

# **December 29, 2014 - January 4, 2015**

## **Monday, December 29**

11:00am - 11:30am Commr. Saltzman  
2:00pm - 3:00pm Chief Procurement Officer  
3:00pm - 4:00pm Financial Planning & Grants Manager  
4:00pm - 4:50pm Mayor's COS, OMF CAO

## **Tuesday, December 30**

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

## **Wednesday, December 31**

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

## **Thursday, January 1**

Holiday

## **Friday, January 2**

8:30am - 9:00am OMF CAO  
11:00am - 11:30am Commr. Saltzman

# January 5, 2015 - January 11, 2015

## Monday, January 5

8:30am - 10:00am OMF Leadership Team  
2:00pm - 3:00pm Chief Procurement Officer  
4:00pm - 4:50pm Mayor's COS, OMF CAO

## Tuesday, January 6

9:30am - 11:00am Revenue Division Managers Meeting  
10:30am - 11:00am OMF CAO  
11:00am - 12:00pm City Treasurer  
1:00pm - 2:00pm Revenue Division Manager  
4:00pm - 4:30pm Mayor's Policy Director, Debt Manager, Commr. Saltzman's Staff

## Wednesday, January 7

10:00am - 11:00am Budget Forecast Review: CAO/CFO/CBO  
1:00pm - 2:00pm BRFS Division Managers  
3:00pm - 4:00pm PDC Director, OMF Policy Team, Gov. Relations Director, PBEM Director

## Thursday, January 8

11:00am - 11:15am Procurement Services Staff Meeting  
11:30am - 1:00pm Bureau Director Meeting  
1:00pm - 2:00pm City Auditor, Chief Procurement Officer  
1:15pm - 1:45pm OMF/CBO Check in; Mayor Hales  
3:30pm - 4:00pm EBS Manager, EBS Business Analysts

## Friday, January 9

8:30am - 9:00am OMF CAO  
9:30am - 11:30am Seismic Retrofit Committee  
2:30pm - 3:00pm Commr. Fritz  
3:30pm - 4:00pm Commr. Fish

# January 12, 2015 - January 18, 2015

## Monday, January 12

9:00am - 10:00am PDC Staff, Debt Manager, City Treasurer

10:00am - 11:00am Chief Procurement Officer

3:00pm - 4:00pm Financial Planning & Grants Manager

## Tuesday, January 13

9:00am - 10:00am All Staff – Revenue Division

10:00am - 11:00am Commr. Novick, Chief Procurement Officer

11:00am - 12:00pm City Treasurer

2:00pm - 3:00pm OMF Sr. Bus Ops Manager

3:00pm - 4:30pm OMF Advisory Committee Meeting

## Wednesday, January 14

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

11:00am - 12:00pm OMF Policy Analyst, Spectator Facilities Dev Mgr

1:00pm - 1:15pm EBS Staff Meeting

2:00pm - 2:30pm City Controller

3:00pm - 4:00pm OMF Leadership Team

## Thursday, January 15

9:00am - 10:00am OMF LMC Meeting

1:00pm - 2:00pm Revenue Division Manager

2:00pm - 3:00pm OMF CAO

3:30pm - 3:45pm State of Oregon COO

## Friday, January 16

8:30am - 9:00am OMF CAO

9:30am - 10:00am Water Bureau Director

11:00am - 12:00pm OMF Policy Analyst, Spectator Facilities Dev Mgr

12:00pm - 1:00pm OMF General Information Session

1:30pm - 2:00pm State of Oregon Treasurer's Office, Mayor's Policy Director, Debt Manager

3:00pm - 5:00pm Out of office

# January 19, 2015 - January 25, 2015

## Monday, January 19

MLK Jr. Holiday

## Tuesday, January 20

10:00am - 10:30am PERS Exec. Dir.

11:00am - 12:00pm City Treasurer

1:00pm - 2:00pm Revenue Division Manager

## Wednesday, January 21

8:00am - 12:00pm Public Infrastructure Commission

1:00pm - 2:00pm BRFS Division Managers

1:00pm - 2:00pm Lauren B.

## Thursday, January 22

9:00am - 10:00am OMF/CBO Check-in

10:00am - 11:30am Fair Contracting Forum

1:00pm - 2:00pm Chief Procurement Officer

2:00pm - 2:30pm Transparent Data

## Friday, January 23

8:30am - 9:00am OMF CAO

10:30am - 11:30am Auditor's Office

1:30pm - 1:45pm Mayor's Policy Director

2:30pm - 3:30pm TSCC/CBO/OMF

# January 26, 2015 - February 1, 2015

## Monday, January 26

9:00am - 11:00am OMF Leadership Team  
11:30am - 12:00pm Mayor's Chief of Staff  
2:00pm - 3:00pm Chief Procurement Officer  
2:30pm - 2:45pm Revenue Division Manager  
3:00pm - 4:00pm Financial Planning & Grants Manager

## Tuesday, January 27

11:00am - 12:00pm City Treasurer  
1:00pm - 2:00pm Revenue Division Manager  
2:00pm - 2:30pm OMF Communications/Proj Mngmt Analyst  
3:00pm - 4:30pm IT Exec. Steering Comm.

## Wednesday, January 28

8:30am - 9:00am BHR/EBS/BRFS Check-in  
2:00pm - 3:30pm CAFR Debrief  
3:30pm - 4:00pm PCI/PII Update

## Thursday, January 29

11:30am - 12:00pm Acting Controller, Technical Accounting Supervisor  
2:00pm - 3:00pm Onboarding for Managers and Supervisors Training

## Friday, January 30

8:30am - 9:00am OMF CAO  
9:00am - 9:30am Housing Director  
11:30am - 1:30pm Mayor Hales State of the City  
2:00pm - 2:20pm Revenue Division Manager, Commr Fish

# February 2, 2015 - February 8, 2015

## Monday, February 2

9:00am - 11:00am OMF Leadership Team  
11:30am - 12:00pm Parks and Rec Director  
2:00pm - 3:00pm Chief Procurement Officer  
4:00pm - 4:50pm Mayor's COS, OMF CAO

## Tuesday, February 3

8:30am - 9:30am Acting Controller, BHR Site Team Manager  
9:30am - 11:30am Portland Building Improvement Work Session  
2:00pm - 3:00pm Auditor's Office  
3:30pm - 4:00pm Debt Manager

## Wednesday, February 4

8:00am - 9:00am Travel time  
9:00am - 10:00am State of Oregon Treasurer  
10:00am - 11:30am Travel time  
1:00pm - 2:00pm BRFS Division Managers  
2:00pm - 3:00pm Parks Director, BES Director, Water Director, Mayor's Sr. Policy Advisor, OMF CAO  
3:30pm - 4:30pm Debt Manager

## Thursday, February 5

8:30am - 9:00am Controller Onboarding  
9:15am - 9:45am PDC Director  
10:00am - 11:00am Acting City Controller  
11:30am - 1:00pm Bureau Directors Meeting  
1:00pm - 2:00pm City Treasurer  
2:00pm - 2:30pm Housing Director  
3:30pm - 4:00pm OEHR Director

## Friday, February 6

8:30am - 9:00am OMF CAO  
9:30am - 10:00am Phone meeting; Tim C.  
10:30am - 11:00am PERS City advisory group  
11:00am - 11:30am Revenue Division Manager, Commr Fritz and Staff  
3:00pm - 3:30pm Mandatory reporting training

# **February 9, 2015 - February 15, 2015**

## **Monday, February 9**

9:00am - 11:00am OMF Leadership Team

11:00am - 12:00pm OMF Communications/Proj Mngmt Analyst and Staff

1:00pm - 2:00pm SAP/Real Estate/Fixed Assets Draft Audit

2:00pm - 3:00pm Chief Procurement Officer

3:00pm - 4:00pm Financial Planning & Grants Manager

## **Tuesday, February 10**

9:00am - 9:45am BDS Director & Staff

10:15am - 11:00am City Treasurer

11:00am - 11:30am BIBS Director, Chief Procurement Officer

2:00pm - 3:00pm EBS Manager, Acting Controller, City Treasurer, BTS Director, BTS Deputy Director, BDS Project Manager, BTS Info Systems Manager

3:00pm - 4:00pm Revenue Division Manager

## **Wednesday, February 11**

8:30am - 12:30pm Conflict Management Training: Required for Mgr/Supervisors

2:00pm - 3:00pm Acting City Controller

4:00pm - 4:30pm PBOT Director

## **Thursday, February 12**

8:00am - 12:00pm Public Infrastructure Commission

1:30pm - 3:30pm Deferred Comp Committee Meeting

## **Friday, February 13**

8:30am - 9:00am OMF CAO

9:00am - 9:30am Mayor's Policy Director, City Attorney, Housing Director

# February 16, 2015 - February 22, 2015

## Monday, February 16

President's Day Holiday

## Tuesday, February 17

8:00am - 8:30am EBS Manager

10:00am - 11:00am Chief Procurement Officer

11:00am - 12:00pm City Treasurer

1:00pm - 2:00pm Executive Equity Committee

2:05pm - 3:00pm OMF CAO, Chief Procurement Officer

## Wednesday, February 18

7:30am - 8:00am PIC

8:30am - 9:00am OMF CAO

9:30am - 10:00am PCI/PII Update

10:30am - 11:00am Revenue Division Manager

11:00am - 12:00pm Acting City Controller

12:00pm - 1:00pm OMF Speaker Series

1:00pm - 2:00pm OMF Sr. Bus Ops Mgr., BHR Site Team Manager, Team HR

2:30pm - 3:30pm EBS Manager

3:30pm - 4:30pm PDC Director

## Thursday, February 19

8:30am - 9:00am PCI Governance

9:00am - 10:00am OMF LMC Meeting

10:00am - 11:30am EBS - Executive Steering & Program Advisory Committee

11:30am - 12:00pm City Treasurer

1:00pm - 2:00pm Debt Manager, Facilities Project Manager

2:00pm - 2:30pm Revenue Division Manager

3:30pm - 4:00pm Debt Manager

## Friday, February 20

Out of Office

# **February 23, 2015 - March 1, 2015**

**Monday, February 23**

Out of Office

**Tuesday, February 24**

Out of Office

**Wednesday, February 25**

Out of Office

**Thursday, February 26**

Out of Office

**Friday, February 27**

Out of Office

# March 2, 2015 - March 8, 2015

## Monday, March 2

8:30am - 9:00am Controller Meet & Greet  
9:00am - 11:00am OMF Leadership Team  
11:00am - 11:15am Debt Manager  
11:30am - 1:00pm Div. Mgr. Lunch  
1:00pm - 2:00pm City Controller  
2:00pm - 2:30pm Moss Adams  
3:00pm - 3:15pm EBS Manager  
4:00pm - 4:50pm Mayor's Office Chief of Staff

## Tuesday, March 3

9:00am - 9:15am BTS/TBC Check-in  
10:00am - 10:30am OMF CAO, OMF Sr. Bus Ops Mgr., BIBS Director, Facilities Manager, Debt Manager  
11:00am - 12:00pm City Treasurer  
1:00pm - 2:00pm Revenue Division Manager  
4:00pm - 4:30pm Fire Chief

## Wednesday, March 4

9:30am - 10:00am PCI/PII Update  
11:15am - 12:15pm Revenue Division Appreciation  
1:00pm - 2:00pm BRFS Division Managers  
2:00pm - 3:00pm PBOT Director  
3:30pm - 3:45pm Bus Ops Manager  
4:00pm - 5:00pm Chief Procurement Officer

## Thursday, March 5

7:45am - 2:00pm Bureau Directors Work Session  
2:00pm - 2:30pm Auditor's Office

## Friday, March 6

9:30am - 10:30am City Controller  
2:00pm - 2:30pm OMF CAO

# March 9, 2015 - March 15, 2015

## Monday, March 9

9:30am - 10:30am Chief Procurement Officer

11:00am - 2:30pm Travel time

12:30pm - 1:00pm Meeting in Salem: Public Infrastructure Commission

3:00pm - 4:00pm Financial Planning & Grants Manager

4:00pm - 4:50pm Mayor's Office Chief of Staff

## Tuesday, March 10

11:00am - 12:00pm City Treasurer

1:00pm - 2:00pm Revenue Division Manager

## Wednesday, March 11

7:45am - 1:30pm OMF Leaders Session

2:00pm - 2:30pm CAFR

3:30pm - 4:00pm PCI/PII Update

## Thursday, March 12

10:00am - 11:00am City Controller

11:00am - 12:00pm Public Finance & Treasury monthly customer meeting

3:00pm - 4:00pm Housing Policy

## Friday, March 13

8:30am - 9:00am OMF CAO

9:30am - 10:00am OMF CAO, BIBS Director, Facilities Manager

10:00am - 10:30am Bus Ops Manager

10:30am - 11:00am EBS Manager, EBS Sr. Bus Analysts

11:00am - 11:30am EBS Manager, OMF Sr. Bus Ops Manager, OMF Policy Analyst

1:00pm - 1:30pm City Controller

1:30pm - 3:00pm Mayor's Bureau Directors' Meeting

3:00pm - 4:00pm PDC Director

# March 16, 2015 - March 22, 2015

## Monday, March 16

9:00am - 11:00am OMF Leadership Team  
11:00am - 12:00pm WSJ Rep, FPDR Director, FPDR Manager  
1:00pm - 2:00pm BIBS Director, Risk Manager, Bus Ops Manager  
2:00pm - 3:00pm Chief Procurement Officer  
3:30pm - 4:00pm OMF Sr. Bus Ops Mgr., City Controller

## Tuesday, March 17

9:05am - 9:35am Council Budget Work Session: Citywide Asset Management Report  
10:00am - 10:15am OMF Communications/Proj Mngmt Analyst  
11:00am - 12:00pm City Treasurer  
1:00pm - 1:30pm EBS Manager, EBS Sr. Bus Analyst, OMF Sr. Bus Ops Mgr., OMF Policy Analyst  
2:30pm - 4:00pm Accounting Advisory Committee Meeting

## Wednesday, March 18

8:30am - 12:30pm Ethical Leadership: Required Training, Mgr/Supervisors  
1:00pm - 2:00pm BRFS Division Managers  
2:30pm - 3:30pm City Controller  
3:30pm - 4:15pm Facilities Strategic Plan Model (Mult. Co.)

## Thursday, March 19

8:00am - 9:00am Debt Manager, Facilities Manager, Facilities Project Manager  
9:00am - 10:00am OMF LMC Meeting  
10:00am - 11:30am EBS - Executive Steering & Program Advisory Committee  
1:30pm - 2:00pm Travel Portland Update  
2:00pm - 3:00pm PCI meeting  
4:00pm - 5:30pm FRT Meeting

## Friday, March 20

8:30am - 9:00am OMF CAO  
10:00am - 11:00am Karen W.  
11:30am - 12:00pm Commr. Saltzman  
12:00pm - 1:00pm OMF General Information Session with Fred  
3:00pm - 4:00pm City Controller  
3:30pm - 4:00pm PCI meeting

# **March 23, 2015 - March 29, 2015**

## **Monday, March 23**

9:00am - 4:30pm SAP Enterprise Asset Management Demo (FYI)

2:00pm - 3:00pm Chief Procurement Officer

3:00pm - 4:00pm Financial Planning & Grants Manager

4:00pm - 4:50pm Mayor's Office Chief of Staff

## **Tuesday, March 24**

8:30am - 9:30am Property Inventory Management

11:00am - 12:00pm City Treasurer

1:00pm - 2:00pm Revenue Division Manager

3:00pm - 3:30pm OMF Bus Ops Manager & Financial Analysts

## **Wednesday, March 25**

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

9:30am - 10:30am CAFR Presentation to City Council

1:00pm - 2:00pm Central Assessment Legislation

## **Thursday, March 26**

9:00am - 10:00am OMF/CBO Check-in

10:00am - 11:00am City Controller

## **Friday, March 27**

7:00am - 9:00am OAME

9:30am - 10:00am OMF CAO

11:00am - 11:30am Commr. Novick

2:00pm - 2:30pm PCI/PII Update

# March 30, 2015 - April 5, 2015

## Monday, March 30

9:00am - 11:00am OMF Leadership Team  
11:00am - 12:00pm City Attorney's Office, Revenue Division Manager,  
2:00pm - 3:00pm Chief Procurement Officer

## Tuesday, March 31

8:00am - 9:00am Debt Manager and Staff, PDC Budget Officer, PDC CFO  
9:00am - 10:00am City Treasurer  
10:30am - 11:30am Council Budget Work Session: OMF  
2:00pm - 3:30pm FY 2014's Financial Audit Bureau Debrief

## Wednesday, April 1

8:00am - 9:30am Phone meeting: Paul M.  
9:30am - 10:00am PCI/PII Update  
10:30am - 11:30am PSCD Project  
1:00pm - 2:00pm BRFS Division Managers  
2:00pm - 3:00pm Revenue Division Manager  
3:00pm - 4:00pm PBOT Director

## Thursday, April 2

10:00am - 11:00am City Controller  
11:30am - 1:00pm Bureau Directors Meeting  
1:30pm - 2:00pm Debt Manager, BIBS Director  
2:00pm - 2:30pm BIBS Director, OMF Sr. Bus Ops Mgr., Facilities Manager

## Friday, April 3

8:30am - 9:00am OMF CAO  
1:30pm - 2:00pm Commr. Saltzman, OMF CAO  
3:15pm - 4:15pm Professional Meeting