

CAO Tom Rinehart Calendar October 1 – December 31, 2021

- Busy
 Tentative
 Out of Office
 Working Elsewhere

October 2021

▲ Fri, Oct 1

- 10:00 AM – 1:00 PM LCEF virtual
- 2:30 PM – 3:00 PM CAO/ Mayor's CoS Check-in
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

▲ Sun, Oct 3

- 3:00 PM – 4:00 PM SPEAK: International City/County Management Association (ICMA) Annual Conference

▲ Mon, Oct 4

- 7:30 AM – 8:00 AM COVID 19 Policy Team Meeting
- 8:00 AM – 9:00 AM CAO/ Jerry Newfarmer, Management Partners, for Breakfast
- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 10:15 AM – 11:15 AM ICMA Workshop: Rethinking Police Budgeting
- 12:00 PM – 1:00 PM CAO/ Spencer Cronk, City of Austin, for Lunch
- 1:00 PM – 1:30 PM CAO/ SPOT Manager/ DCAO (optional) Check-in
- 2:15 PM – 2:45 PM Portland Fire and Rescue partnership with CareOregon
- 2:30 PM – 3:30 PM ICMA Workshop: Diversifying the City Management Profession: Building the Pipeline
- 5:30 PM – 8:00 PM Oregon/Washington and Host Committee reception at the ICMA Conference

▲ Tue, Oct 5

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- 9:30 AM – 11:30 AM Council Work Session: Portland Street Response - 6 Month Report
- 1:30 PM – 2:00 PM CAO/ DCAO Check-in
- 2:00 PM – 2:25 PM CAO/ SPOT Manager/ CFO/ Chief Procurement Officer
- 2:30 PM – 3:00 PM CAO/ BTS Director Check-in
- 2:30 PM – 3:15 PM Short term Trash Initiative
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ Wed, Oct 6

■	8:30 AM – 10:30 AM	Tour of Vanport Building
■	11:30 AM – 12:00 PM	CAO/ CFO Check-in
■	1:30 PM – 2:00 PM	CAO/ Executive Assistant Check-in
■	2:00 PM – 2:30 PM	CAO/ PHB Director Check-in
■	2:30 PM – 3:00 PM	CAO/ Community Safety Division Director Check-in
■	3:30 PM – 5:00 PM	City Bureaus/Metro Quarterly Meeting/Check-in
▨	5:00 PM – 6:00 PM	Fair Contracting Forum + Anti-Racist Results Based Accountability (RBA)

▲ **Thu, Oct 7 – Oct 8**

■	8:00 AM – 5:00 PM	vacation
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▲ **Mon, Oct 11**

■	7:30 AM – 8:00 AM	COVID 19 Policy Team Meeting
■	9:00 AM – 9:15 AM	CAO/ Community Safety Division Director/ Strategic Communications Manager Check-in
■	10:00 AM – 10:30 AM	CAO/ Sheila Ritz, ICMA/OCCMA Check-in
■	11:00 AM – 11:30 AM	Mayor/ CAO/ Mayor's CoS/ Mayor's DCoS
▨	11:30 AM – 12:30 PM	Protest Pre-planning/ preparation
■	1:00 PM – 1:30 PM	CAO/ PBOT Director Check-in
■	1:30 PM – 2:00 PM	OMF Strategic Plan Discussion (Future OMF Leaders)
■	2:30 PM – 3:15 PM	CAO/ DCAO Check-in
■	4:00 PM – 4:30 PM	CAO/ Comm Hardesty Check-in

▲ **Tue, Oct 12**

■	8:30 AM – 9:00 AM	CAO/ BHR Director Check-in
■	9:30 AM – 11:30 AM	City Council Executive Session
■	12:45 PM – 1:00 PM	CAO/ PHB Director/ Strategic Projects Manager Check-in
■	1:00 PM – 1:30 PM	CAO/ Jennifer Polver, Pioneer Courthouse Square, Inc. Phone Call
■	2:30 PM – 4:00 PM	DAM Customer Stakeholder Group - Semi-Annual Bureau Director/ Finance Manager Meeting
■	4:00 PM – 4:30 PM	Directors 2x Weekly Check-in

▲ **Wed, Oct 13**

■	8:00 AM – 9:30 AM	Metro and Regional Administrators meeting
■	9:30 AM – 10:00 AM	CAO/ Community Safety Division Director Check-in
■	10:30 AM – 11:00 AM	CAO/ Parks Director Check-in
■	2:00 PM – 2:30 PM	CAO/ CFO Check-in
■	3:00 PM – 4:00 PM	JOHS IGA - City/County Meeting

▲ **Thu, Oct 14**

- 10:00 AM – 10:30 AM CAO/ Mayor's CoS Check-in
- 3:30 PM – 3:45 PM CAO/ PBOT Director Quick Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Fri, Oct 15**

- 8:00 AM – 8:45 AM CAO/ PHB Director/ Strategic Projects Manager/ Comm. Ryan's CoS/ Chief Deputy City Attorney
- 9:00 AM – 10:00 AM Community Safety Transition Team
- 10:30 AM – 11:00 AM CAO/ Comm. Ryan Check-in
- 11:30 AM – 12:00 PM CAO/ Executive Assistant Check-in
- 1:00 PM – 1:30 PM CAO/ CBO Director Check-in
- 2:30 PM – 3:15 PM OGR & OMF re: Federal Agenda Development
- 3:30 PM – 3:45 PM CAO/ DCAO Check-in (as needed)

▲ **Mon, Oct 18**

- 7:30 AM – 8:00 AM COVID 19 Policy Team Meeting
- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 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
- 4:30 PM – 4:45 PM CAO/ BHR Director/ Police Chief/ Deputy Police Chief/ Occupational Health and Well-being Program Manager

▲ **Tue, Oct 19**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- 9:30 AM – 11:30 AM City Council Work Session re: Historic Resources Code Project
- 1:00 PM – 1:30 PM CAO/ Fire Chief Check-in
- 1:30 PM – 1:45 PM CAO/ Randy Gragg, Portland Parks Foundation Phone Call
- 3:00 PM – 3:30 PM CAO/ Comm. Rubio Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Oct 20**

- 9:00 AM – 10:00 AM OMF Labor Management Committee
- 9:30 AM – 10:00 AM CAO/ Community Safety Division Director Check-in
- 11:00 AM – 11:30 AM CAO/ Gresham Police Chief
- 1:00 PM – 1:30 PM CAO/ BPS Director Check-in
- ▨ 3:00 PM – 4:00 PM Community Safety Working Group

■ 4:00 PM – 4:30 PM CAO/ Interim PBEM Director/ Deputy City Manager, Chief Innovation Officer, and Chief Heat Response & Mitigation Officer - City of Phoenix, AZ

▲ **Thu, Oct 21**

■ 8:00 AM – 5:00 PM Out Ill

▲ **Fri, Oct 22**

■ 9:00 AM – 9:30 AM PTE 17 Check-in
■ 9:30 AM – 10:00 AM CAO/ OGR Director Check-in
■ 10:30 AM – 11:00 AM CAO/ PHB Director/ Strategic Projects Manager/ Comm. Ryan CoS Check-in
■ 11:30 AM – 12:00 PM CAO/ Executive Assistant Check-in
■ 1:00 PM – 1:30 PM CAO/ Comm. Mapps Check-in
■ 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

▲ **Mon, Oct 25**

■ 9:00 AM – 9:30 AM CAO/ Prosper Portland Director Check-in
■ 10:00 AM – 10:30 AM CAO/ Manager of Fire Management Services Division for Coffee
■ 11:00 AM – 11:30 AM CAO/ 311 Program Director Check-in
■ 11:30 AM – 12:00 PM CAO/ PWB Director Check-in
■ 1:00 PM – 1:30 PM CAO/ SPOT Manager/ DCAO (optional) Check-in
■ 1:30 PM – 2:30 PM CAO/ BHR 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
▨ 4:30 PM – 6:30 PM Technology Oversight Committee (members and staff)

▲ **Tue, Oct 26**

■ 9:30 AM – 11:30 AM City Council Work Session re: CAAN
■ 1:00 PM – 1:30 PM CAO/ Police Chief Check-in
■ 1:30 PM – 2:00 PM CAO/ Mayor's CoS Check-in
■ 2:30 PM – 3:00 PM CAO/ BOEC Director Check-in
■ 3:00 PM – 3:30 PM CAO/ Strategic Projects Manager Check-in

▲ **Wed, Oct 27**

■ 7:30 AM – 9:00 AM Equity Manager Interview Panel
■ 9:30 AM – 10:00 AM CAO/ Community Safety Division Director Check-in
■ 10:30 AM – 11:00 AM CSD FY 22-23 Budget Concepts
■ 11:00 AM – 12:00 PM Equity Manager Interview Panel

- 1:00 PM – 2:00 PM JOHS IGA - City/County Meeting
- 4:00 PM – 5:00 PM Equity Manager Interview Panel

▲ **Thu, Oct 28**

- 9:00 AM – 10:00 AM CAO Staff Meeting
- 10:30 AM – 11:00 AM CAO/ DCAO/ DAM Manager/ Facilities Manager Check-in
- 12:00 PM – 1:00 PM City Club Chat – Presentation by Charter Commissioners Speer & Uherbelau
- 1:30 PM – 2:00 PM OMF New Employee Meet & Greet
- 2:00 PM – 3:00 PM Equity Manager Interview Panel Discussion
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
- ▨ 4:30 PM – 5:00 PM BTS and Mayor's Office

▲ **Fri, Oct 29**

- ▨ 9:00 AM – 10:00 AM Travel Portland: Update on Livability from our Elected Leaders
- 10:00 AM – 11:00 AM CAO Managers Meeting
- 11:30 AM – 12:00 PM CAO/ Executive Assistant Check-in
- 12:00 PM – 12:50 PM Portland Harbor Superfund update
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

November 2021

▲ **Mon, Nov 1**

- 7:30 AM – 8:00 AM COVID 19 Policy Team Meeting
- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 1:00 PM – 1:30 PM Strategic Plan Discussion - CAO + BHR
- 1:30 PM – 2:30 PM CAO/ Strategic Communications Manager 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/ BHR Director/ City Attorney

▲ **Tue, Nov 2**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- 9:00 AM – 9:30 AM CAO/ Mayor's CoS Check-in
- 9:30 AM – 10:00 AM CAO/ PHB Director/ Strategic Projects Manager/ Comm. Ryan CoS Check-in
- 10:00 AM – 10:15 AM CAO/ Strategic Projects Manager Quick Check-in
- 1:00 PM – 1:30 PM CAO/ CFO/ City Treasurer/ Investments Officer/ Rick Phillips, FHN Financial Main Street Advisors

- 2:00 PM – 3:30 PM October Disaster Policy Council meeting
- 3:30 PM – 4:00 PM CAO/ Strategic Communications Manager/ Multimedia Content Specialist/ Social Media Strategist & Community Manager
- 4:00 PM – 4:30 PM CAO/ PBOT Director Check-in

▲ **Wed, Nov 3**

- 9:30 AM – 10:00 AM CAO/ Community Safety Division Director Check-in
- 10:00 AM – 10:15 AM CAO/ OMF Facilities Project Manager Quick Check-in
- 10:30 AM – 11:30 AM Reference Checks
- 11:30 AM – 12:00 PM CAO/ CFO/ CBO Director/ Strategic Projects Manager/ BRFs Strategic Projects Manager
- 1:30 PM – 2:00 PM CAO/ CFO/ DCAO/ BHR Director/ CBO Director/ OMF Business Operations Manager
- 2:00 PM – 2:30 PM CAO/ PHB Director Check-in
- 3:00 PM – 3:30 PM CAO/ BDS Director Check-in
- 3:30 PM – 4:00 PM CAO/ BES Director Check-in

▲ **Thu, Nov 4**

- 8:30 AM – 9:00 AM CAO/ BTS Director Check-in
- 9:00 AM – 9:30 AM CAO/ COO of Multnomah County Check-in
- 9:30 AM – 12:00 PM Reference Checks
- 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
- 2:00 PM – 5:00 PM City Council Work Session re: Fall BMP
- ▨ 5:00 PM – 5:50 PM Fair Contracting Forum + Anti-racist root cause analysis continued

▲ **Fri, Nov 5**

- 8:30 AM – 9:00 AM CAO/ Robert McCullough of McCullough Research for Coffee
- 9:30 AM – 2:00 PM CAMG Infrastructure Tour with Comm. Rubio
- 11:00 AM – 11:30 AM CAO/ Executive Assistant Check-in
- 11:30 AM – 12:00 PM CAO/ Comm. Hardesty Check-in
- 1:30 PM – 2:00 PM CAO/ OMF Policy Advisor Check-in
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

▲ **Mon, Nov 8**

- 7:30 AM – 8:00 AM COVID 19 Policy Team Meeting
- 9:30 AM – 10:00 AM PTE 17 Check-in
- 1:00 PM – 2:00 PM CAO/ DCAO/ PBOT Director/ BES Director

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

▲ **Tue, Nov 9**

- 9:30 AM – 10:00 AM CAO/ CBO Director Check-in
- 10:00 AM – 10:30 AM CAO/ Fire Chief Check-in
- 11:00 AM – 12:00 PM Tuesday Chiefs of Staff Meeting
- 1:30 PM – 2:00 PM CAO/ Parks Director Check-in
- 3:00 PM – 4:00 PM OMF Advisory Committee
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Nov 10**

- 7:30 AM – 8:00 AM CAO/ Interim PBEM Director/ Mayor's Deputy CoS/ BHR Director Check-in
- 8:00 AM – 8:30 AM CAO/ BHR Director Check-in
- 9:45 AM – 10:15 AM CAO/ Community Safety Division Director Check-in
- 10:30 AM – 11:00 AM CAO/ FPDR Director Quarterly Meeting
- 11:00 AM – 11:30 AM CAO/ Mayor's CoS Check-in
- ▨ 12:00 PM – 1:00 PM BOLT Meeting
- 1:00 PM – 1:30 PM CAO/ OEHR Deputy Director Check-in
- 1:30 PM – 2:00 PM CAO/ Executive Assistant Check-in
- ▨ 2:00 PM – 4:00 PM City Council Meeting re: BMP hearing
- ▨ 4:00 PM – 5:00 PM COEP Motion Hearing - IN PERSON OR WEBEX

▲ **Thu, Nov 11**

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

▲ **Fri, Nov 12**

- 8:00 AM – 5:00 PM Vacation

▲ **Mon, Nov 15**

- 7:30 AM – 8:30 AM CAO/ Mayor/ Mayor's CoS for Breakfast
- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 11:30 AM – 12:00 PM CAO/ BTS Director Check-in
- 1:00 PM – 1:30 PM CAO/ SPOT Manager/ DCAO (optional) Check-in
- 2:00 PM – 2:30 PM CAO/ OMF Equity Manager Candidate for Coffee
- 3:00 PM – 3:30 PM CAO/ Comm. Rubio

▲ **Tue, Nov 16**

- 8:30 AM – 9:00 AM CAO/ Mayor/ BHR Director/ Mayor's CoS/ Mayor's Deputy CoS
- 9:30 AM – 11:30 AM City Council Executive Session
- 1:00 PM – 1:45 PM CAO/ DCAO Check-in
- 2:30 PM – 3:00 PM CAO/ Mayor's CoS Check-in

▲ **Wed, Nov 17**

- 9:00 AM – 9:30 AM CAO/ Community Safety Division Director Check-in
- 9:00 AM – 10:00 AM OMF Labor Management Committee
- 11:00 AM – 11:15 AM Present Betsy Ames Leadership Award to Shoshana Cohen at PBOT Directors Team Meeting
- 11:30 AM – 12:00 PM CAO/ CFO Check-in
- 1:00 PM – 1:15 PM CAO/ Comm Ryan's CoS/ PHB Director/ Strategic Projects Manager Quick Check-in
- 1:30 PM – 2:30 PM CAO/ BHR Director Check-in
- 3:00 PM – 3:30 PM CAO/ OMF Equity Manager Candidate for Coffee

▲ **Thu, Nov 18**

- 8:00 AM – 8:30 AM CAO/ Prosper Portland Director Check-in
- 8:30 AM – 9:00 AM Comm. Ryan/CAO
- 9:00 AM – 10:00 AM CAO Staff Meeting
- 10:30 AM – 11:30 AM Thursday Chiefs of Staff Meeting
- 1:00 PM – 1:30 PM CAO/ Spectator Venues Program Manager Check-in
- 2:00 PM – 2:30 PM CAO/ DCAO/ Strategic Projects Manager Check-in
- 3:30 PM – 4:00 PM CAO/ Comm. Rubio/ BHR Director/ Chief Deputy City Attorney/ Stephen Schuback of PRH Labor Law
- 4:00 PM – 4:30 PM CAO/ Comm. Mapps/ BHR Director/ Chief Deputy City Attorney/ Stephen Schuback of PRH Labor Law
- 4:30 PM – 4:50 PM Mayor's Bureau's - Tribal Nations Summit

▲ **Fri, Nov 19**

- 7:00 AM – 8:00 AM CAO/ Robert King (former Advisor to Mayor Wheeler) for Breakfast
- 8:30 AM – 9:15 AM CAO/ DCAO Check-in
- 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
- 10:30 AM – 11:00 AM CAO/ Comm. Ryan Check-in
- 11:00 AM – 11:30 AM CAO/ BPS Director Check-in
- 1:00 PM – 2:00 PM JOHS IGA Discussion (City/ County)
- 2:00 PM – 2:15 PM CAO/ Mayor/ BHR Director/ Mayor's Cos/ Mayor's Deputy CoS
- 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)

▲ **Mon, Nov 22**

- 9:30 AM – 9:50 AM CAO/ Spectator Venues Program Manager/ Spectator Venues Analyst Check-in
 - 10:00 AM – 10:30 AM CAO/ Classification & Compensation Manager Check-in
 - 11:30 AM – 12:00 PM CAO/ PWB Director Check-in
 - 2:30 PM – 3:15 PM CAO/ DCAO Check-in
 - ▨ 4:30 PM – 6:30 PM Technology Oversight Committee (members and staff)
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▲ **Tue, Nov 23**

- 8:00 AM – 8:30 AM CAO/ Prosper Portland Director Phone Call
 - 9:00 AM – 9:30 AM CAO/ Comm. Hardesty Check-in
 - 10:00 AM – 10:30 AM CAO/ Comm. Hardesty/ BHR Director/ Chief Deputy City Attorney/ Stephen Schuback of PRH Labor Law
 - 10:30 AM – 11:00 AM CAO/ Mayor/ BHR Director/ Chief Deputy City Attorney/ Stephen Schuback of PRH Labor Law
 - 11:00 AM – 11:30 AM CAO/ OGR Director Check-in
 - 1:00 PM – 1:30 PM CAO/ Police Chief Check-in
 - 2:00 PM – 2:30 PM Comm. Mapps/ CAO 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
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▲ **Wed, Nov 24**

- 9:30 AM – 10:00 AM PBEM Director Candidate Meet & Greet
 - 11:00 AM – 11:30 AM CAO/ Community Safety Division Director Check-in
 - 1:30 PM – 2:00 PM CAO/ 311 Program Director Check-in
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▲ **Thu, Nov 25– Fri, Nov 26**

- 8:00 AM – 5:00 PM Thanksgiving Holiday
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▲ **Mon, Nov 29**

- 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/ PHB Director/ Comm. Ryan's CoS/ Deputy Chief City Attorney Check-in
 - 1:30 PM – 2:00 PM CAO/ CFO Check-in
 - 2:00 PM – 2:30 PM CAO/ BTS Director Check-in
 - 2:30 PM – 3:15 PM CAO/ DCAO Check-in
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▲ **Tue, Nov 30**

- 8:00 AM – 9:00 AM JOHS IGA Discussion (City/County)

- 9:00 AM – 10:00 AM Portland Harbor Superfund update
- ▨ 9:30 AM – 11:30 AM FYI – City Council Work Session re: State & Federal Legislative Agenda
- 11:30 AM – 11:45 AM CAO/ BTS Director Quick check-in
- 1:30 PM – 2:00 PM CAO/ CFO/ Grants Program Manager/ BRFs Strategic Projects Manager
- 2:30 PM – 3:00 PM CAO/ Mayor’s CoS Check-in
- 3:30 PM – 4:00 PM CAO/ DCAO/ BHR Director/ CBO Director
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

December 2021

▲ Wed, Dec 1

- 7:30 AM – 8:00 AM COVID-19 Policy Team
- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
- ▨ 9:00 AM – 10:30 AM BTS Equity Session - Moving from Equity to Anti-Racism
- 9:30 AM – 10:00 AM Audit Approach for Enhanced Service Districts
- 10:30 AM – 11:00 AM CAO/ Community Safety Division Director Check-in
- 11:30 AM – 12:00 PM CAO/ CFO/ CBO Director/ Strategic Projects Manager/ BRFs Strategic Projects Manager
- 1:00 PM – 1:15 PM CAO/ CFO/ Grants Program Manager/ BRFs Strategic Projects Manager
- 2:00 PM – 2:30 PM CAO/ PHB Director Check-in
- 2:30 PM – 3:00 PM CAO/ BES Director Check-in
- 3:30 PM – 4:15 PM CAO/ OMF Facilities Projects Manager/ Jennifer Bouda and Doug Garland of OTAK

▲ Thu, Dec 2

- 9:00 AM – 9:20 AM CAO/ DCAO/ DAM Manager/ Fleet Supervisor/ Sr. Procurement Specialist
- 9:30 AM – 10:00 AM CAO/ OCT Director Quarterly Check-in
- 10:00 AM – 11:30 AM Nov/Dec Disaster Policy Council
- ▨ 1:00 PM – 2:00 PM ICMA Presents: Motivational Moments | A Speaker Series
- 1:30 PM – 2:00 PM CAO/ DCAO/ Mayor’s Director of Strategic Innovations/ Mayor’s Director of Livability & Sustainability
- 4:00 PM – 4:30 PM CAO/ DCAO/ BES Director/ Parks Director/ PBOT Director/ Fire Chief/ PWB Director

▲ Fri, Dec 3

- 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in

- 12:00 PM – 1:00 PM CAO/ Mayor’s Director of Strategic Innovations/
Mayor’s CoS/ CBO Director/ Mayor’s Deputy CoS
 - 1:00 PM – 1:30 PM CAO/ Comm. Hardesty Check-in
 - 2:30 PM – 3:00 PM CAO/ DCAO Check-in (as needed)
 - 3:00 PM – 4:00 PM COVID Policy Team Call
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▲ **Mon, Dec 6**

- 7:30 AM – 8:00 AM COVID 19 Policy Team Meeting
 - 8:30 AM – 12:30 PM 19th Annual Oregon Leadership Summit of the Oregon
Business Plan
 - 1:00 PM – 1:30 PM CAO/ BDS Director/ PBOT Director/ PWB Director
 - 2:00 PM – 2:30 PM CAO/ OMF Communications Management Analyst/
OMF Facilities Projects Manager
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
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▲ **Tue, Dec 7**

- 9:30 AM – 11:30 AM City Council Work Session re: Reducing Barriers to
Shelter Siting follow up
 - 11:30 AM – 11:55 AM CAO/ SPOT Manager/ DCAO (optional) Check-in
 - 1:00 PM – 1:15 PM CAO/ Chief Deputy City Attorney Quick Check-in
 - 2:00 PM – 2:30 PM CAO/ CFO/ CBO Director/ City Economist
 - 2:30 PM – 3:00 PM CAO/ Mayor’s CoS Check-in
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▲ **Wed, Dec 8**

- 8:15 AM – 9:15 AM CAO/ City Manager for Lake Oswego for Breakfast
 - 10:00 AM – 10:30 AM CAO/ Community Safety Division Director Check-in
 - 12:00 PM – 1:00 PM CAO/ Chief Procurement Officer for Lunch
 - 2:00 PM – 3:00 PM Discussion of Remedy for Stadium Water Intrusion
(City/ Northwest Geotech)
 - 3:00 PM – 3:45 PM CAO/ DCAO Check-in
 - 4:00 PM – 4:30 PM CAO/ CFO/ Risk Manager/ Insurance & Loss Prevention
Manager
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▲ **Thu, Dec 9**

- 9:30 AM – 2:00 PM CAMG Infrastructure Tour with Comm. Mapps
 - 1:00 PM – 1:30 PM CAO/ CBO Director Check-in
 - 2:30 PM – 3:00 PM CAO/ OMF Equity Manager Finalist Candidate Meeting
 - 3:00 PM – 3:25 PM CAO/ Comm. Ryan
 - 3:30 PM – 4:00 PM CAO/ PHB Director/ Comm. Ryan’s Cos/ Strategic
Projects Manager Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Dec 10**

- 8:30 AM – 9:00 AM PTE 17 Check-in
 - 9:00 AM – 10:00 AM Community Safety Transition Team
 - 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in
 - 10:30 AM – 10:45 AM CAO/ Comm. Hardesty Policy Director
 - 11:00 AM – 11:30 AM CAO/ BHR Director/ Sr. Deputy City Attorney/ CBO Director Check-in
 - 11:30 AM – 12:00 PM CAO/ BDS Director Check-in
 - 2:00 PM – 2:30 PM CAO/ BHR Director Check-in
 - 3:00 PM – 3:15 PM CAO/ DCAO Check-in (as needed)
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▲ **Mon, Dec 13**

- 9:00 AM – 9:15 AM CAO/ Strategic Projects Manager Quick Check-in
 - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 11:30 AM – 12:00 PM CAO/ Civic Life Director Quarterly Check-in
 - 1:00 PM – 2:00 PM OMF media training (option 1)
 - 2:00 PM – 2:30 PM CAO/ BTS Director Check-in
 - 2:30 PM – 3:15 PM CAO/ DCAO Check-in
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▲ **Tue, Dec 14**

- 8:30 AM – 9:00 AM CAO/ BHR Director Check-in
 - 9:30 AM – 11:30 AM City Council Work Session re: Reducing Barriers to Shelter Siting Follow-up
 - 1:30 PM – 2:00 PM CAO/ Parks Director Check-in
 - 2:00 PM – 2:30 PM CAO/ Mayor Check-in
 - 3:00 PM – 4:00 PM OMF Advisory Committee
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▲ **Wed, Dec 15**

- 9:30 AM – 9:45 AM CAO/ CBO Director/ CFO Quick Check-in
- 10:00 AM – 10:30 AM CAO/ CFO Check-in
- 10:30 AM – 11:00 AM CAO/ OMF Strategic Communications Manager/ OMF Communications Management Analyst Check-in
- 1:00 PM – 1:30 PM CAO/ BTS Director/ BDS Director Check-in
- 1:30 PM – 2:00 PM CAO/ PBOT Director Check-in
- 2:00 PM – 2:15 PM CAO/ SPOT Manager Quick check-in
- 2:30 PM – 3:00 PM CAO/ BTS Director/ BTS Deputy Director/ Info Security Manager/ 311 Program Manager/ 311 Continuous Improvement Coordinator/ BTS Consulting Product Manager
- 3:30 PM – 3:45 PM CAO/ COO of Multnomah County Quick Check-in

■ 4:00 PM – 4:30 PM CAO/ PWB Director/ PBOT Director/ Parks Director/
BDS Principal Planner/ BES Planning Supervisor

▲ **Thu, Dec 16**

■ 8:30 AM – 10:00 AM CAMG Infrastructure Tour with Mayor and Comm.
Ryan

■ 11:00 AM – 11:15 AM CAO/ Emergency Communications Operations Manager
Quick Check-in

■ 1:00 PM – 2:00 PM CAO Staff Meeting

■ 2:30 PM – 3:30 PM JOHS IGA Discussion (City/County)

▲ **Fri, Dec 17**

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

■ 10:00 AM – 10:30 AM CAO/ Executive Assistant Check-in

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

■ 2:30 PM – 3:00 PM CAO/ Comm. Rubio

■ 3:00 PM – 3:30 PM CAO/ Prosper Portland Director Check-in

■ 3:30 PM – 3:45 PM CAO/ DCAO Check-in (as needed)

▲ **Mon, Dec 20**

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

■ 9:00 AM – 9:30 AM CAO/ SPOT Manager/ OMF Strategic Communications
Manager Check-in

■ 10:00 AM – 10:15 AM CAO/ CFO/ BHR Director/ Chief Procurement Officer/
Social Equity Performance Program Manager/ Strategic
Communications Manager

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

■ 11:30 AM – 12:00 PM CAO/ 311 Program 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/ Comm. Hardesty Check-in CONF.

▲ **Tue, Dec 21**

■ 8:00 AM – 5:00 PM Vacation

▲ **Wed, Dec 22**

■ 8:00 AM – 5:00 PM Vacation

▨ 9:00 AM – 9:30 AM Disaster Policy Council: Christmas Severe Weather
Response

▲ **Thu, Dec 23**

■ 8:00 AM – 5:00 PM Vacation

▲ **Fri, Dec 24**

■ 8:00 AM – 5:00 PM Christmas Holiday

▲ **Sun, Dec 26**

▨ 8:00 PM – 8:30 PM Winter weather call

▲ **Mon, Dec 27**

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

■ 8:00 AM – 5:00 PM Vacation

▲ **Tue, Dec 28**

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

■ 10:00 AM – 10:45 AM CAO/ DCAO Check-in

■ 3:00 PM – 3:30 PM CAO/ CFO Check-in

▲ **Wed, Dec 29**

■ 9:00 AM – 9:30 AM CAO/ SPOT Manager/ DCAO (optional) Check-in

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

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

■ 2:00 PM – 2:30 PM CAO/ CFO/ Deputy CFO/ OMF Bus. Ops. Manager

▲ **Thu, Dec 30**

▲ **Fri, Dec 31**

■ 6:30 AM – 11:00 AM PB Warming Shelter

■ 8:00 AM – 5:00 PM New Year's Holiday
