

July 2016

▲ **Fri, Jul 1 – Tue, Jul 12**

■ All Day Vacation

▲ **Wed, Jul 13**

■ 10:00 AM – 11:00 AM CFO-Revenue Director Check In

■ 2:00 PM – 4:00 PM State of Emergency Debrief

▲ **Thu, Jul 14**

■ 9:00 AM – 9:30 AM Shayne Kavanagh to call Re: GFOA Advisors

■ 10:00 AM – 10:30 AM MEET: CFO and Commissioner Fish

■ 3:00 PM – 5:00 PM URM Policy Committee Meeting

▲ **Fri, Jul 15**

■ 8:30 AM – 9:00 AM CAO/CFO Check-in

■ 9:00 AM – 9:30 AM CFO/Sr Bus Ops Manager

▲ **Mon, Jul 18**

- 9:00 AM – 11:00 AM OMF Leadership Team
 - 1:30 PM – 2:00 PM CAO/OMF CAO and Commissioner Saltzman
 - 2:00 PM – 3:00 PM CFO/Procurement Manger Check-in
 - 3:00 PM – 4:00 PM Update to Portland Building project financial plan
 - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
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▲ **Tue, Jul 19**

- 9:30 AM – 10:00 AM Discuss Program Advisory Committee Agenda
 - 10:00 AM – 11:00 AM CFO/Debt Manger Check-in
 - ▨ 10:00 AM – 11:00 AM Portland Building Information Session
 - 11:00 AM – 12:00 PM CFO/City Treasurer Check-in
 - 1:00 PM – 2:00 PM CFO/Revenue Director Check-in
 - 2:00 PM – 3:00 PM TESC Meeting
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▲ **Wed, Jul 20**

- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
 - ▨ 10:00 AM – 11:30 AM EBS Program Advisory Committee Meeting
 - 1:30 PM – 2:30 PM BRFS Division Managers
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▲ **Thu, Jul 21**

- 9:00 AM – 9:30 AM CFO/Reed Wagner

- 9:30 AM – 10:30 AM Ad Hoc Advisory Committee Meeting for the Portland Building Reconstruction
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▲ **Fri, Jul 22**

- 8:30 AM – 9:00 AM CAO/CFO Check-in
 - 11:00 AM – 12:00 PM CFO/Controller Check-in
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▲ **Mon, Jul 25**

- 1:00 PM – 2:00 PM CFO/CFO/PDC meeting (rescheduled)
 - 2:00 PM – 3:00 PM CFO/Procurement Manger Check-in
 - ▨ 2:00 PM – 3:30 PM Demo: Insurance Cert Management-SAP
 - 3:00 PM – 4:00 PM CFO/Principal Financial Analyst Check-in
 - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
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▲ **Tue, Jul 26**

- 9:00 AM – 10:00 AM Portland Building project financing plan
 - 10:00 AM – 11:00 AM CFO/Debt Manger Check-in
 - 11:00 AM – 12:00 PM CFO/City Treasurer Check-in
 - 1:00 PM – 2:00 PM CFO/Revenue Director Check-in
 - 2:30 PM – 3:00 PM REGULAR CHECK IN: CFO Rust and Com. Novick
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▲ **Wed, Jul 27**

- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
 - ▨ 9:30 AM – 10:30 AM All Staff Meeting
 - 10:15 AM – 11:00 AM Time Certain - TPB Reconstruction and Bonds
 - 11:00 AM – 12:00 PM CFO/Controller Check-in
 - 2:00 PM – 2:30 PM EBS/BHR/BRES Check-in
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▲ **Thu, Jul 28**

- 9:00 AM – 10:00 AM OMF/CBO Check-in
 - 1:30 PM – 2:30 PM Teleworking & the Portland Building
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▲ **Fri, Jul 29**

■ All Day Vacation

August 2016

▲ **Mon, Aug 1**

- 9:00 AM – 11:00 AM OMF Leadership Team
 - 1:00 PM – 1:30 PM OMF's participation in the Lents Stabilization Project
 - 2:00 PM – 3:00 PM CFO/Procurement Manger Check-in
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▲ **Tue, Aug 2**

- 10:00 AM – 11:00 AM CFO/Debt Manger Check-in

- 11:00 AM – 12:00 PM CFO/City Treasurer Check-in
 - 1:00 PM – 2:00 PM CFO/Revenue Director Check-in
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▲ **Wed, Aug 3**

- 9:30 AM – 10:00 AM Auditor Check-in Meeting - J.Lanzarotta and CFO
 - 11:00 AM – 12:00 PM CFO/Controller Check-in
 - 1:30 PM – 2:30 PM BRFS Division Managers
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▲ **Thu, Aug 4**

- 9:00 AM – 9:30 AM CAO/CFO Check-in
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
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▲ **Fri, Aug 5**

▲ **Mon, Aug 8**

- 2:00 PM – 3:00 PM CFO/Procurement Manger Check-in
 - 3:00 PM – 4:00 PM CFO/Principal Financial Analyst Check-in
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▲ **Tue, Aug 9**

- 10:00 AM – 11:00 AM CFO/Debt Manger Check-in
- 11:00 AM – 12:00 PM CFO/City Treasurer Check-in
- 1:00 PM – 1:30 PM CFO Rust, CFO monthly meeting (Tim)
- 3:00 PM – 4:00 PM CFO/Mayor elect Transition Meeting

▲ **Wed, Aug 10**

- 10:00 AM – 11:00 AM CFO/Revenue Director Check-in
- 11:00 AM – 12:00 PM CFO/Controller Check-in
- 1:00 PM – 2:00 PM HR 2.02 Refresher
- ▣ 1:30 PM – 4:30 PM FW: Lents Stabilization Oregon Solutions kickoff meeting

▲ **Thu, Aug 11**

- 9:00 AM – 9:30 AM Meeting with Dan Vizzini re. IFA loans
- 2:00 PM – 3:00 PM Jasmine Building - IGA and PSU Request to Discuss Construction Finance

▲ **Fri, Aug 12**

- 9:00 AM – 10:00 AM Financial Indicators

▲ **Mon, Aug 15**

- 9:00 AM – 11:00 AM OMF Leadership Team
- 2:00 PM – 3:00 PM CFO/Procurement Manger Check-in
- 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff

▲ **Tue, Aug 16**

- 10:00 AM – 11:00 AM SAP Assessment
 - 11:00 AM – 12:00 PM CFO/Debt Manger Check-in
 - 1:00 PM – 2:00 PM CFO/Revenue Director Check-in
 - 2:00 PM – 3:00 PM TESC Meeting
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▲ **Wed, Aug 17**

- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
 - 11:00 AM – 12:00 PM CFO/Controller Check-in
 - 1:30 PM – 2:30 PM BRFS Division Managers
 - 2:00 PM – 3:00 PM Portland Building Information Session
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▲ **Thu, Aug 18**

- 11:00 AM – 12:00 PM Impact of each fund cash financing 5% of their share of Portland Building project
 - 1:00 PM – 5:00 PM Out of Office
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▲ **Fri, Aug 19**

- 8:30 AM – 9:00 AM CAO/CFO Check-in
 - 2:30 PM – 3:00 PM MEET: CFO & Commissioner Fish
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▲ **Mon, Aug 22**

- 10:00 AM – 11:00 AM CFO/Procurement Manger Check-in

- 11:30 AM – 12:00 PM REGULAR CHECK IN: CFO Rust and Com. Novick
 - 1:00 PM – 4:00 PM Invitation: NAFSMA--Oregon Levees Event
 - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
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▲ **Tue, Aug 23**

- 9:30 AM – 10:00 AM EBS/BHR/BRFS Check-in
 - 10:00 AM – 11:00 AM CFO/Debt Manger Check-in
 - 11:00 AM – 12:00 PM CFO/City Treasurer Check-in
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▲ **Wed, Aug 24**

- 10:00 AM – 10:30 AM CFO/Tom Rinehart meet
 - 11:00 AM – 12:00 PM CFO/Controller Check-in
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▲ **Thu, Aug 25**

■ All Day Florida Local Government Investment Trust

▲ **Fri, Aug 26**

■ All Day Florida Local Government Investment Trust

▲ **Mon, Aug 29**

- 9:00 AM – 11:00 AM OMF Leadership Team

■ 2:00 PM – 3:00 PM CFO/Procurement Manger Check-in

▲ **Tue, Aug 30**

- 10:00 AM – 11:00 AM CFO/Debt Manger Check-in
 - 11:00 AM – 12:00 PM CFO/City Treasurer Check-in
 - 1:00 PM – 2:00 PM CFO/Revenue Director Check-in
 - 2:00 PM – 2:30 PM Phone call with David Thurman
 - ▨ 3:00 PM – 4:00 PM OMF/CBO Check-in
 - 4:00 PM – 4:30 PM Ptld Bldg
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▲ **Wed, Aug 31**

- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
 - ▨ 10:30 AM – 11:30 AM CFO/PDC & CFO biweekly check-in
 - 12:00 PM – 1:00 PM Levee Ready Columbia
 - 1:30 PM – 2:30 PM BRFS Division Managers
 - 2:30 PM – 3:00 PM CFO/Controller Check-in
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September 2016

▲ **Thu, Sep 1**

- ▨ 11:30 AM – 1:00 PM Bureau Directors Meeting
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▲ **Fri, Sep 2**

■ 8:30 AM – 9:00 AM CAO/CFO Check-in

▲ **Mon, Sep 5**

■ All Day Labor Day

▲ **Tue, Sep 6**

▲ **Wed, Sep 7**

■ 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning

■ 9:30 AM – 10:00 AM Solution Recommendation to CAO & CFO: Cert. of Insurance Mgmt. Project

■ 11:00 AM – 12:00 PM CFO/Controller Check-in

■ 2:30 PM – 2:45 PM CFO/Erin BTS/TBC Check-in

▲ **Thu, Sep 8**

■ 2:00 PM – 3:30 PM Deferred Comp Committee Meeting - Hyas Semi-Annual Report

▲ **Fri, Sep 9**

■ 8:30 AM – 9:00 AM CAO/CFO Check-in

■ 10:30 AM – 11:30 AM Spectator Venues Fund Update

■ 11:30 AM – 1:00 PM Meeting with Mark Campbell

▲ **Mon, Sep 12**

- 9:00 AM – 11:00 AM OMF Leadership Team
 - 10:30 AM – 11:00 AM CAO/ CFO and Commissioner Saltzman
 - 2:00 PM – 3:00 PM CFO/Procurement Manger Check-in
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▲ **Tue, Sep 13**

- 10:00 AM – 11:00 AM CFO/Debt Manger Check-in
 - 11:00 AM – 12:00 PM CFO/City Treasurer Check-in
 - 1:00 PM – 2:00 PM CFO/Revenue Director Check-in
 - 3:30 PM – 4:30 PM OMF Advisory Committee - September Meeting
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▲ **Wed, Sep 14**

- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
 - 1:30 PM – 2:30 PM BRFS Division Managers
 - 2:30 PM – 3:00 PM Financial Indicators
 - ▨ 3:15 PM – 3:30 PM PHONE: CFO Rust and Leah Treat
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▲ **Thu, Sep 15**

- 9:30 AM – 11:00 AM Elavon Workshop on Interchange
- 11:00 AM – 12:00 PM CFO/Controller Check-in
- 3:00 PM – 4:00 PM Discuss Portland Building project financing plan

▲ **Fri, Sep 16**

- 8:30 AM – 9:00 AM CAO/CFO Check-in
- 9:00 AM – 10:00 AM Financial Indicators
- 10:30 AM – 11:00 AM CFO Rust, CFO monthly meeting (Tim)
- 11:00 AM – 12:00 PM Fiscal Sustainability Index Project
- 11:00 AM – 12:00 PM GFOA Advisory Team Call

▲ **Mon, Sep 19**

- 9:30 AM – 10:30 AM CFO/Principal Financial Analyst Check-in
- 10:30 AM – 12:00 PM Meeting with City of Austin
- 12:00 PM – 1:00 PM *MEET: Unreinforced Masonry Update and Disaster Policy Follow-up 12-1 pm (Tera)
- 2:00 PM – 3:00 PM CFO/Procurement Manger Check-in
- 3:30 PM – 4:30 PM Jasmine Block
- 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff

▲ **Tue, Sep 20**

- 8:00 AM – 10:00 AM PDC Financial Sustainability Committee, Meeting #6
- 10:00 AM – 11:00 AM CFO/Debt Manger Check-in
- 11:00 AM – 12:00 PM CFO/City Treasurer Check-in
- 1:00 PM – 2:00 PM CFO/Revenue Director Check-in
- 2:00 PM – 3:00 PM TESC Meeting

■ 2:30 PM – 4:00 PM Accounting Advisory Committee

▲ **Wed, Sep 21**

■ 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning

■ 11:00 AM – 12:00 PM CFO/Controller Check-in

■ 3:00 PM – 4:00 PM Portland Building Information Session

▲ **Thu, Sep 22**

■ 9:00 AM – 10:00 AM OMF/CBO Check-in

▲ **Fri, Sep 23**

■ All Day Vacation

▲ **Mon, Sep 26**

■ 9:00 AM – 11:00 AM OMF Leadership Team

■ 2:00 PM – 3:00 PM CFO/Procurement Manger Check-in

▲ **Tue, Sep 27**

■ 10:00 AM – 11:00 AM CFO/Debt Manger Check-in

■ 11:00 AM – 12:00 PM CFO/City Treasurer Check-in

■ 1:00 PM – 2:00 PM Executive Equity Committee - Quarterly Meeting

■ 1:00 PM – 2:00 PM CFO/Revenue Director Check-in

▲ **Wed, Sep 28**

▨ 10:30 AM – 11:30 AM CFO/PDC & CFO biweekly check-in

■ 1:30 PM – 2:30 PM BRFS Division Managers

■ 2:30 PM – 3:30 PM CFO-Revenue Director Check-In

▲ **Thu, Sep 29**

■ 2:00 PM – 3:00 PM CFO/Controller Check-in

▲ **Fri, Sep 30**

▨ 2:30 PM – 3:00 PM REGULAR CHECK IN: CFO Rust and Com. Novick
