







# CFO Jennifer Cooperman

## Calendar July 1 – September 5, 2019









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





### July 2019

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#### ▲ Mon, Jul 1

-  8:30 AM – 9:00 AM PBOT Business Services Manager/ Debt Manager/ CFO
-  9:00 AM – 10:00 AM Fast Enterprises PCI phone call
-  9:30 AM – 10:00 AM CFO/ CAO Weekly Check-in
-  10:00 AM – 11:00 AM Revenue Division Manager/ CFO Weekly Check-in
-  11:00 AM – 11:15 AM Prosper Portland Director/ CFO by phone
-  1:00 PM – 2:00 PM Risk Manager/ CFO Weekly Check-in
-  2:00 PM – 2:30 PM Comm. Hardesty/ CFO Check-in
-  4:00 PM – 4:15 PM OMF Sr. Financial Analyst


#### ▲ Tue, Jul 2

-  8:30 AM – 9:00 AM DCAO/ Chief Procurement Officer/ OMF Sr. Financial Analyst/ SPOT Manager/ CFO
-  10:30 AM – 11:00 AM City Attorney/ CFO Check-in
-  1:00 PM – 2:00 PM City Treasurer/ CFO Weekly Check-in
-  2:00 PM – 3:00 PM Procure 2 Pay Discovery Project

#### ▲ Wed, Jul 3

-  10:00 AM – 11:00 AM BPS Director/ CFO Check-in
-  1:00 PM – 2:00 PM City Controller/ CFO Weekly Check-in



#### ▲ Thu, Jul 4

-  All Day Independence Day Holiday

#### ▲ Fri, Jul 5

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#### ▲ Mon, Jul 8

-  9:30 AM – 10:00 AM CFO/ CAO Weekly Check-in
-  10:00 AM – 11:00 AM Revenue Division Manager/ CFO Weekly Check-in

- 12:00 PM – 12:15 PM Chief Procurement Officer/ OMF Bus. Ops. Manager/ CFO
  - 1:00 PM – 2:00 PM Risk Manager/ CFO Weekly Check-in
  - 2:00 PM – 3:00 PM Portland Harbor Agreement - First Payment Discussion
  - 3:00 PM – 4:00 PM Portland Harbor - Trust Agreement Discussion
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▲ **Tue, Jul 9**

- 11:30 AM – 12:00 PM Chief Procurement Officer/ CFO
  - 1:00 PM – 2:00 PM City Treasurer/ CFO Weekly Check-in
  - 1:00 PM – 2:00 PM BES Deputy Director/ CFO
  - 4:50 PM – 5:00 PM Prosper Portland Director/ CFO
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▲ **Wed, Jul 10**

- 11:00 AM – 12:00 PM BES Business Services Manager/ CFO
  - 12:00 PM – 1:00 PM Lunch
  - 1:00 PM – 2:00 PM City Controller/ CFO Weekly Check-in
  - 3:00 PM – 4:00 PM PBEM Director/ CFO Check-in
  - 4:00 PM – 5:00 PM BOEC Director/ CFO Check-in
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▲ **Thu, Jul 11**

- 10:00 AM – 10:30 AM PHB Director/ CFO Check-in
  - ▨ 10:00 AM – 11:00 AM Business Operations Leadership Team
  - 10:30 AM – 12:30 PM P&D Directors Meeting
  - 1:00 PM – 2:00 PM Chief Procurement Officer/ CFO Weekly Check-in
  - 1:00 PM – 3:00 PM COEP 3rd round Interviews
  - 3:30 PM – 4:00 PM PP&R Supervising Planner/ CFO Check-in
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▲ **Fri, Jul 12**

- 11:00 AM – 12:00 PM PB Directors Check-In
  - 1:00 PM – 2:00 PM Risk Manager/ CFO
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▲ **Mon, Jul 15**

- 7:30 AM – 8:30 AM Jayson Davidson, HYAS Group/ CFO - Coffee
- 9:30 AM – 10:00 AM CFO/ CAO Weekly Check-in
- 10:00 AM – 11:00 AM Revenue Division Manager/ CFO Weekly Check-in
- 11:00 AM – 11:30 AM SPOT Manager/ CFO Check-in
- 12:00 PM – 12:30 PM CBO Director/ CFO/ City Economist/ Deputy BHR Director/ BHR Finance Manager/ CAO
- 1:00 PM – 2:00 PM Risk Manager/ CFO Weekly Check-in
- 2:00 PM – 3:00 PM CBO Director/ City Economist/ CFO

- 3:00 PM – 5:00 PM Active Shooter Preparedness Training Part 1 Calm, Confident, Empowered
  - 4:30 PM – 5:00 PM Mayor/ CFO Check-in
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▲ **Tue, Jul 16**

- 8:30 AM – 9:00 AM Chief Procurement Officer/ CFO
  - 10:30 AM – 12:00 PM Risk Management All-staff Meeting
  - 1:00 PM – 2:00 PM City Treasurer/ CFO Weekly Check-in
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▲ **Wed, Jul 17**

- 10:00 AM – 11:30 AM BTS Customer Stakeholder Group Meeting - 2019 Series
  - 11:30 AM – 12:00 PM Comm. Fish/ CFO Check-in
  - 1:00 PM – 2:00 PM City Controller/ CFO Weekly Check-in
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▲ **Thu, Jul 18**

- 8:50 AM – 1:30 PM PBOT Finance Manager Interviews
  - 1:00 PM – 2:00 PM Chief Procurement Officer/ CFO Weekly Check-in
  - 4:00 PM – 4:15 PM Chief Procurement Officer/ SPOT Manager/ CFO Check-in
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▲ **Fri, Jul 19**

- 10:00 AM – 12:00 PM Employer Advisory Group
  - 1:00 PM – 2:00 PM Collections and FIN 6.04
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▲ **Mon, Jul 22**

- 8:00 AM – 9:00 AM PBOT Finance Manager Interview
  - 9:30 AM – 10:00 AM CFO/ CAO Weekly Check-in
  - 10:00 AM – 11:00 AM Revenue Division Manager/ CFO Weekly Check-in
  - 11:00 AM – 12:00 PM Infrastructure Asset Management Policy - review of feedback
  - 1:00 PM – 2:00 PM Risk Manager/ CFO Weekly Check-in
  - 3:00 PM – 3:30 PM Prosper Portland Director/ CFO Check-in
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▲ **Tue, Jul 23**

- 1:00 PM – 2:00 PM City Treasurer/ CFO Weekly Check-in
  - 1:00 PM – 3:00 PM Anti-fraud movie showing for BRFS Staff
  - 3:00 PM – 4:00 PM BRFS Manager's Meeting
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▲ **Wed, Jul 24**

- 9:00 AM – 9:30 AM PPB Lieutenant/ CFO re: applicant requirements

- 10:00 AM – 10:30 AM OMF BHR Partner/ CFO
  - 1:00 PM – 2:00 PM City Controller/ CFO Weekly Check-in
  - 2:00 PM – 3:00 PM Race Conscious Contracting
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▲ **Thu, Jul 25**

- ▨ 9:15 AM – 9:45 AM BHR Director/ CFO Check-in
  - 10:00 AM – 11:00 AM BRFS COOP Team
  - 11:00 AM – 12:00 PM "Best Practices for Managing Public Infrastructure Projects," presented by SmartBrief in collaboration with Oracle Construction and Engineering
  - 1:00 PM – 2:00 PM Chief Procurement Officer/ CFO Weekly Check-in
  - 3:00 PM – 4:30 PM Hyatt Regency Portland Construction Tour
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▲ **Fri, Jul 26**

- 10:00 AM – 12:00 PM PERS Board meeting
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▲ **Mon, Jul 29**

- 9:30 AM – 10:00 AM CFO/ DCAO
  - 10:00 AM – 11:00 AM Revenue Division Manager/ CFO Weekly Check-in
  - 10:30 AM – 11:30 AM Rate Stabilization Funds
  - ▨ 12:00 PM – 1:00 PM City of Portland Foreclosure Sale
  - 1:00 PM – 2:00 PM Risk Manager/ CFO Weekly Check-in
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▲ **Tue, Jul 30**

- 8:00 AM – 9:00 AM PWB Director/ CFO - Coffee
  - 9:30 AM – 10:30 AM City Economist/ Policy Analyst/ CFO
  - 1:00 PM – 2:00 PM City Treasurer/ CFO Weekly Check-in
  - 2:30 PM – 3:00 PM Comm. Hardesty Policy Director/ CFO
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▲ **Wed, Jul 31**

- 9:30 AM – 10:00 AM City Council Meeting
  - 10:00 AM – 11:30 AM OMF Long Range Facilities Master Plan Kick-Off
  - 11:45 AM – 12:00 PM CFO/ CAO Check-in
  - 1:00 PM – 2:00 PM City Controller/ CFO Weekly Check-in
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**August 2019**

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▲ **Thu, Aug 1**

- 9:00 AM – 10:30 AM Webinar: Reserves, How Much is Enough
- 9:30 AM – 10:00 AM CFO/ BES Director/ CAO

- 1:00 PM – 2:00 PM Chief Procurement Officer/ CFO Weekly Check-in
  - 2:30 PM – 3:00 PM City Treasurer/ CFO
  - 4:30 PM – 6:00 PM Gathering of Portland-area government CFO's
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▲ **Fri, Aug 2**

- 9:00 AM – 10:00 AM BRFS Long Range Facilities Master Plan Interview and Office walk-thru
  - 1:00 PM – 1:30 PM Comm. Fritz/ CFO Check-in
  - 2:00 PM – 3:00 PM Collections and FIN 6.04
  - 3:30 PM – 4:00 PM Strategic Communications Manager/ CFO
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▲ **Mon, Aug 5**

- 9:30 AM – 10:00 AM CFO/ CAO Weekly Check-in
  - 10:00 AM – 11:00 AM Revenue Division Manager/ CFO Weekly Check-in
  - 1:00 PM – 2:00 PM Risk Manager/ CFO Weekly Check-in
  - 3:30 PM – 4:00 PM Chief Procurement Officer/ COEP Program Manager/ CFO - Check-In
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▲ **Tue, Aug 6**

- 9:00 AM – 10:30 AM 2019 Leadership Team Meeting
  - 11:00 AM – 12:00 PM CFO/ CBO Director/ City Economist/ Communications Analyst/ CBO Executive Assistant
  - 1:00 PM – 2:00 PM City Treasurer/ CFO Weekly Check-in
  - 3:00 PM – 4:00 PM COEP Update
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▲ **Wed, Aug 7**

- 8:30 AM – 2:30 PM Adopt 21st Century Business Solutions with SAP
  - 1:00 PM – 2:00 PM City Controller/ CFO Weekly Check-in
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▲ **Thu, Aug 8**

- 10:00 AM – 11:00 AM Business Operations Leadership Team Meeting
  - 11:00 AM – 12:00 PM Ergo Training for BEC's
  - 1:00 PM – 2:00 PM Chief Procurement Officer/ CFO Weekly Check-in
  - 3:00 PM – 4:30 PM BRFS Emergency Planning/COOP exercise #2
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▲ **Fri, Aug 9**

- 10:00 AM – 11:00 AM Portland Clean Energy Fund Coordinator/ CFO Intro Meeting
  - 11:00 AM – 12:00 PM Chiefs of Staff Meeting
  - 3:30 PM – 4:30 PM BHR Director/ CFO -Follow Up
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▲ **Mon, Aug 12**

- 8:30 AM – 9:00 AM Mayor's Climate Declaration and Carbon Shadow Price/Internal Carbon Fee
  - 9:30 AM – 10:00 AM CFO/ CAO Weekly Check-in
  - 10:00 AM – 11:00 AM Revenue Division Manager/ CFO Weekly Check-in
  - 10:30 AM – 11:00 AM CAO/ CFO/ COEP Program Manager
  - 1:00 PM – 2:00 PM Risk Manager/ CFO Weekly Check-in
  - 2:00 PM – 2:30 PM Tony Defalco, Executive Director, Verde NW/ CFO introduction meeting
  - 4:00 PM – 5:00 PM Chief Boone swearing-in
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▲ **Tue, Aug 13– Fri, Aug 16**

- All Day vacation
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▲ **Mon, Aug 19**

- 8:30 AM – 9:00 AM Grants Financial Analyst/ CFO
  - 9:30 AM – 10:00 AM CFO/ CAO Weekly Check-in
  - 10:00 AM – 11:00 AM Revenue Division Manager/ CFO Weekly Check-in
  - 1:00 PM – 2:00 PM Risk Manager/ CFO Weekly Check-in
  - 1:00 PM – 5:00 PM BMP Kickoff & BFM Workshop
  - 2:00 PM – 4:00 PM 2Q 2019 Deferred Comp Performance Review Meeting with Hyas Group
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▲ **Tue, Aug 20**

- 9:30 AM – 11:30 AM City Council Executive Session
  - 1:00 PM – 2:00 PM City Treasurer/ CFO Weekly Check-in
  - 3:00 PM – 3:30 PM Spectator Venues Program Manager/ CFO
  - 4:00 PM – 5:00 PM Performance Auditor/ CFO
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▲ **Wed, Aug 21**

- 8:00 AM – 9:00 AM BES Financial Analyst/ BES Bus Ops. Manager/ CFO
  - 9:00 AM – 9:30 AM OMF Bus. Ops. Manager/ City Controller/ OMF Administrative Supervisor/ CFO
  - 10:00 AM – 11:30 AM BTS Customer Stakeholder Group Meeting
  - 1:00 PM – 2:00 PM City Controller/ CFO Weekly Check-in
  - 2:00 PM – 3:00 PM CBO Financial & Policy Analyst/ CFO
  - 3:00 PM – 4:00 PM BTS Tech. Business Consultant/ CFO Check-in
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▲ **Thu, Aug 22**

- 9:00 AM – 11:00 AM Security Stakeholders Steering Committee

- 11:00 AM – 11:45 AM Long Range Financial Plan Development mtg with OCT staff
  - 1:00 PM – 2:00 PM Chief Procurement Officer/ CFO Weekly Check-in
  - 3:30 PM – 4:30 PM Portland Harbor: Core Budget Team
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▲ **Fri, Aug 23**

- 11:30 AM – 12:30 PM PHB Director/ CFO Check-in
  - 1:00 PM – 1:30 PM Comm. Hardesty/ CFO Check-in
  - 2:30 PM – 3:30 PM 10-year financial planning exercise with Parks
  - 3:30 PM – 4:30 PM 10-year financial planning exercise with BDS
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▲ **Mon, Aug 26**

- 9:30 AM – 10:00 AM CFO/ CAO Weekly Check-in
  - 10:00 AM – 11:00 AM Revenue Division Manager/ CFO Weekly Check-in
  - 11:15 AM – 11:45 AM Hire Requisition, Onboarding and P&F Process
  - 12:00 PM – 1:00 PM CFO/ CAO - Lunch
  - 1:00 PM – 1:30 PM Comm. Hardesty/ Chief Procurement Officer/ CFO
  - 1:00 PM – 2:00 PM Risk Manager/ CFO Weekly Check-in
  - 2:30 PM – 2:45 PM City Attorney/ CFO/ CAO
  - 3:00 PM – 4:00 PM CBO Director/ City Economist/ CFO Check-in
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▲ **Tue, Aug 27**

- 9:30 AM – 11:30 AM City Council Work Session re: Procurement Code
  - 1:00 PM – 2:00 PM City Treasurer/ CFO Weekly Check-in
  - 2:30 PM – 3:00 PM CFO/ City Controller/ Deputy City Controller/ CAO
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▲ **Wed, Aug 28**

- 8:00 AM – 9:30 AM Vacation
  - 1:00 PM – 2:00 PM City Controller/ CFO Weekly Check-in
  - 2:00 PM – 3:00 PM PERS - SB 1049 Coordination
  - 3:00 PM – 3:30 PM COEP Program Manager
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▲ **Thu, Aug 29**

- 8:00 AM – 9:00 AM Portland Harbor: Core Budget Team
  - 10:00 AM – 11:00 AM BRFS COOP Team
  - 11:00 AM – 12:00 PM Seminar: Estate Planning, Wills and Trusts Pettygrove
  - 1:00 PM – 2:00 PM Chief Procurement Officer/ CFO Weekly Check-in
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▲ **Fri, Aug 30**

- 9:00 AM – 9:30 AM DCAO/ CFO Check-in

■ 10:30 AM – 11:00 AM COOP Exercise

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## September 2019

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### ▲ Mon, Sep 2

■ All Day Labor Day Holiday

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### ▲ Tue, Sep 3

■ 1:00 PM – 2:00 PM City Treasurer/ CFO Weekly Check-in

■ 3:30 PM – 4:30 PM Long Range Facilities Master Plan: City's revenue summary and forecast

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### ▲ Wed, Sep 4

■ 11:30 AM – 12:30 PM Keith Simovic, Sr. Manager, Moss Adams/ City Controller/ CFO - Lunch

■ 1:00 PM – 2:00 PM City Controller/ CFO Weekly Check-in

■ 2:00 PM – 4:00 PM City Council Executive Session

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### ▲ Thu, Sep 5

■ 9:00 AM – 10:30 AM City Bureaus & Metro Quarterly Coordination Meeting

■ 10:30 AM – 11:00 AM PP&R Finance, Property & Technical Manager/ CFO

■ 1:00 PM – 2:00 PM Chief Procurement Officer/ CFO Weekly Check-in

■ 1:30 PM – 2:00 PM CAO/ CFO

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