

~ October 2017 ~

Mon	Tue	Wed	Thu	Fri
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
11:30a-12:15p Office of Management & Finance (OMF) Check in with Mayor's Chief of Staff	10a-11a Meeting w/ Treasurer, City	10a-11a Meeting w/ Controller	8:30a-11:30a Interviews	8:30a-9a Meeting w/ Chief Administrative Officer (CAO)
1:30p-2:30p Meeting w/ Chief Procurement Officer	11:30a-12p Portland Building Renovation Project: Project Planning	10:30a-12p Invitation: Levee Ready Columbia (LRC) Governance Subcommittee	2:30p-4p Accounting Advisory Committee	9:30a-11a Bureau of Revenue and Financial Services (BRFS) Bureau-wide Meeting
3p-4p Portland Housing Bureau Meeting	1p-2p FW: Executive Equity Committee Quarterly Meeting	1p-3p Invitation: October Levee Ready Columbia (LRC) Meeting-Metro		1:30p-3p PERS UAL Task Force
	1p-2p Meeting w/ Revenue Bureau Director	3p-5p Final Unreinforced Masonry (URM) Policy Committee Meeting		
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
8:30a-10a Interviews	9a-10:30a Leadership Team Meeting	8a-9a Levee Ready Columbia LRC Conference Call	9a-9:30a Meeting w/ Revenue Bureau Director	8:30a-9a Meeting w/ Chief Administrative Officer (CAO)
10:30a-11a Office of Management & Finance (OMF) Check in with Mayor's Chief of Staff	10:30a-2p Government Finance Officers Administration (GFOA) Conference	9:30a-12p Build Portland Resolution at City Council	10a-12p Contractor Development Program Strategic Meeting	1:30p-2p Check-In w/ Revenue Bureau Director
1p-1:30p 2 Initiatives - Questions on Financial & Budgeting Assumptions		10:30a-12p Levee Ready Columbia (LRC) Governance Subcommittee	1:30p-2p Meeting w/ Treasurer, City	2p-2:30p Check-in w/ Chief Administrative Officer (CAO)
1:30p-2:30p Meeting w/ Chief Procurement Officer		12p-1p Invitation: Levee Ready Columbia Admin Subcommittee	2p-3:30p Re-Schedule of Deferred Comp Committee Meeting	
1:30p-3:30p Levee Ready Columbia (LRC) Risk Assessment Working Group - Risk Metrics Identification and Weighting Meeting		1:30p-2:30p Bureau of Revenue and Financial Services (BRFS) Bureau-wide Meeting		
3p-4p Meeting w/ Financial Analyst, Principal		3p-4p Meeting w/ Controller		

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<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
8a-9:30a MEET: Executive Committee on Finance for the Neighborhood Streets Program	8:30a-9 Meeting w/ Treasurer, City	9a-9:30a Meeting w/ Debt Manager	11:30a-1p Bureau Directors Meeting	9a-9:30a Housing Interim Financing
1:30p-2:30p Meeting w/ Chief Procurement Officer (CPO)	9:30a-11:30a Budget Kickoff Work Session	10:30a-12p Invitation: LRC Governance Subcommittee	1p-1:30p Meeting w/ Controller	10:30a-11a Meeting w/ Commissioner Fritz
3p-4p Updated cash funding requirements projection	1p-2p Meeting w/ Revenue Bureau Director	1p-1:30p Meeting to Plan the Fair Contracting Forum	2:30p-3p Space Issues	1:30p-2:30p Review Portland Build project sources and uses and discuss Jasmine Block
4p-4:50p Office of Management & Finance (OMF) Check in with Mayor's Chief of Staff	2p-3p Technology Executive Steering Committee (TESC) Meeting	2:30p-3p 2018 Federal Legislative Agenda Meeting		2:30p-3p Net Position Calculations
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
9a-10:30a Leadership Team Meeting	8a-9a FW: Updated invitation: Levee Ready	9a-9:30a Meeting w/ Debt Manager	10a-11:30a October Fair Contracting Forum Meeting	9a-9:30a Check-in w/ Controller
3p-4p Meeting w/ Financial Analyst, Principal	10:30a-11 Meeting w/ Treasurer, City	9:30a-10:30a City Council	11a-12p City PERS Advisory Group	10:30a-11:30a Columbia River Levee Meeting
4p-4:50p Office of Management & Finance (OMF) Check in with Mayor's Chief of Staff	1:30p-2:30p Meeting w/ Chief Procurement Officer (CPO)	12p-1p Invitation: Levee Ready Columbia Admin Subcommittee	2p-3:30p OMF Interagency Agreement Workshop	1p-2p Monthly Mtg w/ Portland Development Commission (PDC)
	3p-4p Meeting w/ Revenue Bureau Director	1:30p-2:30p Bureau of Revenue and Financial Services (BRFS) Meeting		2:30p-3p Meeting w/ Chief Administrative Officer (CAO)
		3p-4p Meeting w/ Controller		

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30	31	Notes:		
10:30a-11: Meeting w/ Treasurer, City	9:30a-12p Levee Ready Columbia Boat Tour			
1p-2p The Tale of 4 Cities - Discussing Flood Risk Reduction City-Led Model - Levee Ready Columbia	11:30a-12p Portland Building Renovation Project: Project Planning			
2:30p-3p Office of Management & Finance (OMF) Check in with Mayor's Chief of Staff	1p-2p Meeting w/ Revenue Bureau Director			
3p-3:30p Meeting w/ Chief Procurement Officer (CPO)				

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Mon	Tue	Wed	Thu	Fri
		1	2	3
		9:30a-11:30a City Council	8:30a-9a Meeting w/ Debt Manager	8a-8:30a Multnomah County Drainage District #1 Check-In
		10:30a-12p Invitation: Levee Ready Columbia (LRC) Governance Subcommittee	10a-10:30a Chief Financial Officer (CFO) Transition	8:30a-9a Meeting w/ Chief Administrative Officer (CAO)
		3p-4p Meeting w/ Controller	11:30a-1p Bureau Directors Meeting	9:30a-10a Check in w/ Business Operations Manager, Sr
			12p-1p 2:30p-3p AP3 Review	10a-10:30a Chief Procurement Officer (CPO) Recruitment
				11a-11:30a Check-in w/ Commissioner Saltzman
6	7	8	9	10
8a-9a Meeting w/ State of Oregon, Housing and Community Services	9a-10:30a Leadership Team Meeting	9a-9:30a Meeting w/ Debt Manager	8a-9a Meeting with Tom Henneberry, et al	
9:30a-10a Meeting w/ Chief Procurement Officer (CPO)	10:30a-11 Meeting w/ Treasurer, City	10:30a-12p Levee Ready Columbia (LRC) Governance Subcommittee	9:30a-10:30a Meeting w/ Controller	
2p-3p Class Comp Briefing	11:30a-12p Portland Building Renovation Project: Project Planning	12p-1p Levee Ready Columbia (LRC) Admin Subcommittee	1p-1:45p Transition Meeting for New Chief Financial Officer (CFO)	
3p-4p Meeting w/ Financial Analyst, Principal	1p-2p Meeting w/ Revenue Bureau Director	1:30p-2:30p Bureau of Revenue and Financial Services (BRFS) Bureau-wide Meeting		
4p-4:50p Office of Management & Finance (OMF) Check in with Mayor's Chief of Staff	3:30p-4:30p Incident Report Review	3p-5p FINAL Unreinforced Masonry (URM) Policy Committee Meeting		

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<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
9:30a-10a Meeting w/ Chief Procurement Officer (CPO)	10:30a-11 Meeting w/ Treasurer, City	9a-9:30a Meeting w/ Debt Manager	7a-8a Breakfast meeting on levees	10:30a-11a Monthly Check-in w/ Commissioner Fritz
1p-2:30p Build Portland Advisory Meeting	1p-2p Meeting w/ Revenue Bureau Director	9:30a-10a Levee Budget/Grant Opportunity	9a-10a OMF Labor Management Committee - series	
3p-3:30p Meeting w/ Chief Administrative Officer (CAO)	3p-4:30p OMF Advisory Committee - series	10a-11a PERS UAL report debrief and discussion	2:30p-3p Bureau of Revenue and Financial Services (BRFS) November Monthly Celebration	
		3p-4p Meeting w/ Controller		
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
9:30a-10a Meeting w/ Chief Procurement Officer (CPO)	7a-8a Government Finance Officers Administration (GFOA) talk Long-Term Forecasts	12p-1p Invitation: Levee Ready Columbia (LRC) Admin Subcommittee	Out of Office	Out of Office
11:30a-12p Meeting w/ Commissioner Eudaly	8:30a-9:30a Leadership Team Meeting			
1p-2p Meeting w/ Financial Analyst, Principal	9:45a-10:15a Meeting w/ Chief Administrative Officer (CAO)			
2p-3p Meeting w/ Revenue Bureau Director	10:30a-11 Meeting w/ Treasurer, City			
3p-4p Monthly Mtg. Prosper Portland	11a-12p Updated invitation: Financial Review Team			
3:30p-4p Municipal Bonding for Affordable Housing	11:15a-11:45a Portland Building Renovation Project: Project Planning			
4p-4:50p Office of Management & Finance (OMF) Check in with Mayor's Chief of Staff	2p-3p Technology Executive Steering Committee (TESC)			

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Mon	Tue	Wed	Thu	Fri
27	28	29	30	Notes:
Out of Office	Out of Office	Out of Office	8a-9a OMF General Fund Strategy	
			12:15p-1:15p Class Comp Director and Managers' Session - Revenue and Financial Services	
			1:45p-2:30p Bureau of Revenue and Financial Services (BRFS) Managers Meeting	
			3p-4p Meeting w/ Controller	

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				1
				10:30a-11a CPO moving forward
				11a-11:30a Check-In w/ Commissioner Saltzman
				3p-3:30p FY 18-19 Decision Package Development
4	5	6	7	8
9:30a-10a Meeting w/ Chief Procurement Officer	9a-10:30a Leadership Team Meeting	9a-9:30a Meeting w/ Debt Manager	8a-2:30p Bureau Directors Off-site	8:30a-9a Meeting w/ Chief Administrative Officer (CAO)
10a-11a Portland Building Reconstruction Groundbreaking Ceremony	10:30a-11:30a Meeting w/ Treasurer, City	9:30a-10:30a Levee Ready Columbia (LRC) Governance	3p-4p Meeting w/ Revenue & Financial Services Director	9a-9:30a Meeting w/ Technology Services Bureau Business Rep
11a-11:30a Discuss HR Findings Investigation	11:30a-12p Portland Building Renovation Project: Project Planning	10:30a-12p Levee Ready Columbia (LRC) Governance Subcommittee	4:30p-6p Levee Ready Columbia (LRC) governance tactical meeting	1p-1:30p Prep for Municipal Bonding Work Group Meeting
1:30p-2:20p Office of Management & Finance (OMF) Check in with Mayor's Chief of Staff	1p-2p Meeting w/ Revenue Bureau Director	12p-1p Levee Ready Columbia (LRC) Admin Subcommittee		
3p-4p Meeting w/ Financial Analyst, Principal	1p-2:30p Risk Assessment Working Group - Introduction to draft tool and metrics weighting	2p-3p Build Portland: Finance Subgroup		
		2p-3:30p December City-wide Financial Accounting Users Group (FAUG) Meeting		

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<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
9:30a-10a Meeting w/ Chief Procurement Officer	8:30a-10a Bureau of Revenue and Financial Services (BRFS) Budget and Decision Packages Meeting	8:30a-9:45a Invitation: FCS Group Financial Analysis of Alternative Governance Mo...	8:30a-9a Zidell Yards Transition Meeting	1:15p-1:45p Meeting w/ Chief Administrative Officer (CAO)
1p-1:30p Zidell Yards Funding and Finance Plan	10:30a-11:30a Meeting w/ Treasurer, City	10a-12p Invitation: Levee Ready Columbia Project Team Meeting	10a-11a Bureau of Revenue and Financial Services (BRFS) Division Managers	1:45p-2:45p Gigabit Property Tax Exemption
1:30p-3:30p Interviews	1p-2p Meeting w/ Revenue Bureau Director	2p-3:30p Presenting City of Portland's FY2017 CAFR and Audit to Council	2p-3p Meeting w/ Revenue & Financial Services Director	
3p-3:50p Municipal Bonding Work Group Meeting	2p-3:30p Final PCDP Strategic Plan Review and Presentations Schedule		3p-3:30p Meeting w/ Debt Manager	
4p-4:50p OMF Check in with Mayor's Chief of Staff	3p-4:30p OMF Advisory Committee - series			
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
9:30a-10a Meeting w/ Chief Procurement Officer	9:30a-10:30a Financial Analyst, Principal	9a-9:30a Debt Manager	8:30a-9a Meet to discuss Performance Evaluation	
11a-12p Housing Bond - Update and Overview	10:30a-11:30a Treasurer, City	10:30a-12p LRC Governance Subcommittee	10a-11a Meeting w/ Revenue & Financial Services Director	
1p-1:30p Monthly Meeting w/ Commissioner Fritz	1p-2p Meeting w/ Revenue Bureau Director	12p-1p Invitation: Levee Ready Columbia Admin Subcommittee	1p-1:30p Meeting w/ Public Information Officer	
2:30p-4p Leadership Team Meeting	2p-3p Technology Executive Steering Committee (TESC) Meeting			
4p-4:50p OMF Check in with Mayor's Chief of Staff	3:15p-4:15p Deferred Comp Special Meeting - RFQ			
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
Holiday	10:30a-11:30a Meeting w/ Treasurer, City	9a-9:30a Meeting w/ Debt Manager	10a-10:30a Coffee Meeting w/ City Attorney and Water Utility Director	10a-10:30a Coffee Meeting w/ City Attorney and Water Utility Director
9:30a-10a Meeting w/ Chief Procurement Officer	1p-2p Meeting w/ Revenue Bureau Director	10:30a-12p Invitation: Levee Ready Columbia (LRC) Governance Subcommittee		
		3p-4p Meeting w/ Revenue & Financial Services Director		

