

**OCTOBER 2014**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
		<b>1</b>	<b>2</b>	<b>3</b>
		8:30 – 8:45 Debrief on DPC Exercise  9:30 – 10:30 Innovation Facilitator  12:00 – 1:00 OMF Speaker Series  1:15 – 2:00 Mayor, City Atty. Office, PDC Director  3:30 – 4:30 PDC Coord. w/Debt Mgmt. Office	8:30 – 9:00 CAFR Management Team  11:00 – 1:00 Women’s Leadership Awards Luncheon  1:30 – 2:00 Commr. Fish  2:00 – 2:30 Commr. Fritz  2:45 – 3:30 Mayor, COS, CBO Director  3:30 – 4:00 Mayor, COS, Commr Novick	8:30 – 9:00 City Treasurer  9:00 – 9:30 PSSRP Manager  12:00 – 1:00 OMF Employee Lunch  1:30 – 2:00 BIBS Director  2:00 – 2:30 Fmr. Bureau Director
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
8:00 – 9:00 Transportation Meeting  9:00 – 9:30 PBOT/CBO  10:30 – 12:00 OEHR/Mayor  12:00 – 1:00 Lunch: Book Club  2:30 – 3:30 PDC/Mayor  4:00 – 4:50 COS Shibley	8:30 – 9:00 OMF Sr. Bus Ops Mgr.  9:30 – 11:30 Police Training Center Tour  12:00 – 1:00 PBOT Director/Commr  1:15 – 1:45 BIBS Director  2:00 – 3:30 Public Spaces Mtg; City Hall	8:30 – 9:30 Finance and Policy Team  9:30 – 10:00 Budget Process; Financial Analysts  10:00 – 11:00 PBOT Staff/Mayor’s Policy Director  11:00 – 11:30 BHR Director  1:00 – 2:00 EBS Staff Meeting  2:00 – 3:00	7:45 – 8:05 Interview Panel Orientation A  8:35 – 9:00 Interview Panel Orientation B  9:30 – 10:15 Commr. Novick  10:30 – 11:30 P&D Directors  11:30 – 1:00 Bureau Directors  1:30 – 2:00 Commr. Saltzman	9:30 – 11:00 Commr. Novick/PBOT

		<p>OEHR Policy Analyst; Mayor's Policy Director</p> <p>3:30 – 4:00 CAFR Management Team</p> <p>4:00 – 4:30 OMF Sr. Policy Analyst</p>	<p>3:00 – 3:15 Interview Panel A Debrief</p> <p>3:50 -4:05 Interview Panel B Debrief</p>	
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
Out of Office	Out of Office	<p>8:30 – 9:30 Finance and Policy Team</p> <p>9:30 – 10:00 PBOT Staff</p> <p>10:30 – 12:00 IT Exec. Steering Committee</p> <p>12:00 – 1:00 OMF Speaker Series</p> <p>1:30 – 2:30 BIBS Director/Facilities Manager &amp; Staff</p> <p>2:30 – 3:00 BHR Director</p> <p>3:00 – 4:00 PBOT Staff, Mayor's Policy Director, Commr. COS</p>	<p>8:30 – 9:00 CAFR Management Team</p> <p>9:00 – 10:00 OMF Labor Management Committee</p> <p>10:00 – 10:15 City Treasurer</p> <p>1:00 – 1:30 BTS CTO</p> <p>3:00 – 3:30 BIBS Director</p> <p>3:30 – 5:00 Transportation Advisory Committee</p>	<p>8:00 – 8:30 Sr. Admin Specialist/Asst.</p> <p>8:30 – 9:00 City Treasurer</p> <p>9:00 – 9:30 PBOT funding</p> <p>10:00 – 10:30 Revenue Director</p> <p>10:30 – 10:45 BTS Consultant</p> <p>11:00 – 11:30 OMF Sr. Policy Analyst</p> <p>11:30 – 12:00 PBOT Staff, Mayor's Policy Director, Commr. COS</p> <p>12:00 – 1:00 OMF Employee Lunch</p> <p>1:30 – 2:00 PSSRP Manager</p> <p>2:00 – 2:30 Personal Appt.</p>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>

<p>8:30 – 9:00 Personal Appt.</p> <p>2:00 – 2:30 Mayor’s Deputy COS</p>	<p>8:00 – 8:30 Chief Reese</p> <p>9:00 – 9:30 Personal Appt.</p> <p>12:00 – 1:00 PBOT Director/Commr</p> <p>2:00 – 2:30 BDS ITAP; billing</p> <p>3:00 – 4:30 OMF Advisory Committee Meeting</p>	<p>8:30 – 9:30 Finance and Policy Team</p> <p>9:30 – 10:00 OMF Sr. Bus Ops Mgr.</p> <p>10:45 – 11:00 OMF Sr. Policy Analyst</p> <p>11:00 – 11:30 BHR Director</p> <p>12:00 – 1:00 OMF Speaker Series</p> <p>1:30 – 1:45 Commr. Fish</p>	<p>10:00 – 11:00 Fair Contracting Forum</p> <p>11:00 – 11:30 Personal Appt.</p> <p>1:00 – 1:30 Commr. Fritz</p> <p>2:00 – 3:00 OMF Sr. Policy Analyst</p> <p>3:00 – 3:30 BIBS Director</p>	<p>8:30 – 9:00 City Treasurer</p> <p>9:00 – 9:30 BES Audit</p> <p>9:30 – 10:00 Revenue Director</p> <p>10:00 – 11:00 Innovation Program</p> <p>11:00 – 11:30 Mayor, Deputy COS</p> <p>11:30 – 12:00 BIBS All-Staff; Introduction</p> <p>12:00 – 1:00 OMF Employee Lunch</p> <p>1:30 – 2:00 BTS CTO</p> <p>2:00 – 2:30 OMF Bus Ops Manager</p>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
<p>9:00 – 1:00 OMF Leadership Team</p> <p>2:00 – 2:00 Innovation staff</p> <p>3:00 – 3:30 City Treasurer</p>	<p>8:30 – 9:00 Personal Appt.</p> <p>9:30 – 10:00 OMF Sr. Bus Ops Mgr.</p> <p>12:00 – 1:00 PBOT Director/Commr</p> <p>1:00 – 1:30 OMF Prin. Management Analyst</p>	<p>8:00 – 11:30 BRFS Director Interviews</p> <p>12:00 – 1:00 OMF Speaker Series</p> <p>1:00 – 1:15 City Treasurer</p> <p>1:30 – 2:00 PDC Director</p>	<p>9:00 – 9:30 Personal Appt.</p> <p>11:00 – 11:15 Commr. Fish, Commr. Fritz</p> <p>12:00 – 1:00 OMF All-Staff Meeting</p> <p>1:30 – 3:00 OMF Interagency Agreement Workshop</p>	<p>8:00 – 8:30 City Treasurer</p> <p>8:30 – 9:30 BTS Audit</p> <p>9:30 – 10:00 Personal Appt.</p> <p>10:00 – 10:30 Revenue Director</p>

	3:00 – 3:30 Mult Co. Chair/Mayor Hales	2:00 – 2:30 OMF Sr. Bus Ops Mgr, OMF Prin. Mngmt Analyst  2:30 – 3:00 BHR Director	3:00 – 3:30 Commr. Novick  3:30 – 4:00 OMF Sr. Policy Analyst  4:30 – 5:00 BIBS Director  5:00 – 5:15 Mayor Hales, COS Shibley	10:30 – 12:00 Mayor, COS & Bureau Directors  12:00 – 1:00 OMF Employee Lunch  1:00 – 1:30 OMF Sr. Policy Analyst  1:30 – 2:00 PSSRP Manager  2:00 – 3:00 CBO Director, BPS Director  3:00 – 3:30 CAFR Management Team  3:30 – 4:00 Revenue Director, Mayor’s Policy Director, Mayor Hales
--	---	---	--	---

<b>NOVEMBER 2014</b>				
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
8:00 – 12:00 Out of Office; Personal Appt  1:00 – 1:30 Mayor, ONI Director  1:30 – 2:00 Commr. Saltzman  2:00 – 3:00 PDC Director, Mayor Hales  4:00 – 4:50	8:00 – 8:30 OMF Sr. Bus Ops Mgr.  9:30 – 11:00 PP&R Leadership Team presentation  11:00 – 12:00 P3 Coordination  1:30 – 2:00 City Treasurer	8:30 – 9:30 Finance and Policy Team  10:00 – 11:00 Rose Quarter IGA Meeting  11:00 – 11:30 BHR Director  12:00 – 1:00 OMF Speaker Series  3:00 – 3:30	11:30 – 1:00 Bureau Director Meeting  2:00 – 2:30 GovDelivery  2:30 – 3:00 Sr. Policy Analyst  3:00 – 3:30 BIBS Director  4:30 – 5:00	8:00 – 8:30 OMF Sr. Bus Ops. Mgr.  8:30 – 9:00 City Treasurer  9:30 – 10:00 BTS CTO  10:00 – 10:30 Revenue Director  10:30 – 11:00

COS Shibley	2:00 – 3:00 BFRS Candidate  3:00 – 3:30 Mayor Hales  4:00 – 4:15 OMF/CAO Budget Analyst	Personal Appointment  4:00 – 4:30 Commr. Fritz	Commr. Fritz, Mayor Hales, BPS Director	Debt Manager  12:00 – 1:00 OMF Employee Lunch  1:30 – 2:00 PSSRP Manager  2:00 – 2:30 Communications Mgmt Analyst
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
Out of Office	CLOSED; Veterans Day	8:30 – 9:30 Finance and Policy Team  11:30 – 11:30 BHR Director  12:00 – 1:00 OMF Speaker Series  1:30 – 2:00 BHR Manager, Exec Asst., Bus. Ops Manager; Work Group Planning  4:30 – 6:00 Center for Women’s Leadership	10:00 – 11:30 Public Spaces Management  11:30 – 12:00 Tech Accounting  1:00 – 1:30 Mayor Hales, Mayor’s Policy Director, Debt Manager  1:30 – 2:00 Disaster Policy Council  2:00 – 4:00 Position Description Training  4:00 – 4:15 Innovation Fund check-in	8:30 – 9:00 City Treasurer  9:00 – 10:00 Commr Fish  10:00 – 10:30 Revenue Director  11:00 – 11:30 Commr Novick  12:00 – 1:00 OMF Employee Lunch  1:30 – 2:00 PSSRP Manager  2:00 – 3:00 MHCRC Budget Cycle
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
9:00 – 9:30 Accounting Compliance Manager  1:00 – 2:00 City Treasurer, City Attorney, BHR Manager, BTS CTO  2:00 – 3:00	9:30 – 10:00 Sr. Bus Ops Manager  10:00 – 10:30 EBS Manager  10:30 – 11:00 BHR Director	8:30 – 9:30 Finance and Policy Team  10:30 – 11:00 BIBS Director  11:00 – 12:00 Budget Production FY 15-16	8:15 – 1:00 Leadership Team Planning Session  1:00 – 1:30 BTS CTO  2:00 – 4:00	8:30 – 11:00 Innovation Review Panel  11:15 – 11:30 BTS Consultant Check-in  11:30 – 12:00 OMF Sr. Policy Analyst

<p>PBOT Director</p> <p>4:00 – 4:15 BIBS Director, Facilities Manager</p>	<p>12:00 – 1:00 OMF Speaker Series</p> <p>1:00 – 2:00 Executive Equity Committee</p> <p>2:30 – 3:00 EBS Manager</p> <p>3:00 – 3:30 MHCRC</p>	<p>3:00 – 4:30 PSSRP Executive Steering Committee</p>	<p>Council: Transportation User Fee</p>	<p>12:00 – 1:00 OMF Employee Lunch</p> <p>1:00 – 2:00 Mult. Co. Courthouse Tour</p> <p>2:00 – 3:00 Commr Novick</p> <p>3:00 – 3:30 PSSRP Manager</p> <p>3:30 – 4:00 OMF Sr. Policy Analyst</p>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<p>9:00 – 10:00 OMF Leadership Team</p> <p>10:00 – 10:30 Chief Procurement Officer</p> <p>11:00 – 11:30 PSSRP Manager</p> <p>11:30 – 11:45 COS Shibley</p> <p>12:30 – 2:00 Mayor Hales, Chief Reese</p> <p>2:00 – 3:00 City and County Projects</p> <p>3:15 – 3:45 GO Bond Report Review</p> <p>4:00 – 4:50 COS Shibley</p>	<p>9:00 – 9:30 BHR Finance Manager, OMF Sr. Bus Ops Manager</p> <p>9:30 – 10:00 OMF Sr. Bus Ops Manager</p> <p>10:00 – 10:30 CAFR Check-in</p> <p>11:00 – 11:30 Reporter</p> <p>11:30 – 12:00 City Treasurer</p> <p>1:30 – 2:30 Deferred Comp Committee Meeting</p> <p>2:30 – 3:00 COS Shibley, BIBS Director</p>	<p>8:00 – 11:00 Personal Appointment</p>	<p>HOLIDAY</p>	<p>HOLIDAY</p>

**DECEMBER 2014**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
9:30 – 10:00 BHR Director, Sr. Bus Ops Manager, EBS Manager  11:30 – 12:00 Mayor Hales  1:00 – 1:15 City Treasurer  3:00 – 4:00 PDC Director, Mayor Hales  4:00 – 5:00 BPS Director, Mayor Hales	8:15 – 8:30 Facilities Project Manager  9:30 – 10:00 Sr. Bus Ops Manager  1:30 – 2:00 “Right of Way” Meeting  3:00 – 5:00 Personal Appointment	8:30 – 9:30 Finance and Policy Team  10:00 – 11:00 Camp Cleanup Meeting  11:00 – 11:30 BHR Director  12:00 – 1:00 Equity Discussion Lunch  2:00 – 2:30 Public Communication Presentation  2:45 – 3:45 City Attorney	7:45 – 1:30 Bureau Director Work Session  2:30 – 3:00 Sr Policy Analyst  3:00 – 3:30 BIBS Director  3:30 – 5:30 Mayor Hales, Mayor’s Policy Advisor	8:30 – 8:45 City Treasurer  9:00 – 9:15 BTS Application Analyst  12:00 – 1:00 OMF Employee Lunch  1:30 – 2:00 PSSRP Manager  2:00 – 2:30 Bus Ops Comm. Mngmnt Analyst
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
9:00 – 11:00 OMF Leadership Team  11:15 – 11:45 Commr Saltzman  2:30 – 3:30 Director Meeting: Small Bureaus  3:30 – 4:00 Commr. Novick	9:30 – 10:00 Sr Bus Ops Manager  10:20 – 10:35 BIBS Director, Facilities Manager  10:35 – 11:05 Chief of Staff Meeting  12:00 – 1:00 PBOT Director  2:00 – 5:00 Personal Appointment	8:00 – 8:30 Innovation Meeting  8:30 – 8:45 BTS CTO  9:30 – 10:00 BHR Training Manager  1:30 – 2:00 Succession Planning Workgroup  3:00 – 4:00 Public Communication Presentation	8:00 – 9:00 Personal Appointment  9:00 – 10:00 OMF Labor Mngmnt Committee  10:30 – 11:30 City Business Hour  12:00 – 1:00 OMF Speaker Series  2:00 – 2:30 BIBS Director  2:30 – 3:00 OMF Sr. Policy Analyst	8:30 – 9:00 BRFS Director  9:00 – 9:30 Commr Fish  10:00 – 11:00 Mayor’s Policy Advisor  12:00 – 1:00 OMF Employee Lunch  1:00 – 1:30 BTS CTO  2:30 – 3:30 Commr Novick

<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
9:00 – 10:00 PBOT Director; OPUC	8:30 – 9:30 Bloodworks Exec	9:00 – 9:30 Innovation	8:00 – 9:00 City Attorney	8:00 – 10:30 Irish Moss Affordable Housing
10:00 – 10:30 City Auditor	9:30 – 10:00 Sr. Bus Ops Manager	9:30 – 10:00 EBS Manager	9:30 – 10:00 OMF Sr. Policy Analyst	10:30 – 10:45 BTS Consultant Check-in
1:00 – 1:45 Informational Interview	11:00 – 11:30 Sr. Bus Ops Manager, OMF Communications/Pr Mngmt Analyst, OMF Sr Policy Analyst	10:00 – 10:30 BHR Director	10:00 – 10:30 BIBS Director, Facilities Manager	11:00 – 11:30 BRFS Director
3:30 – 5:00 Mayor Hales, PDC Director	11:30 – 12:00 Mayor’s Policy Advisor	10:30 – 11:30 Housing; Mayor’s Office	10:30 – 11:30 ESC/PAC Meeting	12:00 – 1:00 OMF General Information Session
	12:00 – 1:00 PBOT Director/Commr	12:00 – 1:00 OMF Speaker Series	1:00 – 1:30 BTS CTO	1:30 – 2:00 PSSRP Manager
	3:00 – 4:00 OMF Advisory Committee	1:00 – 4:00 Innovation Review Panel	2:00 – 2:30 BIBS Director	2:00 – 3:00 NWNG Execs
		4:00 – 4:30 Mayor’s Policy Advisor	3:00 – 3:30 Call re: Speaker Series	
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
OUT OF OFFICE	OUT OF OFFICE	OUT OF OFFICE	HOLIDAY	OUT OF OFFICE
<b>29</b>	<b>30</b>	<b>31</b>		
4:00 – 4:50 COS Shibley	9:00 – 9:15 PMA Architects	8:30 – 9:00 BHR/EBS/BRFS Check-in		
	9:30 – 10:00 OMF Sr. Bus Ops Mgr	9:00 – 9:15 FY15/16 Budget Review		
	11:15 – 11:30 PSSRP Manager	9:30 – 10:00 EBS Manager		
	11:30 – 12:00 BHR Director			
	1:00 – 1:30 OMF Sr. Policy Analyst			
	2:30 – 3:30			



	PFR Chief			
--	-----------	--	--	--