

Biery, Jonas Calendar

Wednesday, January 1, 2025 – Wednesday, April 30, 2025  
Time zone: (UTC-08:00) Pacific Time (US & Canada)  
(Adjusted for Daylight Saving Time)

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>
<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>
<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>	<a href="#">18</a>
<a href="#">19</a>	<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>	<a href="#">25</a>
<a href="#">26</a>	<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">31</a>	

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						<a href="#">1</a>
<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>
<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>
<a href="#">16</a>	<a href="#">17</a>	<a href="#">18</a>	<a href="#">19</a>	<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>
<a href="#">23</a>	<a href="#">24</a>	<a href="#">25</a>	<a href="#">26</a>	<a href="#">27</a>	<a href="#">28</a>	

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
						<a href="#">1</a>
<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>
<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>
<a href="#">16</a>	<a href="#">17</a>	<a href="#">18</a>	<a href="#">19</a>	<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>
<a href="#">23</a>	<a href="#">24</a>	<a href="#">25</a>	<a href="#">26</a>	<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>
<a href="#">30</a>	<a href="#">31</a>					

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
			<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>
<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>
<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>	<a href="#">18</a>
<a href="#">19</a>	<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>	<a href="#">25</a>
<a href="#">26</a>	<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>		

- Busy
- Tentative
- Free
- Out of Office
- Working Elsewhere
- Outside of Working Hours

## January 2025

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### ▲ Wed, Jan 1

■ 7:30 AM – 5:00 PM	Holiday
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### ▲ Thu, Jan 2

■ 8:00 AM – 9:00 AM	Check-in: Revenue Division Director Thomas Lannom
■ 9:30 AM – 2:30 PM	City Council Meeting
■ 2:45 PM – 3:30 PM	City Council Work Session
■ 3:45 PM – 6:00 PM	Bureau of Human Resources Executive Session

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### ▲ Fri, Jan 3

■ 8:00 AM – 9:00 AM	Check-in: Business Operations Manager Aaron Rivera
■ 9:00 AM – 9:30 AM	Civil Rights Education and Enforcement Center (CREEC) Financing
■ 9:30 AM – 10:00 AM	2025-26 Benefit Renewal
■ 10:00 AM – 12:00 PM	Budget Development Discussion
■ 12:00 PM – 12:30 PM	Check-in: Financial Analyst Ben Smith
■ 1:00 PM – 2:00 PM	Check-in: Director of City Budget Office Ruth Levine

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### ▲ Mon, Jan 6

■ 9:30 AM – 10:00 AM	Check-in: Deputy City Administrator Sara Morrissey
■ 10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■ 2:30 PM – 2:55 PM	City Administrator Michael Jordan and Director of City Budget Office Ruth Levine

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▲ **Tue, Jan 7**

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|----------------------|---|
| ■ 12:30 PM – 1:00 PM | Data-Informed Decision-Making Proposal (DIDM) |
| ■ 1:00 PM – 3:00 PM  | Leadership Team Meeting                       |

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▲ **Wed, Jan 8**

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|-----------------------|--|
| ■ 10:00 AM – 11:00 AM | 30x30 Data Collection Plan                               |
| ■ 11:00 AM – 12:00 PM | Check-in: Director of City Budget Office Ruth Levine     |
| ■ 12:30 PM – 1:30 PM  | Work Session: Council Committees                         |
| ■ 2:00 PM – 3:00 PM   | Zendesk Training - Budget & Finance                      |
| ■ 3:00 PM – 3:30 PM   | Check-in: Director of Small Donor Elections Susan Mottet |
| ■ 3:30 PM – 4:00 PM   | Meet: Audrey Zhao  |
| ■ 4:00 PM – 4:30 PM   | Check-in: City Treasurer Brigid O’Callaghan              |

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▲ **Thu, Jan 9**

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|-----------------------|---|
| ■ 8:30 AM – 9:00 AM   | Check-in: Revenue Division Director Thomas Lannom |
| ■ 10:00 AM – 11:00 AM | Budget & Finance Leadership Team                  |
| ■ 11:30 AM – 1:00 PM  | Monthly Executive Leadership Team (ELT) meeting   |
| ■ 1:00 PM – 1:30 PM   | NEX Strategies                                    |
| ■ 1:30 PM – 3:30 PM   | Leadership Team Meeting                           |
| ■ 2:30 PM – 4:30 PM   | Budget Proposal                                   |

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▲ **Fri, Jan 10**

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| ■ 8:00 AM – 8:15 AM | Natalie Sept, Carrie Belding and Hayley Blonsley |
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■ 9:00 AM – 10:00 AM	Check-in: Director of City Budget Office Ruth Levine
■ 10:00 AM – 11:30 AM	Finance Review Team – Visitor Development Fund
■ 11:30 AM – 12:30 PM	Check-in: Council President Elana Pirtle-Guiney and Director of City Budget Office Ruth Levine
■ 2:30 PM – 3:00 PM	Check-in: Executive Assistant Jenny Villarreal
■ 3:00 PM – 3:30 PM	Check in: Senior Project Manager Hayley Blonsley
■ 3:30 PM – 4:00 PM	City Ops, Budget & Finance Communications
■ 4:00 PM – 4:30 PM	In District Offices

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▲ **Mon, Jan 13**

■ 9:30 AM – 10:00 AM	Check-in: Deputy City Administrator Sara Morrissey
■ 10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■ 12:30 PM – 1:00 PM	Check-in: Director of City Budget Office Ruth Levine
■ 2:00 PM – 2:30 PM	Check-in: Council President Elana Pirtle-Guiney and Director of City Budget Office Ruth Levine
■ 4:30 PM – 5:00 PM	Budget Memo Review

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▲ **Tue, Jan 14**

■ 8:00 AM – 9:00 AM	Check-in: Business Operations Manager Aaron Rivera
■ 9:00 AM – 9:30 AM	Check-in: Grants Management Manager Sheila Craig
■ 10:30 AM – 11:30 AM	Risk Division - All Staff Meeting
■ 11:00 AM – 12:00 PM	City Administrator Michael Jordan
■ 1:00 PM – 3:00 PM	Leadership Team Meeting
■ 3:00 PM – 3:30 PM	Check-in: Risk Manager Patrick Hughes

■ 4:30 PM – 5:00 PM      Check-in: City Controller John Maloney

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▲ **Wed, Jan 15**

■ 8:00 AM – 8:30 AM      Check-in: Assistant City Administrator Annie Von Burg and Director of City Budget Office Ruth Levine

■ 9:00 AM – 11:00 AM      Shelter Strategy

■ 11:00 AM – 1:00 PM      Budget Proposal: Public Safety

■ 1:00 PM – 1:30 PM      Check-in: Equity Manager Juan Carlos Ocana-Chiu and Deputy City Administrator Sara Morrissey

■ 2:15 PM – 3:15 PM      2025 Tax Supervising & Conservation Commission (TSCC)/City of Portland Meeting

■ 4:30 PM – 5:00 PM      Management Meeting

■ 6:00 PM – 8:00 PM      City Council Meeting

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▲ **Thu, Jan 16**

■ 12:30 PM – 1:00 PM      Risk Meeting

■ 1:30 PM – 3:30 PM      Leadership Team Meeting

■ 3:00 PM – 4:00 PM      Budget Development Discussion

■ 4:15 PM – 4:45 PM      FY24-25 Budget Meeting

■ 6:00 PM – 8:00 PM      Portland Clean Energy Fund Committee Meeting

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▲ **Fri, Jan 17**

■ 8:00 AM – 8:30 AM      Meet: Lisa Abuaf (Prosper Portland)

■ 9:30 AM – 10:30 AM      Private Appointment

■ 9:30 AM – 11:30 AM      Executive Session - Bureau of Human Resources

■ 11:45 AM – 12:15 PM      Budget and Finance Budget Lead Check-in: Elizabeth Hilt

■ 1:00 PM – 1:30 PM	City Operations, Budget & Finance Communications
■ 1:30 PM – 2:00 PM	Check-in: Executive Assistant Jenny Villarreal
■ 2:15 PM – 2:30 PM	Check-in: Risk Manager Patrick Hughes
■ 2:30 PM – 3:00 PM	Emergency Management: Monthly Check-in
■ 3:00 PM – 3:30 PM	Check in: Senior Project Manager Hayley Blonsley

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▲ **Mon, Jan 20**

■ 7:30 AM – 5:00 PM	Holiday
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▲ **Tue, Jan 21**

■ 7:30 AM – 8:00 AM	Meet: Bureau of Technology Services Director Elyse Rosenberg
■ 8:30 AM – 9:00 AM	Check-in: Deputy City Administrator Sara Morrissey
■ 9:00 AM – 9:30 AM	Check-in: City Treasurer Brigid O'Callaghan
■ 9:30 AM – 10:30 AM	Check-in: Director of City Budget Office Ruth Levine
■ 1:00 PM – 3:00 PM	Leadership Team Meeting
■ 3:30 PM – 4:00 PM	Check-in: Risk Manager Patrick Hughes
■ 4:00 PM – 5:00 PM	Business Operations Leadership Team (BOLT) Meeting
■ 5:00 PM – 5:30 PM	Meet: Council President Elana Pirtle-Guiney

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▲ **Wed, Jan 22**

■ 8:00 AM – 8:30 AM	Public Works Budget Meeting
■ 9:00 AM – 10:00 AM	Org Changes and Interagency Agreements
■ 11:00 AM – 12:30 PM	Check-in: Director of City Budget Office Ruth Levine
■ 1:00 PM – 1:30 PM	30x30 Dashboard Discussion

■ 1:30 PM – 1:45 PM	Civil Rights Education and Enforcement Center (CREEC) /Americans with Disabilities Act (ADA) Meeting
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▲ **Thu, Jan 23**

■ 8:00 AM – 9:00 AM	Check-in: Revenue Division Director Thomas Lannom
■ 9:00 AM – 10:00 AM	Operations/Budget & Finance Labor Management Committee
■ 10:00 AM – 11:00 AM	Budget & Finance Leadership Team
■ 11:00 AM – 12:00 PM	Chief Financial Officer Check-In
■ 1:00 PM – 1:15 PM	Travel Expenses Review with OGR
■ 1:00 PM – 1:30 PM	Check-in: Human Resources Director Tracy Warren
▨ 1:00 PM – 2:00 PM	District 3 - Bi-weekly check-ins
■ 1:30 PM – 3:30 PM	Leadership Team Meeting
■ 3:00 PM – 4:00 PM	Budget Development Discussion
■ 4:30 PM – 4:55 PM	Civil Rights Education and Enforcement Center (CREEC) Financing check-in

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▲ **Fri, Jan 24**

■ 9:00 AM – 9:30 AM	Media: interview KATU
■ 10:00 AM – 11:30 AM	Finance Review Team – Visitor Development Fund
■ 11:30 AM – 12:00 PM	Check-in: Director of Small Donor Elections Susan Mottet
■ 12:30 PM – 1:30 PM	Labor prep - MAC Group
■ 1:30 PM – 2:00 PM	Check in: Executive Assistant Jenny Villarreal
■ 2:00 PM – 2:30 PM	Check-in: Senior Project Manager Hayley Blonsley
■ 3:00 PM – 3:30 PM	Travel Expenses Follow up with OGR

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▲ **Mon, Jan 27**

■ 7:30 AM – 8:00 AM	City Administrator Michael Jordan
■ 9:00 AM – 10:00 AM	Labor Relations Meeting
■ 10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■ 1:00 PM – 2:50 PM	Budget Proposal: Public Works
■ 2:15 PM – 3:00 PM	Meet: Councilor Green and DCA Jonas Biery
■ 4:00 PM – 5:00 PM	Private Appointment
■ 6:30 PM – 9:00 PM	District 4 Community Engagement Event

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▲ **Tue, Jan 28**

■ 8:00 AM – 9:00 AM	Check-in: Business Operations Manager Aaron Rivera
■ 9:00 AM – 9:30 AM	Check-in: City Controller John Maloney
■ 9:30 AM – 10:15 AM	Foreclosure Prep
■ 10:30 AM – 12:00 PM	Budget Proposal: City Operations and Budget & Finance
■ 12:00 PM – 12:30 PM	Budget Development
■ 12:30 PM – 1:00 PM	Check-in: Deputy City Administrator Sara Morrissey
■ 1:00 PM – 3:00 PM	Leadership Team Meeting
■ 3:00 PM – 3:15 PM	Bull Run Filtration Projects
■ 3:30 PM – 4:00 PM	Check-in: Grants
■ 4:00 PM – 5:00 PM	Check-in: Director of City Budget Office Ruth Levine
■ 6:30 PM – 9:00 PM	District 1 Community Engagement Event

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▲ **Wed, Jan 29**

■ 8:00 AM – 9:00 AM	Meet: Kezia Wanner
■ 9:00 AM – 10:00 AM	Portland Permitting & Development Reserve Policy Sponsor Meeting
■ 11:00 AM – 12:00 PM	Internal Service Fund Rate Modeling Project Discussion
■ 12:30 PM – 3:50 PM	PBEM Workshop/Retreat
■ 6:30 PM – 9:00 PM	District 2 Community Engagement Event

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▲ **Thu, Jan 30**

■ 8:00 AM – 9:00 AM	Coffee: Asena Lawrence and Jonas Biery
■ 9:30 AM – 10:00 AM	Laurie Wimmer and Director of City Budget Office Ruth Levine
■ 11:00 AM – 11:30 AM	Quarterly Finance Committee Meeting
■ 12:00 PM – 12:30 PM	Media Meeting - KATU
■ 1:30 PM – 3:30 PM	Leadership Team Meeting
■ 3:00 PM – 4:00 PM	Budget Development Discussion
■ 3:30 PM – 4:00 PM	Check-in: Director of City Budget Office Ruth Levine
■ 6:30 PM – 9:00 PM	District 3 Community Engagement Event

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▲ **Fri, Jan 31**

■ 10:00 AM – 10:30 AM	Check-in: Grants Management Manager Sheila Craig
■ 11:00 AM – 11:30 AM	Data-Informed Decision-Making Proposal (DIDM)
■ 11:30 AM – 12:00 PM	Budget and Finance Budget Lead Check-in: Elizabeth Hilt
■ 12:00 PM – 12:30 PM	Check-in: Senior Project Manager Hayley Blonsley

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|---------------------|--|
| ■ 1:00 PM – 1:30 PM | City Operations, Budget & Finance Communications                             |
| ■ 2:00 PM – 2:30 PM | Filtration Funding with Public Works Service Area Finance Lead Cecelia Huynh |
| ■ 2:30 PM – 3:15 PM | City/County Budget Discussion Part II  |

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## February 2025

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### ▲ Sat, Feb 1

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|----------------------|------------|
| ■ 9:30 AM – 12:00 PM | DCA huddle |
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### ▲ Mon, Feb 3

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|-----------------------|--|
| ■ 8:00 AM – 8:30 AM   | Sewer Bond Document Signing  |
| ■ 8:30 AM – 9:00 AM   | Purchasing Card (Pcard) Administration   |
| ■ 9:30 AM – 11:00 AM  | Executive Session - Bureau of Human Resources  |
| ■ 11:00 AM – 11:30 AM | Follow up Check-in: Laurie Wimmer and Director of City Budget Office Ruth Levine           |
| ■ 12:00 PM – 2:00 PM  | Check-in: City Administrator Michael Jordan and Director of City Budget Office Ruth Levine |
| ■ 2:00 PM – 2:30 PM   | Asset Management Audit   |
| ■ 3:00 PM – 6:00 PM   | Mayor/Executive Office Leadership and Management Meeting                                   |

### ▲ Tue, Feb 4

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|-----------------------|--|
| ■ 8:45 AM – 9:00 AM   | Briefing with City Operations Deputy City Administrator Sara Morrissey |
| ■ 10:00 AM – 11:00 AM | Private Appointment  |
| ■ 11:00 AM – 11:30 AM | Private Appointment  |
| ■ 12:00 PM – 1:00 PM  | Check-in: Director of City Budget Office Ruth Levine                   |

■ 1:00 PM – 3:00 PM	Leadership Team Meeting
■ 3:00 PM – 4:00 PM	Private Appointment

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▲ **Wed, Feb 5**

■ 8:00 AM – 8:30 AM	Gresham / Portland check-in: Steve Fancher and Jonas Biery
■ 8:30 AM – 9:00 AM	Check-in: Risk Manager Patrick Hughes
■ 9:30 AM – 12:00 PM	City Council Meeting
■ 12:30 PM – 1:00 PM	Check-in: Deputy City Administrator Sara Morrissey

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▲ **Thu, Feb 6**

■ 8:00 AM – 9:00 AM	Check-in: Senior Project Manager Hayley Blonsley
■ 9:00 AM – 9:15 AM	Check-in: Finance and Support Services Manager Cecelia Huynh
■ 10:00 AM – 11:00 AM	Budget & Finance Leadership Team
■ 11:00 AM – 12:00 PM	Check-in: Deputy City Administrator Sara Morrissey, Senior Project Manager Hayley Blonsley, and Executive Assistant Jenny Villarreal
■ 1:00 PM – 1:15 PM	Check-in: Debt Manager Matt Gierach
■ 1:30 PM – 3:30 PM	Leadership Team Meeting
■ 3:00 PM – 4:00 PM	Budget Development Discussion
■ 4:00 PM – 4:30 PM	Interagency Agreements (IAs)
■ 4:30 PM – 5:00 PM	Check-in: City Treasurer Brigid O'Callaghan

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▲ **Fri, Feb 7**

■ 8:00 AM – 8:30 AM	Portland Permitting & Development & Portland Bureau of Transportation interagency for the FY2025-26 budget
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■ 8:45 AM – 9:35 AM	Coffee: Keith Simovic (Moss Adams)
■ 10:00 AM – 11:30 AM	Finance Review Team - Visitor Development Fund
■ 11:45 AM – 12:00 PM	Deputy City Administrator Priya Dhanapal
■ 12:30 PM – 1:00 PM	Check-in: Director of Small Donor Elections Susan Mottet
■ 1:00 PM – 1:30 PM	City Operations, Budget & Finance Communications
■ 2:00 PM – 2:30 PM	Purchasing Cards Meeting
■ 2:30 PM – 3:15 PM	Check-in: Director of City Budget Office Ruth Levine
■ 3:30 PM – 4:15 PM	Coffee: Councilor Zimmerman

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▲ **Mon, Feb 10**

■ 7:00 AM – 8:00 AM	Water Filtration Discussion
■ 7:30 AM – 8:00 AM	Check in: Executive Assistant Jenny Villarreal
■ 8:30 AM – 9:00 AM	Check-in: Director of City Budget Office Ruth Levine
■ 10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■ 12:00 PM – 2:00 PM	Finance Committee Meeting

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▲ **Tue, Feb 11**

■ 8:00 AM – 9:00 AM	Check-in: Business Operations Manager Aaron Rivera
■ 9:00 AM – 9:30 AM	Check-in: City Controller John Maloney
■ 12:00 PM – 1:00 PM	Portland Insights Survey - preliminary briefing
■ 1:00 PM – 3:00 PM	Leadership Team Meeting

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▲ **Wed, Feb 12**

■ 9:30 AM – 10:30 AM	District 1 Briefing on Risk and Foreclosures
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■ 10:30 AM – 11:00 AM	Opioid Fund Budget Walk Through
■ 11:00 AM – 12:00 PM	Check-in: Director of City Budget Office Ruth Levine
■ 12:00 PM – 12:30 PM	Budget Communications
■ 1:00 PM – 1:30 PM	Purchasing Card Administration
■ 1:30 PM – 2:00 PM	City Operations, Budget & Finance Communications

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▲ **Thu, Feb 13**

■ 8:00 AM – 8:30 AM	Council President Request
■ 9:00 AM – 10:00 AM	Annual Taxpayer Communication Coordination Meeting
■ 10:30 AM – 11:30 AM	Weekly Check-In; Finance Chair: Staff
■ 11:30 AM – 12:00 PM	Monthly Executive Leadership Team meeting
■ 1:30 PM – 3:30 PM	Leadership Team Meeting
■ 3:00 PM – 4:00 PM	Budget Development Discussion
■ 4:15 PM – 5:00 PM	Check-in: Senior Project Manager Hayley Blonsley and Executive Assistant Jenny Villarreal

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▲ **Fri, Feb 14**

■ 2:00 PM – 2:30 PM	Check-in: Director of City Budget Office Ruth Levine, Deputy City Administrator Mike Myers, and Stephanie Howard
■ 3:00 PM – 5:00 PM	Check-in: Director of City Budget Office Ruth Levine

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▲ **Mon, Feb 17**

■ 7:30 AM – 5:00 PM	Holiday
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▲ **Tue, Feb 18**

■ 8:30 AM – 9:00 AM	Budget and Finance Budget Lead Check-in: Elizabeth Hilt
■ 9:30 AM – 10:00 AM	Budget Meeting
■ 10:00 AM – 11:00 AM	City Budget Office Council items
■ 1:00 PM – 3:00 PM	Leadership Team Meeting
■ 2:00 PM – 4:30 PM	Council Work Session

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▲ **Wed, Feb 19**

■ 7:30 AM – 8:00 AM	Meet: Bureau of Technology Services Director Elyse Rosenberg
■ 8:30 AM – 10:00 AM	Mayor/Executive Office Leadership and Management Meeting
■ 10:00 AM – 10:45 AM	Council Budget Meeting Scheduling
■ 11:00 AM – 12:00 PM	Check-in: Director of City Budget Office Ruth Levine
■ 1:00 PM – 1:30 PM	Check-in: Risk Manager Patrick Hughes
■ 1:30 PM – 2:00 PM	Check-in: City Treasurer Brigid O’Callaghan
■ 2:00 PM – 2:30 PM	Check-in: Public Information Officer Carrie Belding
■ 2:45 PM – 3:00 PM	City Auditor Chief Deputy Reed Brodersen
■ 3:30 PM – 4:00 PM	Emergency Management: Monthly Check-in

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▲ **Thu, Feb 20**

■ 7:10 AM – 7:30 AM	Check-in: Debt Manager Matt Gierach
■ 8:30 AM – 9:00 AM	Private Appointment
■ 9:00 AM – 9:30 AM	Sewer Bonds Check-In
■ 10:00 AM – 11:20 AM	Budget & Finance Leadership Team
■ 10:30 AM – 11:30 AM	Weekly Check-In; Finance Chair: Staff
■ 11:30 AM – 12:30 PM	District 3 Briefing on Risk and Foreclosures

■ 1:30 PM – 3:30 PM	Leadership Team Meeting
■ 3:00 PM – 4:00 PM	Budget Development Discussion
■ 5:00 PM – 5:30 PM	Audit Impact 2024 - Budget & Finance Review

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▲ **Fri, Feb 21**

■ 8:00 AM – 8:30 AM	Check-in: Senior Project Manager Hayley Blonsley
■ 8:30 AM – 9:00 AM	Clean Energy Fund
■ 9:00 AM – 10:00 AM	Check-in: Director of City Budget Office Ruth Levine
■ 10:00 AM – 11:30 AM	Finance Review Team - Visitor Development Fund
■ 1:00 PM – 1:30 PM	Budget & Finance Communications Check in
■ 1:30 PM – 2:15 PM	Check-in: Grants Management Manager Sheila Craig
■ 2:30 PM – 3:00 PM	Check in: Executive Assistant Jenny Villarreal

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▲ **Mon, Feb 24**

■ 7:30 AM – 8:00 AM	City Administrator Michael Jordan
■ 8:00 AM – 8:15 AM	Insurance Renewal Presentation Discussion
■ 8:30 AM – 9:00 AM	Check-in: Revenue Division Director Thomas Lannom
■ 9:30 AM – 10:00 AM	Check-in: Deputy City Administrator Sara Morrissey
■ 10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■ 12:00 PM – 2:00 PM	Finance Committee Meeting
■ 2:30 PM – 3:30 PM	Budget Document Review
■ 3:00 PM – 5:00 PM	Deferred Comp 4Q24 Committee Meeting

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▲ **Tue, Feb 25**

■ 8:00 AM – 9:30 AM	City Administrator Michael Jordan & Mayor Keith Wilson
■ 10:00 AM – 11:00 AM	Foreclosures - 3/5 Council prep
■ 11:00 AM – 11:30 AM	Briefing: Span of Control
■ 11:30 AM – 12:00 PM	Budget & Finance Communications Check in
■ 12:00 PM – 1:00 PM	Check-in: Director of City Budget Office Ruth Levine
■ 1:00 PM – 3:00 PM	Leadership Team Meeting
■ 3:00 PM – 4:00 PM	Governor Tina Kotek   Mayor Keith Wilson   Chair Jessica Vega Pederson
■ 4:00 PM – 4:30 PM	Business Operations Leadership Team (BOLT) Meeting
■ 4:40 PM – 5:00 PM	Check-in: Director of Small Donor Elections Susan Mottet

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▲ **Wed, Feb 26**

■ 8:00 AM – 9:00 AM	District 2 Briefing on Risk and Foreclosures
■ 9:00 AM – 10:00 AM	Sign Bond Documents
■ 10:30 AM – 11:00 AM	Check-in: Director of City Budget Office Ruth Levine
■ 11:00 AM – 11:30 AM	Check-in: Business Operations Manager Aaron Rivera
■ 12:00 PM – 12:30 PM	Check-in: City Controller John Maloney
■ 1:00 PM – 1:15 PM	Insurance Renewal Presentation Topics
■ 1:30 PM – 2:00 PM	Councilor Sameer Kanal
■ 3:00 PM – 3:30 PM	Budget & Finance Communications Check in

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▲ **Thu, Feb 27**

■ All Day	Out of Office
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▲ **Fri, Feb 28**

■ All Day Out of Office

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**March 2025**

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▲ **Mon, Mar 3**

■ All Day Out of Office

▲ **Tue, Mar 4**

■ All Day Out of Office

▲ **Wed, Mar 5**

■ 8:00 AM – 8:30 AM	Internal Service Fund Rates Project Kick-off Meeting
■ 8:30 AM – 8:45 AM	Briefing: Span of Control
■ 8:45 AM – 9:15 AM	Check-in: Senior Project Manager Hayley Blonsley
■ 9:30 AM – 1:30 PM	City Council Meeting
■ 2:00 PM – 2:45 PM	Prep for March 12 Budget meeting
■ 3:00 PM – 3:25 PM	Budget: City Administrator Michael Jordan
■ 5:15 PM – 6:00 PM	Mayor Keith Wilson

▲ **Thu, Mar 6**

■ 8:00 AM – 9:00 AM	Liability Underwriter Presentation
■ 9:30 AM – 10:15 AM	Check-in: Director of City Budget Office Ruth Levine
■ 10:30 AM – 11:30 AM	Weekly Check-In; Finance Chair: Staff
■ 11:30 AM – 12:00 PM	Councilor Dunphy and DCA Biery
■ 1:00 PM – 3:00 PM	Leadership Team Meeting

■ 2:00 PM – 4:00 PM	Executive Session - Bureau of Human Resources
■ 4:00 PM – 4:30 PM	MEET: Community Budget Meetings

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▲ **Fri, Mar 7**

■ 8:30 AM – 8:55 AM	Check-in: Equity Manager Juan Carlos Ocana-Chiu and Deputy City Administrator Sara Morrissey
■ 9:00 AM – 10:00 AM	Portland Clean Energy Fund
■ 10:00 AM – 10:15 AM	Check-in: Elizabeth Hilt and Jonas Biery
■ 11:30 AM – 11:55 AM	Legislative Updates District 3 & District 4
■ 12:00 PM – 1:00 PM	Check-in: Revenue Division Director Thomas Lannom
■ 1:00 PM – 1:30 PM	City Operations, Budget & Finance Communications
■ 1:30 PM – 2:00 PM	Check in: Executive Assistant Jenny Villarreal
■ 2:00 PM – 2:30 PM	Community Listening Session check-in

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▲ **Mon, Mar 10**

■ 7:30 AM – 8:00 AM	City Administrator Michael Jordan
■ 8:00 AM – 8:45 AM	Mayor/Executive Office Leadership and Management Meeting
■ 8:45 AM – 9:30 AM	Mayor/Executive Office Leadership and Management Meeting
■ 10:00 AM – 10:30 AM	Check-in: Deputy City Administrator Sara Morrissey
■ 1:00 PM – 1:30 PM	Community Listening Session Check-in
■ 1:30 PM – 2:00 PM	Check-in: City Controller John Maloney
■ 2:30 PM – 3:30 PM	Budget Briefing - City Administrator and Electeds
■ 4:00 PM – 5:00 PM	Budget Briefing - Budget & Finance / City Operations Service Areas

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▲ **Tue, Mar 11**

■ 8:00 AM – 9:00 AM	Check-in: Business Operations Manager Aaron Rivera
■ 9:00 AM – 9:30 AM	Check-in: Director of City Budget Office Ruth Levine, Lillian Nguyen
■ 10:00 AM – 11:30 AM	Budget & Finance Leadership Team
■ 11:30 AM – 12:00 PM	Check-in: Jonas Biery and Ryan Nielsen
■ 1:00 PM – 3:00 PM	Leadership Team Meeting
■ 4:00 PM – 5:00 PM	Budget & Finance service area management equity goals workgroup

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▲ **Wed, Mar 12**

■ 8:00 AM – 9:30 AM	Budget Discussion
■ 8:30 AM – 9:00 AM	Budget Listening Session Tech Options
■ 11:00 AM – 12:00 PM	Check-in: Director of City Budget Office Ruth Levine
■ 1:30 PM – 2:15 PM	Coffee: Lisa Abuaf and Jonas Biery
■ 2:30 PM – 3:00 PM	City Operations, Budget & Finance Communications
■ 3:00 PM – 3:30 PM	Check-in: Debt Manager Matt Gierach
■ 4:00 PM – 4:15 PM	Visitor Facilities Trust Account (VFTA) Prep

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▲ **Thu, Mar 13**

■ 8:00 AM – 9:00 AM	Org Change Technical Assessment
■ 9:00 AM – 10:00 AM	Budget Briefing: Public Works
■ 11:00 AM – 11:45 AM	MEET: Councilors Smith and Green - Labor and Workforce Development
■ 11:30 AM – 1:00 PM	Monthly Executive Leadership Team meeting

■ 12:20 PM – 1:00 PM	Check-in: Director of City Budget Office Ruth Levine, Owen Saites, Council President Elana Pirtle-Guiney
■ 1:30 PM – 3:30 PM	Leadership Team Meeting
■ 3:00 PM – 5:00 PM	Budget Development Discussion

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▲ **Fri, Mar 14**

■ 7:30 AM – 8:00 AM	Check in: Executive Assistant Jenny Villarreal
■ 8:30 AM – 9:30 AM	Visitor Development Fund Board Meeting
■ 10:00 AM – 10:30 AM	Data-Informed Decision-Making (DIDM)
■ 10:30 AM – 11:30 AM	Check-in: Director of City Budget Office Ruth Levine
■ 11:30 AM – 12:00 PM	Budget and Finance Budget Lead Check-in: Elizabeth Hilt
■ 12:00 PM – 12:30 PM	Check-in: Grants Management Manager Sheila Craig
■ 1:00 PM – 2:00 PM	Budget Briefing: Public Safety
■ 2:00 PM – 3:00 PM	Private Appointment
■ 3:00 PM – 3:30 PM	Check-in: Senior Project Manager Hayley Blonsley

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▲ **Mon, Mar 17**

■ 9:00 AM – 9:30 AM	City Administrator Michael Jordan
■ 10:00 AM – 10:30 AM	Financing Concept Discussion
■ 10:30 AM – 11:00 AM	Private Appointment
■ 11:00 AM – 11:30 AM	Check-in: Director of Small Donor Elections Susan Mottet
■ 12:30 PM – 1:00 PM	Check-in: Deputy City Administrator Priya Dhanapal
■ 1:00 PM – 1:30 PM	Check-in: Risk Manager Patrick Hughes
■ 1:30 PM – 2:00 PM	Check-in: Deputy City Administrator Sara Morrissey

■ 2:00 PM – 2:45 PM	Media: interview - Oregonian
■ 3:00 PM – 3:30 PM	Internal Service Fund Project Check-in
■ 3:30 PM – 4:00 PM	Business Operations Leadership Team (BOLT) Discussion (in person)
■ 4:00 PM – 4:30 PM	Private Appointment
■ 4:00 PM – 5:00 PM	Budget Briefing: Vibrant Communities

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▲ **Tue, Mar 18**

■ 8:00 AM – 9:00 AM	Budget Briefing: Community & Economic Development
■ 9:00 AM – 9:30 AM	Check-in: City Treasurer Brigid O’Callaghan
■ 10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■ 12:30 PM – 1:00 PM	Discuss City Budget Data
■ 1:00 PM – 2:00 PM	City of Portland Employee Town Hall: Budget
■ 2:00 PM – 3:00 PM	Leadership Team Meeting
■ 3:30 PM – 4:30 PM	Business Operations Leadership Team (BOLT) Meeting
■ 4:30 PM – 5:00 PM	Check-in: Public Information Officer Carrie Belding
■ 6:00 PM – 9:00 PM	District 3 Community Budget Listening Session

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▲ **Wed, Mar 19**

■ 8:00 AM – 8:15 AM	Call: Brian Kennedy, Chief Financial Officer at Metro Regional Government
■ 8:30 AM – 9:00 AM	Private Appointment
■ 9:00 AM – 9:30 AM	Chief Sustainability Officer Vivian Satterfield
■ 9:30 AM – 10:30 AM	Private Appointment
■ 10:30 AM – 11:00 AM	Performance Metrics   30x30 Project meeting
■ 11:30 AM – 12:30 PM	Budget & Finance Leadership Team

■ 1:00 PM – 2:00 PM	Check-in: Director of City Budget Office Ruth Levine
■ 2:00 PM – 3:00 PM	Fiduciary Fundamentals Training with Hyas Group/City of Portland
■ 3:00 PM – 3:30 PM	Check-in: City Controller John Maloney
■ 3:30 PM – 4:30 PM	Community Operations and Enhancements Program (COEP) Discussion
■ 6:00 PM – 9:30 PM	City Council Meeting

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▲ **Thu, Mar 20**

■ 8:30 AM – 9:30 AM	Check-in: Director of City Budget Office Ruth Levine
■ 10:00 AM – 11:00 AM	Briefing: Span of Control
■ 10:30 AM – 11:30 AM	Weekly Check-In: Finance Committee Chair
■ 1:00 PM – 1:30 PM	Emergency Management: Monthly Check-in (in person)
■ 1:30 PM – 3:30 PM	Leadership Team Meeting
■ 3:00 PM – 5:00 PM	Budget Development Discussion
■ 6:00 PM – 9:00 PM	District 1 Community Budget Listening Session

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▲ **Fri, Mar 21**

■ 8:30 AM – 9:00 AM	Check-in: Revenue Division Director Thomas Lannom
■ 9:00 AM – 10:00 AM	MEET: Revenue Concepts
■ 10:00 AM – 11:00 AM	Budget Development Discussion
■ 11:00 AM – 11:25 AM	Legislative Updates Districts 1 & 2
■ 11:30 AM – 12:00 PM	City Operations, Budget & Finance Communications
■ 1:00 PM – 2:00 PM	Prep: Bond Ordinance Draft for ADA Curb Ramp Financing
■ 2:00 PM – 3:00 PM	Spectator Venues Financial Advisory Group

■ 3:00 PM – 3:30 PM	Check-in: Senior Project Manager Hayley Blonsley
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▲ **Mon, Mar 24**

■ 9:00 AM – 9:30 AM	Check-in: City Controller John Maloney
■ 9:30 AM – 10:00 AM	Check-in: Deputy City Administrator Sara Morrissey
■ 10:00 AM – 11:00 AM	Weekly Check-In: Finance Committee Chair
■ 12:00 PM – 2:00 PM	Finance Committee Meeting
■ 3:00 PM – 4:00 PM	Budget Development Meeting

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▲ **Tue, Mar 25**

■ 7:30 AM – 8:00 AM	City Administrator Michael Jordan
■ 8:00 AM – 8:45 AM	Mayor/Executive Office Leadership and Management Meeting
■ 8:45 AM – 9:30 AM	Mayor/Executive Office Leadership and Management Meeting
■ 10:30 AM – 11:15 AM	Coffee: Tyler Frisbee and Jonas Biery
■ 11:30 AM – 12:00 PM	Human Resources Meeting
■ 1:00 PM – 3:00 PM	Leadership Team Meeting
■ 3:30 PM – 5:00 PM	Flood Safety Benefit (FSB) Fee Alternative Kickoff Discussion (in person preferred)
■ 5:15 PM – 6:45 PM	City Administrator Michael Jordan

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▲ **Wed, Mar 26**

■ 8:15 AM – 8:45 AM	Check-in: Grants Management Manager Sheila Craig
■ 8:45 AM – 9:30 AM	Payroll Staffing Discussion
■ 10:00 AM – 10:30 AM	MEET: Vacancy and Arts Tax
■ 11:00 AM – 12:00 PM	Check-in: Director of City Budget Office Ruth Levine

■ 1:00 PM – 1:45 PM	Payroll Staffing Discussion Follow-up
■ 2:00 PM – 2:45 PM	Discuss Grants Fund Report
■ 3:00 PM – 5:00 PM	Budget Development Discussion

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▲ **Thu, Mar 27**

■ 9:30 AM – 10:15 AM	Check-in: Business Operations Manager Aaron Rivera
■ 11:30 AM – 12:00 PM	Prep: Bloomberg Interview
■ 12:00 PM – 12:30 PM	Bloomberg Interview
■ 1:30 PM – 3:30 PM	Leadership Team Meeting

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▲ **Fri, Mar 28**

■ 10:00 AM – 10:30 AM	Check in: Executive Assistant Jenny Villarreal
■ 10:30 AM – 11:00 AM	City Operations, Budget & Finance Communications
■ 11:00 AM – 11:30 AM	Check-in: Senior Project Manager Hayley Blonsley
■ 11:30 AM – 12:00 PM	Budget and Finance Budget Lead Check-in: Elizabeth Hilt

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▲ **Mon, Mar 31**

■ 8:00 AM – 8:45 AM	Meet: Rob Martineau
■ 9:00 AM – 9:30 AM	Check-in: Risk Manager Patrick Hughes
■ 10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■ 12:45 PM – 1:00 PM	Community Operations and Enhancements Program (COEP)
■ 1:00 PM – 1:30 PM	Prep: First budget committee meeting
■ 1:30 PM – 2:30 PM	Private Appointment
■ 2:00 PM – 3:00 PM	Executive Leadership Team Meeting



■ 3:00 PM – 3:30 PM	Internal Service Fund Project Check-in
■ 3:30 PM – 4:15 PM	Portland Community Budget Advisors - Budget Briefing
■ 4:15 PM – 4:45 PM	Check-in: Debt Manager Matt Gierach

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## April 2025

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### ▲ Tue, Apr 1

■ 8:00 AM – 8:30 AM	Council Presentation Review
■ 8:30 AM – 9:00 AM	Check-in: Deputy City Administrator Sara Morrissey
■ 9:00 AM – 9:30 AM	Check-in: City Treasurer Brigid O'Callaghan
■ 9:30 AM – 10:00 AM	Check-in: Director of Small Donor Elections Susan Mottet
■ 10:00 AM – 10:30 AM	Check-in: Amanda Snell-Garcia and Jonas Biery
■ 10:30 AM – 11:30 AM	Check-in: Director of City Budget Office Ruth Levine
■ 12:00 PM – 1:00 PM	Finance Committee Meeting
■ 1:00 PM – 3:00 PM	Leadership Team Meeting
■ 3:00 PM – 4:00 PM	Budget & Finance Leadership Team
■ 6:00 PM – 9:00 PM	District 4 Community Budget Listening Session

### ▲ Wed, Apr 2

■ 7:30 AM – 8:00 AM	Visitor Development Fund Check In
■ 8:00 AM – 9:00 AM	Check-in: Revenue Division Director Thomas Lannom
■ 9:30 AM – 12:30 PM	City Council Meeting
■ 12:30 PM – 1:00 PM	Check-in: Senior Project Manager Hayley Blonsley
■ 1:30 PM – 4:00 PM	City Council Work Session

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▲ **Thu, Apr 3**

■ 8:00 AM – 9:00 AM	Budget Development Meeting
■ 9:15 AM – 10:00 AM	Check-in: Director of City Budget Office Ruth Levine
■ 10:30 AM – 11:30 AM	Weekly Check-In: Finance Committee Chair
■ 12:45 PM – 1:30 PM	ADA Financing/Bond Meeting
■ 2:00 PM – 3:30 PM	Executive Session - Bureau of Human Resources
■ 3:30 PM – 5:00 PM	Budget Development Discussion
■ 6:00 PM – 9:00 PM	District 2 Community Budget Listening Session

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▲ **Fri, Apr 4**

■ 7:30 AM – 8:00 AM	Check in: Executive Assistant Jenny Villarreal
■ 10:00 AM – 1:00 PM	Infrastructure Finance Authority (IFA) Board meeting (Salem)

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▲ **Mon, Apr 7**

■ 7:30 AM – 8:00 AM	City Administrator Michael Jordan
■ 8:00 AM – 8:45 AM	Mayor/Executive Office Leadership and Management Meeting
■ 8:45 AM – 9:30 AM	Mayor/Executive Office Leadership and Management Meeting
■ 9:30 AM – 11:30 AM	Transportation and Infrastructure Committee Meeting
■ 12:00 PM – 2:00 PM	Finance Committee Meeting
■ 2:30 PM – 3:30 PM	Council Budget Work Session prep for 4/16
■ 4:00 PM – 4:30 PM	Check-in: City Treasurer Brigid O'Callaghan
■ 4:30 PM – 5:00 PM	Monthly Financial Reporting
■ 5:00 PM – 5:15 PM	Check-in on Data Request

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▲ **Tue, Apr 8**

■ 8:00 AM – 8:30 AM	Meet: John Russell and Jonas Biery
■ 9:00 AM – 9:30 AM	Check-in: Deputy City Administrator Sara Morrissey
■ 10:00 AM – 11:00 AM	Budget Development Meeting
■ 11:30 AM – 12:00 PM	Check-in: City Controller John Maloney
■ 1:00 PM – 3:00 PM	Leadership Team Meeting
■ 3:15 PM – 4:30 PM	Check-in: Director of City Budget Office Ruth Levine

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▲ **Wed, Apr 9**

■ 8:30 AM – 9:00 AM	Check-in: Grants Management Manager Sheila Craig
■ 9:00 AM – 10:00 AM	City Budget Office Meeting
■ 10:00 AM – 11:00 AM	Parking Policy Review
■ 12:00 PM – 1:00 PM	Airbnb Programming Next Steps
■ 2:00 PM – 2:30 PM	Emergency Management: Monthly Check-in
■ 3:00 PM – 4:00 PM	Check-in: Business Operations Manager Aaron Rivera

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▲ **Thu, Apr 10**

■ 8:00 AM – 8:45 AM	Private Appointment
■ 9:30 AM – 11:30 AM	Climate, Resilience, and Land Use Committee Meeting
■ 10:30 AM – 11:30 AM	Weekly Check-In: Finance Committee Chair
■ 11:30 AM – 1:00 PM	Monthly Executive Leadership Team meeting
■ 1:30 PM – 2:30 PM	City of Portland Employee Town Hall
■ 2:30 PM – 3:00 PM	Leadership Team Meeting
■ 3:00 PM – 5:00 PM	Budget Development Discussion

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▲ **Fri, Apr 11**

■ 8:30 AM – 9:30 AM	Coffee - Thomas Puttman
■ 10:00 AM – 10:30 AM	Check-in: City Treasurer Brigid O’Callaghan and Controller John Maloney
■ 10:30 AM – 10:45 AM	Meet: Carmen Thompson and Jonas Biery
■ 11:00 AM – 11:30 AM	Check-in: Equity Manager Juan Carlos Ocana-Chiu and Deputy City Administrator Sara Morrissey
■ 11:30 AM – 12:00 PM	Budget and Finance Budget Lead Check-in: Elizabeth Hilt
■ 12:30 PM – 1:00 PM	Check-in: Senior Project Manager Hayley Blonsley
■ 1:00 PM – 1:30 PM	City Operations, Budget & Finance Communications
■ 1:30 PM – 1:45 PM	Check in: Executive Assistant Jenny Villarreal

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**Sun, Apr 13**

■ 9:30 AM – 1:30 PM	Budget Strategy Discussion
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▲ **Mon, Apr 14**

■ 8:00 AM – 10:00 AM	Deputy City Administrator Emergency Management Workshop
■ 10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■ 12:30 PM – 2:30 PM	Discuss: Future of City Budget Office
■ 2:30 PM – 3:00 PM	Check-in: Director of Small Donor Elections Susan Mottet
■ 3:00 PM – 3:30 PM	Internal Service Fund Project Check-in
■ 4:00 PM – 4:30 PM	Meet: Councilor Olivia Clark

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▲ **Tue, Apr 15**

■ 8:00 AM – 8:45 AM	Coffee: Manager Financial Systems and Training Cynthia Dominguez
■ 9:00 AM – 9:30 AM	Check-in: City Treasurer Brigid O’Callaghan
■ 10:00 AM – 11:00 AM	Budget Development Meeting
■ 11:30 AM – 12:00 PM	Check-in: Risk Manager Patrick Hughes
■ 12:00 PM – 1:00 PM	Communications Reset: strategy and staffing discussion
■ 1:00 PM – 3:00 PM	Leadership Team Meeting
■ 3:00 PM – 4:00 PM	Budget & Finance Leadership Team
■ 4:00 PM – 5:00 PM	Flood Safety Benefit (FSB) Fee Alternative Follow up Meeting

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▲ **Wed, Apr 16**

■ 8:00 AM – 8:30 AM	Check-in: Fire & Police Disability and Retirement Director Sam Hutchison
■ 8:45 AM – 9:45 AM	Arts Education and Access Fund (AEAF) Audit
■ 10:00 AM – 11:00 AM	Arts Tax Discussion with Councilor Dunphy
■ 11:00 AM – 12:00 PM	Check-in: Director of City Budget Office Ruth Levine
■ 1:00 PM – 4:00 PM	City Council Work Session (Draft Budget Recommendations)
■ 4:00 PM – 6:00 PM	HOLD for Council/TBD
■ 4:30 PM – 4:45 PM	Check-in: City Treasurer Brigid O’Callaghan and City Controller John Maloney
■ 6:00 PM – 9:00 PM	Council Meeting [HOLD]

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▲ **Thu, Apr 17**

■ 8:00 AM – 9:00 AM	Check-in: Revenue Division Director Thomas Lannom
■ 9:30 AM – 10:00 AM	MEET: Future Financing Concepts

■ 10:30 AM – 11:30 AM	Weekly Check-In; Finance Chair: Staff
■ 11:00 AM – 12:00 PM	Chief Financial Officer Check-In
■ 12:00 PM – 12:30 PM	Check-in: Deputy City Administrator Sara Morrissey
■ 1:00 PM – 1:30 PM	Check-in: Emergency Management / Budget & Finance Service Area
■ 1:30 PM – 3:30 PM	Leadership Team Meeting
■ 3:00 PM – 5:00 PM	Budget Development Discussion

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▲ **Fri, Apr 18**

■ 8:00 AM – 8:45 AM	Work Session & Committee Planning
■ 9:00 AM – 10:00 AM	Check-in: Director of City Budget Office Ruth Levine
■ 10:00 AM – 11:30 AM	Finance Review Team – Visitor Development Fund
■ 11:30 AM – 12:15 PM	MEET: Travel Portland – Visitor Development Fund
■ 1:00 PM – 1:30 PM	City Ops, Budget & Finance Communications
■ 1:30 PM – 2:00 PM	Check-in: Executive Assistant Jenny Villarreal

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▲ **Mon, Apr 21**

■ 7:30 AM – 5:00 PM	Out of Office
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▲ **Tue, Apr 22**

■ 7:30 AM – 5:00 PM	Out of Office
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▲ **Wed, Apr 23**

■ 9:00 AM – 10:00 AM	Budget Development Meeting
■ 10:30 AM – 11:00 AM	Check-in: City Controller John Maloney

■ 11:00 AM – 12:00 PM	Check-in: Director of City Budget Office Ruth Levine
■ 1:30 PM – 2:00 PM	Check-in: Grants Management Manager Sheila Craig
■ 2:00 PM – 2:30 PM	Check-in: Deputy City Administrator Sara Morrissey
■ 3:00 PM – 4:00 PM	Check-in: Business Operations Manager Aaron Rivera
■ 4:00 PM – 4:30 PM	Check-in: Fire & Police Disability and Retirement Director Sam Hutchison

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▲ **Thu, Apr 24**

■ 8:00 AM – 8:30 AM	Private Appointment
■ 9:00 AM – 10:00 AM	Operations/Budget & Finance Labor Management Committee
■ 10:30 AM – 11:30 AM	Weekly Check-In; Finance Chair: Staff
■ 12:00 PM – 1:00 PM	Prep: Finance Committee - May 12
■ 1:00 PM – 1:30 PM	City Ops, Budget & Finance Communications
■ 1:30 PM – 3:30 PM	Leadership Team Meeting
■ 3:00 PM – 5:00 PM	Budget Development Discussion

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▲ **Fri, Apr 25**

■ 10:30 AM – 11:00 AM	Check-in: Director of City Budget Office Ruth Levine
■ 11:30 AM – 12:00 PM	Budget and Finance Budget Lead Check-in: Elizabeth Hilt
■ 1:30 PM – 2:00 PM	Check-in: Executive Assistant Jenny Villarreal
■ 3:00 PM – 3:30 PM	Check in: Senior Project Manager Hayley Blonsley
■ 3:30 PM – 4:30 PM	Private Appointment

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▲ **Mon, Apr 28**

■ 8:30 AM – 9:00 AM	Annual Comprehensive Financial Report (ACFR) Prep Discussion
■ 9:30 AM – 10:00 AM	Check-in: Deputy City Administrator Sara Morrissey
■ 10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■ 12:00 PM – 2:00 PM	Finance Committee Meeting
■ 2:30 PM – 3:00 PM	Check-in: Susan Mottet and Jonas Biery
■ 3:00 PM – 3:30 PM	Internal Service Fund Project Check-in
■ 4:00 PM – 5:00 PM	MEET: Councilor Avalos

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▲ **Tue, Apr 29**

■ 9:00 AM – 9:30 AM	Check-in: City Treasurer Brigid O’Callaghan
■ 10:00 AM – 11:00 AM	Budget Development Meeting
■ 11:30 AM – 12:00 PM	Human Resources Check-In
■ 1:00 PM – 3:00 PM	Leadership Team Meeting
■ 3:00 PM – 4:00 PM	Budget & Finance Leadership Team

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▲ **Wed, Apr 30**

■ 8:30 AM – 9:00 AM	Check-in: Risk Manager Patrick Hughes
■ 11:00 AM – 12:00 PM	Check-in: Director of City Budget Office Ruth Levine
■ 3:00 PM – 4:30 PM	Business Operations Leadership Team (BOLT) Meeting

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