

Tom Rinehart (CAO)

July – September 2018 Calendar

■ Busy

▨ Tentative

□ Free

■ Out of Office

▤ Working Elsewhere

▭ Outside of Working Hours

July 2018

▲ Mon, Jul 2

- 9:00 AM – 9:30 AM Budget Meeting
- 1:30 PM – 2:00 PM Facilities Construction Project Manager/CAO Weekly 1:1
- 2:00 PM – 2:30 PM Portland Building Renovation Project: Project Planning
- 3:00 PM – 3:30 PM OMF Deputy CAO/CAO Weekly 1:1
- 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff

▲ Tue, Jul 3

- 8:15 AM – 8:45 AM HR Director/CAO Weekly 1:1
- 9:30 AM – 10:00 AM SPOT Team debrief and planning
- 10:15 AM – 11:15 AM Class Comp Study Presentation - BHR Leadership Team
- 11:30 AM – 12:00 PM BES Director/CAO Monthly 1:1
- 1:00 PM – 1:30 PM CAO Rinehart, CAO (OMF) (monthly) (Tim)
- 2:00 PM – 2:30 PM Police Chief/CAO Monthly 1:1

▲ Wed, Jul 4

■ All Day 4th of July

▲ Thu, Jul 5

- 7:15 AM – 8:30 AM Breakfast – Dina Alexander, Radler White Parks & Alexander /CAO
- 10:30 AM – 11:30 AM OEHR Stakeholder focus group
- 11:30 AM – 12:00 PM Fire Chief/CAO Monthly 1:1
- 3:30 PM – 3:45 PM OMF Deputy CAO/CAO check-in

▲ Fri, Jul 6

- 9:30 AM – 10:00 AM OMF Strategic Communications Manager/CAO re: Budget Outreach
- 10:00 AM – 10:30 AM Executive Assistant/ CAO 1:1 Check-in
- 4:00 PM – 4:30 PM Call w/Mayor's CoS

▲ **Mon, Jul 9**

- 9:00 AM – 9:30 AM Follow up to 7/2 Budget meeting
 - 10:00 AM – 10:15 AM TRACS Moratorium for POPS
 - 10:30 AM – 11:00 AM CAO/ Comm. Eudaly re: POPS Program Status
 - 11:45 AM – 12:15 PM BDS Director/CAO Monthly 1:1
 - 1:00 PM – 1:30 PM BTS Director Evaluation
 - 1:30 PM – 2:00 PM Facilities Construction Project Manager/CAO Weekly 1:1
 - 2:00 PM – 2:30 PM Portland Building Renovation Project: Project Planning
 - 2:30 PM – 3:00 PM Portland Building II Audit: Entrance Meeting
 - 3:00 PM – 3:30 PM OMF Deputy CAO/CAO Weekly 1:1
 - 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff
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▲ **Tue, Jul 10**

- 8:15 AM – 8:45 AM HR Director/CAO Weekly 1:1
 - 9:00 AM – 10:30 AM 2018 Leadership Team Meeting
 - 12:00 PM – 1:00 PM Prosper Portland Cmr. Myers/OMF/Prosper Portland re: Community Benefits
 - 2:00 PM – 3:00 PM Executive Team Meeting - Portland Building
 - 3:00 PM – 3:30 PM Interim PBOT Director/CAO Monthly 1:1
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▲ **Wed, Jul 11**

- 10:15 AM – 10:45 AM Four + Montgomery Development Agreement TIME CERTAIN
 - 11:30 AM – 12:00 PM Interim PHB Director/CAO Monthly 1:1
 - 1:00 PM – 3:00 PM City Council Candidates Information Panel
 - 4:00 PM – 5:30 PM Summer PBDG Meeting
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▲ **Thu, Jul 12**

- 9:00 AM – 9:30 AM CFO/CAO Weekly 1:1
 - 11:00 AM – 11:15 AM 311 Update
 - 11:30 AM – 12:00 PM Executive Assistant/CAO Check-in
 - 2:00 PM – 2:30 PM BTS Director/CTO/CAO Weekly 1:1
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▲ **Fri, Jul 13 – Tue, Jul 31**

■ All Day Vacation

August 2018

▲ Wed, Aug 1 – Fri, Aug 3

■ All Day Vacation

▲ Mon, Aug 6

- 10:30 AM – 11:00 AM POPs Program Status
- 1:00 PM – 1:30 PM Budget Issues
- 1:30 PM – 2:00 PM Facilities Construction Project Manager/CAO Weekly 1:1
- 2:00 PM – 2:15 PM Telephone Call Prosper Portland Director/ CAO
- 2:30 PM – 3:00 PM OMF Bus Ops Mgr/Chief Procurement Officer/ OMF Sr. Financial Analyst re: Procurement Division Fall BMP FTE ask
- 3:15 PM – 3:45 PM OMF Deputy CAO/CAO Weekly 1:1
- 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff

▲ Tue, Aug 7

- 8:15 AM – 8:45 AM HR Director/CAO Weekly 1:1
- 9:00 AM – 10:30 AM 2018 Leadership Team Meeting
- 1:00 PM – 1:30 PM Monthly Meeting Comm Fritz/ CAO
- 1:30 PM – 1:45 PM Comm Fish CoS
- 2:00 PM – 2:30 PM Phone call Sr. Deputy City Attorney/CAO
- 3:00 PM – 3:30 PM Monthly Meeting Comm Eudaly/ CAO
- 4:00 PM – 4:30 PM Interim Director PBOT/CAO

▲ Wed, Aug 8

- 11:30 AM – 12:00 PM GATR Housing meeting prep (CAO/ SPOT Manager/ SPOT Management Analyst)
- 1:00 PM – 1:30 PM Interim PHB Director/CAO Monthly 1:1
- 2:00 PM – 2:30 PM City Attorney/CAO Meet
- 4:15 PM – 4:45 PM Interim Parks Director/CAO Check-in

▲ Thu, Aug 9

- 7:30 AM – 8:30 AM Breakfast – Dina Alexander, Radler White Parks & Alexander /CAO
- 9:00 AM – 9:30 AM PB Audit - CAO/Auditors
- 10:00 AM – 11:00 AM Business Operations Leadership Team
- 11:30 AM – 1:00 PM Bureau Directors Meeting
- 1:00 PM – 1:30 PM Comm Saltzman/ CAO Monthly Meeting
- 2:00 PM – 2:30 PM SPOT Manager/ CAO re: meeting prep

■ 3:00 PM – 3:30 PM Gary Oxley, Oxley and Associates / SPOT Manager /CAO check in

▲ **Fri, Aug 10**

■ 10:00 AM – 10:30 AM Executive Assistant/ CAO 1:1 Check-in
■ 10:30 AM – 11:00 AM BOEC Bus Ops Manager /CAO check-in

▲ **Mon, Aug 13**

■ 9:30 AM – 10:00 AM BDS Director/CAO Monthly 1:1
■ 10:00 AM – 10:30 AM GATR: Permits to Increase Housing
■ 11:30 AM – 12:00 PM Facilities Construction Project Manager/CAO Weekly 1:1
■ 12:00 PM – 12:30 PM Budget Issues
■ 2:00 PM – 2:30 PM Portland Building Renovation Project: Project Planning
■ 3:00 PM – 3:30 PM OMF Deputy CAO/CAO Weekly 1:1
■ 3:30 PM – 3:50 PM Prosper Portland Director/ CAO Check-in
■ 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff

▲ **Tue, Aug 14**

■ 8:15 AM – 8:45 AM HR Director/CAO Weekly 1:1
■ 9:00 AM – 10:00 AM Dina Alexander, Radler White Parks & Alexander /CAO check in
■ 10:15 AM – 10:45 AM Facilities Construction Project Manager/ Assistant PWB Director/ PB Management Analyst re:Portland Building & Water Bureau Floors
■ 11:00 AM – 11:30 AM OEHR Director/CAO Monthly 1:1
■ 11:30 AM – 12:00 PM SPOT Manager/ Mayor's Deputy CoS/ Mayor's Legislative Director/ Director of OGR/ CAO re: VF IGA
■ 12:00 PM – 12:30 PM Prosper Portland Director/ Mayor's CoS/ Prosper Portland Dev Mgr/ Mayor's Dir of Bureau Relations re: Zidell Update
■ 1:00 PM – 1:15 PM Call Info Syst Analyst re: Labor Management Committee Agenda
■ 2:00 PM – 3:00 PM Executive Team Meeting - Portland Building
■ 3:00 PM – 4:30 PM OMF Advisory Committee meeting series - FY 2018-19

▲ **Wed, Aug 15**

■ 11:00 AM – 12:00 PM City of Portland | Portland Trail Blazers Check-in Meeting
■ 2:00 PM – 2:30 PM BTS Director/CTO / CAO Evaluation Finalization

▲ **Thu, Aug 16**

■ 9:00 AM – 10:00 AM OMF Labor Management Committee
■ 10:00 AM – 10:30 AM Comm Fritz/ CAO re: 3-1-1

- 10:30 AM – 12:00 PM Portland Building Community Oversight Committee (PBCOC) Meeting
 - 1:00 PM – 1:30 PM CAO/OGR Director Quarterly Meeting
 - 3:00 PM – 3:30 PM Fire Chief/CAO Monthly 1:1
 - 3:30 PM – 4:00 PM OMF Deputy CAO/CAO check-in (as needed)
 - 6:30 PM – 8:30 PM Dinner - Mayor, CAO, Jay and Charlene Zidell (ZRZ Realty), and Dina Alexander (Radler White Parks & Alexander)
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▲ Fri, Aug 17

- 9:00 AM – 9:30 AM BTS Director/CTO/CAO Weekly 1:1
 - 10:00 AM – 10:30 AM Mtg. w/ Prosper Portland Director, CAO, Mayor's Dir of Bureau Relations, Prosper Portland Dev Mgr
 - 11:15 AM – 11:45 AM Executive Assistant/ CAO 1:1 Check-in
 - 12:00 PM – 1:00 PM Lunch w/ OMF Policy Advisor
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▲ Mon, Aug 20

- 8:30 AM – 8:45 AM CAO/SPOT Program Manager 1:1
 - 9:30 AM – 10:00 AM Facilities Construction Project Manager/CAO Weekly 1:1
 - 10:30 AM – 11:00 AM POPs Program Status
 - 11:30 AM – 12:00 PM PB Work Session Prep
 - 1:30 PM – 2:00 PM Budget Issues
 - 2:00 PM – 2:30 PM Portland Building Renovation Project: Project Planning
 - 3:00 PM – 3:30 PM CBO Staff Meeting
 - 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff
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▲ Tue, Aug 21

- 8:30 AM – 9:00 AM OMF Deputy CAO/CAO Weekly 1:1
 - 9:00 AM – 10:00 AM 2018 Leadership Team Meeting
 - 10:00 AM – 11:30 AM Executive Session: Class Comp
 - 11:30 AM – 12:00 PM ERM Material
 - 1:00 PM – 2:00 PM Portland Harbor Superfund
 - 2:00 PM – 3:00 PM TESC Meeting
 - 3:15 PM – 3:45 PM City Auditory/CAO1:1 Qrtly
 - 4:00 PM – 5:00 PM SW Corridor Light Rail Project City Local Match Committee Meeting
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▲ Wed, Aug 22

- 10:00 AM – 10:30 AM SPOT Manager/ SPOT Principal Management Analyst/ CAO re: Portland 5
- 11:00 AM – 11:30 AM CFO/CAO Weekly 1:1

- 12:45 PM – 1:00 PM CFO/ Mayor's Deputy CoS/ CAO re: PERS/URM
 - 1:30 PM – 2:30 PM Portland Building Employee Info Session
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▲ Thu, Aug 23

- 7:30 AM – 8:30 AM Breakfast – Dina Alexander, Radler White Parks & Alexander /CAO
 - 10:30 AM – 11:00 AM Interim CBO/ CAO check-in
 - 11:30 AM – 12:00 PM CAO/Suk quarterly meeting
 - 12:00 PM – 12:30 PM CAO/Mayor check-in
 - 1:30 PM – 2:00 PM New Employee Meet and Greet
 - 2:00 PM – 2:30 PM OMF Budget Team Meeting - with CAO
 - 3:00 PM – 3:30 PM Portland Building/PWB
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▲ Fri, Aug 24

- 9:00 AM – 9:30 AM Interim BPS Director/ CAO re: FAR Proposal
 - 10:00 AM – 10:30 AM Executive Assistant/ CAO 1:1 Check-in
 - 11:00 AM – 11:30 AM BES Director/CAO Monthly 1:1
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▲ Mon, Aug 27

- 11:00 AM – 11:30 AM Andrew McGough (Exec. Director of Worksystems) re: Workforce Initiatives
 - 12:00 PM – 12:30 PM Budget Issues
 - 2:30 PM – 3:00 PM Police Chief/CAO Monthly 1:1
 - 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff
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▲ Tue, Aug 28

- 8:15 AM – 8:45 AM HR Director/CAO Weekly 1:1
 - 9:00 AM – 9:45 AM Executive Recruitments Meeting
 - 10:30 AM – 11:00 AM Facilities Construction Project Manager/ CAO
 - 11:00 AM – 11:20 AM Outreach Emp & Diversity Resources Mgr/ CAO
 - 11:45 AM – 12:00 PM SPOT Manager/ CAO Check in
 - 1:00 PM – 1:30 PM Interim CBO/ CAO check in
 - 2:00 PM – 2:30 PM OMF Deputy CAO/CAO Weekly 1:1
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▲ Wed, Aug 29

- 9:30 AM – 10:00 AM Coffee - OC&CL Program Specialist/ CAO
 - 10:45 AM – 11:00 AM Interim PBOT Director/ CAO Check in
 - 11:30 AM – 12:00 PM PWB Director/ CAO Monthly 1:1
 - ▨ 1:00 PM – 3:00 PM SAVE THE DATE: SAP-SF-LMS Closeout Celebration
 - 3:00 PM – 4:00 PM Mayor meeting with CAO
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▲ **Thu, Aug 30**

- 9:00 AM – 9:30 AM CFO/CAO Weekly 1:1
 - 10:00 AM – 10:15 AM Mayor's Deputy CoS re: 1% savings initiative
 - 11:00 AM – 11:30 AM Facilities Construction Project Manager/ CAO Check in
 - 11:45 AM – 12:00 PM Comm Fish CoS/ CAO Check in
 - 2:00 PM – 2:30 PM Mayor meeting regarding ZRZ & Rose Quarter
 - 3:00 PM – 4:00 PM BRFS Division Managers Mtg
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▲ **Fri, Aug 31**

- 7:30 AM – 8:30 AM Breakfast – OMF Policy Analyst
 - 9:00 AM – 9:30 AM FPD&R Director/ CAO Quarterly Meeting
 - 10:00 AM – 10:30 AM Executive Assistant/ CAO 1:1 Check-in
 - 10:30 AM – 11:00 AM Comm Fish CoS/ CAO
 - 12:00 PM – 1:00 PM SW Corridor - Mayor's conference room
 - 1:15 PM – 1:30 PM CFO/ CAO
 - 3:00 PM – 3:15 PM OMF Deputy CAO/CAO check-in (as needed)
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September 2018

▲ **Mon, Sep 3**

■ All Day Labor Day

▲ **Tue, Sep 4**

- 8:30 AM – 10:00 AM 2018 Leadership Team Meeting
 - 10:00 AM – 11:30 AM TriMet SW Corridor Light Rail Project Council Work Session
 - 11:30 AM – 12:00 PM BES Director/CAO Monthly 1:1
 - 12:00 PM – 12:30 PM Mayor attending PTE Chapter meeting
 - 2:00 PM – 2:30 PM Sr. Deputy City Attorney/ OMF Deputy CAO/ OMF Bus Ops Finance Mgr/ CAO re: Portland Building furniture
 - 2:45 PM – 3:15 PM OMF Deputy CAO/CAO Weekly 1:1
 - 3:15 PM – 3:45 PM CAO/ Interim CBO check-in
 - 4:00 PM – 4:30 PM Interim PBOT Director/CAO Monthly 1:1
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▲ **Wed, Sep 5**

- 9:30 AM – 10:00 AM CFO/CAO Weekly 1:1
- 10:30 AM – 11:00 AM CFO/Chief Procurement Officer/ OMF Deputy CAO/ CAO re: Water Bureau Filtration Project
- 11:00 AM – 11:30 AM Facilities Construction Project Manager - work session prep

- 11:30 AM – 12:00 PM Interim CBO/ Budget Director/ OMF Deputy CAO/ CAO re: 1% Budget
 - 12:00 PM – 1:30 PM Listen, Learn & Lunch - Current State of Immigration and How it Affects Everyone
 - 12:30 PM – 12:45 PM OMF Deputy CAO/ Mayor's Deputy CoS/ CAO
 - 3:30 PM – 4:00 PM BTS Director/CTO/CAO Weekly 1:1
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▲ Thu, Sep 6

- 8:00 AM – 9:00 AM Directors of all Mayor's Bureaus
 - 9:00 AM – 9:30 AM CAO/ CFO/ Mayor's Deputy CoS
 - 10:45 AM – 11:00 AM OMF Deputy CAO/ SPOT Manager/ CFO/ CAO
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
 - 1:00 PM – 1:30 PM Fire Chief/CAO Monthly 1:1
 - 1:30 PM – 2:00 PM Facilities Construction Project Manager/CAO Check In
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▲ Fri, Sep 7

- 8:30 AM – 9:00 AM SPOT Manager/ CAO/ Karen Whitman (Exec Dir, Halprin Landscape Conservancy) re: Keller Fountain
 - 9:30 AM – 10:00 AM Executive Assistant/ CAO 1:1 Check-in
 - 10:00 AM – 10:30 AM CAO Managers Meeting
 - 10:30 AM – 11:00 AM Comm Fritz/ CAO monthly meeting
 - 12:00 PM – 3:00 PM Regional COO Meeting
 - 3:00 PM – 3:15 PM OMF Deputy CAO/CAO check-in (as needed)
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▲ Mon, Sep 10

- 8:45 AM – 9:15 AM BDS Director/CAO Monthly 1:1
 - 11:15 AM – 11:45 AM Comm Eudaly/ CAO Monthly Meeting
 - 12:00 PM – 12:30 PM Budget Issues
 - 1:30 PM – 2:00 PM Facilities Construction Project Manager/CAO Weekly 1:1
 - 2:00 PM – 2:30 PM Portland Building Renovation Project: Project Planning
 - 3:00 PM – 3:30 PM BES Director/ CAO re: CBAs
 - 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff
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▲ Tue, Sep 11

- 8:15 AM – 8:45 AM HR Director/CAO Weekly 1:1
 - 9:30 AM – 11:30 AM Portland Building Reconstruction Project Update Work Session
 - 12:45 PM – 1:15 PM OEHR Director/CAO Monthly 1:1
 - 2:00 PM – 3:00 PM Executive Team Meeting - Portland Building
 - 3:00 PM – 4:30 PM OMF Advisory Committee meeting
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▲ **Wed, Sep 12**

- 9:30 AM – 10:00 AM CFO/CAO Weekly 1:1
 - 10:00 AM – 10:30 AM Management Analyst/ CAO re: Charitable Giving Campaign
 - 11:30 AM – 12:00 PM Budget Process and Strategic Plan Update - BHR Leadership Team Meeting
 - 12:15 PM – 1:15 PM Mayor's Deputy CoS/ CAO
 - 1:15 PM – 1:45 PM SPOT Team/ CAO re: GRQC
 - 1:45 PM – 2:00 PM Facilities Construction Project Manager/ Strategic Communications Manager/ CAO Check-in
 - 3:00 PM – 3:30 PM OMF Deputy CAO/CAO 1:1
 - 3:45 PM – 4:15 PM Human Resources Tech/ CAO re: Class Comp
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▲ **Thu, Sep 13**

- 9:00 AM – 10:00 AM General Fund Budget Directors re: GF Budget Priorities Work Session
 - 11:00 AM – 12:45 PM BTS Picnic
 - 1:30 PM – 2:00 PM Give Welcome at Cities 2020 Conference
 - 2:30 PM – 3:00 PM CAO/Mayor's Dir of Bureau Relations - Coffee
 - 3:30 PM – 4:00 PM Comm Fritz/ CAO
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▲ **Fri, Sep 14**

- 8:00 AM – 5:00 PM CONTINUITY OF OPERATIONS DRILL
 - 9:00 AM – 9:30 AM BTS Director/CTO/CAO Weekly 1:1
 - 10:00 AM – 10:30 AM Executive Assistant/ CAO 1:1 Check-in
 - 11:30 AM – 1:00 PM CAO/ OMF Policy Analyst - Lunch
 - 1:00 PM – 1:30 PM CFO/ Chief Procurement Officer/ OMF Principal Financial Analyst/ Contractor Dev Prog Coordinator/ CAO re: COEP
 - 3:00 PM – 3:15 PM OMF Deputy CAO/CAO check-in (as needed)
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▲ **Mon, Sep 17**

- 9:30 AM – 10:00 AM BTS Leadership Team
 - 10:30 AM – 11:00 AM POPs Program Status
 - 12:00 PM – 12:30 PM Budget Issues
 - 1:30 PM – 2:00 PM Facilities Construction Project Manager/CAO Weekly 1:1
 - 2:30 PM – 3:00 PM CFO/ CAO re: Annual Safety Committee Conference
 - 3:00 PM – 3:30 PM OMF Deputy CAO/CAO Weekly 1:1
 - ▨ 3:30 PM – 4:30 PM Mayor's Policy Advisor
 - 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff
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▲ **Tue, Sep 18**

- 9:00 AM – 10:30 AM 2018 Leadership Team Meeting
 - 11:30 AM – 12:00 PM COEP Conversation w/ Mayor's Office
 - 12:00 PM – 1:30 PM CAO/ CFO - Lunch
 - 2:00 PM – 3:00 PM TESC Meeting
 - 3:30 PM – 4:00 PM BPS Director/ CAO check-in
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▲ **Wed, Sep 19**

- 8:30 AM – 9:00 AM BOEC Director/ CAO Quarterly meeting
 - 9:00 AM – 9:30 AM PBEM Interim Director/ CAO Quarterly Meetings
 - 11:00 AM – 11:30 AM Contract Development Program Coordinator re: Women's Leadership Power Luncheon planning
 - 11:30 AM – 12:00 PM Assistant HR Director re: Executive Recruitment Qualitative Data
 - 12:30 PM – 1:00 PM CFO/CAO Weekly 1:1
 - 1:00 PM – 2:00 PM Interim CBO/ Assistant BCO/ CAO re: 10/2 Work Session
 - 2:30 PM – 3:00 PM Fire Drill
 - 3:30 PM – 4:00 PM Jim Francesconi (Board Member, Moda Health)/ Gregg Kantor (Chair, Albina Vision)/ CAO
 - 6:00 PM – 9:00 PM Mayors Institute on City Design Dinner
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▲ **Thu, Sep 20**

- 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 10:00 AM – 10:30 AM SPOT Manager/ Mayor's Legislative Director/ Mayor's Deputy CoS/ OGR Director/ City Economist/ Mayor's CoS/ CAO re: VF IGA
 - 10:30 AM – 12:00 PM Portland Building Community Oversight Committee (PBCOC) Meeting
 - 2:30 PM – 3:00 PM Executive Assistant/ CAO 1:1 Check-in
 - 3:30 PM – 4:00 PM OGR Director/ CAO re: Federal Agenda 2019
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▲ **Fri, Sep 21**

- 10:00 AM – 10:30 AM CAO/ Prosper Portland Director Monthly Check-In
 - 3:00 PM – 3:15 PM OMF Deputy CAO/CAO check-in (as needed)
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▲ **Sat, Sep 22**

- 11:10 AM – 5:57 PM Flight ICMA Conference in Baltimore (via Chicago)
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▲ **Sun, Sep 23**

- All Day ICMA Conference
- 8:30 AM – 9:30 AM West Coast Region Meeting
- 9:45 AM – 11:45 AM Toughest Problems

- 12:00 PM – 2:00 PM Daniel Pink
- 2:00 PM – 4:00 PM Opening Reception

▲ Mon, Sep 24

- All Day ICMA Conference
- 5:30 AM – 6:30 AM Doris K-G
- 6:45 AM – 8:00 AM Smart Cities
- 8:15 AM – 9:15 AM Performance Reporting
- 8:30 AM – 8:45 AM Call Prosper Portland Director
- 10:30 AM – 11:30 AM Leadership lessons - Frederick Douglas
- 2:00 PM – 3:00 PM Large Cities Executive Forum Reception

▲ Tue, Sep 25

- All Day ICMA Conference
- 6:00 AM – 7:00 AM Greg Bell
- 7:15 AM – 8:15 AM Leadership Development
- 8:00 AM – 9:00 AM Financial Sustainability
- 8:45 AM – 9:45 AM Balancing Act
- 10:30 AM – 11:30 AM Block chain and Government
- 4:20 PM – 8:50 PM Flight to Portland

▲ Wed, Sep 26

- 8:15 AM – 8:30 AM Interim CBO/ CAO check-in
- 8:30 AM – 9:00 AM Mayor/ CAO/ Interim CBO/ Mayor's Cos and Deputy CoS
- 9:00 AM – 9:30 AM Comm Fish/ COA Monthly Meeting
- 10:00 AM – 11:00 AM 10/2 Council Work Session Prep
- 11:30 AM – 12:00 PM PWB Director/ CAO Monthly 1:1
- 1:00 PM – 1:30 PM Police Chief/CAO Monthly 1:1
- 2:00 PM – 2:30 PM OMF Deputy CAO/CAO Weekly 1:1
- 2:30 PM – 3:00 PM CFO/CAO Weekly 1:1
- 3:00 PM – 3:30 PM Reed Wagner of Multnomah County Drainage District/ CAO meeting

▲ Thu, Sep 27

- 8:30 AM – 9:00 AM Budget Advisors (Freida Christopher, Pam Knowles, and Rob Fullmer)/ OMF Bus Ops Mgr/ Interim CBO/ CAO re: Upcoming Budget Priorities Work Session
- 10:00 AM – 11:00 AM Portland Building Information Session
- 11:15 AM – 11:45 AM OMF Bus Ops Mgr/ OMF Management Analyst/ CAO
- 12:00 PM – 1:30 PM CAO/OMF Deputy CAO - Lunch
- 4:00 PM – 4:30 PM CAO/ PBOT Interim Deputy Director - Coffee

▲ **Fri, Sep 28**

- 7:30 AM – 8:30 AM OMF Policy Advisor/ CAO - Breakfast
 - 9:00 AM – 9:30 AM Comm Fritz CoS/ CAO - check-in
 - 10:00 AM – 10:30 AM Executive Assistant/ CAO 1:1 Check-in
 - 10:30 AM – 10:45 AM Parks Safety & Risk Officer/ CAO re: grants
 - 11:05 AM – 11:20 AM Council Execs Meeting
 - 11:45 AM – 12:00 PM Presentation to Tribal Nations Summit
 - 1:30 PM – 2:00 PM Budget Advisors (Sho Dozono and Dunetchka Otero-Serrano)/ OMF Bus Ops Mgr/ Interim CBO/ CAO re: Upcoming Budget Priorities Work Session
 - 3:00 PM – 3:15 PM OMF Deputy CAO/CAO check-in (as needed)
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