

CAO Tom Rinehart Calendar

July 1 – September 30, 2021

- Busy ▨ Tentative
■ Out of Office ▩ Working Elsewhere

July 2021

▲ Thu, Jul 1

- 8:00 AM – 8:30 AM CAO/ OMF Policy Analyst Check-in
- 9:30 AM – 10:00 AM CAO/ Civic Life Director Check-in
- 11:00 AM – 11:15 AM CAO/ BES Director Check-in
- 11:30 AM – 12:30 PM Bureau Directors Monthly Meeting
- 1:00 PM – 5:00 PM Path to Leadership Interviews

▲ Fri, Jul 2

- 8:00 AM – 8:15 AM CAO/ Kimberly Melton, Multnomah County Check-in
- 8:30 AM – 9:00 AM CAO/ Executive Assistant Check-in
- 9:00 AM – 9:50 AM Community Safety Transition Team Meeting
- 10:00 AM – 10:15 AM CAO/ Strategic Projects Manager Quick Check-in
- 10:30 AM – 10:45 AM CAO/ Strategic Projects Manager Quick Check-in
- 11:30 AM – 12:00 PM Comm. Hardesty/ CAO Check-in
- 1:00 PM – 1:30 PM CAO/ PWB Director Check-in
- 2:00 PM – 2:15 PM CAO/ SPOT Manager/ Strategic Projects Manager (2)
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

▲ Mon, Jul 5

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

▲ Tue, Jul 6

- 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 – 10:00 AM CAO/ CFO Check-in
- 10:00 AM – 10:30 AM CAO/ Spectator Venues Program Manager Check-in
- 11:00 AM – 12:00 PM Chiefs of Staff Meeting
- 2:00 PM – 2:30 PM CAO/ Public Safety Transition Director/ Strategic Projects Manager Check-in
- 2:30 PM – 3:00 PM Comm. Hardesty/ CAO phone call
- 3:00 PM – 3:30 PM PBOT "Outer Halsey" project follow-up
- 3:30 PM – 4:00 PM CAO/ DCAO Check-in

▲ **Wed, Jul 7**

- 9:30 AM – 10:00 AM CAO/ Chris Oxley, Portland Trailblazers Coffee
- 10:30 AM – 11:00 AM CAO/ Police Chief Check-in
- 11:00 AM – 11:30 AM CAO/ OCT Director/ OCT Analyst/ Deputy City Attorney
- 12:30 PM – 1:00 PM CoP ARPA Process & Funding Discussion
- 1:00 PM – 1:30 PM CoP Workplace Reentry Meeting
- 1:30 PM – 2:00 PM Urban Renewal Areas/ Returning Resources, part 2
- 2:30 PM – 3:00 PM CAO/ Community Safety Transition Director Check-in
- 3:30 PM – 4:30 PM Workplace Re-entry Chat Space

▲ **Thu, Jul 8**

- 9:30 AM – 10:00 AM CAO/ Fire Chief Check-in
- 10:00 AM – 10:30 AM CAO/ Mayor's CoS Check-in
- 11:30 AM – 12:00 PM CAO/ PBOT Director Check-in
- 1:00 PM – 1:15 PM Path to Leadership Check-in
- 1:30 PM – 2:00 PM CAO/ Facilities Division Manager Check-in
- 2:00 PM – 2:30 PM Mayor/ CAO/ Mayor's CoS Check-in
- 2:30 PM – 3:00 PM CAO/ Executive Assistant Check-in
- 3:00 PM – 3:30 PM CAO/ DCAO/ Strategic Projects Manager/ HUCIRP Coordinator
- 3:30 PM – 4:00 PM Other Funding for Action Tables ARPA items
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
- 4:30 PM – 5:00 PM CAO/ BDS Director Check-in

▲ **Fri, Jul 9**

- 8:00 AM – 8:30 AM CAO/ BHR Director Check-in
- 8:30 AM – 9:00 AM CAO/ Comm. Ryan CoS Check-in
- 9:00 AM – 12:00 PM OMF Communications Team Meeting
- ▨ 10:00 AM – 10:30 AM Comm. Mapps Monthly Meeting with Prosper Portland
- 12:00 PM – 1:00 PM CAO/ DCAO/ Tobias Sherwood and Elle Weatheroy of CEI
- 1:00 PM – 3:00 PM ACTION TABLE MEETING American Rescue Plan Act
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

▲ **Mon, Jul 12**

- 9:45 AM – 10:45 AM OMF Leadership Team Meetings
- 11:30 AM – 12:00 PM CoP Workplace Reentry Meeting
- 1:00 PM – 1:30 PM CAO/ SPOT Manager/ DCAO (optional) Check-in
- 1:30 PM – 2:00 PM Economic Relief & Stimulus Coordination Council

- 2:30 PM – 3:00 PM Review of draft ARPA Ordinance
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
 - 4:00 PM – 5:00 PM Heat Wave Disaster Policy Council Prep
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▲ **Tue, Jul 13**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
 - 9:00 AM – 10:00 AM ARPA Round 1 Allocation - Review Ordinance
 - 10:00 AM – 10:30 AM CAO/ PHB Director Check-in
 - 11:00 AM – 12:00 PM Economic Relief & Stimulus Coordination Council
 - 12:00 PM – 12:15 PM CAO/ Strategic Projects Manager
 - 1:00 PM – 1:45 PM CAO/ DCAO Check-in
 - 2:00 PM – 2:30 PM CAO/ CFO/ SPOT Manager Check-in
 - 2:30 PM – 3:00 PM CAO/ Mayor's CoS Check-in
 - 3:30 PM – 4:00 PM CAO/ DCAO/ DAM Manager Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Jul 14**

- ▨ 8:00 AM – 9:00 AM Site Visit - Providence Park Stadium Groundwater Infiltration Problem
 - 9:30 AM – 11:00 AM City Council Meeting: RACC Contract Amendment
 - 11:30 AM – 12:00 PM CAO/ Community Safety Transition Director Check-in
 - 1:00 PM – 1:30 PM CAO/ OGR Director Check-in
 - 1:30 PM – 2:00 PM CAO/ City Auditor/ Community Safety Transition Director
 - ▨ 1:30 PM – 3:00 PM Quarterly Equity Sessions
 - 2:00 PM – 2:45 PM CAO/ CFO/ Strategic Projects Manager/ BRFS Financial Analyst
 - 3:00 PM – 4:00 PM Community Safety Transition Team
 - 4:00 PM – 5:00 PM Providence Park Stadium Groundwater Briefing
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▲ **Thu, Jul 15**

- 8:00 AM – 5:00 PM Vacation
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▲ **Fri, Jul 16**

- 8:00 AM – 9:00 AM Equity Plan Review
- 9:15 AM – 9:30 AM CAO/ Strategic Projects Manager Quick Check-in
- 10:00 AM – 10:30 AM CAO/ Facilities Projects Manager Check-in
- 10:30 AM – 11:00 AM Comm. Ryan/ CAO Check-in
- 11:00 AM – 11:30 AM CAO/ Executive Assistant Check-in
- 11:30 AM – 12:00 PM CAO/ BTS Director Check-in

- 12:30 PM – 1:00 PM CAO/ CFO/ Strategic Projects Manager Check-in
 - 1:00 PM – 1:45 PM CAO/ Facilities Division Manager Check-in
 - 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)
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▲ **Mon, Jul 19**

- 8:00 AM – 8:15 AM CAO/ Kim Melton, Multnomah County Phone Call
 - 9:30 AM – 10:00 AM CAO/ BPS Director Check-in
 - 10:15 AM – 11:00 AM Prep Session for Council Work Session
 - ▨ 11:00 AM – 1:00 PM Social Equity in Contracting Core Team Meeting
 - 11:30 AM – 12:00 PM CAO/ Mayor’s CoS Check-in
 - 1:30 PM – 2:00 PM CAO/ Mayor’s CoS/ Prosper Portland Director
 - 2:00 PM – 2:30 PM CAO/ CFO Check-in
 - 2:30 PM – 3:15 PM CAO/ DCAO Check-in
 - 3:30 PM – 4:00 PM CAO/ PP&R Director Check-in
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▲ **Tue, Jul 20 – Fri, Jul 23**

- 8:00 AM – 5:00 PM Vacation
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▲ **Mon, Jul 26**

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 1:00 PM – 2:00 PM Prep for Council Work Session #2
 - 2:00 PM – 2:30 PM CAO/ BTS Director Check-in
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
 - ▨ 4:30 PM – 6:30 PM Technology Oversight Committee
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▲ **Tue, Jul 27**

- 9:30 AM – 11:30 AM Council Work Session
 - 11:30 AM – 12:00 PM Chiefs of Staff Meeting
 - ▨ 1:00 PM – 1:15 PM Mayor/ Mayor’s CoS/ CAO Check-in
 - 1:00 PM – 1:30 PM CAO/ Police Chief Check-in
 - 2:00 PM – 2:30 PM CAO/ DCAO/ Strategic Projects Manager/ HUCIRP Coordinator
 - 2:30 PM – 3:00 PM CAO/ Mayor’s CoS Check-in
 - 3:00 PM – 4:00 PM Heat Task Force Meeting 2
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
 - 4:30 PM – 5:00 PM CAO/ Mayor’s CoS/ Police Chief/ Police Deputy Chief/ Judy Day and Jeremy Figoten, ICMA /Natalia McDonough, Oregon Convention Center
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▲ **Wed, Jul 28**

- 9:00 AM – 9:30 AM CAO/ BES Director Check-in
- 9:30 AM – 10:00 AM CAO/ Community Safety Transition Director Check-in
- 10:00 AM – 10:45 AM CAO/ DCAO Check-in
- 11:00 AM – 11:30 AM CAO/ Prosper Portland Director Check-in
- 11:30 AM – 12:00 PM CAO/ PWB Director Check-in
- 1:00 PM – 1:30 PM CAO/ 311 Program Manager Check-in
- ▨ 2:00 PM – 2:30 PM Vaccination Meeting
- 2:00 PM – 4:00 PM City Council Meeting re: ARPA Ordinance

▲ **Thu, Jul 29**

- 9:00 AM – 10:00 AM CAO Staff Meeting
- ▨ 9:30 AM – 11:30 AM Economic Recovery Task Force
- 11:30 AM – 12:00 PM CAO/ BDS Director Check-in
- 1:30 PM – 2:00 PM CAO/ FPDR Director Check-in
- 2:00 PM – 2:15 PM CAO/ Strategic Projects Manager Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Fri, Jul 30**

- 9:00 AM – 9:30 AM Pulse Secure Training
- 9:30 AM – 9:45 AM Comm. Rubio/ CAO Check-in
- 10:30 AM – 11:00 AM Comm. Mapps/ CAO Check-in
- 11:30 AM – 12:00 PM CAO/ OEHR Director Check-in
- 1:00 PM – 2:30 PM OMF-CAO People & Culture Interview
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)
- ▨ 3:00 PM – 4:00 PM Non-emergency/311 discussion

August 2021

▲ **Mon, Aug 2**

- 2:30 PM – 3:15 PM CAO/ DCAO Check-in
- 3:30 PM – 4:00 PM CAO/ CFO Check-in

▲ **Tue, Aug 3**

- 9:30 AM – 10:00 AM Meeting with City Attorney on Transition for IPR Employees
- 10:00 AM – 10:30 AM CAO/ Community Safety Transition Director/ Strategic Projects Manager
- 11:30 AM – 12:00 PM CAO/ Strategic Communications Manager Check-in
- 3:00 PM – 3:30 PM CAO/ PBOT Director Check-in

■ 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Aug 4**

■ 8:30 AM – 9:00 AM CAO/ DCAO/ BHR Director/ Employee & Labor Relations Manager

■ 9:30 AM – 10:00 AM CAO/ Community Safety Transition Director Check-in

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

■ 10:30 AM – 11:00 AM CAO/ SPOT Manager/ DCAO (optional) Check-in

■ 1:00 PM – 1:45 PM CAO/ COO, Multnomah County Introductory Meeting

■ 2:00 PM – 2:30 PM CAO/ PHB Director Check-in

■ 2:30 PM – 2:45 PM CAO/ Comm. Rubio Staff Rep. Check-in

■ 3:00 PM – 3:30 PM CAO/ Community Safety Transition Director/ Strategic Projects Manager

▲ **Thu, Aug 5**

■ 10:00 AM – 10:30 AM CAO/ PHB Director/ Comm. Ryan CoS

■ 10:30 AM – 11:00 AM Comm. Ryan/ CAO Check-in

■ 11:30 AM – 12:30 PM Bureau Directors Monthly Meeting

■ 1:00 PM – 1:15 PM CAO/ Grants Program Manager/ BRFS Financial Analyst Quick Check-in

■ 2:00 PM – 2:30 PM CAO/ Marissa Madrigal, Oregon Metro for Coffee

■ 3:30 PM – 4:00 PM Work Session Planning

■ 4:00 PM – 4:45 PM Mayor/ City Attorney/ CAO/ Mayor's CoS/ Mayor's Director of Strategic Innovations

▲ **Fri, Aug 6**

■ 9:00 AM – 10:00 AM Community Safety Transition Team

■ 10:00 AM – 10:50 AM City interests, work, and funding requests related to the Portland Metro Levee System

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

■ 12:00 PM – 12:15 PM CAO/ Kim Melton, Multnomah County phone call

■ 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

■ 3:15 PM – 3:44 PM CAO/ Interim PBEM Director/ Community Safety Transition Director Check-in

▲ **Mon, Aug 9**

■ 9:00 AM – 9:15 AM CAO/ Erin Graham, OMSI Quick Check-in

■ 9:30 AM – 11:00 AM OMF Leadership Team Meetings

■ 12:00 PM – 1:00 PM Incident Response Briefing: Heat and COVID/masks

■ 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
 - 4:00 PM – 4:20 PM JOHS/ Rescue Plan Discussion
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▲ **Tue, Aug 10**

- 9:00 AM – 9:30 AM CAO/ BHR Director Check-in
 - 9:30 AM – 10:00 AM CAO/ Mayor’s Deputy CoS/ Mayor’s Budget & Central Services Advisor Introductory Meeting
 - 10:30 AM – 11:00 AM CAO/ Interim PBEM Director/ BHR Director Check-in
 - 11:00 AM – 11:30 AM CAO/ Executive Assistant Check-in
 - 1:00 PM – 2:00 PM ArcGIS Indoors for the City of Portland
 - 1:30 PM – 2:00 PM CAO/ PP&R Director Check-in
 - 2:00 PM – 2:30 PM CAO/ CFO/ SPOT Manager Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Aug 11**

- 8:00 AM – 5:00 PM Vacation
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▲ **Thu, Aug 12**

- ▨ 8:30 AM – 9:00 AM Multnomah County Planning Meeting
 - 9:00 AM – 9:30 AM PTE 17 Check-in
 - 9:30 AM – 10:00 AM OMF New Employee Meet & Greet
 - 1:00 PM – 1:30 PM CAO/ Executive Assistant Check-in
 - 2:00 PM – 2:30 PM CAO/ CBO Check-in
 - 3:00 PM – 3:30 PM CAO/ Community Safety Transition Team Check-in
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▲ **Fri, Aug 13**

- ▨ 8:30 AM – 9:00 AM Multnomah County Planning Meeting
 - ▨ 10:15 AM – 11:00 AM Internal Meeting re: August 22
 - 1:00 PM – 1:30 PM CAO/ Community Safety Transition Director Check-in
 - ▨ 1:00 PM – 2:00 PM Law Enforcement Partners Meeting
 - 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)
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▲ **Mon, Aug 16**

- 11:00 AM – 11:30 AM CAO/ Community Safety Transition Director/ Strategic Projects Manager Check-in
 - 1:30 PM – 2:00 PM CAO/ Strategic Projects Manager Check-in
 - 2:30 PM – 3:15 PM CAO/ DCAO Check-in
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▲ **Tue, Aug 17**

- 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
 - 1:30 PM – 3:00 PM Disaster Policy Council
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▲ **Wed, Aug 18**

- 9:00 AM – 9:15 AM CAO/ City Arts Program Manager/ SPOT Manager Check-in
 - 9:30 AM – 10:00 AM CAO/ Community Safety Transition Director Check-in
 - 10:00 AM – 10:30 AM CAO/ Owen O'Brien-Powers, Student, Georgetown
 - ▨ 11:00 AM – 11:45 AM Portland Police Call Type Allocation Consultation Discussion
 - 12:00 PM – 1:00 PM CAO/ Mayor's CoS Check-in
 - 1:30 PM – 1:45 PM CAO/ Strategic Projects Manager Quick Check-in
 - ▨ 3:00 PM – 4:00 PM Community Safety Working Group
 - 4:00 PM – 4:45 PM Update on August 22
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▲ **Thu, Aug 19**

- ▨ 9:00 AM – 9:45 AM Mayor/ Mayor's team/ Police Chief/ Police Staff
 - 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 10:00 AM – 10:30 AM PF&R Finance Discussion
 - 10:30 AM – 11:00 AM CAO/ OGR Director Check-in
 - 1:00 PM – 1:30 PM Comm. Ryan/ CAO Check-in
 - 2:00 PM – 2:30 PM IPR Transition Discussion
 - 4:00 PM – 4:45 PM General update on August 22
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▲ **Fri, Aug 20**

- 9:00 AM – 10:00 AM Community Safety Transition Team
 - 10:00 AM – 10:30 AM CAO/ OEHR Director Check-in
 - 10:30 AM – 11:00 AM CAO/ BPS Director Check-in
 - 11:10 AM – 11:40 AM Choose Love: A Community Gathering to Denounce Hate and Violence in Portland
 - 1:00 PM – 1:30 PM City Auditor/ CAO Quarterly Check-in
 - 1:30 PM – 1:45 PM CAO/ OMF Facilities Project Manager/ Jon Nyone and Jennifer Bouda, OTAK
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▲ **Mon, Aug 23**

- 8:30 AM – 9:00 AM Gus J. Solomon US Courthouse Discussion
- 11:30 AM – 12:00 PM Downtown Clean & Safe Contract Renewal Discussion
- 2:00 PM – 2:30 PM CAO/ BTS Director Check-in
- 2:30 PM – 3:15 PM CAO/ DCAO Check-in
- ▨ 4:30 PM – 6:30 PM Technology Oversight Committee

▲ **Tue, Aug 24**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- 9:00 AM – 9:30 AM CAO/ CFO Check-in
- 9:30 AM – 10:00 AM CAO/ SPOT Manager/ DCAO (optional) Check-in
- 1:30 PM – 2:00 PM Comm. Rubio/ CAO/ Comm Rubio CoS/ Community Safety Transition Director
- 2:00 PM – 2:30 PM CAO/ CFO/ SPOT Manager Check-in
- 3:00 PM – 4:00 PM Vaccine Plan Meeting #3
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Aug 25**

- 8:30 AM – 9:00 AM CAO/ Prosper Portland Director Check-in
- 9:00 AM – 9:30 AM CAO/ BES Director Check-in
- 9:30 AM – 10:00 AM CAO/ Community Safety Transition Director Check-in
- 10:30 AM – 11:00 AM CAO/ Police Chief Check-in
- 11:30 AM – 12:00 PM CAO/ PWB Director Check-in
- 12:00 PM – 12:30 PM CAO/ Mayor's CoS/ Community Safety Transition Director
- 2:00 PM – 2:30 PM CAO/ BTS Director Check-in
- 2:30 PM – 2:45 PM CAO/ Strategic Projects Manager Quick Check-in

▲ **Thu, Aug 26**

- 8:30 AM – 8:45 AM CAO/ Mayor's CoS/ Mayor's Deputy CoS/ Mayor's Budget and Central Services Advisor
 - 9:00 AM – 10:00 AM CAO Staff Meeting
 - 10:30 AM – 11:30 AM Chiefs of Staff Meeting
 - 1:00 PM – 1:30 PM CAO/ Executive Assistant Check-in
 - 1:30 PM – 2:00 PM CAO/ CFO/ Strategic Projects Manager/ BRFS Financial Analyst
 - 2:00 PM – 2:30 PM CAO/ BOEC Director Quarterly Check-in
 - 2:30 PM – 2:45 PM CAO/ Comm. Rubio's Sr. Staff Advisor Check-in
 - 3:00 PM – 3:30 PM CAO/ 311 Program Manager Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
 - 4:30 PM – 4:45 PM CAO/ DCAO/ BHR Director/ Strategic Projects Manager/ Strategic Communications Manager Quick check-in
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▲ **Fri, Aug 27**

- 9:30 AM – 10:30 AM CAO/ DCAO/ BHR Director/ Strategic Projects Manager/ Strategic Communications Manager Tom/ Interim PBEM Director/ Deputy City Attorney
- 11:30 AM – 12:00 PM CAO/ Spectator Venues Program Manager Check-in
- 1:00 PM – 1:30 PM Comm. Mapps/ CAO Check-in
- 1:30 PM – 2:30 PM CAO/ DCAO/ OMF Bus. Ops. Manager
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)
- 3:30 PM – 4:00 PM Comm. Ryan/ CAO/ Comm. Ryan's CoS Check-in

▲ **Mon, Aug 30 – Tue, Aug 31**

- 8:00 AM – 5:00 PM Vacation

September 2021

▲ **Wed, Sep 1 – Fri, Sep 3**

- 8:00 AM – 5:00 PM Vacation

▲ **Mon, Sep 6**

- 8:00 AM – 5:00 PM Labor Day Holiday

▲ **Tue, Sep 7**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- 10:30 AM – 11:30 AM SPOT Team Meeting
- 11:30 AM – 12:00 PM CAO/ Fire Chief Check-in
- 1:00 PM – 1:30 PM CAO/ BTS Director Check-in
- 2:30 PM – 3:00 PM CAO/ Mayor's CoS Check-in
- 3:30 PM – 4:00 PM CAO/ CFO/ Chief Procurement Officer
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Sep 8**

- 8:30 AM – 9:00 AM City/ BBPDX re: Downtown ESD Contract Renewal
- 9:30 AM – 10:00 AM CAO/ Community Safety Transition Director Check-in
- 10:30 AM – 11:00 AM CAO/ Strategic Communications Manager Check-in
- 1:00 PM – 2:30 PM Large Cities Executive Forum Police Reform Discussion

▲ **Thu, Sep 9**

- 8:00 AM – 9:00 AM CAO/ BPS Director/ Geoff Raw, Max Woodford, and Paul Lavery, Brighton & Hove City Council, Brighton, UK
- 9:00 AM – 10:00 AM CAO/ Fire Chief/ Deputy Fire Chief/ Community Safety Transition Director

- 10:30 AM – 11:30 AM Chiefs of Staff Meeting
- 11:30 AM – 12:00 PM CAO/ CFO 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
- 3:30 PM – 4:00 PM CAO/ Mayor’s Deputy CoS
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
- 4:30 PM – 5:00 PM CAO/ Strategic Projects Manager Check-in

▲ **Fri, Sep 10**

- 7:30 AM – 8:00 AM CAO/ BHR Director Check-in
- ▨ 9:00 AM – 10:00 AM CAO/ BHR Director/ Deputy BHR Director Check-in
- 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
- 10:30 AM – 11:00 AM CAO/ Strategic Projects Manager/ Kimberly Melton, Multnomah County
- 1:00 PM – 1:30 PM CAO/ PHB Director Check-in
- 2:00 PM – 2:30 PM CAO/ OMF Policy Analyst Check-in

▲ **Mon, Sep 13**

- 7:30 AM – 8:00 AM COVID 19 Policy Team Meeting
- 1:00 PM – 1:30 PM CAO/ SPOT Manager/ DCAO (optional) Check-in
- 1:30 PM – 2:00 PM CAO/ Grants Program Manager/ BRFS Financial Analyst
- 2:30 PM – 3:00 PM CAO/ Strategic Communications Manager Check-in
- 3:30 PM – 4:00 PM CAO/ CFO Check-in
- 4:00 PM – 4:30 PM Comm. Hardesty/ CAO/ Strategic Projects Manager/ Comm. Hardesty CoS/ Comm Hardesty Financial Policy Advisor

▲ **Tue, Sep 14**

- 9:00 AM – 9:30 AM CAO/ PBOT Director Check-in
- 9:30 AM – 11:30 AM City Council Work Session
- 10:10 AM – 10:35 AM New Employee Orientation - Presentation on City of Portland Governmental Structure
- 11:30 AM – 12:00 PM CAO/ Deputy City Attorney Check-in
- 12:20 PM – 1:00 PM Mayor's All Staff Meeting
- 1:30 PM – 2:00 PM CAO/ PP&R Director Check-in
- 3:30 PM – 4:00 PM CAO/ OCT Director Quarterly Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Sep 15**

- 8:00 AM – 8:30 AM CAO/ Prosper Portland Director Check-in
- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in

- 9:30 AM – 10:00 AM CAO/ Community Safety Transition Director Check-in
 - 10:00 AM – 10:30 AM PTE 17 Check-in
 - 1:00 PM – 1:30 PM CAO/ CFO/ City Controller/ Grants Program Manager/ BRFs Financial Analyst
 - 3:00 PM – 3:30 PM CAO/ PHB Director Check-in
 - ▨ 3:00 PM – 4:00 PM Community Safety Working Group
 - 4:00 PM – 4:30 PM Comm. Ryan/ CAO Check-in
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▲ **Thu, Sep 16**

- 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 10:30 AM – 11:00 AM CAO/ OGR Director Check-in
 - 2:00 PM – 4:00 PM City Council Work Session
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Sep 17**

- 9:30 AM – 9:45 AM CAO/ 311 Program Manager Check-in
 - 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
 - ▨ 10:00 AM – 11:00 AM Strategic Programs Manager/ Police Sr. Bus. Ops. Manager Check-in
 - 11:00 AM – 11:30 AM CAO/ BPS Director Check-in
 - ▨ 2:00 PM – 3:30 PM Economic Recovery Task Force
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▲ **Mon, Sep 20**

- 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/ City Attorney Quarterly Check-in
 - 2:30 PM – 3:00 PM CAO/ Police Chief Check-in
 - 3:00 PM – 3:30 PM CAO/ BTS Director Check-in
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
 - 4:00 PM – 4:30 PM CAO/ Sr. Deputy City Attorney/ Strategic Projects Manager/ Chief Deputy City Attorney Check-in
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▲ **Tue, Sep 21**

- 8:00 AM – 8:30 AM Community Safety Transition Team
- 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 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 CAO/ Mayor's CoS Check-in
- 3:30 PM – 4:15 PM Mayor's Staff Council Briefing

■ 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Sep 22**

■ 9:00 AM – 9:30 AM CAO/ Executive Assistant Check-in

■ 9:45 AM – 10:15 AM City Council Meeting: Time Certain item - Asset Management Policy

■ 11:00 AM – 11:30 AM CAO/ 311 Program Manager Check-in

■ 11:30 AM – 12:00 PM CAO/ PWB Director Check-in

■ 1:30 PM – 2:00 PM CAO/ PHB Director/ Strategic Projects Manager

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

■ 3:00 PM – 3:30 PM DAM Leadership Meeting

■ 3:30 PM – 5:00 PM Speak at Oregon Smart Growth meeting

■ 4:45 PM – 5:00 PM CAO/ Strategic Communications Manager/ OMF PIO, BHR PIO, BHR Deputy Director/ Deputy City Attorney/ BHR Data Analyst

▲ **Thu, Sep 23**

■ 8:00 AM – 8:50 AM BTS Leadership Team Weekly Check-in

■ 9:00 AM – 10:30 AM Rose Quarter Agreements City Team

■ 11:15 AM – 11:30 AM Tom & Bobby check-in

■ 11:30 AM – 12:00 PM IPR Planning Meeting

■ 1:00 PM – 1:30 PM CAO/ Strategic Projects Manager/ Kimberly Melton and Samantha Kaan, Multnomah County

■ 2:00 PM – 5:00 PM City Council Meeting Time Certain Item: Downtown Clean & Safe Contract

■ 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Fri, Sep 24**

■ 8:00 AM – 8:30 AM CAO/ Community Safety Transition Director Check-in

■ 9:00 AM – 12:00 PM US DOJ v. City of Portland - City Mediation with Judge Beckermen

■ 11:00 AM – 12:00 PM JOHS IGA Negotiation internal pre-kickoff meeting

■ 1:00 PM – 1:30 PM Comm. Mapps/ CAO Check-in

■ 2:00 PM – 2:15 PM CAO/ Strategic Projects Manager Check-in

■ 2:30 PM – 3:00 PM Comm. Ryan/ CAO/ Comm. Ryan's CoS Check-in

▲ **Mon, Sep 27**

■ 7:30 AM – 8:00 AM COVID 19 Policy Team Meeting

■ 9:00 AM – 9:15 AM CAO/ Ken Rust (former City CFO) Quick Check-in

■ 9:30 AM – 9:45 AM CAO/ Noel Johnson Quick Check-in

■ 11:00 AM – 11:30 AM Mayor/ CAO/ Mayor's CoS Check-in

- 11:30 AM – 12:00 PM CAO/ OEHR Director Check-in
 - 1:00 PM – 1:30 PM Continuity of Operations Discussion
 - 2:30 PM – 3:00 PM BRFSS Division Managers Meeting
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
 - 4:00 PM – 4:30 PM Comm. Hardesty/ CAO Check-in
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▲ **Tue, Sep 28**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
 - 9:15 AM – 9:30 AM CAO/ 311 Program Manager Quick Check In
 - 9:30 AM – 11:30 AM Council Work Session
 - 1:30 PM – 2:00 PM CAO/ Mayor's CoS Check-in
 - 2:30 PM – 2:45 PM CAO/ DCAO/ OMF Human Resources Business Partner
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Sep 29**

- 8:30 AM – 9:00 AM CAO/ BHR Director/ Interim PBEM Director/ DCAO/ Strategic Projects Manager
 - 9:30 AM – 10:00 AM CAO/ Community Safety Transition Director Check-in
 - 10:30 AM – 11:00 AM CAO/ BHR Director/ Mayor's Deputy CoS Check In
 - 12:30 PM – 1:00 PM City Council Executive Session
 - 1:30 PM – 2:00 PM CAO/ Community Safety Transition Director/ Strategic Projects Manager/ Communications Management Analyst/ Greg Townly, Portland State University
 - 2:00 PM – 3:00 PM JOHS IGA - City/County Meeting
 - 3:00 PM – 3:30 PM CAO/ Mayor's CoS/ SPOT Manager/ Mayor's Legislative Director
 - 3:30 PM – 3:45 PM CAO/ 311 Program Manager Check In
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▲ **Thu, Sep 30**

- 9:00 AM – 10:00 AM CAO Staff Meeting
 - 10:45 AM – 11:45 AM CAO/ DCAO Check-in
 - 2:00 PM – 4:00 PM City Council Work Session
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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