

CAO, Tom Rinehart, Calendar January 1 to March 31, 2022

■ Busy ▨ Tentative
■ Out of Office ▩ Working Elsewhere

▲ Mon, Jan 3

- 7:30 AM – 8:00 AM COVID 19 Policy Team Meeting
- 9:00 AM – 9:30 AM CAO/ BTS Director/ BES Director Check-in
- 2:30 PM – 3:15 PM CAO/ DCAO Check-in
- 3:30 PM – 4:00 PM CAO/ CFO Check-in

▲ Tue, Jan 4

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- 9:00 AM – 9:30 AM CAO/ Interim PBEM Director Quarterly Check-in
- ▨ 9:00 AM – 9:30 AM Recurring: CSD Recruitment and Budget meeting
- 10:00 AM – 10:30 AM Prep for JOHS IGA mtg 1 of 4
- 10:30 AM – 11:00 AM Health Fund Re-grounding
- 11:00 AM – 11:30 AM CAO/ PHB Director Check-in
- 1:30 PM – 2:00 PM CAO/ Mayor's CoS Check-in
- 2:30 PM – 3:00 PM CAO/ Police Chief/ Deputy Police Chief Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ Wed, Jan 5

- 9:00 AM – 9:30 AM CAO/ CSD Director Check-in
- 11:00 AM – 12:00 PM CAO/ Dewayne Hankins, Portland Trailblazers Introductory Meeting
- ▨ 1:00 PM – 2:00 PM Strike Continuation Service Committee
- 4:00 PM – 4:30 PM CAO/ Deputy CAO/ OMF Bus Ops Manager/ CSD Director/ Police Sr. Bus. Ops Manager

▲ Thu, Jan 6

- 10:00 AM – 10:30 AM ESD Monthly Check-in
- ▨ 10:00 AM – 11:30 AM Q1 Facilities Operators Meeting
- 10:30 AM – 11:00 AM CAO/ Fire Chief Check-in
- 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
- 2:00 PM – 4:00 PM City Council Executive Session

▲ Fri, Jan 7

- 9:00 AM – 9:30 AM CAO/ Spectator Venues Program Manager Check-in

- 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
- 11:00 AM – 11:15 AM CAO/ Comm. Hardesty Police Advisor Quick Check-in
- 11:30 AM – 12:00 PM CAO/ Comm. Hardesty Check-in
- 1:00 PM – 1:30 PM CAO/ CFO/ Budget Director/ Strategic Programs Manager Check-in
- 1:30 PM – 2:00 PM Comp Plan Implementation Collaboration
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

▲ **Mon, Jan 10**

- 7:30 AM – 8:00 AM COVID 19 Policy Team Meeting
- 9:00 AM – 10:00 AM OMF Leadership Team Meetings
- 10:30 AM – 11:30 AM CFO/ OMF Racial Equity Manager Portland Building Tour
- 11:30 AM – 12:00 PM CAO/ OEHR Equity and Diversity Analyst
- 12:10 PM – 1:10 PM CAO/ Mayor’s CoS for Lunch
- 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 – 4:30 PM CAO/ BPS Director/ Parks & Recreation Director/ PBOT Director/ PWB Director

▲ **Tue, Jan 11**

- 8:00 AM – 8:15 AM CAO/ Leah Riley, CAO, Denver Regional Transportation District
- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- ▨ 9:30 AM – 11:30 AM Council Work Session: BPS & Smart Cities PDX
- 11:30 AM – 12:00 PM CAO/ Parks & Recreation Director Check-in
- ▨ 2:00 PM – 3:00 PM Citywide Training: PCF
- 2:30 PM – 3:00 PM CAO/ Comm. Rubio Check-in
- 3:00 PM – 4:00 PM OMF Advisory Committee
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Jan 12**

- 9:00 AM – 9:30 AM CAO/ CSD Director Check-in
- 9:30 AM – 10:00 AM CAO/ BES Director Check-in
- 11:00 AM – 12:00 PM Expiring TIF District Budget Note
- 1:00 PM – 1:30 PM Portland Fire & Rescue CHAT Update
- 2:30 PM – 3:00 PM CAO/ Mayor’s CoS Check-in
- 3:30 PM – 4:30 PM JOHS IGA City/ County Meeting 1 of 4

▲ **Thu, Jan 13**

- 9:00 AM – 9:30 AM CAO/ OMF Racial Equity Program Manager Check-in
- ▨ 10:30 AM – 11:15 AM P&D Meeting
- 10:30 AM – 11:30 AM Thursday Chiefs of Staff Meeting
- 11:30 AM – 12:00 PM CAO/ DCAO/ Mayor's CoS/ Mayor's Deputy CoS
- 3:00 PM – 3:30 PM CAO/ Sam Rodriguez, Sr. Managing Dir., Mill Creek Residential
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Fri, Jan 14**

- 8:30 AM – 9:00 AM CAO/ Prosper Portland Director Check-in
- 9:30 AM – 10:15 AM CAO/ Michael Walters, Berlin Communications
- 11:30 AM – 12:00 PM PTE 17 Check-in
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)
- 3:30 PM – 3:45 PM CAO/ OMF Strategic Communications Manager Quick Check-in

▲ **Mon, Jan 17**

- 8:00 AM – 5:00 PM MLK, Jr. Day
- 9:00 AM – 10:00 AM Skanner Foundation's 36th Annual MLK Jr. Breakfast

▲ **Tue, Jan 18**

- 7:30 AM – 8:00 AM COVID 19 Policy Team Meeting
- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- ▨ 9:00 AM – 9:30 AM CSD Recruitment and Budget meeting
- 9:30 AM – 11:30 AM City Council Executive Session
- ▨ 11:00 AM – 11:30 AM Community Safety check in
- 1:00 PM – 1:30 PM CAO/ Interim OEHR Director. Check-in
- 1:30 PM – 1:45 PM Portland Building Post Occupancy Work
- 3:00 PM – 3:30 PM CAO/ DCAO Check-in
- 4:30 PM – 6:30 PM Technology Oversight Committee (members and staff)

▲ **Wed, Jan 19**

- 8:00 AM – 8:30 AM Metro SHS IGA- Multnomah County
- 8:30 AM – 9:00 AM ARPA Proposal Review
- 9:00 AM – 10:00 AM OMF Labor Management Committee
- 10:30 AM – 11:00 AM CAO/ CSD Director Check-in
- 1:00 PM – 1:30 PM CAO/ OMF Racial Equity Program Manager Check-in
- 2:00 PM – 2:30 PM CAO/ CFO Check-in
- 3:00 PM – 3:30 PM CAO/ Prosper Portland Director Check-in

▲ **Thu, Jan 20**

- 9:00 AM – 9:45 AM CAO/ SPOT Manager Check-in
 - 10:00 AM – 10:30 AM CAO/ CBO Director Check-in
 - 11:00 AM – 12:00 PM CAO Update Townhall for OMF Employees
 - 12:00 PM – 12:30 PM CAO/ Comm. Ryan/ Comm Ryan CoS Check-in
 - 3:30 PM – 4:00 PM CAO/ Mayor’s CoS Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Jan 21**

- 9:00 AM – 9:30 AM CAO/ OGR Director Check-in
 - 9:30 AM – 10:00 AM CAO/ PBEM Director/ CSD Director/ 311 Program Manager Check-in
 - 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
 - 11:00 AM – 11:30 AM CAO/ Jeffrey A. Collins, President, Kaiser Foundation Health Plan and Hospitals of the Northwest/ Keith Forrester, Vice President, Kaiser Foundation Health Plan and Hospitals of the Northwest
 - 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)
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▲ **Mon, Jan 24**

- 7:30 AM – 8:00 AM COVID 19 Policy Team Meeting
 - 9:00 AM – 10:00 AM OMF Leadership Team Meetings
 - 10:00 AM – 11:00 AM Budget Decision Follow-Up
 - 11:00 AM – 11:30 AM CAO/ Performance Auditors (2) Check-in
 - 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 – 4:30 PM CAO/ Mayor/ Mayor’s CoS Check-in
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▲ **Tue, Jan 25**

- 8:45 AM – 9:00 AM CAO/ Chief Procurement Officer/ DCAO/ HUCIRP Program Manager
 - 9:30 AM – 11:30 AM City Council Work Session re: Permitting Audit Follow-Up
 - 1:00 PM – 1:30 PM CAO/ Police Chief Check-in
 - 2:00 PM – 2:30 PM CAO/ Civic Life Director Quarterly Check-in
 - 2:30 PM – 3:00 PM CAO/ Mayor’s CoS Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Jan 26**

- 8:00 AM – 8:30 AM CAO/ Comm. Ryan CoS/ Strategic Projects Manager Check-in
- 9:00 AM – 9:30 AM CAO/ CSD Director Check-in
- 9:30 AM – 10:00 AM CAO/ CFO/ BRFS Deputy Director/ Accounting Manager/ Accounting Analyst
- 11:00 AM – 11:30 AM CAO/ SPOT Manager Check-in
- 11:30 AM – 12:00 PM CAO/ BHR Director Check-in
- 1:00 PM – 1:30 PM CAO/ 311 Program Manager Check-in
- 1:30 PM – 2:00 PM CAO/ PWB Director Check-in
- 3:00 PM – 3:30 PM CAO/ FPDR Director Quarterly Check-in
- 3:30 PM – 4:30 PM JOHS IGA City/County Mtg. 2 of 4

▲ **Thu, Jan 27**

- 7:30 AM – 9:00 AM Legislative Virtual Breakfast
- 9:00 AM – 10:00 AM CAO Staff Meeting
- 10:00 AM – 10:25 AM CAO/ SPOT Manager
- 11:00 AM – 11:15 AM CAO/ Strategic Projects Manager/ Enhanced Service Districts Coordinator
- 1:30 PM – 2:00 PM OMF New Employee Meet & Greet
- 2:00 PM – 2:30 PM CAO/ PBOT Director Check-in
- 3:00 PM – 3:30 PM CAO/ OMF Policy Advisor Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Fri, Jan 28**

- 9:30 AM – 10:00 AM CAO/ BHR Director Check-in
- 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
- 11:00 AM – 11:30 AM CAO/ Antionette Chandler, CFO, Port of Portland for Coffee
- 1:30 PM – 3:00 PM Writing Time - SuccessFactors
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

▲ **Mon, Jan 31**

- 7:30 AM – 8:00 AM COVID 19 Policy Team Meeting
- 10:30 AM – 11:00 AM CAO/ Comm. Hardesty Financial Policy Advisor/ CSD Director/ CSD Program Manager
- 11:30 AM – 12:00 PM CAO/ OMF Racial Equity Program Manager Check-in
- 1:00 PM – 1:30 PM CAO/ BHR Director Check-in
- 1:30 PM – 2:00 PM Prep for Mayor's Office Bureau Briefing
- 2:30 PM – 3:15 PM CAO/ DCAO Check-in
- 3:30 PM – 4:00 PM CAO/ CFO Check-in

February 2022

▲ Tue, Feb 1

- 9:30 AM – 10:00 AM CAO/ CFO/ Chief Procurement Officer
 - ▨ 12:00 PM – 12:30 PM Community Safety check in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
 - 4:30 PM – 5:00 PM CAO/ Mayor's CoS Check-in
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▲ Wed, Feb 2

- 8:00 AM – 9:00 AM JOHS IGA Internal Prep Meeting
 - 9:00 AM – 9:30 AM Tom Briefing
 - 9:00 AM – 9:30 AM CAO/ CSD Director/ CSD Program Manager/ Communications Analyst Check-in
 - 11:00 AM – 11:30 AM PSR/CHAT co-location briefing (City/ Mult. Co)
 - 11:30 AM – 11:45 AM CAO/ Scott Andrews, Melvin Mark Quick Check-in
 - 2:00 PM – 2:30 PM CAO/ PHB Director Check-in
 - 3:00 PM – 3:30 PM CAO/ Comm. Mapps Check-in
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▲ Thu, Feb 3

- 9:30 AM – 10:00 AM CAO/ Fire Chief Check-in
 - 10:00 AM – 10:30 AM ESD Monthly Check-in
 - 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
 - 2:00 PM – 2:30 PM CAO/ OMF Strategic Communications Manager Check-in
 - 2:30 PM – 4:00 PM JOHS IGA City/ County Mtg 3 of 4
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▲ Fri, Feb 4

- ▨ 8:30 AM – 9:30 AM Meeting w/ BDS, BPS, PBOT, PHB, PP&R & Prosper Portland re: Albina Vision Trust
 - 9:00 AM – 10:00 AM URA Council Work Session Planning - core group
 - 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
 - 11:00 AM – 11:30 AM CAO/ BHR Director/ PBEM Director Check-in
 - 12:00 PM – 2:30 PM OMF (All Divisions) Budget Briefing
 - 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)
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▲ Mon, Feb 7

- 7:30 AM – 8:00 AM COVID 19 Policy Team Meeting
- 9:30 AM – 9:55 AM OMF Leadership Team Meetings
- 11:30 AM – 12:00 PM CAO/ OMF Racial Equity Program Manager Check-in

- 1:00 PM – 1:30 PM CAO/ CSD Director/ Police Chief/ Deputy Police Chief/ CBO Director/ CBO Deputy Director
 - 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 JOHS IGA Amendment Discussion
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▲ **Tue, Feb 8**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
 - 11:30 AM – 12:00 PM CAO/ Comm. Hardesty
 - 1:00 PM – 1:30 PM CAO/ OMF Strategic Communications Manager Check-in
 - 1:30 PM – 2:00 PM CAO/ Parks & Recreation Director Check-in
 - 2:30 PM – 3:00 PM CAO/ Mayor's CoS Check-in
 - 3:00 PM – 4:00 PM OMF Advisory Committee - Meeting Series
 - 3:30 PM – 4:00 PM CAO/ Comm. Rubio/ Comm. Rubio CoS
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▲ **Wed, Feb 9**

- 8:30 AM – 9:00 AM CAO/ Prosper Portland Director Check-in
 - 9:00 AM – 9:30 AM CAO/ CSD Director Check-in
 - 9:30 AM – 10:00 AM CAO/ BES Director Check-in
 - 11:30 AM – 12:00 PM CAO/ CFO Check-in
 - 1:30 PM – 2:00 PM CAO/ Deputy Ombudsman Introductory Meeting
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▲ **Thu, Feb 10**

- 8:30 AM – 9:00 AM City Support Services Budget Prep
 - 10:30 AM – 11:30 AM Thursday Chiefs of Staff Meeting
 - 1:00 PM – 1:30 PM CAO/ City Attorney Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Feb 11**

- 8:00 AM – 8:30 AM Phase I: Return to Offices Timeline and Related Decisions
 - 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
 - 2:00 PM – 2:30 PM CAO/ Mayor/Mayor's CoS Check-in
 - 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)
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▲ **Mon, Feb 14**

- 7:30 AM – 8:00 AM COVID 19 Policy Team Meeting
- 9:30 AM – 10:00 AM CAO/ DCAO/ Police Chief/ DAM Manager/ Deputy Police Chief/ Mayor's CoS
- 11:30 AM – 12:00 PM CAO/ OMF Racial Equity Program Manager Check-in

- 2:00 PM – 2:25 PM CAO/ SPOT Manager Check-in
- 2:30 PM – 3:15 PM CAO/ DCAO Check-in

▲ **Tue, Feb 15**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- ▨ 9:00 AM – 9:30 AM Recurring: CSD Recruitment and Budget meeting
- 1:00 PM – 2:00 PM Portland Harbor
- 2:00 PM – 2:15 PM CAO/ Enhanced Service Districts Coordinator Quick Check-in
- 2:30 PM – 3:00 PM CAO/ Mayor's CoS Check-in
- 3:15 PM – 3:45 PM CAO/ City Auditor Quarterly Check-in
- 4:00 PM – 4:30 PM COVID Policy Team

▲ **Wed, Feb 16**

- 7:30 AM – 8:00 AM COVID Policy Team
- 9:00 AM – 10:00 AM OMF Labor Management Committee
- 10:30 AM – 11:00 AM CAO/ CFO Check-in
- 11:30 AM – 12:00 PM CAO/ CSD Director Check-in
- ▨ 3:00 PM – 4:00 PM Community Safety Working Group
- 4:30 PM – 5:00 PM Portland Building Directors re: Return to Office PB Specific Issues

▲ **Thu, Feb 17**

- 9:30 AM – 10:00 AM CAO/ OGR Director Check-in
- 10:00 AM – 10:30 AM CAO/ CBO Director Check-in
- 10:30 AM – 11:45 AM Thursday Chiefs of Staff Meeting
- 1:30 PM – 2:00 PM CAO/ Chief Resilience Officer Quarterly Check-in
- 3:00 PM – 3:15 PM CAO/ Comm. Ryan CoS/ Strategic Projects Manager Check-in
- 3:30 PM – 3:45 PM CAO/ PBOT Parking Services Manager Quick Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
- 4:30 PM – 5:00 PM Asset Management Request from Mayor's office

▲ **Fri, Feb 18**

- 7:30 AM – 8:00 AM COVID Policy Team
 - 10:00 AM – 10:15 AM CAO/ Parks & Recreation Director Quick Check-in
 - 10:30 AM – 11:00 AM CAO/ Executive Assistant Check-in
 - 2:00 PM – 2:45 PM CAO/ SPOT Program Manager
 - 4:00 PM – 4:15 PM CAO/ DCAO Check-in (as needed)
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▲ **Mon, Feb 21**

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

▲ **Tue, Feb 22**

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

■ 9:30 AM – 10:00 AM CAO/ Audit Investigator for Coffee

■ 10:15 AM – 10:30 AM CAO/ Comm. Ryan CoS/ Strategic Projects Manager/
Deputy City Attorney/ PHB Director/ Sr. Deputy City
Attorney Check-in

■ 10:30 AM – 11:00 AM CAO/ BTS Director Check-in

■ 11:00 AM – 11:30 AM CAO/ OMF Racial Equity Program Manager Check-in

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

■ 1:30 PM – 2:15 PM CAO/ DCAO Check-in

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

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

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

■ 5:05 PM – 5:35 PM Severe weather incident / policy briefing

▲ **Wed, Feb 23**

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

■ 9:00 AM – 9:30 AM CAO/ CSD Director Check-in

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

■ 11:00 AM – 11:15 AM CAO/ Sr. Deputy City Attorney Quick Check-in

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

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

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

■ 2:00 PM – 2:30 PM CAO/ OMF Racial Equity Program Manager Check-in

▨ 3:40 PM – 3:55 PM Budget check-in

▲ **Thu, Feb 24**

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

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

■ 10:00 AM – 11:00 AM Prep for Returning TIF Budget Note - work session
planning team

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

■ 2:00 PM – 3:00 PM Budget Presentation "dry run"

■ 3:00 PM – 3:30 PM CAO/ Executive Assistant Check-in

■ 3:30 PM – 4:00 PM TESC Meeting

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

▲ **Fri, Feb 25**

■ 8:00 AM – 5:00 PM Vacation

▲ **Mon, Feb 28**

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

■ 9:00 AM – 9:30 AM CAO/ OMF Racial Equity Program Manager Check-in

■ 10:30 AM – 10:45 AM CAO/ Spectator Venues Program Manager Quick Check-in

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

■ 2:00 PM – 3:00 PM CAO/ CSD Director/ Deputy Fire Chief Check-in

■ 3:30 PM – 4:00 PM CAO/ CFO Check-in

■ 4:30 PM – 5:00 PM CAO/ Mayor/ Mayor CoS Check-in

▨ 4:30 PM – 6:30 PM Technology Oversight Committee (members and staff)

March 2022

▲ **Tue, Mar 1**

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

■ 9:00 AM – 9:30 AM CAO/ Comm. Hardesty/ BHR Director Follow Up

■ 9:30 AM – 10:00 AM CAO/ OMF Communications Analyst

■ 11:00 AM – 11:30 AM Tuesday Chiefs of Staff Meeting

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

■ 1:30 PM – 2:00 PM CAO/ DCAO/ SPOT Program Manager/ OMF Business Analyst/ CBO Director/ Executive Assistant

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

■ 2:45 PM – 3:30 PM CAO/ DCAO Check-in

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

■ 4:30 PM – 5:00 PM PB Directors - Return to Offices Bi-Weekly Check-in

▲ **Wed, Mar 2**

■ 9:00 AM – 9:30 AM CAO/ CSD Director Check-in

■ 10:00 AM – 10:30 AM CAO/ Sophie Peel, Reporter, Willamette Week for Coffee

■ 11:00 AM – 12:00 PM SPEAK: PRESS CONFERENCE

■ 12:00 PM – 12:30 PM BOLT Meeting

■ 2:00 PM – 3:00 PM OMF Budget Briefing Follow Up with Mayor's Team

■ 4:00 PM – 5:00 PM CAO/ SPOT Program Manager/ BPS Director

▲ **Thu, Mar 3**

■ 9:30 AM – 10:00 AM CAO/ OCT Director Quarterly Check-in

- 10:00 AM – 10:30 AM Enhanced Services District Monthly Check-in
- 10:30 AM – 11:00 AM CAO/ Fire Chief Check-in
- 11:30 AM – 12:30 PM Bureau Directors Monthly Meeting
- 1:00 PM – 1:30 PM CAO/ CFO/ Chief Procurement Officer
- 2:00 PM – 5:00 PM City Council Budget Work Session: Effective City Support Services; Climate Emergency & Climate Resiliency

▲ **Fri, Mar 4**

- 8:00 AM – 8:30 AM Prep for TIF Work Session
- 9:00 AM – 9:30 AM CAO/ Molly O'Donnell, Executive Director, Save First Financial Wellness Introductory Meeting
- 11:00 AM – 11:30 AM CAO/ OMF Strategic Communications Director check-in
- 11:30 AM – 12:00 PM CAO/ Comm. Hardesty Check-in
- 3:00 PM – 3:25 PM CAO/ Comm. Ryan Check-in
- 3:30 PM – 3:45 PM CAO/ DCAO Check-in (as needed)

▲ **Mon, Mar 7**

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 11:30 AM – 12:00 PM CAO/ OMF Racial Equity Program Manager Check-in
- 2:00 PM – 2:30 PM CAO/ BTS Director Check-in

▲ **Tue, Mar 8**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- 9:00 AM – 12:00 PM City Council Budget Work Session - Building Resilient Infrastructure
- 12:45 PM – 1:30 PM CAO/ DCAO Check-in
- 1:30 PM – 2:00 PM CAO/ Parks & Recreation Director Check-in
- 2:30 PM – 3:00 PM CAO/ Comm. Mapps/ Comm. Mapps CoS/ CBO Director Check-in
- ▨ 3:00 PM – 4:00 PM OMF Advisory Committee
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Mar 9**

- 7:30 AM – 8:45 AM CAO/ Prosper Portland Director for Breakfast
- 9:00 AM – 9:30 AM CAO/ CBO Director/ CBO Analyst/ City Economist Quick check-in
- 10:30 AM – 11:00 AM OMF/PBOT Interagency for Construction Contracts
- 11:00 AM – 11:30 AM CAO/ Performance Auditors (2) Check-in
- 1:00 PM – 1:30 PM CAO/ Mayor/ CBO Director/ Mayor's Budget and Central Services Advisor
- 2:30 PM – 3:00 PM CAO/ PHB Director Check-in

- 3:00 PM – 3:30 PM CAO/ BES Director Check-in
- 3:30 PM – 4:00 PM CAO/ Mayor’s CoS Check-in

▲ **Thu, Mar 10**

- 8:00 AM – 2:00 PM Blood drive
- 9:00 AM – 9:30 AM CAO/ CSD Director Check-in
- 10:00 AM – 10:30 AM CAO/ CFO Check-in
- 11:00 AM – 11:25 AM CAO/ SPOT Program Manager Check in
- 1:00 PM – 1:30 PM CAO/ Jenny Haruyama, City Manager, City of Beaverton
- 2:00 PM – 5:00 PM Community Safety FY23 Budget Work Session

▲ **Fri, Mar 11**

- 7:45 AM – 8:45 AM CAP/ Mike Golub, Portland Timbers for breakfast
- 9:30 AM – 10:00 AM Workplace transitions brainstorm
- 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
- 10:30 AM – 11:00 AM TIF Presentation Run Through
- 1:30 PM – 2:30 PM CSD Business Services Org and Scope Briefing
- 3:00 PM – 3:30 PM CAO/ DCAO/ OMF Bus. Ops. Manager

▲ **Mon, Mar 14**

- 7:30 AM – 8:00 AM COVID-19 Policy Team Call
- 11:00 AM – 11:30 AM CAO/ CFO Check-in
- 11:30 AM – 12:00 PM CAO/ OMF Racial Equity Program Manager Check-in
- 1:00 PM – 4:00 PM City Council Budget Work Session - Returning TIF District Resources

▲ **Tue, Mar 15**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- ▨ 9:00 AM – 9:30 AM Recurring: CSD Recruitment and Budget meeting
- 9:30 AM – 11:30 AM City Council Executive Session
- 1:00 PM – 1:30 PM CAO/ 311 Program Manager Check-in
- 1:30 PM – 2:30 PM CAO/ BHR Director/ Sr. Deputy City Attorney/ Mayor’s CoS Check-in
- 2:30 PM – 3:00 PM CAO/ Mayor’s CoS Check-in
- 3:00 PM – 3:15 PM CAO/ OMF Bus. Ops. Manager Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
- ▨ 4:00 PM – 6:00 PM Jennifer Li Celebration of Life

▲ **Wed, Mar 16**

- 7:30 AM – 8:30 AM CAO/ Robert King for Breakfast
- 9:00 AM – 10:00 AM OMF Labor Management Committee
- 1:30 PM – 2:00 PM City Reopening discussion with Mayor’s staff

▲ **Thu, Mar 17**

- 8:30 AM – 9:00 AM CAO/ CFO/ City Attorney Quick Check-in
- 9:00 AM – 10:00 AM Hiring & Payroll Discussion Follow Up
- 10:00 AM – 10:30 AM CAO/ CBO Director Check-in
- 11:30 AM – 12:00 PM CAO/ CSD Director Check-in
- 2:00 PM – 5:00 PM City Council Budget Work Session - Supporting Livable Neighborhoods

▲ **Fri, Mar 18**

- 9:00 AM – 9:45 AM CAO/ Comm. Hardesty for Coffee
- 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
- 10:30 AM – 11:30 AM Albina Vision Trust Check-in Prosper & BPS
- 1:30 PM – 2:00 PM CAO/ OGR Director Check-in

▲ **Mon, Mar 21**

- 7:30 AM – 8:00 AM COVID-19 Policy Group
- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 1:00 PM – 1:30 PM CAO/ SPOT Manager Check-in
- 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

▲ **Tue, Mar 22**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- 9:00 AM – 9:30 AM CAO/ CBO Director/ CFO/ CBO Analyst/ City Economist Quick check-in
- 10:00 AM – 10:30 AM CAO/ City Attorney Quarterly Check-in
- 11:30 AM – 12:00 PM CAO/ OMF Racial Equity Program Manager Check-in
- 1:30 PM – 2:00 PM CAO/ Comm. Rubio CoS/ Comm. Rubio Policy Advisor

▲ **Wed, Mar 23**

- 9:00 AM – 9:30 AM CAO/ CSD Director Check-in
- 10:30 AM – 11:00 AM CAO/ Police Chief Check-in
- 11:00 AM – 11:30 AM CAO/ Comm. Ryan Permit Improvement Strategy Manager Check-in
- 12:00 PM – 1:00 PM CAO/ Max Williams, President and CEO, Oregon Community Foundation for Lunch

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

▲ **Thu, Mar 24**

■ 8:00 AM – 5:00 PM Vacation

▲ **Fri, Mar 25**

■ 8:00 AM – 5:00 PM Vacation

▲ **Mon, Mar 28**

■ 7:30 AM – 8:00 AM COVID-19 Policy Team Call/Agenda/Data

■ 9:00 AM – 10:00 AM Review of Racial Equity Advancement Group Applications

□ 10:00 AM – 10:30 AM City Hall Security Protocols - Walk Through with Comm. Rubio's office

■ 11:00 AM – 11:45 AM City Hall Security Protocols - Walk Through with City Auditor's office

■ 1:00 PM – 1:20 PM CAO/ Strategic Projects Manager/ SPOT Program Manager Check-in

■ 1:00 PM – 1:45 PM City Hall Security Protocols - Walk Thru with Comm. Mapps' office

■ 2:00 PM – 2:45 PM City Hall Security Protocols – Walk Through with Comm. Ryan's office

■ 2:30 PM – 3:00 PM CAO/ CFO Check-in

■ 3:00 PM – 3:45 PM CAO/ DCAO Check-in

■ 4:00 PM – 4:30 PM CAO/ Mayor/ Mayor's CoS Check-in

▨ 4:30 PM – 6:30 PM Technology Oversight Committee (members and staff)

▲ **Tue, Mar 29**

■ 8:15 AM – 8:30 AM CAO/ OMF Strategic Communications Manager

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

■ 9:00 AM – 12:00 PM City Council Budget Work Session

■ 2:00 PM – 2:45 PM City Hall Security Protocols – Walk Through with City Attorneys' office

■ 3:00 PM – 3:30 PM CAO/ OMF Racial Equity Program Manager Check-in

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

■ 4:00 PM – 4:45 PM City Hall Security Protocols – Walk Through with Mayor's office

▲ **Wed, Mar 30**

■ 9:00 AM – 9:30 AM CAO/ Mayor's CoS Check-in

■ 9:45 AM – 10:15 AM City Council meeting C&S - PPB Contract

■ 10:30 AM – 11:00 AM CAO/ PBOT Director Check-in

- 1:00 PM – 2:00 PM City Hall Security Protocols – Walk Through with Comm. Hardesty’s office
 - 3:30 PM – 4:00 PM Public Works / Infrastructure Bureau Directors Bi-Weekly Check-in
 - 4:30 PM – 5:00 PM CAO/ Strategic Projects Manager/ SPOT Program Manager Check-in
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▲ **Thu, Mar 31**

- 9:00 AM – 10:00 AM CAO Staff Meeting
 - 9:00 AM – 12:00 PM City Council Budget Work Session - Economic Recovery & Stabilization
 - 2:30 PM – 3:00 PM CAO/ Executive Assistant Check-in
 - 3:00 PM – 3:30 PM CAO/ CSD Director Check-in
 - 4:30 PM – 6:30 PM Geraldene Moyle Farewell Gathering
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