

Cmr: Commissioner
CA: City Administrator
ACA: Assistant City Administrator
DCA: Deputy City Administrator
Dir.: Director
CoS: Chief of Staff
VC: Vibrant Communities

July 2024

▲ Mon, Jul 1

■ 1:30 PM – 2:30 PM Office of Arts and Culture Director Chariti Montez /DCA
Sonia Schmanski

▲ Tue, Jul 2

■ 10:00 AM – 11:00 AM Mayor's Leadership Team: Calibration
■ 11:00 AM – 11:15 AM DCA Sonia Schmanski/ PBEM Dir. Shad Check-in RE
Weather
■ 11:45 AM – 1:30 PM Information Session: Deputy City Administrator
Executive Assistant (Administrative Specialist III)-
Multiple Positions
■ 1:30 PM – 3:00 PM Leadership Team Meeting
■ 3:00 PM – 4:00 PM DCA Sonia Schmanski/Portland Parks and Recreation
Dir. Adena Long 1:1

▲ Wed, Jul 3

■ 9:30 AM – 11:00 AM Council Session
■ 12:30 PM – 12:45 PM DCA Sonia Schmanski/ Portland Parks and Recreation
Deputy Director Todd Lofgren/ Vibrant Communities
Support Services Sustainable Future Program Manager
Sarah Huggins Check-in on Performance Indicator
Project

▲ Thu, Jul 4

■ All Day HOLIDAY

▲ Fri, Jul 5

■ 11:00 AM – 12:00 PM Blues Festival walk-through DCA Sonia Schmanski/CoS
Kellie Torres/Blues Festival promoters

▲ Mon, Jul 8

■ 8:00 AM – 8:30 AM CA Michael Jordan & DCA Sonia Schmanski 1:1

- 9:00 AM – 9:30 AM Monday morning huddle - Leadership Team
 - 12:00 PM – 1:00 PM Portland Parks and Recreation Deputy Director Todd Lofgren /CoS Kellie Torres/DCA Sonia Schmanski check in
 - 1:00 PM – 2:00 PM Office of Arts and Culture Director Chariti Montez/CoS Kellie Torres/DCA Sonia Schmanski
 - 4:30 PM – 5:00 PM Portland Parks and Recreation Deputy Director Todd Lofgren/ Portland Parks and Recreation Dir. Adena Long /DCA Sonia Schmanski/CoS Kellie Torres/ Vibrant Communities Support Services Finance Property & Technology Manager Claudio Campuzano Budget process check-in
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▲ **Tue, Jul 9**

- 11:15 AM – 12:00 PM DCA Sonia Schmanski/Peter Johnson Portland Waterfront Pavilion Managing Director check-in
 - 12:05 PM – 12:50 PM VC PP&R Budget update- CA Michael Jordan/DCA Schmanski/ DCA Jonas Biery/ Portland Parks and Recreation Dir. Adena Long/ Vibrant Communities Support Services Finance Property & Technology Manager Claudio Campuzano
 - 1:00 PM – 3:00 PM Leadership Team Meeting
 - 3:00 PM – 4:00 PM DCA Sonia Schmanski/Portland Parks and Recreation Dir. Adena Long 1:1
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▲ **Wed, Jul 10**

- 9:30 AM – 12:00 PM Council
 - 1:30 PM – 2:00 PM MEET: DCA Intro meeting - DCA Sonia Schmanski/CoS Bobby Lee
 - 2:00 PM – 5:00 PM Council
 - 3:00 PM – 4:00 PM VC Performance Indicator Project - Meeting #1, VC Leadership
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▲ **Thu, Jul 11**

- 7:30 AM – 9:00 AM VC Leadership Team Meeting
 - 9:30 AM – 10:25 AM Intern with Cmr. Ryan Office Senya/DCA Sonia Schmanski coffee
 - 10:30 AM – 11:00 AM Keller Next Steps
 - 11:30 AM – 1:00 PM Thursday ELT
 - 1:30 PM – 3:30 PM Leadership Team Meeting
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▲ **Fri, Jul 12**

- 11:30 AM – 11:55 AM Technical Implementation of Organizational Change (Steering Committee)

■ 12:30 PM – 1:00 PM VC- Poll Draft Review, VC Leadership/FM3

▲ **Mon, Jul 15**

■ 9:00 AM – 9:30 AM Monday morning huddle - Leadership Team

■ 9:30 AM – 9:55 AM Meet: Check-in on Vibrant Communities: State Funding Requests, Office of Government Relationships Director Sam Chase/DCA Sonia Schmanski/CoS Kellie Torres/ Cmr. Rubio CoS Jillian Schoene

■ 12:00 PM – 1:00 PM Comms coordination follow-up, DCA Sonia Schmanski/CoS Kellie Torres/Portland Parks and Recreation Deputy Director Todd Lofgren

■ 2:00 PM – 2:30 PM Vibrant Communities Leadership Team re-do, DCA Sonia Schmanski/CoS Kellie Torres/Portland Parks and Recreation Dir. Adena Long

▲ **Tue, Jul 16**

■ 9:00 AM – 9:30 AM DCA Sonia Schmanski/CoS Kellie Torres check-in

■ 11:00 AM – 12:00 PM Office of Arts and Culture Director Chariti Montez/DCA Sonia Schmanski check in

■ 12:00 PM – 1:00 PM Kate Merrill, The Standard/Office of Arts and Culture Director Chariti Montez/DCA Sonia Schmanski lunch

■ 12:00 PM – 1:00 PM Mayor's Leadership Team: Calibration

■ 1:00 PM – 3:00 PM Leadership Team Meeting

■ 3:00 PM – 4:00 PM DCA Sonia Schmanski/Portland Parks and Recreation Dir. Adena Long 1:1

■ 4:00 PM – 5:00 PM Mayor's Office Skye Bocker-Knapp/DCA Sonia Schmanski

▲ **Wed, Jul 17**

■ 9:30 AM – 12:00 PM Council

■ 2:00 PM – 5:00 PM Council

▲ **Thu, Jul 18**

■ 8:30 AM – 11:30 AM Hoyt Arboretum Tour

■ 11:30 AM – 12:00 PM DCA Executive Assistant Selection Discussion, DCA Office and Bureau Human Resources Human Resources Analyst II Loan Tran Polanco

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

■ 2:00 PM – 3:00 PM VC Check in, Cmr. Dan Ryan/ Cmr. CoS T.J. McHugh/Intern Cmr Ryan Office Senya/DCA Sonia Schmanski/CoS Kellie Torres

▲ **Fri, Jul 19**

- 10:00 AM – 10:30 AM Zidell Development Coordination Mtg., CA Michael Jordan/DCA Priya Dhanapal/DCA Sonia Schmanski/DCA Donnie Oliveira
- 1:00 PM – 2:00 PM Cmr Dan Ryan/Cmr CoS T.J. McHugh/DCA Sonia Schmanski/ CoS Kellie Torres check in
- 2:30 PM – 3:30 PM Cmr Dan Ryan/ DCA Sonia Schmanski

▲ **Mon, Jul 22**

- 8:30 AM – 9:00 AM Portland Parks and Recreation Deputy Director Todd Lofgren /CoS Kellie Torres/DCA Sonia Schmanski
- 9:00 AM – 9:30 AM Monday morning huddle - Leadership Team
- 9:30 AM – 10:00 AM Waterfront Bowl, CoS Bobby Lee/Mayor's Deputy CoS Andrew Fitzpatrick
- 12:00 PM – 1:30 PM PPF Board Meeting
- 12:30 PM – 1:30 PM City Administrator Listening Session: Portland Leadership Team
- 1:30 PM – 1:45 PM Arts/Think Out Loud Prep, DCA Sonia Schmanski/ Office of Arts and Culture Director Chariti Montez
- 2:00 PM – 3:00 PM Urban Forestry-Portland Permitting & Development Transition Update
- 4:00 PM – 5:00 PM CA Michael Jordan & DCA Sonia Schmanski 1:1

▲ **Tue, Jul 23**

- 11:00 AM – 12:00 PM Office of Arts and Culture Director Chariti Montez/CoS Kellie Torres/DCA Sonia Schmanski check in
- 12:00 PM – 12:55 PM DCA Sonia Schmanski/Office of Government Relations: Issue Sheets
- 1:00 PM – 2:00 PM Leadership Team Meeting
- 3:00 PM – 4:00 PM DCA Sonia Schmanski/Portland Parks and Recreation Dir. Adena Long 1:1
- 4:00 PM – 4:45 PM PP&R/VCSS Project Tracking, DCA Sonia Schmanski/Portland Parks and Recreation Dir. Adena Long/CoS Kellie Torres

▲ **Wed, Jul 24**

- 8:30 AM – 9:00 AM HR Check In: DCA Sonia Schmanski & Bureau of Human Resource Director Tracy Warren
- 1:30 PM – 2:00 PM North Portland Aquatic Center / North Portland parks briefing, DCA Sonia Schmanski/CoS Kellie Torres/ Portland Parks and Recreation Dir. Adena Long 1:1/ Directors Assistant Coordinator II Joey Furuto/ Capital Project Manager III Robin Johnson Craig
- 1:30 PM – 3:30 PM HOLD: DCA Sonia Schmanski/CoS Kellie Torres Priority Items
- 2:30 PM – 3:00 PM Mayor's Office Skye Bocker-Knapp pop-in

▲ **Thu, Jul 25**

- 11:00 AM – 11:30 AM Ombudsman Office Auditor Andy Stevens/
Ombudsman Office Auditor Jennifer Croft/DCA Sonia
Schmanski/CoS Kellie Torres/ Urban Forestry complaint
connect
- 1:00 PM – 1:30 PM NW Success, DCA Sonia Schmanski/Portland Parks and
Recreation Dir. Adena Long/CoS Kellie Torres/ Portland
Parks and Recreation Deputy Director Todd Lofgren
- 1:30 PM – 3:30 PM Leadership Team Meeting

▲ **Fri, Jul 26**

- 8:30 AM – 8:45 AM AMI on Park Properties
- 10:00 AM – 10:15 AM Information Share - Geographic Work Location
Exceptions
- 11:00 AM – 12:00 PM Cmr Staff Rep Margaux Weeke/DCA Sonia Schmanski
connect

▲ **Mon, Jul 29**

- 9:00 AM – 9:30 AM Monday morning huddle - Leadership Team
- ▨ 9:15 AM – 10:15 AM Team meeting - Cmr Dan Ryan/ DCA Sonia Schmanski
- 9:30 AM – 10:00 AM Labor peace check-in, DCA Sonia Schmanski/City
Attorney Brown Heidi/City Attorney Linda Law
- 12:00 PM – 1:00 PM Lunch with VC Equity & Inclusion Manager Amanda
Manjarrez/DCA Sonia Schmanski/CoS Kellie Torres

▲ **Tue, Jul 30**

- 9:00 AM – 10:00 AM Parks Permitting Discussion
- 11:00 AM – 12:00 PM Communications Officer scoping interview, DCA Sonia
Schmanski/ Communications Resource Coordinator
Shaina Hobbs/Incommon Agency
- 1:00 PM – 3:00 PM Leadership Team Meeting

▲ **Wed, Jul 31**

- 8:00 AM – 9:00 AM Geoffrey Hamlyn/DCA Sonia Schmanski re-connect-
information interview
- 10:00 AM – 12:00 PM Council
- 12:00 PM – 1:00 PM DCA Sonia Schmanski and ACA Annie Von Burg
- 1:00 PM – 1:30 PM Check-in: DCA Sonia Schmanski/CoS Kellie Torres/ VC
Equity & Inclusion Manager Amanda Manjarrez
- 2:00 PM – 5:00 PM Council
- 2:30 PM – 3:00 PM Labor Issue, CoS Bobby Lee/CA Michael Jordan/DCA
Sonia Schmanski/City Attorney Robert Taylor/DCA City
Operations Sara Morrissey

August 2024

Thu, Aug 1- Mon, Aug 5

▲ DCA Sonia Schmanski out of the office from Aug 1st at 2:30pm through Aug 5th at 7:30am

▲ Mon, Aug 5

- 8:30 AM – 9:00 AM Portland Parks and Recreation Deputy Director Todd Lofgren /CoS Kellie Torres/DCA Sonia Schmanski
 - 9:00 AM – 9:30 AM Monday morning huddle - Leadership Team
 - 9:30 AM – 10:00 AM Confirmed: Internal draft poll results, VC Leadership/FM3 Research Organization
 - 12:00 PM – 1:00 PM Office of Arts and Culture Director Chariti Montez/DCA Sonia Schmanski
 - 1:00 PM – 2:00 PM Halprin Landscape Conservancy/City Future of Keller Discussion, DCA Sonia Schmanski/DCA Donnie Oliveira/Spectator Venues Program Coordinator Lauren Broudy/ External Partnerships and Programs Karl Lisle
 - 2:30 PM – 3:00 PM DCA Sonia Schmanski/ Bureau of Environmental Services Becky Tilson check in
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▲ Tue, Aug 6

- 8:30 AM – 9:30 AM Meet: Pacific Northwest College of Art Jen Cole/DCA Sonia Schmanski /Office of Arts and Culture Director Chariti Montez
 - 10:00 AM – 11:00 AM Mayor's Leadership Team Meeting: Calibration
 - 11:00 AM – 11:45 AM PP&R SDC update, DCA Sonia Schmanski/Portland Parks and Recreation Dir. Adena Long/Portland Parks and Recreation Deputy Director Todd Lofgren
 - 11:30 AM – 12:30 PM Portland Parks and Recreation Mike Hutchison/DCA Sonia Schmanski
 - 1:30 PM – 3:00 PM Leadership Team Meeting
 - 3:00 PM – 4:00 PM DCA Sonia Schmanski/Portland Parks and Recreation Dir. Adena Long 1:1
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▲ Wed, Aug 7

- 9:30 AM – 12:00 PM Council
- 1:15 PM – 2:15 PM Coffee: DCA Sonia Schmanski and Oregon Symphony Isaac Thompson
- 2:00 PM – 5:00 PM Council
- At 3:00 PM Portland Parks and Recreation Dir. Adena Long/DCA Sonia Schmanski check in

■ 3:45 PM – 4:15 PM CoS Kellie Torres/DCA Sonia Schmanski

▲ **Thu, Aug 8**

■ 8:30 AM – 8:55 AM Meeting DCA Sonia Schmanski, DCA Priya Dhanapal & Portland Parks and Recreation Dir. Adena Long

■ 9:30 AM – 10:00 AM Portland Children's Levy Lisa Pellegrino/CoS Kellie Torres/DCA Sonia Schmanski

■ 1:00 PM – 1:30 PM Poll Briefing

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

■ 3:30 PM – 4:00 PM DCA Priya Dhanapal/DCA Sonia Schmanski connect

▲ **Fri, Aug 9**

■ 9:00 AM – 10:00 AM Mayor's Leadership Team: Friday All Staff Meeting

■ 12:00 PM – 1:00 PM Staffing Update, DCA Sara Morrissey /DCA Sonia Schmanski

■ 1:00 PM – 1:30 PM Event pilot, DCA Sonia Schmanski/Portland Parks and Recreation Dir. Adena Long/Portland Parks and Recreation Deputy Director Todd Lofgren/ CoS Kellie Torres

▲ **Mon, Aug 12**

■ 9:00 AM – 9:30 AM Monday morning huddle - Leadership Team

■ 4:00 PM – 4:20 PM Portland Parks and Recreation Margaret Evans /DCA Sonia Schmanski– Success Factors

▲ **Tue, Aug 13**

■ 9:00 AM – 9:25 AM CA Michael Jordan/DCA Sonia Schmanski/ DCA Priya Dhanapal check-in

■ 9:30 AM – 10:00 AM MEET: VCPoll Results Briefing, Mayor Wheeler/DCA Sonia Schmanski

■ 10:00 AM – 11:00 AM Mayor's Leadership Team Meeting: Calibration

■ 11:30 AM – 12:30 PM Bureau of Technology Services Elyse Rosenberg /DCA Sonia Schmanski lunch

■ 12:30 PM – 12:45 PM Natalie Sept call DCA Sonia Schmanski

■ 1:00 PM – 3:00 PM Leadership Team Meeting

■ 3:00 PM – 4:00 PM DCA Sonia Schmanski/Portland Parks and Recreation Dir. Adena Long 1:1

▲ **Wed, Aug 14**

■ 9:30 AM – 12:00 PM Council

■ 12:00 PM – 12:15 PM Check-in: DCA Sonia Schmanski/ DCA Sara Morrissey

■ 2:00 PM – 5:00 PM Council

▲ **Thu, Aug 15**

■	9:30 AM – 10:30 AM	MEET: Cmr. Carmen Rubio/OMSI Briefing, Cmr. CoS Jillian Schoene
■	10:45 AM – 11:50 AM	DCA, Director, Subject Matter Expert work session: Natural Resource Service Delivery
■	11:30 AM – 12:30 PM	VC Check In, Cmr. Dan Ryan/ Cmr. CoS T.J. McHugh/DCA Sonia Schmanski/ CoS Kellie Torres
■	12:30 PM – 1:00 PM	Review Polling Data, Cmr. CoS T.J. McHugh/DCA Sonia Schmanski
■	1:30 PM – 3:30 PM	Leadership Team Meeting
■	3:30 PM – 4:00 PM	Staff Safety
■	4:00 PM – 4:30 PM	NW Success, DCA Sonia Schmanski/ DCA Sara Morrissey

▲ **Fri, Aug 16**

■	8:00 AM – 8:30 AM	Coffee, Public Safety Svc Area Lee Ken/DCA Sonia Schmanski
■	9:00 AM – 10:00 AM	Mayor's Leadership Team: Friday All Staff Meeting
■	10:30 AM – 11:30 AM	Alex Zielinski, OPB /DCA Sonia Schmanski coffee
■	1:00 PM – 2:00 PM	Discuss and Advise, CA Michael Jordan/ ACA Annie Von Burg/DCA Sonia Schmanski/ DCA Sara Morrissey
■	2:00 PM – 3:00 PM	Office of Arts and Culture Director Chariti Montez/DCA Sonia Schmanski
■	3:00 PM – 3:30 PM	DCA Sonia Schmanski/ DCA Donnie Oliveira check in

▲ **Mon, Aug 19**

■	8:30 AM – 9:00 AM	Portland Parks and Recreation Deputy Director Todd Lofgren /CoS Kellie Torres/DCA Sonia Schmanski
■	9:00 AM – 9:30 AM	Monday morning huddle - Leadership Team
■	11:00 AM – 12:00 PM	Office of Arts and Culture Director Chariti Montez/DCA Sonia Schmanski
■	1:00 PM – 2:00 PM	Protec 17, DCA Sonia Schmanski/ CoS Kellie Torres/Protec 17 Union Members
■	3:30 PM – 4:30 PM	Facility & Staff Safety Discussion, DCA Public Safety Svc Area Mike Myers

▲ **Tue, Aug 20**

□	10:00 AM – 11:00 AM	DCA / Chiefs of Staff: Constituent Services, Mayor Wheeler
■	11:00 AM – 11:45 AM	VC Performance Indicator Project - Draft Webpage Review, DCA Sonia Schmanski/CoS Kellie Torres/ Vibrant Communities Support Services Sustainable Future Program Manager Sarah Huggins
■	1:00 PM – 3:00 PM	Leadership Team Meeting

■ 3:00 PM – 4:00 PM DCA Sonia Schmanski /Portland Parks and Recreation
Dir. Adena Long 1:1

▲ **Wed, Aug 21**

■ 8:30 AM – 9:00 AM Mayor Wheeler/ CA Check in

■ 9:00 AM – 12:00 PM Citywide Practices work session

■ 12:30 PM – 1:00 PM Fall BMP review, DCA Sonia Schmanski/ Portland Parks and Recreation Deputy Director Todd Lofgren

■ 1:00 PM – 1:30 PM P'5 (Rescheduled) DCA Sonia Schmanski/Cos Bobby Lee/ DCA Donnie Oliveira

■ 2:00 PM – 2:30 PM Portland Children's Levy Lisa Pellegrino /CoS Kellie Torres/DCA Sonia Schmanski

■ 3:30 PM – 3:45 PM VC poll comms planning, DCA Sonia Schmanski/ CoS Kellie Torres/Portland Parks and Recreation Deputy Director Todd Lofgren/ Mayor's Deputy Chief of Staff Cody Bowman

▲ **Thu, Aug 22**

■ 7:30 AM – 9:00 AM VC Leadership Team Meeting

■ 9:00 AM – 10:30 AM Future of Keller Collaborative Meeting

■ 12:30 PM – 1:00 PM PP&R SDC methodology update, DCA Sonia Schmanski/Portland Parks and Recreation Deputy Director Todd Lofgren

■ 1:30 PM – 2:00 PM VC Performance Indicator Dashboard Project - DCA Briefing

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

▲ **Fri, Aug 23**

■ 9:00 AM – 10:00 AM Mayor's Leadership Team: Friday All Staff Meeting

■ 10:00 AM – 1:00 PM Ride along with (Urban Forestry) PP&D Private Development team

■ 11:30 AM – 11:55 AM Technical Implementation of Organizational Change (Steering Committee)

▲ **Mon, Aug 26**

■ 8:30 AM – 9:00 AM VC Equity & Inclusion Manager Amanda Manjarrez/DCA Sonia Schmanski/CoS Kellie Torres

■ 9:00 AM – 9:30 AM Monday morning huddle - Leadership Team

■ 11:00 AM – 12:00 PM Office of Arts and Culture Director Chariti Montez/DCA Sonia Schmanski

■ 12:30 PM – 2:00 PM Lunch: DCA Sonia Schmanski/Oregon Symphony Isaac Thompson

- 3:30 PM – 4:30 PM DCA Sonia Schmanski/Portland Parks and Recreation Dir. Adena Long 1:1
- 4:30 PM – 5:30 PM Budget review PP&R, DCA Sonia Schmanski/CoS Kellie Torres/Portland Parks and Recreation Deputy Director Todd Lofgren/ Portland Parks and Recreation Dir. Adena Long/ Vibrant Communities Support Services Finance Property & Technology Manager Claudio Campuzano/ Portland Parks and Recreation Performance & Analysis Manager Analysis Bob Del Gizzi

▲ **Tue, Aug 27**

DCA Sonia Schmanski out of office today

▲ **Wed, Aug 28**

DCA Sonia Schmanski out of office today

Thu, Aug 29

DCA Sonia Schmanski out of office today

▲ **Fri, Aug 30**

- 9:00 AM – 10:00 AM Leadership Team Weekly Check in: Council Priorities Work Session
- 11:00 AM – 12:00 PM Mayor's Leadership Team: Council Agenda w/ Mayor
- 1:00 PM – 1:30 PM MEET: County / City Executive Check in (CoS Bobby Lee)

September 2024

▲ **Mon, Sep 2**

Holiday

▲ **Tue, Sep 3**

- 8:30 AM – 9:00 AM Review proposed response, DCA Sonia Schmanski/ Vibrant Communities Support Services Sustainable Future Program Manager Sarah Huggins
- 9:30 AM – 11:30 AM Council Priorities Work Session
- 11:30 AM – 12:30 PM Office of Arts and Culture Director Chariti Montez/DCA Sonia Schmanski
- 1:00 PM – 3:00 PM Leadership Team Meeting
- 3:00 PM – 3:30 PM DCA Sonia Schmanski/Portland Parks and Recreation Dir. Adena Long 1:1
- 4:00 PM – 4:30 PM CA Michael Jordan & DCA Sonia Schmanski 1:1
- 4:30 PM – 5:00 PM HOLD - P'5 Process Brainstorm, CA Michael Jordan/ DCA Sonia Schmanski/CoS Kellie Torres/ Office of Arts and Culture Director Chariti Montez

▲ **Wed, Sep 4**

- 9:30 AM – 12:00 PM Council
- 12:30 PM – 1:00 PM CA Michael Jordan/DCA Sonia Schmanski/ DCA Donnie Oliveira & DCA Jonas Biery - check-in
- 2:00 PM – 2:45 PM CONFIRMED: City Council OMSI IGA/ DCA Sonia Schmanski/Prosper Portland
- 2:00 PM – 5:00 PM Council

▲ **Thu, Sep 5**

- 9:00 AM – 9:30 AM Office of Government Relations Director I Nils Tillstrom/DCA Sonia Schmanski check-in
- 9:30 AM – 10:00 AM Portland Children's Levy Lisa Pellegrino /CoS Kellie Torres/DCA Sonia Schmanski
- 1:30 PM – 3:30 PM Leadership Team Meeting
- 2:00 PM – 5:00 PM Council
- 4:00 PM – 5:00 PM One Water and Natural Resources

▲ **Fri, Sep 6**

- 9:00 AM – 10:00 AM Mayor's Leadership Team: Friday All Staff Meeting
- 10:15 AM – 10:45 AM Ombudsman request check-in, DCA Sonia Schmanski/ Urban Forestry Jenn Cairo
- 11:00 AM – 11:30 AM Call Peter Johnson Portland Waterfront Pavilion Managing Director
- 11:30 AM – 11:55 AM Technical Implementation of Organizational Change (Steering Committee)
- 1:00 PM – 1:30 PM DCA Sonia Schmanski / Mult. County Margi Bradway Check-in

▲ **Mon, Sep 9**

- 9:00 AM – 9:30 AM Monday morning huddle - Leadership Team
- 12:00 PM – 12:30 PM PP&D Operations Update, DCA Sonia Schmanski/ Urban Forestry Jenn Cairo/ Portland Parks and Recreation Dir. Adena Long 1:1

▲ **Tue, Sep 10**

- 8:00 AM – 8:10 AM CA Michael Jordan & DCA Sonia Schmanski check-in
- 9:30 AM – 10:00 AM HR Check In: DCA Sonia Schmanski & Bureau of Human Resource Director II Tracy Warren
- 9:30 AM – 12:00 PM Update on Implementation of the Voter-Approved Charter Amendments Work Session
- 10:30 AM – 10:45 AM Call Andrew Proctor Literary Arts
- 1:00 PM – 3:00 PM Leadership Team Meeting

- 3:00 PM – 4:00 PM DCA Sonia Schmanski/Portland Parks and Recreation Dir. Adena Long 1:1
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▲ Wed, Sep 11

- 9:30 AM – 12:00 PM Council
 - 10:30 AM – 11:30 AM CoS Kellie Torres, DCA Sonia Schmanski, Executive Assistant Mickayla Phillis Check In
 - 1:00 PM – 2:00 PM Office of Arts and Culture Director Chariti Montez/DCA Sonia Schmanski
 - 1:30 PM – 2:00 PM AEAF audit kick off meeting, DCA Sonia Schmanski/ Audit Services Deputy Director Jenny Scott
 - 2:00 PM – 3:00 PM VC Performance Indicator Project - Meeting #2- DCA Sonia Schmanski/Portland Parks and Recreation Dir. Adena Long/ Portland Parks and Recreation Deputy Director Todd Lofgren/ Portland Children's Levy Lisa Pellegrino/ Office of Arts and Culture Director Chariti Montez/ Vibrant Communities Support Services Sustainable Future Program Manager Sarah Huggins
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▲ Thu, Sep 12

- 7:30 AM – 9:00 AM VC Leadership Team Meeting
 - 9:30 AM – 9:50 AM PPR budget guidance, CA Michael Jordan/DCA Sonia Schmanski/ Portland Parks and Recreation Deputy Director Todd Lofgren/ Portland Parks and Recreation Dir. Adena Long/ Vibrant Communities Support Services Finance Property & Technology Manager Claudio Campuzano
 - 11:00 AM – 1:30 PM SAVE THE DATE: VC Employee Gathering
 - 1:30 PM – 3:30 PM Leadership Team Meeting
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▲ Fri, Sep 13

- 9:00 AM – 9:50 AM Mayor's Leadership Team: Friday All Staff Meeting
 - 10:30 AM – 11:30 AM CoS Kellie Torres/DCA Sonia Schmanski 1:1
 - 11:30 AM – 12:00 PM Office of Arts and Culture Director Chariti Montez/DCA Sonia Schmanski memo review
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▲ Mon, Sep 16

- 8:00 AM – 9:00 AM CoS Kellie Torres/DCA Sonia Schmanski 1:1
- 8:30 AM – 9:00 AM Portland Parks and Recreation Deputy Director Todd Lofgren /CoS Kellie Torres/DCA Sonia Schmanski
- 9:00 AM – 9:30 AM Monday morning huddle - Leadership Team
- 9:30 AM – 9:40 AM Financial Planning Team Retreat Check-In
- 11:00 AM – 12:00 PM Office of Arts and Culture Director Chariti Montez/DCA Sonia Schmanski

- 12:30 PM – 1:00 PM Budget Guidance Discussion, DCA Sonia Schmanski/
Vibrant Communities Support Services Finance
Property & Technology Manager Claudio Campuzano
 - 1:15 PM – 1:45 PM Executive Assistant Mickayla Phillis/ DCA Sonia
Schmanski 1:1
 - 2:00 PM – 2:45 PM Title 20 Code Update briefing, DCA Sonia Schmanski/
Portland Parks and Recreation Deputy Director Todd
Lofgren/ Portland Parks and Recreation Dir. Adena Long
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▲ **Tue, Sep 17**

- 9:00 AM – 9:30 AM Project Blue, CoS Bobby Lee/DCA Sonia Schmanski/
Portland Parks and Recreation Deputy Director III Todd
Lofgren/ Portland Parks and Recreation Dir. Adena Long
 - 10:45 AM – 11:30 AM Coffee Check-in, DCA Sonia Schmanski/Planning and
Portfolio Management Aymie Reynolds
 - 11:45 AM – 12:15 PM CA Michael Jordan & DCA Sonia Schmanski 1:1
 - 12:30 PM – 2:30 PM Leadership Team Meeting
 - 3:00 PM – 4:00 PM DCA Sonia Schmanski/Portland Parks and Recreation
Dir. Adena Long 1:1
 - 4:00 PM – 5:00 PM VC Check In, Cmr Dan Ryan/Cmr CoS T.J. McHugh/DCA
Sonia Schmanski/CoS Kellie Torres
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▲ **Wed, Sep 18**

DCA Sonia Schmanski out of office

▲ **Thu, Sep 19**

DCA Sonia Schmanski out of office

▲ **Fri, Sep 20**

DCA Sonia Schmanski out of office

▲ **Mon, Sep 23**

- 8:00 AM – 9:00 AM CoS Kellie Torres/DCA Sonia Schmanski1:1
 - 8:30 AM – 9:00 AM VC Equity & Inclusion Manager Amanda Manjarrez/DCA
Sonia Schmanski/CoS Kellie Torres
 - 9:00 AM – 9:30 AM Monday morning huddle - Leadership Team
 - 2:00 PM – 3:00 PM Urban Forestry Portland Clean Energy Fund Updates
 - 3:30 PM – 4:30 PM Visit to Concerned Citizens - Stephen Kafoury, CA
Michael Jordan/DCA Sonia Schmanski
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▲ **Tue, Sep 24**

- 8:00 AM – 8:55 AM Natural Resource Service Delivery (NRSD) overview and
update

- 11:30 AM – 12:00 PM Agenda Added: Constituent Relations - Culture of Excellence, DCA Sonia Schmanski/ CoS Kellie Torres/ Vibrant Communities Support Services Strategic Program Coordinator Nicola Sysyn
- 1:00 PM – 3:00 PM Leadership Team Meeting
- 3:00 PM – 4:00 PM DCA Sonia Schmanski/Portland Parks and Recreation Dir. Adena Long 1:1
- 4:00 PM – 4:30 PM NW Success, DCA Sara Morrissey/ City Attorney Fallon Niedrist/ City Attorney Robert Taylor/DCA Sonia Schmanski

▲ Wed, Sep 25

- 9:30 AM – 12:00 PM Council
- 2:00 PM – 2:25 PM Natural Resources Discussion, DCA Sonia Schmanski/ DCA Priya Dhanapal/ DCA Donnie Oliveira
- 2:00 PM – 5:00 PM Council
- 2:30 PM – 2:55 PM NRSD Check-in, Michael Jordan/DCA Sonia Schmanski/ DCA Priya Dhanapal/ DCA Donnie Oliveira
- 3:30 PM – 3:40 PM NW Success Briefing, DCA Schmanski/ Portland Parks and Recreation Dir. Adena Long 1:1/CoS Kellie Torres

▲ Thu, Sep 26

- 8:30 AM – 10:45 AM Peer City Panel: Natural Resource Service Delivery and One Water Models
- 10:00 AM – 2:30 PM Finance Property and Technology Annual Retreat
- 12:30 PM – 1:00 PM Office of Arts and Culture Director Chariti Montez/DCA Sonia Schmanski
- 1:00 PM – 1:20 PM Success Factors, DCA Schmanski/ Portland Parks and Recreation Dir. Adena Long 1:1/CoS Kellie Torres
- 1:30 PM – 3:30 PM Leadership Team Meeting

▲ Fri, Sep 27

- 8:00 AM – 8:45 AM Frog Ferry, DCA Sonia Schmanski/DCA Priya Dhanapal/Friends of Frog Ferry
- 10:30 AM – 11:30 AM CoS Kellie Torres/DCA Sonia Schmanski 1:1

▲ Mon, Sep 30

- 8:00 AM – 9:00 AM CoS Kellie Torres/DCA Sonia Schmanski 1:1
- 8:30 AM – 9:00 AM Portland Parks and Recreation Deputy Director Todd Lofgren /CoS Kellie Torres/DCA Sonia Schmanski
- 9:00 AM – 9:30 AM Monday morning huddle - Leadership Team
- 11:00 AM – 12:00 PM Office of Arts and Culture Director Chariti Montez/DCA Sonia Schmanski

- 1:00 PM – 1:30 PM 1:1 DCA Sonia Schmanski/PBEM Dir. Shad Ahmed Check-in
 - 1:45 PM – 2:15 PM Oregon Symphony Check In, DCA Schmanski/ Oregon Symphony Isaac Thompson/ Marshall Runkel/ Oregon Symphony Siri Grubb
 - 2:30 PM – 3:00 PM CA Michael Jordan & DCA Sonia Schmanski 1:1
 - 4:00 PM – 4:30 PM EMM Funding Status briefing
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