

CAO Tom Rinehart Calendar

April 1 – June 30, 2021

Busy
 Tentative
 Out of Office
 Working Elsewhere

April 2021

▲ Thu, Apr 1

- 8:30 AM – 9:00 AM CAO/ BHR Director/ OEHR Director
- 9:30 AM – 12:30 PM Council Work Session: FY 2021-22 Budget Development
- 11:30 AM – 12:30 PM Bureau Directors Monthly Meeting
- 3:00 PM – 3:30 PM CAO/ BDS Director Check-in
- 4:00 PM – 4:15 PM CAO/ BTS Director Check-in

▲ Fri, Apr 2

- 9:30 AM – 10:00 AM CAO/ BES Director Check-in
- 10:00 AM – 10:15 AM CAO/ Comm. Mapps CoS/ Comm. Ryan CoS/ Comm. Rubio Cos/ Strategic Projects Manager Check-in
- 10:30 AM – 11:00 AM CAO/ Executive Assistant Check-in
- 1:00 PM – 2:00 PM CAO/ DAM Manager/ Fleet Manager - Tour fleet facility
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

▲ Mon, Apr 5

- 8:30 AM – 9:00 AM PREP: ERSCC
- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 11:00 AM – 11:30 AM CAO/ CBO phone call
- 11:30 AM – 1:00 PM Economic Relief & Stimulus Coordinating Council
- 12:00 PM – 1:00 PM City Council Executive Session
- 1:00 PM – 1:45 PM Comm. Mapps/ CAO Check-in
- 2:00 PM – 2:30 PM CAO/ BTS Director Check-in
- 2:30 PM – 2:45 PM Debrief: ERSCC
- 2:30 PM – 3:15 PM CAO/ DCAO Check-in
- 3:30 PM – 3:55 PM CAO/ CFO Check-in
- 4:00 PM – 4:30 PM CAO/ Mayor's Deputy CoS Check-in

▲ Tue, Apr 6

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- 9:30 AM – 11:30 AM City Council Work Session: DOJ Settlement Agreement
- 9:30 AM – 11:30 AM City Council Executive Session
- 2:30 PM – 3:00 PM CAO/ PHB Director/ CFO Check-in

- 3:30 PM – 3:55 PM CAO/ Information Systems Manager/ E-Gov Product Manager Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Apr 7**

- 9:00 AM – 9:30 AM CAO/ Mayor’s Dir. of Strategic Innovations Check-in
- 9:30 AM – 10:00 AM CAO/ Spectator Venues Program Manager Check-in
- 10:00 AM – 10:15 AM CAO/ CFO/ DCAO/ Strategic Projects Manager
- 11:00 AM – 11:15 AM CAO/ Strategic Projects Manager Quick Check-in
- 11:30 AM – 11:45 AM CAO/ Strategic Projects Managers (2) Check-in
- 1:00 PM – 1:30 PM CAO/ PBOT Director Check-in
- 1:30 PM – 1:55 PM CAO/ SPOT Manager Check-in
- 2:00 PM – 3:30 PM DAM Customer Service Group - Semi-Annual Meeting
- 3:30 PM – 4:00 PM CAO/ Prosper Portland Director/ Regional Solutions Coordinator, Office of Governor Brown Check-in

▲ **Thu, Apr 8**

- 9:00 AM – 10:00 AM Webinar - Rating Agency Perspectives on COVID-19
- 10:00 AM – 10:45 AM ERSCC Roadmap Planning
- ▨ 10:30 AM – 12:00 PM P&D Directors Monthly Meeting
- 1:00 PM – 2:00 PM Project Scope- Social Equity in Contracting
- 2:00 PM – 2:30 PM CAO/ CBO Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Fri, Apr 9**

- 9:00 AM – 9:30 AM Mayor/ CAO/ Prosper Portland Director/ Mayor’s CoS
- 9:30 AM – 10:00 AM CAO/ CFO/ SPOT Manager/ Don Shanklin, Propel Insurance/ Nate McCoy, NAMC-Oregon/ Molly Washington, NAMC-Oregon re: Bonding Program
- 10:30 AM – 11:00 AM CAO/ Strategic Projects Manager/ Community Safety Transition (CST) Director
- 11:00 AM – 11:30 AM CAO/ Executive Assistant Check-in
- 11:30 AM – 12:15 PM CAO/ Strategic Projects Manager/ CST Director/ OMF Policy Analyst Check-in
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

▲ **Mon, Apr 12**

- 8:30 AM – 9:00 AM PREP: ERSCC
- 9:30 AM – 10:00 AM PTE 17 Check-in
- 10:00 AM – 10:30 AM CAO/ Strategic Projects Manager/ Mayor’s CoS/ Mayor’s Deputy CoS
- 11:30 AM – 1:00 PM Economic Relief & Stimulus Coordinating Council

- 1:30 PM – 1:45 PM Director update: employee vaccine clinic cancelled
 - 2:30 PM – 3:15 PM CAO/ DCAO Check-in
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
 - 6:00 PM – 8:00 PM Budget Community Listening Session
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▲ **Tue, Apr 13**

- 9:30 AM – 11:30 AM FYI Spring BMP (Carmen Attending)
 - 2:00 PM – 2:30 PM CAO/ BHR Director Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
 - 4:00 PM – 5:00 PM Mayor/ Mayor’s staff/ CBO/ CAO re: Budget Discussions
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▲ **Wed, Apr 14**

- 8:30 AM – 8:45 AM CAO/ CFO Check-in
 - 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
 - 10:30 AM – 10:45 AM ERSCC and Transition Planning (weekly)
 - 12:00 PM – 12:30 PM BOLT Meeting
 - ▨ 1:30 PM – 3:00 PM Quarterly Equity Sessions
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▲ **Thu, Apr 15**

- 9:00 AM – 10:00 AM CAO Staff Meeting
 - 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 1:00 PM – 1:15 PM CAO/ DCAO Quick Check-in
 - 3:00 PM – 4:00 PM Monthly CAO Video Update filming
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Apr 16**

- 9:30 AM – 10:00 AM CAO/ SPOT Manager/ City Arts Program Manager/ Spectator Venues Program Manager
 - 10:15 AM – 10:30 AM CAO/ Mayor’s Deputy CoS Phone call
 - 10:35 AM – 10:50 AM CAO/ Scott Andrews, Melvin Mark Phone call
 - 11:00 AM – 11:30 AM CAO/ BPS Director Check-in
 - 12:00 PM – 12:15 PM CAO/ DCAO/ SPOT Manager Quick check-in
 - 1:00 PM – 1:15 PM CAO/ Cary Turner, economics student, Stanford
 - 2:00 PM – 2:30 PM CAO/ Strategic Projects Manager Check-in
 - 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)
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▲ **Sat, Apr 17**

- 10:00 AM – 12:00 PM Budget - Community Listening Session
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▲ **Mon, Apr 19**

- 9:00 AM – 9:15 AM CAO/ BHR Director/ CFO check-in
 - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 11:30 AM – 1:00 PM ERSCC Next Steps
 - 2:00 PM – 2:30 PM CAO/ BTS Director Check-in
 - 2:30 PM – 3:15 PM CAO/ DCAO Check-in
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
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▲ **Tue, Apr 20**

- 7:15 AM – 8:15 AM ERSCC work
 - 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
 - 9:00 AM – 9:15 AM CAO/ Comm. Hardesty Financial Policy Advisor Check-in
 - 9:15 AM – 9:30 AM CAO/ Spectator Venues Program Manager Check-in
 - 9:30 AM – 12:30 PM City Council Executive Session
 - 1:30 PM – 2:00 PM Comm. Ryan/ Comm. Ryan CoS/ CAO Check-in
 - 2:30 PM – 3:00 PM CAO/ SPOT Manager/ DCAO (optional) Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
 - 6:00 PM – 9:00 PM CoP Leadership Protest Briefing/Coordination Room
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▲ **Wed, Apr 21**

- 9:30 AM – 10:00 AM CAO/ CST Director Check-in
 - ▨ 11:00 AM – 12:00 PM Vaccine Weekly Update
 - 2:00 PM – 4:00 PM City Council Work Session: BMP
 - ▨ 6:00 PM – 11:00 PM CoP Leadership Protest Briefing/Coordination Room
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▲ **Thu, Apr 22**

- 8:00 AM – 8:30 AM CAO/ Prosper Portland Director Check-in
 - 9:00 AM – 9:30 AM CAO/ PP&R Director Check-in
 - 9:30 AM – 10:00 AM CAO/ OEHR Director Check-in
 - 1:30 PM – 2:00 PM OMF New Employee Meet & Greet
 - 2:30 PM – 3:00 PM CAO/ Max William, Oregon Community Foundation
 - 3:00 PM – 3:30 PM Comm. Hardesty/ Comm. Hardesty CoS/ CAO/ Comm. Hardesty Financial Policy Advisor
 - 3:30 PM – 4:00 PM Proposed Budget Note Discussion re: Project Management for Homeless Impacts
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Apr 23**

- 9:00 AM – 9:45 AM Mayor/ Mayor's CoS/ Mayor's Deputy CoS/ Mayor's Director of Strategic Innovations/ CAO

- 9:45 AM – 10:00 AM CAO/ Strategic Projects Manager (2)
- 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
- 11:30 AM – 12:15 PM CAO/ Strategic Projects Manager/ CST Director/ OMF Policy Analyst Check-in
- 1:15 PM – 1:30 PM CAO/ Mayor's Deputy CoS Quick Check-in
- 1:30 PM – 1:45 PM CAO/ DCAO/ Mayor's Deputy CoS/ Mayor's CoS
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

▲ **Mon, Apr 26**

- 8:30 AM – 9:00 AM PREP: ERSCC
- 11:30 AM – 1:00 PM Economic Relief & Stimulus Coordinating Council
- 2:30 PM – 3:15 PM CAO/ DCAO Check-in
- 3:30 PM – 4:00 PM CAO/ CFO Check-in
- 4:00 PM – 4:30 PM Comm. Hardesty/ CAO Check-in
- ▨ 4:30 PM – 6:30 PM Technology Oversight Committee

▲ **Tue, Apr 27**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- 9:30 AM – 11:30 AM City Council Work Session: DOJ Settlement
- 9:30 AM – 11:30 AM City Council Executive Session
- 11:00 AM – 11:30 AM Federal Program Check In w/Vicki Cram and Government Relations staff
- 11:30 AM – 12:00 PM Tuesday Chiefs of Staff Meeting
- 12:00 PM – 12:15 PM ICMA Convention Discussion – Mayor/ Mayor's Staff/ Travel Portland Staff/ CAO
- 1:45 PM – 2:10 PM Mayor/ Mayor's CoS/ CAO Check-in
- 2:30 PM – 3:00 PM Comm. Rubio/ CAO/ Prosper Portland Director/ Comm. Rubio CoS Check-in
- 3:30 PM – 3:45 PM CAO/ Strategic Projects Manager/ Executive Assistant Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Apr 28**

- 9:00 AM – 9:30 AM CAO/ BES Director Check-in
- 9:30 AM – 10:00 AM CAO/ CST Director Check-in
- 11:30 AM – 12:00 PM CAO/ CBO/ plus Mayor's Cos/ Mayor's Deputy Cos, if available
- ▨ 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/ Facilities Division Manager/ OMF Bus. Ops. Finance Manager
- 2:00 PM – 2:15 PM CAO/ SPOT Manager Quick Check-in

■ 3:00 PM – 4:00 PM Monthly Procurement Staff Meeting

▲ **Thu, Apr 29**

■ 9:00 AM – 10:00 AM CAO Staff Meeting
■ 10:00 AM – 11:00 AM Mayor/ CAO/ Prosper Portland Director/ Mayor's Staff
■ 2:30 PM – 3:00 PM CAO/ FPDR Director Check-in
■ 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Fri, Apr 30**

■ 9:00 AM – 9:30 AM CAO/ DCAO/ SPOT Manager/ Strategic Projects Manager Check-in
■ 9:30 AM – 10:00 AM CAO/ CFO/ City Treasurer/ City Debt Manager/ City Investments Officer
■ 10:30 AM – 10:45 AM CAO/ Executive Assistant Check-in
■ 11:30 AM – 12:15 PM CAO/ Strategic Projects Manager/ CST Director/ OMF Policy Analyst Check-in
■ 12:30 PM – 1:25 PM CAO/ Interim PBEM Director Check-in
■ 2:30 PM – 3:00 PM CAO/ DCAO/ BTS Director
■ 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)
■ 3:30 PM – 3:50 PM Mayor/ Mayor's Deputy CoS/ CAO Check-in
■ 3:45 PM – 4:00 PM CAO/ Strategic Projects Manager Check-in

May 2021

▲ **Mon, May 3**

■ 8:30 AM – 9:00 AM PREP: ERSCC
■ 9:30 AM – 11:00 AM OMF Leadership Team Meetings
■ 11:30 AM – 1:00 PM ARP Pre-Proposal Q&A Session
■ 1:00 PM – 1:45 PM Comm. Mapps/ CAO Check-in
■ 2:30 PM – 3:15 PM CAO/ DCAO Check-in

▲ **Tue, May 4**

■ 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
■ 9:30 AM – 11:30 AM City Council Work Session: Proposed 2021-22 Budget
■ 2:00 PM – 2:30 PM CAO/ CFO/ SPOT Manager Check-in
■ 2:30 PM – 3:00 PM CAO/ Mayor's CoS Check-in
■ 3:00 PM – 3:30 PM CAO/ CFO Check-in
■ 3:30 PM – 3:45 PM CAO/ Deputy City Attorney Check-in

▲ **Wed, May 5**

- 9:00 AM – 9:30 AM CAO/ CFO/ Strategic Projects Manager/ BRFS Deputy Director/ SPOT Manager
 - 9:30 AM – 10:00 AM CAO/ CST Director Check-in
 - 10:00 AM – 10:15 AM CAO/ SPOT Manager Check-in
 - 11:30 AM – 12:00 PM CAO/ PWB Director Check-in
 - 2:00 PM – 2:30 PM CAO/ Interim Civic Life Director Check-in
 - 3:30 PM – 4:00 PM ERSCC
 - 4:00 PM – 4:30 PM CAO/ Mayor's CoS/ Mayor's Deputy Cos/ Mayor's Dir. of Strategic Innovations/ CST Director
 - 6:00 PM – 8:00 PM City Budget Public Hearing
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▲ **Thu, May 6**

- 9:00 AM – 9:30 AM CAO/ PBOT Director Check-in
 - 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
 - 2:00 PM – 2:25 PM CAO/ DCAO/ SPOT Manager
 - 3:00 PM – 3:30 PM CAO Chat (optional) re: Workplace of the Future
 - 4:00 PM – 4:30 PM CAO/ CST Director/ Strategic Projects Manager/ OMF Communications Management Analyst/ Fire PIO
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▲ **Fri, May 7**

- 9:00 AM – 9:30 AM CAO/ Lisa J. Freeman, USAID Check-in
 - 9:30 AM – 9:45 AM Tom Rinehart/ Buchi Asemota Check-in
 - 10:00 AM – 11:30 AM Vaccine Clinic site visit
 - 11:30 AM – 12:15 PM CAO/ Strategic Projects Manager/ CST Director/ OMF Policy Analyst Check-in
 - 1:00 PM – 1:30 PM Council street response briefing with CTSD and CAO
 - 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)
 - 3:30 PM – 4:00 PM CAO/ OMF Strategic Communications Director Check-in
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▲ **Mon, May 10**

■ All Day out ill

▲ **Tue, May 11**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- 9:30 AM – 10:00 AM City Collections Audit Findings Discussion
- 10:00 AM – 10:30 AM CAO Chat (optional) re: Workplace of the Future
- 10:45 AM – 11:00 AM CAO/ OMF Public Information Officer Quick Check-in
- 11:00 AM – 11:30 AM CAO/ OMF Public Information Officer/ OMF Strategic Communications Manager/ Genevieve Reaume, KATU
- 1:00 PM – 1:30 PM Monthly CAO Video Update filming

- 2:00 PM – 2:15 PM CAO/ PP&R Director Check-in
 - 2:30 PM – 3:00 PM CAO/ Mayor’s CoS Check-in
 - 3:00 PM – 4:00 PM OMF Advisory Committee - FY 2020-21 meeting series
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▲ **Wed, May 12**

- 8:00 AM – 9:00 AM Charter Commission Bureau Director Panel - Healthy & Vibrant Community Group
 - 9:30 AM – 10:00 AM CAO/ CST Director Check-in
 - 1:00 PM – 1:30 PM CAO/ CFO Check-in
 - 1:30 PM – 2:00 PM CAO/ CFO/ Strategic Projects Manager Check-in
 - 2:30 PM – 3:00 PM CAO Chat (optional) re: Workplace of the Future
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▲ **Thu, May 13**

- 9:00 AM – 9:30 AM PTE 17 Check-in
 - 9:30 AM – 10:00 AM CAO/ PHB Director/ CFO Check-in
 - 10:00 AM – 10:15 AM CAO/ Police Chief Quick Check-in
 - 10:30 AM – 11:15 AM CAO/ DCAO Check-in
 - ▨ 10:30 AM – 12:00 PM P&D Directors Monthly Meeting
 - 11:30 AM – 12:00 PM Tom/ Kevin Neely, Portland State University
Jason Podrabsky, Portland State University Check-in
 - 2:00 PM – 5:00 PM Council Work Session - City Budget Public Hearing
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▲ **Fri, May 14**

- 8:00 AM – 8:15 AM CAO/ PP&R Director Check-in
 - 9:00 AM – 9:25 AM ERSCC and Transition Planning (weekly)
 - 9:30 AM – 10:00 AM CAO/ BPS Director Check-in
 - 10:00 AM – 10:15 AM CAO/Lorraine Wilson, Citywide Public Involvement and Equity Management Analyst Quick Check-in
 - 10:30 AM – 10:45 AM CAO/ DCAO/ OMF Public Information Officer/ OMF Strategic Communications Manager Check in
 - 11:00 AM – 11:30 AM CAO/ DCAO/ Strategic Projects Manager
 - 11:30 AM – 12:15 PM CAO/ Strategic Projects Manager/ CST Director/ OMF Policy Analyst Check-in
 - 2:30 PM – 2:45 PM CAO/ DCAO Check-in (as needed)
 - 2:45 PM – 3:00 PM CAO/ Executive Assistant Check-in
 - 3:00 PM – 3:30 PM CAO/ Corey Falls, City of Gresham Check-in
 - ▨ 3:00 PM – 3:45 PM Comm. Ryan & Prosper Portland monthly meeting
 - 4:00 PM – 5:00 PM Disaster Policy Council Meeting re: gun violence emergency
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▲ **Mon, May 17**

- 8:30 AM – 9:00 AM PREP: ERSCC
 - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 11:30 AM – 1:00 PM Economic Relief & Stimulus Coordinating Council
 - 1:30 PM – 2:00 PM CAO/ DCAO Check-in
 - 2:00 PM – 2:30 PM CAO/ BTS Director Check-in
 - 2:30 PM – 3:00 PM Comm. Ryan/ CAO/ Comm Ryan CoS Check-in
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
 - 4:00 PM – 4:30 PM CAO/ DCAO/ Interim PBEM Director/ Strategic Projects Manager
 - 4:30 PM – 5:00 PM Mayor/ CAO/ Mayor's Cos Check-in
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▲ **Tue, May 18**

- 9:00 AM – 9:25 AM CAO/ SPOT Manager/ DCAO (optional) Check-in
 - 9:30 AM – 11:30 AM City Council Executive Session
 - 11:30 AM – 12:00 PM Tuesday Chiefs of Staff Meeting
 - 1:00 PM – 1:30 PM CAO/ 311 Program Manager Check-in
 - 2:00 PM – 2:30 PM CAO/ CFO/ SPOT Manager Check-in
 - 3:15 PM – 3:45 PM CAO/ City Auditor Quarterly Check-in
 - 4:00 PM – 4:30 PM CAO/ Interim PBEM Director Strategic Projects Manager
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▲ **Wed, May 19**

- 8:00 AM – 8:30 AM CAO/ BHR Director Check-in
 - 9:00 AM – 9:30 AM CAO/ DCAO/ Strategic Projects Manager/ Facilities Division Manager/ Molly Engelbert, Hyphn
 - 10:00 AM – 10:30 AM CAO/ Prosper Portland Director Check-in
 - 11:30 AM – 12:00 PM CAO/ CBO Check-in
 - 1:00 PM – 2:00 PM ECONorthwest: ARP Distribution, Gaps & Priority Investments Discussion
 - 2:00 PM – 2:30 PM CAO/ Fire Chief Check-in
 - 3:00 PM – 3:30 PM CAO/ Mayor's CoS Check-in
 - ▨ 3:00 PM – 4:00 PM Community Safety Working Group
 - ▨ 4:00 PM – 5:30 PM Community safety team meeting
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▲ **Thu, May 20**

- 7:30 AM – 8:00 AM CAO/ CST Director Check-in
- 8:00 AM – 8:30 AM CAO/ BES Director Check-in
- 9:00 AM – 10:00 AM CAO Staff Meeting
- 9:00 AM – 10:00 AM OMF Labor Management Committee
- 9:30 AM – 11:00 AM Disaster Policy Council meeting

- 11:30 AM – 12:00 PM CAO/ Executive Assistant Check-in
- 2:00 PM – 3:00 PM CAO/ OMF Policy Analyst
- 3:00 PM – 3:30 PM Mayor/ Mayor’s CoS/ Mayor’s Director of Strategic Innovations/ CAO/ Johnell Bell, Portland Diamond Project
- 3:30 PM – 3:50 PM CAO/ Police Chief Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
- 4:30 PM – 4:45 PM CAO/ DCAO Check-in (as needed)

▲ **Fri, May 21 – May 28**

- 8:00 AM – 5:00 PM vacation

▲ **Tue, May 25**

- 9:30 AM – 11:30 AM WORK SESSION: ARPA Allocation Framework

▲ **Mon, May 31**

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

June 2021

▲ **Tue, Jun 1**

- 8:00 AM – 5:00 PM Vacation

▲ **Wed, Jun 2**

- 9:30 AM – 10:00 AM CAO/ CST Director Check-in
- 10:00 AM – 10:45 AM CAO/ DCAO Check-in
- ▨ 10:30 AM – 12:00 PM OEHR Strategic Plan at Council
- 11:00 AM – 12:00 PM City Council Work Session
- 1:00 PM – 1:30 PM CAO/ BTS Director Check-in
- 1:30 PM – 2:00 PM CAO/ CFO Check-in
- 2:30 PM – 3:00 PM CAO/ CFO/ SPOT Manager Check-in
- 3:00 PM – 3:25 PM CAO/ Strategic Projects Manager Check-in
- 3:30 PM – 4:00 PM CAO/ Corey Falls, City of Gresham Check-in

▲ **Thu, Jun 3**

- 9:30 AM – 10:00 AM CAO/ OCT Director Quarterly Check-in
- 10:30 AM – 10:45 AM CAO/ City Attorney Check-in
- 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
- 1:30 PM – 1:45 PM CAO/ Strategic Projects Manager Check-in
- 2:30 PM – 3:00 PM CAO/ BOEC Director Quarterly Check-in

- 3:30 PM – 4:00 PM CAO/ Jerry Newfarmer, Management Partners Check-in
 - 4:00 PM – 4:30 PM CAO/ Strategic Projects Manager/ CST Director/ OMF Policy Analyst Check-in
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▲ **Fri, Jun 4**

- 10:00 AM – 10:15 AM CAO/ Executive Assistant Check-in
 - 10:30 AM – 11:00 AM CAO/ PHB Director Check-in
 - 1:00 PM – 1:30 PM CAO/ BHR Director Check-in
 - 1:30 PM – 2:00 PM CAO/ Mayor’s CoS Check-in
 - 2:30 PM – 2:45 PM CAO/ Facilities Division Manager Check-in
 - 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)
 - 3:45 PM – 4:15 PM Comm. Hardesty/ CAO/ Comm. Hardesty CoS
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▲ **Mon, Jun 7**

- 11:00 AM – 12:00 PM CAO/ Fire Chief/ Deputy Fire Chief/ CST Director
 - 1:00 PM – 1:45 PM Comm. Mapps/ CAO Check-in
 - 2:30 PM – 3:15 PM CAO/ DCAO Check-in
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
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▲ **Tue, Jun 8**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
 - 9:00 AM – 9:15 AM ERSCC and Transition Planning (weekly)
 - 9:30 AM – 11:30 AM City Council Work Session re: TSCC Hearing on Proposed Budget
 - 1:30 PM – 2:00 PM CAO/ PP&R Director Check-in
 - 2:30 PM – 3:00 PM CAO/ Mayor’s CoS Check-in
 - 3:00 PM – 4:00 PM OMF Advisory Committee - FY 2020-21 meeting series
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Jun 9**

- 9:00 AM – 9:15 AM CAO/ DCAO Quick Check-in
 - 9:30 AM – 10:00 AM CAO/ CST Director Check-in
 - ▨ 12:00 PM – 12:30 PM BOLT Meeting
 - 2:00 PM – 5:00 PM City Council meeting: Adopted Budget Hearing 1st reading
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▲ **Thu, Jun 10**

- 8:45 AM – 9:00 AM CAO/ DCAO/ BHR Director/ Interim PBEM Director/ Strategic Projects Manager/ OMF Strategic Communications Director
- 9:00 AM – 9:30 AM PTE 17 Check-in

- 9:30 AM – 10:00 AM CAO/ DCAO/ OMF Strategic Communications Manager/ HUCIRP Manager/ Strategic Projects Manager
 - 10:30 AM – 10:45 AM CAO/ OMF Strategic Communications Manager Quick Check-in
 - ▨ 10:30 AM – 11:30 AM P&D Directors Monthly Meeting
 - 11:30 AM – 12:00 PM CAO/ Fire Chief Check-in
 - 2:00 PM – 2:30 PM CAO/ CBO Check-in
 - 2:30 PM – 3:00 PM CAO/ Interim PBEM Director Quarterly Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Jun 11**

- 8:30 AM – 9:00 AM CAO/ Strategic Projects Manager Quick Check-in
 - 9:00 AM – 10:00 AM CAO/ CST Director/ Assistant Fire Chief/ Police Business Manager/ Strategic Projects Manager
 - 10:00 AM – 10:30 AM CAO/ PBOT Director Check-in
 - 10:30 AM – 11:00 AM CAO/ Spectator Venues Program Manager/ Mayor's CoS/ SPOT Manager
 - 11:30 AM – 12:15 PM CAO/ Strategic Projects Manager/ CST Director/ OMF Policy Analyst Check-in
 - 1:30 PM – 2:00 PM CAO/ Executive Assistant Check-in
 - 2:15 PM – 2:45 PM Mayor/ CAO/ Mayor's CoS
 - 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)
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▲ **Mon, Jun 14**

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 11:30 AM – 12:00 PM CAO/ Strategic Projects Manager (2) Check-in
 - 2:00 PM – 2:30 PM CAO/ BTS Director Check-in
 - 2:30 PM – 3:15 PM CAO/ DCAO Check-in
 - ▨ 4:30 PM – 5:00 PM PREP: ERSCC *Confirmed
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▲ **Tue, Jun 15**

- 7:30 AM – 8:00 AM COVID-19 Policy Team Meeting
- 8:00 AM – 8:30 AM CAO/ CFO Check-in
- 8:30 AM – 9:00 AM Comm. Ryan/ CAO/ Comm. Ryan CoS Check-in
- 9:30 AM – 11:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners
- 11:00 AM – 12:00 PM Tuesday Chiefs of Staff Meeting
- 1:00 PM – 1:30 PM Mayor/ Multnomah County Chair/ Mayor's CoS/ CAO/ Prosper Portland Director
- 2:00 PM – 2:30 PM CAO/ CFO/ SPOT Manager Check-in
- 2:30 PM – 3:00 PM CAO/ Mayor's CoS Check-in
- 3:00 PM – 4:00 PM Economic Relief and Stimulus Coordinating Council

▲ **Wed, Jun 16**

- 9:00 AM – 9:30 AM CAO/ BPS Director Check-in
- 9:30 AM – 10:00 AM CAO/ CST Director Check-in
- 10:30 AM – 11:00 AM CAO/ Gov. Relations Director/ Gov. Relations Deputy Director/ Tom/ Brie/ Dan/ City Federal Relations Manager
- 1:00 PM – 1:30 PM CAO/ Grant Burke, City of Bend, Oregon
- 1:30 PM – 1:45 PM CAO/ SPOT Manager/ City Arts Program Manager Quick Check-in
- 1:45 PM – 2:10 PM CAO/ SPOT Manager Check-in
- 2:30 PM – 3:00 PM CAO/ Spectator Venues Program Manager/ Spectator Venues Program Coordinator Check-in
- ▨ 3:00 PM – 4:00 PM Community Safety Working Group
- 4:00 PM – 4:30 PM CAO/ BHR Director Check-in

▲ **Thu, Jun 17**

- 9:00 AM – 10:00 AM CAO Staff Meeting
- 9:00 AM – 10:00 AM OMF Labor Management Committee
- 10:00 AM – 10:20 AM CAO/ CFO/ Prosper Portland Director/ Strategic Projects Manager (2)
- 1:30 PM – 2:30 PM ARPA Round 1 Allocation - Discuss Short List
- 2:30 PM – 2:45 PM CAO/ Executive Assistant Check-in
- 3:00 PM – 3:30 PM CAO/ Strategic Projects Manager/ CST Director/ OMF Policy Analyst Check-in
- 3:30 PM – 3:45 PM CAO/ DCAO Check-in (as needed)
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Fri, Jun 18**

- 8:00 AM – 5:00 PM Juneteenth Holiday (observed)

▲ **Mon, Jun 21**

- 7:30 AM – 8:00 AM COVID-19 Policy Team Meeting
- 10:00 AM – 10:30 AM CAO/ CFO Check-in
- 10:30 AM – 11:00 AM CAO/ DCAO/ OMF Strategic Communications Manager
- 11:30 AM – 12:00 PM CAO/ OMF Strategic Communications Manager/ OMF Communications Management Analyst
- 1:00 PM – 1:30 PM CAO/ SPOT Manager/ DCAO (optional) Check-in
- 2:00 PM – 2:30 PM Urban Renewal Areas/ Returning Resources
- 2:30 PM – 3:00 PM CAO/ DCAO Check-in
- 3:00 PM – 3:30 PM Comm. Hardesty/ Mayor/ CAO
- 4:00 PM – 4:30 PM Comm. Hardesty/ CAO/ Comm. Hardesty CoS

■ 4:30 PM – 5:00 PM CMGC Alternative Procurement Method Discussion

▲ **Tue, Jun 22**

■ 8:00 AM – 8:30 AM Draft ERSCC Transition Memo
■ 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
■ 9:00 AM – 9:15 AM ERSCC and Transition Planning (weekly)
■ 9:30 AM – 10:30 AM Workplace Re-entry Chat Space
■ 10:30 AM – 11:00 AM CAO/ BDS Director Check-in
■ 11:00 AM – 12:00 PM Tuesday Chiefs of Staff Meeting
■ 12:30 PM – 4:00 PM Path to Leadership interviews

▲ **Wed, Jun 23**

■ 8:30 AM – 9:00 AM CAO/ DCAO/ OMF Bus. Ops. Manager
■ 9:00 AM – 9:30 AM PREP: ERSCC
■ 9:30 AM – 10:00 AM CAO/ CST Director Check-in
■ 11:00 AM – 12:00 PM City Council meeting - Charitable Campaign Item #491
■ 1:00 PM – 1:30 PM CAO/ 311 Program Manager Check-in
■ 1:30 PM – 2:00 PM CAO/ Mike Kramer, Winterhawks Sports Group
■ 2:30 PM – 3:00 PM CAO/ Elizabeth Edwards (former Gov. Relations Director) for Coffee

▲ **Thu, Jun 24**

■ 8:00 AM – 8:30 AM CAO/ Prosper Portland Director/ Mayor's Director of Strategic Innovations/ Mayor's Director of Jobs, Housing and Economic Equity
■ 9:00 AM – 10:00 AM CAO Staff Meeting
▨ 10:00 AM – 10:30 AM PBOT Outer Halsey Project Solicitation
■ 11:00 AM – 12:00 PM Innovations in Call Triage
■ 12:30 PM – 1:00 PM Comm. Ryan/ CAO/ Comm. Ryan CoS Check-in
■ 1:00 PM – 1:30 PM Monthly CAO Video Update filming
■ 2:00 PM – 2:15 PM CAO/ Mayor's CoS Check-in
■ 2:30 PM – 4:00 PM Economic Relief & Stimulus Coordinating Council
■ 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Fri, Jun 25**

■ 8:00 AM – 9:00 AM Economic Relief & Stimulus Coordination Council
■ 9:00 AM – 2:00 PM Large Cities Executives Forum - Virtual
■ 2:15 PM – 2:30 PM CAO/ Executive Assistant Check-in
■ 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

▲ **Mon, Jun 28**

- 7:30 AM – 8:00 AM COVID-19 Policy Team Meeting
 - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 11:30 AM – 12:00 PM CAO Video filming (take 2)
 - 1:30 PM – 2:00 PM Mayor/ CAO/ Mayor's CoS Check-in
 - 2:00 PM – 2:30 PM Briefing on Police Oversight Committee
 - 2:30 PM – 3:15 PM CAO/ DCAO Check-in
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
 - 4:30 PM – 5:00 PM CAO/ Mayor's CoS Check-in
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▲ **Tue, Jun 29**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
 - 9:30 AM – 9:45 AM CAO/ City Attorney Check-in
 - 10:00 AM – 10:30 AM CAO/ OEHR Director Check-in
 - 11:30 AM – 12:00 PM CoP Workplace Reentry Meeting
 - 12:00 PM – 12:30 PM CoP ARPA Process & Funding Discussion
 - 1:00 PM – 1:30 PM Comm. Rubio/ CAO/ Comm. Rubio's CoS Check-in
 - 2:00 PM – 2:30 PM CAO/ CFO/ SPOT Manager Check-in
 - ▨ 2:30 PM – 3:00 PM Emergency Declaration Issues Discussion
 - 3:00 PM – 3:30 PM CoP ARPA Process & Funding Discussion
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Jun 30**

- 8:30 AM – 9:00 AM CoP Workplace Reentry Meeting
 - 9:00 AM – 9:30 AM CAO/ Deputy City Attorney Check-in
 - 9:30 AM – 10:00 AM CAO/ CST Director Check-in
 - 10:00 AM – 12:00 PM City Council meeting
 - 1:00 PM – 3:00 PM Path to Leadership Interviews
 - 3:30 PM – 4:00 PM CAO/ City Attorney/ Deputy City Attorney
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