

~ October 2015 ~

Mon	Tue	Wed	Thu	Fri
			1 9a-9:30a Informational Interview 11:30a-1:30p Women in Leadership Event 2:30p-3:30p Portland Building Information Session 3:30p-4p Fred/BTS Directors Check-in	2 11:30a-12p BIBS Director Weekly Meeting 12p-1p OMF Employee Lunch with Fred Miller
5 11a-12p Professional Meeting 2:30p-3:20p OMF Check-in with Mayor's Office Chief of Staff	6 8:30a-9a OMF Sr Bus Ops Mgr Weekly Meeting 9a-9:30a Debt Manager meet 9:30a-10a EBS/BHR/BRFS Check-in 10:30a-10:45a OMF Sr Bus Ops Mngr, Bus Ops Mgmt Analyst 12p-1p Lunch 1:30p-2p (Resched) BHR Director Weekly 3p-3:30p Fred/BTS Directors Check-in	7 8:15a-9:15a Portland Building Renovation Project: Project Planning 9:30a-10a PCI/PII Update 10a-10:30a EBS Manager check-in 10:30a-11:30a Innovation to Council 11:30a-1p Luncheon 1p-2p CBO/Mayor's COS 1:30p-4:30p PF&R Strategic Planning Steering Committee meeting	8 9:30a-10a OMF Sr Policy Analyst Weekly Meeting 10a-11a Business Hour Meeting 11a-12p Media 11:30a-12p Travel time 12p-12:30p Neighborhood Coalition Directors and Chairs 12:30p-1p Travel time 1p-1:30p PCI 2p-3p Path to Leadership 3p-3:30p BIBS Director Weekly Meeting 3:30p-4p Path to Leadership/CLI 4p-4:30p Phone meeting	9 8:30a-9a BRFS Director/CFO check-in 9a-10a Focus Group 11:30a-12:30p Commr Novick 12p-1p OMF Employee Lunch with Fred Miller 2:30p-3p PBOT Asst Director 3:45p-4:15p Multnomah County Chair
12 9a-11a OMF Leadership Team 11:30a-12:30p Professional Meeting 1p-2p City Charitable Campaign 2:30p-3p Commr Saltzman 4:05p-4:30p OMF Sr Bus Ops Mgr Weekly Meeting	13 9a-12p NW Public Employees Diversity Conference (NWPEDC) Executive Session 11a-12p Mayor's Office PDC Check-in 2p-2:30p Meet engineers 2:30p-3p Informational Interview 3p-3:30p PCI/PII Update 3:30p-4p Media	14 8:15a-9:15a Portland Building Renovation Project: Project Planning 9:30a-10:30a BTS All Hands Meeting 10:30a-10:45a City Treasurer 10:45a-11a City Auditor 11a-11:30a BHR Director Weekly 12p-1p Institute for Youth Success 1:30p-2p Mayor's Office 2p-2:30p EBS Manager check-in 2:30p-3:30p BIBS Director, BTS Director, OMF Sr Bus Ops Mgr 4p-4:30p PPB LMS Team	15 8:30a-9a OMF Check-in with Mayor's Office Chief of Staff 9a-10a OMF LMC Meeting 10:15a-10:18a GREAT OREGON SHAKEOUT - Earthquake Drill 10:30a-11a OMF Sr Policy Analyst Weekly Meeting 11:30a-1p Bureau Directors Meeting 12p-12a Out of office	16 Out of office
19 12a-5p Out of office	20 8:30a-9a OMF Sr Bus Ops Mgr Weekly Meeting 9a-9:15a Review Budget 9:30a-11:30a BHR Executive Session 10:15a-11a Professional Meeting 11:45a-12:45p Mayor's Office 1p-2p Mayor's Office, PDC 1:30p-2p Commr Novick 2p-3p FW: Commr Saltzman 3p-4:30p OMF Advisory Committee Meeting	21 8:15a-9:15a Portland Building Renovation Project: Project Planning 9:30a-10a Charitable Campaign Proclamation 9:30a-10a PCI/PII Update 10a-11a City Council Time Certain; resolutions 1:30p-1:45p BTS Director Meeting 2p-2:30p Media 2:45p-3p OMF Sr Policy Analyst Meet	22 8a-8:30a OMF Communications/Proj Mgmt Analyst 9a-10a OMF/CBO Check-in 10a-10:30a OMF Fall BMP 10:30a-12p P&D Directors meeting 1p-1:15p CAO/Facilities Management 1:30p-2p EBS Manager check-in 2p-3p OMF Sr Policy Analyst Weekly Meeting 3p-3:30p BIBS Director Weekly Meeting 3:30p-4p Fred/BTS Directors Check-in	23 8:30a-9a BRFS Director/CFO check-in 2:30p-3p Commr Fritz

~ October 2015 ~

Mon	Tue	Wed	Thu	Fri
26	27	28	29	30
9a-11a OMF Leadership Team	8:30a-9a OMF Sr Bus Ops Mgr Weekly Meeting	7a-9a Professional Event	10a-11a Portland Building Information Session	8:30a-9a BRFS Director/CFO check-in
2p-3:30p Roundtable: Portland Building	9a-12p Fall BMP/FY 2016-17 Council Work Session	9:30a-10a PCI/PII Update	1p-1:30p Fred/BTS Directors Check-in	11:30a-12p BIBS Director Weekly Meeting
4p-4:50p OMF Check-in with Mayor's Office Chief of Staff	1p-2p Mayor's Office, PPB Chief O'Dea	10a-10:30a EBS Manager check-in	1:30p-2p OMF Bus Ops Management Team	12p-1p OMF General Information Session
	1p-2p Finance Workgroup Meeting	10:30a-11a Professional Meeting	2:30p-3p OMF Sr Policy Analyst Weekly Meeting	1p-5p Out of office
	2p-3:30p Portland Building Renovation Advisory Committee	11a-11:30a OMF Sr Bus Ops Mgr		
	3:30p-4p CPO, OMF Sr. Policy Analyst	11:45a-1p Speaker Series		
		2p-2:30p Informational Interview		
		2:30p-2:45p Phone meeting		
		3:30p-4p Portland Building		
		4p-4:30p BHR Director Weekly		

~ November 2015 ~

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9:30a-10a Data Center Project Check-in	8:30a-9a OMF Sr Bus Ops Mgr Weekly Meeting	8:15a-9:15a Portland Building Renovation Project: Project Planning	7:30a-10:30a City of Portland Safety Committee	8a-8:30a OMF Sr Bus Ops Mgr check in
10a-11a OMF Customer Service Check-in	9a-9:30a Informational Interview	9:30a-10a PCI/PII Update	11:30a-1p Bureau Directors Meeting	8:30a-9a BRFS Director/CFO check-in
1:30p-2p OMF Sr Bus Ops Manager	9:30a-10a EBS/BHR/BRFS Check-in	10a-10:30a EBS Manager check-in	1p-1:30p Fred/BTS Directors Check-in	9a-9:30a OMF Leaders Session
2p-3:30p Mayor's Office PDC Check-in	10a-10:30a Water Bureau Director	10:30a-11a Water Bureau Director	1:30p-2p BTS Staff	9:30a-10a BTS Director & Mgr, EBS Manager
2p-3:30p Path to Leadership-Fred Miller	12p-1p Lunch	11a-11:30a BHR Director Weekly	2:30p-3p OMF Sr Policy Analyst Weekly Meeting	11a-11:30a Commr Saltzman
4p-5p Mayor's Office, BPS Check-in	1:30p-2p Informational Interview	11:45a-1p OMF Speaker Series	3p-3:30p BIBS Director Weekly Meeting	3p-3:30p Professional Meeting
	2p-2:30p OMF Leaders Session	1p-1:30p Travel time	4p-6p Professional Event	
	3p-4p Portland Building Reconstruction Information Session	1:30p-3p PF&R Strategic Planning Steering Committee		
		3p-3:30p Travel time		
		3:30p-4p Planning & Sustainability Staff		
9	10	11	12	13
9a-11a OMF Leadership Team	10a-10:15a Phone meeting	Veterans Day	9a-10a Portland Building Mtg	8:30a-9a BRFS Director/CFO check-in
11a-11:30a BHR Director Weekly	11a-12p Commr. Fish COS		10a-11a Business Hour Meeting	9a-9:30a EBS Manager check-in
12p-1p Mayor's Office, PPB Chief O'Dea	1:30p-2p Commr Fish		10:30a-12p P&D Directors Meeting	9:30a-9:45a OMF Communications/Proj Mgmt Analyst
1:30p-2p Informational Interview	1:30p-2p PCI/PII Update		12p-1p Speaker Series	11a-12p Commr Novick
4p-4:50p OMF Check-in with Mayor's Office Chief of Staff			2:30p-3p OMF Sr Policy Analyst Weekly Meeting	
			3p-3:30p BIBS Director Weekly Meeting	
			3:30p-5p Out of office	
16	17	18	19	20
9:30a-10a Data Center Project Check-in	7:45a-1:30p OMF Leaders Session	8:15a-9:15a Portland Building Renovation Project: Project Planning	9a-10a OMF LMC Meeting	8:30a-9a BRFS Director/CFO check-in
11:30a-12p EBS/BHR/BRFS Check-in		9:30a-10a PCI/PII Update	10a-11a Portland Building Information Session	10a-10:30a Commr Fritz
2p-3:30p Mayor's Office PDC Check-in		10a-10:30a EBS Manager check-in	11a-11:30a Speaker Series update	11a-11:15a Phone meeting
4p-4:50p OMF Check-in with Mayor's Office Chief of Staff		10:30a-10:45a Phone meeting	11:30a-12p BTS Director & Mgr, EBS Manager	1p-2p Executive Equity Committee - Quarterly Meeting
		11a-11:30a BHR Director Weekly	1:30p-2p Informational Interview	2:30p-3p EBS Managers Meet
		2p-2:30p OMF Sr Bus Ops Mgr Weekly Meeting	2:30p-3p OMF Sr Policy Analyst Weekly Meeting	3p-4p Mayor's Office
			6p-7:30p ECPC Meeting	
23	24	25	26	27
9a-9:30a City of Portland/Metro: COO Bennett, COS Alpert, CAO Miller	8:30a-9a OMF Sr Bus Ops Mgr Weekly Meeting	8:15a-9:15a Portland Building Renovation Project: Project Planning	Thanksgiving	Thanksgiving Holiday
9:45a-11a OMF Leadership Team	10a-11a OMF New Employee Welcome Session	9:30a-10a PCI/PII Update		
3:30p-4p OMF Check-in with Mayor's Office Chief of Staff	12p-1p Speaker Series	10a-10:30a EBS Manager check-in		
4:30p-5:30p Offsite tour; Mayor Hales & staff, Chief Janssens	1p-1:30p BIBS Facilities Manager, BRFS Director/CFO	11a-11:30a BHR Director Weekly		
	2p-3p Multnomah County	12p-1p Lunch		
30	Notes:			
9:30a-10a Data Center Project Check-in				
10a-11a OMF/CBO Check-in				
4p-4:50p OMF Check-in with Mayor's Office Chief of Staff				

~ December 2015 ~

Mon	Tue	Wed	Thu	Fri
	1 8:30a-9a OMF Sr Bus Ops Mgr Weekly Meeting 1:30p-2p Phone Meeting 2p-3:30p Government Accountability Transparency Results (GATR) Housing Session 3:30p-5p Mayor's Office PDC Check-in	2 8:15a-9:15a Portland Building Renovation Project: Project Planning 9:30a-10a PCI/PII Update 10:30a-11a BIBS Director Weekly Meeting 11:30a-11:45a Parks Bureau Staff 12p-1p Speaker Series 1p-1:30p CAFR Celebration 2p-2:30p BRFS Director/CFO check-in 2:30p-3p Fred/BTS Directors Check-in 3:30p-4:30p The Portland Building	3 7:45a-1:30p Bureau Directors Session 1:30p-2p Travel time 2p-3:30p Council Meeting: 2:00 Time Certain (1 hour est.) 3:30p-4p Mayor's COS & Deputy COS, BIBS Facilities Manager	4 9a-9:15a Mayor's office staff rep 9:30a-10a OMF Sr Policy Analyst Weekly Meeting 11a-11:30a Commr Saltzman 2p-2:30p EBS Manager check-in
7 9a-11a OMF Leadership Team 11:30a-1p Professional Meeting 1p-2p Mayor's Office, PPB Chief O'Dea 2p-3p Spectator Facilities Staff 4p-4:50p OMF Check-in with Mayor's Office Chief of Staff	8 7:45a-8:15a Facilities Maintenance Team Meeting 8:30a-9a Travel time 9a-10a BTS Lead Team work session 11a-11:30a OMF Sr Bus Ops Mgr Weekly Meeting 1p-2:30p Portland Building Renovation Advisory Committee 3p-4:30p OMF Advisory Committee Meeting - December	9 8:15a-9:15a Portland Building Renovation Project: Project Planning 9:30a-10a PCI/PII Update 10a-10:30a EBS Manager check-in 11a-11:30a BHR Director Weekly 11:45a-1p Speaker Series 1p-5p 1:45 City of Gresham	10 8:30a-9a Informational Interview 9a-9:30a BRFS Director/CFO check-in 10a-11a Business Hour Meeting 10:30a-12p P&D Directors Meeting 12:30p-1p OMF Sr Bus Ops Mgr 1p-1:30p Fred/BTS Directors Check-in 1:30p-2p Professional Meeting 2:30p-3p OMF Sr Policy Analyst Weekly Meeting 3p-3:30p BIBS Director Weekly Meeting 3:30p-4p BTS Director & Mgr, EBS Manager	11 10a-11a Professional Meeting 1:30p-2p Informational Interview 3p-3:30p BRFS Director/CFO, Housing Bureau Director
14 8:30a-9a BHR Business Partner 9:30a-10a Data Center Project Check-in 10a-11a BRFS Director/CFO, OMF Sr Policy Analyst, OMF Sr Bus Ops Mgr 11:30a-12p Professional Meeting	15 8:30a-9a OMF Sr Bus Ops Mgr Weekly Meeting 9a-9:30a EBS/BHR/BRFS Check-in 10:30a-12p City Council Executive Session: BHR 12p-1p OMF General Information Session 1:30p-3p Bus Ops Staff Meeting 4p-5p Out of office	16 8:15a-9:15a Portland Building Renovation Project: Project Planning 9:30a-10a PCI/PII Update 11a-11:30a BHR Director Weekly 12p-1p Lunch 2p-2:30p EBS Manager check-in 2:30p-3:30p Portland Building Information Session 3:30p-3:45p BIBS Facilities Sr Program Manager, Chief Procurement Officer 3:45p-4:15p OMF Sr Policy Analyst Check In	17 8:30a-9a BRFS Director/CFO check-in 9a-10a OMF LMC Meeting 11a-11:30a BIBS Director Weekly Meeting 1:30p-2p Fred/BTS Directors Check-in 2p-2:30p Budget Check-in	18 Out of Office
21 Out of Office	22 Out of Office	23 Out of Office	24 Out of Office	25 Out of Office
28 Out of Office	29 Out of Office	30 Out of Office	31 Out of Office	Notes: