

- Busy
- Tentative
- Free
- Out of Office
- Working Elsewhere
- Outside of Working Hours

**January 2018**

**▲ Mon, Jan 1**

2:30 PM – 3:00 PM check-in with Investments Officer

**▲ Tue, Jan 2**

9:30 AM – 10:30 AM Principal Financial Analyst (Grants)/Chief Financial Officer

10:30 AM – 11:30 AM Enforcement Program Supervising Planner/ Deputy Chief City Auditor/ Foreclosure Program Manager/ Chief Financial Officer - Foreclosures

11:00 AM – 11:45 AM Debt Manager/ Accounting Division Controller/ Chief Financial Officer - IA with Accounting

**▲ Wed, Jan 3**

9:30 AM – 11:30 AM City Council

10:00 AM – 12:00 PM BES Management Team Meeting - BSG

10:30 AM – 12:00 PM 2018 Leadership Meeting

11:30 AM – 12:00 PM BES Staff Meeting

1:00 PM – 1:30 PM Chief Financial Officer/Chief Administrative Officer Weekly Meeting

**▲ Thu, Jan 4**

9:00 AM – 10:00 AM SR. Financial Analyst/ Chief Financial Officer - Review & Discuss Treasury FY 18-19 Base Budget

10:00 AM – 11:00 AM Accounting Division Controller/Chief Financial Officer

11:30 AM – 1:00 PM FW: Bureau Directors Meeting

1:00 PM – 2:00 PM Chief Procurement Officer/Chief Financial Officer

1:00 PM – 2:00 PM HR Director/Chief Financial Officer Meeting

3:00 PM – 3:45 PM Sayer Jones, Meyer Memorial Trust/ Chief Financial Officer - Affordable Housing REIT

**▲ Fri, Jan 5**

- 10:30 AM – 11:00 AM Support Services Paralegal/ Chief Financial Officer - Foreclosures
  - 12:00 PM – 1:00 PM OMF General Information Session
  - 2:00 PM – 2:30 PM OMF Chief Administrative Officer/OMF Financial Service Director/Chief Financial Officer Check-in
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▲ **Mon, Jan 8**

- 8:30 AM – 9:30 AM Debt Manager/ Chief Financial Officer Check In
  - 10:00 AM – 11:00 AM January Board Meeting Prep
  - 12:30 PM – 1:00 PM Sr Deputy City Attorney for Contracts/ Chief Financial Officer
  - 1:00 PM – 2:00 PM Revenue Bureau Director /Chief Financial Officer
  - 2:00 PM – 2:30 PM Portland Building Renovation Project: Project Planning
  - 2:30 PM – 3:00 PM check-in with Chief Financial Officer/Investments Officer
  - 3:00 PM – 4:00 PM Strategic Manager check in
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▲ **Tue, Jan 9**

- 8:00 AM – 8:30 AM Monthly Treasury staff meeting
  - 9:00 AM – 10:30 AM 2018 Leadership Team Meeting
  - 9:30 AM – 11:30 AM Arts Affordability Council work session
  - 10:30 AM – 11:00 AM Chief Administrative Officer/ Chief Financial Officer
  - 11:30 AM – 12:00 PM Sr. Deputy City Attorney for Contracts/ Risk Supervisor/ Chief Financial Officer
  - 1:00 PM – 2:00 PM FW: Women's Leadership
  - 1:00 PM – 2:00 PM Smart Cities Steering Committee meeting
  - 2:00 PM – 3:00 PM Procurement Services Contract Development Program Coordinator/ Chief Financial Officer - 1% Community Opportunities and Enhancement Program - Funding
  - 3:00 PM – 4:30 PM The Portland Building SEPS Workgroup Meeting
  - 3:00 PM – 4:30 PM OMF Advisory Committee - series
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▲ **Wed, Jan 10**

- 7:45 AM – 8:30 AM Senior Treasury Analyst/ Chief Financial Officer
- 8:30 AM – 9:00 AM Accounting Division Controller/ Debt Manager/ Principal Debt Analyst/ Chief Financial Officer
- 9:30 AM – 10:00 AM Chief Financial Officer Cooperman/Chief Administrative Officer Weekly Meeting
- 10:30 AM – 11:00 AM Check handling for Auditors' Office
- 1:00 PM – 2:00 PM Purchasing Manager/Chief Financial Officer

- 2:00 PM – 3:30 PM Build Portland Finance Workgroup
  - 3:30 PM – 4:30 PM BRFS Managers Meeting
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▲ **Thu, Jan 11**

- 8:30 AM – 9:00 AM CAO Administrative Assistant/ Chief Financial Officer
  - 9:00 AM – 9:30 AM Treasury Analyst meeting
  - 10:00 AM – 11:00 AM Accounting Division Controller/Chief Financial Officer
  - 1:00 PM – 1:30 PM FW: Portland Data Privacy Call
  - 1:00 PM – 2:00 PM Chief Procurement Officer/Chief Financial Officer
  - 2:00 PM – 3:00 PM City Budget Director
  - 3:30 PM – 4:00 PM Deputy Chief Administrative Officer/ Chief Financial Officer
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▲ **Fri, Jan 12**

- 8:00 AM – 8:30 AM Meet w/Sr. Administrative Specialist for Calendar updates
  - 9:00 AM – 10:00 AM Human Resources Coordinator
  - 2:30 PM – 3:00 PM Deputy City Attorney/ Deputy City Attorney/ Paralegal/ Chief Financial Officer
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▲ **Mon, Jan 15**

■ All Day MLJ, Jr. Holiday

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▲ **Tue, Jan 16**

- 9:30 AM – 10:30 AM Grants Principal Financial Analyst/Chief Financial Officer
  - 9:30 AM – 11:30 AM Participatory budgeting work session
  - 10:30 AM – 11:30 AM Foreclosures
  - 12:00 PM – 12:30 PM Build Portland
  - 2:00 PM – 3:00 PM TESC Meeting
  - 3:30 PM – 4:30 PM Debt Manager/ Chief Financial Officer Check In
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▲ **Wed, Jan 17**

- 9:30 AM – 10:00 AM Chief Financial Officer/Chief Administrative Officer Weekly Meeting
- 10:00 AM – 11:30 AM BTS Customer Stakeholder Group Meeting - 2018 Series

■ 1:00 PM – 3:00 PM Workshop on PERS side accounts (Salem, Oregon)

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▲ **Thu, Jan 18**

- 9:00 AM – 10:00 AM OMF Labor Management Committee - series
  - 10:00 AM – 11:00 AM Accounting Division Controller/Chief Financial Officer
  - 12:30 PM – 1:30 PM Senior Treasury Analyst/ Chief Financial Officer
  - 1:30 PM – 2:00 PM BRFS 22nd Floor - January Celebration Treats
  - 2:00 PM – 3:00 PM Chief Procurement Officer/Chief Financial Officer
  - 3:30 PM – 4:30 PM Invitation: IAB Meeting Thurs 1/18/18 @ 3:30 pm @ Thu Jan 18, 2018 3:30pm - 4:30pm
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▲ **Fri, Jan 19**

- 11:30 AM – 12:00 PM Executive Staff Meeting
  - 1:00 PM – 2:00 PM Fire Arbitration Award
  - 2:00 PM – 3:00 PM Pre-Elavon call client meeting
  - 3:15 PM – 3:45 PM Facilities Construction Project Manager
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▲ **Mon, Jan 22**

- 9:30 AM – 10:00 AM Contract Development Program Coordinator/ Chief Financial Officer
  - 10:15 AM – 10:45 AM Chief Financial Officer Check-ins with Mayor's Office
  - 11:30 AM – 12:00 PM Revenue Division Manager/ Chief Financial Officer
  - 1:00 PM – 2:00 PM Build Portland: next steps on criteria (Chief Administrative Officer/ Chief Financial Officer/ Deputy Chief Administrative Officer/ Financial Analyst)
  - 2:30 PM – 3:00 PM check-in with Chief Financial Officer/ Investments Officer
  - 2:30 PM – 4:00 PM Sr. Financial Analyst/ Chief Financial Officer
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▲ **Tue, Jan 23**

- 8:00 AM – 9:00 AM Deputy Chief Administrative Officer/Chief Financial Officer Check-in
  - 9:00 AM – 10:30 AM 2018 Leadership Team Meeting
  - 10:30 AM – 11:30 AM Marlen Prato, Elavon/ Chief Financial Officer
  - 12:00 PM – 1:00 PM BTS Director
  - 1:00 PM – 3:00 PM FPDR Board meeting
  - 3:00 PM – 4:00 PM OMF Advisory Committee Meeting
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▲ **Wed, Jan 24**

- 8:00 AM – 8:45 AM Senior Treasury Analyst/ Chief Financial Officer
  - 9:00 AM – 9:30 AM Chief Financial Officer to call EM Planning & Mitigation Program Coordinator
  - ▨ 9:30 AM – 10:00 AM Chief Financial Officer Cooperman/Chief Administrative Officer
  - 10:30 AM – 11:00 AM Chief Administrative Officer/ Chief Financial Officer
  - 11:00 AM – 11:30 AM AP6 Treasury
  - 3:30 PM – 4:30 PM Procurement Staff Meeting
  - 4:30 PM – 5:00 PM Bill Collins, US Bank/ Chief Financial Officer Cooperman
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▲ **Thu, Jan 25**

- 9:00 AM – 9:45 AM ERM Team
  - 10:00 AM – 11:00 AM Accounting Division Controller/Chief Financial Officer
  - 10:00 AM – 11:30 AM Fair Contracting Forum Meeting
  - 11:30 AM – 12:00 PM Chief Procurement Officer/Chief Financial Officer
  - ▨ 1:00 PM – 2:00 PM Executive Equity Committee Quarterly Meeting
  - 1:00 PM – 2:30 PM Financial Services Team Continuity of Operations Plan
  - 2:45 PM – 3:00 PM PERS Incentive Fund Capitalization
  - 3:00 PM – 3:30 PM Treasury Analyst
  - 4:00 PM – 5:00 PM City Budget Director
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▲ **Fri, Jan 26**

- 9:00 AM – 10:00 AM Invitation: City & County CFOs Check In - Monthly meeting
  - 10:30 AM – 11:10 AM Chief Administrative Officer & Chief Financial Officer
  - 11:30 AM – 1:00 PM City/PFM Kickoff Meeting
  - 11:30 AM – 1:00 PM HOLD for PFM
  - 2:00 PM – 3:00 PM Accounting Division Quarterly Meeting
  - 3:00 PM – 4:00 PM Senior Financial Analyst
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▲ **Mon, Jan 29**

- 8:15 AM – 8:45 AM Sr Deputy City Attorney / Chief Financial officer call
- 9:00 AM – 10:00 AM Revenue Bureau Director /Chief Financial Officer
- 10:00 AM – 3:00 PM 2018 Portland Building Kickoff
- 2:30 PM – 3:00 PM Check-in with Chief Financial Officer/ Investments Officer

- 3:00 PM – 4:00 PM Procurement Supervisor/ Chief Financial Officer
  - 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff
  - 4:30 PM – 5:00 PM Human Resources Coordinator/ Chief Financial Officer
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▲ **Tue, Jan 30**

- 8:30 AM – 9:00 AM City and Parks & Rec PCI Alignment
  - 9:30 AM – 10:30 AM Principal Financial Analyst/Chief Financial Officer
  - 10:00 AM – 12:00 PM City Treasurer interviews
  - 10:30 AM – 11:30 AM Foreclosures
  - 2:30 PM – 3:30 PM Debt Manager/ Chief Financial Officer Check In
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▲ **Wed, Jan 31**

- 8:45 AM – 9:00 AM City Economist/ OMF Policy Analyst/ Chief Financial Officer
  - 9:00 AM – 9:30 AM Chief Financial Officer /Chief Administrative Officer
  - 9:30 AM – 10:00 AM Chief Financial Officer /Chief Administrative Officer Weekly
  - 9:30 AM – 11:30 AM City Council
  - 10:00 AM – 11:00 AM Chief Financial Officer/TBC Monthly Meeting
  - 2:00 PM – 3:00 PM City of Portland Economic Roundtable
  - 3:00 PM – 4:00 PM Water Bureau EBPP Request for Proposal Discussion
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**February 2018**

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▲ **Thu, Feb 1**

- 9:00 AM – 10:00 AM Harvard GPL Findings/Recommendations
  - 10:00 AM – 11:00 AM Accounting Division Controller/Chief Financial Officer
  - 11:00 AM – 12:00 PM Portland Housing Bureau Meeting
  - 11:30 AM – 1:00 PM Bureau Directors Meeting
  - 1:00 PM – 2:00 PM Chief Procurement Officer/Chief Financial Officer
  - 3:00 PM – 4:00 PM Financial Services Division Managers Meeting
  - 4:00 PM – 4:45 PM Deputy Chief Administrative Officer/ Chief Financial Officer Check in
  - 5:00 PM – 7:00 PM Women Bureau Directors' New Year check-in
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▲ **Fri, Feb 2**

- 3:30 AM – 4:00 AM Individual Cultural Discussion with Bureau Directors
  - 8:00 AM – 8:45 AM Senior Treasury Analyst/ Chief Financial Officer
  - 10:00 AM – 12:00 PM PERS Board Meeting
  - 1:00 PM – 1:30 PM Purchasing Manager/ City Economist/ Chief Financial Officer
  - 2:00 PM – 2:30 PM Commissioner Fritz/ Chief Financial Officer
  - 3:30 PM – 4:30 PM Individual Cultural Discussion with Bureau Directors
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#### ▲ Mon, Feb 5

- 8:30 AM – 9:30 AM Debt Manager/ Chief Financial Officer Check In
  - 9:30 AM – 10:00 AM Accounting Division controller/ Chief Financial Officer
  - 10:00 AM – 11:00 AM Meeting with Moody's Investors Service
  - 11:00 AM – 12:00 PM City of Portland (Chief Financial Officer/ Deputy Chief Administrative Officer)/Portland Metro Meeting
  - 1:00 PM – 2:00 PM Revenue Bureau Director /Chief Financial Officer
  - 2:00 PM – 2:30 PM Portland Building Renovation Project: Project Planning
  - 2:30 PM – 3:00 PM check-in with Chief Financial Officer/Investments Officer
  - 2:30 PM – 4:00 PM Accounting Advisory Committee Meeting
  - 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff
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#### ▲ Tue, Feb 6

- 9:00 AM – 10:30 AM 2018 Leadership Team Meeting
  - ▨ 12:00 PM – 4:30 PM Tax Division Manager Interviews
  - 3:00 PM – 4:00 PM Commissioner Fish/ Chief Financial Officer
  - ▨ 3:00 PM – 4:30 PM FW: TPB SEPS Workgroup Meeting
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#### ▲ Wed, Feb 7

- 8:00 AM – 8:30 AM Caryn Tanner, NIC, Inc./ Chief Financial Officer phone call
  - 8:00 AM – 8:45 AM Senior Treasury Analyst/ Chief Financial Officer
  - 9:30 AM – 10:00 AM Chief Financial Officer/Chief Administrative Officer Weekly check in
  - 11:00 AM – 12:00 PM Initial Meeting for taking online payments
  - 2:30 PM – 3:00 PM Human Resources Coordinator/Chief Financial Officer
  - 3:30 PM – 4:00 PM Mayor's Policy Advisors check in with Chief Financial Officer
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▲ **Thu, Feb 8**

- 7:30 AM – 8:30 AM Deputy City Attorney, Contracts/ Chief Financial Officer for coffee
  - 10:00 AM – 10:45 AM Chief Procurement Officer/Chief Financial Officer
  - 10:00 AM – 11:00 AM Accounting Division Controller/Chief Financial Officer
  - 3:30 PM – 4:00 PM Treasury Analyst/ Chief Financial Officer bi-weekly check-in
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▲ **Fri, Feb 9**

- 11:00 AM – 12:00 PM Business Operations Manager/ Chief Financial Officer
  - 2:30 PM – 3:30 PM BES Director/ Chief Financial Officer
  - 3:30 PM – 4:30 PM Social Equity in Contracting
- 

▲ **Mon, Feb 12**

- 8:00 AM – 8:30 AM Monthly Treasury staff meeting
  - 9:00 AM – 9:20 AM Mayor meeting with Chief Financial Officer
  - 10:00 AM – 11:00 AM City Economist/ Chief Financial Officer
  - 11:00 AM – 11:30 AM BTS Smart Cities Manager/ Chief Financial Officer
  - 1:00 PM – 2:00 PM OMF Revenue Bureau Director /Chief Financial Officer
  - 2:00 PM – 2:30 PM Business Operations Manager/ Sr. Financial Analyst/ Principal Financial Analyst/ Purchasing Manager/ Chief Financial Officer
  - 2:30 PM – 3:00 PM check-in with Chief Financial Officer /Investments Officer
  - 2:30 PM – 3:00 PM Prep for Build Portland Advisory Committee
  - 3:30 PM – 4:00 PM Purchasing Manager/ Chief Financial Officer
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▲ **Tue, Feb 13**

- 8:30 AM – 10:00 AM Build Portland Advisory Meeting
  - 9:30 AM – 10:30 AM Grants Principal Financial Analyst/Chief Financial Officer
  - 10:15 AM – 11:45 AM Deferred Comp Committee Meeting
  - 10:30 AM – 11:30 AM Foreclosures
  - ▨ 12:00 PM – 1:00 PM Community Enhancement and Opportunities Program (CEOP) - Funding Structure
  - 1:00 PM – 2:30 PM Smart Cities Steering Committee meeting
  - 2:00 PM – 2:30 PM Cyan Tanner of NIC, Inc./ Chief Financial Officer via phone
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▲ **Wed, Feb 14**

- 7:30 AM – 8:15 AM Senior Treasury Analyst/ Chief Financial Officer
  - 9:30 AM – 10:00 AM Chief Financial Officer/Chief Administrative Officer
  - 10:00 AM – 12:00 PM Kickoff: 311 Customer Services & Public Engagement Workgroup
  - 12:00 PM – 1:30 PM Mark Stevenson & Adam Zimmerman of Craft3/ Commissioner Eudaly's Chief of Staff/ Chief Financial Officer lunch
  - 3:00 PM – 3:30 PM Discussion with treasury staff
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▲ **Thu, Feb 15**

- 7:30 AM – 8:30 AM 2018 Economic Update Breakfast - US Bank
  - 9:00 AM – 10:00 AM OMF Labor Management Committee - series
  - 10:00 AM – 11:00 AM Webinar - 20 Must Have KPIs: Creating a Dashboard that Evaluates A/R Performance
  - 11:00 AM – 12:00 PM AP7 Procurement
  - 1:00 PM – 2:00 PM Chief Procurement Officer/Chief Financial Officer
  - 2:00 PM – 3:00 PM Accounting Division Controller/Chief Financial Officer
  - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
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▲ **Fri, Feb 16**

- 9:30 AM – 10:30 AM Debt Manager/ Chief Financial Officer Check In
  - 11:00 AM – 12:00 PM Chief Financial Officer/Deputy Chief Administrative Officer Check-in
  - 12:00 PM – 1:00 PM Investment Advisory Meeting (Christopher Abbruzzese of Rain Capital/ Mark Campbell of Multnomah County/ Deanne Woodring of Government Portfolio Advisors/ OMF Debt Manager/ OMF Investments Officer/ Chief Financial Officer)
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▲ **Mon, Feb 19**

■ All Day Presidents Day

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▲ **Tue, Feb 20**

- 9:30 AM – 10:30 AM Purchasing Manager/ Chief Financial Officer
- 11:00 AM – 12:00 PM Debt Manager/ Chief Financial Officer Check In
- 1:00 PM – 1:30 PM Canceled: MEET: Chief Financial Officer Commissioner Fish
- 1:30 PM – 2:00 PM Foreclosures



3:00 PM – 4:30 PM TPB SEPS Workgroup Meeting

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▲ **Wed, Feb 21**

- 8:00 AM – 8:45 AM Senior Treasury Analyst/ Chief Financial Officer
  - 9:30 AM – 10:00 AM Chief Financial Officer Cooperman/Chief Administrative Officer
  - 11:00 AM – 11:30 AM Policy Analyst/ Chief Financial Officer
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▲ **Thu, Feb 22**

- 10:00 AM – 11:00 AM Accounting Division Controller/Chief Financial Officer
  - 11:00 AM – 12:00 PM Accounting Staff – Cash and Investment Cycle Draft
  - 1:00 PM – 2:00 PM Chief Procurement Officer/Chief Financial Officer
  - 2:00 PM – 2:30 PM BRFS 22nd Floor Team - February Celebration
  - 2:30 PM – 3:30 PM Revenue Bureau Director /Chief Financial Officer
  - 4:00 PM – 5:00 PM City Budget Director/ Chief Financial Officer
  - 5:30 PM – 8:30 PM February 22, 2018 NAMC National Midwinter Conference "Building Bridges" Reception & Construction Industry - Guests
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▲ **Fri, Feb 23**

- 9:00 AM – 10:00 AM City & County Chief Financial Officers Check In
  - 11:00 AM – 12:00 PM Chiefs of Staff/Chief Financial Officer Cooperman
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▲ **Mon, Feb 26**

- 8:00 AM – 8:30 AM Chief Administrative Officer/Chief Financial Officer/Revenue Bureau Director meeting
  - 9:00 AM – 3:30 PM Chief Procurement Officer phone interviews
  - 2:30 PM – 3:00 PM check-in with Chief Financial Officer/ Investments Officer
  - 3:00 PM – 3:45 PM BRFS Continuity of Operations Team - monthly check in
  - ▨ 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff
  - 4:00 PM – 5:00 PM Debt Manager/ Chief Financial Officer Check In
- 

▲ **Tue, Feb 27**

- 9:00 AM – 9:30 AM CEIP/CBA implementation (Policy Advisors/ Chief Administrative Officer/ Chief Financial Officer)
- 9:30 AM – 10:30 AM Grants Principal Financial Analyst/Chief Financial Officer

- 10:30 AM – 11:30 AM Foreclosures
  - 12:00 PM – 12:45 PM ERM Team
  - 1:00 PM – 2:00 PM OMF Leaders Meeting
  - 2:30 PM – 3:00 PM eCommerce for Community Relations
  - 3:30 PM – 4:00 PM Conservation Program Coordinator/ Chief Financial Officer
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▲ **Wed, Feb 28**

- 8:15 AM – 9:15 AM Kimberley Branam, Prosper Portland/Chief Financial Officer Monthly Check-In
  - 1:00 PM – 1:30 PM Senior Financial Analyst. Chief Financial Officer
  - 3:00 PM – 4:00 PM Chief Financial Officer/BTS Monthly Meeting
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**March 2018**

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▲ **Thu, Mar 1**

- 9:00 AM – 10:00 AM Sayer Jones and Theresa Deibele of Meyers Memorial Trust/ Mark Edlen, Jill Sherman and Carly Harrison of Gerding Edlen/ PHB staff/ OMF Chief Administrative Officer and Chief Financial Officer
  - 10:30 AM – 11:30 AM Accounting Division Controller/Chief Financial Officer
  - 11:30 AM – 1:00 PM Bureau Directors Meeting
  - 1:00 PM – 1:30 PM Chief Financial Officer and Mayor's Chief of Staff
  - 1:30 PM – 2:00 PM Commissioner Saltzman/ Chief Administrative Officer/Chief Financial Officer Check
  - 3:00 PM – 4:00 PM BRFS Division Managers Mtg
  - 4:00 PM – 4:45 PM Revenue Bureau Director /Chief Financial Officer
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▲ **Fri, Mar 2**

- 9:30 AM – 10:00 AM Chief Administrative Officer/ Chief Financial Officer/ PWB Director
  - 10:30 AM – 11:00 AM Chief Financial Officer/Chief Administrative Officer
  - 11:00 AM – 11:30 AM Chief Financial Officer/ Chief Administrative Officer/ Deputy Chief City Attorney
  - 2:00 PM – 2:30 PM Commissioner Fritz/Chief Financial Officer / Mayor's Deputy Chief of Staff
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▲ **Mon, Mar 5**

- 8:30 AM – 9:30 AM Debt Manager/ Chief Financial Officer Check In
  - 11:00 AM – 11:30 AM Mayor/ Chief Financial Officer Monthly Update
  - 1:30 PM – 4:30 PM Leadership Team Meeting Off-site
  - 2:30 PM – 3:00 PM check-in with Chief Financial Officer/ Investments Officer
  - 6:00 PM – 7:30 PM Arts Tax Citizen Oversight Committee
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▲ **Tue, Mar 6**

- 8:00 AM – 8:30 AM documents for morning meetings
  - 8:30 AM – 9:00 AM Procurement package Meeting
  - 9:00 AM – 9:30 AM 2018 Leadership Team Meeting
  - 9:30 AM – 10:00 AM Water Bureau Strategic Plan (Chief Administrative Officer/ Chief Financial Officer/ Deputy Chief Administrative Officer/ Chief Technology Officer/ BIBS Director/ Human Resources Director/ Management Analyst)
  - 10:00 AM – 10:45 AM OCT interview
  - 11:30 AM – 12:00 PM Accounting Manager/ Chief Financial Officer
  - 2:00 PM – 2:30 PM Commissioner Saltzman/ Chief Financial Officer Quarterly Check-In
  - ▨ 3:00 PM – 3:30 PM Weekly Check in with Mayor's Chief of Staff
  - 3:00 PM – 4:30 PM TPB SEPS Workgroup Meeting
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▲ **Wed, Mar 7**

- 8:00 AM – 8:45 AM Senior Treasury Analyst/ Chief Financial Officer
  - 9:00 AM – 9:30 AM Chief Financial Officer/Chief Administrative Officer
  - 9:30 AM – 10:00 AM Human Resources Coordinator/ Chief Financial Officer
  - 11:00 AM – 11:23 AM Check-in with BIBS Director
  - 11:30 AM – 12:00 PM Finance and Technology staff
  - 1:00 PM – 2:30 PM Voya Financial Annual Report to the Committee (HYAS Group Portland/ Voya/ Chief Financial Officer)
  - 2:30 PM – 3:30 PM Public Engagement Spaces Workgroup
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▲ **Thu, Mar 8**

- 8:00 AM – 1:30 PM Chief Procurement Officer Interviews
- 10:00 AM – 11:00 AM Accounting Division Controller/Chief Financial Officer
- 11:00 AM – 11:30 AM Treasury Analyst/ Chief Financial Officer
- 1:00 PM – 1:30 PM Portland Building Bureau Director Check-in
- 3:00 PM – 4:00 PM Chief Procurement Officer/Chief Financial Officer

■ 4:00 PM – 4:30 PM Senior Financial Analyst/ Chief Financial Officer

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▲ **Fri, Mar 9**

■ 8:00 AM – 1:30 PM Chief Procurement Officer Interviews  
▨ 2:00 PM – 3:00 PM BTS Principal Management Analyst/ Chief Financial Officer  
■ 3:00 PM – 4:00 PM Human Resources Coordinator/ Chief Financial Officer  
■ 4:00 PM – 4:30 PM Chief Procurement Officer interviews

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▲ **Mon, Mar 12**

■ 9:30 AM – 10:00 AM PPR Supervising Facilities Construction Project Specialist/ Grants Financial Analyst/ Chief Financial Officer  
■ 10:30 AM – 11:30 AM Financial Analyst/ Chief Financial Officer  
■ 1:00 PM – 2:00 PM Revenue Bureau Director /Chief Financial Officer  
■ 2:00 PM – 2:30 PM Portland Building Renovation Project: Project Planning  
■ 2:30 PM – 3:00 PM Check-in with Chief Financial Officer/ Investments Officer  
■ 3:00 PM – 3:30 PM Commissioner Eudaly/Chief Financial Officer  
■ 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff

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▲ **Tue, Mar 13**

■ 8:30 AM – 9:00 AM Monthly Treasury staff meeting  
■ 9:30 AM – 10:30 AM Grants Principal Financial Analyst/Chief Financial Officer  
■ 9:30 AM – 10:30 AM Chief Financial Officer/Deputy Chief Administrative Officer Check-in  
■ 10:30 AM – 11:30 AM Foreclosures  
■ 1:00 PM – 2:00 PM Smart Cities Steering Committee meeting  
■ 3:00 PM – 4:30 PM OMF Advisory Committee - series  
■ 4:30 PM – 5:00 PM Financial Analyst/ Chief Financial Officer

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▲ **Wed, Mar 14**

■ 9:30 AM – 10:00 AM Chief Financial Officer/Chief Administrative Officer  
■ 11:30 AM – 12:00 PM Principal Financial Analyst/ Chief Financial Analyst  
■ 2:00 PM – 2:30 PM Senior Treasury Analyst/ Chief Financial Officer  
■ 3:00 PM – 4:00 PM Procurement Staff Meeting

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▲ **Thu, Mar 15**

- 8:00 AM – 9:00 AM Debt Manager/ Chief Financial Officer Check In
  - 9:30 AM – 12:30 PM OMF Budget Work Session
  - 1:00 PM – 2:00 PM Chief Procurement Officer/Chief Financial Officer
  - 2:00 PM – 3:00 PM Accounting Division Controller/Chief Financial Officer
  - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
  - 4:00 PM – 4:30 PM Debt Manager/ Debt Analyst/ Chief Financial Officer
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▲ **Fri, Mar 16**

- 8:30 AM – 8:45 AM Financial Analyst/ Chief Financial Officer
  - ▨ 9:00 AM – 10:00 AM Chief Financial Officer / Business Operations Manager bi-weekly
  - 11:00 AM – 1:00 PM Time Management seminar
  - 2:00 PM – 3:00 PM Senior Program Manager/ Chief Financial Officer check in on Smart Cities
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▲ **Mon, Mar 19**

- 8:00 AM – 9:00 AM Debt Manager/ Chief Financial Officer Check In
  - 9:00 AM – 9:30 AM Commissioner Fish/ Chief Financial Officer
  - 11:30 AM – 12:00 PM Principal Financial Analyst/ Chief Financial Officer
  - 2:30 PM – 3:00 PM check-in with Chief Financial Officer/ Investments Officer
  - 2:30 PM – 3:00 PM Business Operations Manager/ Chief Financial Officer
  - 4:00 PM – 4:30 PM Weekly Check in with Mayor's Chief of Staff
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▲ **Tue, Mar 20**

- 10:30 AM – 11:00 AM Risk staff/ Chief Financial Officer
  - 11:00 AM – 12:00 PM Revenue Bureau Director /Chief Financial Officer
  - 2:00 PM – 3:00 PM TESC Meeting
  - 3:00 PM – 4:30 PM 2018 Leadership Team Meeting
  - ▨ 3:00 PM – 4:30 PM TPB SEPS Workgroup Meeting
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▲ **Wed, Mar 21**

- 8:00 AM – 8:45 AM Senior Treasury Analyst/ Chief Financial Officer
- 9:30 AM – 10:00 AM Chief Financial Officer/Chief Administrative Officer
- 9:30 AM – 11:30 AM City Council

- 10:00 AM – 11:30 AM BTS Customer Stakeholder Group Meeting - 2018 Series
  - 10:15 AM – 11:15 AM Foreclosure List to Council - Time Certain
  - 1:00 PM – 2:00 PM AP8 Procurement
  - 2:00 PM – 2:30 PM AP8 Treasury
  - 3:00 PM – 4:00 PM BFs staff /Chief Financial Officer
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▲ **Thu, Mar 22**

- 8:00 AM – 8:30 AM Senior Financial Analyst/ Chief Financial Officer
  - 9:00 AM – 10:30 AM MARCH 22, 2018 – PORTLAND, OREGON – U.S. BANK INNOVATION UPDATE training Topic: Innovation Update – Current Trends in Banking
  - 11:15 AM – 12:00 PM Financial Analyst/ Chief Financial Officer
  - 1:00 PM – 2:00 PM Accounts Payable Staff/ Chief Financial Officer
  - 2:10 PM – 3:00 PM EBS staff/ Chief Financial Officer
  - 3:00 PM – 4:00 PM BFS staff/ Chief Financial Officer
  - 4:00 PM – 5:00 PM City Budget Director/ Chief Financial Officer
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▲ **Fri, Mar 23**

- 11:30 AM – 12:00 PM Chief Procurement Officer/Chief Financial Officer
  - 11:30 AM – 12:00 PM Treasury Analyst/ Chief Financial Officer
  - 1:00 PM – 2:00 PM Kimberley Branam, Prosper Portland/Chief Financial Officer Monthly Check-In
  - 2:30 PM – 3:00 PM Procurement Staff/ Chief Financial Officer
  - 3:00 PM – 3:30 PM Debt Team/ Chief Financial Officer
  - 3:30 PM – 4:30 PM Accounting Division Controller/Chief Financial Officer
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▲ **Mon, Mar 26**

- 8:30 AM – 9:30 AM Debt Manager/ Chief Financial Officer Check In
  - 11:30 AM – 12:00 PM Debt Team discussion
  - 1:00 PM – 2:00 PM Revenue Bureau Director /Chief Financial Officer
  - 2:30 PM – 3:00 PM check-in with Chief Financial Officer/ Investments Officer
  - 3:00 PM – 3:45 PM BRFS Continuity of Operations Plan Team - monthly check in
  - 4:00 PM – 4:30 PM PP&R Deputy Director/ Chief Financial Officer
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▲ **Tue, Mar 27**

- 9:30 AM – 10:30 AM Grants Principal Financial Analyst/Chief Financial Officer
  - 9:30 AM – 10:30 AM Revenue Bureau Director/ Chief Financial Officer
  - 10:30 AM – 11:30 AM Council Work session on Innovative Strategies for Financial Sustainability Work Session
  - 1:00 PM – 2:00 PM Chief Administrative Officer/ Deputy Chief Administrative Officer/ Chief Financial Officer
  - 4:30 PM – 5:00 PM BFS Staff/ Chief Financial Officer
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▲ **Wed, Mar 28**

- 8:30 AM – 9:00 AM Portland Building - Input Coordination
  - 9:30 AM – 11:30 AM City Council
  - 9:45 AM – 10:45 AM Build Portland Time Certain
  - 11:30 AM – 1:30 PM Daily Commerce of Journal - 2018 Newsmakers Event
  - 2:00 PM – 2:30 PM Purchasing Manager/ Deputy City Attorney/ Chief Financial Officer
  - 3:00 PM – 4:00 PM Chief Administrative Officer/ Deputy Chief Administrative Officer/ Chief Financial Officer/ Human Resources Director/ PBOT Director/ Fire Chief/ Police Chief/PP&R Director/ City Budget Director
  - 4:00 PM – 4:10 PM Human Resources Coordinator/ Chief Financial Officer
  - 4:30 PM – 5:00 PM Business Operations Manager/ Chief Financial Officer
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▲ **Thu, Mar 29**

- 7:30 AM – 8:30 AM Chief Financial Officer/BTS Department Monthly Meeting
  - 8:30 AM – 10:00 AM PFM/ Investments Officer/ Chief Financial Officer Conference Call
  - 11:00 AM – 12:00 PM In-person training on NSF functions by Judy Gutierrez from Wells Fargo
  - 11:30 AM – 12:00 PM Risk Manager/ Chief Financial Officer
  - 1:00 PM – 2:00 PM Chief Procurement Officer/Chief Financial Officer
  - 2:00 PM – 3:00 PM Accounting Division Controller/Chief Financial Officer
  - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
  - 4:00 PM – 4:30 PM Senior Financial Analyst/ Chief Financial Officer
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▲ **Fri, Mar 30**

- All Day vacation
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