

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