

## CAO Tom Rinehart

### Calendar October 1 to December 31, 2018

- Busy
  Tentative
- Out of Office
  Working Elsewhere

#### October 2018

##### ▲ Mon, Oct 1

- 9:00 AM – 9:30 AM OGR Staff meeting - Strategic Plan Briefing
- 10:00 AM – 10:30 AM Facilities Construction Project Manager/CAO Weekly 1:1
- 10:30 AM – 11:00 AM POPs Program Status
- 10:30 AM – 11:00 AM Portland and CSDC Follow-up Call
- 12:00 PM – 12:30 PM Budget Issues
- 2:00 PM – 2:30 PM Portland Building Renovation Project: Project Planning
- 2:45 PM – 3:30 PM Weekly Check in with Mayor's Chief of Staff
- 3:30 PM – 3:45 PM CAO/Interim CBO/Mayor's Legislative Director
- 4:00 PM – 4:30 PM Deputy CAO/CAO Weekly 1:1

##### ▲ Tue, Oct 2

- 8:00 AM – 8:30 AM HR Director/CAO Weekly 1:1
- 8:30 AM – 9:00 AM OMF/BRFS Update and Q&A
- 9:30 AM – 11:15 AM Policy Issues for Budget Direction (Pt. 1) Council Work Session
- 11:15 AM – 11:25 AM Commissioner Fish Chief of Staff
- 1:00 PM – 1:30 PM CAO, CAO (OMF) (monthly) (Tim)
- 1:00 PM – 2:00 PM Executive Equity Committee Quarterly Meeting
- 2:00 PM – 2:15 PM Director, National Association of Minority Contractors (NAMC)/CAO phone call
- 2:30 PM – 4:00 PM 2018 Leadership Team Meeting
- 4:00 PM – 4:30 PM Interim PBOT Director/CAO

##### ▲ Wed, Oct 3

- 8:30 AM – 9:00 AM Mayor/ Prosper Portland Director/ CAO
- 10:30 AM – 10:45 AM 3-1-1 check in
- 11:00 AM – 11:45 AM 3-1-1 Overview for Candidate Hardesty
- 12:00 PM – 12:30 PM Oct 9<sup>th</sup> Work Session Planning

- 1:00 PM – 2:30 PM South Waterfront Discussion
- 2:00 PM – 2:30 PM Join Interim CBO at Comm. Eudaly's check-in
- 2:45 PM – 3:15 PM OMF/P&D Staff re: Organizational Update and Q&A
- 3:30 PM – 4:30 PM Prosper Portland Director/CAO/Interim BPS Director re: P&D
- 4:15 PM – 4:30 PM VF IGA

#### ▲ Thu, Oct 4

- 8:00 AM – 8:30 AM OMF/Facilities Staff re: Update and Q&A
- 9:00 AM – 10:30 AM Bureau Directors Meeting
- 10:30 AM – 11:00 AM Fire Chief/CAO Monthly 1:1
- 11:30 AM – 1:00 PM Portland State University Center for Women's Leadership 12th Annual Power Luncheon
- 2:00 PM – 2:30 PM CAO Executive Assistant/ CAO 1:1 Check-in
- 2:30 PM – 3:00 PM CFO/CAO Weekly 1:1
- 3:30 PM – 4:30 PM PB Directors Meeting
- 4:30 PM – 7:00 PM BPS Director send-off party

#### ▲ Fri, Oct 5

- ▨ 8:30 AM – 3:30 PM CAO Office Retreat
- 10:30 AM – 11:00 AM MEET: VF IGA
- 12:00 PM – 1:15 PM City Club Council Candidates Debate
- 2:30 PM – 3:00 PM Interim CBO/ CAO

#### ▲ Mon, Oct 8

- 9:00 AM – 9:15 AM FY 19-20 budget guidance for internal service funds
- 11:00 AM – 11:30 AM Deputy CAO/CAO Weekly 1:1
- 11:30 AM – 12:00 PM CAO/Interim Parks Director/Facilities Construction Project Manager
- 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
- 2:30 PM – 3:00 PM Facilities Construction Project Manager/CAO re: Shear Wall Mock-up viewing
- 3:30 PM – 4:00 PM Comm. Saltzman/ CAO/ CFO
- 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff

▲ **Tue, Oct 9**

- 8:15 AM – 8:45 AM HR Director/CAO Weekly 1:1
  - 8:45 AM – 9:15 AM Portland Building Information
  - 9:30 AM – 11:30 AM Policy Issues for Budget Direction (Pt. 2) Council Work Session
  - 1:30 PM – 2:00 PM SPOT Work Planning
  - 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
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▲ **Wed, Oct 10**

- 8:30 AM – 9:00 AM Mayor/ Prosper Portland Director/ CAO, OMF Analyst III
  - 9:30 AM – 10:45 AM City Council
  - 11:00 AM – 12:00 PM OMF FY 2019-20 General Fund Budget
  - 12:00 PM – 12:30 PM Comm Fish/ Chief of Staff/ CAO
  - 3:00 PM – 3:30 PM BPS Director/ CAO Check-in
  - 3:30 PM – 4:00 PM BDS Director/CAO Monthly 1:1
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▲ **Thu, Oct 11**

- 8:00 AM – 8:30 AM O'Bryant Next Steps
  - 9:00 AM – 9:30 AM CFO/CAO Weekly 1:1
  - ▨ 10:30 AM – 12:00 PM P&D Directors Meeting
  - 11:30 AM – 12:30 PM Lunch - CAO/Richard B. Solomon, CPA
  - 12:50 PM – 2:00 PM Executive External Leadership Panel for Deputy CHRO
  - 2:00 PM – 2:30 PM BTS Director/CAO Weekly 1:1
  - 3:30 PM – 5:00 PM CAO | OMSI CEO re OMSI Campus Plan
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▲ **Fri, Oct 12**

- 8:50 AM – 10:00 AM Executive External Leadership Panel for Deputy CHRO
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▲ **Mon, Oct 15**

- 8:30 AM – 9:00 AM Interim PHB Director/CAO Check-in
  - 10:30 AM – 11:00 AM POPs Program Status
  - 11:00 AM – 11:30 AM BES Director/CAO Monthly 1:1
  - 12:00 PM – 12:30 PM Budget Issues
  - 3:00 PM – 3:30 PM 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, Oct 16**

- 9:00 AM – 10:30 AM 2018 Leadership Team Meeting
  - 2:00 PM – 3:00 PM TESC Meeting
  - 4:30 PM – 5:00 PM MCDD/ Pen1
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▲ **Wed, Oct 17**

- 8:30 AM – 9:00 AM Mayor/ Prosper Portland Director/ CAO
  - 9:00 AM – 9:30 AM Mayor's Deputy CoS/CAO
  - 10:00 AM – 10:30 AM FEMA & City Auditing: Contracting of Professional Services
  - 11:00 AM – 11:30 AM Change Management introduction CAO
  - 11:45 AM – 12:15 PM Interim CBO/CAO Coffee Meeting
  - 12:30 PM – 2:00 PM CAO/ HR Director Lunch
  - 2:15 PM – 2:30 PM BPS Director/CAO phone call
  - 2:30 PM – 3:00 PM CFO/CAO Weekly 1:1
  - 3:00 PM – 3:30 PM CAO/ CFO/ BTS Director
  - 3:45 PM – 4:00 PM CAO/ TriMet COO Phone call
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▲ **Thu, Oct 18**

■ All Day out ill all day

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▲ **Fri, Oct 19**

- 7:15 AM – 8:15 AM CAO/ Spectator Facilities & Development Manager, Breakfast
  - 8:30 AM – 9:00 AM HR Due Process Meeting
  - 9:00 AM – 9:30 AM BTS Director/CAO Weekly 1:1
  - 10:00 AM – 10:30 AM CAO/Prosper Portland Director Monthly Check-In
  - 10:30 AM – 11:00 AM CAO/City Economist Coffee
  - 11:00 AM – 11:30 AM CAO Executive Assistant/ CAO 1:1 Check-in
  - 12:00 PM – 1:30 PM Facilities Construction Project Manager/CAO Lunch
  - 3:00 PM – 3:15 PM Carmen/CAO check-in (as needed)
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▲ **Mon, Oct 22**

- 7:45 AM – 9:15 AM CAO, Prosper Portland Director, Prosper Portland General Counsel, Dina Alexander of Radler, White, Parks & Alexander, - Breakfast
- 10:30 AM – 11:40 AM Executive Stakeholder Panel for DCHRO Interviews
- 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
  - 2:30 PM – 3:00 PM Deputy CAO/CAO Weekly 1:1
  - 3:00 PM – 3:30 PM Comm Fish Chief of Staff/ CAO
  - 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff
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▲ **Tue, Oct 23**

- 8:00 AM – 4:00 PM NW Public Employees Diversity Conference
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▲ **Wed, Oct 24**

- 8:45 AM – 9:00 AM Mayor/ Prosper Portland Director phone call
  - 9:00 AM – 9:15 AM VF IGA media opportunities/messaging
  - 9:30 AM – 10:00 AM CFO/CAO Weekly 1:1
  - 10:15 AM – 10:45 AM 10:15 - Time Certain Resolution requiring employees to disclose outside work
  - 1:00 PM – 1:30 PM Police Chief/CAO Monthly 1:1
  - 4:00 PM – 5:00 PM Restroom stakeholders meeting
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▲ **Thu, Oct 25**

- 7:45 AM – 8:45 AM Safety Committee Conference
  - 11:30 AM – 1:00 PM PGE Board brown bag presentation re: city budgets
  - 2:15 PM – 2:45 PM City Attorney/CAO
  - 3:00 PM – 3:30 PM Spectator Facilities & Development Manager/ CAO
  - 3:30 PM – 3:45 PM XOXO Art Festival
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▲ **Fri, Oct 26**

- 7:30 AM – 8:30 AM Mike Golub, Portland Timbers /CAO Breakfast
  - 9:00 AM – 9:30 AM BTS Director/CAO Weekly 1:1
  - 9:30 AM – 10:00 AM HR Financial Analyst/CAO
  - 10:00 AM – 10:15 AM Dina Alexander of Radler, White, Parks & Alexander
  - 10:30 AM – 11:00 AM CAO Executive Assistant/ CAO 1:1 Check-in
  - 12:00 PM – 1:00 PM Lunch: President of Russell Development Company, Inc. & CAO
  - 3:00 PM – 3:15 PM Carmen/CAO check-in (as needed)
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▲ **Mon, Oct 29**

- 7:30 AM – 8:30 AM CAO/OMF Policy Analyst Breakfast

- 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
- 3:30 PM – 3:50 PM Present OMF Strategic Plan to Civic Life Leadership Team
- 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff

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▲ **Tue, Oct 30**

- 9:00 AM – 9:30 AM HR Director/CAO Weekly 1:1
- 10:30 AM – 12:00 PM CBO Director Interview - Internal Leadership Panel
- 1:00 PM – 4:30 PM CBO Director Interviews - Internal Leadership Panel

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▲ **Wed, Oct 31**

- 8:30 AM – 9:00 AM Mayor/ Prosper Portland Director/ CAO
- 9:00 AM – 9:15 AM Sr. Deputy City Attorney/CAO
- 9:30 AM – 9:45 AM President and CEO of OMSI/CAO phone call
- 10:00 AM – 10:30 AM Deputy CAO/CAO Weekly 1:1
- 11:30 AM – 12:00 PM PWB Director/CAO Monthly 1:1
- 12:30 PM – 1:00 PM CFO/CAO Weekly 1:1
- 2:00 PM – 2:30 PM PHB Director/CAO Monthly 1:1
- 3:00 PM – 3:15 PM Floodplains Briefing

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**November 2018**

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▲ **Thu, Nov 1**

- 8:30 AM – 10:00 AM 2018 Leadership Team Meeting
- 10:00 AM – 10:30 AM CAO Executive Assistant/ CAO 1:1 Check-in
- 10:30 AM – 11:00 AM FPD&R Director/CAO Quarterly Meeting
- 11:30 AM – 1:00 PM Bureau Directors Meeting
- 1:30 PM – 2:30 PM CityFleet Financial Analyst/General Fund Financial Analyst/ CAO
- 4:30 PM – 5:00 PM PWB Director/ CFO/ CAO/ BES Director/ PBOT Director

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▲ **Fri, Nov 2**

- 9:00 AM – 10:00 AM Internal ZRZ Prep
- 11:00 AM – 12:30 PM Portland Harbor Community Benefits
- 2:30 PM – 3:00 PM OMF/CityFleet Staff Update and Q&A

■ 3:00 PM – 3:15 PM Carmen/CAO check-in (as needed)

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▲ **Mon, Nov 5**

■ 9:30 AM – 10:00 AM Deputy CAO/CAO Weekly 1:1  
■ 10:00 AM – 10:30 AM BPS Director/CAO Monthly 1:1  
■ 12:00 PM – 12:30 PM Budget Issues  
■ 12:30 PM – 12:45 PM HR Financial Analyst/CAO  
■ 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  
■ 2:45 PM – 3:00 PM General Fund Financial Analyst/ CAO  
■ 3:30 PM – 4:00 PM Commissioner Fritz/ Commissioner CoS/ CAO  
■ 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff

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▲ **Tue, Nov 6**

■ 9:00 AM – 9:30 AM Professional & Technical Employees (PTE) Local 17 Meeting  
■ 9:30 AM – 11:30 AM Long-Term Financial Planning Council Work Session  
■ 12:00 PM – 1:30 PM CAO/BTS Director Lunch  
■ 2:00 PM – 2:30 PM New Citywide New Employee Orientation Discussion  
■ 2:45 PM – 3:15 PM Coffee: Comm. Fritz CoS/ CAO  
■ 4:00 PM – 4:15 PM Mayor's Deputy CoS/CAO Check in

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▲ **Wed, Nov 7**

■ 8:15 AM – 8:45 AM Mayor/ Prosper Portland Director/ CAO  
▨ 9:00 AM – 10:00 AM Fall 2018 Update - Floodplain Management/FEMA BiOp  
■ 10:30 AM – 11:00 AM CFO/CAO Weekly 1:1  
■ 11:30 AM – 12:00 PM December CAO Case Study Prep  
■ 1:30 PM – 2:30 PM Meeting w/ Peter H. Koehler, Jr. Arbitration & Mediation Services/ Prosper Portland staff/ Mayor's office staff/ CAO  
■ 3:00 PM – 4:00 PM DCAO's Strategic Projects and Opportunities Team

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▲ **Thu, Nov 8**

■ 9:00 AM – 9:15 AM Carmen/CAO check-in (as needed)  
■ 9:30 AM – 10:00 AM BES Director/CAO Monthly 1:1  
■ 10:30 AM – 12:00 PM P&D Directors Meeting  
■ 1:00 PM – 1:30 PM CAO Executive Assistant/ CAO 1:1 Check-in  
■ 1:30 PM – 2:15 PM Interim CBO/CAO check-in

■ 2:30 PM – 3:00 PM CFO/ HR Director/ City Economist/ CAO

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▲ **Fri, Nov 9**

■ 8:30 AM – 4:30 PM ATTEND: ZRZ meeting

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▲ **Mon, Nov 12**

■ All Day Veterans' Day

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▲ **Tue, Nov 13**

■ 8:15 AM – 8:45 AM HR Director/CAO Weekly 1:1

■ 11:00 AM – 11:15 AM Spectator Facilities & Development Manager/ Strategic Communications Manager/ CAO

■ 1:00 PM – 1:30 PM CFO/CAO Weekly 1:1

■ 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

■ 7:00 PM – 7:30 PM Spirit of Portland Awards

■ 11:00 PM – 11:30 PM CAO/ CityFleet Staff re: Organization Updates Q&A

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▲ **Wed, Nov 14**

■ 8:30 AM – 9:00 AM Mayor/ Prosper Portland Director/ CAO

■ 9:30 AM – 10:30 AM Portland Building Info Session/Open house pt. 2

■ 11:00 AM – 11:30 AM PBOT Engineering Technician/ CAO - Coffee & Smart Cities Chat

■ 11:45 AM – 12:15 PM Deputy CAO/CAO Weekly 1:1

■ 12:30 PM – 1:20 PM OMF Policy Analyst/CAO Lunch

■ 3:00 PM – 4:00 PM Procurement Staff Meeting

■ 3:30 PM – 4:00 PM Interim PBOT Director/CAO Monthly 1:1

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▲ **Thu, Nov 15**

■ 7:30 AM – 8:30 AM CAO/Fred Miller (former CAO) Breakfast

■ 9:00 AM – 10:00 AM OMF Labor Management Committee

▨ 10:30 AM – 12:00 PM Portland Building Community Oversight Committee (PBCOC) Meeting

■ 1:00 PM – 1:30 PM New Employee Meet and Greet

■ 1:30 PM – 2:00 PM CAO Executive Assistant/ CAO 1:1 Check-in

■ 3:30 PM – 3:45 PM Mayor's Deputy CoS/ CAO Check in

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▲ **Fri, Nov 16**

- 8:00 AM – 8:30 AM VF IGA Discussion
  - 10:00 AM – 10:30 AM CAO/ Prosper Portland Director Monthly Check-In
  - 11:00 AM – 12:00 PM Budget Recommendations
  - 12:00 PM – 1:15 PM VR session for the Portland Building
  - 1:30 PM – 3:00 PM 2018 Leadership Team Meeting
  - 3:00 PM – 3:15 PM Deputy CAO/ CAO check-in (as needed)
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▲ **Mon, Nov 19**

- 8:30 AM – 9:00 AM Senator Merkley’s Field Director/ CAO Coffee
  - 10:00 AM – 10:30 AM 3-1-1 project roles
  - 11:00 AM – 11:30 AM Deputy CAO/CAO Weekly 1:1
  - 12:00 PM – 12:30 PM Budget Issues
  - 1:00 PM – 1:30 PM BDS Director/CAO Monthly 1:1
  - 2:00 PM – 2:30 PM Portland Building Renovation Project: Project Planning
  - 3:00 PM – 3:30 PM Comm. Fish/ CAO
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▲ **Tue, Nov 20**

■ All Day Vacation

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▲ **Wed, Nov 21**

■ All Day Vacation

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▲ **Thu, Nov 22 – Fri, Nov 23**

■ All Day Thanksgiving Holiday

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▲ **Mon, Nov 26**

- 9:00 AM – 10:00 AM POWR & 3-1-1 presentation review
  - 11:30 AM – 11:50 AM Mayor/ CAO
  - 1:00 PM – 1:30 PM VF IGA Amendment briefing
  - 2:00 PM – 2:30 PM Deputy CAO/CAO Weekly 1:1
  - 4:00 PM – 4:30 PM Mayor's staff/ CAO
  - ▨ 4:30 PM – 6:30 PM Technology Oversight Committee
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▲ **Tue, Nov 27**

- 8:15 AM – 8:45 AM HR Director/CAO Weekly 1:1
- 9:30 AM – 11:30 AM Portland Oregon Website Refresh/3-1-1 Council Work Session

- 1:30 PM – 3:30 PM All Staff – Meet Candidates for Deputy Chief Human Resources Officer (DCHRO)

▲ **Wed, Nov 28**

- 9:30 AM – 10:00 AM CFO/CAO Weekly 1:1
- 10:00 AM – 10:30 AM CAO/Chief Procurement Officer 1:1
- 10:30 AM – 10:45 AM Gregg Kantor/CAO Phone call
- 3:00 PM – 3:30 PM Fire Chief/ CAO Check-in (November/December Combo meeting)
- 4:00 PM – 4:30 PM Police Chief/CAO Monthly 1:1

▲ **Thu, Nov 29**

- 8:30 AM – 9:00 AM City Controller/ CFO/ CAO
- 9:00 AM – 9:30 AM Facilities Construction Project Manager/ CAO
- 10:30 AM – 12:00 PM 2018 Leadership Team Meeting
- 12:30 PM – 1:30 PM Mayor/ CAO
- 3:00 PM – 3:30 PM OEHR Director/ CAO Monthly 1:1

▲ **Fri, Nov 30**

- 8:30 AM – 9:00 AM HR Manager/ CAO
- 9:00 AM – 9:30 AM BTS Director/CAO Weekly 1:1
- 10:00 AM – 10:30 AM CAO Executive Assistant/ CAO 1:1 Check-in
- 11:30 AM – 12:30 PM Barbara Willer/ CAO Lunch
- 1:30 PM – 2:00 PM Merit Pay Discussion
- 2:00 PM – 2:30 PM Mayor's Staff/ Directors/ CAO
- 3:00 PM – 3:15 PM Deputy CAO/CAO check-in (as needed)

**December 2018**

▲ **Mon, Dec 3**

- All Day Working from home (sick kid)
- 8:45 AM – 9:00 AM CAO/BDS Director check-in by phone
- 11:30 AM – 12:00 PM Weekly Check in with Mayor's Chief of Staff by phone
- 2:30 PM – 3:00 PM Deputy CAO/CAO Weekly 1:1 by phone
- 4:30 PM – 5:00 PM Michael Walters, City of Edmonton, Council Ward 10, by phone

▲ **Tue, Dec 4**

- 8:15 AM – 8:45 AM HR Director/CAO Weekly 1:1
  - 11:00 AM – 11:30 AM CAO/ Office of Community & Civic Life Director Quarterly Meeting (rescheduled from November)
  - 1:00 PM – 1:30 PM West Side Stair Project
  - 2:15 PM – 2:45 PM City Auditor/CAO Quarterly Meeting
  - 3:00 PM – 3:30 PM Facilities Construction Project Manager/CAO Weekly 1:1
  - 4:00 PM – 4:30 PM Interim PBOT Director/CAO
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▲ **Wed, Dec 5**

- 9:00 AM – 10:00 AM Portland Building Facilities and Operations Expectations
  - 1:00 PM – 1:45 PM POPS Program – Overview
  - 3:15 PM – 3:45 PM Audit: End of Planning Meeting
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▲ **Thu, Dec 6**

- 7:00 AM – 8:00 AM OMF Policy Analyst/CAO breakfast
  - 8:30 AM – 9:00 AM April's end to Housing Emergency Discussion
  - 9:30 AM – 10:00 AM CAO/ Deputy CAO/ General Fund Financial Analyst/ OMF Bus. Ops. Manager
  - 10:30 AM – 11:00 AM BPS Director/CAO Monthly 1:1
  - 11:30 AM – 1:00 PM Bureau Directors Meeting
  - 1:30 PM – 1:45 PM Carmen/CAO check-in (as needed)
  - 2:00 PM – 2:15 PM HR Deputy Director/CAO
  - ▨ 3:00 PM – 6:00 PM Pacific Northwest Carpenters Institute Winter Reception
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▲ **Fri, Dec 7**

- 8:30 AM – 10:00 AM Levee Ready Columbia Executives Meeting
  - 11:20 AM – 11:50 AM Attend Chiefs of Staff meeting re: VF IGA
  - 1:00 PM – 1:30 PM CAO Executive Assistant/ CAO 1:1 Check-in
  - 1:30 PM – 2:00 PM 3-1-1 Project
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▲ **Mon, Dec 10**

- 9:00 AM – 9:30 AM Director of Diversity, Equity, and Inclusion for Oregon Metro/ CAO re: Workforce Development
- 10:00 AM – 10:30 AM BDS Director/CAO Monthly 1:1
- 10:30 AM – 11:00 AM POPs Program Status
- 12:30 PM – 1:00 PM Budget Issues

- 1:00 PM – 1:30 PM Deputy CAO/CAO Weekly 1:1
  - 1:30 PM – 2:00 PM Facilities Construction Project Manager/CAO Weekly 1:1
  - 2:45 PM – 3:15 PM Mayor/ CAO
  - 3:00 PM – 5:00 PM Dan Saltzman Celebration
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▲ **Tue, Dec 11**

- 9:30 AM – 11:30 AM Prior Year Performance Council Work Session
  - 1:15 PM – 1:30 PM Mayor’s Policy Advisor and Community Affairs Liaison/CAO check-in
  - 1:30 PM – 2:00 PM Comm Fritz/CAO, monthly check-in
  - 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
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▲ **Wed, Dec 12**

- 9:30 AM – 10:00 AM CFO/CAO Weekly 1:1
  - 1:00 PM – 1:30 PM Contractor Dev. Program Manager/CAO Check-in
  - 2:00 PM – 2:45 PM City Council meeting - VF IGA
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▲ **Thu, Dec 13**

- 8:00 AM – 8:45 AM CAO/ Colleen Johnson, Eastern Oregon University/ Key Customer Manager, Portland General Electric re: City Bureau Budgets
  - ▨ 10:30 AM – 12:00 PM December PBCOC Meeting
  - 11:30 AM – 1:00 PM Office Potluck
  - 1:30 PM – 2:00 PM BES Director/CAO Monthly 1:1
  - 2:00 PM – 2:30 PM Interim CBO/CAO check-in
  - 2:30 PM – 3:00 PM OEHR Interim Director/ CAO Monthly 1:1
  - 3:00 PM – 4:00 PM Pre-Mortem, part 1
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▲ **Fri, Dec 14**

- 9:00 AM – 9:30 AM BTS Director/CAO Weekly 1:1
- 10:00 AM – 10:15 AM Strategic Communications Manager/CAO check-in
- 10:30 AM – 11:00 AM Debt Manager/CAO 1:1
- 11:00 AM – 11:30 AM CAO Executive Assistant/ CAO 1:1 Check-in
- 11:30 AM – 12:00 PM City Facilities Manager/ CAO 1:1
- 1:00 PM – 1:15 PM City Controller/ CAO
- 1:30 PM – 1:45 PM Interim Risk Manager/ CAO
- 3:00 PM – 3:30 PM PBEM Interim Director/CAO Quarterly Meetings

■ 3:30 PM – 4:00 PM BOEC Director/CAO Quarterly meeting

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▲ **Mon, Dec 17**

■ 9:30 AM – 10:00 AM Deputy CAO/CAO Weekly 1:1

■ 10:00 AM – 10:15 AM City Treasurer/CAO 1:1

■ 10:30 AM – 10:45 AM Sr. Claims Analyst/ Financial Analyst/ Chief Procurement Officer/ CAO

■ 1:30 PM – 1:45 PM OMF Bus. Ops. Finance Manager/ CAO

■ 2:00 PM – 2:30 PM Weekly Check in with Mayor's Chief of Staff

■ 2:45 PM – 3:00 PM Smart City PDX/Tech Services Manager/CAO

■ 3:00 PM – 3:15 PM Strategic Projects Manager/ CAO 1:1

■ 3:30 PM – 4:00 PM Call PBOT Interim Deputy Director

■ 4:30 PM – 6:30 PM TOC December meeting (rescheduled)

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▲ **Tue, Dec 18**

■ 8:15 AM – 9:00 AM HR Director/CAO Weekly 1:1

■ 9:00 AM – 10:30 AM Leadership Team Meeting

■ 11:30 AM – 12:00 PM Mayor's Director of Bureau Relations/ Mayor's Operations Director/ Smart City PDX/Tech Services Manager/ CAO

■ 1:00 PM – 1:45 PM CFO/CAO Weekly 1:1

■ 2:00 PM – 3:00 PM TESC Meeting

■ 3:30 PM – 4:00 PM President & CEO, Portland Business Alliance/ CAO Coffee

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▲ **Wed, Dec 19**

■ 8:30 AM – 9:00 AM Mayor/ Prosper Portland Director/ CAO

■ 11:00 AM – 11:15 AM Sr. Vice President, Howard S. Wright/CAO phone call

■ 12:00 PM – 12:15 PM Comprehensive Financial Management Policy for Personnel Costs

■ 1:30 PM – 2:00 PM 2018 SummerWorks Program 2020 Planning

■ 2:00 PM – 2:15 PM HR Financial Analyst/ CAO

■ 3:00 PM – 4:00 PM Director of Development & Investment, Prosper Portland/ CAO check in – CANCELLED

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▲ **Thu, Dec 20**

■ 9:00 AM – 10:00 AM OMF Labor Management Committee - FY 2018-19 Calendar Series

■ 10:00 AM – 10:30 AM Stop by Commissioner Eudaly's Office

■ 10:30 AM – 11:00 AM Spectator Facilities & Development Manager/ CAO

- 11:00 AM – 11:15 AM OMF General Fund Financial Analyst/ CAO
  - 11:30 AM – 11:45 AM OMF Business Operations Manager/ CAO
  - 11:45 AM – 12:00 PM Spectator Facilities & Development Manager/ CAO
  - 3:00 PM – 3:30 PM CAO/ Commissioner-elect Hardesty Chief of Staff Coffee
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▲ **Fri, Dec 21**

- 9:00 AM – 9:30 AM BTS Director/CAO Weekly 1:1
  - 10:00 AM – 10:30 AM CAO/Prosper Portland Director Monthly Check-In
  - 10:30 AM – 11:00 AM CAO Executive Assistant/ CAO 1:1 Check-in
  - 11:00 AM – 11:30 AM RSA Token quick training
  - 12:00 PM – 1:00 PM CAO/OMF Policy Analyst Lunch
  - 2:30 PM – 3:00 PM Deputy CAO/CAO
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▲ **Mon, Dec 24**

■ All Day Vacation

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▲ **Tue, Dec 25**

■ All Day City Holiday

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▲ **Wed, Dec 26 – Mon, Dec 31**

■ All Day Vacation