









CAO Tom Rinehart Calendar October 1 – December 31, 2019






- | | |
|---|---|
|  Busy |  Tentative |
|  Out of Office |  Working Elsewhere |

October 2019











▲ Tue, Oct 1

-  8:30 AM – 9:00 AM Interim HR Director/ CAO Check-in
-  9:00 AM – 10:30 AM 2019 Leadership Team Meeting
-  9:30 AM – 11:30 AM City Council Work Session re: National Best Practices in Police Union Contracts
-  11:30 AM – 12:00 PM BPS Director/ CAO Check-in
-  1:00 PM – 1:30 PM Dr. Steven Holt, Try Excellence/ CAO
-  2:00 PM – 2:30 PM Comm. Hardesty/ CAO/ Interim CFO Check-in
-  3:00 PM – 3:30 PM Comm. Eudaly's Office
-  3:00 PM – 4:00 PM Donny Leader going away party

▲ Wed, Oct 2

-  8:30 AM – 9:00 AM Mayor/ Prosper Portland Director/ CAO Check-in
-  9:30 AM – 10:00 AM Mari Watanabe and Hilary Patterson, Portland Business Alliance/ CAO
-  11:00 AM – 11:30 AM OMF Financial Status Briefing (CAO office staff)
-  11:30 AM – 1:00 PM October 2, 2019 Center for Women's Leadership "Annual Power Luncheon"
-  2:00 PM – 2:30 PM PHB Director/ CAO Check-in

▲ Thu, Oct 3

-  8:00 AM – 9:00 AM Biweekly Portland Street Response Meeting
-  9:30 AM – 10:00 AM Revenue Div. Manager/ Interim CFO/ CAO
-  10:00 AM – 10:15 AM Executive Assistant/ CAO Check-in
-  10:20 AM – 10:50 AM DCAO/ CAO Check-in (as needed)
-  11:00 AM – 11:20 AM Mayor's Presentation to Bureau Directors re: Budget Direction
-  11:30 AM – 1:00 PM Bureau Directors Meeting
-  1:15 PM – 1:30 PM Comm. Fritz CoS/ CAO check-in
-  1:30 PM – 2:00 PM BPS Director/ CBO Director/ CAO check-in
-  2:00 PM – 4:00 PM City Council - Fall BuMP
-  3:30 PM – 4:00 PM Chief Procurement Officer/ COEP Program Manager/ SPOT Manager/ CAO

▲ **Fri, Oct 4**

- 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
- ▨ 9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In
- 10:30 AM – 11:00 AM Comm. Hardesty Financial Policy Advisor/ CAO
- 11:00 AM – 11:30 AM Chiefs of Staff Meeting
- 11:45 AM – 12:00 PM Procurement Services Admin. Specialist/ CAO
- 1:00 PM – 1:15 PM Facilities Division Manager/ CAO
- 2:00 PM – 3:00 PM COEP Update

▲ **Mon, Oct 7**

- ▨ 9:00 AM – 10:00 AM CEIC Committee Review
- 10:00 AM – 11:00 AM Portland Building Information Session
- 11:30 AM – 12:00 PM CFO/ 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
- 2:30 PM – 3:00 PM Workforce Recruitment & Training Manager/ DCAO/ CAO
- 3:00 PM – 3:30 PM DCAO/ CAO Check-in
- 3:30 PM – 3:45 PM The Portland Building contractor appreciation event

▲ **Tue, Oct 8**

- 8:30 AM – 9:00 AM Interim HR Director/ CAO Check-in
- 8:45 AM – 1:00 PM NWPED conference
- 1:00 PM – 1:30 PM Comm. Fritz/ Interim CFO/ CAO
- 2:00 PM – 3:00 PM SPOT Policy Analyst/ SPOT Manager/ SPOT Sr. Management Analyst/ CAO
- 6:00 PM – 9:30 PM Invitation to Trail Blazers Pre Season Game at the Veterans Memorial Coliseum

▲ **Wed, Oct 9**

- ▨ 8:30 AM – 9:00 AM Mayor/ Prosper Portland Director/ CAO Check-in
- 9:00 AM – 9:30 AM Comm. Hardesty CoS/ CAO Check-in
- 11:00 AM – 11:30 AM Interim CFO/ Chief Procurement Officer/ CAO
- 12:00 PM – 12:30 PM Collective Bargaining Update
- 1:00 PM – 2:00 PM PEN 1 Discussion
- 2:30 PM – 3:00 PM Police Chief/ CAO Check-in
- 3:00 PM – 4:00 PM Public Safety Budget Note Meeting

▲ **Thu, Oct 10**

- 8:15 AM – 9:00 AM Present to Leadership Portland meeting
- 9:30 AM – 10:00 AM Fire Chief/ CAO Check-in
- 1:30 PM – 1:45 PM Facilities Division Manager/ CAO Check-in by phone
- 2:30 PM – 2:45 PM DCAO/ CAO by phone

▲ **Fri, Oct 11**

- 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
- ▨ 9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In
- 9:30 AM – 10:00 AM Executive Assistant/ CAO Check-in
- 10:00 AM – 10:15 AM Andrew Hoan, Portland Alliance/ CAO
- 11:00 AM – 11:30 AM Sam Mehoke, Adolescent Moral Development Lab/ CAO for Coffee
- 11:30 AM – 12:00 PM COEP/CEIP/CBA issues bi-weekly meeting
- 12:30 PM – 1:30 PM CAO/ Marissa Madrigal, Multnomah Co. for lunch
- 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)

▲ **Mon, Oct 14**

- 10:30 AM – 11:00 AM POPS Program Status
- 11:30 AM – 12:00 PM Comm. Hardesty/ CAO/ Interim HR Director
- 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 – 3:30 PM DCAO/ CAO Check-in
- 3:45 PM – 4:15 PM Interim CFO/ CAO Check-in

▲ **Tue, Oct 15**

- 8:30 AM – 9:00 AM Interim HR Director/ CAO Check-in
- 9:30 AM – 11:30 AM City Council Executive Session
- 1:00 PM – 1:30 PM SPOT Manager/ DCAO/ CAO Check-in
- 1:30 PM – 2:00 PM SPOT Manager/ DCAO/ OMF Bus. Ops. Manager/ CAO
- 3:00 PM – 3:30 PM CBO Director/ CAO
- 6:00 PM – 8:30 PM Spirit of Portland Awards

▲ **Wed, Oct 16**

- ▨ 8:30 AM – 9:00 AM Mayor/ Prosper Portland Director/ CAO Check-in
- 9:00 AM – 10:00 AM DCAO/ CAO/ City Lobbyist
- 9:45 AM – 10:15 AM 9:45 Time Certain - TOC Annual Report to Council
- 10:15 AM – 10:45 AM City Attorney/ CAO Check-in
- 11:00 AM – 12:00 PM FYI - Fall BMP at Council

- 12:00 PM – 1:00 PM 2019 Leadership Team Meeting
- 1:15 PM – 2:15 PM OMF Policy Analyst/ CAO - Lunch
- 3:00 PM – 3:15 PM OMF Communications Staff/ CAO
- 3:30 PM – 4:00 PM PBEM Director/ CAO Check-in

▲ **Thu, Oct 17**

- 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 Check-in
- 2:30 PM – 3:00 PM BTS Director/ CAO Check-in
- 3:00 PM – 3:30 PM BTS Director/ Comm Hardesty Policy Director/ CAO
- 3:30 PM – 4:00 PM Comm. Hardesty CoS/ CAO
- 5:00 PM – 8:00 PM 2019 Stoll Berne Annual Fall Party

▲ **Fri, Oct 18**

- 8:30 AM – 3:30 PM CAO Staff Retreat
- ▣ 9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In
- 11:30 AM – 11:45 AM CAO/ PBOT Director by phone
- 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)

▲ **Mon, Oct 21**

■ All Day out ill

▲ **Tue, Oct 22**

■ All Day out ill

▲ **Wed, Oct 23**

- 9:00 AM – 9:45 AM BES Director/ BES Deputy Director/ CAO
- 10:00 AM – 10:30 AM Interim CFO/ CAO Check-in
- 10:30 AM – 11:00 AM DCAO/ CAO Check-in
- 12:00 PM – 1:00 PM CBA Discussion
- 3:00 PM – 3:15 PM OMF Senior Financial Analyst/ CAO
- 4:00 PM – 4:30 PM SPOT Manager/ DCAO/ CAO Check-in

▲ **Thu, Oct 24**

- 9:30 AM – 10:00 AM PWB Director/ CAO Check-in
- 1:00 PM – 1:30 PM PPB Overtime Audit Discussion

▲ **Fri, Oct 25**

■	9:00 AM – 9:30 AM	BTS Director/ CAO Check-in
▨	9:00 AM – 10:00 AM	Mayor's Office/Prosper Portland Leadership Weekly Check-In
▨	9:30 AM – 9:45 AM	TPB contractor appreciation event
■	10:00 AM – 10:30 AM	Nathan Sasaki, Exec. Dir., Apex Real Estate Partners/ CAO - Coffee
■	12:00 PM – 12:15 PM	DCAO/ CAO Check-in (as needed)
■	1:00 PM – 2:00 PM	Facilities Division Manager/ CAO - lunch
■	2:00 PM – 2:30 PM	Everton Bailey, The Oregonian/ CAO - Coffee

▲ **Mon, Oct 28**

■	9:30 AM – 10:00 AM	Facilities Division Manager/ CAO Check-in
■	10:30 AM – 11:00 AM	POPS Program Status
■	11:30 AM – 12:00 PM	Mayor/ CAO Check-in
■	12:30 PM – 1:00 PM	City Attorney/ Interim HR Director/ CAO
■	1:15 PM – 1:45 PM	DCAO/ CAO Check-in
■	2:00 PM – 2:30 PM	Portland Building: Move-In Ready and Change Management
■	3:00 PM – 5:00 PM	HOLD: HCC CBA Negotiation
■	4:00 PM – 5:00 PM	Comm. Eudaly/ Interim HR Director/ CAO

▲ **Tue, Oct 29**

■	8:30 AM – 9:00 AM	Interim HR Director/ CAO Check-in
■	11:00 AM – 12:00 PM	Mult. Co. COO/ Mult. Co. CFO/ Interim CFO/ Revenue Director/ CAO
■	2:00 PM – 2:30 PM	Interim CFO/ Accounting Supervisor/ CAO

▲ **Wed, Oct 30**

■	10:00 AM – 10:30 AM	Interim CFO/ CAO Check-in
■	11:00 AM – 11:30 AM	City Attorney/ CAO Quarterly Check-in
■	12:00 PM – 12:30 PM	SPOT Manager/ Strategic Projects Manager/ DCAO/ CAO
■	12:30 PM – 4:30 PM	City Facilities Tour

▲ **Thu, Oct 31**

■	9:00 AM – 9:30 AM	Attend Bus Ops all staff meeting for Quarterly Q&A
■	10:00 AM – 10:30 AM	Portland Street Response (Mayor's staff)
■	11:45 AM – 12:15 PM	FPD&R Director/ CAO Quarterly Meeting
▨	1:00 PM – 2:30 PM	DPC Meeting
■	2:30 PM – 2:45 PM	Information Systems Manager/ CAO Check-in
■	3:00 PM – 4:00 PM	OMF Project Managers Quarterly Check-in #2

November 2019

▲ **Fri, Nov 1**

- 7:30 AM – 8:30 AM OMF Policy Analyst/ CAO for Breakfast
- 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
- 10:00 AM – 10:30 AM Executive Assistant/ CAO Check-in
- 10:30 AM – 11:00 AM CBO Financial Analyst/ CAO for Coffee
- 11:30 AM – 12:00 PM COEP/CEIP/CBA issues bi-weekly meeting
- 1:30 PM – 1:45 PM Spectator Venues Program Manager/ CAO Check-in
- 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)

▲ **Mon, Nov 4**

- 9:30 AM – 10:00 AM Facilities Division Manager/ CAO Check-in
- 11:30 AM – 12:30 PM Mayor’s Deputy CoS/ CAO for Lunch
- 1:00 PM – 1:30 PM Comm. Fritz/ CAO Check-in
- 2:00 PM – 2:30 PM Portland Building: Move-In Ready and Change Management
- 2:30 PM – 3:00 PM PBOT Director/ CAO Check-in
- 3:00 PM – 3:30 PM DCAO/ CAO Check-in

▲ **Tue, Nov 5**

- 9:30 AM – 10:00 AM CFO/ CBO Director/ City Economist/ CAO Check-in
- 10:30 AM – 11:00 AM Portland Street Response Meeting
- 11:30 AM – 12:00 PM OMF Financial Status Briefing
- 12:30 PM – 12:45 PM Mayor/CAO Check-in
- 1:00 PM – 1:30 PM Civic Life Director/ CAO Check-in
- 1:30 PM – 2:00 PM PHB/ CAO Check-in
- 3:00 PM – 3:30 PM Comm. Eudaly/ Interim CFO/ CAO Check-in
- 6:00 PM – 8:00 PM Mayor's Community Forum on safety and livability in Lents

▲ **Wed, Nov 6**

- 8:50 AM – 9:00 AM Chief Procurement Officer/ CAO check-in
- 9:00 AM – 9:30 AM Sustainable Procurement Coordinator/ Chief Procurement Officer/ CAO
- 9:30 AM – 10:00 AM SPOT Manager/ Policy Analyst/ DCAO/ CAO Check-in
- 10:00 AM – 10:30 AM Interim CFO/ CAO Check-in
- 11:00 AM – 12:00 PM CBO Director/ OMF Policy Analyst/ CAO Check-in
- 11:40 AM – 12:00 PM Marissa Madrigal, COO, Mult. Co./ CAO

- 1:00 PM – 1:30 PM Equity Contracting Audit Objectives and Next Steps
- 1:30 PM – 2:00 PM Police Chief/ CAO Check-in
- 3:30 PM – 3:45 PM Prosper Portland Development Manager/ CAO phone call

▲ **Thu, Nov 7**

- 9:00 AM – 11:30 AM Indigenous World View Staff Training
- 12:00 PM – 1:00 PM Public Safety Budget and Operations Working Group
- 1:30 PM – 2:00 PM Executive Assistant/ CAO Check-in
- 2:00 PM – 2:30 PM Interim HR Director/ CAO Check-in
- 3:00 PM – 5:00 PM Portland Street Response Stakeholder Group
- 6:00 PM – 8:00 PM FYI - Special Session for Clean Energy Fund

▲ **Fri, Nov 8**

- ▨ 9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In
- 9:00 AM – 10:20 AM Indigenous World View Training - Public Safety
- 10:30 AM – 11:00 AM OMF Advisory meeting agenda
- 11:00 AM – 12:00 PM PB Directors Check-In
- 12:00 PM – 12:30 PM BTS Director/ CAO Check-in
- 1:15 PM – 1:30 PM OMF Sr. Management Analyst/ CAO Check-in
- 2:00 PM – 2:15 PM DCAO/ CAO Check-in (as needed)
- 2:45 PM – 3:15 PM Comm. Fish/ CAO Check-in

▲ **Mon, Nov 11**

■ All Day Veterans' Day Holiday

▲ **Tue, Nov 12**

- 8:30 AM – 9:15 AM Mayor/ City Management Meeting
- 9:30 AM – 10:30 AM 2019 Leadership Team Meeting
- 9:45 AM – 10:15 AM Attend OMF Leadership Team Meeting
- 10:15 AM – 10:30 AM Attend OMF Leadership Team meeting
- 10:30 AM – 11:00 AM DCAO/ CAO Check-in
- 11:45 AM – 12:45 PM OMF Policy Analyst/ CAO for lunch
- 1:00 PM – 2:00 PM City Treasurer/ City Investment Officer/ Interim CFO/ CAO Check-in
- ▨ 1:45 PM – 2:00 PM SPOT Manager
- 2:00 PM – 3:00 PM Executive Team Meeting - Portland Building
- 3:00 PM – 4:00 PM OMF Advisory Committee - FY 2019-20 meeting series
- 4:00 PM – 4:15 PM PBEM Director/ CAO by phone

▲ **Wed, Nov 13**

- 8:30 AM – 8:55 AM PBEM Director/ CAO by phone
- 9:00 AM – 9:30 AM Comm. Hardesty CoS/ CAO Check-in
- ▨ 9:00 AM – 12:00 PM 311 Program Resolution at City Council
- 12:30 PM – 1:00 PM Chief Human Resources Officer Qualities
- 1:15 PM – 1:30 PM PBEM Director/ CAO by phone
- 1:30 PM – 2:00 PM Facilities Division Manager/ CAO Check-in
- 2:00 PM – 2:30 PM Interim CFO/ CAO Check-in
- 3:00 PM – 4:00 PM Tour Courthouse

▲ **Thu, Nov 14**

- 9:00 AM – 9:30 AM PTE Local 17 Monthly Meeting
- 9:30 AM – 10:00 AM Fire Chief/ CAO Check-in
- 10:30 AM – 11:00 AM Strategic Communications Manager/ OMF Management Analyst/ CAO Check-in
- 12:00 PM – 12:15 PM Spectator Venues Program Manager/ CAO Quick Update
- 1:00 PM – 1:30 PM Strategic Communications Manager/ PBEM PIO/ CAO
- 1:30 PM – 2:00 PM Peggidy Yates, Exec. Director, Multnomah Co. Drainage District/ CAO by phone
- 2:30 PM – 3:00 PM Interim HR Director/ CAO Check-in
- 3:30 PM – 4:00 PM OCT Director/ CAO Check-in

▲ **Fri, Nov 15**

- ▨ 9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In
- 11:00 AM – 12:00 PM Chiefs of Staff Meeting
- 1:00 PM – 1:30 PM Comm. Hardesty/CAO Check-in
- 1:45 PM – 2:00 PM DCAO/ CAO Check-in (as needed)
- 2:00 PM – 2:30 PM COEP/CEIP/CBA issues bi-weekly meeting
- 2:30 PM – 3:00 PM Collective Bargaining Update
- 3:00 PM – 3:30 PM City staff/ Travel Portland/ Portland Alliance re: ITS

▲ **Mon, Nov 18**

- 11:30 AM – 12:00 PM Loss Prevention Policy Revision (Risk Staff)
- 3:00 PM – 3:30 PM DCAO/ CAO Check-in
- 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in
- 6:00 PM – 8:00 PM Mayor's Community Conversation about Police Contract

▲ **Tue, Nov 19**

- 9:00 AM – 9:30 AM Workforce Recruitment & Training Manager/ CAO Check-in
- 11:00 AM – 12:00 PM Production Services CIP/OP Review
- 1:00 PM – 1:30 PM Sustainable Procurement Coordinator/ CAO Check-in
- ▨ 2:00 PM – 3:00 PM TESC Meeting
- 3:15 PM – 3:45 PM City Auditor/ CAO Check-in
- 6:30 PM – 8:30 PM FYI - Community Legislative Informational Night

▲ **Wed, Nov 20**

- 7:30 AM – 8:30 AM OMF Policy Analyst/ CAO
- 9:00 AM – 9:30 AM Asset Management Discussion
- 9:30 AM – 10:30 AM 9:45am - VFIGA - Time Certain at City Council
- 10:30 AM – 11:00 AM Contractor Dev. Program Manager/ CAO Check-in
- 12:45 PM – 1:00 PM OMF Bus. Ops. Manager/ DCAO/ CAO
- 2:00 PM – 2:30 PM PBOT Group Manager Maintenance Operations/ CAO for Coffee
- 2:45 PM – 3:00 PM Interim CFO/ CAO Quick Check-in
- 3:00 PM – 3:30 PM Portland Street Response Report to Council Preparation
- 4:00 PM – 4:30 PM BDS Director/ CAO Check-in

▲ **Thu, Nov 21**

- 9:00 AM – 10:00 AM OMF Labor Management Committee
- 10:30 AM – 12:00 PM PBCOC Meeting
- 2:00 PM – 4:00 PM Council Work Session re: Portland Street Response
- 4:00 PM – 4:15 PM Prosper Portland Director/ CAO by Phone

▲ **Fri, Nov 22**

- 8:30 AM – 9:00 AM OGR Director/ CAO Quarterly Check-in
- 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
- ▨ 9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In
- 9:30 AM – 10:00 AM Executive Assistant/ CAO Check-in
- 10:00 AM – 10:15 AM Chief Deputy City Attorney/ CAO by phone
- 11:00 AM – 11:30 AM 3-1-1 Check-in (early due to Thanksgiving) (Tom/ Shoshanah/ Michelle K-N/ Carmen (optional))
- 11:30 AM – 12:00 PM BPS Director/ CAO Check-in
- 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)

▲ **Mon, Nov 25**

■ All Day out of office

▲ **Tue, Nov 26**

- 8:00 AM – 8:30 AM Stop by Portland Building to welcome BTS staff
- 8:30 AM – 9:15 AM Mayor/ City Management Meeting
- 9:30 AM – 11:30 AM City Council Work Session re: PP&R A Sustainable Future
- 11:30 AM – 12:00 PM Comm. Hardesty CoS/ CAO Check-in
- 1:00 PM – 1:30 PM Strategic Communications Manager/ PBEM PIO/ CAO Check-in
- 1:30 PM – 2:00 PM OMF Policy Analyst/ CAO Check-in
- 2:00 PM – 2:30 PM Chief Procurement Officer/ Interim CFO/ CAO Check-in
- 2:30 PM – 3:30 PM Portland Building Tour

▲ **Wed, Nov 27**

- 9:30 AM – 10:00 AM BES Director/ CAO Check In
- 11:00 AM – 11:30 AM Prosper Portland Director/ CAO Check-in
- 11:30 AM – 12:00 PM Prosper Portland Director/ Mayor’s Deputy CoS/ CAO Check-in
- 1:00 PM – 1:30 PM PBEM Director/ CAO Check-in
- 1:45 PM – 2:15 PM Film Portland Building Director Message

▲ **Thu, Nov 28 – Fri, Nov 29**

■ All Day Thanksgiving Day Holiday

December 2019

▲ **Mon, Dec 2**

- 8:30 AM – 9:00 AM CEIC Applicant Review
- 9:00 AM – 9:30 AM Interim HR Director/ CAO Check-in
- 9:30 AM – 10:00 AM Facilities Division Manager/ OMF Bus. Ops. Finance Manager/ Interim CFO/ CAO
- 10:00 AM – 10:30 AM OMF Financial Status Briefing
- 11:00 AM – 12:00 PM Portland Building Tour
- 1:00 PM – 1:30 PM Comm. Fritz/ 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 – 3:30 PM DCAO/ CAO Check-in
- 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in

▲ **Tue, Dec 3**

- ▨ 9:30 AM – 11:30 AM City Council BHR Executive Session
 - 11:30 AM – 11:45 AM Comm. Hardesty CoS/ CAO Debrief
 - 2:00 PM – 2:30 PM COEP/CEIP/CBA issues bi-weekly meeting
 - 3:15 PM – 4:00 PM Mayor’s CoS/ Mayor’s Deputy CoS/ Chief Procurement Officer/ CAO
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▲ **Wed, Dec 4**

- 7:45 AM – 8:45 AM OMF Policy Analyst/ CAO for Breakfast
 - 11:00 AM – 11:30 AM Interim CFO/ CAO Check-in
 - 12:00 PM – 1:00 PM Fire Chief/ CAO for Lunch
 - 2:30 PM – 3:00 PM PBOT Director/ CAO Check-in
 - 3:00 PM – 4:00 PM Review Presentation for the PSWG
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▲ **Thu, Dec 5**

- 10:00 AM – 10:30 AM OEHR Director/ CAO Check-in
 - 11:30 AM – 1:00 PM 2019 Bureau Directors Meeting
 - 2:00 PM – 2:30 PM CBO Director/ City Economist/ Interim CFO/ CAO
 - 2:30 PM – 3:00 PM CBO Director/ CAO Check-in
 - 5:30 PM – 8:30 PM NAMC-Oregon Annual Holiday Networking Event
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▲ **Fri, Dec 6**

- ▨ 9:00 AM – 10:00 AM Mayor’s Office/Prosper Portland Leadership Weekly Check-In
 - 10:00 AM – 10:30 AM Executive Assistant/ CAO Check-in
 - 11:00 AM – 12:00 PM Chiefs of Staff Meeting
 - 2:00 PM – 2:30 PM Ozzie Gonzalez, P3-Associats/ CAO for coffee
 - 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
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▲ **Mon, Dec 9**

- 8:30 AM – 8:45 AM Prosper Portland Director/ CAO by Phone
 - 9:00 AM – 9:30 AM Interim HR Director/ CAO Check-in
 - 9:30 AM – 10:00 AM CFO/ CAO Check-in
 - 10:00 AM – 11:00 AM Portland Building Tour
 - 11:00 AM – 11:30 AM Welcome Facilities & BTS to the Portland Building
 - 11:30 AM – 12:15 PM TIF Returning Resources (CBO and Mayor’s office staff)
 - 12:45 PM – 1:15 PM DCAO/ CAO Check-in
 - 1:30 PM – 2:00 PM Facilities Division Manager/ CAO Check-in
 - 3:00 PM – 4:00 PM PSWG Emergency Services Proposal
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▲ **Tue, Dec 10**

- 8:30 AM – 9:15 AM Mayor Deputy CoS/ City Management
- 9:30 AM – 11:00 AM 2019 Leadership Team Meeting
- 11:30 AM – 12:00 PM PHB Director/ CAO Check-in
- 1:00 PM – 1:30 PM SPOT Manager/ CAO Check-in
- 2:30 PM – 2:45 PM OMF Sr. Financial Analyst/ OMF Bus. Ops. Mgr./ CAO
- 3:00 PM – 4:00 PM OMF Advisory Committee

▲ **Wed, Dec 11**

- 9:00 AM – 9:30 AM Comm. Hardesty CoS/ CAO Check-in
- 2:00 PM – 4:00 PM Council Work Session - re: residential infill project
- 3:00 PM – 4:00 PM Spectator Venues Program Manager/ CAO/ Scott Andrews, Principal, Melvin Mark

▲ **Thu, Dec 12**

- 9:00 AM – 9:30 AM PTE Local 17 Monthly Meeting
- ▨ 10:30 AM – 12:00 PM P&D Directors Meeting
- 1:00 PM – 1:30 PM Executive Assistant/ CAO Check-in
- ▨ 2:00 PM – 3:00 PM City Council Meeting re: CAFR
- 3:00 PM – 3:30 PM New OMF Employees Meet & Greet
- 3:45 PM – 4:15 PM CAO/ Monique Claiborne, Principal, The Kenley Group for Coffee

▲ **Fri, Dec 13**

- 8:15 AM – 8:45 AM BTS Director/ CAO Check-in
- ▨ 9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In
- 9:30 AM – 10:30 AM Mayor's Press Conference
- 1:00 PM – 1:30 PM Collective Bargaining Update
- 1:30 PM – 2:15 PM Welcome 3-1-1 program to Portland Building
- 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)

▲ **Mon, Dec 16**

- 8:30 AM – 10:00 AM Oregon Leadership Summit
- 10:00 AM – 12:00 PM Nurse Triage Mental Health Meeting - City of Portland's Proposed Portland Street Response
- 12:00 PM – 12:30 PM City Auditor/ CAO Check-in
- 1:30 PM – 2:00 PM Facilities Division Manager/ CAO Check-in
- 2:00 PM – 2:30 PM Civic Life Director/ CAO Check-in
- 3:00 PM – 3:30 PM DCAO/ CAO Check-in

- 4:00 PM – 4:30 PM Robyn Williams, Exec. Dir., Portland’5/ Scott Cruickshank, Visitor venues General Manager, Metro/ Spectator Venues Program Manager/ CAO
 - ▨ 4:30 PM – 6:30 PM Technology Oversight Committee meeting
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▲ **Tue, Dec 17**

- 8:00 AM – 9:30 AM Fire Leadership Team
 - ▨ 9:00 AM – 9:30 AM C2P2 Update & Social Equity Contracting Data Overview
 - 11:00 AM – 12:00 PM Welcome - Water, Parks & PBOT Customer Service Floors to the Portland Building
 - 12:00 PM – 1:00 PM Portland Building Information Session
 - 1:30 PM – 2:00 PM DCAO/ Strategic Projects Manager/ CAO
 - 2:00 PM – 3:00 PM TESC Meeting
 - 3:00 PM – 3:30 PM DCAO/ SPOT Manager/ CAO
 - 3:30 PM – 4:00 PM Workforce Recruitment & Training Manager/ DCAO/ CAO
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▲ **Wed, Dec 18**

- 7:30 AM – 8:30 AM Mayor/ PBEM Director/ CAO for Breakfast
 - 9:00 AM – 9:30 AM SPOT Manager/ City Arts Program Manager/ DCAO/ CAO
 - 10:30 AM – 11:00 AM Interim HR Director/ CAO Check-in
 - ▨ 10:30 AM – 1:00 PM 22nd Floor Holiday Potluck
 - 11:30 AM – 1:00 PM CAMG Meeting
 - 2:00 PM – 2:30 PM PWB Director/ CAO Check-in
 - 3:30 PM – 4:00 PM BOEC Director/ CAO Quarterly Check-in
 - 4:00 PM – 4:30 PM PBEM Director/ CAO Quarterly Check-in
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▲ **Thu, Dec 19**

- 9:30 AM – 11:30 AM City Council Work Session re: Prior Year Performance Report and Budget Kickoff
 - 12:30 PM – 1:00 PM SPOT Manager/ Policy Analyst/ DCAO/ CAO Check-in
 - 3:00 PM – 4:00 PM PSWG Executive Comm. Meeting
 - 6:30 PM – 8:30 PM MAYOR'S OFFICE HOLIDAY PARTY
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▲ **Fri, Dec 20**

- 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
- 9:30 AM – 10:00 AM SPOT Manager/ Police Human Resources Manager/ CAO
- 10:00 AM – 10:30 AM Executive Assistant/ CAO Check-in
- 12:00 PM – 1:00 PM Marissa Madrigal, COO, Mult. Co./ CAO for Lunch

- 2:00 PM – 2:15 PM COEP Submittal check-in
- 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)

▲ **Mon, Dec 23**

- 8:45 AM – 9:00 AM Spectator Venues Program Manager/ CAO Check-in
- 9:00 AM – 9:30 AM Interim HR Director/ CAO Check-in
- 10:00 AM – 10:30 AM PBEM Director/ Mayor’s Sr. Policy Advisor/ CAO
- 10:30 AM – 11:00 AM POPS Program Status
- 11:30 AM – 12:30 PM OMF Policy Analyst/ CAO for Lunch
- 1:00 PM – 1:30 PM DCAO/ CAO Check-in
- 1:30 PM – 2:00 PM Facilities Division Manager/ CAO Check-in
- 3:00 PM – 3:20 PM Mayor/ CAO Check-in
- 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in

▲ **Tue, Dec 24**

■ All Day Vacation

▲ **Wed, Dec 25**

■ All Day Christmas Day Holiday

▲ **Thu, Dec 26 – Fri, Dec 27**

■ All Day Vacation

▲ **Mon, Dec 30**

- 9:00 AM – 9:30 AM Interim HR Director/ CAO Check-in
- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 1:00 PM – 1:30 PM Mayor’s CoS/ City Mama’s Group Reps./ CAO
- 2:00 PM – 2:30 PM Interim HR Director/ Sr. Deputy City Attorney/ CAO
- 3:30 PM – 4:00 PM CFO/ CAO Check-in
- 4:30 PM – 5:00 PM Mayor’s CoS/ City Economist/ CBO Sr. Financial Analyst/ CAO

▲ **Tue, Dec 31**

- 9:00 AM – 9:30 AM Facilities Division Manager/ CAO Check-in
- 12:00 PM – 1:00 PM Police Chief Resch Swearing-In