 AM Check-in Executive Assistant
- 12:00 PM – 1:00 PM Lunch Lottery with CAO
- 1:30 PM – 2:20 PM CAO/ BTS Director Check-in
- 2:30 PM – 3:00 PM CAO and Becky Tillson check in
- 3:00 PM – 4:00 PM Work Planning

▲ **Fri, Aug 12**

- 11:00 AM – 11:30 AM CAO / Executive Assistant Check-in
- 12:00 PM – 1:00 PM Kudos Lunch with CAO
- 1:30 PM – 1:45 PM CAO/ DCAOPhone Call (as needed)

▲ **Tue, Aug 16**

- 8:30 AM – 9:00 AM Excessive Heat Situational Awareness Coordination Call
- 9:00 AM – 9:30 AM CAO/ OMF Strategic Comms Manager Check-in
- 10:00 AM – 11:00 AM SPOT/CAO
- 2:00 PM – 2:50 PM CAO/ DCAOCheck-in
- 3:00 PM – 3:30 PM CAO/ SPOT Manager Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Aug 17**

- ▨ 8:30 AM – 9:00 AM Excessive Heat Situational Awareness Coordination Call
- ▨ 8:30 AM – 9:00 AM Excessive Heat Situational Awareness Coordination Call
- 9:00 AM – 10:00 AM OMF Labor Management Committee
- 10:00 AM – 10:30 AM CAO/City Treasurer - Cyber Incident Check In
- 11:00 AM – 11:50 AM CAO/ BHR Director Check-in
- 1:00 PM – 1:45 PM CAO/ Juan Carlos
- 2:30 PM – 2:55 PM CAO/ Annie Von Burg Check-in re: Portland Harbor Superfund Program
- 3:30 PM – 4:30 PM CAO/ Ben Cannon for Coffee

▲ **Thu, Aug 18**

- ▨ 8:30 AM – 9:00 AM Excessive Heat Situational Awareness Coordination Call
- 9:15 AM – 9:45 AM Coffee with Susan Harnett
- 10:00 AM – 10:50 AM CAO/ CBO Check-in
- 11:30 AM – 12:00 PM CAO/ CSD Director. Check-in
- 2:00 PM – 2:30 PM CAO/ Executive Assistant N. Check-in re: OMF Bureau Proposals for Charter Comm.
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Fri, Aug 19**

- 8:30 AM – 9:15 AM CAO/ Interim Director BES Check-in
- 9:30 AM – 10:00 AM CAO/ Reed Wagner Check-in
- 11:00 AM – 11:30 AM CAO / Executive Assistant Check-in

- 11:30 AM – 12:00 PM CAO/ DCAO Success Factors Check-in
 - 1:00 PM – 4:00 PM Portland Harbor Site visit
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▲ Mon, Aug 22

- 9:00 AM – 9:25 AM CAO/ Angela Tran Check-in
 - 9:30 AM – 11:00 AM OMF Leadership Team
 - 11:15 AM – 12:15 PM CAO/ Juan Carlos
 - 1:00 PM – 1:50 PM TESC Monthly Meeting
 - 2:30 PM – 3:20 PM CAO/ DCAO Check-in
 - 4:30 PM – 6:30 PM Technology Oversight Committee (members and staff)
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▲ Tue, Aug 23

- 9:00 AM – 9:30 AM CAO/ OMF Strategic Comms Manager Check-in
 - 9:30 AM – 11:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners
 - 1:00 PM – 1:30 PM Portland Charter Commission PRR
 - 1:30 PM – 2:00 PM CAO/ Reed Wagner O. re: internal agency rate setting
 - 2:30 PM – 3:00 PM MEET: Cmr. Rubio/CAO, Chief Administrative Officer
 - 3:00 PM – 3:30 PM CAO/ SPOT Manager Check-in
 - 3:00 PM – 4:00 PM NEX Strategies Bi-Weekly Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ Wed, Aug 24

- 8:30 AM – 9:00 AM CAO/ DCAO Check-in
 - 9:00 AM – 9:45 AM CAO/ DCAO/ OMF Bus. Ops. Mgr. Check-in re: Fall BMP preview
 - 10:30 AM – 11:00 AM CAO/ Chief Lovell Check-in
 - 1:00 PM – 1:50 PM CAO/ CFO K-N Check-in
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▲ Thu, Aug 25

- 9:00 AM – 10:00 AM CAO Staff Meeting
 - 10:00 AM – 10:55 AM OMF Funding Issues (CAO/ DCAO/ OMF Bus. Ops. Mgr)
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
 - 4:00 PM – 5:00 PM Portland Harbor: Core Leaders Team
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▲ Fri, Aug 26

- 9:00 AM – 9:30 AM CAO/ BOEC Director Quarterly Check-in
- 10:00 AM – 10:45 AM Metro/City Keller planning
- 11:00 AM – 11:30 AM CAO / Executive Assistant Check-in
- 11:30 AM – 12:00 PM CAO/ CSD Director. Check-in
- 1:30 PM – 1:45 PM CAO/ DCAO Phone Call (as needed)
- 1:45 PM – 2:00 PM CAO/ DCAO Quick Check-in (if needed)
- 2:00 PM – 2:30 PM MEET: CAO/Cmr Ryan

- 3:30 PM – 4:00 PM MEET: CAO / Mayor’s Budget & Central Services Advisor / Mayor’s Deputy CoS / BOEC Directorby

▲ **Mon, Aug 29**

- 10:00 AM – 10:30 AM CAO/CFO Check-in c-Executive Assistant
- 10:30 AM – 11:00 AM Commissioner Hardesty
- 11:00 AM – 12:00 PM Management & Communications Teams Meeting
- 12:00 PM – 12:30 PM Mayor’s Deputy CoS / CAO / BOEC Director
- 1:30 PM – 2:00 PM CAO & Becky Tillson check-in
- 2:30 PM – 3:15 PM CAO/ City Attorney, Chief Deputy Parks, Police, Procurement
- 3:30 PM – 4:00 PM CAO/ DCAO Check-in
- 4:00 PM – 4:30 PM CAO/ BTS Director Check-in

▲ **Tue, Aug 30**

- 9:00 AM – 9:30 AM CAO/ OMF Strategic Comms Manager Check-in
- ▨ 9:30 AM – 11:30 AM FYI - Council Work Session: Fire Service Delivery & Staffing
- 10:00 AM – 11:00 AM Directors Meeting Agenda Planning (Future of Work topic)
- 11:00 AM – 11:30 AM CAO/ Management Services Check-in re: Charitable Campaign
- 12:00 PM – 1:30 PM Lunch w/ Manager III Division of Asset Management
- ▨ 1:00 PM – 3:00 PM BMP Drop-in Session No. 2
- 3:00 PM – 3:30 PM CAO/ SPOT Manager Check-in
- 3:30 PM – 3:55 PM Directors Retreat Planning Meeting
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Aug 31**

- 10:00 AM – 10:45 AM CAO and Jeff Stevens
- 11:30 AM – 12:00 PM CAO/ BHR Deputy Director Check-in re:
- 12:30 PM – 1:30 PM CAO/ Marissa Madrigal COO, Oregon Metro for lunch
- 2:00 PM – 2:45 PM CAO/ Juan Carlos
- 3:00 PM – 3:30 PM CAO/ Homelessness Urban Camp Impact Reduction Prog Check-in
- 4:30 PM – 5:30 PM Mayor’s Deputy CoS & CAO check-in

September 2022

▲ **Thu, Sep 1**

- 8:30 AM – 8:55 AM CAO/ Annie Von Burg Check-in re: Portland Harbor Superfund Program
- 10:00 AM – 10:30 AM CAO/ SPOT Manager Check-in
- 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
- ▨ 1:00 PM – 3:00 PM BMP Drop-in Session No. 3

- 3:30 PM – 4:00 PM CAO/ Parks & Recreation Director Check-in
 - 4:00 PM – 4:30 PM COVID-19 Policy Discussion
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▲ Fri, Sep 2

- 10:00 AM – 10:30 AM CAO/ EBPS Director Check-in
 - 11:00 AM – 11:30 AM CAO / Executive Assistant Check-in
 - 11:30 AM – 12:00 PM CAO/ PWB Director Check-in
 - 1:30 PM – 1:45 PM CAO/ DCAO Phone Call (as needed)
 - 1:45 PM – 2:00 PM CAO/ DCAO Quick Check-in (if needed)
 - 3:30 PM – 4:00 PM MEET: CAO / Mayor's Budget & Central Services Advisor / Mayor's Deputy CoS / BOEC Director
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▲ Tue, Sep 6

- 9:00 AM – 10:00 AM Fall BMP Submission (CAO/ OMF Bus. Ops. Mgr)
 - 10:00 AM – 10:50 AM CAO/ Juan Carlos
 - 1:30 PM – 2:00 PM CAO/ DCAO Check-in
 - 2:00 PM – 2:50 PM CAO/ CFO Check-in
 - 3:00 PM – 3:30 PM CAO/ SPOT Manager Check-in
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▲ Wed, Sep 7

- 7:30 AM – 8:30 AM COVID-19 Policy Discussion
 - 9:00 AM – 9:30 AM CAO/ CSD Director. Check-in
 - 10:00 AM – 11:00 AM NEX Strategies Bi-Weekly Check-in
 - 1:00 PM – 1:30 PM CAO/ OMF Strategic Comms Manager Check-in
 - 2:00 PM – 2:50 PM CAO/ BDS Director Check-in
 - 3:30 PM – 4:00 PM Mayor's Budget & Central Services Advisor / Mayor's Deputy CoS / CAO / Mayor Wheeler
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▲ Tue, Sep 13

- 7:00 AM – 8:00 AM Breakfast with Reed Wagner
 - 8:30 AM – 9:00 AM CAO/ OMF Strategic Comms Manager Check-in
 - 9:00 AM – 9:15 AM CAO/ Executive Assistant Quick check-in re: Retreat
 - 9:30 AM – 11:30 AM Council Executive Session: Labor Impacts Related to Reentry
 - 1:00 PM – 2:00 PM Political Restrictions Town Hall
 - 2:30 PM – 3:00 PM MEET: Cmr. Rubio/CAO, Chief Administrative Officer (CAO), monthly
 - 3:00 PM – 4:00 PM Hold for Invite calls for Retreat Speakers
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ Wed, Sep 14

- 9:00 AM – 9:30 AM CAO/ CSD Director. Check-in
 - 10:00 AM – 10:50 AM CAO/ CFO Check-in
 - 11:00 AM – 11:45 AM ADA Coordinator Discussion
 - 1:00 PM – 2:00 PM Hold for invite calls for retreat speakers
 - 2:00 PM – 2:50 PM CAO/ BPS Director Check-in
 - 3:00 PM – 3:30 PM CAO/ Homelessness Urban Camp Impact Reduction Check-in
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▲ Thu, Sep 15

- 9:00 AM – 11:00 AM September 15, 2022 PBJ Power: State of the People, Workplace, Leadership, and What's Changed
 - 11:30 AM – 12:00 PM CAO/ PBEM Director Check-in (Quarterly)
 - 12:15 PM – 1:30 PM CAO/ BPS Director for Lunch
 - 1:30 PM – 1:45 PM Quick Check-in on Future of Work Next Steps
 - 2:00 PM – 3:00 PM CAO/ CBO/ CFO Check-in re: City Financial Health
 - 3:00 PM – 3:15 PM CAO/ Division of Asset Management quick check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ Fri, Sep 16

- 7:00 AM – 8:30 AM Summer Breakfast
 - 8:30 AM – 9:30 AM Travel
 - 9:30 AM – 10:00 AM CAO/ SPOT Manager Check-in
 - 10:15 AM – 10:45 AM CAO/CFO Check-in c-Executive Assistant x-5160-Zoom
 - 1:45 PM – 2:00 PM CAO/ DCAO Quick Check-in (if needed)
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▲ Mon, Sep 19

- 9:30 AM – 11:00 AM OMF Leadership Team
 - 11:15 AM – 12:15 PM CAO/ Juan Carlos
 - 12:30 PM – 1:30 PM CAO/ Chief Procurement Officer for Lunch
 - 2:00 PM – 2:30 PM CAO/ DCAO Check-in
 - 2:30 PM – 3:20 PM CAO/ DCAO Check-in
 - 3:30 PM – 5:00 PM Work Session Conversation about Charter Communications next steps
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▲ Tue, Sep 20

- 11:30 AM – 12:00 PM CAO/ OMF Strategic Comms Manager Check-in
 - 1:00 PM – 1:30 PM CAO/ Interim Director BES Check-in
 - 1:30 PM – 2:00 PM Check In Re Workplan
 - 2:00 PM – 2:50 PM CAO/ CFO Check-in
 - 3:00 PM – 3:30 PM CAO/ Prosper Portland Director Check-in
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▲ Wed, Sep 21

- 8:15 AM – 8:40 AM Discuss email for Betsy Ames Award

- 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 10:00 AM – 11:00 AM Office of the CAO Racial Equity Advancement Group meeting
 - 11:00 AM – 11:50 AM CAO/ BHR Director Check-in
 - 1:00 PM – 1:30 PM CAO/ BPS Director Check-in
 - 1:30 PM – 2:00 PM CAO/ Fire Chief Check-in
 - ▨ 5:00 PM – 5:30 PM ODOT/IRP Meeting
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▲ Thu, Sep 22

- 9:00 AM – 10:00 AM CAO Staff Meeting
 - 11:00 AM – 11:50 AM CAO/ PBOT Director Check-in
 - 1:00 PM – 1:30 PM CAO/ CSD Director. Check-in
 - 1:30 PM – 2:20 PM CAO/ BTS Director Check-in
 - 2:30 PM – 3:30 PM NEX Strategies Bi-Weekly Check-in
 - 3:30 PM – 4:00 PM CAO /Commissioner Mapps Monthly check in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ Fri, Sep 23

- 7:30 AM – 8:30 AM CAO & OGR Director breakfast
 - 10:00 AM – 10:50 AM CAO/ City Attorney Check-in (Quarterly)
 - 11:00 AM – 11:30 AM MEET: CAO/Cmr Ryan
 - 12:00 PM – 1:00 PM CAO/ Annie Von Burg for lunch
 - 1:30 PM – 1:45 PM CAO/ DCAO Phone Call (as needed)
 - 1:45 PM – 2:00 PM CAO/ DCAO Quick Check-in (if needed)
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▲ Mon, Sep 26

- 11:15 AM – 12:15 PM CAO/ Juan Carlos
 - 1:00 PM – 1:50 PM TESC Monthly Meeting
 - 2:00 PM – 2:30 PM CAO/ DCAO Check-in
 - 2:30 PM – 3:20 PM CAO/ DCAO Check-in
 - 3:30 PM – 3:55 PM BPS Director & CAO discuss a couple items
 - 4:30 PM – 6:30 PM Technology Oversight Committee (members and staff)
 - 6:00 PM – 7:30 PM Commissioner Mapps/CAO Meet Up
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▲ Tue, Sep 27

- 9:00 AM – 9:30 AM CAO/ OMF Strategic Comms Manager Check-in
 - 10:00 AM – 11:30 AM Office of Equity Staff Meeting
 - 12:00 PM – 1:00 PM Hold for Lunch Lottery with CAO
 - 1:30 PM – 1:55 PM CAO & Executive Assistant check-in
 - 3:00 PM – 3:30 PM CAO/ SPOT Manager Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Sep 28**

- 9:00 AM – 9:30 AM CAO/ CSD Director. Check-in
 - 10:30 AM – 11:20 AM CAO/ CFO Check-in
 - 11:30 AM – 12:00 PM CAO/ Homelessness Urban Camp Impact Reduction Check-in
 - 1:00 PM – 1:45 PM CAO/ BHR Director Check-in
 - 3:00 PM – 3:30 PM MEET: BOEC Director by / Mayor’s Deputy CoS / CAO: Future of Work
 - 3:30 PM – 4:45 PM Run Through Charter Presentation
 - 5:00 PM – 6:00 PM Mayor’s Deputy CoS & CAO check-in
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▲ **Thu, Sep 29**

- 8:00 AM – 6:00 PM Bureau Directors Retreat, Day 1
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▲ **Fri, Sep 30**

- 8:00 AM – 12:00 PM Bureau Directors Retreat, Day 2
- ▨ 9:00 AM – 9:45 AM September 29 Retreat Presentation Information - Procurement
- 1:30 PM – 1:45 PM CAO/ DCAOPhone Call (as needed)
- 2:00 PM – 2:15 PM CAO/ DCAO Quick Check-in (if needed)