

December 1, 2014 - December 7, 2014

December 2014

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January 2015

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Monday, December 1

Tuesday, December 2

9:30am - 10:00am Ergonomic Assessment

10:00am - 11:00am City Treasurer

1:00pm - 2:00pm Chief of Procurement Services

Wednesday, December 3

8:30am - 9:30am Finance and Policy Team Meeting

10:00am - 11:00am Grants Manager

1:00pm - 2:00pm Revenue Director

2:40pm - 3:40pm City Attorney

3:30pm - 4:00pm City Budget Office Director

Thursday, December 4

7:45am - 1:00pm Bureau Director's Work Session

Friday, December 5

9:15am - 9:40am Interview Briefing

11:35am - 12:30pm Interview Debrief

Saturday, December 6

Sunday, December 7

December 8, 2014 - December 14, 2014

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January 2015

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Monday, December 8

8:00am - 9:00am BIBS Director, Facilities Manager, Debt Manager
9:00am - 11:00am OMF Leadership Team
2:30pm - 3:30pm Director's Meeting: Small Bureaus

Tuesday, December 9

8:30am - 9:00am Sr. Bus Ops Manager
9:00am - 10:00am Revenue Director
11:00am - 12:00pm City Treasurer
2:00pm - 3:00pm Chief of Procurement Services

Wednesday, December 10

8:30am - 9:30am Finance and Policy Team Meeting
10:00am - 11:00am Acting Controller
1:00pm - 3:00pm Unreinforced Masonry Subcommittee Intro Meeting

Thursday, December 11

10:00am - 10:30am Accounting Admin Rules
10:30am - 10:45am Business Hour Meet & Greet
11:30am - 12:00pm Semi-Annual AAP Report
12:00pm - 1:00pm Lunch
1:30pm - 2:00pm CBO Meet & Greet

Friday, December 12

8:30am - 9:00am CAO Check-in
10:00am - 11:00am Mayor Hales, Mayor's Policy Advisor

Saturday, December 13

Sunday, December 14

December 15, 2014 - December 21, 2014

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Monday, December 15

8:30am - 9:30am PSSRP Manager
 9:30am - 10:00am Introduction of Auditor-Elect
 10:00am - 11:00am Government Relations
 11:00am - 11:30am FY 15-16 Budget
 2:00pm - 3:00pm Chief of Procurement Services
 3:00pm - 4:00pm City Treasurer

Tuesday, December 16

8:30am - 12:00pm Public Infrastructure Commission
 2:00pm - 3:00pm Revenue Retirement
 3:00pm - 4:30pm OMF Advisory Committee Meeting

Wednesday, December 17

9:30am - 10:30am Grants Manager
 10:30am - 11:30am Mayor's Policy Advisor
 12:00pm - 1:00pm Lunch
 1:00pm - 2:00pm CAO, PFR Chief, Water Bureau
 Director, PPR Director, PBOT Director
 2:00pm - 3:00pm BRFS Division Managers

Thursday, December 18

9:00am - 10:00am Revenue Director
 10:00am - 10:30am Commr. Novick
 10:30am - 12:00pm Joint ESC/PAC meeting
 2:00pm - 3:00pm PBEM Director

Friday, December 19

9:00am - 9:15am Bias awareness for interviewing
 9:30am - 10:00am OMF Strategic Plan & Work Plan
 11:00am - 11:30am CAO Check-in
 12:00pm - 1:00pm OMF General Information Session with CAO
 1:00pm - 1:30pm FY 14-15 Budget Monitoring
 2:00pm - 2:30pm OMF Policy Team

Saturday, December 20

Sunday, December 21

December 22, 2014 - December 28, 2014

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Monday, December 22

11:15am - 11:30am Mayor Hales, Debt Manager
 2:00pm - 3:00pm Chief of Procurement Services
 3:00pm - 3:30pm EBS Check-In

Tuesday, December 23

10:00am - 10:30am Introduction to Procurement Leadership Team
 11:00am - 5:00pm Out of office

Wednesday, December 24

Out of Office

Thursday, December 25

Holiday

Friday, December 26

Saturday, December 27

Sunday, December 28

December 29, 2014 - January 4, 2015

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Monday, December 29

11:00am - 11:30am Commr Saltzman
2:00pm - 3:00pm Chief of Procurement Services

Tuesday, December 30

9:00am - 10:00am Revenue Director
11:00am - 12:00pm City Treasurer
1:00pm - 2:00pm Interview

Wednesday, December 31

8:30am - 9:00am BHR/EBS/BRFS Check-in
9:30am - 10:30am Grants Manager

Thursday, January 1

Holiday

Friday, January 2

8:30am - 9:00am CAO Check-in

Saturday, January 3

Sunday, January 4