

CAO Tom Rinehart Calendar January 1 – March 31, 2019

■ Busy

■ Out of Office

▨ Tentative

▤ Working Elsewhere

January 2019

▲ Tue, Jan 1

■ All Day New Year's Day Holiday

▲ Wed, Jan 2

■ 8:00 AM – 12:00 PM out of office
■ 2:30 PM – 3:00 PM Police Chief/Tom Monthly 1:1
■ 4:00 PM – 4:30 PM Deputy CAO/Tom Weekly 1:1
□ 6:00 PM – 8:00 PM Commissioner Hardesty Celebration

▲ Thu, Jan 3

■ 8:30 AM – 9:00 AM Pay Equity Communication and Budget
■ 9:15 AM – 9:30 AM Strategic Plan Outreach
■ 10:00 AM – 10:30 AM Commissioner Eudaly/ Tom Rinehart Check In
■ 11:30 AM – 1:00 PM 2019 Bureau Directors Meeting
■ 2:00 PM – 2:30 PM Deputy CAO, Spectator Facilities & Development Manager, Strategic Projects Manager, CAO

▲ Fri, Jan 4

■ 9:00 AM – 9:30 AM CTO/CAO Weekly Check-in
■ 10:00 AM – 10:30 AM Out of Office
■ 11:00 AM – 11:30 AM Commissioner Hardesty/ CAO check-in
■ 1:00 PM – 1:20 PM Council Execs
■ 1:00 PM – 2:00 PM Pay Equity Meeting
■ 2:00 PM – 2:30 PM Diana/ CAO 1:1 Check-in
■ 3:30 PM – 4:00 PM CAO/Jim Kline for Coffee - Discuss ERM process

▲ Mon, Jan 7

■ 9:00 AM – 9:30 AM CAO/CFO Weekly Check-in 2019
■ 10:30 AM – 11:00 AM POPS Program Status (2019)
■ 1:30 PM – 2:00 PM Facilities Construction Project Manager/CAO Check-in
■ 2:00 PM – 2:30 PM Portland Building: Move-In Ready and Change Management

- 2:45 PM – 3:15 PM Deputy CAO/CAO Check-in
 - 3:30 PM – 4:00 PM City Auditor/ BHR Director/ CTO/ Deputy BHR Director/ Information Security Manager/ Deputy City Attorney/ Auditor General Counsel/ Chief Deputy City Attorney
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▲ Tue, Jan 8

- 9:30 AM – 11:30 AM Council Work Session and Executive Session
 - 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
 - ▨ 4:00 PM – 5:00 PM Portland Oregon Website Replacement (POWR) end of sprint review/demo
 - 5:30 PM – 7:00 PM PCCEP Steering Committee
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▲ Wed, Jan 9

- 8:30 AM – 9:00 AM Mayor/ CAO/ Exec. Dir. of Prosper Portland
 - 9:00 AM – 9:30 AM CBO/CAO check-in
 - 9:30 AM – 9:45 AM City Attorney/ Sr. City Attorney/CAO
 - 11:30 AM – 12:30 PM OMF Policy Advisor/CAO lunch
 - 12:45 PM – 1:00 PM Strategic Communications Manager/ CFO/ CAO
 - 1:00 PM – 1:30 PM PBOT Director/CAO Monthly 1:1
 - 1:30 PM – 2:00 PM Facilities Project Manager /CAO check-in
 - 2:30 PM – 3:00 PM CTO/CAO Weekly Check-in
 - 3:30 PM – 4:00 PM Coffee with Karmen Fore, Portland State University /CAO
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▲ Thu, Jan 10

- 7:45 AM – 9:15 AM Legislative Delegation Breakfast
 - 9:30 AM – 10:00 AM Interim Fire Chief/CAO Check-in
 - 11:30 AM – 12:00 PM Comm. Fish/ CAO/ Facilities Construction Project Manager
 - 1:00 PM – 1:30 PM BES Director / CAO Monthly Check In
 - 2:00 PM – 3:00 PM Portland Harbor, part 2
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▲ Fri, Jan 11

- 9:00 AM – 10:00 AM Fourth and Montgomery Building Groundbreaking Ceremony & Celebration
 - 10:30 AM – 11:00 AM Interim BPS Director / CAO Monthly 1:1
 - 11:00 AM – 11:30 AM CAO Executive Assistant/ CAO 1:1 Check-in
 - 11:30 AM – 12:00 PM Deputy CAO/CAO check-in (as needed)
 - 1:00 PM – 4:00 PM Off-site Leadership Team Meeting
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▲ **Mon, Jan 14**

- 8:45 AM – 2:45 PM BPS Director Interview Panel - Internal Leadership Panel
 - 2:00 PM – 2:30 PM Portland Building: Move-In Ready and Change Management
 - 3:30 PM – 3:45 PM SPOT Coordinator
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▲ **Tue, Jan 15**

- 8:15 AM – 8:45 AM CAO/BHR Director Check-ins for 2019
 - 9:30 AM – 10:30 AM Mayor Wheeler/ CAO - OMF Budget Meeting
 - 1:00 PM – 1:30 PM Deputy CAO/CAO Check-in
 - 3:30 PM – 5:00 PM Betsy Ames retirement event
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▲ **Wed, Jan 16**

- 8:00 AM – 5:00 PM out sick
 - 11:30 AM – 11:45 AM Metro Council President /CAO phone call
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▲ **Thu, Jan 17**

- 8:15 AM – 8:45 AM CAO/ CFO Check-in
 - 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 10:00 AM – 10:30 AM Facilities Construction Project Manager/CAO Check-in
 - 10:30 AM – 12:00 PM Portland Building Community Oversight Committee
 - 12:00 PM – 12:30 PM Mayor's Chief of Staff / CAO
 - 1:30 PM – 2:00 PM OEHR Director/CAO Monthly Check in 2019
 - 2:00 PM – 2:15 PM Strategic Communications Director/ CAO
 - 2:30 PM – 3:00 PM Change Management Update
 - 3:45 PM – 4:00 PM Deputy CAO/CAO check-in (as needed)
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▲ **Fri, Jan 18**

- 8:00 AM – 8:30 AM City Economist/CAO
 - 8:30 AM – 9:00 AM CTO/CAO Weekly Check-in
 - 9:30 AM – 10:00 AM Comm Fritz/ CAO
 - 10:30 AM – 11:00 AM CAO Executive Assistant/ CAO 1:1 Check-in
 - 2:30 PM – 3:30 PM Regional COO Quarterly Meeting
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▲ **Mon, Jan 21**

- All Day MLK, Jr. Day
 - 8:30 AM – 10:30 AM January 21, 2019 Skanner Foundation 33rd Annual Martin Luther King Jr. Breakfast
 - 1:00 PM – 2:00 PM MLK Service – 7th and Fremont
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▲ **Tue, Jan 22**

- 11:00 AM – 11:15 AM City Attorney/ Management Assistant/ CAO
 - 11:30 AM – 12:00 PM Hardesty Chief of Staff/CAO Monthly Check-in
 - 2:00 PM – 2:15 PM CBO/ CAO Check-in
 - 3:00 PM – 3:30 PM Deputy CAO/CAO Check-in
 - 3:30 PM – 4:00 PM CAO/ OMF Policy Analyst Check-in
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▲ **Wed, Jan 23**

- 11:00 AM – 11:30 AM CAO/CFO Weekly Check-in 2019
 - 12:30 PM – 12:45 PM Mayor's Chief of Staff/ Director CBO /CAO Check-in
 - 1:00 PM – 1:30 PM Police Chief/CAO Monthly 1:1
 - 1:30 PM – 2:00 PM Executive Administrative Assistant/ CAO 1:1 Check-in
 - 2:15 PM – 3:30 PM SVPM Interviews
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▲ **Thu, Jan 24**

- 10:15 AM – 2:10 PM Flight 3327 to Tucson
 - 2:30 PM – End of Day Large Cities Executive Forum
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▲ **Fri, Jan 25**

- All Day Large Cities Executive Forum
 - 3:00 PM – 3:15 PM Deputy CAO/CAO check-in (as needed)
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▲ **Sat, Jan 26**

- Start of Day – 2:30 PM Large Cities Executive Forum
 - 2:55 PM – 5:00 PM Flight 3332 to Portland
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▲ **Mon, Jan 28**

- 9:30 AM – 10:00 AM CAO/CFO Weekly Check-in 2019
 - 10:00 AM – 10:30 AM Facilities Construction Project Manager/CAO Check-in
 - 11:30 AM – 12:00 PM FY 2019-2020 Budget Memo
 - 12:00 PM – 12:30 PM Budget Issues
 - 1:30 PM – 3:00 PM Pre-Mortem, part 2
 - 3:00 PM – 3:30 PM Deputy CAO/CAO Check-in
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▲ **Tue, Jan 29**

- 8:15 AM – 8:45 AM CAO/BHR Director Check-ins for 2019
- 9:00 AM – 9:15 AM CFO/ Risk Manager/ CAO
- 10:30 AM – 11:00 AM Deputy CAO/ Facilities Construction Project Manager/ SPOT Policy Analyst/ CAO
- 11:30 AM – 12:00 PM City Attorney/ CAO Quarterly Check-in

- 12:30 PM – 1:30 PM OMF Policy Advisor/ CAO Lunch
- 1:30 PM – 1:45 PM CAO/ Spectator Facilities & Development Coordinator check-in
- 2:00 PM – 3:00 PM PB Director Calls
- 2:30 PM – 3:00 PM BES Director/ CAO call

▲ **Wed, Jan 30**

- 8:30 AM – 8:45 AM CAO/CFO re: Open & Accountable Elections
- 9:30 AM – 10:30 AM BES Director/ CAO
- 11:00 AM – 11:30 AM Mayor's Chief of Staff/ CAO
- 1:00 PM – 1:45 PM BRFS all-staff meeting – present Strategic Plan Update
- 2:30 PM – 3:00 PM Deputy CAO/ Spectator Facilities & Development Manager/ Strategic Projects Manager/ CAO
- 3:30 PM – 4:00 PM Mayor's Sr. Staff Rep./ CAO Coffee check in

▲ **Thu, Jan 31**

- 7:30 AM – 9:00 AM Portland Business Journal - Power Breakfast with Kimberly Branam
- 9:00 AM – 9:30 AM Bus Ops/SPOT/HUCIRP all-staff meeting - Present Strategic Plan Update
- 10:00 AM – 10:30 AM BDS Director/CAO Monthly Check-in 2019
- 11:00 AM – 12:00 PM Build Portland Advisory Committee 1/4ly meeting
- 12:30 PM – 12:45 PM CAO/Director JOHS, phone call
- 1:30 PM – 2:00 PM New OMF Employees Meet & Greet
- 3:30 PM – 4:00 PM Police Chief/ Fire Chief/ Interim Fire Chief/ CAO

February 2019

▲ **Fri, Feb 1**

- 8:30 AM – 9:00 AM PWB Director/CAO Monthly check-in
- 9:00 AM – 9:30 AM CTO/CAO Weekly Check-in
- 9:30 AM – 10:00 AM Executive Administrative Assistant/ CAO 1:1 Check-in
- 10:00 AM – 10:15 AM OMF Bus. Ops. Management Analyst/ CAO re: Bureau Directors Meetings
- 10:30 AM – 11:00 AM Comm. Fish/ CAO
- 11:00 AM – 11:30 AM Council Execs Meeting
- 11:00 AM – 11:30 AM Comm. Hardesty/ CAO
- 11:30 AM – 11:45 AM CFO/ CAO
- 2:15 PM – 2:45 PM Sr. Management Analyst/CAO check-in
- 3:00 PM – 3:15 PM Deputy CAO/CAO check-in (as needed)
- 4:00 PM – 4:30 PM COO Multnomah County/ CAO Check-in

▲ **Mon, Feb 4**

- 9:30 AM – 10:00 AM CAO/CFO Weekly Check-in 2019
- 11:00 AM – 11:30 AM Budget Issues
- 1:00 PM – 1:30 PM Portland Building restroom configuration
- 1:30 PM – 2:00 PM Facilities Construction Project Manager/CAO Check-in
- 2:00 PM – 2:30 PM Portland Building: Move-In Ready and Change Management
- 3:00 PM – 3:30 PM Deputy CAO/CAO Check-in

▲ **Tue, Feb 5**

- 5:00 AM – 5:30 AM Disaster Policy Council call
- 11:00 AM – 11:30 AM PP&R Budget Discussion
- 11:30 AM – 12:00 PM PHB Director/CAO Monthly 1:1
- 1:00 PM – 1:30 PM Community & Civic Life Director/CAO Quarterly Meeting 2019
- 2:00 PM – 2:30 PM Deputy CAO/ BHR Employee Relations Manager/ CAO
- 2:30 PM – 3:00 PM PBOT Director/CAO Check in
- 3:00 PM – 3:15 PM Spectator Facilities & Development Manager/ Spectator Facilities & Development Coordinator/ CAO check-in
- 3:15 PM – 4:15 PM CAO/CBO Budget Overview

▲ **Wed, Feb 6**

- 5:00 AM – 5:30 AM Disaster Policy Council call
- 9:45 AM – 10:15 AM Council Meeting Time Certain re: outside work
- 11:30 AM – 12:00 PM BHR Leadership Team Meeting – present Strategic Plan Update
- 2:00 PM – 3:00 PM Portland Building Information Session
- 3:40 PM – 4:10 PM Council Meeting Time Certain: Levee Ready Columbia

▲ **Thu, Feb 7**

- 8:30 AM – 9:00 AM CAO/BHR Director Check-in
- 9:00 AM – 9:15 AM Executive Administrative Assistant/ CAO 1:1 Check-in
- 9:30 AM – 10:00 AM PBOT Director/CAO Check-in
- 10:00 AM – 10:15 AM Local Gov. Affairs Manager, PGE/ CAO check-in
- 10:30 AM – 11:00 AM FPDR Director/ CAO Quarterly Meetings 2019
- 11:30 AM – 1:00 PM 2019 Bureau Directors Meeting
- 1:30 PM – 2:00 PM BPS Interim Director/ CAO Monthly 1:1
- 2:15 PM – 2:45 PM Mayor's Senior Advisory/CAO Coffee
- 3:30 PM – 3:45 PM CFO/ CAO Check-in

▲ **Fri, Feb 8**

- 8:30 AM – 9:00 AM OGR Director/CAO Quarterly check-in 2019
- 9:30 AM – 10:00 AM CAO/ Steve Suo (Oregonian) Coffee
- 12:00 PM – 12:30 PM Disaster Policy Council conference call
- 12:30 PM – 1:30 PM CAO/OMF Policy Advisor Lunch
- 1:45 PM – 2:00 PM OMF Sr. Financial Analyst/ CAO
- 2:00 PM – 2:20 PM OMF Bus. Ops. Manager/ CAO
- 2:30 PM – 2:45 PM Deputy CAO/CAO check-in (as needed)
- 3:00 PM – 3:30 PM Comm. Fritz/ CAO, monthly (Tim)

▲ **Mon, Feb 11**

- 9:00 AM – 9:30 AM CAO/CFO Weekly Check-in 2019
- 10:00 AM – 10:45 AM N/NE/RQ follow-up
- 1:30 PM – 2:00 PM Facilities Construction Project Manager/CAO Check-in
- 2:00 PM – 2:30 PM Portland Building: Move-In Ready and Change Management
- 3:00 PM – 3:30 PM Deputy CAO/CAO Check-in
- 4:00 PM – 4:30 PM Comm. Eudaly/ CAO

▲ **Tue, Feb 12**

- 8:15 AM – 8:45 AM CAO/BHR Director Check-ins for 2019
- 9:15 AM – 9:25 AM Comm. Fish Chief of Staff/ CAO
- ▨ 9:30 AM – 11:30 AM JTF Council Work Session
- 10:00 AM – 10:30 AM New Employee Orientation – Welcome Speech
- 11:30 AM – 12:30 PM OMF Bureau budgets/ known issues
- 6:30 PM – 8:00 PM City Club presentation re: Form of Government

▲ **Wed, Feb 13**

- 8:30 AM – 9:00 AM Mayor / CAO/ Exec. Dir. of Prosper Portland
- 11:00 AM – 11:30 AM Mayor's Chief of Staff/ CAO
- 2:30 PM – 2:45 PM PBOT Director/ CAO
- 3:00 PM – 4:00 PM BTS bureau budget/ known issues

▲ **Thu, Feb 14**

- 9:30 AM – 10:30 AM City strategy for N/NE/RQ
- ▨ 10:30 AM – 12:00 PM P&D Directors Meeting
- 1:00 PM – 1:30 PM Deputy CAO/ Spectator Facilities & Development Manager/ CAO
- 1:30 PM – 2:00 PM Executive Administrative Assistant/ CAO 1:1 Check-in

- 2:00 PM – 2:30 PM CBO/CAO check-in
 - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
 - 4:00 PM – 5:00 PM writing time
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▲ **Fri, Feb 15**

- 8:30 AM – 9:00 AM Comm. Fritz Chief of Staff/ CAO
 - 9:10 AM – 9:40 AM CTO/CAO Weekly Check-in
 - 12:30 PM – 5:00 PM working remotely
 - 3:00 PM – 3:15 PM Deputy CAO/CAO check-in by phone (as needed)
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▲ **Mon, Feb 18**

■ All Day Presidents' Day

▲ **Tue, Feb 19**

- 9:30 AM – 11:30 AM BHR Executive Session w/Mayor Wheeler and Commissioners
 - 12:30 PM – 1:00 PM Facilities Construction Project Manager/ Facilities Project Manager/ CAO Check-in
 - 1:00 PM – 1:30 PM CFO/ CPO/ Procurement Manager/ Procurement Administrative Assistant/ Procurement Goods & Services Manager/ CAO
 - 1:30 PM – 2:00 PM CAO/CFO Weekly Check-in 2019
 - 2:00 PM – 3:00 PM TESC Meeting
 - 3:15 PM – 3:45 PM City Auditor/ CAO 1:1 Qrtly
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▲ **Wed, Feb 20**

- 8:15 AM – 8:45 AM Mayor/ CAO/ Exec. Dir. of Prosper Portland
 - 9:30 AM – 10:00 AM Interim Fire Chief/ CAO Check-in
 - 10:00 AM – 10:15 AM Interim BPS Director/ CAO - Diamond Project
 - 11:30 AM – 12:00 PM Deputy CAO/CAO Check-in
 - 1:00 PM – 2:00 PM BHR Bureau Budget/ Known issues
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▲ **Thu, Feb 21**

- 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 2019
 - 2:30 PM – 3:00 PM Deputy CAO/ OMF Bus. Ops. Manager/ CAO
 - 3:00 PM – 3:30 PM CAO Executive Assistant/ CAO 1:1 Check-in
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▲ **Fri, Feb 22**

- 8:00 AM – 9:00 AM CIO, Meyer Memorial Trust/ CAO Breakfast
 - 10:00 AM – 10:30 AM OGR Director/ CAO check-in
 - 12:30 PM – 1:30 PM CBO/ CAO
 - 2:00 PM – 2:15 PM Comm. Hardesty Chief of Staff/ CAO
 - 3:00 PM – 3:15 PM Deputy CAO/CAO check-in (as needed)
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▲ **Sun, Feb 24**

- 8:00 PM – 8:30 PM Disaster Policy Council
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▲ **Mon, Feb 25**

- 8:00 AM – 8:30 AM Disaster Policy Council
 - 11:00 AM – 11:30 AM Budget Issues
 - 1:00 PM – 1:30 PM Deputy CAO/CAO Check-in
 - 1:30 PM – 2:00 PM Facilities Construction Project Manager/CAO Check-in
 - 2:00 PM – 2:30 PM Portland Building: Move-In Ready and Change Management
 - 2:35 PM – 3:05 PM Comm. Fish/ CAO
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▲ **Tue, Feb 26**

- 11:45 AM – 12:15 PM CAO/CFO Weekly Check-in 2019
 - 3:15 PM – 3:45 PM Interim PBEM Director/ CAO Quarterly Check-in
 - 3:45 PM – 4:15 PM BOEC Director/ CAO Quarterly Meetings 2019
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▲ **Wed, Feb 27**

- 8:30 AM – 9:30 AM PBOT and OMF RE: Long-term financial challenges
 - 9:30 AM – 10:00 AM BES Director/ CAO Monthly Check In
 - 10:00 AM – 10:15 AM OMF Policy Analyst
 - 10:30 AM – 11:00 AM Spectator Facilities & Development Manager/ City Arts Program Manager/ CAO
 - 11:00 AM – 11:30 AM Mayor's Chief of Staff/ CAO
 - 11:30 AM – 12:00 PM PWB Director/ CAO Monthly check-in
 - 1:00 PM – 1:30 PM Police Chief/CAO Monthly 1:1
 - 2:00 PM – 2:30 PM Facilities Project Manager/ CAO check-in
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▲ **Thu, Feb 28**

- 9:00 AM – 9:30 AM PTE Local 17 Monthly Meeting
- 10:00 AM – 10:30 AM Melody Rose/CAO Coffee
- 11:00 AM – 11:30 AM CAO/ Parks Director 1:1
- 12:30 PM – 1:00 PM City Auditor/CAO check-in
- 1:00 PM – 2:00 PM URA Defeasance Forecast Discussion



2:00 PM – 4:00 PM Council Work Session re: SW Corridor

March 2019

▲ Fri, Mar 1

- 8:30 AM – 9:00 AM CAO/BHR Director Check-ins for 2019
- 9:00 AM – 9:30 AM CTO/CAO Weekly Check-in
- 9:30 AM – 9:45 AM CBO Sr. Financial Analyst/ CAO
- 10:00 AM – 10:30 AM CBO/ CFO/ CAO
- 11:00 AM – 11:30 AM Comm. Hardesty/ CAO
- 11:30 AM – 12:00 PM CAO Executive Assistant/ CAO 1:1 Check-in
- 12:00 PM – 12:30 PM Deputy CAO/ OMF Bus. Ops. Management Analyst
- 1:00 PM – 1:30 PM Health Fund
- 1:30 PM – 2:00 PM PEN 1 Discussion
- 3:00 PM – 3:15 PM Deputy CAO/CAO check-in (as needed)
- 4:00 PM – 4:30 PM Mayor Wheeler/CAO/ OMF leadership/ BDS Leadership

▲ Mon, Mar 4

- 8:30 AM – 9:00 AM Budget TPs Eileen/ CAO
- 9:30 AM – 10:00 AM CAO/CFO Weekly Check-in 2019
- 10:00 AM – 10:30 AM Facilities Construction Project Manager/CAO Check-in
- 10:30 AM – 11:00 AM POPS Program Status (2019)
- 12:45 PM – 1:00 PM TOC Member, Dyanna Garcia/ CAO
- 1:00 PM – 1:30 PM TOC Member, Dyanna Garcia/ Comm. Fritz/ CAO
- 2:30 PM – 3:00 PM Deputy CAO/CAO Check-in
- 4:30 PM – 6:30 PM Technology Oversight Committee meeting

▲ Tue, Mar 5

- 8:15 AM – 8:45 AM CAO/BHR Director Check-ins for 2019
- ▨ 9:30 AM – 12:30 PM City Council Work Session - Budget
- 2:00 PM – 2:30 PM Open and Accountable Elections
- 3:30 PM – 4:30 PM City of Portland / Trail Blazers re: Rose Quarter

▲ Wed, Mar 6

- 8:30 AM – 9:00 AM Mayor/ CAO/ Exec. Dir. of Prosper Portland
- 10:00 AM – 10:30 AM Felisa Hagins, SEIU 49/ CAO Check-In
- 11:30 AM – 12:00 PM Strategic Sourcing Meeting
- 1:00 PM – 1:30 PM PHB Director/CAO Monthly 1:1
- 2:15 PM – 3:30 PM Prosper Portland/ City of Portland/ METRO

- 3:30 PM – 4:00 PM Prosper Portland Director/ CAO/ Deputy CAO
 - 4:00 PM – 4:30 PM CTO/CAO Weekly Check-in
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▲ **Thu, Mar 7**

- 8:30 AM – 9:00 AM Budget Impacts of COEP (1%) costs
 - 9:00 AM – 10:30 AM 2019 Leadership Team Meeting
 - 10:30 AM – 11:00 AM PBOT Director/ PBOT Deputy Director/ Strategic Projects Manager/ CAO
 - 11:30 AM – 1:00 PM 2019 Bureau Directors Meeting
 - 1:30 PM – 2:00 PM CAO/ BDS Director Check-in (Reschedule)
 - 3:00 PM – 3:15 PM CAO Executive Assistant/ CAO 1:1 Check-in
 - 3:30 PM – 4:00 PM CAO/ Carter McNichol, Shiels Obletz Johnsen - Coffee
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▲ **Fri, Mar 8**

- 9:00 AM – 12:00 PM Disaster Policy Council Exercise
 - 2:00 PM – 3:00 PM COO Multnomah County/ Dir. Economic Development Multnomah County/ CTO/ CAO
 - 3:00 PM – 3:15 PM Deputy CAO/CAO check-in (as needed)
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▲ **Mon, Mar 11**

- 8:30 AM – 9:00 AM Dina Alexander, Radler White Parks & Alexander/ CAO Coffee
 - 9:30 AM – 10:00 AM CAO/CFO Weekly Check-in 2019
 - 10:00 AM – 10:30 AM PBOT Director/CAO Monthly 1:1
 - 1:00 PM – 1:30 PM Comm. Eudaly/ CAO
 - 2:45 PM – 3:30 PM Deputy CAO/CAO Check-in
 - 3:30 PM – 4:00 PM BES Director/ CAO
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▲ **Tue, Mar 12**

- 8:45 AM – 9:15 AM Presenting Strategic Plan Year 2 to BTS all-staff
 - ▨ 9:30 AM – 12:30 PM City Council Work Session - Budget
 - 12:00 PM – 12:45 PM Call with Sara Khatami, Results for America/ Mayor Wheeler/ CAO
 - 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, Mar 13**

- All Day out ill
 - 8:00 AM – 8:10 AM Comm. Fish Chief of Staff - call
 - 11:00 AM – 11:30 AM Mayor's Chief of Staff/ CAO - call
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▲ **Thu, Mar 14**

- 9:00 AM – 9:30 AM CFO/CAO Follow up
 - ▨ 9:30 AM – 12:30 PM City Council Work Session - Budget
 - 12:00 PM – 1:00 PM OMF Leadership Team
 - 1:00 PM – 1:30 PM Comm. Hardesty Chief of Staff/ CFO/ CAO
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▲ **Fri, Mar 15**

- 9:00 AM – 9:30 AM CTO/CAO Weekly Check-in
 - 10:00 AM – 10:30 AM Ben Nelson, LIUNA 48 3/CAO coffee
 - 11:00 AM – 11:30 AM CAO Executive Assistant/ CAO 1:1 Check-in
 - 11:30 AM – 11:45 AM Spectator Facilities & Development Manager/ CAO Check-in
 - 12:00 PM – 12:30 PM Mayor's Chief of Staff/ OGR Director/ CAO
 - 3:00 PM – 3:15 PM Deputy CAO/CAO check-in (as needed)
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▲ **Mon, Mar 18**

- 9:00 AM – 9:30 AM CAO/CFO Weekly Check-in 2019
 - 10:00 AM – 10:30 AM Facilities Construction Project Manager/CAO Check-in
 - 10:30 AM – 11:00 AM POPS Program Status (2019)
 - 11:00 AM – 11:30 AM Budget Issues
 - 12:00 PM – 12:45 PM OMF Leadership Team
 - 1:00 PM – 2:00 PM Portland Building Information Session
 - 2:30 PM – 3:00 PM Portland Building: Move-In Ready and Change Management
 - 3:00 PM – 3:30 PM Deputy CAO/CAO Check-in
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▲ **Tue, Mar 19**

- 9:30 AM – 12:30 PM OMF City Council Work Session - Budget
 - 1:00 PM – 2:00 PM Prosper Portland/ City of Portland
 - 2:30 PM – 3:00 PM Deputy CAO/ OMF Senior Program Manager/ CAO
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▲ **Wed, Mar 20**

- 7:30 AM – 8:30 AM Johnell Bell, Portland Diamond Project/ CAO - Breakfast
 - 9:00 AM – 9:15 AM Strategic Projects Manager/ CAO
 - 9:30 AM – 10:00 AM CAO Executive Assistant/ CAO 1:1 Check-in
 - 12:00 PM – 12:15 PM CFO/ CAO
 - 3:00 PM – 3:30 PM Gordon Friedman, The Oregonian/ CAO Coffee
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▲ **Thu, Mar 21**

- 8:15 AM – 9:00 AM Portland Harbor Update

- 9:00 AM – 10:00 AM OMF Labor Management Committee
- ▨ 10:30 AM – 12:00 PM Portland Building Community Oversight Committee
- 12:00 PM – 12:15 PM Comm. Fish Chief of Staff/ CAO check-in
- 12:45 PM – 1:00 PM Deputy CAO/CAO check-in (as needed)
- 2:30 PM – 3:00 PM Interim Fire Chief/ CAO Check-in
- 3:00 PM – 3:30 PM CAO/BHR Director Check-ins for 2019
- 3:30 PM – 5:00 PM 2019 Leadership Team Meeting

▲ **Fri, Mar 22**

■ All Day vacation

▲ **Mon, Mar 25**

■ All Day vacation

■ 11:00 AM – 11:30 AM Budget Issues

▲ **Tue, Mar 26**

■ All Day vacation

▲ **Wed, Mar 27**

- 9:00 AM – 9:30 AM Deputy CAO/CAO check-in reschedule
- 1:00 PM – 1:30 PM Police Chief/CAO Monthly 1:1
- 1:30 PM – 1:45 PM OMF Policy Analyst/ CAO Check In
- 2:30 PM – 2:50 PM Mayor's Chief of Staff/ CAO
- 3:00 PM – 4:00 PM CBO/ CFO/ City Treasurer/ City Economist/ CAO/ Debt Manager

▲ **Thu, Mar 28**

- 11:30 AM – 12:00 PM Strategic Projects Manager
- 1:00 PM – 1:30 PM Comm. Fish/ CAO

▲ **Fri, Mar 29**

- 7:30 AM – 8:30 AM OMF Policy Advisor/ CAO Breakfast
- 9:00 AM – 9:30 AM CTO/CAO Weekly Check-in
- 9:30 AM – 10:00 AM Conference call with Faye Burch, Faye Burch and Associates/ Maurice Rahming, O'Neill Construction Group/ Kelly Haines, Work Systems
- 10:00 AM – 10:30 AM CAO Executive Assistant/ CAO 1:1 Check-in
- 11:30 AM – 12:00 PM CBO/ City Economist/ OMF Bus. Ops. Manager/ BHR Director/ Deputy BHR Director/ Merit Compensation/ Interim Deputy Budget Director
- 1:00 PM – 1:30 PM Mayor Wheeler/ CAO



3:15 PM – 3:30 PM Deputy CAO/CAO check-in (as needed)
