

~ April 2017 ~

Mon	Tue	Wed	Thu	Fri
<p>3</p> <p>10a-11a Monthly Meeting - Portland Development Commission</p> <p>1p-2:30p Housing/ Office of Management and Finance (OMF) Check in</p> <p>2:30p-3 Meeting w/ Chief Procurement Officer</p> <p>4p-4:50p Office of Management and Finance (OMF) Check in with Mayor's Chief of Staff</p>	<p>4</p> <p>10:30a-11:30a Unreinforced Masonry (URM) Building Council Work Session</p>	<p>5</p> <p>8a-8:30a Government Finance Officers Administration (GFOA) Office Session</p> <p>10a-10:30a Portland Building Renovation Project: Project Planning</p> <p>10:30a-12p Governance Subcommittee Standing Bi-Weekly Meeting</p> <p>12p-1p Office of Management Speaker Series</p> <p>2:30p-3p Space optimization budget impacts</p> <p>3p-3:30p Meeting w/ Chief Administrative Officer</p>	<p>6</p> <p>11:30a-1p Bureau Directors Meeting</p> <p>1p-1:30p Check in w/ Commissioner</p> <p>1:45p-2:30p Unreinforced Masonry Meeting follow-up w/ Emergency Management Director</p>	<p>7</p> <p>9:30a-11a Meeting w/ Zidell Yards.</p> <p>11a-12p Meeting w/ Controller</p> <p>1p-2p Meeting w/ Revenue Division Director</p>
<p>10</p> <p>10a-10:30a Conference Call - Invitation: Proposal Review: Portland & GovInvest</p> <p>1:30p-2: Meeting w/ Chief Procurement Officer</p> <p>4p-4:50p Office of Management & Finance (OMF) Check in with Mayor's Chief of Staff</p>	<p>11</p> <p>11:30a-12p Portland Building Renovation Project: Project Planning</p> <p>1p-2p Meeting w/ Division Director</p> <p>3p-4:30p Office of Management & Finance (OMF) Advisory Committee - Series</p>	<p>12</p> <p>1:30p-2:30p Meeting w/ Bureau of Revenue and Financial Services (BRFS) Division Managers</p> <p>3p-4p Leadership Team Meeting</p> <p>3p-4p Meeting w/ Controller</p>	<p>13</p>	<p>14</p> <p>8:30a-9a Meeting w/ Chief Administrative Officer</p> <p>9:30a-10:30a Meeting on Oregon LOCUS leveraged affordable housing concept</p>

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Mon	Tue	Wed	Thu	Fri
17	18	19	20	21
3p-4p Meeting w/ Chief Procurement Officer	9a-10:30a Deferred Comp Committee Meeting - Voya Annual Report	10:30a-12p Governance Subcommittee Standing Bi-Weekly Meeting	9a-10a Office of Management & Finance (OMF) Labor Management Committee Meeting	10a-10:30a Meeting w/ Chief Administrative Officer
	11:30a-12p Portland Building Renovation Project: Project Planning	12p-1p OFFICE OF MANAGEMENT SPEAKER SERIES - PANEL DISCUSSION ***New***		11a-12p Meeting w/ Revenue Bureau Director
	2p-3p Technical Executive Steering Committee (TESC) Meeting	12p-1p Updated Invitation: Levee Ready Admin SC Meeting		
	3p-4p April Portland Building Employee Info Session	3p-4p Meeting w/ Controller		
		3p-5p URM Policy Committee Meeting		
24	25	26	27	28
8:30a-9a Jasmine Block Financing	9:15a-10:45a Leadership Team Meeting	10a-10:30a Bureau of Revenue & Financial Services (BRFS) AP9 Budget Projections Meeting	9a-10a MEET : Local Transportation Infrastructure Charge (LTIC) Neighborhood Streets Program Executive Finance Committee	8:30a-9a Meeting w/ Chief Administrative Officer
1:30p-2: Meeting w/ Chief Procurement Officer	11:30a-12p Portland Building Renovation Project- Project Planning	2p-4p Updated Invitation: Levee Ready Columbia OS Project Team		
	1p-2p Meeting w/ Revenue Bureau Director			

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Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
11a-12p Telework Pilot Check-In - Bureau Reps	1:30a-12p Portland Building Renovation Project: Project Planning	8a-8:45a Monthly Mtg. Portland Development Commission (PDC)/Office of Management and Finance (OMF)	10:30a-11:30a Government Finance Officers Administration (GFOA) Conference Call	8:45a-11:15a Offsite OMF Leadership Meeting
1p-2:30p Housing/Office of Management & Finance (OMF) Check in	1p-2p Meeting w/ Revenue Division Director	10:30a-12p Governance Subcommittee Standing Bi-Weekly Meeting	11:30a-1p Bureau Directors Meeting	1:30p-2p Check in w/ Commissioner
1:30p-2:30p Meeting w/ Chief Procurement Officer		12p-1p Levee Ready Admin SC Meeting	1p-2p Meeting with Revenue Bureau	
4p-4:50p OMF Check in with Mayor's Chief of Staff		1:30p-2:30p Discussion: Ways to shorten procurement timeline for construction services contracts		
		3p-4p Meeting w/ Controller		
8	9	10	11	12
8:30a-9:30a Jasmine Block Development Agreement	9a-10:30a Leadership Team Meeting	8a-9a Meeting regarding "Zidell Yards"	11:30a-2p Oregon Association of Minority Entrepreneurs (OAME) Trade Show/Lunch	10a-10:30a Chief Administrative Officer
1:30p-2:30p Meeting w/ Chief Procurement Officer	11:30a-12p Portland Building Renovation Project: Project Planning	9a-10a Meeting w/ WebEx		1p-2p "Preliminary Over Expenditure Ordinance (OEO) discussion"
4p-4:50p OMF Check in with Mayor's Chief of Staff	1p-2p Meeting w/ Revenue Division Director	10a-10:30a Review blended rates analysis w/ Business Operations Manager		
	3p-4:30p OMF Advisory Committee - Series	1:30p-2:30p Bureau of Revenue and Financial Services		
		3p-4p Meeting w/ Controller		

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Mon	Tue	Wed	Thu	Fri
15	16	17	18	19
8:30a-12:30p Regroup: Mission, Values and Goals Workshop Meeting	7a-9a Travel Portland Industry Awards Breakfast	10:30a-12p Governance Subcommittee Meeting	9a-10a Office of Management and Finance (OMF) Labor Management Committee Meeting	9a-9:30a Meeting w/ Chief Administrative Officer
1:30p-2:30p Meeting w/ Chief Procurement Officer	9a-10a Build Portland Meeting	12p-1p Updated Invitation: Levee Ready Admin SC Meeting	3p-4p Final Discussion Over Expenditure Ordinance OEO	12p-1p OMF General Information Session
4p-4:50p Office of Management and Finance (OMF) Check in with Mayor's Chief of Staff	11:30a-12p Stadium Expansion Update	1:30p-2:30p Meeting w/ Controller		
	1p-2p Meeting w/ Revenue Division Director			
	2p-3p Technical Executive Steering Committee (TESC) Meeting			
22	23	24	25	26
Government Finance Officers Association (GFOA) Conference	GFOA Conference	GFOA Conference		11a-12p Conference Call
1:30p-2:30p Meeting w/ Chief Procurement Officer	9a-10:30a Leadership Team Meeting	3p-4p Meeting w/ Controller		1p-2p Monthly Mtg. Portland Development Commission (PDC) Office of Management and Finance (OMF)
4p-4:50p Office of Management and Finance (OMF) Check in with Mayor's Chief of Staff	10a-10:30a OMF funding review budget note			
	10:30a-11:30a Meeting w/ City Treasurer			
	11:30a-12p Portland Building Renovation Project: Project Planning			
	1p-2p Meeting w/ Revenue Division Director			
	3:30p-4:15p SB 311 - Seismic Retrofit LTE			

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Mon	Tue	Wed	Thu	Fri
29	30	31	Notes:	
1:30p-2:30p Meeting w/ Chief Procurement Officer	9:30a-10:30a Bureau of Revenue and Financial Services Division Managers Meeting	9a-1p Levee Ready Columbia (LRC) Governance Workshop		
4p-4:50p Office of Management and Finance (OMF) Check in with Mayor's Chief of Staff	10:30a-11:30a Meeting w/ City Treasurer	10:30a-12p Governance Subcommittee Standing Bi-Weekly Meeting		
	11:30a-12p Portland Building Renovation Project: Project Planning	3p-4p Meeting w/ Controller		
	1p-2p Meeting w/ Revenue Division Director			
	2p-3p Meeting w/ Debt Manager			

~ June 2017 ~

Mon	Tue	Wed	Thu	Fri
			1 8:15a-2:30p Bureau Directors off-site Meeting 3:30p-4p Debt Management Triage	2 8:30a-9a Meeting w/ Chief Administrative Officer (CAO) 1:15p-1:45p Meeting w/ Chief Administrative Officer (CAO) and Commissioner
5 1:30p-2:30p Meeting w/ Chief Procurement Officer 4p-4:50p Office of Management and Finance (OMF) Check in with Mayor's Chief of Staff	6 9a-10:30a Leadership Team Meeting 10:30a-12p Portland Building Relocation Update 11:30a-12p Portland Building Renovation Project: Project Planning 1p-2p Meeting w/ Revenue Division Director 2:30p-4p Accounting Advisory Committee Meeting	7 9:30a-10:30a All Staff 1p-2:30p Office of Management and Finance (OMF) Funding Methodology 3p-4p Meeting w/ Controller	8 11a-11:30a Financial Assessment Model Meeting 2:30p-4p Financial Accounting Users Group (FAUG) Meeting	9 8:30a-9a Meeting w/ Chief Administrative Officer (CAO) 9:30a-10a PHB's landlord registration
12 1:30p-2:30p Meeting w/ Chief Procurement Officer 4p-4:50p Office of Management and Finance (OMF) Check in with Mayor's Chief of Staff	13 11:30a-12p Portland Building Renovation Project: Project Planning 1p-2p Meeting w/ Revenue Division Director 3p-4:30p Office of Management and Finance (OMF) Advisory Committee - Series	14 8a-10a Overview of Power Purchase Agreement with PGE 10:30a-12p Governance Subcommittee Standing Bi-Weekly Meeting 1:30p-2:30p Bureau of Revenue and Financial Services (BRFS) Division Managers Meeting 3p-4p Meeting w/ Controller	15 9a-10a Office of Management and Finance (OMF) Labor Management Committee 11a-12p Peninsula Drainage District No. 1 Budget Meeting 3p-5p Unreinforced Masonry Policy Committee (URM) Meeting	16 12p-1p office of Management and Finance (OMF) General Information Session 1:15p-1:45p Meeting w/ Chief Administrative Officer (CAO)

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Mon	Tue	Wed	Thu	Fri
19	20	21	22	23
9a-10a PAFR Color Theme	8:30a-10a Leadership Team Meeting	10a-10:30a Portland Building Capitalization Meeting	10a-11:30a Fair Contracting Forum Meeting	8:30a-9a Meeting w/ Chief Administrative Officer
1:30p-2:30p Meeting w/ Chief Procurement Officer	11:30a-12:30p Portland Building Renovation Project: Project Planning	11a-11:30a Build Portland Work Session Prep Meeting	2p-4p Levee Ready Columbia (LRC) update and Status Report.	10a-12p Temp Space Relocation Presentation
2:30p-3p Office of Management and Finance (OMF) Check in with Mayor's Chief of Staff	1p-2p Meeting w/ Revenue Division Director	12p-4p Levee Ready Columbia (LRC) Project Team		
	2p-3p Technology Executive Steering Committee (TESC) Meeting	12p-1p Office of Management and Finance (OMF) Speaker Series		
	3:30p-4p Monthly Meeting w/ Commissioner	1p-3p Levee Ready Columbia Project (LRC) Team Meeting		
		3:30p-4:30p Meeting w/ Controller		
26	27	28	29	30
9a-10a Portland Building Project Cost Capitalization Meeting	1p-2p Meeting w/ Revenue Division Director	9a-10:30a LRC Governance - evaluation of proposals	9a-9:30a Business Operations staff recognition	9a-11a New Power Purchase Agreement review
1:30p-2:30p Meeting w/ Chief Procurement Officer		10a-1p Merchant Services Evaluation - Interviews	9:30a-10:30a Affordable Housing Bond - Check-in	
4p-4:50p Office of Management and Finance (OMF) Check in with Mayor's Chief of Staff		1:30p-2:30p Bureau of Revenue & Financial Services (BRFS) Managers Meeting	11a-12p Funding Review - Procurement	
			3p-4p Meeting w/ Controller	