

# CAO Tom Rinehart

## Calendar April 1 – June 30, 2019

■ Busy                      ▨ Tentative  
■ Out of Office            ▩ Working Elsewhere

April 2019

### ▲ Mon, Apr 1

- 9:00 AM – 9:30 AM CAO/CFO Weekly Check in
- ▨ 9:30 AM – 12:30 PM City Council Budget Work Session
- 10:30 AM – 11:00 AM POPS Program Status
- 1:30 PM – 2:00 PM Facilities Division Manager /CAO Check in
- 2:00 PM – 2:30 PM OMF Bus. Ops. Finance Manager/ Facilities Division Manager/ CAO - PB Audit Check in

### ▲ Tue, Apr 2

- 8:15 AM – 8:45 AM CAO/HR Director Check in
- 9:00 AM – 10:30 AM OMF Leadership Team Meeting
- ▨ 9:30 AM – 12:30 PM City Council Budget Work Session
- 2:00 PM – 2:30 PM DCAO/CAO Check in
- 2:30 PM – 3:00 PM End of PB Audit Fieldwork
- 4:00 PM – 4:30 PM PBOT Director/ CAO Monthly Check in
- ▨ 6:30 PM – 8:30 PM Community Budget Forum

### ▲ Wed, Apr 3

- 8:15 AM – 8:30 AM Prosper Portland Exec. Director/ CAO Check in
- 8:30 AM – 9:00 AM Mayor/ CAO/ Prosper Portland Exec. Director
- 9:00 AM – 9:15 AM Mayor/ CAO/ Mayor's CoS/ Mayor's Policy Advisor)
- 9:30 AM – 10:00 AM Mayor's CoS/ CAO
- 12:00 PM – 1:00 PM Metro Exec. Director/ CAO Lunch
- 1:15 PM – 1:30 PM OMF Strategic Communications Manager/ CAO Check in

### ▲ Thu, Apr 4

- 8:30 AM – 9:00 AM CAO Executive Assistant/ CAO Check in
- 9:30 AM – 10:00 AM Comm. Hardesty CoS/CAO Monthly Check in
- 10:30 AM – 11:00 AM BDS Director/CAO Monthly Check in
- 11:00 AM – 11:30 AM Comm. Eudaly/ CAO Check in
- 11:30 AM – 1:00 PM 2019 Bureau Directors Meeting

- 2:00 PM – 3:00 PM Gary Oxley, Oxley & Associates/ Johnell Bell, Portland Diamond Project/ Craig Cheek, Portland Diamond Project/ CAO re: Portland Diamond Project
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▲ **Fri, Apr 5**

- 9:00 AM – 9:30 AM CTO/CAO Weekly Check in
  - 10:00 AM – 10:30 AM Ed Blackburn, President Emeritus Central City Concern/ CAO - Coffee
  - ▨ 11:30 AM – 12:00 PM Comm. Hardesty/ CAO Check in
  - 12:00 PM – 12:30 PM CFO/ Revenue Div. Mngr./ City Economist/ CAO
  - 3:00 PM – 3:15 PM DCAO/CAO Check in (as needed)
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▲ **Sat, Apr 6**

- ▨ 10:00 AM – 12:00 PM Community Budget Forum
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▲ **Mon, Apr 8**

- 9:30 AM – 10:00 AM CAO/CFO Weekly Check in
  - 11:30 AM – 11:45 AM Andrew Hoan, Karen VanVleck and Jon Isaacs from Portland Alliance/CAO phone call
  - 1:30 PM – 2:00 PM Facilities Division Manager /CAO Check in
  - 2:00 PM – 2:30 PM Portland Building: Move-In Ready and Change Management
  - 3:30 PM – 3:45 PM Comm. Fish/ CAO/ Contractor Dev. Program Coordinator
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▲ **Tue, Apr 9**

- 9:00 AM – 9:45 AM Mayor's CoS/ CAO Check in
  - 10:00 AM – 10:30 AM CAO/HR Director Check in
  - 12:00 PM – 12:15 PM PBOT Director/ Spectator Venues Program Manager/ Sr. Deputy City Attorney/ PBOR Engineering Manager/ CAO
  - 2:00 PM – 3:00 PM Executive Team Meeting - Portland Building
  - 3:00 PM – 3:30 PM OMF Advisory Committee
  - ▨ 6:30 PM – 8:30 PM Community Budget Forum
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▲ **Wed, Apr 10**

- 8:30 AM – 9:00 AM Mayor/ CAO/ Prosper Portland Exec. Director
- 9:00 AM – 9:30 AM Mayor's CoS
- 10:00 AM – 10:30 AM OEHR Director/ CAO Rinehart
- 11:30 AM – 12:00 PM Nancy Stueber, President, and Ken Wilson, Sr. Director of Campus, OMSI / CFO/ CAO
- 1:30 PM – 2:00 PM Mayor's CoS/ City Attorney/ Chief Deputy City Attorney/ CAO - Charter Review Process

■ 2:30 PM – 3:00 PM New OMF Employees Meet & Greet

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▲ **Thu, Apr 11**

■ 7:30 AM – 8:30 AM Fred Miller, former City of Portland CAO/ CAO Breakfast

■ 9:30 AM – 10:00 AM Interim Fire Chief/ CAO Check in

■ 9:30 AM – 11:30 AM Council Work Session - Open & Accountable Elections

■ 1:00 PM – 1:30 PM DCAO/CAO Check in

■ 2:00 PM – 2:30 PM OMF Policy Analyst/ CAO Check in

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▲ **Fri, Apr 12**

■ 9:30 AM – 10:00 AM Emerald Bogue, Regional Affairs Manager, Port of Portland/ CAO - Coffee

■ 10:00 AM – 10:15 AM CAO Executive Assistant/ CAO Check in

■ 10:30 AM – 11:00 AM OGR Director/ OGR Deputy Director/ CAO

■ 11:30 AM – 12:00 PM Mike Golub, President of Business, Portland Timbers/ CAO - Coffee

■ 12:00 PM – 1:15 PM April 12, 2019 City Club Friday Forum “State of the County” Address

■ 2:30 PM – 2:45 PM DCAO/CAO Check in (as needed)

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▲ **Mon, Apr 15**

■ 9:30 AM – 10:00 AM CAO/CFO Weekly Check in

■ 10:30 AM – 11:00 AM POPS Program Status

■ 11:30 AM – 12:00 PM CAO/PP&R Director Check in

■ 1:00 PM – 1:30 PM DCAO/CAO Check in

■ 1:30 PM – 2:00 PM Facilities Division Manager /CAO Check in

■ 2:00 PM – 2:30 PM Portland Building: Move-In Ready and Change Management

■ 3:00 PM – 4:00 PM Chris Oxley, Sr. VP, Portland Trailblazers/ CAO Check in

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▲ **Tue, Apr 16**

■ 8:00 AM – 9:00 AM 2019 Leadership Team Meeting

■ 9:30 AM – 11:30 AM City Council BHR Executive Session

■ 1:00 PM – 1:30 PM Comm. Fish/ CAO Check in

■ 2:00 PM – 3:00 PM TESC Meeting

■ 3:00 PM – 3:30 PM CBO Performance Management Analyst/ CAO

■ 3:30 PM – 4:00 PM Mayor’s CoS/ CAO

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▲ **Wed, Apr 17**

■ 8:15 AM – 8:45 AM Mayor/ Prosper Portland Exec. Director/ CAO

- 9:15 AM – 9:45 AM PTE Local 17 Meeting
  - 10:00 AM – 10:30 AM John Russell, President, Russell Development Company, Inc./ CAO - Coffee
  - 11:30 AM – 12:00 PM CAO Executive Assistant/ CAO Check in
  - 12:45 PM – 1:00 PM Robert Ball, PBCOC/ CAO phone call
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▲ **Thu, Apr 18**

- 9:00 AM – 10:00 AM OMF Labor Management Committee
  - 10:00 AM – 10:30 AM Discussion of OMF budget requests (CBO/ BRFS/ BHR/ OMF staff)
  - ▨ 10:30 AM – 12:00 PM Portland Building Community Oversight Committee
  - 12:00 PM – 12:30 PM CFO/ City Treasurer/ Accounting Supervisor/ CAO
  - 1:30 PM – 2:00 PM Spectator Venues Program Manager/ CAO Check in
  - 3:20 PM – 3:50 PM Felisa Hagins, Political Director, SEIU Local 49 / CAO re: security procurement for G4S
  - 3:50 PM – 4:20 PM PBOT Director/ CAO
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▲ **Fri, Apr 19**

- 8:30 AM – 9:00 AM CBO staff/ CAO re: Public Safety Budget
  - 9:00 AM – 9:30 AM CTO/CAO Weekly Check in
  - 10:15 AM – 10:45 AM Mayor's Director of External Affairs/ CAO - Coffee
  - 12:00 PM – 1:00 PM OMF Policy Analyst / CAO lunch
  - 2:30 PM – 3:00 PM Comm. Hardesty/ CAO/ Contractor Dev. Program Coordinator
  - 3:00 PM – 3:15 PM DCAO/CAO Check in (as needed)
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▲ **Mon, Apr 22**

- 9:30 AM – 10:00 AM CAO/CFO Weekly Check in
  - 11:00 AM – 11:30 AM CBO Director/ City Economist/ CAO)
  - 3:00 PM – 3:30 PM DCAO/CAO Check in
  - ▨ 4:30 PM – 6:30 PM Technology Oversight Committee meeting
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▲ **Tue, Apr 23**

- 8:15 AM – 8:45 AM CAO/HR Director Check in
- 9:00 AM – 9:15 AM PB Directors Meeting
- 10:00 AM – 10:15 AM CBO Director/ PHB Director/ CAO
- 1:00 PM – 1:30 PM Comm. Eudaly/ CPO/ Contractor Dev. Program Coordinator/ CAO - Prime Contractor Development Program
- 1:30 PM – 2:00 PM Comm. Hardesty CoS/CAO Monthly Check in
- 2:00 PM – 2:30 PM Melody Rose, Rose Strategies, LLC/ CAO phone call

■ 3:00 PM – 3:30 PM Comm. Fritz/ Comm. Fritz Cos/ Contractor Dev.  
Program Coordinator/ CAO

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▲ **Wed, Apr 24**

■ 9:00 AM – 9:30 AM OEHR Director/CAO Monthly Check in  
■ 9:30 AM – 10:00 AM BES Director/CAO Monthly Check in  
■ 2:00 PM – 3:30 PM Labor Management Committee Meeting

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▲ **Thu, Apr 25**

■ 9:30 AM – 10:00 AM DAM Manager/ CAO Check in  
■ 11:00 AM – 12:00 PM Comm. Fish/ CAO/ Staff - Meet Mr. Donohue & Tom  
Colett, LiUNA Local 483  
■ 12:00 PM – 1:00 PM Office of the CAO All Staff Meeting  
■ 2:30 PM – 3:30 PM Mayor's CoS/ OGR Director/ Sr. Deputy City Attorney/  
Spectator Venues Program Manager/ CAO  
■ 4:30 PM – 5:00 PM Comm. Eudaly Cos/ CAO phone call

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▲ **Fri, Apr 26**

■ 8:30 AM – 9:00 AM CAO Executive Assistant/ CAO Check in  
■ 9:00 AM – 9:30 AM CTO/CAO Weekly Check in  
■ 9:45 AM – 10:15 AM CAO/ Richard Harris, former Exec. Dir. for Central  
City Concern - Coffee  
■ 10:30 AM – 11:00 AM Risk Management Senior Claims Analyst/ CAO  
■ 11:00 AM – 12:00 PM Chiefs of Staff Meeting  
■ 1:00 PM – 2:00 PM Tour of Providence Park Upgrades (rescheduled from  
3/19)  
■ 2:30 PM – 3:00 PM Dave Robertson, VP of Public Policy, PGE/ CAO -  
Coffee  
■ 3:00 PM – 3:15 PM DCAO/CAO Check in (as needed)

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▲ **Mon, Apr 29**

■ 9:30 AM – 10:00 AM CAO/CFO Weekly Check in  
■ 10:30 AM – 11:00 AM POPS Program Status  
■ 12:00 PM – 1:00 PM Portland Building Directors Check in  
■ 1:30 PM – 2:00 PM Facilities Division Manager /CAO Check in  
■ 2:30 PM – 3:30 PM Portland Building Information Session  
■ 5:00 PM – 6:00 PM Mayor's State of the City 2019  
■ 6:00 PM – 7:00 PM State of the City Reception

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▲ **Tue, Apr 30**

■ 7:30 AM – 9:00 AM Portland Business Alliance Annual Meeting  
■ 9:30 AM – 12:00 PM City Council Work Session

- 2:30 PM – 3:00 PM BDS Director/CAO Monthly Check in
- 3:00 PM – 3:30 PM DCAO/CAO Check in
- 3:30 PM – 4:00 PM CAO/ DCAO/ CBO Director/ Interim Deputy CBO Director

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## May 2019

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### ▲ Wed, May 1

- 8:30 AM – 9:00 AM Mayor/ Prosper Portland Exec. Director/ CAO
- 11:15 AM – 11:30 AM CPO/ CAO Check in
- 11:30 AM – 12:00 PM SPOT Manager Candidate Meet and Greet
- 1:00 PM – 1:30 PM POPS Technical Program Manager/ OMF Communications Team Management Assistant/ CAO
- 3:30 PM – 4:00 PM PWB Director/CAO Monthly Check in

### ▲ Thu, May 2

- 9:00 AM – 9:30 AM CAO Executive Assistant/ CAO Check in
- 10:30 AM – 11:00 AM Annette Price, Vice President of Government Affairs, Pacific Power / CAO - Coffee
- 11:30 AM – 1:00 PM 2019 Bureau Directors Meeting
- 1:15 PM – 1:45 PM CFO/ PWB Director/ BES Director/ CAO
- 2:00 PM – 2:30 PM 311 Process Improvement kick-off

### ▲ Fri, May 3

- 7:30 AM – 8:30 AM OMF Policy Analyst/ CAO - Breakfast
- 10:00 AM – 10:30 AM CBO Director/ City Economist/ Revenue Division Manager/ CBO Financial Analyst/ CFO/ CAO
- 10:30 AM – 11:00 AM Amelia Templeton, Oregon Public Broadcasting/ CAO - Coffee
- 11:00 AM – 12:00 PM Budget note follow up
- ▨ 11:30 AM – 12:00 PM Comm. Hardesty/ CAO Check in
- 1:00 PM – 2:00 PM Marissa Madrigal, COO, and Mark Campbell, CFO, of Multnomah County / CAO/ CFO
- 2:00 PM – 2:30 PM Sara Ryan, Comm. Jaypal CoS, Multnomah County/ CAO
- 3:00 PM – 3:15 PM DCAO/CAO Check in (as needed)

### ▲ Mon, May 6

- 9:30 AM – 10:00 AM CAO/CFO Weekly Check in
- 10:00 AM – 10:30 AM DCAO/CAO Check in
- 11:00 AM – 11:30 AM CAO/ Spectator Venues Program Manager/ Sr. Deputy City Attorney

- 1:00 PM – 1:30 PM Comm. Fritz/ CAO Monthly Check in
  - 1:30 PM – 2:00 PM Facilities Division Manager/ CAO Check in
  - 2:00 PM – 2:30 PM Portland Building: Move-In Ready and Change Management
  - 2:30 PM – 3:00 PM CAO/HR Director Check in
  - 3:30 PM – 5:00 PM Prosper Portland staff/ City staff re: Community Opportunities and Enhancements Program (COEP)- Next Steps
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▲ **Tue, May 7**

- 9:00 AM – 9:15 AM CAO/ DCAO Check in
  - 9:30 AM – 11:30 AM City Council Work Session
  - 1:00 PM – 1:30 PM OGR Director/ CAO Quarterly Meeting
  - 2:00 PM – 2:30 PM BTS Portland Building Reconstruction Technology Lead/ CAO
  - 4:00 PM – 4:30 PM PBOT Director/ CAO Monthly Check in
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▲ **Wed, May 8**

- 8:30 AM – 9:00 AM Mayor/ Prosper Portland Exec. Director/ CAO
  - 9:00 AM – 9:30 AM Comm. Hardesty Financial Policy Advisor/ CAO
  - 10:30 AM – 11:00 AM FPD&R Director/CAO Quarterly Meeting
  - 1:00 PM – 1:15 PM Facilities Division Manager /CAO phone call
  - 1:30 PM – 2:00 PM BHR Director/ CAO Phone call
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▲ **Thu, May 9**

■ All Day out ill

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▲ **Fri, May 10**

- 10:00 AM – 10:30 AM CAO Executive Assistant/ CAO Check in
  - 10:30 AM – 11:00 AM CTO/CAO Weekly Check in
  - 12:00 PM – 1:00 PM CAO Leadership Development Hour
  - 1:00 PM – 1:30 PM Gordon Friedman, The Oregonian./ CAO
  - 2:00 PM – 3:00 PM Comm. Eudaly/ CFO/ CAO
  - 3:00 PM – 3:15 PM DCAO/CAO Check in (as needed)
  - 3:30 PM – 4:30 PM Portland Business Alliance Government Affairs Committee/ City Staff re: HUCIRP
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▲ **Mon, May 13**

- 7:30 AM – 8:30 AM OMF Policy Analyst / CAO - Breakfast
- 9:00 AM – 9:30 AM CAO/HR Director Check in
- 10:30 AM – 11:00 AM POPS Program Status

- 12:30 PM – 1:00 PM Portland Building walk through
  - 1:30 PM – 2:00 PM Facilities Division Manager/CAO Check in
  - 3:00 PM – 3:30 PM DCAO/CAO Check in
  - 3:30 PM – 4:00 PM CAO/CFO Weekly Check in
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▲ **Tue, May 14**

- 8:00 AM – 9:30 AM 2019 Leadership Team Meeting
  - 9:30 AM – 11:30 AM City Council Budget work session
  - 1:30 PM – 2:00 PM Mayor’s Senior Policy Advisor/ CAO Check in
  - 2:00 PM – 3:00 PM Executive Team Meeting - Portland Building
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▲ **Wed, May 15**

- 10:00 AM – 11:30 AM Bob Krueger's Funeral
  - 12:45 PM – 1:00 PM Facilities Division Manager /CAO check in
  - 2:00 PM – 2:30 PM Police Chief/CAO Monthly
  - 3:00 PM – 3:30 PM Police Chief/ BH Director/ CAO/ Stephen Bushong, Presiding Judge, Multnomah County Circuit Court re: Court Scheduling
  - 4:00 PM – 5:00 PM City Council Meeting re: Portland Harbor
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▲ **Thu, May 16**

- 9:00 AM – 10:00 AM OMF Labor Management Committee
  - ▨ 10:30 AM – 12:00 PM Portland Building Community Oversight Committee
  - 1:30 PM – 2:00 PM OEHR Director/CAO Monthly Check in
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▲ **Fri, May 17**

- 8:00 AM – 8:30 AM Mike Golub, President of Business, Portland Timbers/ CAO
  - 8:30 AM – 9:00 AM Prosper Portland Exec. Director/ CAO phone call
  - 10:00 AM – 10:30 AM CAO Executive Assistant/ CAO Check in
  - 10:30 AM – 11:00 AM Leah Treat, Managing Director, Nelson Nygaard/ CAO - Coffee
  - 1:30 PM – 2:00 PM PTE Local 17 Monthly Meeting - Rescheduled from 5/9
  - 3:00 PM – 3:15 PM DCAO/CAO Check in (as needed)
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▲ **Mon, May 20**

- 8:00 AM – 5:00 PM PBOT Director Interviews Executive Stakeholders Panel
  - ▨ 4:30 PM – 6:30 PM Technology Oversight Committee meeting
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▲ **Tue, May 21**



- 9:30 AM – 10:20 AM City Council Executive Session
  - 1:00 PM – 2:00 PM Mayor/ Mayor's staff/ CAO/ Rukaiyah Adams, Albina Vision
  - ▨ 2:00 PM – 3:00 PM TESC Meeting
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▲ **Wed, May 22**

- 9:00 AM – 9:45 AM DCAO/ Facilities Division Manager/ OMF Bus. Ops. Finance Mgr./ Auditors Office staff
  - 10:00 AM – 10:30 AM DCAO/CAO Check in
  - 11:30 AM – 12:00 PM CAO/HR Director Check in
  - 12:30 PM – 1:00 PM Portland Building, COEP/ratepayer funds
  - 2:00 PM – 3:00 PM Budget Committee - Budget Approval
  - 3:00 PM – 5:00 PM Portland Building Open House
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▲ **Thu, May 23**

- 9:00 AM – 9:30 AM Abbey Stamp, Executive Director, Multnomah County/ CAO re: Public Safety Budgets
  - 11:30 AM – 12:00 PM BDS Director/CAO Monthly Check in
  - 12:00 PM – 12:30 PM Facilities Division Manager /CAO Check in
  - 1:30 PM – 2:00 PM New OMF Employees Meet & Greet
  - 2:30 PM – 3:00 PM City Auditor/ CAO Quarterly Check in
  - ▨ 3:00 PM – 4:00 PM Informal gathering to remember Rick Best
  - 3:30 PM – 4:30 PM City Council Budget Hearing Cont'd
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▲ **Fri, May 24**

- 7:30 AM – 8:30 AM OMF Policy Analyst/ CAO - breakfast
  - 9:00 AM – 9:30 AM CTO/CAO Weekly Check in (DCAO join for first 15 minutes)
  - 10:00 AM – 10:30 AM CAO Executive Assistant/ CAO Check in
  - 10:30 AM – 11:00 AM OMF Facilities Project Manager/CAO phone call
  - 12:00 PM – 1:00 PM Berk Nelson, VP Government Relations Director, Umpqua Bank/ CAO - Lunch
  - 3:00 PM – 3:15 PM DCAO/CAO Check in (as needed)
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▲ **Mon, May 27**

■ All Day Memorial Day

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▲ **Tue, May 28**

- 8:15 AM – 8:45 AM CAO/HR Director Check in
- 9:00 AM – 10:30 AM 2019 Leadership Team Meeting
- 10:00 AM – 10:30 AM PP&R Director Attend OMF Leadership Team Meeting

- 11:30 AM – 12:00 PM Comm. Hardesty CoS/CAO Monthly Check in
- 1:00 PM – 1:30 PM BOEC Director/ CAO Quarterly Meeting
- 1:45 PM – 2:45 PM DCAO/CAO Check in

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▲ **Wed, May 29**

- 8:30 AM – 9:00 AM Mayor/ Prosper Portland Exec. Director/ CAO
- 11:15 AM – 11:55 AM BHR All Staff - Ashlie Grundy's Send Off
- 1:00 PM – 2:00 PM OMF Policy Analyst/ CAO/ Elyse Clawson, Justice Systems Partners re: Public Safety Issues
- 2:00 PM – 2:30 PM SPOT Team staff/ CAO
- 3:00 PM – 4:00 PM Portland Building Information Session

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▲ **Thu, May 30**

- 9:00 AM – 9:30 AM Comm. Fish/ CAO
- 10:00 AM – 10:30 AM CAO/ DCAO/ OMF Bus. Ops. Finance Manager/ OMF Bus. Ops. Manager/ OMF Principal Financial Analyst
- 11:00 AM – 12:00 PM PB Directors Check in
- 12:00 PM – 1:00 PM Directors of OGR, PBOT, PF&R, PHB, PP&R, and Prosper Portland/ CAO
- ▨ 1:00 PM – 4:30 PM Asset Management - Methods Application Workshop
- 3:30 PM – 4:00 PM CAO/CFO Weekly Check in
- 4:00 PM – 4:30 PM CAO/ DCAO/ OMF Bus. Ops. Manager/ Sr. Financial Analyst

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▲ **Fri, May 31**

- 9:00 AM – 9:30 AM CFO/ CBO Director/ City Economist/ CAO
- 9:30 AM – 10:00 AM CTO/CAO Weekly Check in
- 11:30 AM – 12:00 PM BES Director/CAO Monthly Check In
- 12:00 PM – 1:00 PM OMF Policy Analyst/ CAO - Lunch
- 2:30 PM – 3:00 PM OMF Administrative Supervisor/ CAO
- 3:00 PM – 3:15 PM DCAO/CAO Check in (as needed)
- 3:30 PM – 4:00 PM Mayor's CoS/ Mayor's Sr. Policy Advisor/ City Attorney/ BHR Director

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**June 2019**

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▲ **Mon, Jun 3**

- 10:00 AM – 10:30 AM DCAO/CAO Check in
  - 10:30 AM – 10:45 AM OMF Communications Team Management Assistant/ CAO
  - 1:00 PM – 4:00 PM Leadership Workshop
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▲ **Tue, Jun 4**

- 8:15 AM – 8:45 AM CAO/HR Director Check in
  - 10:30 AM – 11:00 AM OEHR Equity & Operations Manager/ CAO - Coffee
  - 12:30 PM – 1:00 PM PBOT Director/ CAO Check in
  - 1:00 PM – 2:00 PM OMF Project Managers Quarterly Check in
  - 5:30 PM – 7:30 PM Broadway Corridor Open House
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▲ **Wed, Jun 5**

- 9:00 AM – 9:30 AM Urban3Webinar
  - 11:00 AM – 11:30 AM Attend BTS Sr. Manager Offsite Meeting
  - 2:00 PM – 4:00 PM OMF Bus. Ops. Manager/ OMF Communications Management Assistant/ CAO
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▲ **Thu, Jun 6**

- 9:00 AM – 9:30 AM CAO/CFO Weekly Check in
  - 11:30 AM – 1:00 PM 2019 Bureau Directors Meeting
  - 2:30 PM – 3:00 PM Madison Cario, Executive Director, RACC/ City Arts Program Manager/ CAO Introductory Meeting
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▲ **Fri, Jun 7**

- 9:00 AM – 9:30 AM PBOT Director/ CAO Monthly Check in
  - 9:45 AM – 10:00 AM CAO/ Mayor's CoS/ OMF Sr. Program Manager
  - 10:30 AM – 11:00 AM CTO/CAO Weekly Check in
  - ▨ 11:30 AM – 12:00 PM Comm. Hardesty/ CAO Check in
  - 3:00 PM – 3:15 PM Carmen/CAO Check in (as needed)
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▲ **Mon, Jun 10**

- 9:30 AM – 10:00 AM CAO/CFO Weekly Check in
  - 10:30 AM – 11:00 AM POPS Program Status
  - 11:30 AM – 12:00 PM DCAO/ Strategic Projects Manager/ Strategic Projects and Opportunities Team Manager/ CAO
  - 12:30 PM – 1:30 PM OMF Policy Analyst / CAO Lunch
  - 1:30 PM – 2:00 PM Facilities Division Manager /CAO Check in
  - 3:00 PM – 3:30 PM DCAO/CAO Check in
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▲ **Tue, Jun 11**

- 8:15 AM – 8:45 AM CAO/HR Director Check in
- 9:00 AM – 10:30 AM 2019 Leadership Team Meeting
- 12:00 PM – 12:30 PM BDS Director/ BPS Director/ OMF Sr. Program Manager/ CAO
- 2:00 PM – 3:00 PM Executive Team Meeting - Portland Building

■ 3:00 PM – 4:30 PM OMF Advisory Committee

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▲ **Wed, Jun 12**

■ 9:30 AM – 10:00 AM Council Meeting re: Proclamation: Trailblazers  
■ 10:30 AM – 10:45 AM OMF Bus. Ops. Manager/ OMF Sr. Financial Analyst/  
DCAO/ CAO Check in  
■ 2:00 PM – 3:00 PM ONI staff/ OMF staff  
▨ 2:30 PM – 4:30 PM Council Work Session - Results Based Accountability

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▲ **Thu, Jun 13**

■ 9:00 AM – 9:30 AM PTE Local 17 Monthly Meeting  
■ 9:30 AM – 10:00 AM Interim Fire Chief/ CAO Check in  
■ 10:30 AM – 12:00 PM P&D Directors Meeting  
■ 1:00 PM – 1:30 PM PPD Alarm Program Manager/CAO introduction  
□ **1:30 PM – 2:00 PM Free**  
■ 2:00 PM – 3:00 PM Steve Kanter, Emeritus Dean and Professor of Law,  
Lewis & Clark School of Law/ CAO - Coffee  
■ 3:00 PM – 3:30 PM CAO Executive Assistant/ CAO Check in

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▲ **Fri, Jun 14**

■ All Day Vacation

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▲ **Mon, Jun 17 – Wed, Jun 19**

■ All Day Vacation

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▲ **Thu, Jun 20**

■ 9:00 AM – 10:00 AM OMF Labor Management Committee  
▨ 10:30 AM – 12:00 PM Portland Building Community Oversight Committee  
■ 1:30 PM – 2:00 PM OEHR Director/CAO Monthly Check in  
■ 2:00 PM – 2:30 PM Shannon Callahan/CAO Monthly Check in  
■ 2:30 PM – 3:00 PM Mayor's CoS/ CAO  
■ 3:00 PM – 3:15 PM Andrew Hoan, Portland Alliance/ CAO Phone call

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▲ **Fri, Jun 21**

■ 9:00 AM – 9:30 AM CTO/CAO Weekly Check in  
■ 9:30 AM – 10:00 AM Comm. Fritz/ CAO monthly check in  
■ 11:00 AM – 11:30 AM BPS Director/ CAO Monthly check in  
■ 12:00 PM – 1:00 PM OMF Policy Analyst/ CAO - Lunch  
■ 1:00 PM – 1:15 PM CAO/ CFO  
■ 1:30 PM – 2:00 PM CAO Executive Assistant/ CAO Check in

■ 3:00 PM – 3:30 PM DCAO/CAO Check in (as needed)

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▲ **Mon, Jun 24**

■ 9:30 AM – 10:30 AM Portland Building Information Session  
■ 10:30 AM – 11:00 AM POPS Program Status  
■ 11:30 AM – 12:00 PM Comm. Eudaly/ CAO Check in  
■ 1:30 PM – 2:00 PM Facilities Division Manager /CAO Check in  
■ 2:00 PM – 2:30 PM Portland Building: Move-In Ready and Change Management  
▨ 4:30 PM – 6:30 PM Technology Oversight Committee meeting

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▲ **Tue, Jun 25**

■ 8:45 AM – 9:00 AM CFO/ CTO/ CAO  
■ 11:30 AM – 12:00 PM Comm. Hardesty CoS/ CAO Monthly Check in  
■ 1:30 PM – 2:00 PM Interim CBO Director/ CAO  
■ 3:00 PM – 3:30 PM CAO/CFO Weekly Check in  
■ 3:45 PM – 4:15 PM Mayor's CoS/ CAO

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▲ **Wed, Jun 26**

■ 9:00 AM – 9:30 AM CAO Executive Assistant/ CAO  
■ 1:30 PM – 2:00 PM BDS Director/CAO Monthly Check in  
■ 2:30 PM – 3:00 PM Comm. Hardesty Financial Policy Advisor/ CAO  
■ 3:30 PM – 3:45 PM OMF Facilities Project Manager/CAO Check in

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▲ **Thu, Jun 27**

■ 7:30 AM – 2:00 PM Bus Tour Exploring Portland's History of Discrimination, Displacement, and Segregation

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▲ **Fri, Jun 28**

■ 7:30 AM – 8:30 AM OMF Policy Analyst/ CAO - Breakfast  
■ 10:00 AM – 10:30 AM CAO Executive Assistant/ CAO Check in  
■ 10:30 AM – 11:00 AM Contractor Dev. Program Coordinator/ CAO - Coffee  
■ 11:30 AM – 11:45 AM OMF Policy Analyst/ Strategic Projects & Opportunities Team Manager/ CAO  
■ 12:00 PM – 1:00 PM CAO Leadership Development Hour  
■ 1:05 PM – 1:35 PM Comm. Fish or Comm. Fish CoS/ CAO  
■ 3:00 PM – 3:15 PM DCAO/CAO Check in (as needed)

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