

APRIL 2015

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
		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
6	7	8	9	10
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
13	14	15	16	17
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>
20	21	22	23	24
<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>
27	28	29	30	
<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&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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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 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

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

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	
25	26	27	28	29
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

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 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>	
8	9	10	11	12
<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>
15	16	17	18	19
<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 & 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. & 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>		
22	23	24	25	26
<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 & 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>
29	30			
<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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