

## Rust, CFO Calendar

April 2016

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### ▲ Fri, Apr 1

- 8:30 AM – 9:00 AM CAO/CFO Check-in
  - 11:00 AM – 12:00 PM Improving Contracting for Minority & Women Businesses/City Policies
  - 1:00 PM – 2:00 PM BRFS Equity Plan; Kickoff Meeting
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### ▲ Mon, Apr 4

- 1:00 PM – 1:30 PM CFO Rust, CFO monthly meeting
  - 3:00 PM – 4:00 PM CFO/Grants Principal Financial Analyst Check-in
  - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
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### ▲ Tue, Apr 5

- 9:00 AM – 10:00 AM CFO/Debt Manager Check-in
  - 10:00 AM – 10:30 AM EBS/BHR/BRFS Check-in
  - 11:00 AM – 12:00 PM CFO/Revenue Director Check-in
  - 1:30 PM – 3:30 PM Levee Ready Columbia Meeting
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### ▲ Wed, Apr 6

- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
  - 10:00 AM – 11:00 AM CFO/City Treasurer Check-in
  - 1:30 PM – 2:30 PM CFO/Controller Check-in
  - 3:00 PM – 4:00 PM CFO/Chief Procurement Officer Check-in
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### ▲ Thu, Apr 7

- 10:00 AM – 11:00 AM Staff Meeting
  - 11:30 AM – 1:00 PM Bureau Directors Meeting
  - 12:00 PM – 1:00 PM Initial Discussion on Toronto Conference Session
  - 3:00 PM – 5:00 PM URM Policy Committee Meeting
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### ▲ Fri, Apr 8

8:30 AM – 9:00 AM CAO/CFO Check-in  
9:00 AM – 10:00 AM Financial Indicators  
1:00 PM – 2:30 PM BRFS Equity Plan

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▲ **Mon, Apr 11**

9:00 AM – 11:00 AM OMF Leadership Team  
2:00 PM – 3:00 PM CFO/Chief Procurement Officer Check-in  
4:30 PM – 5:00 PM OMF Check-in with Mayor's Office Chief of Staff

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▲ **Tue, Apr 12**

8:30 AM – 9:00 AM TESC Planning  
10:00 AM – 11:00 AM CFO/Debt Manager Check-in  
11:00 AM – 12:00 PM CFO/City Treasurer Check-in  
1:00 PM – 2:00 PM CFO/Revenue Director Check-in  
3:00 PM – 4:30 PM OMF Advisory Committee Meeting - Series

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▲ **Wed, Apr 13**

8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning  
10:30 AM – 11:30 AM PDC Director & CFO biweekly check-in  
1:30 PM – 2:30 PM BRFS Division Managers  
3:00 PM – 4:00 PM Portland Building Information Session

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▲ **Thu, Apr 14**

8:00 AM – 5:00 PM WCX Training

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▲ **Fri, Apr 15**

8:30 AM – 9:00 AM CAO/CFO Check-in  
10:00 AM – 11:00 AM Financial Indicators  
11:00 AM – 12:00 PM CFO/Controller Check-in  
12:00 PM – 1:00 PM OMF General Information Session with CAO  
1:00 PM – 1:30 PM LID Value Capture

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▲ **Mon, Apr 18**

8:00 AM – 9:00 AM PIC Report and debrief from WCX

2:00 PM – 3:00 PM CFO/Chief Procurement Officer Check-in  
3:00 PM – 4:00 PM CFO/Grants Principal Financial Analyst Check-in

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▲ **Tue, Apr 19**

10:00 AM – 11:00 AM CFO/Debt Manager Check-in  
11:00 AM – 12:00 PM Portland-Mult. Co. IGA

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▲ **Wed, Apr 20**

8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning  
9:30 AM – 10:00 AM City financial forecast/Bureau Directors work session prep  
10:00 AM – 11:00 AM CFO/City Treasurer Check-in  
12:00 PM – 1:00 PM Updated Invitation: Levee Ready Columbia Admin  
2:00 PM – 3:30 PM BRFS Equity Plan

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▲ **Thu, Apr 21**

8:30 AM – 12:00 PM Equity 101 Training  
1:00 PM – 2:00 PM CFO/Revenue Director Check-in  
2:00 PM – 2:30 PM CAO/CFO Check-in  
2:30 PM – 3:00 PM GASB Assumptions

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▲ **Fri, Apr 22**

9:00 AM – 9:30 AM MEET: CFO-Bus Ops Sr Manager

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9:00 AM – 11:00 AM OMF Leadership Team  
2:00 PM – 3:00 PM CFO/Chief Procurement Officer Check-in  
3:00 PM – 3:30 PM Review analysis of Parks vacating Portland Building  
4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff

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▲ **Tue, Apr 26**

10:00 AM – 11:00 AM CFO/Debt Manager Check-in  
1:00 PM – 2:00 PM CFO/Revenue Director Check-in  
2:30 PM – 3:00 PM PP&R Update

3:00 PM – 4:00 PM CFO/City Treasurer Check-in

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▲ **Wed, Apr 27**

8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning

10:30 AM – 11:30 AM PDC Director & CFO biweekly check-in

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▲ **Thu, Apr 28**

3:00 PM – 4:00 PM OMF/CBO Check-in

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▲ **Fri, Apr 29**

8:30 AM – 9:00 AM CAO/CFO Check-in

10:00 AM – 11:00 AM Professional Meeting

2:30 PM – 3:00 PM CHECK IN: CFO and Com. Novick

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May 2016

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▲ **Mon, May 2**

10:00 AM – 11:00 AM BRFS Division Managers

2:00 PM – 3:00 PM CFO/Chief Procurement Officer Check-in

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

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▲ **Tue, May 3**

10:00 AM – 11:00 AM CFO/Debt Manager Check-in

11:00 AM – 11:30 AM CFO monthly meeting

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▲ **Wed, May 4**

8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning

10:00 AM – 10:30 AM Gen. Fund Forecast & B. Director Retreat

11:00 AM – 12:00 PM CFO/Controller Check-in

1:30 PM – 2:30 PM CFO/City Treasurer Check-in

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▲ **Thu, May 5**

10:00 AM – 11:00 AM Financial Indicators

12:00 PM – 1:30 PM OAME Trade Show Luncheon  
3:00 PM – 3:30 PM CAO/CFO Check-in

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▲ **Fri, May 6**

8:15 AM – 9:45 AM PBA Panel: Managing Government  
10:30 AM – 11:00 AM CFO/Revenue Director Check-in  
11:00 AM – 12:00 PM Check in Call for GFOA Conference Session  
1:00 PM – 1:30 PM CAO & CFO w/ Comm Saltzman  
1:00 PM – 2:30 PM BRFS Equity Plan

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▲ **Mon, May 9**

9:00 AM – 11:00 AM OMF Leadership Team  
1:30 PM – 2:00 PM Preview Parks relocation analysis  
2:00 PM – 3:00 PM CFO/Chief Procurement Officer Check-in

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▲ **Tue, May 10**

8:30 AM – 9:00 AM Professional Meeting  
9:00 AM – 10:00 AM CFO/City Treasurer Check-in  
10:00 AM – 11:00 AM CFO/Debt Manager Check-in  
11:00 AM – 12:00 PM Peninsula 1 Drainage District Issues  
1:00 PM – 2:00 PM CFO/Revenue Director Check-in  
3:00 PM – 4:30 PM OMF Advisory Committee Meeting

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▲ **Wed, May 11**

8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning  
10:30 AM – 11:30 AM PDC Director & CFO biweekly check-in  
1:30 PM – 2:30 PM BRFS Division Managers

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▲ **Thu, May 12**

9:30 AM – 10:30 AM Portland Building Information Session  
11:00 AM – 12:00 PM CFO/Controller Check-in  
2:00 PM – 2:30 PM Budget/Accounting for Gross Revenues  
3:00 PM – 5:00 PM URM Policy Committee Meeting

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▲ **Fri, May 13**

- 8:30 AM – 9:00 AM CAO/CFO Check-in
  - 9:00 AM – 9:30 AM Financial Assessment Model - Next Steps
  - 10:30 AM – 11:00 AM Decision Package
  - 11:00 AM – 2:00 PM Meeting with Port of Portland
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▲ **Mon, May 16**

- 8:00 AM – 10:00 AM PDC Financial Sustainability Committee, Meeting #5
  - 10:00 AM – 11:30 AM Budget work session
  - 12:00 PM – 1:00 PM CFO/PBOT Asst. Director
  - 2:00 PM – 3:00 PM CFO/Chief Procurement Officer Check-in
  - 3:00 PM – 4:00 PM CFO/Grants Principal Financial Analyst Check-in
  - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
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▲ **Tue, May 17**

- 10:00 AM – 11:00 AM CFO/Debt Manager Check-in
  - 11:00 AM – 12:00 PM CFO/City Treasurer Check-in
  - 3:00 PM – 4:00 PM CFO/Controller Check-in
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▲ **Wed, May 18**

- 8:00 AM – 9:30 AM Levee Ready Columbia
  - 11:00 AM – 12:00 PM Forecast Discussion
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▲ **Thu, May 19**

- 8:30 AM – 11:30 AM Reasonable Suspicion of Drug and Alcohol Use training
  - 11:30 AM – 1:00 PM Bureau Directors Meeting
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▲ **Fri, May 20**

All Day GFOA Conference

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▲ **Mon, May 23**

All Day GFOA Conference

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▲ **Tue, May 24**

All Day GFOA Conference

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▲ **Wed, May 25**

All Day GFOA Conference

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▲ **Thu, May 26**

9:00 AM – 10:00 AM OMF/CBO Check-in  
1:30 PM – 2:00 PM HUD/eLOCCS recertification  
3:00 PM – 4:00 PM Meet with Accounting Staff

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▲ **Fri, May 27**

8:30 AM – 9:00 AM CAO/CFO Check-in  
10:30 AM – 11:30 AM Financial Indicators  
12:00 PM – 1:00 PM OMF-General Information Session

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▲ **Mon, May 30**

All Day Memorial Day

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▲ **Tue, May 31**

9:30 AM – 10:00 AM EBS/BHR/BRES Check-in  
10:00 AM – 11:00 AM CFO/Debt Manager Check-in  
11:00 AM – 11:30 AM Pre-Briefing on City Financial Condition and Forecast  
1:00 PM – 2:00 PM CFO/Revenue Director Check-in  
2:00 PM – 3:00 PM Housing Bond Meeting

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June 2016

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▲ **Wed, Jun 1**

8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning  
10:00 AM – 10:30 AM Hands on Approver training/P&F

11:00 AM – 12:00 PM CFO/Controller Check-in  
12:00 PM – 1:00 PM Updated Invitation: Levee Ready Columbia Admin)

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▲ **Thu, Jun 2**

7:45 AM – 2:00 PM Bureau Directors Meeting  
3:00 PM – 5:00 PM URM Policy Committee Meeting - Review Recommendations  
6:00 PM – 8:00 PM URM Policy Committee - Public Meeting

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▲ **Fri, Jun 3**

8:30 AM – 9:00 AM CAO/CFO Check-in  
11:00 AM – 12:00 PM CFO/City Treasurer Check-in  
1:00 PM – 2:00 PM Executive Equity Committee - Quarterly Meeting  
2:30 PM – 3:00 PM City Grants

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▲ **Mon, Jun 6**

9:00 AM – 11:00 AM OMF Leadership Team  
1:30 PM – 2:00 PM Block 25 - OTCT District Parking  
2:00 PM – 3:00 PM CFO/Chief Procurement Officer Check-in

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▲ **Tue, Jun 7**

9:00 AM – 9:15 AM CFO/BTS/TBC Check-in  
10:00 AM – 11:00 AM CFO/Debt Manager Check-in  
11:00 AM – 12:00 PM CFO/City Treasurer Check-in  
11:00 AM – 12:00 PM OMF Check-in with Mayor's Office Chief of Staff

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▲ **Wed, Jun 8**

8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning  
10:30 AM – 11:30 AM PDC Director & CFO biweekly check-in  
1:00 PM – 2:30 PM BRFS Division Managers  
2:00 PM – 3:00 PM Portland Building Information Session  
3:00 PM – 3:30 PM SAP Project - OMF Facilities Management  
4:00 PM – 5:00 PM Tax Supervising & Conservation Commission Hearing on Approved Budget

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▲ **Thu, Jun 9**

10:00 AM – 11:00 AM Green Accounting Discussion

11:00 AM – 12:00 PM CFO/Controller Check-in

1:30 PM – 3:30 PM Updated Invitation: June Levee Ready Columbia

5:30 PM – 8:30 PM PCDP's Interise Streetwise MBA Graduation Dinner and Awards Program

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▲ **Fri, Jun 10**

8:30 AM – 9:00 AM Foreclosure Procedures

3:00 PM – 4:00 PM CFO/Revenue Director Check-in

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▲ **Mon, Jun 13**

2:00 PM – 3:00 PM CFO/Chief Procurement Officer Check-in

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▲ **Tue, Jun 14**

9:00 AM – 10:00 AM CFO/Revenue Director Check-in

10:00 AM – 11:00 AM CFO/Debt Manager Check-in

11:00 AM – 12:00 PM CFO/City Treasurer Check-in

3:00 PM – 4:30 PM Accounting Advisory Committee

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▲ **Wed, Jun 15**

9:30 AM – 10:00 AM Check in w/ Sr Business Operations Manager

10:00 AM – 11:00 AM Pen 1 Boundary Issue

2:30 PM – 3:00 PM Grant Information Request

3:00 PM – 4:00 PM Accounting Supervisors Meeting

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▲ **Thu, Jun 16**

3:30 PM – 4:00 PM SAP Project briefing

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▲ **Fri, Jun 17**

9:00 AM – 10:00 AM Financial Indicators

10:30 AM – 11:00 AM WB Director/CFO phone call

11:00 AM – 12:00 PM Water Testing Contract meeting

1:30 PM – 2:00 PM CFO/Controller Check-in

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▲ **Mon, Jun 20**

9:00 AM – 11:00 AM OMF Leadership Team  
1:00 PM – 2:30 PM BRFS Equity Committee Plan  
2:00 PM – 3:00 PM CFO/Chief Procurement Officer Check-in  
3:10 PM – 3:30 PM Government Transparency  
3:30 PM – 4:00 PM Legislative briefing - 2016 wrap up; 2017 look ahead  
4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff

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▲ **Tue, Jun 21**

9:00 AM – 9:30 AM Value Capture Check-In  
9:30 AM – 10:30 AM Council Work Session on Parks Bldg  
11:00 AM – 12:00 PM CFO/City Treasurer Check-in  
1:00 PM – 2:00 PM CFO/Revenue Director Check-in

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▲ **Wed, Jun 22**

8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning  
11:00 AM – 12:00 PM CFO/Controller Check-in  
1:30 PM – 2:30 PM BRFS Division Managers

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▲ **Thu, Jun 23**

9:00 AM – 10:00 AM HR 2.02 Refresher for Managers and Supervisors  
1:00 PM – 2:00 PM STR Briefing  
3:00 PM – 4:00 PM Capstone Meeting

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▲ **Fri, Jun 24**

8:30 AM – 9:00 AM CAO/CFO Check-in  
10:00 AM – 11:00 AM PAFR Preview w/CFO  
3:00 PM – 3:30 PM CHECK IN: CFO and Com. Novick

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▲ **Mon, Jun 27**

10:00 AM – 10:30 AM Phone call with OST re. PERS/IAP

11:00 AM – 12:00 PM CFO/Chief Procurement Officer Check-in  
1:30 PM – 2:00 PM Professional Meeting  
4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff

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▲ **Tue, Jun 28**

9:30 AM – 10:00 AM EBS/BHR/BRFS Check-in  
10:00 AM – 11:00 AM CFO/Debt Manager Check-in  
1:00 PM – 2:00 PM CFO/Revenue Director Check-in  
2:00 PM – 3:00 PM CFO/City Treasurer Check-in  
3:30 PM – 4:30 PM Portland Building Meeting

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▲ **Wed, Jun 29**

8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning  
9:30 AM – 10:30 AM Portland Building Financing Strategies/Bond Ordinance Preparation  
12:00 PM – 1:00 PM Invitation: Levee Ready Columbia Admin Subcommittee Meeting  
1:00 PM – 2:00 PM CFO/Controller Check-in  
3:00 PM – 4:00 PM OMF/CBO Check-in

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▲ **Thu, Jun 30**

All Day Out of Town

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