

CAO Tom Rinehart Calendar

April 1 – June 30, 2020

- Busy
- Tentative
- Out of Office
- Working Elsewhere

April 2020

▲ Wed, Apr 1

- 8:00 AM – 8:15 AM COVID-19 Check in
- 11:00 AM – 12:00 PM CAO Office Calls
- 11:00 AM – 12:00 PM Economic Impact Action Committee
- 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
- 1:30 PM – 1:45 PM Principle Financial Analyst/ CAO check-in
- 2:30 PM – 3:00 PM Strategic Projects Manager/ Strategic Projects & Opportunities Team Manager/ City Arts Program Manager/ CAO
- 3:00 PM – 3:30 PM Updated invitation: COVID-19 Governmental and Served Agencies Coordination Call @ Weekly from 3pm to 3:30pm on weekdays from Mon Mar 23 to Wed Apr 8 (PDT) (tom.rinehart@portlandoregon.gov)
- 3:30 PM – 4:00 PM Infrastructure Bureau Challenges

▲ Thu, Apr 2

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 8:00 AM – 8:15 AM COVID-19 Check in
- 9:30 AM – 9:45 AM BDS Director/ BTS Director/ DCAO/ CAO
- 10:00 AM – 10:30 AM Executive Assistant/ CAO Check-in
- 10:30 AM – 11:00 AM Fire Chief/ CAO Check-in
- 11:00 AM – 11:15 AM Police Chief/ CAO Check-in
- 11:30 AM – 12:30 PM Bureau Directors Monthly Meeting
- 1:30 PM – 1:45 PM Gordon Friedman, The Oregonian/ CAO
- 3:00 PM – 3:15 PM BES Director/ BTS Director/ DCAO/ CAO
- 3:00 PM – 3:30 PM COVID-19 Governmental and Served Agencies Coordination Call
- 4:00 PM – 4:15 PM City Directors Check-in Opportunity
- 4:30 PM – 5:00 PM Mayor's CoS/ Mayor's Deputy CoS/ BHR Director/ CBO Director/ CAO

▲ **Fri, Apr 3**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 8:30 AM – 9:00 AM Chief Procurement Officer/ CFO/ CAO
 - 9:45 AM – 10:00 AM City Arts Program Manager/ Strategic Projects Manager/ CAO
 - 10:00 AM – 10:30 AM OMF Policy Analyst/ CAO Check-in
 - 1:00 PM – 1:40 PM CONFERENCE CALL: City Leadership on Trash Program
 - 1:30 PM – 1:45 PM DCAO/ CAO Check-in (as needed)
 - ▨ 3:00 PM – 3:30 PM COVID-19 Governmental and Served Agencies Coordination Call
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▲ **Sat, Apr 4**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 11:00 AM – 11:40 AM CONFERENCE CALL: County & City Leadership on COVID-19 Peak Modelling
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▲ **Sun, Apr 5**

- 8:00 AM – 8:15 AM COVID-19 Check in
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▲ **Mon, Apr 6**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 8:00 AM – 8:15 AM COVID-19 Check in
 - 9:00 AM – 9:30 AM BHR 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
 - 1:00 PM – 1:30 PM Facilities Division Manager/ CAO Check-in
 - 1:30 PM – 2:00 PM City Leadership | COVID -19 Mayoral Updates
 - 2:30 PM – 3:00 PM DCAO/CAO Check-in
 - ▨ 3:00 PM – 3:30 PM COVID-19 Governmental and Served Agencies Coordination Call
 - 5:15 PM – 5:30 PM SPOT Manager/ CAO Check-in
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▲ **Tue, Apr 7**

- 9:00 AM – 9:30 AM PBOT Director/CAO Check-in
- 9:30 AM – 9:45 AM Spectator Venues Program Manager/ CAO Check-in
- 10:00 AM – 10:15 AM Prosper Portland Director/ CAO Check-in
- ▨ 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
- 1:00 PM – 1:30 PM CARES Act Discussion

- 1:30 PM – 1:45 PM CBO Director/ City Economist/ CAO Quick Check-in
 - 2:00 PM – 2:30 PM Comm. Fritz/ CAO Check-in
 - 2:30 PM – 3:00 PM SPOT Manager/ DCAO/ CAO Check-in
 - ▨ 3:00 PM – 3:30 PM COVID-19 Governmental and Served Agencies Coordination Call
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
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▲ **Wed, Apr 8**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
 - ▨ 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 1:15 PM – 1:30 PM Deputy CFO/ CFO/ CAO Check-in
 - 1:30 PM – 2:00 PM CFO/ CAO Check-in
 - ▨ 3:00 PM – 3:30 PM COVID-19 Governmental and Served Agencies Coordination Call
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▲ **Thu, Apr 9**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 8:00 AM – 8:15 AM COVID-19 Check in
 - 9:30 AM – 10:00 AM Comm. Hardesty/ Comm. Hardesty CoS/ CAO
 - ▨ 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 1:30 PM – 1:45 PM Mayor's CoS/ Mayor's Deputy CoS/ CAO
 - 2:00 PM – 2:30 PM Tom/ Jessica Monthly Check-in
 - ▨ 3:00 PM – 3:30 PM COVID-19 Governmental and Served Agencies Coordination Call
 - 3:00 PM – 4:00 PM BRFs Division Managers Meeting
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
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▲ **Fri, Apr 10**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 8:30 AM – 9:00 AM Executive Assistant/ CAO Check-in
 - 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
 - 9:30 AM – 9:45 AM DCAO/ CAO Check-in (as needed)
 - 9:45 AM – 10:00 AM Spectator Venues Program Manager/ CAO Check-in
 - 10:00 AM – 11:00 AM CAO Office Managers Meeting
 - 1:00 PM – 3:30 PM CBO Budget Planning
 - 3:45 PM – 4:00 PM Strategic Projects Manager/ SPOT Manager/ CAO Check-in
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▲ **Sat, Apr 11 – Sun, Apr 12**

■ 8:00 AM – 8:15 AM COVID-19 Check in

▲ **Mon, Apr 13**

■ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
■ 8:00 AM – 8:15 AM COVID-19 Check in
■ 8:30 AM – 9:00 AM Mike M
■ 9:00 AM – 9:30 AM BHR Director/ CAO Check-in
▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
■ 11:30 AM – 12:00 PM Comm Eudaly/ CAO Check-in
▨ 12:00 PM – 12:30 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 City Leadership | COVID -19 Mayoral Updates
■ 2:30 PM – 3:00 PM DCAO/CAO Check-in
■ 3:30 PM – 4:00 PM CFO/ CAO Check-in

▲ **Tue, Apr 14**

■ 8:00 AM – 8:15 AM COVID-19 Check in
■ 9:30 AM – 10:00 AM Collective Bargaining Updates
■ 10:30 AM – 11:00 AM Multnomah County Cost Sharing Agreement
■ 12:00 PM – 12:30 PM Prosper Portland Director/ CAO Check-in
■ 1:00 PM – 1:30 PM PP&R Director/ CAO Check-in
■ 1:30 PM – 3:00 PM HOLD: Potential Media Calls
■ 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ **Wed, Apr 15**

■ 8:00 AM – 8:30 AM BTS Daily Check-in
■ 9:30 AM – 11:30 AM CAO Leadership Racial Equity Follow-up Training
▨ 12:00 PM – 12:30 PM Business Operations Leadership Team - COVID Response
■ 12:30 PM – 1:00 PM CBO Director/ City Economist/ CAO
■ 1:30 PM – 2:00 PM OEHR Director/ CAO Check-in
■ 2:30 PM – 3:00 PM Andrew Scott, Melvin Mark/ Karen Whitman, Karen Whitman Projects / Spectator Venues Manager/ CAO

▲ **Thu, Apr 16**

■ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
■ 8:00 AM – 8:15 AM COVID-19 Check in
■ 9:00 AM – 10:00 AM OMF Labor Management Committee

- 10:00 AM – 10:30 AM Comm. Hardesty/ Fire Chief/ PBEM Director/ CAO
 - 10:50 AM – 11:30 AM Mayor's Policy Analyst/ CBO Director/ CFO/ BTS Director/ BHR Director/ CAO
 - 11:30 AM – 11:45 AM SPOT Manager/ City Arts Program Manager/ Strategic Projects Manager/ CAO
 - 12:00 PM – 1:00 PM BHR Long-Term Business Continuity Meetings
 - 1:00 PM – 1:20 PM Mayor/ CAO
 - 1:30 PM – 2:30 PM Large Cities Executive Forum Covid-19 Discussion
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Apr 17**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 8:30 AM – 9:00 AM Civic Life Director/ CAO Quarterly Check-in
 - ▨ 9:00 AM – 11:00 AM Economic Impact & Intervention Task Force
 - 10:00 AM – 10:30 AM Executive Assistant/ CAO Check-in
 - ▨ 12:00 PM – 12:30 PM Business Operations Leadership Team - COVID Response
 - 2:00 PM – 3:00 PM Mayor monthly meeting with Portland Business Association
 - 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
 - 3:15 PM – 3:30 PM CBO Sr. Financial Analyst/ CAO Quick Check-in
 - 3:30 PM – 3:45 PM BOEC Director/ CAO Quick Check-in
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▲ **Sat, Apr 18**

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

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 4:00 PM – 4:30 PM OMF Policy Analyst/ CAO
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▲ **Mon, Apr 20**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 8:00 AM – 8:15 AM COVID-19 Check in
 - 9:00 AM – 9:30 AM BHR Director/ CAO Check-in
 - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 11:00 AM – 11:30 AM Comm. Eudaly/ CAO Check-in
 - ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 1:00 PM – 1:30 PM Facilities Division Manager/ CAO Check-in
 - 1:30 PM – 1:45 PM PBOT Director/ CAO Quick Chat
 - 3:00 PM – 3:30 PM DCAO/CAO Check-in
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▲ **Tue, Apr 21**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 9:00 AM – 9:30 AM CFO/ CAO Check-in
 - 9:30 AM – 11:00 AM Council Work Session re: CARES Act
 - 11:30 AM – 12:00 PM CBO Director/ CAO Check-in
 - 12:30 PM – 1:00 PM PSWG Executive Committee
 - 1:00 PM – 1:15 PM BHR Director/ Strategic Communications Director/ CAO Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Apr 22**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 8:30 AM – 8:55 AM PBEM Director/ CAO
 - 9:00 AM – 9:30 AM BES Director/ CAO Check-in
 - 10:30 AM – 10:45 AM City Arts Program Manager/ Strategic Projects Manager/ CAO
 - 11:30 AM – 12:00 PM PWB Director/ CAO Check-in
 - ▨ 12:00 PM – 12:30 PM Business Operations Leadership Team - COVID Response
 - 1:00 PM – 1:30 PM 311 Program Manager/ CAO Check-in
 - 2:30 PM – 3:00 PM Disaster Policy Council prep
 - 3:00 PM – 4:00 PM County/City reopening coordination
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▲ **Thu, Apr 23**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 8:00 AM – 8:15 AM COVID-19 Check in
 - 9:00 AM – 9:15 AM Mayor's CoS/ Mayor's Policy Advisor/ PBOT Director/ BPS Director/ CAO
 - 9:30 AM – 11:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners
 - ▨ 10:00 AM – 11:30 AM Fair Contracting Forum
 - 1:00 PM – 2:30 PM Revenue Division All Staff Meeting
 - 3:00 PM – 3:30 PM BPS Director/ CAO Check-in
 - 3:30 PM – 4:00 PM PHB Director/ CAO Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Apr 24**

- 8:00 AM – 8:15 AM COVID-19 Check in
- 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
- 9:30 AM – 10:00 AM Contracting Equity Audit Check-in
- 10:00 AM – 10:30 AM Executive Assistant/ CAO Check-in

- ▨ 12:00 PM – 12:30 PM Business Operations Leadership Team - COVID Response
 - 12:45 PM – 1:00 PM SPOT Manager/ CAO Quick Check-in
 - 1:00 PM – 1:30 PM PBEM Director/ OGR Director/ ECC Manager/ Dan Pippenger, Port of Portland/ CAO
 - 2:00 PM – 2:30 PM OMF Financial Status Briefing
 - 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
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▲ **Sat, Apr 25 – Sun, Apr 26**

- 8:00 AM – 8:15 AM COVID-19 Check in
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▲ **Mon, Apr 27**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 8:00 AM – 8:15 AM COVID-19 Check in
 - 10:30 AM – 11:00 AM DCAO/ CAO Check-in
 - ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 1:00 PM – 1:30 PM Facilities Division Manager/ CAO Check-in
 - 1:30 PM – 2:00 PM City Leadership | COVID -19 Mayoral Updates
 - 3:00 PM – 3:30 PM DCAO/CAO Check-in
 - 3:30 PM – 4:00 PM CFO/ CAO Check-in
 - 4:00 PM – 4:15 PM SPOT Manager/ PBEM Director/ CAO Quick Check-in
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▲ **Tue, Apr 28**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 10:30 AM – 10:45 AM Chief Deputy City Attorney/ CAO Check-in
 - 11:30 AM – 12:00 PM BHR Director/ CAO Check-in
 - 1:00 PM – 1:30 PM SPOT Manager/ DCAO/ CAO Check-in
 - 2:00 PM – 2:30 PM Police Chief/ CAO Check-in
 - 2:30 PM – 3:00 PM Updating Furlough Modeling (Mayor’s office/ CBO/ BHR)
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Apr 29**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 11:00 AM – 12:00 PM DPC Final Content Review
 - ▨ 12:00 PM – 12:30 PM Business Operations Leadership Team - COVID Response
 - 2:00 PM – 2:30 PM Mark Mitsui, Katy Ho, Emma Kallaway from PCC/ CAO re: City Partnerships
 - 3:30 PM – 4:00 PM FPDR Director/ CAO Quarterly Meeting
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▲ **Thu, Apr 30**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 8:00 AM – 8:15 AM COVID-19 Check in
- 9:00 AM – 10:00 AM CAO Office Staff Meeting
- 11:00 AM – 11:45 AM Outdoor Shelter Budget Review
- 1:30 PM – 4:45 PM OMF Leadership Session #2 with CEI
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

May 2020

▲ **Fri, May 1**

- 8:00 AM – 8:15 AM COVID-19 Check in
- 9:00 AM – 9:30 AM OMF Policy Analyst/ CAO Check-in
- 9:30 AM – 9:45 AM DCAO/ CAO Check-in (as needed)
- 10:00 AM – 10:30 AM Executive Assistant/ CAO Check-in
- 1:30 PM – 2:00 PM City Attorney/ CAO Quarterly Check-in
- 2:00 PM – 2:30 PM Comm. Hardesty/ CAO Check-in
- 3:00 PM – 4:30 PM Disaster Policy Council

▲ **Sat, May 2**

- 8:00 AM – 8:15 AM COVID-19 Check in
- 11:00 AM – 12:00 PM County/City meeting

▲ **Sun, May 3**

- 8:00 AM – 8:15 AM COVID-19 Check in

▲ **Mon, May 4**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 8:00 AM – 8:15 AM COVID-19 Check in
- 9:00 AM – 9:30 AM BHR Director/ CAO Check-in
- 9:30 AM – 10:30 AM OMF Leadership Team Meetings
- 10:30 AM – 11:00 AM DCAO/CAO Check-in
- ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
- 1:00 PM – 1:30 PM Facilities Division Manager/ CAO Check-in
- 1:30 PM – 2:00 PM COVID-19 cost update
- 3:30 PM – 4:00 PM CFO/ CAO Check-in

▲ **Tue, May 5**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 8:30 AM – 9:00 AM Strategic Communications Manager/ CAO Check-in
 - ▨ 9:30 AM – 11:30 AM Council Work Session: Spring BMP
 - 11:30 AM – 12:00 PM City/ Better Business PDX Quarterly Check-in
 - 1:00 PM – 1:30 PM Comm. Fritz/ CAO Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, May 6**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 9:00 AM – 9:30 AM PP&R Financial Sustainability Plan
 - 11:00 AM – 11:30 AM Daily Chiefs of Staff Check-in
 - 11:30 AM – 11:45 AM Strategic Communications Manager/ DCAO/ CAO
 - 11:45 AM – 12:00 PM Supplier Diversity Officer/ CAO Check-in
 - ▨ 12:00 PM – 12:30 PM Business Operations Leadership Team - COVID Response
 - 1:30 PM – 2:00 PM PBOT Director/ CAO Check-in
 - 2:00 PM – 2:30 PM Comm. Fritz/ CAO
 - 2:30 PM – 3:00 PM PHB Director/ CAO Check-in
 - ▨ 3:00 PM – 3:30 PM COVID-19 Governmental and Served Agencies Coordination Call
 - 3:30 PM – 3:45 PM BOEC Director/ CAO Quick Check-in
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▲ **Thu, May 7**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 8:00 AM – 8:15 AM COVID-19 Check in
 - 9:00 AM – 9:15 AM SPOT Manager/ CAO Check-in
 - 10:00 AM – 10:30 AM Executive Assistant/ CAO Check-in
 - 10:30 AM – 11:00 AM Fire Chief/ CAO Check-in
 - ▨ 11:30 AM – 12:00 PM Mayor's Budget Press Briefing
 - 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
 - ▨ 3:00 PM – 3:30 PM COVID-19 Governmental and Served Agencies Coordination Call
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, May 8**

- 8:00 AM – 8:15 AM COVID-19 Check in
- 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
- ▨ 9:00 AM – 9:45 AM Mayor's office, BHR, CBO, City Attorney
- 10:00 AM – 11:00 AM CAO Managers Meeting
- 11:00 AM – 12:00 PM Commissioners Execs Mtg.

- ▨ 12:00 PM – 12:30 PM Business Operations Leadership Team - COVID Response
 - 1:00 PM – 1:30 PM Collective Bargaining Updates
 - 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
 - ▨ 3:00 PM – 3:30 PM COVID-19 Governmental and Served Agencies Coordination Call
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▲ **Sat, May 9 – Sun, May 10**

- 8:00 AM – 8:15 AM COVID-19 Check in
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▲ **Mon, May 11**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 8:00 AM – 8:15 AM COVID-19 Check in
 - 8:30 AM – 9:30 AM Labor Discussion Briefing w/ Mayor and City Bureaus
 - 10:30 AM – 11:00 AM SPOT Manager/ Spectator Venues Program Manager/ DCAO/ CAO
 - ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 1:00 PM – 1:30 PM Facilities Division Manager/ CAO Check-in
 - 1:30 PM – 2:00 PM DCAO/CAO Check-in
 - 2:30 PM – 3:00 PM Mayor’s Office/ CAO
 - ▨ 3:00 PM – 3:30 PM COVID-19 Governmental and Served Agencies Coordination Call
 - 3:30 PM – 4:00 PM CFO/ CAO Check-in
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▲ **Tue, May 12**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 9:30 AM – 11:30 AM Council Budget Work Session
 - 11:30 AM – 12:00 PM Daily Chiefs of Staff Check-in
 - 12:30 PM – 1:00 PM Mayor’s office staff/ CAO
 - ▨ 3:00 PM – 3:30 PM COVID-19 Governmental and Served Agencies Coordination Call
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 6:30 PM – 8:30 PM Budget Committee Meeting
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▲ **Wed, May 13**

- 8:00 AM – 8:15 AM COVID-19 Check in
- 9:00 AM – 9:30 AM Comm. Hardesty CoS/ CAO Check-in
- 11:00 AM – 11:30 AM City Arts Program Manager/ Principal Financial Analyst/ CFO/ CAO
- 11:30 AM – 12:00 PM BPS Director/ CAO Check-in
- 1:00 PM – 1:30 PM Mayor/ CAO/ DCAO

- ▨ 3:00 PM – 3:30 PM COVID-19 Governmental and Served Agencies Coordination Call
 - 4:00 PM – 5:00 PM May 13, 2020 Professional Business Development Group Membership Meeting
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▲ **Thu, May 14**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 8:00 AM – 8:15 AM COVID-19 Check in
 - 1:30 PM – 2:30 PM Large Cities Executive Forum Covid-19 Meeting
 - 2:30 PM – 3:00 PM CBO Director/ CAO Check-in
 - 3:00 PM – 4:00 PM HOLD for City Council Meeting
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, May 15**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - ▨ 9:00 AM – 11:00 AM Economic Recovery Task Force
 - 9:30 AM – 9:45 AM Strategic Communications Manager/ CAO Check-in
 - 10:00 AM – 10:30 AM Executive Assistant/ CAO Check-in
 - ▨ 12:00 PM – 12:30 PM Business Operations Leadership Team - COVID Response
 - 2:00 PM – 2:30 PM City/ Portland Business Association Meeting
 - 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
 - ▨ 3:00 PM – 3:30 PM COVID-19 Governmental and Served Agencies Coordination Call
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▲ **Sat, May 16 – Sun, May 17**

- 8:00 AM – 8:15 AM COVID-19 Check in
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▲ **Mon, May 18**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 8:00 AM – 8:15 AM COVID-19 Check in
 - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 1:00 PM – 1:30 PM Facilities Division Manager/ CAO Check-in
 - 1:30 PM – 2:00 PM City Auditor/ Audit Services Director/ CAO
 - 3:00 PM – 3:30 PM DCAO/CAO Check-in
 - 3:30 PM – 4:00 PM Mayor's Deputy CoS/ BHR Director/ Employee & Labor Relations Manager/ CAO
 - 4:00 PM – 4:30 PM City Arts Program Manager/ Principal Financial Analyst/ CFO/ CAO
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▲ **Tue, May 19**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 8:30 AM – 9:00 AM CFO/ CAO Check-in
 - 9:30 AM – 10:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners
 - 1:30 PM – 2:30 PM CARES Work Session Planning
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, May 20**

- 8:00 AM – 8:15 AM COVID-19 Check in
 - 8:30 AM – 9:00 AM Prosper Portland Director/ CAO Check-in
 - 9:00 AM – 9:30 AM SPOT Manager/ DCAO/ CAO Check-in
 - 11:30 AM – 12:00 PM City Auditor/ CAO Quarterly Check-in
 - ▨ 12:00 PM – 12:30 PM Business Operations Leadership Team - COVID Response
 - 2:00 PM – 3:00 PM City Council Budget Hearing
 - 4:30 PM – 4:45 PM OMF Financial Analyst/ CAO Quick Check-in
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▲ **Thu, May 21**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 8:00 AM – 8:15 AM COVID-19 Check in
 - 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 10:30 AM – 11:00 AM BDS Director/ CAO Check-in
 - ▨ 11:15 AM – 12:15 PM City Council Work Session: Multnomah Co. Reopening Briefing
 - 1:30 PM – 2:00 PM OEHR Director/ CAO Check-in
 - 2:00 PM – 2:30 PM PP&R Director/ CAO Check-in
 - 3:30 PM – 4:00 PM Council Work Session - Prep
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, May 22**

- 8:00 AM – 8:15 AM COVID-19 Check in
- 8:30 AM – 9:00 AM Chief Procurement Officer/ CFO/ CAO
- 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
- 9:30 AM – 10:00 AM BHR Director/ CAO Check-in
- 11:00 AM – 11:30 AM Executive Assistant/ CAO Check-in
- 12:00 PM – 12:30 PM Council Work Session - Finalize Presentation
- 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
- ▨ 3:00 PM – 3:30 PM COVID-19 Governmental and Served Agencies Coordination Call
- 3:30 PM – 4:00 PM CBO Director/ DCAO/ CBO Budget Analyst/ CAO

▲ **Sat, May 23 – Sun, May 24**

■ 8:00 AM – 8:15 AM COVID-19 Check in

▲ **Mon, May 25**

■ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call

■ 8:00 AM – 5:00 PM Memorial Day Holiday

▲ **Tue, May 26**

■ 9:30 AM – 11:30 AM City Council Work Session: CARES Act Prioritization

■ 9:30 AM – 12:30 PM OMF Leadership Racial Equity Training

■ 1:30 PM – 2:00 PM PBEM Director/ CAO Quarterly Check-in

■ 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ **Wed, May 27**

■ 9:30 AM – 10:00 AM DCAO/CAO Check-in

■ 10:00 AM – 10:30 AM OMF Policy Analyst/ DCAO/ CAO

■ 10:30 AM – 11:00 AM Comm. Hardesty/ Chief Procurement Officer/ CAO

■ 11:00 AM – 11:30 AM CFO/ CAO Check-in

■ 12:00 PM – 12:30 PM Facilities Division Manager/ CAO Check-in

▨ 12:00 PM – 12:30 PM Business Operations Leadership Team - COVID Response

■ 1:00 PM – 1:30 PM 311 Program Manager/ CAO Check-in

■ 1:30 PM – 1:45 PM Strategic Communications Manager/ CAO Check-in

■ 1:45 PM – 2:00 PM OMF Financial Analyst/ CAO Check-in

■ 2:30 PM – 3:00 PM BOEC Director/ CAO Quarterly Check-in

▲ **Thu, May 28**

■ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call

■ 9:00 AM – 10:00 AM CAO Office Staff Meeting

■ 10:00 AM – 10:30 AM Finance Check-in

■ 10:30 AM – 11:00 AM PBEM Director/ ECC Manager/ BTS Deputy Director/ CAO

■ 2:30 PM – 3:00 PM OGR Director/ CAO Quarterly Check-in

■ 4:00 PM – 4:30 PM City Bureau Directors Check-in

■ 4:30 PM – 5:30 PM POPS Congratulations "Virtual Happy Hour"

▲ **Fri, May 29**

■ 9:00 AM – 11:00 AM Economic Recovery Task Force

■ 11:00 AM – 11:30 AM PBOT Director/ CAO Check-in

- 11:30 AM – 12:00 PM Executive Assistant/ CAO Check-in
- 2:00 PM – 2:30 PM OMF Financial Status Briefing
- 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
- ▨ 3:00 PM – 3:30 PM COVID-19 Governmental and Served Agencies Coordination Call

▲ **Sat, May 30**

- 10:30 AM – 11:30 AM Disaster Policy Council
- ▨ 4:30 PM – 5:00 PM Coordination Team Call

June 2020

▲ **Mon, Jun 1**

- 8:00 AM – 5:00 PM Vacation

▲ **Tue, Jun 2**

- 9:00 AM – 9:30 AM DCAO/CAO Check-in
- 11:00 AM – 12:30 PM Local Relief Fund Task Force
- 2:00 PM – 2:30 PM Comm. Fritz/ CAO Check-in
- 2:30 PM – 3:00 PM Comm. Eudaly/ Chief Procurement Officer/ CAO
- 3:00 PM – 3:30 PM Daily Disaster Policy Briefing
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ **Wed, Jun 3**

- 10:00 AM – 10:15 AM Kerry Tymchuk, Oregon Historical Society/ CAO
- 11:30 AM – 12:00 PM PWB Director/ CAO Check-in
- 12:00 PM – 12:30 PM Business Operations Leadership Team - COVID Response
- 1:00 PM – 1:30 PM Daily Disaster Policy Briefing
- 2:00 PM – 2:30 PM PHB Director/ CAO Check-in
- 3:00 PM – 3:30 PM CFO/ CAO Check-in

▲ **Thu, Jun 4**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 8:30 AM – 10:00 AM Local Relief Fund Taskforce
- 10:30 AM – 11:00 AM Fire Chief/ CAO Check-in
- 1:30 PM – 2:00 PM Collective Bargaining Updates
- 2:00 PM – 2:30 PM BTS Director/ CAO Check-in
- 2:30 PM – 3:00 PM Executive Assistant/ CAO Check-in

- 3:00 PM – 3:30 PM Daily Disaster Policy Briefing
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Jun 5**

- 8:00 AM – 9:30 AM Local Relief Fund Taskforce
 - 9:30 AM – 9:45 AM DCAO/ CAO Check-in (as needed)
 - 10:00 AM – 10:30 AM BES Director/ CAO Check-in
 - 11:00 AM – 12:00 PM COEP RFP recommendation
 - 1:15 PM – 1:45 PM Comm. Hardesty/ CAO
 - 3:00 PM – 4:30 PM Disaster Policy Council
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▲ **Mon, Jun 8**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 9:00 AM – 9:30 AM Strategic Communications Manager/ CAO
 - 10:00 AM – 10:30 AM DCAO/CAO Check-in
 - 10:30 AM – 11:00 AM CFO/ CAO Check-in
 - 11:30 AM – 12:00 PM City Arts Program Manager/ CAO Check-in
 - 1:00 PM – 1:30 PM Facilities Division Manager/ CAO Check-in
 - 3:30 PM – 4:00 PM City Arts Program Manager/ CAO Cont'd
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▲ **Tue, Jun 9**

- 9:30 AM – 10:30 AM Tax Supervising & Conservation Hearing on Approved Budget
 - 1:30 PM – 3:00 PM Local Relief Fund Taskforce
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Jun 10**

- 10:30 AM – 11:00 AM SPOT Manager/ DCAO/ CAO Check-in
 - 11:00 AM – 11:30 AM Tom/ Carmen Check-in (clarity before Execs)
 - 11:30 AM – 12:00 PM PP&R Director/ CAO Check-in
 - 12:00 PM – 12:30 PM Business Operations Leadership Team - COVID Response
 - 1:30 PM – 2:00 PM Shelter De-mobilization and transition
 - 2:00 PM – 4:00 PM Council Meeting re: Adopted budget first reading
 - 4:00 PM – 4:30 PM Public Safety Work Group - Weekly Check-in
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▲ **Thu, Jun 11**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 8:00 AM – 8:30 AM OMF Policy Analyst/ CAO Check-in
- 9:00 AM – 9:30 AM Chief Lovell Swearing in

- 9:00 AM – 11:00 AM Council Work Session: State Legislative POC Caucus Briefing
- 1:00 PM – 1:15 PM OMF Leadership Check-in
- 2:00 PM – 2:45 PM Local Relief Fund Taskforce
- ▨ 2:00 PM – 5:00 PM Budget meeting
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ **Fri, Jun 12**

- ▨ 8:30 AM – 9:30 AM VDF Board Meeting
- 9:00 AM – 11:00 AM Economic Recovery Task Force
- ▨ 10:00 AM – 11:00 AM DCTU, ProTec17 and LiUNA Letter of Agreement Overview Session
- 10:30 AM – 11:00 AM Executive Assistant/ CAO Check-in
- 11:00 AM – 11:15 AM Supplier Diversity Officer/ CAO Check-in
- 11:30 AM – 12:00 PM Prosper Portland Director/ CAO Check-in
- 1:00 PM – 1:30 PM CBO Director/ CAO Check-in
- 1:30 PM – 2:00 PM Commissioner-elect Carmen Rubio/ CAO Check-in
- 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)

▲ **Mon, Jun 15– Friday, Jun 19**

■ All Day Furlough

▲ **Mon, Jun 22**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 9:00 AM – 9:15 AM Mayor’s Director of Policy/ CAO Check-in
- 9:15 AM – 9:30 AM City Arts Program Manager/ CAO Check-in
- 9:30 AM – 10:00 AM BTS Director/ CAO
- 10:00 AM – 10:30 AM Jerome Brooks from Loretta Smith’s Campaign/ CAO
- 11:00 AM – 11:30 AM Comm. Eudaly/ CAO Check-in
- 1:00 PM – 1:30 PM Spectator Venues Program Manager/ SPOT Manager/ CAO Check-in
- 1:45 PM – 2:30 PM CARES Act Funding briefing for the Mayor
- 3:00 PM – 3:30 PM DCAO/CAO Check-in
- 3:30 PM – 4:00 PM CFO/ CAO Check-in
- ▨ 4:30 PM – 6:30 PM Technology Oversight Committee Meeting

▲ **Tue, Jun 23**

- 11:00 AM – 11:30 AM Nathan Rix, Sr. Director, Operations & Strategy, OLCC/ CAO
- 11:30 AM – 12:00 PM Jeff Carr, CEO, Albertina Kerr/ CAO

- 2:00 PM – 2:15 PM Comm. Hardesty Financial Policy Advisor/ CAO Quick Check-in
 - 3:30 PM – 4:00 PM CAO, PPB & Risk Mediation Prep Meeting
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:00 PM Strategic Projects Manager/ SPOT Manager/ CAO
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▲ **Wed, Jun 24**

- 8:30 AM – 9:00 AM Mayor/ CAO Check-in
 - 9:00 AM – 9:30 AM BES Director/ CAO Check-in
 - 10:00 AM – 10:30 AM Pastor Mondaine, Portland NAACP/ CAO
 - 10:30 AM – 11:00 AM Tom Colett, LiUNA Local 483/ CAO Check-in
 - 12:00 PM – 12:30 PM Business Operations Leadership Team - COVID Response
 - 1:00 PM – 1:30 PM 311 Program Manager/ CAO Check-in
 - 1:30 PM – 2:00 PM OEHR Director/ CAO Check-in
 - 2:00 PM – 2:30 PM BPS Director/ CAO Check-in
 - 4:30 PM – 5:00 PM CFO/ CAO
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▲ **Thu, Jun 25**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - ▨ 9:00 AM – 10:00 AM CAO Office Staff Meeting
 - 10:00 AM – 10:30 AM Sam Adams/CAO
 - 10:00 AM – 11:00 AM City/ Portland Business Association Meeting
 - 11:30 AM – 12:00 PM PHB Director/ CAO Check-in
 - 1:30 PM – 2:00 PM OMF New Employees Meet and Greet
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Jun 26**

- 9:30 AM – 10:00 AM Pastor Mondaine, Portland NAACP/ CAO (rescheduled from 6/24)
 - 10:00 AM – 10:30 AM Executive Assistant/ CAO Check-in
 - 10:30 AM – 11:00 AM PWB Director/ CAO Check-in
 - 11:00 AM – 11:30 AM Michael Walters, City of Edmonton, Canada/ CAO Check-in
 - 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
 - 4:00 PM – 4:30 PM Public Records Requests discussion
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▲ **Mon, Jun 29**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 11:00 AM – 12:00 PM Racial Equity Small Group

- 1:00 PM – 1:30 PM Facilities Division Manager/ CAO Check-in
 - 3:00 PM – 3:30 PM DCAO/CAO Check-in
 - 3:30 PM – 4:00 PM CFO/ CAO Check-in
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▲ **Tue, Jun 30**

- 9:15 AM – 9:30 AM BHR Director/ CAO Quick Check-in
 - 9:30 AM – 11:30 AM Council Work Session: Charter Commission 2020
 - 1:00 PM – 1:30 PM SPOT Manager/ DCAO/ CAO Check-in
 - 1:30 PM – 2:00 PM BTS Director/ CAO Check-in
 - 3:00 PM – 5:00 PM Protest Discussion
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 6:30 PM – 8:30 PM City Council's Climate Emergency Declaration
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