~ July 2013 ~				
Mon			Thu	Fri
1 8:30a Budget Overview 12:30p Meeting With Commissioner Fish 3p Staff Meeting	2 10a Budget Subcommittee 1 Executive Steering Committee 1p GFOA Webinar On Financial Planning: The 8 Characteristics Of Fiscal Resiliency 2:30p Performance Management Project Planning	3	4 Independence Day	5 9a Management Team Meeting
8 9a Span Of Control Meeting With Staff	9 11a Meeting: Consolidating Grants Agreement	10	11 10a Meeting With Mayor Hales 2:30p Council Budget Subcommittee 1 - Span Of Control Project Staff Meeting	12 8:30a Check In With Staff 9a Management Team Meeting 3p Budget Monitoring Process Redesign
15	16 9a TSCC Staff-To-Staff Meeting 2p Staff Meeting	17 10:30a Call Gail Shibley	18 10a Meeting With Mayor Hales	19 9a Management Team Meeting 1p GFOA Committee Reappointment
22 11:30a CBO Asst Director Classification 1p Innovation Fund Meeting 3p Staff Meeting 4p Review Webinar	23 10a Ending Balance Ideas 1p Testing The GFOA Webinar Site 1:30p ESC/PAC Meeting	24 9a Photo 2p Arts Tax Worksession	25 10a Meeting With Mayor Hales 10:40a GFOA Webinar - Financial Planning: The 8 Characteristics Of Fiscal Resiliency	26 8a Bev Stein Call 11a Meeting: Fire Bureau Layoffs, Vacant Positions, And The SAFER Grant

~ July 2013 ~				
Mon			Thu	Fri
29 9a Affirmative Action Baseline Tracking	30 Vacation	31 8:30a Innovation Fund		

~ August 2013 ~				
Mon	Tue	Wed	Thu	Fri
			1 8:45a Prep For Aug 6 Chief's Meeting 9a All Staff Huddle 9:30a Budget Subcommittee One Executive Steering Committee Meeting 10a Meeting with Gail Shibley 11:30a Bureau Director's Meeting 1:15p Lunch with Judy Parker, Mack Lai and Michael Chang re: Asian Pacific Cities Summit 4p GFOA Application	2 Vacation
5 1:30p Archiving Training with Auditor’s Office 3p Staff Meeting	6 8a P-4 9a Performance Management Meeting 1p Police Chiefs Meeting/OMF	7 9:30a Council: Assistant Budget Director Position 11a General Fund Overhead Model Training 3p Staff Performance Evaluation	8 10a Meeting with Gail Shibley 1:30p Staff Exit Interview 2:30p Management Team Meeting	9 8a Hot Sheet to Mayor's Office 9a Innovation Fund Discussion (Mayor's Office) 10:30a Andrew Scott/ Commissioner Fritz monthly meeting 12p Vacation

12 10:30a Meeting With Mayor Hales 11:30a Meeting With Commissioner Fritz Re: Parks Budget 1:30p City Budget Process - Audit Entrance Meeting 3p Staff Meeting	13 9a Legislative Debrief With Office Of Government Relations 10a Meeting With Council Execs Meeting 11a Coffee With Phil Keisling 1p Meet Leah Treat, PBOT Director	14 10a Meeting With Staff To Discuss Performance Management Paper 1p Meet With Kelly Ferguson, Bev Stein, And Gail Shibley Re: Performance Management Briefing. 2p Meet With Staff	15 10a Budget Subcommittee One Executive Steering Committee Meeting 10a Meeting With Gail Shibley 2p Training On Laptop + Projector Set Up 2:30p All Staff Huddle	16 Doug vacation 8/12 - 9/2 Lisa vacation 8/12 - 8/16 Vacation 8a Hot Sheet to Mayor's Office 9a Management Team Meeting (CBO Conference Room)
19 Vacation	20 Vacation	21 Vacation	22 Vacation	23 Vacation
26 Vacation	27 Vacation	28 Vacation	29 Vacation	30 Vacation

~ September 2013 ~				
Mon	Tue	Wed	Thu	Fri
2 Labor Day	3 9a Approve PDC Requisition 11a CBO Strategic Planning Meeting 1p OMF/PPB Budget Review Committee 1p Budget Subcommittee One Executive Steering Committee Meeting 3p Staff Meeting	4 9:30a Equity Training For CBO Budget Analysts 1p Discuss Bureau Director Debrief/Budget Process Planning With Staff 1:45p Meeting With Ben Berry Re Citywide Technology Assessment & Inventory 3p Meeting With Chris Warner And Hannah Kuhn Regarding Span Of Control Project Timeline 3:30p Meeting With Jim Blackwood And Hannah Kuhn 4p Meeting With Janice Richards And Ken Gavette Re: Audit Of City Budget Process	5 10a Meeting With Mayor Hales 10:30a Andrew Scott / Commissioner Fritz Monthly Meeting 11a Budget Process Planning Meeting With Commissioner Fritz 11:30a Bureau Director's Meeting 1:30p Update On Vacant Positions Audit With Martha Prinz And Drummond Kahn 4p Check - In With Staff	6 8a Hot Sheet To Mayor's Office 9a Management Team Meeting 10a Meeting With Ryan Kinsella Re: Performance Measurement 11a Span Of Control Discussion With Elisabeth Nunes 2:30p Span Of Control Project Team - Meeting With Multnomah County COO, Joanne Fuller
9 Taiwan: Asian Pacific Cities Summit	10 Taiwan: Asian Pacific Cities Summit	11 Taiwan: Asian Pacific Cities Summit	12 10a Budget Subcommittee One Executive Steering Committee Meeting 3p Management Meeting	13 8a Hot Sheet To Mayor's Office 10:30a Meeting With Jim Blackwood 11a Budget Process Planning Meeting With Auditor 1p Budget Process Planning Meeting With Infrastructure Bureaus

~ September 2013 ~				
Mon	Tue	Wed	Thu	Fri
16 9a Budget Process Planning Meeting With OMF 10:30a Check-In With Mayor Hales 2p Check-In With Thomas Lannom (Revenue) 3p Staff Meeting	17 9a Budget Process Planning Meeting With Commissioner Novick's Office 4p Budget Process Planning Meeting - Public Safety Bureaus	18 9a Encumbrance Carryover Training 4p Budget Process Planning Meeting With Citizen Advisors	19 10a Meeting With Gail Shibley 1p Program Revenue Carryover Discussion With Staff	20 8a Hot Sheet To Mayor's Office 9a Management Team Meeting 11a Budget Process Planning Meeting With Commissioner Saltzman 11:30a Budget Process Planning Meeting With Commissioner Fish 1p Strategic Plan Check-In With Staff 3p Check-In With Staff
23 9a Survey Monkey Questions Discussion With Staff 10:30a Meeting With Gail Shibley 2p Staff Meeting 3p Budget Process Planning Meeting - Smaller Bureaus 4p Meeting With Jennifer Cooperman And Jonas Biery	24 9:30a Capital Improvement Plan Work Session 1p Overhead Committee Meeting 2p Budget Process Planning Meeting - Community Development Bureaus	25 11a Staff Performance Evaluation 1:30p Check - In With Staff 2p Certify Timesheet 3p Span Of Control Project Savings Integration Issue 4p Staff Performance Review	26 8a Retreat Prep 10a Budget Subcommittee One Executive Steering Committee Meeting 10:30a ESC/PAC Meeting 10:30a Meeting With Gail Shibley 1p Preliminary CAL Targets and PERS Reductions 2p Prep for PIAC Meeting 3p Meeting With Faith Leaders Re Trafficking	27 8a Hot Sheet To Mayor's Office 8a All-Day, All-Staff Retreat

~ September 2013 ~				
Mon	Tue	Wed	Thu	Fri
30				
8:30a Strategic Goals Due To OMF				
11:30a Check-In With Mayor Hales				
2p Discussion Of CBO Strategic Goals With Staff				
3p Staff Meeting				