

CAO Tom Rinehart Calendar July 1 – September 30, 2020

- Busy
- Out of Office
- ▨ Tentative
- ▤ Working Elsewhere

July 2020

▲ Wed, Jul 1

- 9:00 AM – 9:30 AM Exec. Assistant/ CAO Check-in
- 10:00 AM – 10:30 AM OMF Financial Status Briefing
- 10:30 AM – 11:00 AM Spectator Venues Program Manager/ SPOT Manager/ Strategic Projects Manager/ Deputy CAO/ CAO
- 1:00 PM – 1:30 PM Portland Business Alliance Staff/ CAO Check-in
- 1:30 PM – 2:00 PM PBOT Director/ CAO Check-in
- 3:00 PM – 3:30 PM PHB Director/ CAO Check-in
- ▨ 3:30 PM – 4:00 PM COVID-19 Governmental and Served Agencies Coordination Call

▲ Thu, Jul 2

- 9:00 AM – 9:30 AM BTS Director/ CFO/ Deputy CFO/ CAO
- 10:30 AM – 10:45 AM DCAO/ CAO Check-in (as needed)
- 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ Fri, Jul 3

- 8:00 AM – 5:00 PM Independence Day Holiday

▲ Mon, Jul 6

- ▨ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 10:00 AM – 10:30 AM Mayor Wheeler/ CAO Check-in
- ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
- 1:00 PM – 1:30 PM Strategic Projects Manager/ SPOT Manager/ CAO
- 1:30 PM – 2:00 PM CALL: City Leadership | COVID -19 Mayoral Updates
- 1:30 PM – 2:00 PM Supplier Diversity Officer/ Exec. Assistant/ CAO
- 2:30 PM – 3:00 PM CFO/ CAO Check-in
- 3:00 PM – 3:30 PM DCAO/ CAO Check-in

▲ **Tue, Jul 7**

- 9:00 AM – 9:30 AM Facilities Division Manager/ CAO Check-in
 - 11:30 AM – 12:00 PM PP&R Sustainable Future Update
 - 1:00 PM – 1:30 PM BHR Director/ CAO Check-in
 - 2:30 PM – 3:00 PM PBOT Director/ CAO Check-in
 - 3:00 PM – 3:30 PM Portland Business Alliance staff/ CAO (Rescheduled from July 1)
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Jul 8**

- 9:00 AM – 9:30 AM Comm. Hardesty CoS/ CAO Check-in
 - 1:00 PM – 1:30 PM E-files Pilot Program Training
 - 2:30 PM – 3:00 PM Chief Procurement Officer/ CFO/ CAO
 - 3:00 PM – 3:30 PM Public Safety Presentation Run Through
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▲ **Thu, Jul 9**

- 9:00 AM – 9:30 AM 311 Program I&R Staff Meeting
 - 9:30 AM – 10:00 AM Fire Chief/ CAO Check-in
 - ▨ 10:30 AM – 12:00 PM P&D Directors Monthly Meeting
 - 11:30 AM – 11:45 AM Strategic Projects Manager/ CAO Quick Check-in
 - 2:00 PM – 2:30 PM CBO Director/ CAO Check-in
 - 3:00 PM – 3:30 PM Bureau Director's Racial Equity Small Group
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Jul 10**

- 9:30 AM – 10:00 AM Exec. Assistant/ CAO Check-in
 - 12:30 PM – 12:45 PM Mayor/ Mayor CoS/ CAO Check-in
 - 1:00 PM – 1:30 PM Comm. Fritz/ CAO Check-in
 - 3:00 PM – 3:30 PM DCAO/ CAO Check-in (as needed)
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▲ **Mon, Jul 13**

- ▨ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 11:00 AM – 11:30 AM DCAO/ CAO Check-in
 - 1:30 PM – 2:00 PM City Leadership | COVID -19 Mayoral Updates
 - 2:00 PM – 2:30 PM Risk Manager/ CFO/ OMF Bus. Ops. Finance Manager/ CAO
 - 3:30 PM – 4:00 PM CFO/ CAO Check-in
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▲ **Tue, Jul 14**

- 9:30 AM – 10:00 AM Call with Dan Ryan
 - 10:00 AM – 10:30 AM SPOT Manager/ DCAO/ CAO Check-in
 - 11:00 AM – 11:30 AM PP&R Director/ CAO Check-in
 - 1:15 PM – 1:45 PM Mayor/ Comm. Hardesty/ Mayor Cos/ Hardesty CoS/ DCAO/ Strategic Projects Manager/ CAO
 - 2:30 PM – 3:30 PM Record CAO video message
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Jul 15**

- 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
 - 9:30 AM – 11:30 AM City Council meeting
 - 11:30 AM – 12:00 PM PWB Director/ PWB Deputy Director/ CAO
 - 1:00 PM – 1:30 PM 311 Program Manager/ CAO Check-in
 - 2:00 PM – 3:00 PM Contracting Audit Exit Meeting
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▲ **Thu, Jul 16**

- 8:45 AM – 9:00 AM SPOT Manager/ Strategic Projects Manager/ DCAO/ CAO Quick Check-in
 - 10:00 AM – 10:30 AM Exec. Assistant/ CAO Check-in
 - 10:30 AM – 11:00 AM BDS Director/ CAO Check-in
 - 11:30 AM – 12:00 PM Facilities Division Manager/ CAO Check-in
 - 12:00 PM – 12:15 PM Strategic Projects Manager/ CAO Quick check-in
 - 1:00 PM – 1:30 PM Mayor's team/ Joint Office of Homeless Services Director/ CAO/ PHB Director
 - ▨ 1:30 PM – 2:30 PM Portland Housing Bureau's Zoom Meeting
 - 2:30 PM – 3:00 PM Civic Life Director/ CAO Quarterly Check-ins
 - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
 - 4:00 PM – 4:15 PM DCAO/ CAO Quick check-in
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▲ **Fri, Jul 17**

- 9:00 AM – 2:00 PM LCEF Biennial Meeting - July 17, 2020
 - 1:00 PM – 1:30 PM OMF Policy Analyst/ CAO
 - 1:30 PM – 1:45 PM BHR Director/ CAO Check-in
 - 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
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▲ **Mon, Jul 20– Jul 24**

- All Day vacation
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▲ **Mon, Jul 27**

- ☑ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 11:00 AM – 11:30 AM Comm Eudaly/ CAO Check-in
 - 1:00 PM – 1:30 PM Facilities Division Manager/ CAO Check-in
 - 1:30 PM – 2:00 PM City Leadership | COVID -19 Mayoral Updates
 - 2:00 PM – 3:00 PM PHB Director/ Joint Office of Homeless Services Director/ CAO
 - 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
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▲ **Tue, Jul 28**

- 9:00 AM – 9:30 AM Prosper Portland Director/ CAO Check-in
 - 9:30 AM – 9:45 AM Chief Procurement Officer/ CAO Quick Check-in
 - ☑ 10:00 AM – 10:30 AM COEP update
 - 3:30 PM – 3:45 PM SPOT Manager/ CAO Quick Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Jul 29**

- 8:00 AM – 8:30 AM Call Parks Director
 - 8:30 AM – 9:00 AM Civic Life Director/ CAO Check-in
 - 10:00 AM – 10:30 AM Supplier Diversity Officer/ Principal Financial Analyst/ CAO
 - 10:30 AM – 11:00 AM CARES - COVID-91 Homeless Response Strategy
 - 11:00 AM – 11:15 AM Procurement Coordinator/ CAO Check-in
 - 11:30 AM – 12:00 PM City Attorney/ CAO Quarterly Check-in
 - 1:30 PM – 2:00 PM SPOT Manager/ Strategic Projects Manager/ DCAO/ CAO Check-in
 - 3:00 PM – 3:30 PM FPDR Director/ CAO Quarterly Meeting
 - 4:00 PM – 4:30 PM DCAO/ CAO
 - 4:30 PM – 5:00 PM CFO/ CAO
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▲ **Thu, Jul 30**

- 8:30 AM – 9:00 AM CFO/ Chief Procurement Officer/ CAO
 - 9:00 AM – 10:00 AM CAO Staff Meeting
 - 2:30 PM – 3:30 PM Film CAO Update video
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Jul 31**

- 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
- 9:30 AM – 9:45 AM PHB Director/ Joint Office of Homeless Services Director/ CAO Quick Check-in
- 10:00 AM – 10:30 AM Andrew Speer, PGE Local Gov. Affairs Manager/ CAO
- 10:30 AM – 11:00 AM Exec. Assistant/ CAO Check-in
- 11:00 AM – 11:30 AM Commissioner Elect On-boarding
- 11:30 AM – 12:00 PM BES Director/ CAO Check-in
- 1:00 PM – 1:30 PM Collective Bargaining Updates

August 2020

▲ **Mon, Aug 3**

- ▨ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 10:30 AM – 11:00 AM Comm. Fritz/ CAO Check-in
- 12:30 PM – 1:00 PM Prosper Portland Director/ CAO
- 1:00 PM – 1:30 PM Facilities Division Manager/ CAO Check-in
- 1:30 PM – 2:00 PM City Leadership | COVID -19 Mayoral Updates
- 2:15 PM – 2:45 PM Comm. Hardesty/ CAO Check-in
- 3:45 PM – 4:45 PM PHB Director/ Joint Office of Homeless Services Director/ CAO/ PP&R Director/ Prosper Portland Director

▲ **Tue, Aug 4**

- 9:30 AM – 10:00 AM PP&R Director/ CAO Check-in
- 10:00 AM – 10:30 AM DCAO/ CAO Check-in
- ▨ 11:00 AM – 12:00 PM Fall BMP Q&A
- 1:00 PM – 2:00 PM Financial Recovery Taskforce Meeting
- 2:00 PM – 2:30 PM PBOT Director/ CAO Check-in
- 3:00 PM – 3:30 PM CFO/ CAO Check-in
- 3:30 PM – 4:00 PM Call CBO Director
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ **Wed, Aug 5**

- 1:30 PM – 2:00 PM Jerome Brooks, Loretta Smith Campaign Manager/ CAO Call
 - 2:00 PM – 2:30 PM PHB Director/ CAO Check-in
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▲ **Thu, Aug 6**

- 8:00 AM – 8:30 AM Call BHR Director
 - 9:00 AM – 9:30 AM Exec. Assistant/ CAO Check-in
 - 9:30 AM – 10:00 AM Strategic Projects Manager/ DCAO/ CAO
 - 10:30 AM – 11:00 AM Fire Chief/ CAO Check-in
 - 11:00 AM – 11:15 AM OMF Financial Analyst/ CAO Quick Check-in
 - 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
 - 12:00 PM – 12:50 PM Broadway Corridor CBA meeting
 - 1:00 PM – 1:30 PM Call OGR Director
 - 2:00 PM – 2:30 PM CBO Director/ CAO Check-in
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▲ **Fri, Aug 7**

- 11:30 AM – 12:00 PM Prosper Portland staff/ Mayor Wheeler/ SPOT Manager/ Spectator Venues Program Manager/ Mayor's staff/ CAO
 - 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
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▲ **Mon, Aug 10**

- ▨ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - ▨ 11:00 AM – 11:30 AM Daily Chiefs of Staff Check-in
 - 3:00 PM – 3:30 PM DCAO/ CAO Check-in
 - 4:00 PM – 4:30 PM CFO/ CAO Check-in
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▲ **Tue, Aug 11**

■ All Day Out of Office

▲ **Wed, Aug 12**

- 9:00 AM – 9:30 AM Comm Hardesty/ Strategic Projects Manager/ Principal Financial Analyst/ Hardesty CoS/ CAO
 - 10:30 AM – 11:00 AM City/ Better Business PDX Quarterly Check-in (rescheduled from 8/4)
 - 11:00 AM – 11:30 AM Chief Procurement Officer/ CFO/ CAO Check-in
 - 11:00 AM – 11:30 AM Daily Chiefs of Staff Check In
 - 2:00 PM – 2:30 PM Call Prosper Portland Director
 - 4:00 PM – 4:30 PM Mayor's CoS/ PHB Director/ Joint Office for Homeless Services Director/ CBO Director/ CAO
 - 4:30 PM – 5:00 PM Mayor/ Comm. Hardesty/ DCAO/ CAO
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▲ **Thu, Aug 13**

- 9:30 AM – 10:00 AM Multnomah County Interim COO/ 311 Program Manager/ 311 Program Supervisor/ CAO
 - 10:00 AM – 10:30 AM SPOT Manager/ Strategic Projects Manager/ OMF Comm. Management Analyst/ Strategic Communications Manager/ CAO
 - 10:30 AM – 11:30 AM Council Execs Meeting
 - 10:30 AM – 12:00 PM P&D Directors Monthly Meeting
 - 2:00 PM – 2:30 PM CFO/ CAO Check-in
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▲ **Fri, Aug 14**

- 8:00 AM – 8:30 AM CFO/ CAO Follow up Discussion
 - 9:00 AM – 9:30 AM BHR Director/ CAO Check In
 - 9:30 AM – 10:00 AM OMF Policy Analyst/ CAO Check In
 - 10:30 AM – 11:00 AM Call Dan Ryan
 - 1:00 PM – 1:30 PM Collective Bargaining Updates
 - 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
 - 3:30 PM – 4:00 PM Mayor/ Mayor's staff/ PHB Director/ Joint Office for Homeless Services Director/ CBO Director/ CAO
 - 4:00 PM – 4:30 PM SPOT Manager/ Strategic Projects Manager/ CAO/ CAO
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▲ **Mon, Aug 17**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 10:00 AM – 11:00 AM OMF Leadership Team
 - 11:00 AM – 11:30 AM Comm Eudaly/ CAO Check-in
 - ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 1:30 PM – 1:45 PM Spectator Venues Program Manager/ CAO Quick Check-in
 - 2:00 PM – 3:00 PM Prosper Portland staff/ CBO Office staff/ CAO
 - 3:00 PM – 3:30 PM DCAO/ CAO Check-in
 - 3:30 PM – 4:00 PM CFO/ CAO Check-in
 - 4:00 PM – 4:30 PM SPOT Manager/ DCAO/ CAO
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▲ **Tue, Aug 18**

- 9:00 AM – 9:30 AM Police Chief/ Deputy Police Chief/ DCAO/ CAO
- 10:00 AM – 10:30 AM Public Safety Communications
- 1:00 PM – 1:30 PM BTS Director/ CAO
- 2:00 PM – 2:30 PM City Auditor/ CAO Quarterly Check-in
- ▨ 2:30 PM – 2:45 PM SPOT Manager/ CAO

- ▨ 3:00 PM – 5:00 PM Economic Recovery Task Force
 - 3:30 PM – 4:00 PM Call Fire Chief
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Aug 19**

- 9:00 AM – 9:30 AM BOEC Director/ CAO Check-in
 - 2:00 PM – 2:30 PM BPS Director/ CAO Check-in
 - 3:00 PM – 4:00 PM Public Safety Work Group - Monthly Executive Committee Meeting
 - 4:30 PM – 4:45 PM BHR Director/ CAO Quick Check-in
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▲ **Thu, Aug 20**

- 8:30 AM – 8:45 AM BHR Director/ CAO Quick Check-in
 - 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 11:30 AM – 12:00 PM PROTEC Check-in
 - 1:00 PM – 1:30 PM Sr. Deputy City Attorney/ CAO Check-in
 - 1:30 PM – 2:00 PM OEHR Director/ CAO Check-in
 - 2:00 PM – 2:30 PM PP&R Director/ CAO Check-in
 - 3:15 PM – 3:30 PM SPOT Manager/ CAO Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Aug 21**

- 8:30 AM – 9:00 AM Prosper Portland Director/ CAO
 - 11:00 AM – 11:30 AM Exec. Assistant/ CAO Check-in
 - 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
 - 3:30 PM – 5:00 PM Disaster Policy Council
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▲ **Mon, Aug 24**

- ▨ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 1:30 PM – 2:00 PM OMF Communications Management Analyst/
Strategic Communications Manager/ SPOT
Manager/ Strategic Projects Manager/ DCAO/
CAO
 - 2:00 PM – 2:15 PM Fire Chief/ PP&R Director/ CAO
 - 2:30 PM – 3:00 PM Call Hardesty CoS
 - 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
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▲ **Tue, Aug 25**

- 9:00 AM – 9:30 AM Port of Portland COO/ CAO
 - 2:00 PM – 2:15 PM BHR Director/ CAO Check-in
 - 4:30 PM – 4:50 PM Mayor/ CAO Check-in
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▲ **Wed, Aug 26**

- 9:00 AM – 9:30 AM BES Director/ CAO Check-in
 - 11:30 AM – 12:00 PM PWB Director/ CAO Check-in
 - 1:00 PM – 1:30 PM 311 Program Manager/ CAO Check-in
 - 3:00 PM – 3:30 PM OMF Bus. Ops. Finance Manager/ OMF Bus. Ops. Manager/ OMF Financial Analyst/ DCAO/ CAO
 - 4:00 PM – 4:30 PM Public Safety Work Group - Weekly Check-in
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▲ **Thu, Aug 27**

- 9:00 AM – 10:00 AM CAO Staff Meeting
 - 9:30 AM – 10:30 AM Mayor meeting w/ Portland Business Alliance & Community Leaders
 - 11:00 AM – 11:30 AM BOEC Director/ CAO Quarterly Meetings
 - 11:30 AM – 12:00 PM BDS Director/ CAO Check-in
 - 2:00 PM – 2:30 PM CAO Video Update filming
 - 2:30 PM – 4:30 PM CAO Office in-person check-in in the park
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Aug 28**

- 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
 - 9:30 AM – 10:00 AM Call Dan Ryan
 - 10:00 AM – 10:30 AM PP&R Director/ CAO Check-in
 - 10:30 AM – 11:00 AM Exec. Assistant/ CAO Check-in
 - 11:30 AM – 11:45 AM DCAO/ CAO Check-in (as needed)
 - ▨ 3:00 PM – 3:30 PM COVID-19 Governmental and Served Agencies Coordination Call
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▲ **Mon, Aug 31**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 9:30 AM – 9:45 AM OMF Financial Analyst/ CAO Quick Check-in
- 10:30 AM – 11:00 AM SPOT Manager/ Strategic Communications Manager/ OMF Communications Management Analyst/ Strategic Projects Manager/ DCAO/ CAO
- 1:00 PM – 1:30 PM Facilities Division Manager/ CAO Check-in
- 2:00 PM – 3:00 PM Follow-Up Broadway Corridor Project
- 3:00 PM – 3:30 PM DCAO/ CAO Check-in

- 3:30 PM – 4:00 PM CFO/ CAO Check-in
- 4:00 PM – 4:30 PM PHB Director/ Joint Office for Homeless Services Director/ CBO Director/ CAO

September 2020

▲ Tue, Sep 1

- 9:00 AM – 9:30 AM OGR Director/ CAO Quarterly Check-in
- 1:00 PM – 1:30 PM SPOT Manager/ DCAO/ CAO Check-in
- 1:30 PM – 2:00 PM Change Management Lessons Learned
- 2:30 PM – 3:00 PM PBOT Director/ CAO Check-in
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ Wed, Sep 2

- 9:00 AM – 9:30 AM BTS Director/ Facilities Division Manager/ DCAO/ CAO
- 11:30 AM – 11:45 AM Sr. Deputy City Attorney/ CAO Quick Check-in
- 2:00 PM – 2:30 PM PHB Director/ CAO Check-in

▲ Thu, Sep 3

- 9:00 AM – 10:30 AM Portland Revenue All Staff Meeting
- 10:30 AM – 11:00 AM Exec. Assistant/ CAO Check-in
- 11:00 AM – 11:30 AM CFO/ CAO Check-in
- 11:15 AM – 11:30 AM CBO Director/ CFO/ Debt Manager/ Principal Debt Analyst/ CAO
- 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
- 12:30 PM – 1:00 PM City Attorney/ CFO/ Chief Procurement Officer/ CAO
- 2:30 PM – 3:30 PM SPOT Team Meeting
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ Fri, Sep 4

- All Day Tom vacation

▲ Mon, Sep 7

- 8:00 AM – 5:00 PM Labor Day Holiday

▲ Tue, Sep 8

- 9:00 AM – 9:30 AM DCAO/ CAO Check-in
- 9:30 AM – 10:00 AM CFO/ CAO Check-in
- 11:30 AM – 12:00 PM BHR Director/ CAO Check-in

- 1:00 PM – 1:30 PM PP&R Director/ CAO Check-in
- 2:00 PM – 2:30 PM Chief Procurement Officer/ CFO/ CAO
- 2:30 PM – 3:00 PM Strategic Communications Manager/ Mayor CoS/
Mayor Policy Analyst/ DCAO/ CAO
- 3:00 PM – 3:30 PM PBEM Director/ CAO Quarterly Meeting
- 3:45 PM – 4:15 PM Call SPOT Manager
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ **Wed, Sep 9**

- 9:30 AM – 10:00 AM Facilities Division Manager/ CAO Check-in
- 10:00 AM – 10:30 AM Civic Life Director/ CAO Check-in
- 11:00 AM – 12:00 PM OMF Policy Analyst/ CAO Check-in
- 1:00 PM – 1:15 PM Call CFO
- 2:00 PM – 2:30 PM Spectator Venues Program Manager/ SPOT
Manager/ CFO/ City Economist/ CAO
- 3:30 PM – 4:00 PM SPOT Manager/ Strategic Communications
Manager/ OMF Communications Management
Analyst/ Strategic Projects Manager/ DCAO/ CAO
- 5:30 PM – 7:00 PM Webinar: Civic Life discussion with author Zach
Norris

▲ **Thu, Sep 10**

- 11:00 AM – 12:00 PM Commissioner-elect Ryan team on boarding
- 11:30 AM – 12:00 PM Film CAO Update Video (2nd Try)
- 1:00 PM – 1:30 PM Pandemic Policy Team
- 2:00 PM – 2:30 PM CBO Director/ CAO Check-in
- 4:00 PM – 4:30 PM City Bureau Directors Check-in
- 4:30 PM – 5:00 PM Emergency Management Briefing on Oregon Fires

▲ **Fri, Sep 11**

- 8:00 AM – 8:30 AM Call BHR Director
- ▨ 8:30 AM – 9:30 AM VDF Board Meeting
- 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
- 9:30 AM – 10:00 AM Disaster Policy Council
- 10:00 AM – 10:30 AM Exec. Assistant/ CAO Check-in
- 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)

▲ **Sat, Sep 12**

- ▨ 1:00 PM – 2:00 PM ECC Wildfire Coordination Call

▲ **Mon, Sep 14**

- ☑ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 9:30 AM – 10:00 AM Strategic Project Manager/ Mayor's Sr. Policy Advisor/ Mayor's Policy Rep./ CAP
 - 10:30 AM – 11:00 AM DCAO/ CAO Check-in
 - 11:00 AM – 11:30 AM CFO/ CAO Check-in
 - 1:00 PM – 1:30 PM Facilities Division Manager/ CAO Check-in
 - 2:00 PM – 2:30 PM SPOT Manager/ DCAO/ CAO
 - 4:00 PM – 4:30 PM Comm. Hardesty/ Comm Hardesty CoS/ Chief Procurement Officer/ CFO/ CAO
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▲ **Tue, Sep 15**

- 9:30 AM – 11:30 AM Executive Session w/ Mayor Wheeler and Commissioners
 - 12:00 PM – 3:00 PM OMF Leadership Session with CEI
 - 3:00 PM – 3:15 PM Comm Fritz CoS/ CAO Quick Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Sep 16**

- 8:15 AM – 8:30 AM Strategic Projects Manager/ CAO Quick Check-in
 - 8:30 AM – 9:00 AM Prosper Portland Director/ CAO Check-in
 - 11:00 AM – 11:30 AM OMF Policy Analyst/ CAO Check-in
 - 11:30 AM – 12:00 PM ProTech17 Monthly Check-in
 - 2:30 PM – 3:00 PM PBEM Planning, Policy, and Community Programs Manager, PBEM Director/ CAO
 - 3:00 PM – 4:00 PM Public Safety Work Group - Monthly Executive Committee Meeting
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▲ **Thu, Sep 17**

- 9:00 AM – 11:30 AM Invitation to 9/17 Virtual Workshop on Portland's Thriving Recovery from COVID-19
 - 9:15 AM – 10:00 AM OMF Labor Management Committee
 - 11:30 AM – 12:00 PM Comm Hardesty/ CAO Check-in
 - 12:30 PM – 1:00 PM Bureau Director's Racial Equity Subgroup
 - 1:30 PM – 2:00 PM OEHR Director/ CAO Check-in
 - 4:00 PM – 5:00 PM City Bureau Directors Check-in
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▲ **Fri, Sep 18**

- 9:30 AM – 9:45 AM BHR Director/ Strategic Programs Manager/ BHR Manager/ CAO
- 10:00 AM – 10:30 AM Exec. Assistant/ CAO Check-in

- 11:00 AM – 11:30 AM BHR Director/ City Attorney/ Steven Schuback, PRH Labor Law/ CAO
- 1:00 PM – 1:30 PM SPOT Manager/ Strategic Projects Manager/ CAO Check-in
- 1:30 PM – 2:00 PM Shelter Expansion Briefing with Mayor’s Team
- 2:00 PM – 2:15 PM DCAO/ CAO Check-in (as needed)
- 2:30 PM – 3:30 PM Mayor’s Monthly Check-in with Portland Business Alliance

▲ **Mon, Sep 21**

- ▨ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 9:00 AM – 9:30 AM SPOT Manager/ Strategic Communications Manager/ OMF Communications Management Analyst/ Strategic Projects Manager/ DCAO/ CAO
- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 11:00 AM – 11:30 AM Comm Eudaly/ CAO Monthly Check-in
- 11:30 AM – 12:00 PM Pandemic Policy Team Prep for Townhalls
- 1:30 PM – 2:00 PM CFO/ CAO Check-in

▲ **Tue, Sep 22**

- 10:00 AM – 11:00 AM CEI Equity Initiative Consultation
- 11:30 AM – 12:00 PM Film new CAO Update Intro
- 1:00 PM – 1:30 PM SPOT Manager/ DCAO/ CAO Check-in
- 3:00 PM – 3:15 PM Chief Procurement Officer/ CFO/ CAO
- 3:15 PM – 3:30 PM Strategic Projects Manager/ SPOT Manager/ CAO
- 6:00 PM – 8:00 PM Council Work Session: Virtual Comm. Budget Event

▲ **Wed, Sep 23**

- 9:15 AM – 9:30 AM Strategic Communications Manager/ CAO
- 9:30 AM – 9:45 AM City Attorney/ CFO/ CAO Check-in
- 12:00 PM – 1:00 PM PPB Budget Discussion
- 1:00 PM – 1:30 PM 311 Program Manager/ CAO Check-in
- 1:30 PM – 1:45 PM City Arts Program Manager/ CAO Check-in
- 2:00 PM – 2:15 PM Strategic Communications Manager/ OMF Public Information Officer/ CAO
- 4:00 PM – 4:30 PM Public Safety Work Group - Weekly Check-in
- 4:30 PM – 5:00 PM Comm. Hardesty CoS/ Mayor CoS/ Comm Hardesty Communications Manager/ Strategic Communications Manager/ CAO

▲ **Thu, Sep 24**

- 9:00 AM – 10:00 AM CAO Staff Meeting
 - 10:30 AM – 11:30 AM Council Execs Meeting
 - 11:30 AM – 12:00 PM BDS Director/ CAO Check-in
 - 1:00 PM – 1:30 PM BES Director/ CAO Check-in
 - 1:30 PM – 1:45 PM PP&R Director/ CAO Quick Check-in
 - 2:15 PM – 2:30 PM BPS Director/ CAO Check-in
 - 3:00 PM – 3:15 PM Division of Asset Management Manager/ CAO Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Sep 25**

- 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
 - 9:30 AM – 10:00 AM Exec. Assistant/ CAO Check-in
 - 10:00 AM – 10:30 AM SPOT Manager/ Strategic Projects Manager/ CAO
 - 10:30 AM – 11:00 AM CFO/ CAO
 - 11:00 AM – 11:30 AM PWB Director/ CAO Check-in
 - 2:30 PM – 3:00 PM Risk Manager/ CFO/ CAO
 - 3:00 PM – 4:00 PM Planning meeting for September 26th protests
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▲ **Sun, Sep 27**

- 10:00 AM – 11:00 AM Community Safety Strategy
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▲ **Mon, Sep 28**

- ▨ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 9:00 AM – 9:30 AM SPOT Manager/ Strategic Communications Manager/ OMF Communications Management Analyst/ Strategic Projects Manager/ DCAO/ CAO
 - 10:30 AM – 11:00 AM Civic Life Director/ CAO/ Marcus Mundy, Reimagine Oregon
 - 11:30 AM – 12:30 PM Mike Golub, Timbers/ CAO for lunch
 - ▨ 1:45 PM – 2:00 PM SPOT Manager/ Strategic Projects Manager/ CAO
 - 2:00 PM – 2:30 PM Police Sr. Bus. Ops. Manager/ CAO
 - 3:30 PM – 4:00 PM CFO/ CAO Check-in
 - 4:00 PM – 4:30 PM Comm. Hardesty/ CAO Check-in
 - ▨ 4:30 PM – 6:30 PM Technology Oversight Committee Meeting
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▲ **Tue, Sep 29**

- 8:30 AM – 9:00 AM BHR Director/ CAO Check-in
- 9:30 AM – 11:00 AM Council Work Session re: Western States Training

- 12:00 PM – 12:30 PM Public Safety Follow up
 - 3:30 PM – 4:00 PM Mayor/ CAO Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 6:00 PM – 8:00 PM Virtual Community Budget Event
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▲ **Wed, Sep 30**

- 9:00 AM – 10:00 AM Take 2 of Filming City Learner COVID-19 Guidance
 - 11:00 AM – 11:30 AM Fire Chief/ CAO Check-in
 - 12:00 PM – 1:00 PM COVID-19 Workplace Guidance Townhall #1 - for employees currently reporting to facilities or worksites
 - 3:00 PM – 4:30 PM Equity Managers' Weekly Meeting
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