

CAO Tom Rinehart Calendar October 1 – December 31, 2020

■ Busy

▨ Tentative

■ Out of Office

▨ Working Elsewhere

October 2020

▲ Thu, Oct 1

- 8:00 AM – 8:30 AM Comm. Ryan/ BHR Director/ Chief Deputy City Attorney/ Steven Shuback, PRH Labor Law/ CAO
- 8:30 AM – 9:00 AM Collective Bargaining Strategy
- ▨ 8:30 AM – 9:00 AM Comm. Ryan/Mayor Wheeler/ Comm. Ryan CoS/ Mayor CoS/ SPOT Manager/ CAO
- 9:00 AM – 9:30 AM Mari Watanabe, Partners in Diversity/ CAO Phone Call
- 10:00 AM – 10:30 AM Supplier Diversity Officer/ Principal Financial Analyst/ CAO
- 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
- 2:00 PM – 3:00 PM FYI - TSCC Hearing for Parks Levy
- 3:00 PM – 3:15 PM SPOT Manager/ Strategic Projects Manager/ CAO
- 3:15 PM – 3:30 PM Strategic Communications Manager/ CAP Quick Check-in
- 3:30 PM – 4:00 PM Exec. Assistant/ CAO Check-in
- 4:00 PM – 4:15 PM CFO/ CAO Quick Check-in

▲ Fri, Oct 2

- 9:00 AM – 9:15 AM Strategic Projects Manager/ SPOT Manager/ CAO Quick Check-in
- 9:30 AM – 9:45 AM Chief Procurement Officer/ CFO/ CAO Check-in
- 10:00 AM – 11:00 AM CAO Managers Meeting
- 11:00 AM – 11:30 AM Comm. Fritz/ Comm. Fritz CoS/ Chief Deputy City Attorney/ BHR Director/ Steven Shuback, PRH Labor Law/ CAO
- 1:00 PM – 4:00 PM OMF Strategic Plan Refresh Retreat

- 4:00 PM – 4:30 PM SPOT Manager/ Strategic Projects Manager/ Mayor’s Deputy CoS/ Mayor’s CoS/ Mayor’s Sr. Staff Rep/ CAP
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▲ **Mon, Oct 5**

- ▣ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 11:45 AM – 12:00 PM COVID-19 Policy Team Check-In to Zoom pre Townhall
 - 12:00 PM – 1:00 PM COVID-19 Workplace Guidance Townhall #2 - for employees primarily teleworking
 - 1:00 PM – 1:30 PM Comm. Fritz/ CAO Monthly Check-in
 - 2:30 PM – 2:45 PM COVID Panel quick check-in
 - ▣ 2:45 PM – 3:00 PM DCAO/ SPOT Manager/ Strategic Projects Manager/ CAO Quick Check in
 - 3:00 PM – 3:30 PM DCAO/ CAO Check-in
 - 3:30 PM – 4:00 PM CFO/ CAO Check-in
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▲ **Tue, Oct 6**

- 8:00 AM – 8:10 AM PBEM Director/ CAO Phone Call
 - 8:30 AM – 9:00 AM BHR Director/ CAO Check-in
 - 9:00 AM – 9:30 AM PBOT Director/ CAO Check-in
 - 9:30 AM – 11:30 AM Council Work Session re: Western States Training #2
 - 12:30 PM – 2:00 PM New Commissioner Information Panel re: COVID-19 Recovery and Resilience
 - 2:30 PM – 3:00 PM BTS Director/ CAO Check-in
 - 3:00 PM – 3:30 PM Exec. Assistant/ CAO Check-in
 - 3:30 PM – 3:45 PM Chief Procurement Officer/ CFO/ CAO - Council item prep
 - 4:00 PM – 4:45 PM City Bureau Directors Check-in
 - 6:00 PM – 8:00 PM Virtual Community budget event on Fall BMP
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▲ **Wed, Oct 7– Oct 14**

■ All Day out of office

▲ **Thu, Oct 15**

- 8:30 AM – 9:00 AM DCAO/ CAO Check-in

- 9:00 AM – 10:00 AM OMF Labor Management Committee meeting
- 10:00 AM – 12:00 PM Large Cities Executive Forum Meeting
- 12:00 PM – 1:30 PM Travel Portland State of the Industry Webinar
- 1:30 PM – 2:00 PM OEHR Director/ CAO Check-in
- 2:00 PM – 2:30 PM COEP prep for Council Presentation
- 2:30 PM – 3:00 PM Civic Life Director/CAO Quarterly Check-in
- 3:00 PM – 3:30 PM Facilities Division Manager/ CAO Check-in
- 3:30 PM – 4:00 PM Strategic Projects Manager/ Principal Financial Analyst/ CAO
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ **Fri, Oct 16**

- 9:00 AM – 10:00 AM Rey Arellano, City Manager City of Austin/ CAO
- ▣ 10:00 AM – 10:30 AM Comm. Hardesty/ CAO Check-in
- 10:30 AM – 11:00 AM BHR Director/ CAO Check-in
- 12:00 PM – 12:15 PM DCAO/ SPOT Manager/ Strategic Projects Manager/ CAO Quick Check in
- 1:00 PM – 1:30 PM CFO/ CAO Check-in
- 1:30 PM – 2:00 PM Exec. Assistant/ CAO Check-in
- 2:00 PM – 2:15 PM DCAO/ CAO Check-in (as needed)
- 2:30 PM – 3:30 PM Safety Net Information and Resources Meeting

▲ **Mon, Oct 19**

- 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 9:00 AM – 9:30 AM CS Director Rollout & Implementation Weekly Check-in
- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 2:00 PM – 2:30 PM Chief Procurement Officer/ CFO/ CAO
- 2:30 PM – 3:00 PM CBO Director/ CAO Check-in
- 3:00 PM – 3:30 PM SPOT Manager/ CAO Check-in

▲ **Tue, Oct 20**

- 8:30 AM – 9:00 AM BHR Director/ CAO Check-in
- 9:00 AM – 9:30 AM DCAO/ CAO Check-in
- 9:30 AM – 11:30 AM Council Work Session: Fall BMP
- 12:00 PM – 12:15 PM Commissioner-Elect Rubio/ CAO Check-in

- 3:00 PM – 4:00 PM Meeting re: PPB Bargaining with Commissioner-Elect Rubio
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ **Wed, Oct 21**

- 8:00 AM – 8:30 AM Director's Racial Equity Sub-Group
- 9:00 AM – 10:30 AM Sr. Deputy City Attorneys (2)/CAO
- 11:00 AM – 12:00 PM Community Safety Discussion with Reimagine Oregon
- ▨ 12:00 PM – 12:30 PM BOLT Meeting
- 1:00 PM – 1:30 PM PHB Director/ CAO Check-in
- 1:30 PM – 2:00 PM PP&R Director/ CAO Check-in
- 2:00 PM – 2:30 PM BPS Director/ CAO Check-in
- 2:30 PM – 3:00 PM Strategic Communications Manager/ CAO

▲ **Thu, Oct 22**

- ▨ 9:30 AM – 11:00 AM PBOT Inter-Group Staff Meeting - PPP, ESD, DPT
- 10:00 AM – 11:30 AM October Disaster Policy Council
- 2:00 PM – 3:30 PM Purchasing Audit at Council
- 3:30 PM – 3:45 PM City Economist/ CAO Quick Check-in
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ **Fri, Oct 23**

- 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
- 11:30 AM – 12:00 PM Film CAO Update
- 1:30 PM – 2:00 PM Exec. Assistant/ CAO Check-in
- 2:00 PM – 2:30 PM Commissioner Ryan/ Tom Rinehart Check-in
- 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
- 3:15 PM – 3:30 PM SPOT Manager/ CAO Quick Check-in

▲ **Mon, Oct 26**

- ▨ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 1:30 PM – 2:00 PM DCAO/ CAO Check-in
- 3:00 PM – 3:30 PM Comm. Hardesty/ CAO Check-in
- 3:30 PM – 4:00 PM CFO/ CAO Check-in
- ▨ 4:30 PM – 6:30 PM Technology Oversight Committee Meeting

▲ **Tue, Oct 27**

- 8:30 AM – 9:00 AM BHR Director/ CAO Check-in
 - 9:00 AM – 9:45 AM OGR Director/ OEHR Director/ CBO Director/ DCAO/ CAO
 - ▨ 9:30 AM – 11:30 AM Council Work Session: Title 21
 - 1:00 PM – 1:30 PM Mari Watanabe, Partners in Diversity/ CAO Phone Call
 - 2:30 PM – 3:00 PM Comm. Hardesty Policy Advisor/ SPOT Manager/ Strategic Projects Manager/ CAO
 - 3:30 PM – 4:00 PM Mayor/ CAO Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Oct 28**

- 8:00 AM – 9:00 AM CARES ACT Unallocated Funds Discussion
 - 10:30 AM – 11:30 AM Meeting: Federal Legislative Agenda Discussion
 - 11:30 AM – 12:00 PM PWB Director/ CAO Check-in
 - ▨ 12:00 PM – 12:30 PM BOLT Meeting
 - 1:30 PM – 2:00 PM 3-1-1 Program Manager/ CAO Check-in
 - 2:00 PM – 4:00 PM Fall BMP hearing
 - 3:00 PM – 4:00 PM Monthly Procurement Staff Meeting
 - 3:00 PM – 5:00 PM out ill
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▲ **Thu, Oct 29**

- 9:00 AM – 10:00 AM CAO Staff Meeting
 - 10:30 AM – 11:30 AM Council Execs Meeting
 - 11:30 AM – 12:00 PM COEP Presentation review/prep
 - 1:30 PM – 2:00 PM Film Ames Award
 - 3:00 PM – 3:30 PM Max Bernstein, The Oregonian/ CAO phone call
 - 3:30 PM – 4:00 PM DCAO/ SPOT Manager/ Strategic Projects Manager/ CAO Check in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Oct 30**

- 9:00 AM – 9:30 AM F&PDR Director/CAO Quarterly Meeting
- 9:30 AM – 10:00 AM Exec. Assistant/ CAO Check-in
- 10:00 AM – 10:30 AM Film Industry Discussion

- 11:45 AM – 12:15 PM Townhall Presenter arrival ahead of 12:00 webinar
- 12:00 PM – 1:00 PM Workplace Safety Townhall #3
- 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)

November 2020

▲ Mon, Nov 2

- ▨ 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 Comm. Fritz/ CAO Check-in
- 1:30 PM – 2:00 PM BTS Director/ CAO Check-in
- 2:00 PM – 2:15 PM City Attorney/ CAO Quick Check-in
- 2:30 PM – 3:00 PM CFO/ CAO Check-in
- 3:00 PM – 3:30 PM DCAO/ CAO Check-in

▲ Tue, Nov 3

- 8:30 AM – 9:00 AM BHR Director/ CAO Check-in
- 9:00 AM – 9:30 AM PBOT Director/ CAO Check-in
- 11:00 AM – 11:30 AM Council Chiefs of Staff Check-in
- 1:00 PM – 1:30 PM SPOT Manager/ DCAO/ CAO Check-in
- 3:00 PM – 3:30 PM BDS Director/ CAO Check-in

▲ Wed, Nov 4

- 9:45 AM – 10:30 AM City Council Meeting re: COEP
- ▨ 12:00 PM – 12:30 PM BOLT Meeting
- 3:00 PM – 3:15 PM OMF Leadership Team Quick Check-in

▲ Thu, Nov 5

- 9:00 AM – 9:30 AM PHB Director/ CAO Check-in
- 10:00 AM – 10:30 AM BTS Director/ CAO Check-in
- 10:30 AM – 11:30 AM Transition meeting for Commissioner-elect Mapps Team
- 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
- 2:00 PM – 2:30 PM Jeff Hawthorne, RACC/ CAO
- 3:00 PM – 3:30 PM Fire Chief/ CAO Check-in
- 3:30 PM – 4:00 PM Prosper Portland Director/ CAO Check-in

▲ **Fri, Nov 6**

- 9:00 AM – 9:30 AM BBPDX/ City Quarterly Check-in
- 9:30 AM – 10:00 AM SPOT Manager/ Strategic Projects Manager/ CAO Check-in
- 10:00 AM – 10:30 AM Exec. Assistant/ CAO Check-in
- 1:00 PM – 1:15 PM OMF Financial Analyst/ CAO Quick Check-in
- 1:15 PM – 1:45 PM Comm. Hardesty/ CAO Check-in
- 2:30 PM – 3:00 PM BHR Director/ Sr. Deputy City Attorney/ Steven Shuback, PRH Labor Law/ CAO
- 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)

▲ **Mon, Nov 9**

- ▨ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 10:00 AM – 10:30 AM CFO/ CAO Check-in
- 10:30 AM – 11:00 AM Mayor's Deputy CoS/ Strategic Project Manager/ CAO
- ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
- 1:30 PM – 2:00 PM BHR Director/ CAO Check-in
- 2:30 PM – 3:15 PM DCAO/ CAO Check-in
- 4:00 PM – 4:15 PM CBO Director/ CAO Check-in
- 6:00 PM – 6:45 PM Mayor Wheeler/ CAO

▲ **Tue, Nov 10**

- 8:00 AM – 9:30 AM Sr. Deputy City Attorneys (2)/CAO
- ▨ 9:30 AM – 11:30 AM FYI: Work Session re: Legislative Agendas
- 10:00 AM – 10:30 AM Nate McCoy, NAMC-Oregon/ CAO Phone Call
- 3:00 PM – 4:00 PM OMF Advisory Committee - FY 2020-21 meeting series

▲ **Wed, Nov 11**

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

▲ **Thu, Nov 12**

- 8:15 AM – 9:00 AM Directors' Racial Equity Subgroup
- 10:00 AM – 10:30 AM Principal Financial Analyst/ Strategic Projects Manager/ CAO Check-in
- 11:30 AM – 12:00 PM Exec. Assistant/ CAO Check-in

- 1:00 PM – 1:30 PM SPOT Manager/ Strategic Projects Manager/ DCAO/ CAO Check-in
 - 2:00 PM – 2:30 PM CBO Director/ CAO Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Nov 13**

- 9:00 AM – 10:30 AM Downtown Facilities Tour
 - 1:00 PM – 1:15 PM BHR Director/ CAO Quick Check-in
 - 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
 - 3:30 PM – 3:45 PM Strategic Communications Manager/ CAO Check-in
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▲ **Mon, Nov 16**

- ▣ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 8:30 AM – 8:45 AM BHR Director/ Sr. Deputy City Attorney/ CAO Quick Check-in
 - 9:00 AM – 9:30 AM CS Director Rollout & Implementation Weekly Check-in
 - 9:30 AM – 10:00 AM Chief Deputy City Attorney/ Sr. Deputy City Attorney/ CAO
 - 10:00 AM – 11:00 AM OMF Leadership Team meeting
 - 1:30 PM – 2:00 PM CFO/ CAO Check-in
 - 2:30 PM – 3:00 PM PBOT Director/ CAO Check-in
 - 3:00 PM – 3:30 PM DCAO/ CAO Check-in
 - 3:30 PM – 4:00 PM Mayor's Cos/ Mayor's Deputy Cos/ CAO
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▲ **Tue, Nov 17**

- 8:30 AM – 9:00 AM BHR Director/ CAO Check-in
 - 9:30 AM – 11:30 AM Executive Session w/ Mayor Wheeler and Commissioners
 - 11:45 AM – 12:00 PM SPOT Manager/ CAO Check in
 - 2:30 PM – 2:45 PM Mayor's Deputy CoS Phone Call
 - 3:00 PM – 3:15 PM Division of Asset Management Manager/ CAO Quick Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Nov 18**

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

- 11:30 AM – 12:00 PM PP&R Director/ CAO Check-in
 - ▨ 12:00 PM – 12:45 PM BOLT Meeting
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▲ **Thu, Nov 19**

- 9:00 AM – 10:00 AM CAO Staff Meeting
 - 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 10:45 AM – 11:00 AM Facilities Division Manager/ Division of Asset Management Manager/ DCAO/ CAO
 - 1:30 PM – 2:00 PM OEHR Director/ CAO Check-in
 - ▨ 2:00 PM – 4:00 PM Council Work Session: Local Implementation Plan for Metro's "Here Together" Homeless Measure
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Nov 20**

- 9:00 AM – 11:00 AM Deferred Holidays Arbitration
 - 11:30 AM – 12:00 PM BPS Director/ CAO Check-in
 - 2:00 PM – 3:00 PM Mayor's Monthly Meeting with PBA
 - 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
 - 3:30 PM – 3:55 PM Comm. Ryan/ CAO Check-in
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▲ **Mon, Nov 23**

- ▨ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 9:00 AM – 9:30 AM CS Director Rollout & Implementation Weekly Check-in
 - 11:30 AM – 12:00 PM Comm. Hardesty/ CFO/ CAO Check-in
 - ▨ 12:00 PM – 1:00 PM Joint Mayor/PPB/CRC/PCCEP/TAC Police Reform Task Force
 - 1:30 PM – 2:00 PM BTS Director/ CAO Check-in
 - 2:00 PM – 2:30 PM Mayor Wheeler/ CAO Check-in
 - 2:30 PM – 3:00 PM CFO/ Interim Chief Procurement Officer/ OEHR Sr. Policy Advisor/ CAO
 - 3:00 PM – 3:30 PM DCAO/ CAO Check-in
 - 3:30 PM – 4:00 PM CFO/ CAO Check-in
 - ▨ 4:30 PM – 6:30 PM Technology Oversight Committee Meeting
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▲ **Tue, Nov 24**

- 8:00 AM – 8:30 AM OMF Policy Analyst/ CAO Check-in

- 9:00 AM – 9:15 AM Spectator Venues Program Manager/ CAO Quick Check-in
- 9:30 AM – 10:00 AM Exec. Assistant/ CAO Check-in
- 10:00 AM – 11:00 AM Comm. Mapps/ CAO Check-in
- 11:00 AM – 11:30 AM PBEM Director/ CAO Quarterly Meeting
- 11:30 AM – 11:45 AM Strategic Projects Manager/ CAO Quick Check-in
- 1:00 PM – 1:30 PM SPOT Manager/ DCAO/ CAO Check-in
- 2:30 PM – 3:00 PM 3-1-1 Program Manager/ CAO Check-in
- 3:00 PM – 3:30 PM SPOT Manager/ Strategic Projects Manager/ CAO Check-in

▲ **Wed, Nov 25**

- 8:00 AM – 5:00 PM Vacation

▲ **Thu, Nov 26**

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

▲ **Fri, Nov 27**

- 8:00 AM – 5:00 PM Day After Thanksgiving Day Holiday

▲ **Mon, Nov 30**

- ▨ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
- 9:00 AM – 9:30 AM CS Director Rollout & Implementation Weekly Check-in
- 1:00 PM – 1:15 PM Peggy Brey, Multnomah County/ CAO Quick Check-in
- 2:00 PM – 2:30 PM Budget Development Roles and Responsibilities Discussion
- 3:00 PM – 3:30 PM DCAO/ CAO Check-in
- 3:30 PM – 4:00 PM CFO/ CAO Check-in

December 2020

▲ **Tue, Dec 1**

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

- 10:00 AM – 10:30 AM Spectator Venues Program Manager/ SPOT Manager/ CAO
- 1:00 PM – 1:30 PM Betsy Ames Award Presentation
- 2:30 PM – 3:00 PM City Auditor/ CAO Quarterly Check-in
- ▨ 3:00 PM – 4:00 PM Oregon OSHA Temporary Rule Implementation Bureau Assistance Work Session
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ **Wed, Dec 2**

- 9:00 AM – 9:30 AM BES Director/ CAO Check-in
- 11:00 AM – 11:30 AM BDS Director/ CAO Check-in
- 11:30 AM – 12:00 PM PWB Director/ CAO Check-in
- 1:00 PM – 1:30 PM Police Chief/ CAO Check-in
- 2:00 PM – 2:30 PM PHB Director/ CAO Check-in
- 2:30 PM – 3:00 PM Strategic Projects Manager/ CAO Check-in

▲ **Thu, Dec 3**

- 9:00 AM – 10:00 AM Commissioner-elect Mapps/ CAO
- 10:00 AM – 10:30 AM OGR Director/CAO Quarterly Check-in
- 11:30 AM – 12:00 PM State/City COVID coordination check-in
- 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
- 1:30 PM – 1:45 PM SPOT Manager/ CAO Quick Check-in
- 2:00 PM – 3:00 PM Council meeting re: Charter Commission
- 2:00 PM – 4:00 PM FY 2021-22 Budget Kick-off

▲ **Fri, Dec 4**

- 9:30 AM – 9:45 AM Judy Clarke Team-HR/ CAO Quick Check-in
- 10:00 AM – 10:30 AM Comm. Hardesty/ CAO Check-in
- 10:30 AM – 11:00 AM Strategic Project Manager/ OMF Communications Management Analyst/ CAO
- 11:00 AM – 11:30 AM Exec. Assistant/ CAO Check-in
- 11:30 AM – 12:00 PM BHR Director/ CAO Check-in
- 12:30 PM – 1:00 PM PP&R Director/ CAO Check-in

▲ **Mon, Dec 7**

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

- 9:00 AM – 9:30 AM CS Director Rollout & Implementation Weekly Check-in
- 10:30 AM – 11:00 AM BOEC Director/ CFO/ PHB Director/ Mayor's Policy Advisor/ Chief Deputy Auditor/ CAO
- 11:30 AM – 12:00 PM COVID-19 Wave 2 Operational Risk Assessment
- 1:00 PM – 1:30 PM Fire Chief/ CAO Check-in
- 1:30 PM – 2:00 PM CFO/ CAO Check-in
- 2:30 PM – 3:00 PM Principal Financial Analyst/ Strategic Projects Manager/ CAO Check-in
- 3:00 PM – 3:30 PM BTS Director/ CAO Check-in
- 3:30 PM – 4:00 PM Comm. Fritz/ CAO Check-in

▲ **Tue, Dec 8**

- 8:30 AM – 9:00 AM BHR Director/ CAO Check-in
- 9:30 AM – 11:30 AM Council Work Session: Budget 2021-22 Kickoff
- 11:30 AM – 12:00 PM DCAO/ CAO Check-in
- 1:00 PM – 1:15 PM PBED Director/ CAO Quick Check-in
- 1:45 PM – 2:00 PM SPOT Manager/ CAO Quick Check-in
- 2:00 PM – 2:45 PM Filming of CAO update
- 3:00 PM – 4:00 PM OMF Advisory Committee - FY 2020-21 meeting series
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ **Wed, Dec 9**

- 9:00 AM – 9:30 AM Comm. Hardesty Cos/ CAO Check-in
- ▨ 9:45 AM – 10:15 AM Travel Portland's Annual Presentation to City Council
- ▨ 10:00 AM – 11:30 AM BTS Customer Stakeholder Group Meeting - Nov/Dec 2020 Combined
- 11:30 AM – 11:45 AM Strategic Communications Manager/ CAO Quick Check-in
- ▨ 12:00 PM – 12:30 PM BOLT Meeting
- 1:00 PM – 1:30 PM Kaki Marshall, Policy Link/ CAO
- 3:30 PM – 4:00 PM Fire Chief/CAO Check-in
- ▨ 3:30 PM – 4:30 PM Farewell to Dan Bauer
- 4:00 PM – 4:30 PM Public Safety Work Group - Weekly Check-in

▲ **Thu, Dec 10**

- 9:00 AM – 9:30 AM Community and Economic Development
 - 9:00 AM – 10:00 AM PPB Planning Meeting
 - 10:30 AM – 12:00 PM P&D Directors Monthly Meeting
 - 12:00 PM – 1:00 PM CAAN Meeting
 - 2:00 PM – 2:30 PM CBO Director/ CAO Check-in
 - 2:30 PM – 3:00 PM BES Director/ Prosper Portland Director/ CFO/ CAO
 - 3:00 PM – 3:30 PM Leadership check in on peaceful options for N Mississippi location
 - 3:30 PM – 4:00 PM Strategic Projects Manager/ CAO
 - 7:00 PM – 8:30 PM Disaster Policy Council Meeting
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▲ **Fri, Dec 11**

- 8:30 AM – 8:45 AM Strategic Project Manager/ CAO
 - 10:00 AM – 10:30 AM Exec. Assistant/ CAO Check-in
 - 2:30 PM – 2:45 PM Andrew Hoan, Portland Business Alliance/ CAO
 - 3:00 PM – 3:15 PM DCAO/ CAO Check-in (as needed)
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▲ **Sat, Dec 12**

- ▨ 12:00 PM – 1:30 PM Red House Check-in
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▲ **Sun, Dec 13**

- ▨ 8:30 AM – 9:30 AM Red House Clean-Up Planning
 - ▨ 7:00 PM – 8:00 PM Red House Clean-Up Planning
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▲ **Mon, Dec 14**

- ▨ 7:30 AM – 8:00 AM Pandemic Policy Team Conference Call
 - 9:00 AM – 9:30 AM CS Director Rollout & Implementation Weekly Check-in
 - 10:00 AM – 11:00 AM OMF Leadership Team
 - 12:00 PM – 1:00 PM Joint Mayor/PPB/CRC/PCCEP/TAC Police Reform Task Force
 - 1:30 PM – 2:00 PM DCAO/ CAO Check-in
 - 2:00 PM – 2:30 PM City Auditor/ Audit Services Director/ CAO
 - ▨ 3:00 PM – 4:30 PM DAM CSG - December Quarterly Meeting
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▲ **Tue, Dec 15**

- 8:30 AM – 9:00 AM BHR Director/ CAO Check-in
 - 9:30 AM – 11:30 AM Executive Session w/ Mayor Wheeler and Commissioners
 - 1:00 PM – 1:30 PM SPOT Manager/ DCAO/ CAO Check-in
 - ▨ 2:30 PM – 3:30 PM Budget Equity Tool Training
 - 3:00 PM – 3:15 PM Peggy Brey, Multnomah County/ CAO Quick Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Dec 16**

- 8:30 AM – 9:00 AM OMF Policy Analyst/ Strategic Project Manager/ CAO Check-in
 - 9:00 AM – 9:30 AM BHR Director/ OMF Bus. Ops. Manager/ OMF Financial Analyst/ CAO
 - 1:15 PM – 3:00 PM Partners in Diversity CEO Forum
 - 3:00 PM – 3:30 PM Public Safety Work Group - Monthly Executive Committee Meeting
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▲ **Thu, Dec 17**

- 9:00 AM – 10:00 AM CAO Staff Meeting
 - 10:00 AM – 10:15 AM Tracey Massey, Multnomah County/ CAO Quick Check-in
 - 1:00 PM – 1:30 PM 3-1-1 Program Manager/ CAO Check-in
 - 1:30 PM – 2:00 PM OEHR Director/ CAO Check-in
 - ▨ 2:30 PM – 3:30 PM Budget Manual Highlights
 - 3:00 PM – 4:00 PM Hold for Council meeting at request of Comm. Fritz
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 5:00 PM – 6:00 PM Comm. Fritz Farewell
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▲ **Fri, Dec 18**

- 8:30 AM – 9:00 AM Prosper Portland Director/ CAO Check-in
- 9:00 AM – 9:30 AM BTS Director/ CAO Check-in
- 10:00 AM – 10:30 AM Exec. Assistant/ CAO Check-in
- 11:00 AM – 11:30 AM BPS Director/ CAO Check-in
- 1:00 PM – 1:15 PM Strategic Projects Manager/ CAO Quick Check-in

- 1:30 PM – 2:00 PM Discussion of Potential Gap Funding Solutions for Safety Net Programs
 - 2:15 PM – 3:15 PM Mayor’s monthly meeting with PBA
 - 3:15 PM – 3:30 PM DCAO/ CAO Check-in (as needed)
 - 3:30 PM – 4:00 PM Comm. Ryan/ CAO Check-in (BDS Director to join 3:30-4:00)
 - 4:00 PM – 4:30 PM Mayor's Swearing-in
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▲ **Mon, Dec 21**

- 8:30 AM – 9:00 AM Prosper Portland Director/ CAO Check-In
 - 9:00 AM – 9:30 AM CS Director Rollout & Implementation Weekly Check-in
 - 10:30 AM – 10:45 AM Strategic Projects Manager/ CAO Quick Check-in
 - 11:30 AM – 12:00 PM OMF Bus. Ops. Manager/ CAO Check-in
 - 1:15 PM – 1:45 PM Comm. Hardesty/ CAO Check-in
 - 2:00 PM – 3:00 PM City Auditor/CAO Check-in
 - 3:00 PM – 3:30 PM DCAO/ CAO Check-in
 - 3:30 PM – 4:00 PM CFO/ CAO Check-in
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▲ **Tue, Dec 22**

- 8:15 AM – 9:00 AM BHR Director/ CAO Check-in
 - 9:30 AM – 10:00 AM Exec. Assistant/ CAO Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Dec 23– Dec 24**

- 8:00 AM – 5:00 PM Vacation
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▲ **Fri, Dec 25**

- 8:00 AM – 5:00 PM Christmas Day Holiday
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▲ **Mon, Dec 28**

- 8:00 AM – 5:00 PM Vacation
 - 2:00 PM – 2:30 PM Rubio Swearing in
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▲ **Tue, Dec 29**

- 8:30 AM – 9:00 AM BHR Director/ CAO Check-in
- 10:00 AM – 10:30 AM Consolidated Appropriations Act 2021

- 10:30 AM – 11:00 AM BDS Director/ CAO Check-in
 - 11:00 AM – 11:15 AM Isaura Peña, Causa Oregon/ CAO – Reference Check
 - 1:00 PM – 1:30 PM 3-1-1 Program Manager/ CAO Check-in
 - 1:30 PM – 2:00 PM DCAO/ CAO Check-in
 - 3:00 PM – 3:30 PM CFO/ CAO Check-in
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▲ **Wed, Dec 30**

- 1:00 PM – 1:15 PM Sr. Deputy City Attorney/ CAO Check-in
 - 2:00 PM – 2:30 PM Kim Melton, Multnomah County/ CAO Phone call
 - 5:00 PM – 6:00 PM Mapps Swearing in
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▲ **Thu, Dec 31**

- 11:00 AM – 11:30 AM Exec. Assistant/ CAO Check-in
 - 2:00 PM – 2:30 PM BTS Director/ CAO Check-in
 - 2:30 PM – 3:00 PM SPOT Manager/ Strategic Projects Manager/ DCAO/ CAO
 - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
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