

~ January 2016 ~

Mon	Tue	Wed	Thu	Fri
				1 HOLIDAY
4	5	6	7	8
11:30a-12:30p Lunch	8:30a-9a OMF Sr. Bus Ops Manager	8:15a-9:15a Portland Building Renovation Project: Project Planning	9:30a-10a OMF Sr. Policy Analyst	8:30a-9a BRFS Manager/CFO
6p-6:30p Disaster Policy Council - Inclement Weather Call	10a-12p OMF Leadership Team	9:30a-10a PCI/PII Update	10:30a-11a Professional Meeting	11a-11:25a Commissioner Novick
	12p-1:30p Mayor's Office	10a-10:15a Port Bldg	11:30a-1p Bureau Directors Meeting	11:45a-12:45p 12 th floor staff
	3p-4:30p OMF Advisory Committee Meeting	10:30a-10:48a Improved Council Documents project	1p-1:30p Mayor's Office	1p-2p Professional Meeting
		11a-11:30a PPB Prin. Fin. Analyst	2p-2:30p BTS Directors	2:30p-3p Retirement; Facilities Division Manager
		11:45a-1p Speaker Series: Sharon Harmon	3:30p-4p BIBS Director	3p-3:45p Mayor's COS, Fac. Const. Project Manager
		1:30p-2p BTS Director, EBS Manager	3:30p-4p EBS Manager	
		2p-2:30p BES Director		
		4p-4:30p BHR Director		
11	12	13	14	15
12p-12:30p Professional Meeting	8:30a-9a OMF Sr. Bus Ops Manager	8:15a-9:15a Portland Building Renovation Project: Project Planning	10a-11a Business Hour Meetings 2016	8:30a-9a BRFS Manager/CFO
2p-2:50p OMF Check-in with Mayor's Office Chief of Staff	9:30a-10a EBS/BHR/BRFS Check-in	9:30a-10a PCI/PII Update	10:30a-12p P&D Directors Meeting	9:30a-10a OMF Sr. Policy Analyst
	10a-10:30a Commissioner Fish	10a-10:30a EBS Manager	11:30a-1p PCI Project Recognition	10a-10:30a Commissioner Fritz
	10:30a-11a Commissioner Saltzman	10:30a-11a PII Briefing	1p-1:30p BTS Directors	10:45a-11:15a Professional Appt.
	11a-12p Mayor's Office, CBO	11a-11:30a BHR Director	3:30p-4p BIBS Director	12p-1p Lunch
	12p-1p Lunch	11:45a-1p OMF Speaker Series		1p-1:30p BHR Benefits Analyst
	2p-2:30p Data Center Project Check-in	1:30p-2p Media		2p-2:30p VMC
	3p-4:30p OMF Advisory Committee Meeting	3p-3:10p Sign docs		

~ January 2016 ~

Mon	Tue	Wed	Thu	Fri
18	19	20	21	22
HOLIDAY	10a-10:45a Professional Meeting	8:15a-9:15a Portland Building Renovation Project: Project Planning	8:30a-9a OMF Sr. Bus Ops Manager	8:30a-9a BRFS Manager/CFO
8:30a-10:30a 30th Annual Martin Luther King Jr Skanner Breakfast	11a-12p Technology & the Portland Building Project	9:30a-10a PCI/PII Update	9a-10a OMF LMC Meeting	12p-1p OMF General Information Session with Fred Miller
	12p-1p Lunch	10a-10:30a EBS Manager	10a-11a Spectator Fac. Check-in	
		10:30a-11a Professional Appt.	12p-1p Lunch	
		11a-11:30a BHR Director	1p-1:30p BTS Directors	
		12p-1p Lunch	2:30p-3p OMF Sr. Policy Analyst	
		2p-3:30p 2:00pm Council Time certain	3:30p-4p BIBS Director	
		4p-6p Personal Appointment		
25	26	27	28	29
9a-11a OMF Leadership Team	8:30a-9a OMF Sr. Bus Ops Manager	8:15a-9:15a Portland Building Renovation Project: Project Planning	8:30a-9a BRFS Manager/CFO	8:30a-12p Advancing Racial Equity: Opportunities for Government with Professor John Powell and Julie Nelson
11a-11:30a Data Center Project Check-in	9a-9:50a OMF Check-in with Mayor's Office Chief of Staff	9:30a-11a FYI: CAFR Presentation	9a-10a OMF/CBO Check-in	12p-1p Lunch
11:30a-12p Facilities Project Managers	10a-11a OMF New Employee Welcome Session	11a-11:30a BHR Director	10a-10:15a Commissioner Fish	
1p-5p Out of office	10a-11a OMF New Employee Welcome Session	12p-1p Lunch	10:30a-11a On agenda for Fair Contracting	
	11a-11:30a Tech ESC Agenda Planning	1p-1:15p OMF Communications/Proj Mngmt Analyst	11a-12p Mayor, Mayor's COS	
	12p-1p Lunch	2p-2:30p EBS/BHR/BRFS Check-in	12p-1p Speaker Series; Ken Allen, Exec. Dir. AFSCME	
	1p-2:30p Portland Building Renovation Advisory Committee	3:30p-4p EBS Manager	1p-1:30p Commissioner Fritz	
	3p-3:50p PDC Director		3:30p-4p BIBS Director	
	4p-5p PDC Update w/Mayor		4p-4:30p BTS Directors	

~ February 2016 ~

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
9a-11a OMF Leadership Team	9:30a-11:30a FYI: Work Session: BPS Comp Plan	8:15a-9:15a Portland Building Renovation Project: Project Planning	11:30a-1p Bureau Directors Meeting	8:30a-9a BRFS Manager/CFO
10:30a-10:45a Commissioner Fish	12p-1p Lunch	9:30a-10a PCI/PII Update	1p-1:30p BTS Directors	11a-11:30a Commissioner Saltzman
12p-1p Lunch	1p-1:30p OMF Sr. Bus Ops Manager	10a-10:30a EBS Manager	3:30p-4p BIBS Director	12p-1p OMF Employee Lunchtime with Fred Miller
2p-2:30p CBA	3p-4p Portland Building Information Session	11a-11:30a BHR Director		1p-2p Professional Meeting
4p-4:50p OMF Check-in with Mayor's Office Chief of Staff		11:45a-1p Speaker Series: Eric Holmes		
		2p-2:30p PII Meeting		
8	9	10	11	12
8:30a-9:30a Strategy: Ptld Bldg Oversight Committee	8:30a-9a OMF Sr. Bus Ops Manager	8:15a-9:15a Portland Building Renovation Project: Project Planning	8a-10a Out of Office	9a-10a Ptld. Bldg. Contractor Event
9:30a-10a Data Center Project Check-in	9a-9:30a BES Staff	10a-10:30a EBS Manager	10a-11a Business Hour Meetings 2016	10a-10:50a Mayor's Office
10a-11a Technology Executive Steering Committee	9:30a-10a EBS/BHR/BRFS Check-in	11a-11:30a BHR Director	10:30a-12p P&D Directors Meeting	11a-11:25a Commissioner Novick
12p-1p Lunch	10:30a-11:30a FYI: Superfund Update Work Session	11:45a-1p Speaker Series: Kristin Stathis	12p-1p Lunch	12p-1p Professional Meeting
3p-5p State of Emergency Housing and Homelessness Update	12p-1p Lunch		1p-1:30p BTS Directors	1p-2p Portland Building Reconstruction
	2p-3p ECPC		1:30p-2p BRFS Manager/CFO	
			3:30p-4p BIBS Director	
15	16	17	18	19
HOLIDAY	8a-8:30a OMF Sr. Bus Ops Manager	7:30a-8a Professional Meeting	7:30a-8:30a Professional Meeting	9a-11a Disaster Policy Council Meeting
10a-10:30a Professional Meeting	9:30a-11:30a FYI: Work Session: A Home for Everyone	8:30a-9a Fred/Susan Meet	9a-10a OMF LMC Meeting	12p-1p OMF General Information Session with Fred Miller
10a-11a Professional Meeting	11:30a-12p PBOT	9a-9:30a BES Staff	10a-11a Follow-up discussion/john powell event	2p-5p FW: MEET: Internal Budget Work Session with Mayor/CBO staff
	12p-1p Lunch	9:30a-10a PCI/PII Update	11a-11:30a Professional Meeting	
	4p-4:30p OMF Check-in with Mayor's Office Chief of Staff	10a-10:30a EBS Manager	11:30a-12p Budget Analyst	
		11:45a-1p Speaker Series: Jenn Burleton, Exec. Dir. TransActive	12p-1p Lunch	
		1:03p-1:30p Ptld Bldg 1% & RFP MWESB	1p-1:30p OMF Sr. Bus Ops Mgr	
		2p-2:30p Interview; by phone	1:30p-2p City Controller, Exec. Asst.	
		4:30p-5p Travel time	3p-3:30p BRFS Manager/CFO	
		5p-6:30p PBDG Meeting	3:30p-4p BIBS Director	

~ February 2016 ~

Mon	Tue	Wed	Thu	Fri
22	23	24	25	26
9a-11a OMF Leadership Team	Work Session: FYI: BPS Comp Plan: 9:30 - 11:30	8:15a-9:15a Portland Building Renovation Project: Project Planning	9a-10a OMF/CBO Check-in	9a-9:30a OMF Sr. Bus Ops Manager, Consultant
10:45a-11a Innovation Meeting Prep	8:30a-9:15a Innovation Fund Panel	9:30a-10a PCI/PII Update	10:30a-3p *MEET: Internal CBO Budget Work Session with Mayor	10a-11a OMF New Employee Welcome Session
11a-11:30a Data Center Project Check-in	11a-11:30a Mayor's Office Staff	10a-10:30a EBS Manager	10:15 am-3 pm) 10:15 am: PFR/11 am: BOEC/12 noon Lunch/12:30 pm: FPDR/1 pm: PPB/2 pm: Housing	11a-11:15a BHR Training & Development Manager
11:30a-12p OMF Sr. Policy Analyst	11:45a-1p Speaker Series: John Haines, Exec. Dir. Mercy Corps	11a-11:30a BHR Director	3:30p-4:30p Risk Management Communications	12p-12:30p Lunch
12p-1p Lunch	1:30p-2p Professional Meeting	12p-1p Lunch		12:30p-3p Personal Appointment
1p-2:30p *MEET: PDC Update Meeting/Mayor Hales Bi-Weekly	2:30p-4p Mayor's Office GATR session	2p-2:30p OMF Sr. Policy Analyst		
2:30p-3p Informational Interview		2:30p-3p Professional Appointment		
3p-5p *MEET: Internal CBO Budget Work sessions with Mayor 3 pm PBOT/4 pm PARKS				
29	Notes:			
9a-11a OMF Leadership Team				
11:30a-12:30p Lunch				
2p-3:45p *MEET: Internal CBO Budget Work Session with Mayor 2-3:45 pm (See Schedule Below)				
4p-4:50p OMF Check-in with Mayor's Office Chief of Staff				

~ March 2016 ~

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
	8:30a-9:30a Mayor and Staff	8:15a-9:15a Portland Building Renovation Project: Project Planning	9:30a-10:30a Portland Building Information Session	9a-9:30a Facilities Planning
	9:30a-11:30a FYI: Council Work Session: BPS Comp Plan	9:30a-10a PCI/PII Update	11:30a-1p Bureau Directors Meeting	11a-11:30a Commissioner Saltzman
	12p-1p Lunch	10:30a-11a PIR Manager	1p-1:30p BTS Directors	11:45a-12:45p OMF Employee Lunchtime with Fred Miller
	1p-1:30p OMF Sr. Bus Ops Manager	11a-11:30a BHR Director	2p-2:30p BRFS Director/CFO	1p-4p Internal CBO Budget Work Session w/Mayor 1-4 pm
	2:15p-5p *MEET: Internal CBO Budget Work Session with Mayor	11:30a-1p Partners In Diversity 10th Anniversary Luncheon	2:30p-3p OMF Sr. Policy Analyst	
		1:15p-1:30p Commissioner Fish	3:30p-4p BIBS Director	
		1:40p-1:50p OMF Communications/Proj Mngmt Analyst		
		2p-2:30p Basic Rights OR Co-Exec Director		
		3:30p-4p EBS Manager		
7	8	9	10	11
9:30a-10a Data Center Project Check-in	8a-8:30a Professional Meeting	8:15a-9:15a Portland Building Renovation Project: Project Planning	10a-11a Business Hour Meeting	8:30a-9a BRFS Manager/CFO
10a-10:30a Professional Meeting	8:30a-9a OMF Sr. Bus Ops Manager	9:30a-10a PCI/PII Update	10:30a-12p P&D Directors Meeting	10:15a-10:45a OMF CAO/Mayor's COS Check-in
12p-1p Lunch	9:30a-11:30a Exec. Session: BHR Collective Bargaining	11a-11:30a BHR Director	12p-1p Lunch	11a-11:25a Commissioner Novick
1p-2:30p PDC Update Meeting/Mayor Hales Bi-Weekly	9:30a-11:30a Personal Appointment	11:45a-1p Speaker Series: John Horvick, DHM Research	1p-1:30p BTS Directors	12p-1p Lunchtime with Fred Miller
3p-3:30p EBS/BHR/BRFS Check-in	12p-1p Lunch	2p-3p City Attorney, BES Director	2p-2:30p OMF Sr. Policy Analyst	1:30p-2p Commissioner Fish
	2p-2:30p Professional Meeting	3p-3:30p NAMC, Fac. Strategic P&D Manager	2:30p-3p 1% Community Opportunities & Enhancements	3p-3:30p EBS Manager
	3p-4:30p OMF Advisory Committee Meeting		3:30p-4p BIBS Director	
			4p-4:25p Professional Meeting	

~ March 2016 ~

Mon	Tue	Wed	Thu	Fri
14	15	16	17	18
9a-11a OMF Leadership Team	9:00 - 12:00 Budget Work Session	8:15a-9:15a Portland Building Renovation Project: Project Planning	2:00 - 5:00 Budget Work Session	8:30a-11:30a Candidates Fair for City Bureaus
10:30a-12p Portland Building Renovation 1% Proposal Stakeholder Meeting for Community Opportunities and Enhancements Input	8:30a-9a OMF Sr. Bus Ops Manager	9:30a-10a PCI/PII Update	8a-8:30a Check-in	11a-11:30a BES Bus Ops Manager
12p-1p Lunch	10a-10:30a City of Port.: OR Sports Authority	11a-11:30a BHR Director	9a-10a OMF LMC Meeting	12p-1p OMF General Information Session with Fred Miller
2p-3p Director Meeting: Small Bureaus	12p-1p Lunch	11a-12p Innovation to Council - Regular Agenda	10:30a-11a EBS Manager	1:30p-2p OLMV Director
3:30p-4:45p Chief O'Dea PPB Bi-Weekly Check-In	1:30p-2p BIBS Director, BES Director	12p-1:15p Lunch	11a-11:30a Travel time	2:30p-3p Professional Meeting
4p-4:50p OMF Check-in with Mayor's Office Chief of Staff	2p-3p Technology Executive Steering Committee (Tech. ESC)	2:30p-3p Informational Interview	11:30a-1p City of Vancouver	
	3:30p-4p Mayor's Staff Rep	6:30p-8p Portland Building Renovation 1% Proposal Stakeholder Meeting for Community Opportunities and Enhancements Input	1p-1:30p BTS Directors	
			2:30p-3p OMF Sr. Policy Analyst	
			3p-3:30p BRFS Manager/CFO	
			3p-3:10p Planning	
21	22	23	24	25
Out of office	Out of office	Out of office	Out of office	Out of office
28	29	30	31	Notes:
9a-11a OMF Leadership Team	FYI: 9:00 - 12:00 & 1:00 - 3:30 Budget Work Session	8:15a-9:15a Portland Building Renovation Project: Project Planning	2:00 - 5:00 Budget Work Session	
10a-1p Personal Appointment	8:15a-8:30a Budget Presentation	9:30a-10a PCI/PII Update	8a-8:30a Professional Meeting	
2p-3p *MEET: Public Works Permitting and the Housing Emergency; Mayor's Office	8:30a-9a OMF Sr. Bus Ops Manager	10a-10:30a EBS Manager	8:45a-11:30a Interviews	
3:30p-4p Commissioner Fritz	9a-9:15a Professional Phone Meeting	10:30a-11a Port. Bldg.	11:30a-12p BRFS Manager/CFO	
	11a-11:30a Operations Program Mgr	11a-11:30a BHR Director	12p-1p Lunch	
	1:30p-4:30p Interviews	11:45a-1p Speaker Series: Barbara Coombs Lee, Compassion and Choices	1p-1:30p BTS Directors	
		1:30p-2p Professional Meeting	2p-3p OMF Council Budget Work Session	
		2:30p-3p CBA outside review	3:30p-4p BIBS Director	
		4p-4:30p BHR Business Partner	7p-8p PF&R Awards Ceremony	