	APRIL 2015				
Monday	Tuesday	Wednesday	Thursday	Friday	
		1	2	3	
		8:00 – 9:30	10:00 - 11:00	8:30 – 9:00	
		Phone Meeting	Accounting Manager	OMF CAO	
		9:30 – 10:00	11:30 – 1:00	1:30 – 2:00	
		PCI/PII Update	Bureau Directors Meeting	Comm. Saltzman	
		. o, opaace	zareau zareatera meeting		
		10:30 - 11:30	1:30 – 2:00	3:15 – 4:15	
		EBS Team	Funding Meeting	Professional Meeting	
		1:00 - 2:00	2:00 – 2:30		
		BRFS Division Managers	BIBS Director, Facilities Manager,		
		J. W. J. W. S. W.	Sr. Bus Ops Manager		
		2:00 - 3:00			
		Revenue Manager			
		3:00 – 4:00			
		PBOT Team			
6	7	8	9	10	
7:45 - 8:30	9:00 - 12:00	8:00 - 1:00	8:30 – 10:00	8:30 - 9:00	
Phone Meeting	City Training	PIC Meeting; Salem	Succession Planning	OMF CAO	
10:30 – 11:30	12:15 – 1:00	1:00 – 4:00	11:00 – 12:00	9:30 – 10:30	
City Treasurer, Debt Manager	Mayor's CBO Meeting	Salem; HB 2748 Testimony	PF&T Monthly Customer Meeting	Mayor's COS	
2:00 – 3:00	1:00 - 2:00			11:00 – 12:00	
Procurement Services CPO	Revenue Manager		2:00 – 2:30	Accounting Manager	
			Accounting Year-end Meeting		
3:00 – 4:00	2:00 – 3:00			12:00 – 1:00	
Grants Manager	City Treasurer		3:30 – 4:00	OMF General Information	
	3:30 – 4:00		City Budget Office	Session	
	Comm. Fritz		4:00 – 4:30		
			City Open Checkbook Demo		
13	14	15	16	17	
8:30 – 10:00	8:30 – 9:30	7:00 – 9:00	9:00 - 10:00	8:30 – 9:00	
OMF Leadership Team	OMF CAO, Sr. Bus Ops Manager	PSU Real Estate Forum	OMF LMC Meeting	OMF CAO	

10:00 – 11:00	11:00 – 12:00	9:30 - 10:00	10:00 – 12:00	9:45 – 1:15
City Open Checkbook	City Treasurer	PCI/PII Update	Mayor's CBO Meeting	OMF CAO
			, o	
2:00 – 2:30	3:00 – 4:30	10:00 – 10:30	2:30 – 3:30	10:30 – 11:30
Phone Meeting	OMF Advisory Committee	OMF Sr. Policy Analyst, Spectator	Accounting	OMF CAO, Comm. Fish
		Facilities Manager		
			3:30 – 4:00	
		10:30 – 11:30	BIBS Director, EBS Staff, Policy	
		PDC Director	Team	
		1.00 0.00		
		1:00 – 2:00	4:00 – 5:00	
20	24	BRFS Division Managers	Retirement Celebration	24
20	21	22	23	24
2:00 – 3:00	8:30 – 10:00	8:30 – 12:00	9:30 – 10:00	9:00 – 10:00
Procurement CPO	Accounting Manager	City Training	CBO Check-in	Accounting Manager
3:00 – 4:00	11:00 – 12:00	1:30 – 2:00	10:00 – 11:30	1:00 – 2:00
Grants Manager	City Treasurer	OMF CAO	Fair Contracting Forum Meeting	BRFS Division Managers
Grants Manager	City measurer	OWN CAO	Tall Contracting Forum Meeting	Division Managers
	1:00 – 2:00	2:00 – 2:15	11:30 – 11:45	2:00 – 2:15
	Revenue Manager	Phone Meeting	BTS Manager	Revenue Manager
		0		
	3:00 - 4:00	2:30 - 3:00	12:00 – 12:30	3:00 – 3:30
	Professional Meeting	PCI/PII Update	Revenue Manager	Revenue Manager
		3:30 – 4:00	1:00 - 1:30	
		BTS Staff	Project Planning	
			2:30 – 3:30	
			Accounting Manager	
			3:30 – 4:00	
			Bus Ops Manager	
27	28	29	30	
8:30 – 10:00	11:00 – 12:00	8:15 – 9:15	8:30 – 10:30	
OMF Leadership Team	City Treasurer	Project Planning	Professional Meeting	
Ziiii Zadaci Siiip Tediii	5.5,			
2:00 – 3:00	1:00 - 3:00	9:15 – 9:30	11:30 – 1:00	
Procurement Services CPO	FPD&R Board Meeting	OMF CAO	Bureau Directors Meeting	

3:00 – 3:00 BTS Deputy CTO	4:00 – 5:00 Mayor Hales, Mayor's COS, OMF CAO, CBO	9:30 – 10:00 PCI/PII Update	1:30 – 2:00 City Treasurer	
	CAO, CBO	10:30 – 11:30 Revenue Manager	2:30 – 4:00 Deferred Comp Committee	
		1:00 – 2:00	Meeting	
		BRFS Division Managers		
		3:00 – 4:00		
		City Treasurer		

MAY 2015				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
				8:30 – 9:00
				OMF CAO
				9:30 – 10:30
				Accounting Manager
				10:30 – 10:45
				OMF CAO
				11:00 – 11:30
				Comm. Saltzman
				12:00 – 12:30
				Phone Appointment
4	5	6	7	8
9:00 - 10:00	7:30 – 8:30	9:30 - 10:00	10:00 – 10:15	8:30 – 9:00
Succession Planning	Personal Appointment	PCI/PII Update	City Treasurer, Water Bureau	OMF CAO
			Director	
10:00 – 10:30	11:00 – 12:00	10:00 - 11:00		9:00 – 10:00
Accounting Manager	City Treasurer	Professional Appointment	1:30 - 11:00	Phone Appointment
			Accounting Manager	
2:00 – 2:30	2:30 – 4:00	1:00 - 1:30		1:30 – 3:00
OMF CAO, Procurement Services	Media Session: Release of	Comm. Fritz	12:00 – 1:30	Voya Annual Report to Deferred

СРО	Mayor's Budget		OAME Annual Trade Show	Comp Committee
		2:30 – 3:30	Luncheon	
2:30 – 3:00		Project Planning		3:00 - 5:00
Procurement Services CPO			4:00 – 4:30	Out of office
		3:30 – 4:30	BHR Director	
3:00 – 4:00		BIBS Director, Risk Manager,		
Grants Manager		OMF Sr. Policy Analyst, Spectator		
		Facilities Manager		
11	12	13	14	15
8:00 – 10:30	11:00 – 12:00	8:15 – 9:15	8:30 – 9:30	8:30 – 9:00
Accounting Training	City Treasurer	Project Planning	PDC Director	OMF CAO
2:00 – 3:00	1:00 – 2:00		9:30 – 10:00	9:00 – 10:00
Procurement Services CPO	Revenue Manager		PCI/PII Update	Personal Appointment
4:00 – 4:50	2:30 – 4:00		10:00 – 11:00	10:00 – 10:30
Mayor's COS	Personal Appointment		Business Hour Meeting	Ergo Appointment
			11:00 – 12:00	10:30 – 11:00
			Accounting Manager	Phone Meeting
			1:00 – 2:00	12:00 – 1:00
			Debt Manager	OMF General Information Session
			3:30 – 4:00	36551011
			Communications Team	1:30 – 2:00
			Communications ream	BTS Manager
18	19	20	21	22
10:00 – 11:00	8:30 – 9:00	Out of Office	8:00 – 8:30	8:30 – 9:00
PCI/PII Update	City Vendor Payment Checkbook	out of office	EBS Manager	OMF CAO
1 ci, i ii opaace	City Vendor rayment encekbook		LES Wanager	Sivil Cito
11:00 – 11:30	9:30 - 11:30		9:00 – 10:00	2:00 – 3:00
EBS Manager, Procurement	Council Approved Budget Work		OMF LMC Meeting	Procurement Services CPO
Services CPO, BTS SAP Architect	Session			
			10:00 – 11:30	
1:00 - 2:00	11:30 – 12:00		EBS Program Advisory	
Revenue Manager	City Treasurer		Committee Meeting	
2:00 – 3:00	1:00 – 2:00		11:30 – 12:00	
Procurement Services CPO	Executive Equity Committee		Procurement Services Manager,	

3:00 - 4:00			OMF Sr. Policy Analyst	
Grants Manager	3:30 - 5:00			
	Auditor's Office, Procurement		1:00 - 1:30	
	Services CPO		Accounting Manager	
			1:30 – 2:00	
			BTS Interim CTO	
			2:00 – 3:00	
			Retirement	
25	26	27	28	29
Holiday	8:30 - 9:30	8:00 - 1:00	8:00 - 8:30	Out of Office
·	Accounting Manager	PIC Meeting, Salem	Professional Appointment	
	10:30 - 11:30	2:00 – 3:00	9:00 - 10:00	
	OMF Leadership Team, BES	City Treasurer	CBO Check-in	
	Director		10.00 11.00	
			10:00 – 11:00	
	2:30 – 3:00		OMF Bus Ops Finance Team	
	PCI/PII Update		11:00 – 11:50	
	3:00 – 4:00		OMF Bus Ops Manager	
	Bureau Directors re: CTO		Olvii Bus Ops Manager	
	Bureau Birectors re. ero		1:00 - 2:00	
			PDC Director	
			1 20 211 20201	
			2:45 – 3:00	
			Retirement	
			3:00 - 4:00	
			Accounting Manager	

JUNE 2015					
Monday	Tuesday	Wednesday	Thursday	Friday	
1	2	3	4	5	
GFOA Conference, Philadelphia	GFOA Conference, Philadelphia	GFOA Conference, Philadelphia	8:30 – 9:00	8:30 – 9:00	
			BHR Director, OMF CAO, EBS	OMF CAO	
			Manager		

	T	T	T
		10:00 – 11:00 Accounting Manager 11:30 – 1:00 Bureau Director's Meeting 2:00 – 2:30 Facilities Project Manager 3:00 – 4:00 Progument Services CPO	
9	10		12
	-		8:30 – 9:00
			OMF CAO
bro Consultant	1 roject riaming	out of office	OWN CAO
11:00 – 12:00	9:30 - 10:00	3:00 – 4:00	10:45 – 11:00
Comm. Fish	PCI/PII Meeting		Phone Meeting
	, ,		
1:00 - 2:00	1:00 – 2:00	4:00 – 4:30	11:00 – 12:00
Revenue Manager	BRFS Division Managers	OMF Bus Ops Manager	City Treasurer
	3:30 – 4:30		12:00 – 1:00
•	Professional Meeting		OMF General Information
Deputy Attorney			Session
0.00			
·	4=	10	10
			19
			9:00 – 10:00
City Treasurer	Project Planning	OMF LMC Meeting	Accounting Manager
9:30 - 10:30	11:00 - 12:00	10:00 - 11:00	3:00 – 3:30
			Comm. Novick
	1	Own St. Bus Ops Widilagel	Comm. Novice
ops : marice starr	_	11:00 – 11:15	
10:30 - 11:00			
Comm. Fritz	1:00 – 2:00		
	BHR Class/Comp Manager		
11:30 - 12:00			
	2:30 – 9:45 BTS Consultant 11:00 – 12:00 Comm. Fish 1:00 – 2:00 Revenue Manager 2:00 – 3:00 Debt Manager, Debt Analyst, Deputy Attorney 3:00 – 4:30 DMF Advisory Committee 16 B:30 – 9:30 City Treasurer 2:30 – 10:30 CBO Director & Staff, OMF Bus Dps Finance Staff 10:30 – 11:00 Comm. Fritz	### Standard ### S	Accounting Manager 11:30 – 1:00 Bureau Director's Meeting 2:00 – 2:30 Facilities Project Manager 3:00 – 4:00 Procurement Services CPO 11 2:30 – 9:45 8:15 – 9:15 Project Planning 1:00 – 1:00 Comm. Fish 1:00 – 2:00 Revenue Manager 3:30 – 4:30 Professional Meeting 3:30 – 4:30 Professional Meeting 3:30 – 4:30 Professional Meeting 8:15 – 9:15 Project Planning 3:00 – 4:00 Accounting Manager 4:00 – 4:00 Accounting Manager 4:00 – 4:00 Accounting Manager 4:00 – 4:30 OMF Bus Ops Manager 7:00 – 3:00 OMF Bus Ops Manager 8:15 – 9:15 Project Planning 9:30 – 1:00 OMF Advisory Committee 17 18 8:33 – 9:30 City Treasurer Project Planning 11:00 – 12:00 SAP Prop. & Facilities Management Solution Info Session 1:00 – 11:00 OMF Sr. Bus Ops Manager 1:00 – 11:01 OMF Sr. Bus Ops Manager 1:00 – 11:01 OMF Sr. Bus Ops Manager 1:00 – 11:01 Demm. Fritz 1:00 – 2:00 BHR Class/Comp Manager

	City One of Checking 1	2:00 – 2:30		1
	City Open Checkbook			
	1.00 5.00	Communications Team		
	1:00 - 5:00			
	Leadership and Communication	3:00 – 4:00		
	Session	Procurement Services Manager		
22	23	24	25	26
9:00 – 10:30	1:00 - 2:00	8:15 – 9:15	8:00 - 1:00	7:45 – 9:30
OMF Leadership Team	Revenue Manager	Project Planning	PIC Meeting, Salem	Water Bureau Ops & Maint.
				Center Opening w/Comm. Fish
10:30 - 11:30	2:30 – 4:00	9:30 - 10:00	3:00 – 4:00	
OMF CAO, EBS Manager	Accounting Advisory Committee	PCI/PII Meeting	Accounting Manager	10:00 - 10:30
				OMF CAO
11:00 – 12:00		11:30 – 12:00		
Procurement Services CPO		Professional Meeting		11:00 - 11:30
				OMF Bus Ops Financial Analyst
1:30 - 3:00		1:00 - 2:00		,
Pdx Bldg Advisory Committee		BRFS Division Managers		1:30 – 2:30
				Professional Meeting with Sr.
4:00 – 4:50		2:00 – 3:00		Policy Analyst, Spectator
Mayor's COS		City Treasurer		Facilities Manager
		,		i domeros manager
		3:00 – 4:00		
		CBO Check-in		
		CDC CHECK III		
29	30			
10:30 – 11:00	9:00 - 9:30			
OMF Sr. Bus Ops Manager	BHR Director, EBS Manager,			
om on our opermanage.	OMF CAO			
2:00 – 3:00				
Procurement Services CPO	10:30 – 11:30			
	Council Work Session			
3:00 – 4:00	Country Work Session			
Grants Manager	1:00 – 2:00			
- and manager	Revenue Manager			
4:00 – 4:30				
Procurement Services CPO, OMF	2:00 – 2:20			
CAO	OMF Leadership Team			
	Own Leadership realli			
	2:30 – 3:30			
	2.30 - 3.30			

PDX Bldg. Inf	o Session	