

December 29, 2014 –January 1, 2015

Monday, December 29

4:00pm - 4:50pm OMF Check-in with Mayor's Office Chief of Staff

Tuesday, December 30

9:00am - 9:15am Foundation Grant Info

9:30am - 10:00am OMF Sr. Business Ops Manager

11:15am - 11:30am PSSRP Manager

11:30am - 12:00pm BHR Director

1:00pm - 1:30pm OMF Sr. Policy Analyst

2:30pm - 3:30pm Fire Chief

Wednesday, December 31

8:30am - 9:00am BHR/EBS/BRFS Check-in

9:00am - 9:30am EBS Program Manager

9:00am - 9:30am Review FY 15-16 Budget

12:00pm - 1:00pm Lunch

Thursday, January 1

HOLIDAY

Friday, January 2

8:30am - 9:00am BRFS Director

9:00am - 9:30am Analytics Officer/Data Officer

10:00am - 10:30am Police Chief informal swearing in

11:00am - 11:30am CAO/OMF Check-in; Commr Saltzman

January 5-8, 2015

Monday, January 5

8:30am - 10:00am OMF Leadership Team
10:00am - 11:00am Swearing in: Auditor
1:00pm - 1:30pm Facilities Project Manager
2:00pm - 4:00pm Chief of Police Retirement
4:00pm - 4:50pm OMF Check-in; Mayor's Office Chief of Staff

Tuesday, January 6

9:30am - 10:00am OMF Sr. Business Ops Manager
10:30am - 11:00am CFO/BRFS Director, Policy Team
11:45am - 12:00pm Lead Time; Speaker Series
12:00pm - 1:00pm OMF Speaker Series; Andy Nelson
3:00pm - 4:00pm Mayor's Office Policy Director, BIBS Director

Wednesday, January 7

9:00am - 9:30am EBS Program Manager
10:00am - 11:00am Budget Review: CAO/CFO/CBO
11:00am - 11:30am BHR Director
12:00pm - 1:00pm Mayor's Office Staff, PBOT Director
2:00pm - 3:00pm PF&R Core Leadership
3:30pm - 5:00pm Personal Appointment

Thursday, January 8

10:00am - 10:30am Police Bureau Hire/Promotion Ceremony
10:20am - 11:35am P&D Directors Meeting
10:30am - 11:30am Business Hour Meeting
11:30am - 1:00pm Bureau Director Meeting
1:15pm - 1:45pm Mayor Hales, OMF/CBO
2:00pm - 2:30pm BTS Director
3:00pm - 3:30pm BIBS Director
3:30pm - 3:45pm BHR Director

Friday, January 9

8:30am - 9:00am BRFS Director
9:00am - 9:30am PSSRP Manager
9:30am - 10:00am OMF Sr. Policy Analyst
10:30am - 10:45am OMF Communications/Proj Mngmt Analyst
11:00am - 12:00pm BPS Director, Mayor Hales
12:15pm - 1:30pm Fire Chief, Parks & Rec Director
2:00pm - 3:00pm Accounting Staff

January 12-16, 2015

Monday, January 12

9:00am - 10:00am Budget check in
11:00am - 11:30am BTS Director
3:00pm - 3:45pm Mayor's Office Chief of Staff

Tuesday, January 13

9:30am - 10:00am OMF Sr. Business Ops Manager
11:00am - 12:00pm Commr Fish
12:00pm - 1:00pm Mayor Hales, Police Chief
1:30pm - 1:45pm Decision Package Update
3:00pm - 4:30pm OMF Advisory Committee Meeting

Wednesday, January 14

8:00am - 8:30am Innovation presentation at Council
8:30am - 9:00am BHR/EBS/BRFS Check-in
9:00am - 9:30am Call re: Speaker Series
9:00am - 9:30am EBS Program Manager
10:30am - 12:00pm Innovation to Council
11:45am - 12:00pm Lead Time: Speaker Series
12:00pm - 1:00pm Speaker Series: Sam Brooks
1:10pm - 1:40pm Mayor's Policy Analysts
2:00pm - 2:30pm Meet re: Speaker Series
3:00pm - 4:00pm OMF Leadership Team; Budget
3:00pm - 3:30pm BHR Director

Thursday, January 15

9:00am - 10:00am OMF LMC Meeting
11:00am - 11:30am OMF Sr. Policy Analyst
2:00pm - 3:00pm BHR Staff Meeting
3:00pm - 3:30pm BIBS Director
3:30pm - 4:00pm Policy Team

Friday, January 16

8:30am - 9:00am BRFS Director
10:30am - 10:45am BTS Consultant
11:00am - 12:00pm Commr. Novick
12:00pm - 1:00pm OMF Employee General Information Session
1:00pm - 1:15pm Budget Review
1:30pm - 2:00pm PSSRP Manager
2:00pm - 2:15pm Superintendent PPS RE: Speaker Series
3:30pm - 4:00pm OMF Communications/Proj Mngmt Analyst

January 19-23, 2015

Monday, January 19

MLK Jr. Holiday

8:30am - 10:30am January 19, 2014 29th Annual Martin Luther King Jr Skanner Breakfast

Tuesday, January 20

9:30am - 10:00am OMF Sr. Business Ops Manager

10:00am - 11:00am OMF New Employee Welcome Session

2:00pm - 3:00pm Mayor Hales

3:00pm - 4:00pm Mayor Hales, Mayor's Policy Advisors

Wednesday, January 21

9:00am - 9:30am EBS Program Manager

9:30am - 10:00am PCI/PII Update

11:00am - 11:30am BHR Director

11:45am - 12:00pm Lead Time; Speaker Series

12:00pm - 1:00pm OMF Speaker Series

3:00pm - 3:15pm Technology Business Partner

Thursday, January 22

9:00am - 10:00am OMF/CBO Check-in

10:00am - 11:30am Fair Contracting Forum

11:30am - 11:45am Phone appt.

1:00pm - 1:30pm BTS Director

2:00pm - 2:30pm Transparent Data

2:30pm - 3:00pm OMF Sr. Policy Analyst

3:00pm - 3:30pm BIBS Director

3:30pm - 4:00pm Policy Team, PBOT

Friday, January 23

8:30am - 9:00am BRFS Director

9:30am - 10:00am Portland Building Work Session Prep

10:30am - 11:30am Auditor's Office

12:00pm - 1:00pm OMF Employee Lunch with Fred Miller

1:30pm - 2:00pm PSSRP Manager

2:00pm - 2:25pm Mayor's Policy Advisor

2:30pm - 3:30pm TSSC/CBO/OMF

3:30pm - 4:00pm Personal appointment

January 26-30, 2015

Monday, January 26

9:00am - 11:00am OMF Leadership Team
11:00am - 11:30am Mayor's Sr. Policy Advisor, CBO, BHR Director
11:30am - 12:00pm OMF Check-in with Mayor's Office COS
1:30pm - 3:00pm Mayor Hales, PDC Director

Tuesday, January 27

8:45am - 9:00am Parks & Rec Director
9:30am - 10:00am OMF Sr. Business Ops Manager
10:00am - 10:30am BTS CTO
12:00pm - 2:00pm Oregon Environmental Council Business Forum
2:30pm - 3:00pm Commr. Fritz
3:00pm - 4:30pm ITESC
4:30pm - 5:00pm PBEM Director

Wednesday, January 28

7:45am - 9:15am Legislative Breakfast; Mayor's Office
8:30am - 9:00am BHR/EBS/BRFS Check-in
9:30am - 10:00am Mayor's Sr. Policy Advisor, BIBS Director
10:00am - 10:30am BTS Deputy CTO
10:30am - 11:00am BHR Director, OMF Sr. Policy Analyst, OMF Sr. Bus OPS Mgr, PBOT Director
11:00am - 11:30am BHR Director
12:30pm - 1:30pm Rafael C.
2:00pm - 3:30pm CAFR Debrief
3:30pm - 4:00pm PCI/PII Update

Thursday, January 29

8:30am - 8:45am Sue C.
10:00am - 10:30am BHR Director, OMF Sr. Bus Ops Mgr.
10:30am - 11:00am BTS CTO & Deputy CTO
11:15am - 11:30am City Treasurer
2:30pm - 3:00pm OMF Sr. Policy Analyst
3:00pm - 3:30pm BIBS Director
3:30pm - 3:45pm OMF Sr. Policy Analyst
4:00pm - 4:30pm Port of PDX Director
4:30pm - 5:00pm Portland Fire Bureau Director

Friday, January 30

8:30am - 9:00am BRFS Director
9:00am - 9:30am PSSRP Manager
9:30am - 10:00am EBS Program Manager
11:00am - 5:00pm Personal Appointment

February 2-6, 2015

Monday, February 2

9:00am - 11:00am OMF Leadership Team
12:30pm - 2:00pm Mayor Hales, Police Chief
2:00pm - 3:00pm BPS Director, Mayor Hales
4:00pm - 4:50pm Mayor's Office Chief of Staff

Tuesday, February 3

9:00am - 9:30am Work Session Prep
9:30am - 11:30am Portland Building Improvement Work Session
12:00pm - 1:00pm OMF Book Club
1:00pm - 1:30pm OMF Sr. Business Ops Manager
2:00pm - 3:00pm City Auditor, BRFS Director, Chief Procurement Officer, OMF Sr. Policy Analyst
3:30pm - 4:30pm Personal Appointment

Wednesday, February 4

7:30am - 8:00am Informational Interview
9:30am - 10:00am PCI/PII Update
10:00am - 11:00am Onboarding Training for Managers and Supervisors
11:00am - 11:30am BHR Director
11:45am - 12:00pm Lead Time: Speaker Series
12:00pm - 1:00pm Speaker Series: John Tapogna
1:00pm - 2:00pm BIBS Director, BHR Director, Facilities Manager, CBO Director
2:00pm - 3:00pm Parks Director, BES Director, Water Director, Mayor's Sr. Policy Advisor, BRFS Director
4:30pm - 5:00pm Fire Chief

Thursday, February 5

11:30am - 1:00pm Bureau Directors Meeting
1:00pm - 1:30pm BTS Director
2:30pm - 3:00pm BIBS Director

Friday, February 6

8:30am - 9:00am BRFS Director
9:00am - 9:30am EBS Program Manager
9:30am - 10:30am BIBS Director
11:00am - 11:30am OMF Sr. Policy Analyst
12:00pm - 1:00pm OMF Employee Lunch with Fred Miller
1:00pm - 1:30pm Innovation
1:30pm - 2:00pm PSSRP Manager

February 9-13, 2015

Monday, February 9

9:00am - 11:00am OMF Leadership Team
11:30am - 12:00pm ONI Check-In
1:00pm - 2:00pm BIBS Director, BHR Director, Facilities Manager, EBS Manager
4:00pm - 4:50pm Mayor's Office Chief of Staff

Tuesday, February 10

9:00am - 10:00am BTS Leadership Team Meeting
10:30am - 11:00am OMF Sr. Business Ops Manager
11:05am - 11:15am Facilities Manager
2:00pm - 3:00pm OMSI District Plan

Wednesday, February 11

8:30am - 9:00am BHR/EBS/BRFS Check-in
9:00am - 9:30am EBS Program Manager
9:30am - 10:00am PCI/PII Update
10:30am - 10:45am P&D Manager
11:00am - 11:30am BHR Director
2:00pm - 2:15pm Chief Procurement Officer

Thursday, February 12

9:00am - 9:30am PSSRP Manager
10:30am - 11:30am Business Hour Meeting
10:30am - 12:00pm P&D Directors Meeting
11:00am - 12:00pm Public Finance & Treasury Monthly Customer Meeting
12:00pm - 12:30pm Housing Director
2:00pm - 3:00pm OMF Policy Team, BIBS Director, Facilities Manager, Audit Services Director
2:00pm - 2:30pm ADP
3:00pm - 3:30pm BIBS Director
3:30pm - 4:00pm OMF Sr. Policy Analyst
4:00pm - 4:30pm Mayor Hales, OMF/CBO

Friday, February 13

8:30am - 9:00am BRFS Director
9:00am - 9:15am Bus Ops Mgmt Analyst
9:30am - 9:45am Risk Manager
10:00am - 11:00am Commr. Fish
11:30am - 12:30pm OMF Employee Lunch with Fred Miller
1:00pm - 6:00pm Women Worth Knowing Event

February 16-20, 2015

Monday, February 16

President's Day Holiday
10:00am - 10:30am Mayor Hales

Tuesday, February 17

8:00am - 8:15am PBOT Bus. Services
9:30am - 10:00am OMF Sr. Business Ops Manager
10:00am - 11:00am OMF New Employee Welcome Session
11:30am - 12:00pm Mayor's Policy Director
1:00pm - 2:00pm Executive Equity Committee - Quarterly Meeting
2:05pm - 3:00pm BRFS Director, Chief Procurement Officer,
Procurement Manager
3:00pm - 4:00pm Review: Response budget questions

Wednesday, February 18

8:30am - 9:00am BRFS Director
9:00am - 9:30am EBS Program Manager
9:30am - 10:00am PCI/PII Update
10:30am - 11:30am Consolidation Inquiry: OMF Update
11:45am - 12:00pm Speaker Series: Lead Time
12:00pm - 1:00pm Speaker Series: Andrea Durbin
2:00pm - 5:00pm Personal Appointment

Thursday, February 19

8:30am - 8:45am OMF Sr. Bus Ops Mgr., Exec. Asst.
9:00am - 10:00am OMF LMC Meeting
10:00am - 11:30am EBS - Executive Steering & Program Advisory
Committee
11:30am - 12:00pm Commr. Novick
2:30pm - 3:00pm OMF Sr. Policy Analyst
3:00pm - 3:30pm BIBS Director
3:30pm - 4:00pm CTO Search
4:30pm - 5:00pm Mayor Hales
5:30pm - 8:00pm Say Hey!

Friday, February 20

8:30am - 9:00am BTS Deputy CTO Check-in
10:00am - 10:30am OMF Sr. Bus Ops Mgr.
10:30am - 10:45am BTS Consultant
11:00am - 11:30am Nancy B.
12:00pm - 1:00pm OMF General Information Session with Fred
1:30pm - 2:00pm Budget Presentation

February 23-27, 2015

Monday, February 23

10:30am - 11:30am Director's Meeting: Small Bureaus
11:30am - 1:00pm Mayor Hales, PDC Director
2:00pm - 2:30pm Review CBO follow-up questions
2:35pm - 2:45pm Commr. Fish
3:00pm - 3:30pm Deanna D.

Tuesday, February 24

9:30am - 10:00am OMF Sr. Business Ops Manager
11:30am - 12:00pm BIBS Director, Debt Manager, Facilities Manager, Bus Ops Manager
3:00pm - 4:00pm OMF Advisory Committee Meeting

Wednesday, February 25

8:30am - 9:00am BHR/EBS/BRFS Check-in
9:00am - 9:30am EBS Program Manager
9:30am - 10:00am PCI/PII Update
10:30am - 11:00am BHR Director, Outreach Director
11:00am - 11:30am BHR Director
12:00pm - 1:00pm Speaker Series: Curtis Robinhold
3:00pm - 3:15pm Current year budget update

Thursday, February 26

9:00am - 10:00am OMF/CBO Check-in
10:00am - 10:30am Commr. Fritz
10:30am - 12:00pm P&D Directors meeting
1:00pm - 1:30pm BTS Director
2:30pm - 3:00pm OMF Sr. Policy Analyst
3:00pm - 3:30pm BIBS Director
3:45pm - 4:30pm Sustainable City Government

Friday, February 27

8:30am - 9:00am Travel time
9:00am - 10:30am Disaster Policy Council Meeting
10:30am - 11:00am Travel time
11:30am - 12:00pm Revenue Director, Deputy City Attorney
12:00pm - 1:00pm OMF Employee Lunch
1:30pm - 2:00pm PSSRP Manager
2:00pm - 2:15pm Check in/Speaker Series
4:00pm - 4:30pm Toyama meeting
5:30pm - 9:00pm ACLU Liberty Dinner

March 2-6, 2015

Monday, March 2

8:30am - 9:00am Controller Meet & Greet
9:00am - 11:00am OMF Leadership Team
12:45pm - 1:30pm Mayor Hales, Police Chief
1:30pm - 3:00pm Mayor Hales, BPS Director
4:00pm - 4:50pm Mayor's Office Chief of Staff

Tuesday, March 3

9:30am - 10:00am OMF Sr. Business Ops Manager
10:00am - 10:30am BIBS Director, Debt Manager, OMF Sr. Bus Ops Mgr., Facilities Manager
11:00am - 11:30am Travel time
11:30am - 1:00pm Compassion & Choices Oregon
1:00pm - 1:30pm Travel time
2:00pm - 2:30pm Bus Ops employee check-in
4:00pm - 4:30pm Bus Ops Managers

Wednesday, March 4

9:30am - 10:00am PCI/PII Update
11:00am - 11:30am BHR Director
11:15am - 12:15pm Revenue Division appreciation lunch
2:00pm - 3:00pm Tools for Rewarding Employees
3:00pm - 3:15pm Transit time
3:30pm - 4:00pm BTS Deputy CTO Meet

Thursday, March 5

7:45am - 2:00pm Bureau Directors Work Session
9:00am - 9:30am SPEAK: Bureau Director's Work Session (Fred Miller)
3:30pm - 4:00pm Frank G.

Friday, March 6

8:00am - 8:30am Personal Appointment
9:45am - 10:15am Mayor's COS, Policy Advisory, BHR Director, City Attorney
10:15am - 11:15am Mayor/BHR/CAO/C'ATTY
11:30am - 12:00pm OMF Sr. Policy Analyst
12:00pm - 1:00pm OMF Employee Lunch with Fred Miller
1:00pm - 1:15pm OMF Communications/Proj Mngmt Analyst
1:30pm - 2:00pm PSSRP Manager
2:00pm - 2:30pm BRFS Director
2:30pm - 3:30pm BIBS Director Meeting
3:30pm - 4:00pm Michael J.

March 9-13, 2015

Monday, March 9

8:30am - 11:00am City of Portland Micro-grant Innovation Review Panel

1:30pm - 2:00pm Innovation Program Check In

4:00pm - 4:50pm OMF Check-in with Mayor's Office Chief of Staff

Tuesday, March 10

8:30am - 9:00am OMF Sr. Business Ops Manager

9:30am - 11:30am Mayor's Office, PDC Director

1:00pm - 2:30pm Mayor's Office, CBO Budget Prep.

3:00pm - 3:30pm PBOT Director

4:15pm - 4:30pm Mayor Hales

Wednesday, March 11

7:45am - 1:30pm OMF Leaders Session

2:00pm - 2:30pm EBS Program Manager

3:00pm - 4:00pm DS Consulting

3:30pm - 4:00pm PCI/PII Update

Thursday, March 12

10:00am - 10:15am Portland Building

10:30am - 12:30pm Mayors Office, CBO Budget Prep.

1:38pm - 2:00pm BTS Director

2:30pm - 3:00pm OMF Sr. Policy Analyst

3:00pm - 3:30pm BIBS Director

3:30pm - 4:00pm Jackie Y.

4:00pm - 4:23pm Mayor's Policy Director

6:30pm - 8:30pm FYI: Notable Meeting: City Utility Rate Review

Friday, March 13

8:30am - 9:00am BRFS Director

9:30am - 10:00am BRFS Director, BIBS Director, Facilities Manager

11:00am - 12:00pm Commr. Novick

1:30pm - 3:00pm Mayor's Bureau Directors' Meeting

March 16-20, 2015

Monday, March 16

9:00am - 11:00am OMF Leadership Team
2:30pm - 3:00pm BIBS Director, Facilities Manager

Tuesday, March 17

8:15am - 8:45am OMF Sr. Business Ops Manager
9:05am - 9:35am Council Budget Work Session: Citywide Asset Management Report (Council Chambers)
10:00am - 11:00am OMF New Employee Welcome Session
11:30am - 1:00pm ECONorthwest/AARP Luncheon
3:45pm - 4:00pm Mayor Hales

Wednesday, March 18

9:00am - 9:30am EBS Program Manager
9:30am - 10:00am PCI/PII Update
10:00am - 10:10am Phone meeting
10:15am - 10:45am Mayor's Policy Director
1:30pm - 2:30pm BHR Director
3:00pm - 3:30pm Parks Director
3:30pm - 4:15pm Facilities Strategic Plan Model (Mult. Co.)

Thursday, March 19

9:00am - 10:00am OMF LMC Meeting
10:00am - 11:30am EBS - Executive Steering & Program Advisory Committee
1:00pm - 1:30pm BTS Director
2:00pm - 3:00pm PCI Remediation
3:00pm - 3:30pm BIBS Director
3:30pm - 4:30pm Mayor's COS

Friday, March 20

8:30am - 9:00am BRFS Director
9:00am - 9:30am OMF Sr. Policy Analyst
9:30am - 10:00am BTS Deputy CTO
10:00am - 10:30am Review Budget Monitoring Process Report
10:30am - 10:45am BTS Consult. Check-In
10:45am - 11:15am PSSRP Manager
11:30am - 12:00pm Commr Saltzman
12:00pm - 1:00pm OMF General Information Session

March 23-27, 2015

Monday, March 23

9:00am - 4:30pm SAP Enterprise Asset Management Demo
4:00pm - 4:50pm Mayor's Office Chief of Staff

Tuesday, March 24

12:00am Out of Office

Wednesday, March 25

Out of Office

Thursday, March 26

12:00am Out of Office

Friday, March 27

8:00am - 8:30am BIBS Director, Facilities Manager and staff
9:00am - 9:30am PSSRP Manager
9:30am - 10:00am BRFS Director
10:15am - 10:45am Personal appt
12:00pm - 1:00pm OMF Employee Lunch
2:00pm - 2:30pm PCI/PII Update
2:30pm - 3:00pm Commr. Fish Staff Rep

March 30 – April 3, 2015

Monday, March 30

9:00am - 11:00am OMF Leadership Team
11:00am - 11:30am BHR Sr. Labor Relations Analyst
1:30am - 12:00pm BIBS Director, Facilities Manager
1:15pm - 2:00pm Mayor Hales, Police Chief
2:15pm - 3:15pm Council Budget Prep
3:15pm - 4:00pm BHR Director

Tuesday, March 31

8:30am - 9:30am Fmr. Police Chief
9:30am - 10:00am OMF Sr. Business Ops Manager
10:30am - 11:30am Council Budget Work Session: OMF
1:00pm - 2:00pm Commr. Fish
2:00pm - 3:30pm City Auditor