

January 2025

▲ Wed, Jan 1

All Day

Holiday - New Year's Day

▲ Thu, Jan 2

8:00 AM – 9:00 AM

Thomas / Jonas 1x1

9:00 AM – 9:30 AM

IGA Check-In

9:30 AM – 2:00 PM

City Council

12:00 PM – 1:00 PM

City Bureau Internal Coordination

2:00 PM – 2:30 PM

Audit/Accounting Mgr.-Director Check-in

3:00 PM – 3:30 PM

RDAB & HCP Anywhere File Tool - Regroup

▲ Fri, Jan 3

8:00 AM – 2:00 PM

▲ Mon, Jan 6

8:00 AM – 5:00 PM

▲ Tue, Jan 7

9:00 AM – 9:30 AM

Short Term Rental Enforcement

9:00 AM – 10:00 AM

CoP External Stakeholder Reporting Steering Committee Meeting

10:00 AM – 11:00 AM

ITS Cost Model Memos/Budget Regroup

10:00 AM – 11:00 AM

Multnomah County Board Briefing-Metro Tax Changes

1:00 PM – 2:00 PM

Revenue Exec Team

2:00 PM – 3:00 PM

Discussion of upcoming employee meeting

▲ Wed, Jan 8

12:30 PM – 1:30 PM

Council Committees - work session

3:00 PM – 3:50 PM

Citywide VPN Outage Coordination Call

▲ Thu, Jan 9

8:30 AM – 9:00 AM

Thomas / Jonas 1x1

9:30 AM – 12:00 PM

City Council Public Works - Work Session

10:00 AM – 11:00 AM

Budget & Finance Leadership Team

11:30 AM – 1:00 PM

Monthly ELT meeting

12:00 PM – 1:00 PM

City Bureau Internal Coordination

1:00 PM – 1:30 PM	BSD Manager/Revenue Director Check-In
1:30 PM – 2:30 PM	Hybrid; Pre-Fairfax Meeting
2:00 PM – 2:30 PM	Audit/Accounting Mgr.-Director Check-in
2:30 PM – 3:00 PM	Tax Division Mgr /Revenue Dir Standing Meeting

▲ **Fri, Jan 10**

8:00 PM – 2:00 PM

▲ **Mon, Jan 13**

8:00 AM – 5:00 PM

▲ **Tue, Jan 14**

7:00 AM – 5:00 PM

▲ **Wed, Jan 15**

8:30 AM – 9:30 AM	Execs one-off reschedule
10:00 AM – 11:30 AM	BTS Technology Partner Group - 2025 Series

▲ **Thu, Jan 16**

8:30 AM – 9:30 AM	Monthly Revenue Division AP Meeting
9:30 AM – 12:00 PM	Vibrant Communities Work Session
10:00 AM – 10:30 AM	Operations Manager/Revenue Director Check-in
2:00 PM – 2:30 PM	Audit/Accounting Mgr.-Director Check-in
2:00 PM – 2:30 PM	House Bill 2110 - 2025 Oregon Legislature
2:30 PM – 3:00 PM	Tax Division Manager/Revenue Director Standing Meeting

▲ **Fri, Jan 17**

9:30 AM – 11:30 AM	Executive Session - Council
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▲ **Mon, Jan 20**

All Day	Holiday - Martin Luther King Jr. Day
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▲ **Tue, Jan 21**

9:00 AM – 9:30 AM	Short Term Rental Enforcement
9:30 AM – 11:30 AM	Zenith Energy Terminal; Portland Terminal - work session
10:00 AM – 11:00 AM	Revenue Division Budget
11:00 AM – 12:00 PM	Liens Project Steering Committee
12:00 PM – 2:00 PM	Zenith Public Comment - Listening Lessons
1:00 PM – 2:00 PM	Revenue Exec Team

2:30 PM – 3:00 PM MC2 Consulting Interview - External Stakeholder Reporting Project

▲ **Wed, Jan 22**

10:00 AM – 10:55 AM OPTIONAL: Budget Office Hours
2:00 PM – 5:00 PM Mayor Wilson's Report on ending unsheltered homelessness - Work Session

▲ **Thu, Jan 23**

8:00 AM – 9:00 AM Thomas / Jonas 1x1
9:00 AM – 10:00 AM Operations/Budget & Finance LMC
9:30 AM – 12:00 PM Public Works - Work Session
10:00 AM – 11:00 AM Budget & Finance Leadership Team
1:00 PM – 1:30 PM BSD Manager/Revenue Director Check-In
2:00 PM – 2:30 PM Audit/Accounting Mgr.-Director Check-in
2:30 PM – 3:00 PM Tax Division Mgr/Revenue Dir Standing Meeting

▲ **Fri, Jan 24**

8:00 AM – 2:00 PM

▲ **Mon, Jan 27**

8:00 AM – 5:00 PM

▲ **Tue, Jan 28**

9:30 AM – 10:15 AM Foreclosure Prep
10:20 AM – 10:55 AM LAS Replacement Overview Prep
2:00 PM – 3:00 PM LMC Meeting
3:00 PM – 4:00 PM Internal City Meeting for Stakeholder Reporting Project

▲ **Wed, Jan 29**

9:00 AM – 10:00 AM HB 2110
10:00 AM – 11:00 AM Risk Meeting - Imaging and Remittance Project
12:00 PM – 1:00 PM VET Monthly Meeting

▲ **Thu, Jan 30**

9:30 AM – 10:00 AM Audit & Accounting Manager and Director Check In
9:30 AM – 12:00 PM Community and Economic Development - Work Session
11:00 AM – 11:30 AM Policy Analyst/Revenue Director Check-In
11:00 AM – 11:30 AM Quarterly Finance Committee Meeting
12:30 PM – 3:00 PM Drive to Salem

2:00 PM – 2:30 PM Audit/Accounting Mgr.-Director Check-in
3:00 PM – 5:00 PM Testify in Salem

▲ **Fri, Jan 31**

8:30 AM – 9:30 AM LAS Project Decision Review

February 2025

▲ **Mon, Feb 3**

9:30 AM – 11:30 AM City Council - Executive Session
9:30 AM – 12:00 PM City Operations - Work Session
9:30 AM – 12:00 PM City Operations - Work Session
1:00 PM – 2:30 PM BSD for Leadership (BFL) Quarterly Meeting

▲ **Tue, Feb 4**

9:00 AM – 10:00 AM CoP External Stakeholder Reporting Steering
Committee Meeting
9:00 AM – 10:00 AM LAS Project Replacement Overview
9:00 AM – 11:00 AM Facilities- Portland Building Occupancy Agreement
Review *In Person*
10:00 AM – 11:00 AM Revenue Division Budget
1:30 PM – 2:00 PM Revenue Exec Team
2:00 PM – 2:30 PM Position Glossary
3:00 PM – 3:15 PM Taxpayer Comms

▲ **Wed, Feb 5**

9:30 AM – 11:00 AM City Council: City Administrator Appointment
9:30 AM – 12:30 PM City Council
12:00 PM – 12:50 PM PADS Office Hours

▲ **Thu, Feb 6**

All Day Strike-DCTU (200 FTE)
10:00 AM – 11:00 AM Budget & Finance Leadership Team
2:00 PM – 2:30 PM Audit/Accounting Mgr.-Director Check-in
2:30 PM – 3:00 PM Tax Division Manager/Revenue Director Standing
Meeting

▲ **Fri, Feb 7**

8:00 AM – 2:00 PM

▲ **Mon, Feb 10**

9:30 AM – 11:30 AM	Transport and Infra. Cmttee Mtg
12:00 PM – 2:00 PM	Finance Committee Mtg
2:30 PM – 4:30 PM	Governance Cmttee Mtg

▲ **Tue, Feb 11**

9:30 AM – 11:30 AM	Arts and Economy Cmttee Mtg
12:00 PM – 12:30 PM	DO TIMESHEET
12:00 PM – 2:00 PM	Homeless and Housing Cmttee Mtg
2:30 PM – 4:30 PM	Community and Pub Safety Cmttee Mtg

▲ **Wed, Feb 12**

9:00 AM – 9:30 AM	Revenue Conversation
9:30 AM – 10:30 AM	District 1 Briefing on Risk and Foreclosures

▲ **Thu, Feb 13**

9:00 AM – 10:00 AM	Annual Taxpayer Communication Coordination Meeting
9:30 AM – 11:30 AM	Climate Resilience and Land Use Cmttee Mtg
10:15 AM – 10:30 AM	Operations Manager/Revenue Director Check-in
11:00 AM – 11:30 AM	Policy Analyst/Revenue Director Check-In
11:30 AM – 12:00 PM	Monthly ELT meeting
12:00 PM – 2:00 PM	Labor and Workforce Dev Cmttee Mtg
3:00 PM – 3:30 PM	MC2 Consulting Interview - External Stakeholder Reporting Project

▲ **Fri, Feb 14**

8:00 AM – 2:00 PM

▲ **Mon, Feb 17**

All Day	Holiday - President's Day
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▲ **Tue, Feb 18**

9:00 AM – 9:30 AM	Short Term Rental Enforcement
12:00 PM – 1:00 PM	Retirement Readiness
2:00 PM – 4:30 PM	City Council Work Session
2:00 PM – 4:30 PM	HOLD: Budget and Finance Work Session

▲ **Wed, Feb 19**

9:30 AM – 9:55 AM	External Stakeholder Ongoing Support Planning
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10:00 AM – 11:30 AM BTS Technology Partner Group - 2025 Series
6:00 PM – 9:00 PM City Council

▲ **Thu, Feb 20**

10:00 AM – 11:20 AM Budget & Finance Leadership Team
11:30 AM – 12:30 PM District 3 Briefing on Risk and Foreclosures
(confirmed)
1:00 PM – 1:30 PM BSD Manager/Revenue Director Check-In
2:00 PM – 2:30 PM Audit/Accounting Mgr.-Director Check-in

▲ **Fri, Feb 21**

10:00 AM – 11:00 AM ITS Steering Committee

▲ **Mon, Feb 24**

8:30 AM – 9:00 AM Thomas / Jonas 1x1
9:30 AM – 11:30 AM Transport and Infra. Cmttee Mtg
12:00 PM – 2:00 PM Finance Committee Mtg
2:30 PM – 4:30 PM Governance Committee Mtg

▲ **Tue, Feb 25**

9:00 AM – 10:00 AM Admin rules for Jonas
9:30 AM – 11:30 AM Arts and Economy Cmttee Mtg
10:00 AM – 11:00 AM Foreclosures - 3/5 Council prep (virtual)
11:00 AM – 12:00 PM Budget and IGA Billing
12:00 PM – 2:00 PM Homeless and Housing Cmttee Mtg
1:00 PM – 2:00 PM Revenue Exec Team
2:00 PM – 2:30 PM HB 2110 Next Steps
2:30 PM – 4:30 PM Community & Public Safety Cmttee Mtg
3:00 PM – 4:00 PM Internal City Meeting for Stakeholder Reporting
Project

▲ **Wed, Feb 26**

10:30 AM – 1:00 PM City/County Homeless Resp Sys - Work Session
12:00 PM – 1:00 PM VET Monthly Meeting
1:00 PM – 2:00 PM Deputy Directors in 2025
1:00 PM – 2:00 PM Deputy Directors Meeting

▲ **Thu, Feb 27**

7:45 AM – 1:00 PM DOR Processing Center Tour
9:00 AM – 10:00 AM Operations/Budget & Finance LMC
9:30 AM – 11:30 AM Climate Resilience and Land Use Cmttee Mtg

10:00 AM – 10:30 AM	Operations Manager/Revenue Director Check-in
11:00 AM – 11:30 AM	Policy Analyst/Revenue Director Check-In
12:00 PM – 2:00 PM	Labor and Workforce Dev Cmttee Mtg
1:00 PM – 2:00 PM	Revenue Supervisors and Managers Roundtable
2:00 PM – 2:30 PM	Audit/Accounting Mgr.-Director Check-in
2:30 PM – 3:00 PM	Tax Division Mgr /Revenue Dir Standing Meeting
3:30 PM – 4:00 PM	BSD Manager/Revenue Director Check-In

▲ **Fri, Feb 28**

10:00 AM – 11:00 AM	Release of CA's Recommended Budget
10:30 AM – 11:00 AM	Arts MeF

March 2025

▲ **Mon, Mar 3**

9:30 AM – 11:30 AM	Facilities- Portland Building Occupancy Agreement Review *In Person*
2:30 PM – 3:00 PM	FY 2024-25 Spring TAO Kickoff

▲ **Tue, Mar 4**

9:00 AM – 10:00 AM	CoP External Stakeholder Reporting Steering Committee Meeting
10:00 AM – 11:00 AM	Arts MeF – check in
11:00 AM – 12:00 PM	Budget and IGA Billing
1:00 PM – 2:00 PM	Revenue Exec Team

▲ **Wed, Mar 5**

9:30 AM – 12:30 PM	City Council
2:00 PM – 2:50 PM	Spring TAO Office Hours

▲ **Thu, Mar 6**

9:00 AM – 10:00 AM	Liens Project Steering Committee
10:00 AM – 11:00 AM	Arts MeF – check in
1:00 PM – 1:30 PM	BSD Manager/Revenue Director Check-In
2:00 PM – 2:30 PM	Audit/Accounting Mgr.-Director Check-in
2:30 PM – 3:00 PM	Tax Division Mgr /Revenue Dir Standing Meeting
4:00 PM – 4:30 PM	LMC Planning/Agenda

▲ **Fri, Mar 7**

12:00 PM – 1:00 PM	Thomas / Jonas 1x1
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▲ **Mon, Mar 10**

8:00 AM – 5:00 PM

▲ **Tue, Mar 11**

9:30 AM – 11:30 AM	Arts and Economy Cmttee Mtg
10:00 AM – 11:00 AM	Arts MeF – check in
10:00 AM – 11:30 AM	Budget & Finance Leadership Team
11:30 AM – 11:45 AM	Check In
12:00 PM – 2:00 PM	Homeless and Housing Cmttee Mtg
2:30 PM – 4:30 PM	Community and Pub Safety Cmttee Mtg

▲ **Wed, Mar 12**

9:30 AM – 12:00 PM	City Council Work Session: Auditor's Office
11:00 AM – 12:00 PM	Risk Meeting - Imaging and Remittance Project Series
2:00 PM – 2:30 PM	Spring TAO Office Hours #2

▲ **Thu, Mar 13**

9:30 AM – 11:30 AM	Climate Resilience and Land Use Cmttee Mtg
10:00 AM – 11:00 AM	Arts MeF – check in
11:00 AM – 11:30 AM	Policy Analyst/Revenue Director Check-In
11:30 AM – 1:00 PM	Monthly ELT meeting
12:00 PM – 2:00 PM	Labor and Workforce Dev Cmttee Mtg
1:00 PM – 1:30 PM	BSD Manager/Revenue Director Check-In
2:00 PM – 2:30 PM	Audit/Accounting Mgr.-Director Check-in
2:30 PM – 3:00 PM	Tax Division Mgr /Revenue Dir Standing Meeting
3:30 PM – 3:55 PM	External Stakeholder Reporting Ongoing Service Level

▲ **Fri, Mar 14**

8:00 AM – 2:00 PM

▲ **Mon, Mar 17**

8:30 AM – 9:30 AM	Bureau Council Coordinator 101
9:30 AM – 11:30 AM	Critical Energy Infrastructure Hub - Work Session

▲ **Tue, Mar 18**

9:00 AM – 9:30 AM	Short Term Rental Enforcement
10:00 AM – 11:00 AM	Arts MeF – check in

11:00 AM – 12:00 PM Budget and IGA Billing
1:00 PM – 2:00 PM City of Portland Employee Town Hall
3:00 PM – 3:30 PM BSD Pi Day

▲ **Wed, Mar 19**

9:00 AM – 10:00 AM Canceled: OMF Labor Management Committee
10:00 AM – 11:30 AM BTS Technology Partner Group - 2025 Series
6:00 PM – 9:00 PM City Council

▲ **Thu, Mar 20**

8:30 AM – 9:30 AM Monthly Revenue Division AP Meeting
8:30 AM – 2:00 PM Canceled event: RDAB Public Meeting and Executive Session @ Thu Mar 20, 2025 8:30am - 2pm (PDT)
10:00 AM – 11:00 AM Arts MeF – check in
11:00 AM – 12:00 PM Hybrid: Revenue All Staff
12:30 PM – 1:00 PM Rate Changes
1:00 PM – 1:30 PM BSD Manager/Revenue Director Check-In
3:30 PM – 4:30 PM ITS Steering Committee

▲ **Fri, Mar 21**

8:30 AM – 9:00 AM Thomas / Jonas 1x1 (virtual)
9:00 AM – 10:00 AM MEET: Revenue Concepts (virtual)

▲ **Mon, Mar 24**

9:30 AM – 11:30 AM Transport and Infra. Cmttee Mtg
12:00 PM – 3:00 PM Finance Committee Mtg

▲ **Tue, Mar 25**

9:00 AM – 10:00 AM Tax Season Breakfast XIII (Part One)
9:30 AM – 11:30 AM Arts and Economy Cmttee Mtg
11:00 AM – 12:00 PM Budget and IGA Billing
12:00 PM – 2:00 PM Homeless and Housing Cmttee Mtg
1:00 PM – 1:30 PM CES
1:00 PM – 2:00 PM Revenue Exec Team
2:00 PM – 3:00 PM LMC Meeting
2:30 PM – 4:30 PM Community & Public Safety Cmttee Mtg
3:30 PM – 5:00 PM FSB Fee Alternative Kickoff Discussion (in person preferred)

▲ **Wed, Mar 26**

9:00 AM – 10:00 AM Tax Season Breakfast XIII (Part Two)

10:00 AM – 10:30 AM MEET: Vacancy and Arts Tax
12:00 PM – 1:00 PM VET Monthly Meeting

▲ **Thu, Mar 27**

9:00 AM – 10:00 AM Operations/Budget & Finance Labor Management Committee
9:30 AM – 11:30 AM Climate Resilience and Land Use Cmttee Mtg
12:00 PM – 2:00 PM Labor and Workforce Dev Cmttee Mtg
2:00 PM – 2:45 PM Connect Re: CES Item

▲ **Fri, Mar 28**

9:00 AM – 9:25 AM External Reporting Ongoing Service Levels
4:30 PM – 5:00 PM CES

▲ **Mon, Mar 31**

2:00 PM – 3:00 PM ELT Meeting
2:30 PM – 4:30 PM Governance Committee Mtg