

April 2024

▲ Mon, Apr 1

- 9:30 AM – 11:00 AM OMF Leadership Team
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▲ Tue, Apr 2

- ▨ 9:00 AM – 10:00 AM BRFS Diversity and Equity Committee
 - 12:00 PM – 1:00 PM Client-Attorney Meeting
 - ▨ 1:00 PM – 2:00 PM Revenue Execs
 - ▨ 2:05 PM – 2:55 PM Tax Season Trivia
 - 4:00 PM – 4:30 PM Tuesday ELT
 - 7:00 PM – 8:00 PM Enterprise maintenance: TPB – Brief Downtime – Cisco IOS Patching
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▲ Wed, Apr 3

- 9:30 AM – 12:30 PM City Council
 - 11:00 AM – 11:30 AM Discuss PCEF Interest Income for Fire
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▲ Thu, Apr 4

- 9:00 AM – 10:00 AM DAM - Bureau Directors/Finance Managers Meeting - Q2 CSG
 - 12:00 PM – 12:10 PM Michael Jordan CAO & Thomas Lannom CFO quick check-in
 - 1:00 PM – 1:30 PM Local Budget Law Training
 - 3:00 PM – 3:15 PM Questions about PCC 7.12, 7.14, 12.15
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▲ Fri, Apr 5 & Mon, Apr 8

▲ Tue, Apr 9

- 9:30 AM – 11:30 AM Spring BuMP Council Work Session
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▲ Wed, Apr 10

- 9:30 AM – 12:30 PM City Council
 - 10:35 AM – 11:30 AM Recruitment Discussion
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▲ Thu, Apr 11

- 9:00 AM – 10:00 AM DCA Onboarding Planning
 - 10:00 AM – 11:00 AM Pcard Policy Meeting 5
 - 11:30 AM – 1:00 PM Thursday ELT
 - 2:00 PM – 4:30 PM Spring BuMP Council Hearing
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▲ **Fri, Apr 12**

- 8:30 AM – 9:15 AM Special VDF Meeting (VIRTUAL MEETING)
 - 10:00 AM – 10:15 AM Telephone Call w/ Thomas Lannom CFO *Confirmed
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▲ **Mon, Apr 15**

- 9:30 AM – 11:00 AM OMF Leadership Team
 - ▨ 2:00 PM – 2:45 PM NCAA Women's Regional Debrief
 - 6:30 PM – 8:30 PM Community Listening Session #3
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▲ **Tue, Apr 16**

- 8:30 AM – 8:55 AM Michael Jordan CAO & Thomas Lannom CFO
Lannom check-in
 - ▨ 10:05 AM – 10:55 AM Tax Season Trivia
 - ▨ 1:00 PM – 2:00 PM Revenue Execs
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▲ **Wed, Apr 17**

- 9:30 AM – 12:30 PM City Council
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▲ **Thu, Apr 18**

- 1:30 PM – 3:30 PM City of Portland 4Q23 Performance Report Meeting
with Hyas Group Via Zoom - Materials Attached
 - 3:00 PM – 4:00 PM Public Safety Long-Range Facility Planning
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▲ **Fri, Apr 19**

▲ **Mon, Apr 22**

- 4:30 PM – 6:30 PM Technology Oversight Committee
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▲ **Tue, Apr 23**

- ▨ 9:00 AM – 10:00 AM Vote: Bjornstrom, Sean | Veterans
 - 1:00 PM – 1:25 PM Ariba Check In
 - ▨ 1:00 PM – 2:00 PM Revenue Execs
 - 2:00 PM – 3:00 PM Pcard Policy Meeting 7
 - 3:30 PM – 4:00 PM Check In w/Revenue Director
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▲ **Wed, Apr 24**

- 9:30 AM – 12:30 PM City Council
 - ▨ 11:00 AM – 12:00 PM Prize Wheel
 - ▨ 1:30 PM – 2:45 PM FY 2023-24 Year-end Kickoff Meeting
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▲ **Thu, Apr 25**

- 11:30 AM – 1:30 PM Peer Panel and Workshop
 - 1:30 PM – 2:00 PM Demographic Data Check In
 - 2:30 PM – 3:00 PM Lawsuit
 - 3:00 PM – 3:30 PM Procurement Services Check-In
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▲ **Fri, Apr 26**

▲ **Mon, Apr 29**

- 9:30 AM – 11:00 AM OMF Leadership Team
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▲ **Tue, Apr 30**

- ▨ 1:00 PM – 2:00 PM Revenue Execs
 - ▨ 3:00 PM – 3:50 PM Tax Season Trivia
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May 2024

▲ **Wed, May 1**

- 9:30 AM – 12:30 PM City Council
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▲ **Thu, May 2**

- All Day Mayor's Proposed Budget Released
 - ▨ 9:15 AM – 9:45 AM BRFS/Class Comp Follow Up
 - 9:30 AM – 10:20 AM Discuss recruitments
 - 12:30 PM – 1:00 PM ELT Proposed Budget Preview
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▲ **Fri, May 3**

- 9:30 AM – 10:00 AM ARP IGA
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▲ **Mon, May 6**

- 9:00 AM – 10:00 AM Check on County IGA w/CFO
 - 1:00 PM – 2:00 PM Stakeholder recap
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▲ **Tue, May 7**

- ▨ 9:00 AM – 10:00 AM BRFS Diversity and Equity Committee
- 9:30 AM – 12:00 PM Budget Committee Work Session: Proposed Budget
- 12:00 PM – 12:30 PM Moss Adams Contract
- 2:00 PM – 2:30 PM Tax Administration

▲ **Wed, May 8**

9:30 AM – 12:30 PM City Council

▲ **Thu, May 9**

10:00 AM – 10:30 AM Confidentiality Code Amendment
 10:45 AM – 11:00 AM Calibration Dates
 11:30 AM – 1:00 PM ELT meeting
 12:45 PM – 1:45 PM Recruit Panel
 1:30 PM – 2:00 PM PCEF FY24 Budget
 2:00 PM – 6:00 PM Public Hearing on the Mayor's Proposed Budget
 3:00 PM – 4:00 PM Budget Notes

▲ **Fri, May 10**

9:00 AM – 10:00 AM Finance Review Team - VDF

▲ **Mon, May 13**

All Day BFM Opens for the OEO
 9:30 AM – 11:00 AM OMF Leadership Team

▲ **Tue, May 14**

8:30 AM – 8:40 AM Check in on Taxes Owed
 10:30 AM – 11:00 AM Confidentiality Check In
 1:00 PM – 2:00 PM Revenue Execs

▲ **Wed, May 15**

9:30 AM – 12:30 PM City Council
 10:00 AM – 11:30 AM IT Assessment: Technology Support Services and Sample of Bureaus Observation
 10:15 AM – 11:30 AM Virtual Meet & Greet - City Controller

▲ **Thu, May 16**

All Day OEO Submission Due EOD

▲ **Fri, May 17**

▲ **Mon, May 20**

10:30 AM – 11:00 AM Fairfax Decision Preview
 4:00 PM – 4:45 PM Michael Jordan CAO, Jonas B & Thomas Lannom CFO L check-in

▲ **Tue, May 21**

- 1:00 PM – 1:15 PM Success Factors Check-in
- ▨ 1:00 PM – 2:00 PM Revenue Execs
- 2:00 PM – 2:15 PM Success Factors Check-In
- 3:30 PM – 3:45 PM Success Factors Check-In
- 3:45 PM – 4:00 PM Success Factors Check-In

▲ **Wed, May 22**

- 9:30 AM – 12:30 PM City Council
- ▨ 10:30 AM – 11:00 AM Compliance Audit for the City of Portland, contract 31001843

▲ **Thu, May 23**

- 8:15 AM – 8:20 AM Jonas Biery
- 9:00 AM – 4:30 PM ELT Retreat – Charter Transition

▲ **Fri, May 24**

- 9:00 AM – 9:15 AM Success Factors Check-In

▲ **Mon, May 27**

- All Day Holiday - Memorial Day

▲ **Tue, May 28**

- 9:30 AM – 11:30 AM PCEF Budget Council Work Session
- 12:00 PM – 1:00 PM IAC - Quarterly Meeting(s)
- 12:00 PM – 1:00 PM Older Americans Month Panel
- ▨ 1:00 PM – 2:00 PM Revenue Execs
- 2:00 PM – 3:00 PM LMC Meeting
- 3:00 PM – 3:30 PM DEADLINE for BRFS Managers to Complete SF Self-Assessments
- 3:30 PM – 5:00 PM Success Factors Manager Assessments

▲ **Wed, May 29**

- 9:00 AM – 10:00 AM Charter Transition Town Halls
- 9:30 AM – 12:30 PM City Council
- ▨ 10:00 AM – 11:00 AM Tax Enforcement Meeting - Use this link
- ▨ 1:00 PM – 1:30 PM Huddle: KGW - Preschool & SHS tax

▲ **Thu, May 30**

- 10:30 AM – 11:30 AM Thursday Chiefs
- 3:00 PM – 4:00 PM Charter Transition Town Halls

▲ **Fri, May 31**

- 9:00 AM – 9:30 AM Tax Issue
- 1:00 PM – 2:00 PM Budget Advisory Committee meeting

June 2024

▲ **Mon, Jun 3**

- 1:00 PM – 1:30 PM Prep: External Stakeholder reporting meeting
- 3:00 PM – 3:30 PM mc2 May Report Interviews
- 3:30 PM – 4:00 PM Compliance Audit for the City of Portland, contract 31001843

▲ **Tue, Jun 4**

- 8:00 AM – 9:00 AM E-Gov Approvals
- ▨ 9:00 AM – 10:00 AM BRFS Diversity and Equity Committee
- 11:00 AM – 11:45 AM CFO Transition
- 12:00 PM – 12:45 PM COEP check in CONFIRMED
- ▨ 1:00 PM – 2:00 PM Revenue Execs
- 2:00 PM – 3:00 PM New mtg link for 6/4/24 LRC City Finance Subcommittee Meeting
- 4:00 PM – 4:45 PM Tuesday ELT

▲ **Wed, Jun 5**

- 9:30 AM – 12:30 PM City Council
- 3:00 PM – 4:00 PM CoP External Stakeholder Working Meeting - Billing Issues

▲ **Thu, Jun 6**

- 8:05 AM – 8:20 AM PMC Phone Call
- 8:30 AM – 9:00 AM EIS Discussion
- 9:00 AM – 9:15 AM CFO-Revenue Check-in (if needed)
- 1:00 PM – 2:00 PM BRFS Managers Success Factors Calibration Meeting
- 3:00 PM – 4:00 PM May LMC Meeting - Re-Scheduled
- 4:00 PM – 4:15 PM CFO/Revenue Director

▲ **Fri, Jun 7**

- 9:00 AM – 10:00 AM PIT Billing Issue - City Team Meeting
 - 1:00 PM – 2:00 PM PIT Stakeholder Check-In
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▲ **Mon, Jun 10**

- 9:30 AM – 11:00 AM OMF Leadership Team
 - 1:00 PM – 2:00 PM Metro/MC Billing Issues - Working Meeting #2
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▲ **Tue, Jun 11**

- 9:30 AM – 11:30 AM Tax Supervising & Conservation Commission Hearing on Approved Budget
 - 10:00 AM – 10:30 AM Check-In w/Revenue Director
 - 11:30 AM – 12:00 PM NOD Check-In (City Only)
 - 1:00 PM – 2:00 PM Billing Issues - Contingency Meeting 1
 - ▨ 1:00 PM – 2:00 PM Revenue Execs
 - 3:00 PM – 3:30 PM UFL/ROW mtg. (T. Lannom, E. Engstrom, J. Biery)
 - 4:00 PM – 4:10 PM Success Factors/PE
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▲ **Wed, Jun 12**

- 9:30 AM – 12:30 PM City Council
 - ▨ 12:00 PM – 1:00 PM Future Budget Process Project Input "Open House"
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▲ **Thu, Jun 13**

- 7:30 AM – 8:00 AM CFO transition
 - 9:00 AM – 10:00 AM NOD Check-In (City Only)
 - 10:00 AM – 10:15 AM Success Factors/PE
 - 10:45 AM – 11:00 AM Visit CFO Office
 - 11:30 AM – 1:00 PM ELT + DCAs Meeting
 - 1:30 PM – 1:45 PM Success Factors/PE
 - 2:00 PM – 2:15 PM Success Factors/PE
 - 3:00 PM – 3:15 PM Success Factors/PE
 - 3:30 PM – 4:30 PM Index Newspapers – Mediation and Settlement Discussions
 - 4:30 PM – 4:45 PM Audit Check-In
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▲ **Fri, Jun 14**

- 8:30 AM – 9:30 AM VDF Board Meeting - Annual Meeting (In-Person)
 - 1:00 PM – 2:00 PM Budget Notes: City Operations, City Administrator, Budget & Finance
 - ▨ 1:30 PM – 2:00 PM June Billing Discussion
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▲ **Mon, Jun 17**

▲ **Tue, Jun 18**

- 8:00 AM – 9:00 AM Review FIN
 - 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 10:00 AM – 10:30 AM Reminder about TLT Forecast
 - 11:00 AM – 12:00 PM CFO Transition
 - ▨ 1:00 PM – 2:00 PM Revenue Execs
 - 1:00 PM – 3:00 PM Retreat Prep
 - 3:00 PM – 3:30 PM June Billing Discussion
 - 3:30 PM – 4:00 PM Delegation memo
 - 4:00 PM – 4:30 PM Tuesday ELT
 - 4:30 PM – 5:00 PM Echo / Resumes
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▲ **Wed, Jun 19**

- 9:30 AM – 12:30 PM City Council
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▲ **Thu, Jun 20**

- 11:45 AM – 12:45 PM Review DoR letters
 - 1:00 PM – 3:00 PM Retreat Prep
 - 2:15 PM – 2:45 PM Discuss recruitments
 - 4:45 PM – 5:00 PM CES Rulemaking
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▲ **Fri, Jun 21**

- At 5:00 PM PADS CLOSES FOR ADOPTED NARRATIVE UPDATES
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▲ **Mon, Jun 24**

- 9:30 AM – 10:15 AM OMF Leadership Team
 - 11:30 AM – 12:00 PM All-Bureau and Office Briefing Booklet Prep Meeting
 - 3:00 PM – 4:00 PM Budget & Finance Leadership Team (Teams/location TBD)
 - 4:30 PM – 6:30 PM Technology Oversight Committee
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▲ **Tue, Jun 25**

- 9:00 AM – 9:30 AM Reminder to School Districts
- 10:00 AM – 11:00 AM ITS Steering Committee (Last before go live)
- ▨ 1:00 PM – 2:00 PM Revenue Execs
- 1:00 PM – 5:00 PM Retreat Prep

- 2:15 PM – 3:15 PM 2024 Classification and Compensation Study Budget & Finance Service Area Leaders Interview Session
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▲ **Wed, Jun 26**

- 9:30 AM – 12:30 PM City Council
 - 10:00 AM – 11:00 AM Kickoff - CoP External Stakeholder Reporting Steering Committee Meeting
 - 12:00 PM – 12:50 PM Deputy Directors Meeting
 - 12:00 PM – 1:00 PM Lunch-and-learn event with Adam Becenti, Tribal Relations Program Manager for the City of Portland
 - 12:00 PM – 1:00 PM VET Monthly Meeting
 - 2:00 PM – 3:00 PM Portland Revenue Division - Administrative Rule Hearing
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▲ **Thu, Jun 27**

- 9:30 AM – 10:00 AM Prosper Portland Discussion
 - 10:30 AM – 11:00 AM Check In
 - 11:30 AM – 1:00 PM Thursday ELT
 - 2:00 PM – 2:30 PM CES Admin Rule
 - 3:00 PM – 4:30 PM Retreat Prep
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