

ACTING DIRECTOR T.J. MCHUGH CALENDAR MARCH 2023

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| 26 | 27 | 28 | 29 | 30 | 31 | | |

▲ **Wed, Mar 1**

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| City Council Meeting | 9:30 AM – 11:30 AM |
| PEP External Listening Project Team | 11:00 AM – 12:00 PM |
| MEET: Budget Scheduling and Prep Work Planning Session | 11:30 AM – 12:00 PM |
| Discussion on Neighborhood Association Insurance | 2:00 PM – 3:00 PM |
| T.J. / Kellie Touchbase | 3:00 PM – 3:30 PM |

▲ **Thu, Mar 2**

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| Briefing | 9:00 AM – 10:00 AM |
| Emergency Management Steering Committee | 9:00 AM – 10:30 AM |
| In-person meeting with EPN preparation | 10:00 AM – 10:30 AM |
| Citywide communications huddle | 10:45 AM – 11:00 AM |
| Check in about SRV things | 11:00 AM – 11:15 AM |
| Common Budget Terms Training (optional) | 12:00 PM – 12:45 PM |
| OUT | 3:00 PM – 5:00 PM |

Fri, Mar 3

▲ TJ OUT

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| NEW: Weekly Policy Team Meeting | 9:15 AM – 10:00 AM |
| FW: LP Impact Project: Community Warehouse | 12:00 PM – 1:30 PM |
| Civic Life Update | 2:00 PM – 2:30 PM |
| Spring BMP Kick-Off | 2:00 PM – 3:00 PM |
| SALT Meeting - Budget Prep | 2:30 PM – 4:00 PM |

▲ **Mon, Mar 6**

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| 3/9 Deadline: Spring Bump Budget Submission 3/16 | 9:00 AM – 9:30 AM |
| Team Meeting | 9:30 AM – 10:00 AM |
| INTERVIEW: OPB Think Out Loud (T.J.) | 11:45 AM – 12:15 PM |
| Steve Lee / T.J. McHugh | 12:15 PM – 1:15 PM |
| T.J. / Somer Touchbase on Insurance | 2:00 PM – 2:15 PM |

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| CAB Meeting | 2:30 PM – 3:30 PM |
| MEET: Cmr Ryan / Civic Life check-in (T.J. & Steve) | 3:00 PM – 4:00 PM |

Tue, Mar 7

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| ▲ Council Work Session: FY 23 -24 Budget Work Session 1 | 9:00 AM – 12:00 PM |
| Discuss EA role | 10:30 AM – 11:00 AM |
| Citywide communications huddle | 10:45 AM – 11:00 AM |
| Legislative Visit (Sarah Huggins & Evyn Mitchell) | 1:00 PM – 5:00 PM |

Wed, Mar 8

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| ▲ Council Prep (T.J.) | 9:00 AM – 9:30 AM |
| City Council Meeting | 9:30 AM – 1:00 PM |
| Portland CPI Check-In | 10:30 AM – 11:15 AM |
| PEP External Listening Project Team | 11:00 AM – 12:00 PM |
| Meet: Mourad / T.J. | 11:30 AM – 12:30 PM |
| Tribal Relations Liaisons Meeting | 1:00 PM – 1:30 PM |
| HOLD: Pre-Trip Delegation Briefing for Grand Ronde Visit | 1:30 PM – 2:15 PM |
| ALL STAFF MEETING: Civic Life | 2:00 PM – 3:00 PM |
| MEET: Commissioner Ryan/Mayor Wheeler | 3:00 PM – 3:30 PM |
| Budget Work Session Prep (Karen & T.J.) | 3:30 PM – 4:30 PM |
| March 8 Portland Harbor Collaborative Group Meeting | 5:00 PM – 8:00 PM |

Thu, Mar 9

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| ▲ Discuss Spring Bump | 8:30 AM – 9:30 AM |
| Meet (in-person): Trip to Grand Ronde, briefing w/Govt. Relations, Nils Tillstrom & Miranda Mishan | 9:30 AM – 10:00 AM |
| Citywide communications huddle | 10:45 AM – 11:00 AM |
| MEET: Cmr Ryan / New Portlanders Policy Commission | 11:00 AM – 11:30 AM |
| Bureau Directors Meeting | 11:30 AM – 1:00 PM |
| MEET: Prep for Ken Boddie | 12:30 PM – 1:00 PM |
| Monthly PEP Partners check-in | 1:00 PM – 1:45 PM |
| council prep (Karen) | 1:30 PM – 2:00 PM |
| Council Work Session: FY 23 -24 Budget Work Session 2 | 2:00 PM – 5:00 PM |
| EPN next steps | 4:30 PM – 5:00 PM |
| City Communicators After Hours | 5:00 PM – 7:00 PM |
| ATTEND: 2023 Neighborhood Associations Summit (Cmr Ryan & T.J. & Steve) | 6:30 PM – 8:30 PM |

Fri, Mar 10

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| ▲ Citywide Equitable Engagement Cohort Session | 9:00 AM – 10:30 AM |
| NEW: Weekly Policy Team Meeting | 9:15 AM – 10:00 AM |
| Discuss BAC agenda | 9:30 AM – 10:00 AM |
| INTERVIEW w/ Ken Boddie (T.J.) | 10:30 AM – 11:10 AM |
| ALL-STAFF MEETING | 12:00 PM – 1:00 PM |
| Leah / T.J. Meeting | 1:00 PM – 1:30 PM |
| Discuss Neighborhood Association Insurance Options | 1:30 PM – 2:00 PM |
| MEET: Cmr Ryan / Mike Larson (T.J.) | 2:00 PM – 2:30 PM |
| OGR & Commissioner Ryan Liaison Check-In | 2:30 PM – 3:00 PM |

Mon, Mar 13

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| ▲ Team Meeting | 9:15 AM – 10:00 AM |
| Standing up the Grants Advisory Committee | 10:15 AM – 11:00 AM |
| Lunch | 12:30 PM – 1:00 PM |
| CAB Meeting | 2:30 PM – 3:30 PM |
| FW: Ex Com HOS meeting | 3:30 PM – 4:30 PM |
| Meet: Reed Brodersen | 5:00 PM – 6:00 PM |

Tue, Mar 14

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| Council Work Session: FY 23 -24 Budget Work Session 3 | 9:00 AM – 12:00 PM |
| Citywide communications huddle | 10:45 AM – 11:00 AM |
| Lunch: T.J. McHugh/Lex | 11:30 AM – 12:30 PM |
| Civic Life Leadership Team meeting | 1:00 PM – 2:00 PM |
| CALL: Dean/Cmr Ryan | 2:00 PM – 2:30 PM |
| MEET: Cmr Staff / PBA re HB3515 (Parks District) (Karen & Kellie) | 2:00 PM – 3:00 PM |
| TM & MR 1:1 | 3:00 PM – 3:30 PM |
| Childpeace Executive Committee mtg | 6:00 PM – 7:30 PM |

Wed, Mar 15

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| ▲ Council Prep (Karen) | 9:00 AM – 9:30 AM |
| City Council Meeting | 9:30 AM – 1:00 PM |
| Portland CPI Check-In | 10:30 AM – 11:15 AM |
| PEP External Listening Project Team | 11:00 AM – 12:00 PM |
| Lunch | 12:30 PM – 1:00 PM |
| Cathy Henson / T.J. McHugh | 1:00 PM – 1:30 PM |
| Bi-weekly Summit check in with PSU / Civic Life | 1:30 PM – 2:30 PM |
| City Council Meeting | 2:00 PM – 5:00 PM |
| Coffee chat (TJ and Neil) | 3:00 PM – 3:30 PM |

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| T.J. / Perla Touch base | 4:00 PM – 4:30 PM |
| Spring BMP Review | 4:30 PM – 5:00 PM |

Thu, Mar 16

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| ▲ SPEAK: PPB Hiring Ceremony (T.J.) | 8:20 AM – 9:40 AM |
| In Person Work session with Neighborhood Team | 10:00 AM – 11:30 AM |
| Citywide communications huddle | 10:45 AM – 11:00 AM |
| TM & IT 1:1 | 12:00 PM – 1:00 PM |
| T.J.M & KP 1:1 | 1:00 PM – 1:30 PM |
| Lunch | 1:30 PM – 2:00 PM |
| Council Work Session: FY 23 -24 Budget Work Session 4 | 2:00 PM – 5:00 PM |
| ShadowWorks Open Studio (del toro) (Jill) | 4:30 PM – 5:30 PM |

Fri, Mar 17

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| ▲ Icie Ta / T.J. McHugh | 9:00 AM – 10:00 AM |
| NEW: Weekly Policy Team Meeting | 9:15 AM – 10:00 AM |
| Manager/Supervisor Townhall - Hybrid, Remote and In-Person Work Zoom link provided within email | 10:00 AM – 11:00 AM |
| T.J.M & MJ touch base | 10:15 AM – 10:45 AM |
| City Hall Communications Check In | 11:00 AM – 12:00 PM |
| TM & GH 1:1 | 11:30 AM – 12:00 PM |
| HOLD: Robin Denburg / OCCL Budget | 12:30 PM – 1:15 PM |
| Lunch | 1:15 PM – 1:45 PM |
| SALT Meeting - Budget Prep | 2:00 PM – 4:00 PM |

▲ **Mon, Mar 20**

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| Work Session Presentation Run Through | 8:00 AM – 9:00 AM |
| Manager/Supervisor Townhall - Hybrid, Remote and In-Person | 8:30 AM – 9:30 AM |
| Team Meeting | 9:15 AM – 10:00 AM |
| Council Prep (Karen) | 10:00 AM – 10:30 AM |
| Weekly Gun Violence / Homicide Report Training (MP) | 11:00 AM – 12:00 PM |
| Council Work Session: FY 23-24 Budget Work Session 5 | 1:00 PM – 4:00 PM |
| CAB Meeting | 2:30 PM – 3:30 PM |
| Work session prep (Karen) | 4:30 PM – 5:00 PM |

Tue, Mar 21

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| ▲ T.J./Jorge/Sam (CPI) | 9:30 AM – 10:00 AM |
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| Citywide communications huddle | 10:45 AM – 11:00 AM |
| PEP External Listening Project Team | 12:00 PM – 1:00 PM |
| Civic Life Leadership Team meeting | 1:00 PM – 2:00 PM |
| MEET: Briefing re HB 3515 | 3:15 PM – 3:55 PM |
| ALL STAFF MEETING #2: Civic Life | 4:00 PM – 5:00 PM |

Wed, Mar 22

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| ▲ City Council Meeting | 9:30 AM – 1:00 PM |
| Portland CPI Check-In | 10:30 AM – 11:15 AM |
| Citywide Communicators Quarterly Meeting | 11:00 AM – 12:00 PM |
| ATTEND: Travel Portland's State of the Industry | 12:00 PM – 1:30 PM |
| Monthly Neighborhood Mapping | 1:00 PM – 1:45 PM |
| T.J.M & IT 1:1 | 2:30 PM – 3:15 PM |
| T.J.M & GH 1:1 | 3:15 PM – 4:00 PM |
| Christine Leon / T.J. McHugh | 4:00 PM – 4:30 PM |
| JBPM CEWG | 4:00 PM – 4:30 PM |
| TJ: KGC, quick comms huddle | 4:40 PM – 4:55 PM |

Thu, Mar 23

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| Transitional Responsibilities and Steps | 9:00 AM – 9:45 AM |
| Jenny Pullen / T.J. McHugh - Safe Blocks Program | 10:00 AM – 10:20 AM |
| Citywide communications huddle | 10:45 AM – 11:00 AM |
| In person - Bureau Directors Meeting | 11:30 AM – 1:00 PM |
| Andrea Marquez / T.J. McHugh | 1:30 PM – 2:00 PM |
| Council Prep (Darion) | 1:30 PM – 2:00 PM |
| City Council Work Session: FY 23-24 Budget Work Session 6 | 2:00 PM – 5:00 PM |
| Council Work Session: FY 23 -24 Budget Work Session 6 | 2:00 PM – 5:00 PM |
| OGR & Commissioner Ryan Liaison Check-In | 2:30 PM – 3:00 PM |
| Bureau Strategy Huddle | 3:00 PM – 3:30 PM |

Fri, Mar 24

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| ▲ Citywide Equitable Engagement Cohort Session | 9:00 AM – 10:30 AM |
| NEW: Weekly Policy Team Meeting | 9:15 AM – 10:00 AM |
| Latino Network Touchbase | 2:00 PM – 2:45 PM |
| T.J.M & MR 1:1 | 3:00 PM – 3:30 PM |

▲ **Mon, Mar 27**

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| Team Meeting | 9:15 AM – 10:00 AM |
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| T.J.M & GH 1:1 | 10:15 AM – 11:00 AM |
| T.J.M & MR 1:1 | 11:30 AM – 12:15 PM |
| Discuss SW Neighborhood | 1:00 PM – 1:45 PM |
| Meeting: Kellie, TJ, Adena and Steve | 1:00 PM – 2:00 PM |
| T.J.M & Allison Stoll | 2:00 PM – 2:45 PM |
| MEET: Cmr Ryan / Steve Lee / Civic Life check-in (T.J.) | 3:00 PM – 4:00 PM |

Tue, Mar 28

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| Civic Life weekly update | 9:00 AM – 9:30 AM |
| Citywide communications huddle | 10:45 AM – 11:00 AM |
| Comms Huddle | 12:00 PM – 12:30 PM |
| Civic Life Leadership Team meeting | 1:00 PM – 2:00 PM |
| Bureau Director meeting | 4:00 PM – 4:30 PM |

Wed, Mar 29

▲ **OUT Wed, Mar 29 to Fri, Mar 31**

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| Representative Evans / Commissioner Ryan: HB3515 | 1:00 PM – 1:30 PM |
| JBPM CEWG | 4:00 PM – 4:30 PM |

Thu, Mar 30

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| MEET IN LOBBY OF CAPITOL BUILDING | 12:45 PM – 1:00 PM |
| HB3515 Work Session (T.J.) | 1:00 PM – 1:30 PM |

Fri, Mar 31

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| NEW: Weekly Policy Team Meeting | 9:15 AM – 10:00 AM |
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