

- 1:00 PM – 1:15 PM Chief Deputy City Attorney/ CAO
 - 2:00 PM – 3:00 PM Executive Team Meeting - Portland Building
 - 3:00 PM – 5:00 PM SmartStart Refresh - The Portland Building Reconstruction Project
-

▲ **Wed, Jul 10**

- 8:30 AM – 9:00 AM Mayor/ Exec. Dir. Prosper Portland/ CAO
 - 9:45 AM – 10:15 AM TOC quarterly update at Council
 - 10:30 AM – 11:00 AM Melody Rose, Rose Strategies, LLC/ CAO phone call
 - 11:30 AM – 12:00 PM PBOT Director/ CAO Monthly Check-in
 - 1:00 PM – 1:15 PM Policy Analyst/ CAO
 - 1:30 PM – 2:00 PM OMF CAO Communications staff/ CAO
 - 2:00 PM – 2:30 PM New OMF Employees Meet & Greet
 - 3:00 PM – 3:30 PM OMF Facilities Project Manager/ CAO
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▲ **Thu, Jul 11**

- 9:45 AM – 10:00 AM CAO/ DCAO/ OMF Bus. Ops. Manager
 - ▨ 10:00 AM – 11:00 AM Business Operations Leadership Team
 - 10:30 AM – 12:30 PM P&D Directors Meeting
 - 1:30 PM – 2:00 PM Mayor's CoS/ CAO
 - 2:15 PM – 2:30 PM Sr. Claims Analyst/ CAO
 - 2:30 PM – 3:00 PM PBEM Director/ CAO Quarterly Check-in
 - 3:00 PM – 3:20 PM DCAO/ SPOT Manager/ Policy Analyst/ CAO
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▲ **Fri, Jul 12**

- 9:45 AM – 10:00 AM SPOT Manager/ CAO Check-in
 - 10:00 AM – 10:30 AM CTO/ CAO Weekly Check-in
 - 10:30 AM – 11:00 AM BPS Director/ CAO Monthly Check-in
 - 11:00 AM – 12:00 PM PB Directors Check-In
 - 12:00 PM – 12:10 PM Police Chief/ CAO phone call
 - 12:45 PM – 1:00 PM Executive Assistant/ CAO Weekly Check-in
 - 1:30 PM – 2:00 PM Chris Oxley, Sr. VP, Portland Trailblazers/ CAO Check in
 - 3:00 PM – 3:30 PM OMF Policy Analyst/ CAO - Coffee
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▲ **Mon, Jul 15**

- 9:30 AM – 10:00 AM CAO/ CFO Weekly Check-in
- 12:00 PM – 12:30 PM CBO Director/ CFO/ City Economist/ Deputy BHR Director/ BHR Finance Manager/ CAO
- 1:15 PM – 1:30 PM Mayor's Sr. Policy Advisor/ CAO

■ 2:15 PM – 2:45 PM OGR Director/ Dr. Deputy City Attorney/ Mayor’s CoS/
Spectator Venues Program Manager/ CAO

▲ **Tue, Jul 16**

■ 9:00 AM – 9:30 AM Fire Chief/ CAO Check-in
■ 11:00 AM – 11:45 AM Facilities Div. Manager/CAO Weekly Check-in, plus
walk-through PB
■ 2:00 PM – 3:00 PM TESC Meeting

▲ **Wed, Jul 17**

■ 9:00 AM – 9:30 AM 3-1-1 Meeting
■ 10:00 AM – 10:30 AM DCAO/ CAO Check-in
■ 10:30 AM – 11:00 AM OMF Bus. Ops. Mgr./ DCAO/ CBO Sr. Financial Analyst/
CAO
■ 11:00 AM – 11:30 AM PWB Director/ CAO Monthly Check-in
■ 11:30 AM – 12:00 PM Executive Assistant/ CAO Weekly Check-in
■ 1:30 PM – 2:00 PM OEHR Director/ CAO Monthly Check-in
■ 2:30 PM – 3:00 PM PHB Director/ CAO Monthly Check-in

▲ **Thu, Jul 18 – Sat, Jul 20**

■ All Day Large Cities Executive Forum, Vancouver, BC

▲ **Mon, Jul 22 – Fri, Jul 26**

■ All Day Vacation

▲ **Mon, Jul 29**

■ 8:00 AM – 12:00 PM 311 Program Manager Second Interviews
■ 1:30 PM – 2:00 PM Facilities Div. Manager/CAO Weekly Check-in
■ 2:00 PM – 2:30 PM Portland Building: Move-In Ready and Change
Management
■ 2:45 PM – 3:00 PM CBO Director/ CAO Check-in
■ 3:00 PM – 3:30 PM DCAO/ CAO Check-in
■ 3:30 PM – 4:00 PM DCAO/ SPOT Manager/ Policy Analyst/ CAO
■ 4:00 PM – 4:30 PM Executive Assistant/ Strategic Communications
Manager/ CAO

▲ **Tue, Jul 30**

■ 9:00 AM – 9:15 AM Portland Building Managers Leadership Workshop #1
Welcome
■ 10:00 AM – 11:00 AM Portland Building Information Session
■ 11:30 AM – 12:30 PM Big-Splash Ribbon-Cutting Program
■ 12:30 PM – 1:30 PM 311 Program Managers Second Interviews

- 2:00 PM – 2:30 PM Comm. Hardesty’s CoS/ CAO
- 2:30 PM – 3:00 PM City Attorney/ CAO Quarterly Check-in
- 3:15 PM – 3:30 PM SPOT Manager/ Spectator Venues Program Manager/ CAO
- 4:30 PM – 5:00 PM HR Director/ CAO Check-in

▲ **Wed, Jul 31**

- 8:40 AM – 9:10 AM Mayor (Mayor’s CoS)/ CAO Check-in
- 9:45 AM – 11:00 AM Audit Work Council Item
- 11:45 AM – 12:00 PM CFO/ CAO Check-in
- 1:00 PM – 1:15 PM Portland Building Managers Leadership Workshop #2 Welcome
- 1:30 PM – 2:00 PM Police Chief/ CAO Monthly Check-in
- 2:30 PM – 3:00 PM BDS Director/ CAO Monthly Check-in

August 2019

▲ **Thu, Aug 1**

- 8:30 AM – 9:00 AM OGR Director/ CAO Quarterly Check-in
- 9:30 AM – 10:00 AM CFO/ BES Director/ CAO
- 10:00 AM – 10:30 AM Executive Assistant/ CAO Weekly Check-in
- 10:30 AM – 11:00 AM FPD&R Director/ CAO Quarterly Check-in
- 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
- 2:00 PM – 2:15 PM Comm. Fish/ CAO Check-in

▲ **Fri, Aug 2**

■ All Day out of office

▲ **Mon, Aug 5**

- 9:30 AM – 10:00 AM CAO/ CFO Weekly Check-in
- 10:00 AM – 10:30 AM Facilities Div. Manager/CAO Weekly Check-in
- 11:45 AM – 12:45 PM Spectator Venues Analyst/ CAO Lunch & Speech Prep
- ▨ 1:00 PM – 1:30 PM Comm. Fritz/ CAO Check-in
- 3:00 PM – 3:30 PM Comm. Eudaly/ CAO Check-in
- 3:30 PM – 4:00 PM OMF Public Information Officer/ Prime Contractor Development Program Coordinator/ CAO

▲ **Tue, Aug 6**

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

- 11:00 AM – 12:00 PM CFO/ CBO Director/ City Economist/ Communications Analyst/ CBO Executive Assistant
 - 2:00 PM – 3:00 PM Police Chief/ Interim Fire Chief/ Deputy Fire Chief/ PBEM Director/ BOEC Director/ CBO Sr. Financial Analyst/ OMF Bus. Ops. Mgr./ OMF Policy Analyst/ CAO
 - ▨ 3:00 PM – 4:00 PM COEP Update
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▲ **Wed, Aug 7**

- 8:30 AM – 9:00 AM Mayor/ Exec. Dir. Prosper Portland/ CAO
 - 10:30 AM – 11:00 AM DCAO/ CAO Check-in
 - 1:00 PM – 1:30 PM CTO/ CAO Check-in
 - 2:00 PM – 2:30 PM PHB Director/ CAO Monthly Check-in
 - 2:30 PM – 3:00 PM Fire Chief/ CAO Check-in
 - 3:30 PM – 4:00 PM Mayor's CoS/ Mayor's Sr. Policy Advisor/ CAO
 - 4:00 PM – 4:30 PM PBOT Director/ CAO Monthly Check-in
-

▲ **Thu, Aug 8 – Fri, Aug 9**

■ All Day Vacation

▲ **Mon, Aug 12**

- 7:00 AM – 8:00 AM Mayor/ CAO - Breakfast
 - 9:30 AM – 10:00 AM CAO/ CFO Weekly Check-in
 - 10:30 AM – 11:00 AM CAO/ CFO/ COEP Program Manager
 - 1:00 PM – 1:30 PM DCAO/ CAO Check-in
 - 4:00 PM – 5:00 PM Chief Boone Swearing In
-

▲ **Tue, Aug 13**

- 8:15 AM – 8:45 AM HR Director/ CAO Check-in
 - 9:00 AM – 9:30 AM Deputy HR Director/ CAO Check-in
 - 10:15 AM – 10:30 AM New Employee Orientation - City Vision & Overview of City Structure Presentation
 - 12:30 PM – 1:00 PM Social Equity Initiatives Audit Discussion
 - 2:00 PM – 3:00 PM Executive Team Meeting - Portland Building
 - 3:15 PM – 3:45 PM Comm. Fish CoS/ CAO Check-in
 - 4:00 PM – 5:00 PM City Attorney/ BES Director/ Sr. Deputy City Attorney/ CAO
-

▲ **Wed, Aug 14**

- 9:00 AM – 9:30 AM Comm. Hardesty CoS/ CAO Check-in
- 10:00 AM – 11:00 AM Press Event at Pioneer Square
- 2:00 PM – 3:00 PM Brian Libby, Journalist working for DLR Group/ CAO

■ 3:00 PM – 3:30 PM Tech Services Manager/ CAO

▲ **Thu, Aug 15**

■ 9:00 AM – 10:00 AM OMF Labor Management Committee
▨ 10:30 AM – 12:00 PM Portland Building Community Oversight Committee
■ 1:00 PM – 1:30 PM Facilities Div. Manager/CAO Weekly Check-in
■ 1:30 PM – 2:00 PM OEHR Director/ CAO Monthly Check-in
■ 2:30 PM – 3:00 PM CAO/ Patrick Rutledge for Coffee

▲ **Fri, Aug 16**

■ 9:00 AM – 9:30 AM SPOT Manager/ Senior Program Manager/ CAO
■ 10:00 AM – 10:30 AM CAO Managers meeting
■ 1:30 PM – 2:00 PM BPS Director/ CAO Monthly Check-in
■ 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)

▲ **Sat, Aug 17**

■ 8:00 AM – 9:00 AM Public Safety Briefing

▲ **Mon, Aug 19**

■ 9:30 AM – 10:00 AM DCAO/ CAO Check-in
■ 9:30 AM – 10:00 AM CAO/ CFO Weekly Check-in
■ 10:30 AM – 11:00 AM POPS Program Status
■ 11:05 AM – 11:20 AM City Attorney/ CAO Check-in
■ 1:00 PM – 5:00 PM Healthy Communities Coalition CBA Negotiations
■ 3:00 PM – 3:20 PM Sr. Deputy City Attorney/ Spectator Venues Program Manager/ SPOT Manager/ CAO

▲ **Tue, Aug 20**

■ 9:30 AM – 11:30 AM BHR Executive Session
■ 12:00 PM – 12:30 PM SPOT Manager/ Senior Program Manager/ CAO
■ 2:00 PM – 3:00 PM TESC Meeting
■ 3:15 PM – 3:45 PM City Auditor/ CAO Quarterly Check-in
■ 4:00 PM – 4:15 PM PHB Director/ CAO Check-in

▲ **Wed, Aug 21**

■ 8:30 AM – 9:00 AM Mayor/ Exec. Dir. Prosper Portland/ CAO
■ 9:00 AM – 9:30 AM City Attorney/ Comm. Hardesty CoS/ CAO Check-in
■ 3:00 PM – 3:30 PM Facilities Div. Manager/CAO Weekly Check-in
■ 4:00 PM – 4:15 PM DCAO/ SPOT Manager/ Policy Analyst/ CAO

▲ **Thu, Aug 22**

- 11:30 AM – 12:00 PM BDS Director/ CAO Monthly Check-in
 - 1:00 PM – 1:15 PM PB Managers Leadership Workshop #3 Welcome
 - 1:30 PM – 1:45 PM Police Chief/ CAO Check-in
 - 2:30 PM – 2:50 PM Mayor/ Mayor's CoS/ Mayor's Sr. Policy Advisor/ BES Director/ BES Environmental Policy Manager/ CAO
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▲ **Fri, Aug 23**

- 10:00 AM – 10:30 AM Executive Assistant/ CAO Weekly Check-in
 - 10:30 AM – 11:00 AM OMF Communications Management Analyst
 - 11:30 AM – 12:30 PM DCAO/ CAO - Lunch
 - 1:00 PM – 4:00 PM 311 discussion
-

▲ **Mon, Aug 26**

- 9:30 AM – 10:00 AM CAO/ CFO Weekly Check-in
 - 10:00 AM – 10:30 AM DCAO/ SPOT Manager/ Policy Analyst/ CAO
 - 10:30 AM – 11:00 AM DCAO/ CAO Check-in
 - 12:00 PM – 1:00 PM CFO/ CAO - Lunch
 - 2:00 PM – 2:30 PM Portland Building: Move-In Ready and Change Management
 - 2:30 PM – 2:45 PM City Attorney/ CFO/ CAO
 - ▨ 4:30 PM – 6:30 PM Technology Oversight Committee meeting
-

▲ **Tue, Aug 27**

- 8:30 AM – 9:00 AM CTO/ CAO Weekly Check-in
 - 9:30 AM – 11:30 AM City Council Work Session re: Procurement Code
 - 10:00 AM – 11:00 AM Portland Building Information Session
 - 1:00 PM – 1:30 PM Spectator Venues Program Manager/ SPOT Manager/ DCAO/ CAO
 - 1:30 PM – 2:00 PM Comm. Hardesty/ CAO Check-in
 - 2:00 PM – 2:30 PM Dr. Steven Holt, Try Excellence/ CAO
 - 2:30 PM – 3:00 PM CFO/ City Controller/ Assistant Controller/ CAO
-

▲ **Wed, Aug 28**

- 8:30 AM – 9:00 AM Mayor/ CAO Check-in
- 9:30 AM – 10:00 AM BES Director/ CAO Monthly Check-In
- 10:30 AM – 12:00 PM Time Certain 10:45am - Police Bureau Annual Report
- 11:30 AM – 12:45 PM BHR Director Farewell
- 1:30 PM – 2:00 PM Facilities Div. Manager/CAO Weekly Check-in
- 2:45 PM – 3:00 PM PBEM Director/ CAO by phone

▲ **Thu, Aug 29**

- 8:30 AM – 9:00 AM Civic Life Director/ CAO Quarterly Meeting
- 10:30 AM – 10:50 AM Mayor/ CBO Director/ CAO Check-in
- 11:00 AM – 12:00 PM Portland Building, Pre-Mortem #3
- 12:30 PM – 1:30 PM Executive Assistant/ CAO - Lunch
- 2:00 PM – 2:30 PM Andrew Scott, Deputy COO, Oregon Metro/ CAO check-in
- 3:00 PM – 3:30 PM Nikolai Perepelitza, student University of Oregon Clark Honors College/ CAO - coffee

▲ **Fri, Aug 30**

- 7:30 AM – 9:30 AM Rukaiyah Adams, Chief Investment Officer, Mayers Memorial Trust / CAO Breakfast
- 9:30 AM – 10:00 AM Comm Fish/ CAO Check-in
- 10:30 AM – 11:00 AM Executive Assistant/ CAO Weekly Check-in
- 11:00 AM – 11:30 AM Ken Galdston Director/Lead Organizer InterValley Project, Inc. via phone
- 12:00 PM – 1:00 PM Sam Desues, COO, TriMet/ CAO - Lunch
- 1:30 PM – 1:45 PM Deputy BHR Director/ CAO by phone
- 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
- 3:30 PM – 4:00 PM Johnell Bell, Portland Diamond Project/ CAO Coffee

September 2019

▲ **Mon, Sep 2**

■ All Day Labor Day Holiday

▲ **Tue, Sep 3**

- 9:30 AM – 11:30 AM Council work session re: Housing Opportunities
- 10:30 AM – 11:00 AM CBO Director/ CAO
- 12:00 PM – 1:00 PM BHR Director/ CAO - Lunch
- 1:15 PM – 1:30 PM Prosper Portland Director/ CAO by phone
- 1:30 PM – 2:00 PM SPOT Manager/ Senior Program Manager/ CAO
- 4:00 PM – 4:30 PM PBOT Director/ CAO Monthly Check-in

▲ **Wed, Sep 4**

- 8:30 AM – 9:00 AM Mayor/ Exec. Dir. Prosper Portland/ CAO
- 10:00 AM – 11:00 AM CAO Update Work
- 11:00 AM – 11:30 AM Facilities Div. Manager/CAO Weekly Check-in

- 1:30 PM – 2:00 PM Strategic Communications Manager/ CAO Check-in
 - 2:00 PM – 4:00 PM Council Executive Session
 - 4:00 PM – 4:15 PM Police Chief/ CAO - by phone
 - 4:15 PM – 4:30 PM City Controller/ CAO
-

▲ Thu, Sep 5

- 10:45 AM – 11:00 AM Comm. Fish/ CAO Check-in
 - 11:00 AM – 11:30 AM Dr. Steven Holt, Try Excellence/ PHB Director/ Prosper Portland Director/ Police Chief/ OGR Director/ CTO/ BES Director/ CAO
 - 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
 - 1:30 PM – 2:00 PM CFO/ CAO
 - 2:15 PM – 2:30 PM Chief Procurement Officer/ CAO
 - 2:30 PM – 3:00 PM Risk Management Manager/ Revenue Div. Manager/ Chief Procurement Officer/ City Treasurer/ City Controller/ CAO
 - 3:00 PM – 3:30 PM OMF Bus. Ops. Manager/ OMF Bus. Ops. Finance Manager/ SPOT Manager/ Strategic Communications Manager/ CAO
 - 3:30 PM – 3:40 PM Comm. Fritz/ CAO
 - 3:50 PM – 4:00 PM Chief Deputy City Auditor/ CAO
 - 4:00 PM – 4:10 PM Comm. Hardesty/ CAO
 - 4:15 PM – 4:30 PM Comm. Eudaly/ CAO by phone
-

▲ Fri, Sep 6

- 9:00 AM – 9:30 AM PWB Director/ CAO Check-in
 - 9:30 AM – 10:00 AM Executive Assistant/ CAO Weekly Check-in
 - 10:30 AM – 11:30 AM Portland Building Directors
-

▲ Mon, Sep 9

- 10:00 AM – 10:30 AM Workforce Recruitment & Training Manager/ CAO
 - 11:00 AM – 12:00 PM Interim CFO/ CAO Check-in
 - 1:00 PM – 1:30 PM HUCIRP Program Manager/ CAO Check-in
 - 1:30 PM – 2:00 PM Facilities Div. Manager/ CAO Weekly Check-in
 - 3:00 PM – 3:30 PM Comm. Hardesty/ CAO Check-in
 - 3:30 PM – 4:30 PM Mayor's CoS/ OGR Director/ Deputy City Attorney/ Spectator Venues Program Manager/ SPOT Manager/ CAO
-

▲ Tue, Sep 10

- 8:30 AM – 9:00 AM Interim BHR Director/ CAO Check-in

- 10:00 AM – 10:30 AM New Employee Orientation: Welcome and presentation on city vision and overview of city structure
 - 11:00 AM – 12:00 PM City Council Work Session re: Housing Opportunities Initiatives
 - 12:30 PM – 1:00 PM Interim CFO/ Chief Procurement Officer/ SPOT Manager/ CAO
 - 2:00 PM – 2:20 PM Dr. Steven Holt, Try Excellence/ CAO phone call
 - 2:30 PM – 3:00 PM City Attorney/ Interim BHR Director/ Deputy City Attorney/ CAO
 - 3:00 PM – 4:00 PM OMF Advisory Committee
 - 4:15 PM – 4:30 PM Comm. Fritz/ CAO Check-in
-

▲ Wed, Sep 11

- 7:30 AM – 8:30 AM OMF Policy Advisor/ CAO - breakfast
 - 9:00 AM – 9:30 AM Comm. Hardesty CoS/ CAO Check-in
 - 10:00 AM – 10:30 AM City Treasurer/ CAO Check-in
 - 11:30 AM – 12:00 PM PHB Director/ CAO Monthly Check-in
 - 1:00 PM – 1:30 PM New OMF Employees Meet & Greet
 - 4:00 PM – 4:30 PM PBEM Director/ CAO Quarterly Meeting
-

▲ Thu, Sep 12

- 9:00 AM – 9:30 AM PTE Local 17 Monthly Meeting
 - 10:30 AM – 12:00 PM P&D Directors Meeting
 - 11:30 AM – 12:00 PM Policy Analyst/ Civic Life Director/ CAO
 - 12:00 PM – 12:15 PM Civic Life Director/ CAO Check-in
 - 12:45 PM – 1:00 PM OMF Sr. Financial Analyst/ CAO
 - 1:15 PM – 1:30 PM City Auditor/ CAO Check-in
 - 1:30 PM – 2:00 PM Comm Fish/ CAO Check-in
 - 3:00 PM – 3:15 PM BRFS staff meeting
 - 3:30 PM – 4:00 PM CTO/ CAO Weekly Check-in
-

▲ Fri, Sep 13

- 8:00 AM – 12:00 PM Bureau Directors Off-site meeting
 - 2:30 PM – 3:00 PM Jake Weigler, Hilltop Public Solutions/ CAO by phone
 - 3:00 PM – 3:30 PM Executive Assistant/ CAO Weekly Check-in
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▲ Mon, Sep 16

- 10:00 AM – 10:30 AM CTO/ CAO
- 10:30 AM – 11:00 AM POPS Program Status
- 11:30 AM – 12:00 PM Workforce Recruitment & Training Manager/ CAO Follow-up

- 1:00 PM – 1:30 PM Mayor's Deputy CoS/ CAO by phone
 - 3:00 PM – 4:00 PM Police Chief/ Fire Chief/ Deputy Fire Chief/ BOEC Director/ PBEM Director/ OMF Bus. Ops. Manager/ OMF Policy Advisory/ Police Deputy Chief/ CAO
-

▲ Tue, Sep 17

- 8:30 AM – 9:00 AM Interim BHR Director/ CAO Check-in
 - 9:00 AM – 10:00 AM OMF Leadership Team Meeting
 - 10:45 AM – 11:00 AM Vehicle Services Manager/ Vehicle Maintenance Superintendent/ CAO Check-in
 - 11:30 AM – 11:45 AM Comm. Hardesty/ CAO Check-in
 - 12:00 PM – 12:10 PM Revenue Div. Manager/ CAO Check-in
 - 1:30 PM – 2:00 PM Comm. Fish/ Interim CFO/ CAO
 - 2:00 PM – 3:00 PM TESC Meeting
 - 3:30 PM – 4:00 PM Willy Myers, Secretary-Treasurer, Columbia Pacific Building Trades Council/ CAO - Coffee
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▲ Wed, Sep 18

- 8:30 AM – 9:00 AM Mayor's Deputy CoS/ Prosper Portland Director/ CAO
 - 10:00 AM – 10:30 AM Purchasing staff meeting w/ CAO
 - 11:45 AM – 12:45 PM Marissa Madrigal, COO, Multnomah County/ CAO - Lunch
 - 2:00 PM – 2:30 PM Nigel Jaquiss, Reporter, Willamette Week/ CAO - Coffee
 - 2:45 PM – 3:00 PM SPOT Program Manager/ CAO Check-in
 - 3:00 PM – 3:30 PM Community Benefits Agreements Discussion
 - 3:30 PM – 4:30 PM Interim CFO/ CAO Weekly Check-in
-

▲ Thu, Sep 19

- 8:00 AM – 5:00 PM out ill
-

▲ Fri, Sep 20

- 8:00 AM – 8:30 AM Jeff Miller, President & CEO, Travel Portland/ CAO by phone
 - 9:00 AM – 9:30 AM CTO/ CAO Weekly Check-in
 - 9:30 AM – 10:00 AM Risk Management staff meeting with Tom Rinehart
 - 10:30 AM – 11:00 AM Executive Assistant/ CAO Weekly Check-in
 - 11:30 AM – 12:30 PM OMF Policy Analyst/ CAO - Lunch
 - 1:00 PM – 1:30 PM Collective Bargaining Updates
 - 2:00 PM – 3:00 PM DCAO/ CAO Check-in
 - 3:30 PM – 4:00 PM Interim BHR Director/ Chief Deputy City Attorney/ CAO
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▲ **Mon, Sep 23**

- 9:00 AM – 9:30 AM BHR Leadership team meeting with CAO
 - 10:30 AM – 11:00 AM DCAO/ DAM Manager/ Facilities Division Manager/ Vehicle Services Manager/ CAO
 - 11:30 AM – 12:00 PM Mayor/ CAO Check-in
 - 1:30 PM – 2:00 PM Facilities Div. Manager/CAO Weekly Check-in
 - 2:00 PM – 2:30 PM Portland Building: Move-In Ready and Change Management
 - 2:30 PM – 3:00 PM DCAO/ CAO Check-in
 - 3:00 PM – 4:00 PM Interim CFO/ CAP Weekly Check-in
 - ▨ 4:30 PM – 6:30 PM Technology Oversight Committee meeting
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▲ **Tue, Sep 24**

- 9:00 AM – 9:30 AM Accounting & Grants Q&A with Tom
 - 9:30 AM – 10:00 AM Treasury & Debt Q&A with Tom
 - 10:00 AM – 11:30 AM COEP - CEIC Member Selection
 - 12:00 PM – 12:30 PM Bonds & Ballot Measures Discussion Follow Up
 - 1:00 PM – 1:30 PM Comm. Hardesty CoS/ CAO Monthly Check-in
 - 3:00 PM – 4:00 PM Legal Assistant/ Deputy City Attorney/ Chief Deputy City Attorney/ Interim BHR Director/ CAO
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▲ **Wed, Sep 25**

- 8:30 AM – 9:00 AM Mayor/ Exec. Dir. Prosper Portland/ CAO
 - 9:45 AM – 10:15 AM Steve Mokrohisky, Lane County Administrator / CAO - Coffee
 - 11:30 AM – 12:00 PM BHR All Staff Meeting
 - 12:15 PM – 12:30 PM Civic Life Director/ CAO
 - 1:00 PM – 1:30 PM Interim BHR Director/ CAO Check-in
 - 1:30 PM – 2:00 PM PWB Director/ CAO Monthly Check-in
 - 2:00 PM – 2:30 PM Recession Planning Budget Note
 - 3:00 PM – 4:00 PM Mayor's Cos/ Deputy City Attorney/ Mayor's Director of Policy/ Mayor's Sr. Policy Advisor/ Interim BHR Director/ Police Chief/ Deputy Police Chief/ CAO
 - 4:00 PM – 4:30 PM PCEF/PBA Collaboration Mayor's CoS/ Mayor's Deputy CoS/ Chief Procurement Officer/ Interim CFO/ CAO
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▲ **Thu, Sep 26**

- 8:30 AM – 8:45 AM Deputy City Attorney/ CAO
- 9:00 AM – 12:00 PM Flu shot clinic
- 9:30 AM – 10:00 AM Revenue Division All-Staff Meeting
- 11:30 AM – 12:00 PM BDS Director/ CAO Monthly Check-in

- 2:30 PM – 3:00 PM BES Mont Director/ CAO Monthly Check-In
 - 3:30 PM – 4:00 PM Fire Chief/ CAO Check-in
 - 4:15 PM – 4:45 PM Mayor/ Deputy City Attorney/ Interim BHR Director/
Mayor's Senior Policy Advisor/ Mayor's Director of
Policy/ CAO
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▲ **Fri, Sep 27**

- 9:00 AM – 9:30 AM Executive Assistant/ CAO Weekly Check-in
 - 9:30 AM – 10:00 AM OMF Facilities Project Manager/ CAO Check-in
 - 10:00 AM – 10:30 AM City Deputy Ombudsman/ CAO
 - 11:00 AM – 12:00 PM Portland Building Directors Check-in
 - 1:00 PM – 1:15 PM Chief Procurement Officer/ CAO
 - 1:15 PM – 1:30 PM Interim CFO/ CAO Quick Check-in
 - 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
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▲ **Mon, Sep 30**

- 7:30 AM – 8:30 AM OMF Policy Advisory/ CAO - Breakfast
 - 10:30 AM – 11:00 AM POPS Program Status
 - 11:00 AM – 11:30 AM PBOT Director/ CAO Monthly Check-in
 - 12:00 PM – 1:00 PM CAO Leadership Hour
 - 1:00 PM – 1:30 PM PBEM Director/ CAO Check-in
 - 2:00 PM – 2:30 PM Portland Building: Move-In Ready and Change
Management
 - 2:30 PM – 3:00 PM Interim CFO/ CAO Weekly Check-in
 - 3:00 PM – 3:30 PM DCAO/ CAO Check-in
-