

**APRIL 2015**

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

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

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

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

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

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

			<p>10:00 – 11:00 Accounting Manager</p> <p>11:30 – 1:00 Bureau Director’s Meeting</p> <p>2:00 – 2:30 Facilities Project Manager</p> <p>3:00 – 4:00 Procurement Services CPO</p>	
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<p>8:30 – 10:30 OMF Leadership Team</p> <p>1:00 – 1:30 Audit Services, Revenue Managers</p> <p>2:00 – 3:00 City Vendor Payment Checkbook</p> <p>4:00 – 4:50 Mayor’s COS</p>	<p>9:30 – 9:45 BTS Consultant</p> <p>11:00 – 12:00 Comm. Fish</p> <p>1:00 – 2:00 Revenue Manager</p> <p>2:00 – 3:00 Debt Manager, Debt Analyst, Deputy Attorney</p> <p>3:00 – 4:30 OMF Advisory Committee</p>	<p>8:15 – 9:15 Project Planning</p> <p>9:30 – 10:00 PCI/PII Meeting</p> <p>1:00 – 2:00 BRFS Division Managers</p> <p>3:30 – 4:30 Professional Meeting</p>	<p>9:30 – 1:30 Out of office</p> <p>3:00 – 4:00 Accounting Manager</p> <p>4:00 – 4:30 OMF Bus Ops Manager</p>	<p>8:30 – 9:00 OMF CAO</p> <p>10:45 – 11:00 Phone Meeting</p> <p>11:00 – 12:00 City Treasurer</p> <p>12:00 – 1:00 OMF General Information Session</p>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<p>1:30 – 2:00 Professional Appointment</p> <p>2:00 – 2:30 Comm. Saltzman</p> <p>3:00 – 4:00 Grants Manager</p>	<p>8:30 – 9:30 City Treasurer</p> <p>9:30 – 10:30 CBO Director &amp; Staff, OMF Bus Ops Finance Staff</p> <p>10:30 – 11:00 Comm. Fritz</p> <p>11:30 – 12:00</p>	<p>8:15 – 9:15 Project Planning</p> <p>11:00 – 12:00 SAP Prop. &amp; Facilities Management Solution Info Session</p> <p>1:00 – 2:00 BHR Class/Comp Manager</p>	<p>9:00 – 10:00 OMF LMC Meeting</p> <p>10:00 – 11:00 OMF Sr. Bus Ops Manager</p> <p>11:00 – 11:15 Procurement Services</p>	<p>9:00 – 10:00 Accounting Manager</p> <p>3:00 – 3:30 Comm. Novick</p>

	<p>City Open Checkbook</p> <p>1:00 – 5:00 Leadership and Communication Session</p>	<p>2:00 – 2:30 Communications Team</p> <p>3:00 – 4:00 Procurement Services Manager</p>		
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<p>9:00 – 10:30 OMF Leadership Team</p> <p>10:30 – 11:30 OMF CAO, EBS Manager</p> <p>11:00 – 12:00 Procurement Services CPO</p> <p>1:30 – 3:00 Pdx Bldg Advisory Committee</p> <p>4:00 – 4:50 Mayor’s COS</p>	<p>1:00 – 2:00 Revenue Manager</p> <p>2:30 – 4:00 Accounting Advisory Committee</p>	<p>8:15 – 9:15 Project Planning</p> <p>9:30 – 10:00 PCI/PII Meeting</p> <p>11:30 – 12:00 Professional Meeting</p> <p>1:00 – 2:00 BRFS Division Managers</p> <p>2:00 – 3:00 City Treasurer</p> <p>3:00 – 4:00 CBO Check-in</p>	<p>8:00 – 1:00 PIC Meeting, Salem</p> <p>3:00 – 4:00 Accounting Manager</p>	<p>7:45 – 9:30 Water Bureau Ops &amp; Maint. Center Opening w/Comm. Fish</p> <p>10:00 – 10:30 OMF CAO</p> <p>11:00 – 11:30 OMF Bus Ops Financial Analyst</p> <p>1:30 – 2:30 Professional Meeting with Sr. Policy Analyst, Spectator Facilities Manager</p>
<b>29</b>	<b>30</b>			
<p>10:30 – 11:00 OMF Sr. Bus Ops Manager</p> <p>2:00 – 3:00 Procurement Services CPO</p> <p>3:00 – 4:00 Grants Manager</p> <p>4:00 – 4:30 Procurement Services CPO, OMF CAO</p>	<p>9:00 – 9:30 BHR Director, EBS Manager, OMF CAO</p> <p>10:30 – 11:30 Council Work Session</p> <p>1:00 – 2:00 Revenue Manager</p> <p>2:00 – 2:20 OMF Leadership Team</p> <p>2:30 – 3:30</p>			

	PDX Bldg. Info Session			
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