

# CAO Tom Rinehart Calendar

## January 1 – March 31, 2021

■ Busy

▨ Tentative

■ Out of Office

▩ Working Elsewhere

January 2021

### ▲ Fri, Jan 1

■ 8:00 AM – 5:00 PM New Year's Day Holiday

### ▲ Mon, Jan 4

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

■ 9:00 AM – 9:30 AM CAO/ CFO Check-in

■ 10:00 AM – 10:30 AM CAO/ BHR Director Check-in

■ 11:15 AM – 11:30 AM CAO/ Strategic Projects Manager Check-in

■ 1:00 PM – 1:30 PM CAO/ DCAO Check-in

■ 1:30 PM – 2:00 PM CAO/ Strategic Projects Manager Check-in

■ 2:15 PM – 2:45 PM CAO/ Commissioner Hardesty Check-in

■ 3:00 PM – 3:30 PM Cost-Cutting Update (CAO staff/ Police staff)

■ 3:30 PM – 4:00 PM CAO/ Commissioner Ryan Check-in

### ▲ Tue, Jan 5

■ All Day out - Management Leave

### ▲ Wed, Jan 6

■ All Day out - Management Leave

### ▲ Thu, Jan 7

■ All Day out - Management Leave

■ 4:30 PM – 5:30 PM Farewell Event for Elizabeth Edwards

### ▲ Fri, Jan 8

■ All Day out - Management Leave

### ▲ Mon, Jan 11

■ 7:15 AM – 7:30 AM CAO/ Mayor's Deputy CoS Check-in

■ 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 CAO/ DCAO/ Strategic Projects Manager Check-in

- 1:00 PM – 2:00 PM COEP Meeting w/ Prosper Portland/ OMF/ OEHR
  - 2:00 PM – 3:00 PM Bureau Directors' Racial Equity Subgroup
  - 3:00 PM – 3:30 PM CAO/ DCAO Check-in
  - 3:30 PM – 4:00 PM CAO/ CFO Check-in
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▲ **Tue, Jan 12**

- 8:00 AM – 10:00 AM Hold for Partners in Diversity CEO forum
  - 9:30 AM – 11:30 AM Work Session - CARES Act Update and CAA, 2021 Overview
  - 12:00 PM – 12:15 PM CAO/ DCAO Check-in
  - 1:30 PM – 2:00 PM CAO/ PP&R Director Check-in
  - 2:00 PM – 2:30 PM CAO/ Fire Chief Check-in
  - 3:00 PM – 4:00 PM OMF Advisory Committee
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
  - 4:30 PM – 5:00 PM CAO/ Strategic Projects Manager Check-in
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▲ **Wed, Jan 13**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
  - 9:30 AM – 10:00 AM Audit Services Director/ Performance Auditors/ CAO
  - 11:00 AM – 11:30 AM CAO/ Public Arts Manager/ Strategic Projects Manager/ SPOT Manager Check-in
  - 11:30 AM – 12:00 PM CAO/ Fire Chief/ Strategic Projects Manager
  - ▨ 12:00 PM – 12:30 PM BOLT Meeting
  - 1:00 PM – 1:30 PM CAO/ PBOT Director Check-in
  - 1:30 PM – 2:30 PM Community Safety System Discussion with Africa House
  - 3:00 PM – 4:00 PM CAO/ Strategic Projects Managers/ SPOT Manager/ CBO Director
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▲ **Thu, Jan 14**

- 9:00 AM – 9:30 AM PTE 17 Check-in
- 9:30 AM – 11:00 AM January Disaster Policy Council Meeting
- 1:00 PM – 1:30 PM BHR All Staff
- 1:30 PM – 2:00 PM CAO/ BTS Director Check-in
- 2:00 PM – 2:30 PM CAO/ CBO Director Check-in
- 2:30 PM – 3:00 PM CAO/ Strategic Projects Manager Check-in
- 3:00 PM – 3:30 PM CAO/ Strategic Projects Manager/ BOEC Director Check-in
- 3:30 PM – 4:00 PM CAO/ Strategic Projects Manager/ PBEM Director Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
- 4:30 PM – 5:30 PM PF&R Budget Advisory Committee

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▲ **Fri, Jan 15**

- 8:30 AM – 10:00 AM Council Work Session - Virtual Portland Delegation
- 9:30 AM – 10:00 AM CAO/ BOEC Director/ PHB Director/ CFO/ City Attorney
- 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
- 10:30 AM – 11:00 AM CAO/ Commissioner Ryan Check-in
- 11:00 AM – 12:00 PM J20 City Bureaus Planning Meeting
- 1:30 PM – 1:45 PM CAO/ Merritt Paulson, Portland Timbers Phone Call

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▲ **Mon, Jan 18**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 8:00 AM – 5:00 PM MLK, Jr. Day Holiday
- 9:00 AM – 10:00 AM January 18, 2021 Skanner Foundation 35th Annual Martin Luther King Jr. Breakfast - Virtual

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▲ **Tue, Jan 19**

- 7:30 AM – 8:00 AM Pandemic Policy Call
- 9:30 AM – 11:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners
- 11:30 AM – 12:00 PM CAO/ DCAO/ Strategic Communications Director Check-in
- 1:00 PM – 1:30 PM CAO/ Beaverton City Manager Meeting
- 2:00 PM – 2:30 PM CAO/ CFO Quick Check-in
- 2:30 PM – 3:00 PM CAO/ DCAO Check-in
- 3:15 PM – 3:45 PM Mayor/ CAO/ Mayor's Cos/ Strategic Projects Manager Check-in
- 4:15 PM – 5:15 PM January 20th Inauguration planning meeting

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▲ **Wed, Jan 20**

- 9:30 AM – 10:00 AM CAO/ CFO Check-in
- 10:00 AM – 10:30 AM CAO Newsletter filming
- 11:00 AM – 11:30 AM CAO/ Strategic Projects Manager/ OMF Policy Analyst Check-in
- ▨ 11:00 AM – 12:00 PM Vaccine Weekly Update
- 11:30 AM – 12:00 PM CAO/ Strategic Projects Manager/ DCAO/ SPOT Manager
- ▨ 12:00 PM – 12:30 PM BOLT Meeting
- 1:00 PM – 1:15 PM CAO/ Spectator Venues Program Manager Quick Check-in
- 1:15 PM – 1:30 PM CAO/ CFO/ Strategic Projects Manager Quick Check-in
- 2:00 PM – 2:30 PM BRFS All Staff Meeting
- 2:30 PM – 2:45 PM CAO/ 311 Program Manager/ 311 Program Analyst

3:00 PM – 10:00 PM City of Portland Inauguration Day Virtual Situation Room

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▲ **Thu, Jan 21**

- 9:00 AM – 10:00 AM OMF Labor Management Committee
  - 10:30 AM – 11:00 AM CAO/ Executive Assistant Check-in
  - 11:00 AM – 11:30 AM CAO/ BHR Director Check-in
  - 1:15 PM – 1:45 PM CAO/ Commissioner Hardesty Check-in
  - 2:00 PM – 4:00 PM City Council Work Session: Council Priorities
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Jan 22**

- 8:00 AM – 8:30 AM CAO/Mike Golub, Portland Timbers Phone Call
  - 8:30 AM – 9:00 AM CAO/ Prosper Portland Director Check-in
  - 9:00 AM – 2:00 PM Hold for Large Cities Executives Forum virtual conference
  - 2:00 PM – 2:30 PM CAO/ Strategic Projects Manager Check-in
  - 2:30 PM – 3:00 PM CAO/ Commissioner Ryan Check-in
  - 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)
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▲ **Mon, Jan 25**

- 7:15 AM – 7:30 AM CAO/ PBEM Director/ Mayor's Cos Check-in
  - 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
  - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
  - 11:30 AM – 12:00 PM CAO/ SPOT Manager/ DCAO Check-in
  - 2:30 PM – 3:00 PM CAO/ Police Chief/ Strategic Projects Manager/ Assistant Police Chief Check-in
  - 3:30 PM – 4:00 PM CAO/ CFO Check-in
  - 4:00 PM – 4:30 PM CAO/ Mayor Wheeler Check-in
  - 4:30 PM – 5:00 PM CAO/ Mayor Wheeler/ Commissioner Hardesty Check-in
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▲ **Tue, Jan 26**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
  - 1:00 PM – 1:30 PM ITS Discussion (CAO and Revenue Staff)
  - 2:00 PM – 2:30 PM CAO/ BTS Director Check-in
  - 2:30 PM – 3:00 PM CAO/ Commissioner Rubio/ Comm. Rubio CoS/ DCAO/ Strategic Projects Manager
  - 3:00 PM – 3:30 PM CAO/ Police Chief Check-in
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▲ **Wed, Jan 27**

- 8:30 AM – 9:30 AM CAO/ BES Director Check-in
- 9:30 AM – 10:00 AM CAO/ Civic Life Director Check-in
- 10:00 AM – 10:45 AM CAO/ DCAO Check-in
- 11:00 AM – 11:30 AM CAO/ BPS Director Check-in
- ▨ 11:00 AM – 12:00 PM Vaccine Weekly Update
- 11:30 AM – 12:00 PM CAO/ PWB Director Check-in
- ▨ 12:00 PM – 12:30 PM BOLT Meeting
- 1:00 PM – 1:30 PM CAO/ 311 Program Manager Check-in
- 1:30 PM – 2:00 PM CAO/ OEHR Director Check-in
- 2:30 PM – 3:00 PM CAO/ P&FDR Director Check-in
- 3:00 PM – 4:00 PM Monthly Procurement Staff Meeting
- 4:00 PM – 4:30 PM CAO/ CFO Discussion

▲ **Thu, Jan 28**

- 9:00 AM – 10:00 AM CAO Staff Meeting
- 10:00 AM – 10:30 AM CAO/ CFO/ Strategic Projects Manager Check-in
- 10:30 AM – 11:30 AM Thursday Chiefs of Staff Meeting
- 12:00 PM – 12:20 PM Discussion of City Vaccine Prioritization Tool
- 1:30 PM – 2:00 PM OMF New Employee Meet & Greet
- 2:00 PM – 2:15 PM CAO/ Strategic Analyst Quick Check-in
- 3:00 PM – 3:30 PM CAO/ Employee Relations Manager Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Fri, Jan 29**

- 8:30 AM – 9:00 AM CAO/ Comm. Rubio CoS/ Strategic Projects Manager Check-in
- 9:00 AM – 9:30 AM CAO/ Kevin Neely, University Relations, PSU Discussion
- 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
- 11:30 AM – 12:00 PM OMF Financial Status Check-in
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

**February 2021**

▲ **Mon, Feb 1**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 10:00 AM – 10:30 AM CAO/ Spectator Venues Program Manager/ Sr. Deputy City Attorney Check-in

- 10:30 AM – 11:00 AM CAO/ DCAO/ Strategic Communications Manager/ Strategic Projects Manager
- 11:00 AM – 12:30 PM New Commissioner Information Panel: COVID-19 Recovery and Resilience
- 1:00 PM – 1:45 PM CAO/ Commissioner Mapps Check-in
- 2:30 PM – 3:00 PM CAO/ DCAO/ Strategic Communications Manager/ Strategic Projects Manager
- 3:00 PM – 3:30 PM CAO/ DCAO Check-in
- 3:30 PM – 4:00 PM CAO/ CFO Check-in
- 4:00 PM – 4:30 PM CAO/ Commissioner Hardesty Check-in

▲ **Tue, Feb 2**

- 9:30 AM – 11:30 AM Council Work Session - Council priorities retreat #2
- 1:30 PM – 2:00 PM CAO/ Mayor Wheeler/ Prosper Portland Director Check-in
- 2:00 PM – 3:00 PM Cities of Portland & Austin discussion of Police funding
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Feb 3**

- ▨ 9:00 AM – 12:30 PM Equity Advancement Group with CEI
- ▨ 11:00 AM – 12:00 PM Vaccine Weekly Update
- 1:15 PM – 2:00 PM Coordinating Council kick-off
- 2:00 PM – 2:30 PM CAO/ PHB Director Check-in
- 2:30 PM – 3:00 PM CAO/ PBOT Director Check-in
- 5:00 PM – 6:00 PM Farewell to Kristin Dennis

▲ **Thu, Feb 4**

- 9:00 AM – 9:30 AM CAO/ Strategic Projects Manager Check-in
- 10:00 AM – 10:30 AM CAO/ OGR Director Introductory meeting
- 10:30 AM – 11:00 AM CAO/ BHR Director Check-in
- 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
- 2:00 PM – 3:00 PM PBCOC meeting
- 3:30 PM – 3:45 PM CAO/ Comm. Hardesty Financial Analyst Quick Check-in

▲ **Fri, Feb 5**

- 8:30 AM – 9:00 AM CAO/ Nate McCoy and Molly Washington, NAMC Oregon Check-in
- 9:00 AM – 9:30 AM CAO/ Scott Andrews, Melvin Mark Check-in
- 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

▲ **Mon, Feb 8**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
  - 9:00 AM – 9:30 AM CAO/ OMF Policy Analyst Check-in
  - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
  - 11:30 AM – 12:00 PM CAO/ BTS Director Check-in
  - 1:30 PM – 2:00 PM CAO/ DCAO Check-in
  - 2:00 PM – 3:00 PM Monthly CAO Newsletter Filming
  - 3:30 PM – 4:00 PM CAO/ CFO Check-in
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▲ **Tue, Feb 9**

- 8:30 AM – 9:00 AM BTS Strategic Visioning Session
  - 10:00 AM – 10:30 AM CAO/ Commissioner Hardesty Check-in
  - ▨ 12:00 PM – 12:30 PM CAO/ CFO/ Commissioner Mapps/ Comm. Mapps CoS/ Spectator Venues Program Manager
  - 1:00 PM – 1:30 PM CAO/ BHR Director Check-in
  - 1:30 PM – 2:00 PM CAO/ PP&R Director Check-in
  - 3:00 PM – 4:00 PM OMF Advisory Committee
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Feb 10**

- 8:45 AM – 9:00 AM CAO/ SPOT Manager Check-in
  - 9:00 AM – 9:30 AM CAO/ DCAO Quick Check-in
  - 9:30 AM – 4:30 PM City Leaders Panel: City Attorney Interview
  - ▨ 11:00 AM – 12:00 PM Vaccine Weekly Update
  - 5:00 PM – 6:00 PM Disaster Policy Council - Severe Weather
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▲ **Thu, Feb 11**

- ▨ 10:30 AM – 12:00 PM P&D Directors Monthly Meeting
  - 12:30 PM – 1:00 PM CAO/ DCAO/ BHR Director/ BTS Director/ CFO/ Employee Relations Manager/ Deputy BTS Director/Deputy BRFS Director
  - 1:30 PM – 2:00 PM CAO/ Strategic Projects Manager Check-in
  - 2:00 PM – 2:30 PM CAO/ CBO Director Check-in
  - 3:00 PM – 3:30 PM CAO/ Leah Riley, former PBOT Director Quick Check-in
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Feb 12**

- 9:00 AM – 9:30 AM CAO/ Mayor Wheeler/ Mayor's Cos/ Mayor's Deputy CoS Check-in
- 9:30 AM – 10:00 AM CAO/ Executive Assistant Check-in

- 11:00 AM – 11:30 AM Community Safety System Discussion with Musse Olol, President, Somali American Council of Oregon (SACOO)
- 2:30 PM – 2:45 PM CAO/ SPOT Manager Quick Check-in
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

▲ **Mon, Feb 15**

- 8:00 AM – 5:00 PM President's Day Holiday

▲ **Tue, Feb 16**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- 9:30 AM – 11:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners
- 1:00 PM – 1:30 PM CAO/ SPOT Manager/ DCAO Check-in
- 2:45 PM – 3:00 PM CAO/ Comm. Hardesty CoS Quick Check-in
- 3:00 PM – 3:30 PM CAO/ City Auditor Quarterly Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Feb 17**

- 8:00 AM – 9:00 AM CAO/ Strategic Projects Manager/ SPOT Manager/ Phillippe M. Cunningham, Minneapolis City Councilmember, Ward 4/ MaiTeng Moua, Policy Associate, City of Minneapolis
- 9:00 AM – 9:30 AM CAO/ DCAO Check-in
- ▨ 11:00 AM – 12:00 PM Vaccine Weekly Update
- ▨ 12:00 PM – 12:30 PM BOLT Meeting
- 12:45 PM – 1:00 PM CAO/ BHR Director/ Strategic Communications Manager
- 1:30 PM – 2:00 PM CAO/ CFO Check-in
- 2:00 PM – 2:25 PM CAO/ SPOT Manager/ Strategic Projects Manager Check-in
- 3:00 PM – 4:00 PM Public Safety Work Group - Monthly Executive Committee Meeting
- 6:00 PM – 8:00 PM Police BAC February Meeting

▲ **Thu, Feb 18**

- 9:30 AM – 11:00 AM February Disaster Policy Council Meeting

▲ **Fri, Feb 19**

- 8:30 AM – 8:45 AM CAO/ DCAO Quick Check-in
- 9:00 AM – 9:30 AM CAO/ DCAO/ SPOT Manager/ Strategic Projects Manager Check-in



- 9:30 AM – 10:00 AM CAO/ Commissioner Ryan Check-in
- 10:00 AM – 10:30 AM CAO/ Prosper Portland Director Check-in
- 11:00 AM – 11:30 AM CAO/ BPS Director Check-in
- 11:30 AM – 12:00 PM CAO/ Executive Assistant Check-in
- 2:00 PM – 2:30 PM CAO/ CFO Check-in
- 2:30 PM – 3:00 PM CAO/ DCAO/ SPOT Manager
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

▲ **Mon, Feb 22**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 10:00 AM – 11:30 AM Council Work Session: Next Steps in Creating Public Safety
- ▨ 11:30 AM – 1:00 PM Council Work Session Practice Presentation for Feb. 25
- 2:00 PM – 2:30 PM CAO/ BTS Director Check-in
- 3:00 PM – 3:30 PM CAO/ DCAO Check-in
- 3:30 PM – 4:00 PM CAO/ CFO Check-in
- 4:15 PM – 4:45 PM CAO/ Mayor Wheeler Check-in

▲ **Tue, Feb 23**

- 8:00 AM – 8:30 AM Meeting to discuss PPA and Secondary Employment
- 9:00 AM – 9:30 AM CAO/ CFO/ Deputy BRFS Director Check-in
- 9:30 AM – 9:45 AM CAO/ CBO Director Check-in
- 10:30 AM – 11:00 AM CAO/ OEHR Director Check-in
- 11:30 AM – 12:00 PM CAO/ BHR Director Check-in
- 1:00 PM – 1:30 PM CAO/ Police Chief Check-in
- 2:00 PM – 2:30 PM CAO/ PBEM Director Quarterly Check-in
- 2:30 PM – 3:00 PM CAO/ BOEC Director Quarterly Check-in
- 3:00 PM – 3:30 PM CAO/ Commissioner Rubio Check-in
- 3:30 PM – 4:00 PM CAO/ Strategic Projects Manager Check-in

▲ **Wed, Feb 24**

- 8:00 AM – 8:30 AM CAO/ OEHR Director Check-in
- 9:00 AM – 9:30 AM CAO/ 311 Program Manager Check-in
- 10:00 AM – 10:15 AM CAO/ CFO/ Strategic Projects Manager
- ▨ 12:00 PM – 12:30 PM BOLT Meeting
- 2:30 PM – 3:00 PM CAO/ PWB Director Check-in
- 4:00 PM – 4:15 PM CAO/ CFO/ Strategic Communications Manager

▲ **Thu, Feb 25**

- 7:45 AM – 9:00 AM ENGL 447 Graduate Seminar
- 9:00 AM – 10:00 AM CAO Staff Meeting
- 10:00 AM – 10:15 AM CAO/ CFO/ Strategic Communications Director/  
Strategic Projects Manager
- 11:30 AM – 12:00 PM CAO/ BDS Director Check-in
- 2:00 PM – 4:00 PM Council Work Session - Social Equity in Contracting
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Fri, Feb 26**

- 9:00 AM – 10:00 AM CAO/ Deputy City Attorney/ BHR Director/ Police  
Deputy City Attorney
- 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
- 11:30 AM – 12:00 PM CAO/ CFO/ BHR Director/ Mayor’s Deputy Cos Check-in
- 2:30 PM – 3:00 PM CAO/ Commissioner Ryan Check-in

March 2021

▲ **Mon, Mar 1**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 10:00 AM – 11:00 AM Prep: Economic Relief & Stimulus Coordination Council
- 11:00 AM – 11:15 AM CAO/ Mayor’s Policy Advisor Check-in
- 11:45 AM – 12:05 PM CAO/ DCAO/ Strategic Communications Manager/  
Communications Management Analysts
- 1:00 PM – 1:45 PM CAO/ Commissioner Mapps Check-in
- 4:00 PM – 4:30 PM CAO/ Commissioner Hardesty Check-in

▲ **Tue, Mar 2**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- 9:00 AM – 9:30 AM CAO/ PBOT Director Check-in
- 11:00 AM – 11:30 AM Debt Management Weekly Check-In Meeting
- 11:30 AM – 12:00 PM Commissioners Chiefs of Staff Meeting
- 1:30 PM – 2:00 PM Pandemic Policy Team re: Vaccine Planning
- 2:00 PM – 3:00 PM Social Equity in Contracting Work Session Debrief
- 3:00 PM – 3:30 PM CAO/ DCAO Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Mar 3**

- 9:30 AM – 10:30 AM CAO/ DCAO/ Strategic Communications Manager/  
Communications Management Analysts
- 10:30 AM – 11:00 AM CAO/ CFO Check-in

- 1:00 PM – 1:45 PM Budget Office Recommendations Briefing – OMF
  - 2:00 PM – 3:00 PM ARP resources and the Mayor’s Proposed budget
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▲ **Thu, Mar 4**

- 9:00 AM – 9:30 AM Community Safety Recommendations Discussion with Portland Firefighters Assoc.
  - 9:30 AM – 10:00 AM CAO/ PHB Director Check-in
  - 10:30 AM – 11:00 AM CAO/ Fire Chief Check-in
  - 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
  - 1:30 PM – 2:00 PM CAO/ Strategic Projects Manager Check-in
  - 2:00 PM – 2:30 PM CAO/ Executive Assistant Check-in
  - ▨ 2:45 PM – 3:00 PM PREP: ERSCC
  - 3:00 PM – 4:00 PM Economic Relief & Stimulus Coordinating Council (ERSCC)
  - ▨ 4:00 PM – 4:15 PM Debrief: ERSCC
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▲ **Fri, Mar 5**

- 8:00 AM – 8:30 AM OMF LT Agenda
  - 9:15 AM – 9:45 AM Mayor Wheeler/ Mayor Deputy CoS/ Mayor Policy Analyst/ Mayor Sr. Policy Rep./ Spectator Venues Program Manager/ CFO/ CAO
  - 9:45 AM – 10:15 AM CAO/ Mayor’s CoS Check-in
  - 1:00 PM – 2:00 PM Budget Presentation Dry Run
  - 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)
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▲ **Mon, Mar 8**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
  - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
  - 1:00 PM – 1:30 PM CAO/ SPOT Manager/ DCAO Check-in
  - 2:00 PM – 2:30 PM CAO/ BTS Director Check-in
  - 2:30 PM – 3:00 PM CAO/ Strategic Projects Manager Check-in
  - 3:00 PM – 3:30 PM CAO/ DCAO Check-in
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▲ **Tue, Mar 9**

- 9:00 AM – 12:00 PM Council Work Session: FY 2021-22 Budget Development OVERVIEW & COVID-19 RESPONSE
  - 1:30 PM – 2:00 PM CAO/ PP&R Director Check-in
  - 2:00 PM – 2:30 PM CAO/ BHR Director Check-in
  - 3:00 PM – 4:00 PM OMF Advisory Committee
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Mar 10**

■	8:00 AM – 8:30 AM	Prep for City Council Budget Work Session
■	9:00 AM – 9:30 AM	CAO/ CBO Director Check-in
■	9:30 AM – 9:45 AM	CAO/ CFO/ City Economist/ CBO Director
■	10:00 AM – 11:00 AM	Monthly CAO Newsletter Filming
■	11:30 AM – 11:45 AM	CAO/ Executive Assistant Quick Check-in
■	1:00 PM – 1:30 PM	CAO/ CFO Check-in
■	1:30 PM – 1:45 PM	CAO/ Strategic Projects Manager Check-in
■	3:30 PM – 3:45 PM	CAO/ Max Williams, Oregon Community Foundation Check-in (by phone)
■	5:30 PM – 7:00 PM	Joint County & City Work Session on Joint Office of Homeless Services

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▲ **Thu, Mar 11**

▨	8:15 AM – 8:30 AM	PREP: ERSCC
■	9:00 AM – 9:30 AM	Prep for CST Director Interview Panel
■	9:00 AM – 10:00 AM	Director’s Prep Meeting - March 23rd Council Budget Work Session
■	10:00 AM – 11:30 AM	Community Safety Transition Director Interview Panel - Council Panel – Mayor & Comm. Mapps
▨	11:30 AM – 12:30 PM	Planning meeting to prepare for the verdict in the Derek Chauvin murder trial of Mr. George Floyd JR.
■	12:00 PM – 1:30 PM	Economic Relief & Stimulus Coordinating Council (ERSCC)
■	1:30 PM – 1:45 PM	DEBRIEF: ERSCC
■	2:00 PM – 4:00 PM	Council Work Session: FY 2021-22 Budget Development CENTRAL CITY SERVICES
■	4:00 PM – 4:30 PM	Directors 2x Weekly Check-in

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▲ **Fri, Mar 12**

■	9:30 AM – 10:00 AM	CAO/ Executive Assistant Check-in
■	10:00 AM – 10:30 AM	CAO/ CBO Director/ Mayor’s CoS/ Mayor’s Deputy CoS/ Strategic Projects Manager
■	11:30 AM – 11:45 AM	CAO/ DCAO Check-in (as needed)
■	1:30 PM – 1:45 PM	CAO/ SPOT Manager Quick Check-in
■	3:00 PM – 4:30 PM	Community Safety Transition Director Interview Panel - Council Panel – Mayor & Comm. Hardesty

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▲ **Mon, Mar 15**

■	7:30 AM – 8:00 AM	Pandemic Policy Team Conference Call
■	11:00 AM – 11:15 AM	CAO/ Mayor’s Deputy CoS
▨	12:45 PM – 1:00 PM	Prep: ERSCC

- 1:30 PM – 2:00 PM CAO/ BHR DIRECTOR Check-in
  - 2:00 PM – 3:00 PM Economic Relief & Stimulus Coordinating Council (ERSCC)
  - 3:00 PM – 3:15 PM Debrief: ERSCC
  - 3:30 PM – 4:00 PM CAO/ CFO Check-in
  - 4:00 PM – 4:30 PM CAO/ Commissioner Hardesty
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▲ **Tue, Mar 16**

- ▨ 8:00 AM – 9:00 AM Speed of Trust Survey Discussion: Session 1
  - ▨ 9:30 AM – 11:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners
  - 11:30 AM – 12:00 PM CAO/ DCAO Check-in
  - 1:00 PM – 1:15 PM CAO/ Fire Chief Quick Check-in
  - 2:00 PM – 4:00 PM Council Work Session: FY 2021-22 Budget Development
  - ▨ 3:00 PM – 4:00 PM 2nd Directors Meeting - Infrastructure Bureaus Budget Work Session
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▲ **Wed, Mar 17**

- 8:00 AM – 8:30 AM CAO/ Prosper Portland Director Check-in
  - 9:00 AM – 9:30 AM Calls to Community Safety Transition Director Finalists
  - 9:30 AM – 10:00 AM CAO/ OEHR Director Check-in
  - 1:00 PM – 2:00 PM CFO/BHR Director
  - ▨ 2:00 PM – 3:00 PM CBO Director/ Mayor's Deputy CoS/ Mayor's CoS/ CBO Deputy Director/ CAO
  - 3:00 PM – 4:00 PM Public Safety Work Group - Monthly Executive Committee Meeting
  - 4:00 PM – 4:30 PM CAO/ BPS Director Check-in
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▲ **Thu, Mar 18**

- 9:00 AM – 9:30 AM OMF Labor Management Committee
  - 9:30 AM – 11:30 AM Council Work Session: Proposed 2021-22 Budget
  - 11:30 AM – 11:45 AM CAO/ Strategic Projects Manager Quick Check-in
  - 12:00 PM – 12:30 PM CAAN Leadership Team
  - 1:30 PM – 4:30 PM Council Work Session: FY 2021-22 Budget Development
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Mar 19**

- 9:00 AM – 9:15 AM CAO/ City Auditor Quick Check-in
- 9:30 AM – 9:45 AM CAO/ Executive Assistant Check-in
- 10:30 AM – 11:00 AM CAO/ Commissioner Ryan Check-in
- 11:00 AM – 11:15 AM CAO/ Contract Compliance Analyst Quick Check-in

- 11:30 AM – 12:00 PM City Priorities discussion
- 12:45 PM – 1:00 PM PREP: ERSCC
- 1:00 PM – 2:00 PM Economic Relief & Stimulus Coordinating Council (ERSCC)
- 2:00 PM – 2:15 PM DEBRIEF: ERSCC
- 4:00 PM – 4:15 PM CAO/ DCAO Check-in (as needed)

▲ **Mon, Mar 22**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 9:00 AM – 9:30 AM Follow up Directors meeting
- 9:30 AM – 10:00 AM City of Portland & Governor's Office meeting on Economic Recovery
- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 11:00 AM – 11:30 AM CAO/ BTS Director Check-in
- 2:00 PM – 2:30 PM CAO/ Commissioner Rubio Check-in
- 3:00 PM – 3:30 PM CAO/ DCAO Check-in
- 3:30 PM – 4:00 PM CAO/ CFO Check-in
- 4:00 PM – 4:30 PM CAO/ Mayor Wheeler/ Mayor's CoS
- ▨ 4:30 PM – 6:30 PM Technology Oversight Committee

▲ **Tue, Mar 23**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- 9:00 AM – 12:00 PM Council Work Session: FY 2021-22 Budget Development
- 1:00 PM – 1:30 PM CAO/ Police Chief Check-in
- 1:30 PM – 2:00 PM CAO/ CFO/ BHR Director
- 2:30 PM – 3:00 PM CAO/ Executive Assistant Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Mar 24 – Fri, Mar 26**

- 8:00 AM – 5:00 PM Vacation

▲ **Mon, Mar 29**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 8:30 AM – 9:00 AM PREP: ERSCC
- 10:00 AM – 10:30 AM CAO/ 311 Program Manager Check-in
- 10:30 AM – 11:00 AM CAO/ CFO Check-in
- 11:30 AM – 1:00 PM Economic Relief & Stimulus Coordinating Council (ERSCC)
- 1:30 PM – 1:55 PM CAO/ SPOT Manager/ DCAO Check-in
- ▨ 2:00 PM – 2:15 PM Debrief: ERSCC

- ▨ 2:00 PM – 2:30 PM Transition from Restricted to Limited Access Work Session
  - 2:30 PM – 2:45 PM CAO/ Fire Division Chief Quick Check-in
  - 3:00 PM – 3:30 PM CAO/ DCAO Check-in
  - 4:00 PM – 4:30 PM CAO/ Commissioner Hardesty
  - ▨ 6:00 PM – 8:00 PM Community Listening Session on Proposed Budget
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▲ **Tue, Mar 30**

- 8:00 AM – 8:30 AM FINAL PREP: ARP/Budget Work Session Presentation
  - 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
  - 9:30 AM – 11:30 AM Council Work Session: 2021-22 Proposed Budget Work Session
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▲ **Wed, Mar 31**

- 10:00 AM – 10:30 AM CAO/ Strategic Projects Manager Check-in
  - 10:30 AM – 11:00 AM CAO/ PWB Director Check-in
  - 1:00 PM – 1:30 PM CAO/ Strategic Projects Manager/ PBEM Director Check-in
  - 2:00 PM – 2:30 PM CAO/ 311 Project Manager Check-in
  - 2:30 PM – 2:45 PM Tom/ Geraldene CAO/ Strategic Projects Manager Quick Check-in
  - 3:00 PM – 3:30 PM CAO/ Fire Chief Check-in
  - 4:30 PM – 4:45 PM CAO/ DCAO/ CFO Check-in
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