

CAO Tom Rinehart Calendar

January 1 – March 31, 2020

- Busy ▨ Tentative
■ Out of Office ▩ Working Elsewhere

January 2020

▲ Wed, Jan 1– Jan 8 - Vacation

▲ Thu, Jan 9

- ▨ 9:00 AM – 10:00 AM COEP leadership check in
- 1:00 PM – 1:30 PM CAO/ DCAO/ City Attorney/ Chief Deputy City Attorney/ OMF Analyst
- 1:30 PM – 2:00 PM Facilities Division Manager/ CAO by phone
- 2:00 PM – 2:30 PM CBO/ CAO Check-in
- 2:30 PM – 3:00 PM Walk through Floor 10 of Portland Building (move-in day)
- 3:00 PM – 4:00 PM Comm Hardesty/ Prosper Portland Director/ CAO Check-in

▲ Fri, Jan 10

- 9:30 AM – 10:00 AM DCAO/ Strategic Projects & Opportunities Manager/ CAO Check-in
- 10:00 AM – 10:30 AM Executive Assistant/ CAO Check-in
- 11:10 AM – 12:00 PM COEP IGA Presentation to Council Execs
- 1:00 PM – 1:30 PM Comm. Hardesty/ CAO Check-in
- 1:40 PM – 2:00 PM Comm Fritz/ CAO Check-in
- 2:00 PM – 2:30 PM Mayor's CoS/ CAO Check-in
- 3:00 PM – 3:30 PM DCAO/CAO Check-in

▲ Mon, Jan 13

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 11:00 AM – 12:00 PM Walk floor 9 of Portland Building (move-in day)
- 12:00 PM – 1:00 PM OMF Policy Analyst/ CAO for lunch
- 1:00 PM – 1:30 PM 3-1-1 Check-in
- 1:30 PM – 2:00 PM Facilities Division Manager/ CAO Check-in
- 2:00 PM – 2:30 PM PBEM Director/ CAO Check-in

- 3:00 PM – 3:30 PM DCAO/ CAO Check-in
 - 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in
 - 4:00 PM – 4:15 PM Strategic Communications Manager/ CAO Check-in
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▲ **Tue, Jan 14**

- 9:00 AM – 10:00 AM MEETING: PBEM Leadership Team
 - 10:00 AM – 11:00 AM MEETING: BOEC Leadership Team
 - 1:00 PM – 1:30 PM Parks Director/ CAO Check-in
 - 1:30 PM – 2:00 PM OMF Financial Status Briefing
 - 2:00 PM – 2:30 PM Mayor's staff/ CBO/ Interim BHR Director/ CAO
 - 3:00 PM – 4:00 PM OMF Advisory Committee - FY 2019-20 meeting series
 - 4:00 PM – 6:00 PM Budget Advisory Committee
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▲ **Wed, Jan 15**

- 8:30 AM – 9:00 AM PHB Director/ CAO Check-in
 - 10:00 AM – 12:00 PM COEP IGA Council Presentation
 - 1:00 PM – 2:00 PM PPB OT Audit Briefing
 - 2:30 PM – 3:00 PM CAO FY21 Budget
 - 3:00 PM – 4:00 PM Police Chief/ PBEM Director/ Strategic Projects & Opportunities Manager/ CAO
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▲ **Thu, Jan 16**

- 8:00 AM – 8:30 AM Prosper Portland Director/ CAO Check-in
 - 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 10:15 AM – 10:30 AM Interim BHR Director/ Employee Relations Manager/ CAO
 - 10:30 AM – 11:00 AM Portland Building Community Oversight Committee Meeting
 - 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
 - 1:30 PM – 2:00 PM OEHR Director/ CAO Check-in
 - 2:00 PM – 2:30 PM Workforce Recruitment & Training Manager/ DCAO/ CAO Check-in
 - 2:30 PM – 3:00 PM Civic Life Director/ CAO Check-in
 - 3:10 PM – 3:30 PM BRFS Managers Meeting
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▲ **Fri, Jan 17**

- 9:00 AM – 10:00 AM Meet with RACC
- 10:00 AM – 10:30 AM Executive Assistant/ CAO Check-in
- 1:00 PM – 1:30 PM Collective Bargaining Updates

- 2:00 PM – 2:15 PM DCAO/ CAO Check-in
- 3:00 PM – 4:00 PM Mayor's staff/ DCAO/ CAO

▲ **Sat, Jan 18**

- 11:00 AM – 1:30 PM Portland Building Contractor Appreciation Event

▲ **Mon, Jan 20**

- 8:00 AM – 5:00 PM MLK Jr. Day Holiday
- 8:30 AM – 10:30 AM January 20, 2020 Skanner Foundation 34th Annual Martin Luther King Jr. Breakfast

▲ **Tue, Jan 21**

- All Day out ill

▲ **Wed, Jan 22**

- 8:30 AM – 9:00 AM Chris Oxley, Trailblazers/ CAO
- 1:00 PM – 7:00 PM flight to Austin, TX

▲ **Thu, Jan 23- Jan 25**

- All Day Large Cities Executive Forum in Austin, TX

▲ **Mon, Jan 27**

- 9:00 AM – 9:30 AM Interim BHR Director/ CAO Check-in
- 9:30 AM – 10:00 AM BTS Director/ CAO Check-in
- 10:00 AM – 10:30 AM Interim CFO/ CAO Check-in
- 11:00 AM – 12:00 PM Walk Floors 12, 13, 14 of Portland Building (move-in day)
- 12:00 PM – 1:00 PM Peggidy Yates, Director Strategic Capital Planning, Multnomah County/ CAO
- 3:00 PM – 3:30 PM City Arts Program Manager/ Strategic Projects & Opportunities Manager/ CAO
- ▨ 4:30 PM – 6:30 PM Technology Oversight Committee meeting

▲ **Tue, Jan 28**

- 8:30 AM – 9:00 AM BDS Director/ CAO Check-in
- 9:30 AM – 11:30 AM Council Work Session on Facial Recognition
- 11:30 AM – 12:00 PM Revenue Bureau Manager/ CAO
- 1:30 PM – 2:00 PM Ashley Henry, Executive Director, Business for a Better Portland/ CAO Check-in

- 3:30 PM – 4:00 PM Facilities Division Manager/ CAO Check-in
 - 4:00 PM – 4:30 PM Scott Andrews, Principal, Melvin Mark/ CAO Check-in by phone
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▲ **Wed, Jan 29**

- 8:30 AM – 9:00 AM Interim BHR Director/ Employee Relations Manager/ CAO
 - 9:00 AM – 9:30 AM DCAO/ CAO Check-in
 - 9:30 AM – 10:00 AM 3-1-1 Check-in
 - 10:00 AM – 10:30 AM Meet Strategic Projects Manager Finalist
 - 11:00 AM – 11:30 AM PWB Director/ CAO check-in
 - 1:00 PM – 2:00 PM City of Portland and Trail Blazers Meeting
 - 3:30 PM – 4:00 PM FPDR Director/ CAO Quarterly Meeting
 - 4:30 PM – 5:30 PM Metro COO Selection panel
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▲ **Thu, Jan 30**

- 7:30 AM – 8:30 AM OMF Policy Analyst for breakfast
 - ▨ 9:00 AM – 10:00 AM CAO Staff Meeting
 - 10:00 AM – 10:30 AM PBEM Director/ Strategic Projects & Opportunities Manager/ CAO
 - 10:30 AM – 11:00 AM Cost Containment Options
 - 11:00 AM – 11:30 AM PB Directors Check-in
 - 11:45 AM – 12:00 PM Executive Assistant/ Administrative Assistant/ CAO
 - 12:00 PM – 12:15 PM CPO/ CAO quick check-in
 - 2:00 PM – 3:00 PM Broadway Corridor Presentation to City Council
 - 3:00 PM – 3:30 PM Possible meeting with Comm. Hardesty
 - ▨ 3:00 PM – 4:00 PM Larry Nelson's Retirement Celebration
 - 3:30 PM – 4:00 PM Workforce Recruitment & Training Manager/ DCAO/ CAO
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▲ **Fri, Jan 31**

- 10:30 AM – 11:00 AM Comm Fish Staff Rep./CAO for Coffee
- 11:00 AM – 11:30 AM Executive Assistant/ CAO Check-in
- 1:00 PM – 1:30 PM Collective Bargaining Updates
- 1:30 PM – 2:00 PM PBEM Director/ Strategic Projects & Opportunities Manager/ CAO by phone
- 2:00 PM – 2:30 PM OMF Financial Status Briefing
- 3:00 PM – 3:15 PM DCAO/ CAO Check-in

February 2020

▲ Mon, Feb 3

- 9:00 AM – 9:30 AM Interim BHR Director/ CAO Check-in
 - 10:00 AM – 10:30 AM BES Director/ CAO Check-in
 - 11:00 AM – 11:30 AM PHB Director/ CAO Check-in
 - 11:30 AM – 12:00 PM PSWG Research
 - 1:30 PM – 2:00 PM Facilities Division Manager/ CAO Check-in
 - 2:00 PM – 2:30 PM Walk floor 12, 13, 14 of Portland Building (move-in day)
 - 3:00 PM – 3:30 PM DCAO/ CAO Check-in
 - 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in
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▲ Tue, Feb 4

- 8:30 AM – 9:15 AM Mayor's Staff and City Management Meeting
 - 9:30 AM – 11:30 AM City Council Executive Session
 - 11:45 AM – 12:30 PM Police Leadership Team Meeting
 - 1:00 PM – 1:15 PM DCAO/ HUCIRP Manager/ CAO Check-in
 - 2:00 PM – 2:30 PM Mayor's Policy Advisor/ CAO Check-in
 - 3:00 PM – 3:30 PM DCAO/ Strategic Projects & Opportunities Manager/ CAO Check-in
 - 4:00 PM – 5:00 PM PSWG Executive Committee
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▲ Wed, Feb 5

- 9:00 AM – 9:30 AM PTE Local 17/ CAO Check-in
 - 10:30 AM – 10:45 AM BPS Technical Svcs Manager/CAO phone check-in
 - 1:30 PM – 2:00 PM Long Beach City Manager/ CBO/ Facilities Division Manager/ Div. of Asset Mngmt Manager/ Strategic Projects Manager/ CAO phone call
 - 2:30 PM – 3:00 PM PBOT Director/ CAO Check-in
 - 3:30 PM – 4:00 PM Workforce Recruitment & Training Manager/ DCAO/ CAO
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▲ Thu, Feb 6

- 7:00 AM – 8:00 AM Mayor/ Mayor's staff/ Tim Boyle, Columbia Sportswear Co./ CAO for breakfast
- 9:00 AM – 9:30 AM Interim BHR Director/ Chief Deputy City Attorney/ CAO

- 9:30 AM – 10:00 AM Security Manager/ CAO Tour 3rd floor of Portland Building
 - 9:30 AM – 11:30 AM Council Work Session re: Gun Violence Reduction Team and Body Worn Cameras
 - 10:30 AM – 11:00 AM Fire Chief/ CAO Check-in
 - 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
 - 1:00 PM – 2:00 PM Portland Building Tour for Bureau Directors
 - 2:00 PM – 2:30 PM PBEM Director/ Strategic Projects & Opportunities Manager/ CAO
 - 2:30 PM – 3:00 PM 311 Program Manager/ CAO
 - 3:00 PM – 4:30 PM ITS Steering Committee meeting
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▲ **Fri, Feb 7**

- 9:00 AM – 9:30 AM Comm. Hardesty/ CAO Check-in
 - 9:45 AM – 10:15 AM Multnomah County Library Director/ CAO for Coffee
 - 10:30 AM – 11:00 AM Executive Assistant/ CAO Check-in
 - 11:00 AM – 11:30 AM Steve Rauner, Executive Producer, North (north.com)/ Strategic Projects & Opportunities Manager/ CAO for Coffee
 - 11:30 AM – 12:00 PM Strategic Communications Manager/ CAO Check-in
 - 1:00 PM – 1:30 PM Comm. Fritz/ CAO Check-in
 - 1:30 PM – 2:00 PM Tom Colett and Richard Farrell, Local483/ CAO for coffee
 - 2:30 PM – 3:00 PM Annette Price and Scott Bolton, Pacific Power/ CAO for coffee
 - 3:00 PM – 3:15 PM DCAO/ CAO Check-in
 - 3:30 PM – 4:00 PM Mayor/ OCT Director/ CAO Check-in
 - 4:00 PM – 5:00 PM AMANDA 7 Deployment Decision
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▲ **Mon, Feb 10**

- 9:00 AM – 9:30 AM Interim BHR Director/ CAO Check-in
 - 11:00 AM – 12:00 PM Walk Floor 8 of Portland Building (move-in day)
 - 1:00 PM – 1:30 PM Facilities Division Manager/ Strategic Communications Manager/ CAO Check-in
 - 2:00 PM – 2:30 PM DCAO/ CAO Check-in
 - 2:45 PM – 3:00 PM BTS Director/ DCAO/ CAO Check-in
 - 3:00 PM – 3:15 PM PIO meeting
 - 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in
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▲ **Tue, Feb 11**

- 9:30 AM – 11:30 AM City Council Work Session re: 3-1-1

- 1:00 PM – 1:30 PM Parks Director/ CAO Check-in
 - 3:15 PM – 4:30 PM Public Safety Working Group Overview
 - 5:30 PM – 6:30 PM Mayor's Deputy CoS/ CAO check-in
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▲ **Wed, Feb 12**

- 7:45 AM – 8:45 AM Mike Golub, Portland Timbers/ CAO for Breakfast
 - 9:00 AM – 9:30 AM Comm. Hardesty CoS/ CAO Check-in
 - 10:00 AM – 10:30 AM BHR Interim Director/ Strategic Communications Manager/ CAO
 - 10:30 AM – 11:00 AM OMF Financial Analyst/ DCAO/ CAO
 - 12:00 PM – 1:00 PM OMF Policy Analyst/ CAO for Lunch
 - 2:00 PM – 2:30 PM OMF Budget Presentation Planning
 - 3:30 PM – 4:00 PM Mark Edlen, Gerding Edlin/ CAO for Coffee
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▲ **Thu, Feb 13**

- 7:30 AM – 8:30 AM Max Williams, Oregon Community Foundation/ CAO for Breakfast
 - 9:00 AM – 9:30 AM BPS Director/ CAO Check-in
 - ▨ 10:00 AM – 11:00 AM BHR/CAO Meet & Greet
 - ▨ 10:00 AM – 11:00 AM Business Operations Leadership Team Meeting
 - 1:00 PM – 1:30 PM Comm. Eudaly/ Comm. Eudaly CoS/ Mayor's Cos/ Mayor's Deputy CoS/ CAO
 - 2:00 PM – 2:30 PM CBO/ CAO Check-in
 - 2:30 PM – 3:00 PM Strategic Projects Manager/ CBO Director/ Facilities Division Manager/ Div. of Asset Management Manager/ CAO
 - 3:00 PM – 3:30 PM Ben Root, University of Portland/ CAO for coffee
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▲ **Fri, Feb 14**

- 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 BTS Info System Tech. Analyst/ CAO for Coffee
 - 2:30 PM – 2:45 PM DCAO/ CAO Check-in
 - 3:00 PM – 4:00 PM Multnomah Co. COO/ Multnomah Co. CFO/ CPO/ Interim CFO/ CAO
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▲ **Sun, Feb 16**

- 2:00 PM – 2:30 PM Portland Building Art installation
 - 3:00 PM – 5:00 PM Nick Fish Celebration of Life
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▲ **Mon, Feb 17**

■ 8:00 AM – 5:00 PM Presidents' Day Holiday

▲ **Tue, Feb 18**

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

■ 11:45 AM – 12:15 PM DCAO/ CAO Check-in

■ 1:00 PM – 5:00 PM CHRO Interview panel

▲ **Wed, Feb 19**

■ 8:45 AM – 5:15 PM CHRO Interview Panel

▲ **Thu, Feb 20**

■ 8:00 AM – 8:30 AM Executive Assistant/ CAO Check-in

■ 8:30 AM – 8:45 AM PB Grand Reopening Progress Check-in

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

■ 10:00 AM – 10:30 AM Strategic Projects & Opportunities Manager/ City Arts Program Manager/ CAO

■ 10:30 AM – 11:30 AM Comm Eudaly/ CAO

■ 12:00 PM – 1:00 PM Strategic Communications Manager/ Strategic Projects & Opportunities Manager/ DCAO/ CAO

▨ 2:30 PM – 4:00 PM Employee Appreciation Event - AMANDA Go-Live Success!

■ 5:25 PM – 7:50 PM flight to Long Beach, CA

▲ **Fri, Feb 21**

■ 8:00 AM – 9:00 AM Long Beach Chief of Police/ CAO for Breakfast

■ 9:00 AM – 5:00 PM Long Beach Facilities Tour

■ 10:00 AM – 10:15 AM Strategic Communications Manager/ CAO phone call

■ 10:15 AM – 10:30 AM Nigel Jaquiss, Willamette Week/ CAO phone call

■ 3:00 PM – 3:15 PM DCAO/ CAO Check-in

■ 7:55 PM – 10:30 PM flight to Portland

▲ **Mon, Feb 24**

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

■ 9:30 AM – 10:30 AM OMF Leadership Team Meetings

■ 11:00 AM – 11:45 AM Walk Floors 4 and 5 of Portland Building (move-in day)

■ 11:45 AM – 12:00 PM OMF Communications Analyst/ CAO

■ 12:30 PM – 1:30 PM Jerry Newfarmer/ Management Partners/ CAO for Lunch

- 2:00 PM – 2:20 PM Mayor Wheeler/ CAO Check-in
 - 2:30 PM – 3:00 PM City Auditor/ CAO Check-in
 - 3:00 PM – 3:30 PM DCAO/ CAO Check-in
 - 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in
 - ▨ 4:30 PM – 6:30 PM Technology Oversight Committee meeting
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▲ **Tue, Feb 25**

- ▨ 8:00 AM – 3:30 PM LEAD Program Kick-Off Invitation
 - 11:30 AM – 1:30 PM Travel Portland State of the Industry
 - 3:30 PM – 4:00 PM BOEC Director/ CAO Check-in
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▲ **Wed, Feb 26**

- 7:30 AM – 8:30 AM OMF Policy Analyst/ CAO for Breakfast
 - 9:00 AM – 9:30 AM BES Director/ CAO Check-in
 - 9:30 AM – 10:00 AM Strategic Projects & Opportunities Manager/ 3-1-1 Program Manager/ DCAO/ CAO Check-in
 - 10:00 AM – 10:30 AM Executive Assistant/ CAO Check-in
 - 12:00 PM – 12:30 PM Jen Clodius Retirement
 - 12:30 PM – 1:00 PM Strategic Communications Manager/ Facilities Division Manager/ CAO
 - 1:00 PM – 5:00 PM Racial Equity Training
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▲ **Thu, Feb 27**

- 9:00 AM – 5:00 PM Racial Equity Training
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▲ **Fri, Feb 28**

- ▨ 9:00 AM – 10:00 AM Mayor Wheeler's CoS/ Mult. Co COO/ CAO
 - 9:00 AM – 5:00 PM Racial Equity Training
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March 2020

▲ **Mon, Mar 2**

- 8:00 AM – 5:00 PM out of office
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▲ **Tue, Mar 3**

- 8:00 AM – 8:15 AM COVID-19 Check in
- 8:30 AM – 9:15 AM Mayor's Staff and City Management Meeting

- 9:30 AM – 10:30 AM Council Work Session re: Portland Building Reconstruction, Successes and Lessons Learned
- 11:00 AM – 11:30 AM Interim BHR Director/ CAO Check-in
- 11:30 AM – 12:00 PM DCAO/ CAO Check-in
- 12:30 PM – 1:00 PM Strategic Communications Manager/ CAO
- 1:00 PM – 1:15 PM Comm. Hardesty CoS/ CAO
- 1:15 PM – 2:00 PM Walk floors 6 and 7 of Portland Building (move-in day)
- 2:30 PM – 3:00 PM PWB Director/ CAO Check-in
- 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call
- 4:00 PM – 4:30 PM PBOT Director/ CAO Check-in

▲ Wed, Mar 4

- 8:00 AM – 8:15 AM COVID-19 Check in
- 8:30 AM – 9:00 AM Marc Ott, ICMA/ CAO by phone
- 9:00 AM – 10:00 AM Strategic Communications Manager/ DCAO/ CAO
- 11:30 AM – 12:00 PM DCAO/ Strategic Projects & Opportunities Manager/ CAO Check-in
- 1:00 PM – 2:00 PM PSWG Budget Session Prep
- 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call

▲ Thu, Mar 5

- 8:00 AM – 8:15 AM COVID-19 Check in
- 9:00 AM – 9:15 AM Executive Assistant/ CAO Check-in
- 10:00 AM – 10:15 AM KATU interview re: The Portland Building
- 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
- 2:00 PM – 5:00 PM City Council Budget Work Session
- 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call

▲ Fri, Mar 6

- 7:30 AM – 8:30 AM OMF Policy Analyst/ CAO for Breakfast
- 9:00 AM – 9:30 AM Update on PSWG Work
- 9:30 AM – 10:00 AM BTS Director/ CAO Check-in
- 10:00 AM – 10:30 AM Grants Management Coordinator/ CAO for Coffee
- 10:30 AM – 11:00 AM Interim CFO/ CAO Check-in
- 11:15 AM – 12:00 PM PPB Budget Presentation
- 12:30 PM – 1:00 PM Workforce Recruitment & Training Manager/ CAO
- 1:00 PM – 1:15 PM DCAO/ CAO Check-in
- 1:30 PM – 2:00 PM Comm Fritz/ CAO Check-in

- 2:00 PM – 2:30 PM OGR Director/ CAO Check-in
 - 3:00 PM – 3:30 PM Comm Hardesty/ CAO Check-in
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▲ **Sat, Mar 7**

- 8:00 AM – 8:15 AM COVID-19 Check in
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▲ **Sun, Mar 8**

- 8:00 AM – 8:15 AM COVID-19 Check in
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▲ **Mon, Mar 9**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 11:00 AM – 11:30 AM Interim BHR Director/ CAO Check-in
 - 11:30 AM – 12:00 PM Walk floors 6 and 7 of Portland Building (move-in day)
 - ▨ 2:00 PM – 3:00 PM Confirmed: BTS - POPS celebration
 - 3:00 PM – 3:30 PM Revenue Director/ CAO for Coffee
 - ▨ 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call
 - 3:30 PM – 3:45 PM Chief Deputy City Attorney/ CAO Quick Check-in
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▲ **Tue, Mar 10**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 8:30 AM – 9:00 AM CHRO Panel Welcome/Scoring Overview
 - 9:30 AM – 12:15 PM Council Budget Work Session re: Financial Sustainability
 - 1:00 PM – 1:30 PM OEHR Director/ CAO Check-in
 - 2:00 PM – 3:00 PM Executive Team Meeting - Portland Building
 - 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call
 - 4:00 PM – 4:15 PM OMF Policy Analyst/ CAO Check-in
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▲ **Wed, Mar 11**

- 8:00 AM – 8:15 AM COVID-19 Check in
- 10:00 AM – 10:30 AM DCAO/ CAO Check-in
- 10:30 AM – 11:00 AM Interim CFO/ CAO Check-in
- 1:15 PM – 1:45 PM Mayor Wheeler/ Interim BHR Director/ PBEM Director/ CAO
- 3:00 PM – 3:30 PM OMF Leadership Team Check-in
- ▨ 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call
- 4:00 PM – 4:30 PM Facilities Division Manager/ Strategic Projects Manager/ DCAO/ CAO

▲ **Thu, Mar 12**

- 8:00 AM – 8:15 AM COVID-19 Check in
- 8:00 AM – 9:00 AM Breakfast with BHR Director Candidate
- 9:30 AM – 12:30 PM Council Budget Work Session re: Equitable Community Development/Mitigating Displacement
- 12:00 PM – 1:00 PM Bureau Directors Meeting (COVID-19)
- 1:30 PM – 2:00 PM Facilities Division Manager/ CAO Check-in
- 2:30 PM – 2:45 PM Spectator Venues Program Manager/ Strategic Projects and Opportunities Manager/ Strategic Communications Manager/ CAO
- 3:00 PM – 4:00 PM PSWG Presentation Run-through
- 5:30 PM – 6:30 PM Dinner with BHR Candidate

▲ **Fri, Mar 13**

- 8:00 AM – 8:15 AM COVID-19 Check in
- 8:00 AM – 9:00 AM Breakfast with BHR Director Candidate
- 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
- 9:30 AM – 10:00 AM Executive Assistant/ CAO Check-in
- 10:00 AM – 10:30 AM Conference call with US- DHHS Region-10, Regional Director John Graham
- 11:00 AM – 12:00 PM City Council Execs Meeting
- ▨ 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
- 3:00 PM – 3:15 PM DCAO/ CAO Check-in
- ▨ 3:00 PM – 3:30 PM Dorothy Elmore's Retirement
- 5:30 PM – 6:30 PM Dinner with BHR Director Candidate

▲ **Sat, Mar 14**

- 8:00 AM – 8:15 AM COVID-19 Check in

▲ **Sun, Mar 15**

- 8:00 AM – 8:15 AM COVID-19 Check in
- 12:00 PM – 12:30 PM CALL: City Leadership | COVID-19 Updates (Sonia)
- 5:00 PM – 5:30 PM PHONE: COVID-19 briefing - 503-823-9998

▲ **Mon, Mar 16**

- 8:00 AM – 8:15 AM COVID-19 Check in
- 8:30 AM – 9:00 AM The Portland Building Closure Discussion

- 9:00 AM – 9:30 AM City Building Closures Discussion
 - 10:00 AM – 10:30 AM DCAO/ CAO Check-in
 - 10:30 AM – 11:00 AM County/City Call
 - 11:00 AM – 11:30 AM Comm. Eudaly/ CAO
 - 11:30 AM – 12:00 PM Interim BHR Director/ CAO Check-in
 - ▨ 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 2:00 PM – 2:30 PM City Building Closures Discussion
 - 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call
 - 4:00 PM – 4:15 PM City Directors check-in opportunity
 - 4:30 PM – 5:00 PM Workforce Recruitment & Training Manager/ CAO
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▲ **Tue, Mar 17**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 9:30 AM – 10:00 AM Finance & Payroll Manger/ Strategic Projects & Opportunities Manager/ CAO
 - 10:15 AM – 10:35 AM Mayor Wheeler/ Mayor’s CoS/ CAO
 - ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
 - ▨ 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 2:00 PM – 2:30 PM Metro COO/ Multnomah County Interim COO/ CAO Conference Call
 - 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call
 - 4:00 PM – 4:15 PM City Directors check-in opportunity
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▲ **Wed, Mar 18**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 10:30 AM – 11:00 AM Interim BHR Director/ CAO Check In
 - 11:00 AM – 11:30 AM Economic Impact Action Committee - Today
 - 11:30 AM – 12:00 PM Prosper Portland Director/ CAO Check-in
 - 12:00 PM – 12:30 PM Mayor Wheeler/ Mayor’s CoS/ Mayor’s Deputy CoS/ CAO
 - ▨ 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 2:00 PM – 2:30 PM OMF Public Information Officer/ CAO Check-in
 - 2:30 PM – 2:45 PM Workforce Recruitment & Training Manager/ CAO Check-in
 - 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call
 - 4:00 PM – 4:15 PM City Directors check-in opportunity
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▲ **Thu, Mar 19**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 10:30 AM – 11:00 AM PBEM Director/ Interim BHR Director/ Mayor’s Deputy CoS/ Comm. Hardesty’s CoS/ CAO
 - ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
 - ▨ 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 2:00 PM – 2:30 PM Executive Assistant/ CAO Check-in
 - 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call
 - 4:00 PM – 4:15 PM City Directors check-in opportunity
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▲ **Fri, Mar 20**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 9:00 AM – 11:00 AM Economic Impact & Intervention Task Force
 - 11:00 AM – 12:00 PM Council Executives Meeting
 - ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
 - ▨ 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 2:30 PM – 3:00 PM Employee & Labor Relations Manager/ CAO
 - 3:00 PM – 3:15 PM DCAO/ CAO Check-in
 - 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call
 - 4:00 PM – 4:15 PM City Directors check-in opportunity
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▲ **Sat, Mar 21**

- 8:00 AM – 8:15 AM COVID-19 Check in
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▲ **Sun, Mar 22**

- 8:00 AM – 8:15 AM COVID-19 Check in
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▲ **Mon, Mar 23**

- 8:00 AM – 8:15 AM COVID-19 Check in
- 9:15 AM – 9:30 AM PP&R Director/ CAO Check In
- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
- ▨ 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
- 12:30 PM – 1:15 PM CBO Proposed Budget Planning (Mayor and City Staff)
- 1:30 PM – 2:00 PM City Leadership | COVID -19 Mayoral Updates
- 2:00 PM – 2:30 PM DCAO/ CAO Check-in

- 2:30 PM – 3:00 PM Interim BHR Director/ CAO Check-in
 - 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in
 - 4:00 PM – 4:15 PM City Directors check-in opportunity
 - 4:30 PM – 5:00 PM Strategic Communications Manager/ CAO
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▲ **Tue, Mar 24**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 9:30 AM – 9:45 AM Interim BHR Director/ CAO
 - 10:00 AM – 10:15 AM CFO/ CAO
 - 11:00 AM – 11:30 AM News Conference
 - ▨ 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 1:00 PM – 1:30 PM CAO Office Calls
 - 1:30 PM – 2:00 PM Strategic Projects and Opportunities Manager/ CAO Check-in
 - 2:00 PM – 2:30 PM Police Chief/ CAO Check-in
 - 2:30 PM – 3:00 PM PHB Director/ CAO Check-in
 - 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
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▲ **Wed, Mar 25**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 9:00 AM – 9:30 AM BES Director/ CAO Check-in
 - 9:30 AM – 10:00 AM Strategic Projects & Opportunities Manager/ 3-1-1 Program Manager/ DCAO/ CAO Check-in
 - 10:00 AM – 10:15 AM Spectator Venues Program Manager/ CAO
 - 11:30 AM – 12:00 PM PWB Director/ CAO Check-in
 - ▨ 11:30 AM – 12:00 PM Economic Impact Action Committee
 - ▨ 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 1:00 PM – 1:30 PM CAO Office Calls
 - 1:30 PM – 1:45 PM OMF Public Information Office/ CAO
 - 2:00 PM – 2:30 PM Scott Andrews, Melvin Mark/ Karen Whitman, Karen Whitman Projects/ Spectator Venues Program Manager/ CAO
 - 2:30 PM – 3:00 PM Mayor Wheeler's CoS/ CAO
 - 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
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▲ **Thu, Mar 26**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - ▨ 9:00 AM – 9:30 AM CAO Staff Meeting
 - ▨ 9:30 AM – 10:30 AM Revenue Bureau Staff Meeting
 - 10:00 AM – 10:30 AM Forward Planning Check-In
 - ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 11:30 AM – 12:00 PM BDS Director/ CAO Check-in
 - ▨ 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 1:00 PM – 1:30 PM CAO Office Calls
 - 2:30 PM – 3:00 PM PP&R Director/ CAO Check-in
 - 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
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▲ **Fri, Mar 27**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
 - 10:00 AM – 12:00 PM Disaster Policy Council
 - ▨ 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 1:00 PM – 1:30 PM Collective Bargaining Updates
 - 1:30 PM – 2:00 PM Executive Assistant/ CAO Check-in
 - 2:00 PM – 2:30 PM OMF Financial Status Briefing
 - 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call
 - 3:30 PM – 3:45 PM DCAO/ CAO Check-in
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
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▲ **Sat, Mar 28 – Sun, Mar 29**

- 8:00 AM – 8:15 AM COVID-19 Check in
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▲ **Mon, Mar 30**

- 8:00 AM – 8:15 AM COVID-19 Check in
- 9:30 AM – 10:00 AM CFO/ CAO Check-in
- ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
- 11:30 AM – 12:00 PM BHR Director/ CAO Check-in
- ▨ 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
- 1:00 PM – 1:30 PM Facilities Division Manager/ CAO Check-in

- 1:30 PM – 2:00 PM Mayor Wheeler/ City Leadership call check-in
 - 2:30 PM – 3:00 PM DCAO/ CAO Check-in
 - 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call
 - 3:30 PM – 4:00 PM Forward Planning Check-In
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
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▲ **Tue, Mar 31**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - ▨ 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 2:30 PM – 3:00 PM Strategic Projects and Opportunities Manager/ Strategic Communications Manager/ DCAO/ CAO
 - 3:00 PM – 3:30 PM COVID-19 Daily Coordination Call
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
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