

## Morrissey, Sara 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

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<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	
<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	
<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	
<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>		

### February 2025

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<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	
<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>		

### March 2025

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<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	
<u>30</u>	<u>31</u>						

### April 2025

Su Mo Tu We Th Fr Sa

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<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	
<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	
<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	
<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>				



Busy



Tentative



Free



Out of Office



Working Elsewhere



Outside of Working Hours

## January 2025

### ▲ Wed, Jan 1



8:00 AM – 5:00 PM Holiday



12:00 PM – 4:00 PM Drop In 12-4: City Hall Move-In/Dais Setup/Badge Pickup

### ▲ Thu, Jan 2



7:00 AM – 8:45 AM Early Open: City Hall Move-In/Dais Setup/Badge Pickup



9:30 AM – 12:00 PM Council Session



12:00 PM – 12:30 PM Call Councilor Elana Pirtle-Guiney



12:30 PM – 1:30 PM Zendesk Training - City Operations

- 2:45 PM – 3:30 PM Work Session
  - 3:45 PM – 5:45 PM Bureau of Human Resources Executive Session
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▲ **Fri, Jan 3**

- 9:00 AM – 9:30 AM Budget Check-in
  - 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 Legal Review
  - 1:00 PM – 5:00 PM Out of Office
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▲ **Mon, Jan 6**

- 9:30 AM – 10:00 AM Check-in: Deputy City Administrator Jonas Biery
  - 10:00 AM – 12:00 PM Mayor/Executive Office Leadership and Management Meeting
  - 12:30 PM – 1:00 PM Moves: Next Steps
  - 1:00 PM – 1:30 PM Check-in: Security Manager Manny Guerra
  - 2:00 PM – 2:30 PM Check-in: Senior Policy and Budget Advisor Hayley Blonsley
  - 2:30 PM – 3:00 PM Ariba Project - Consultant Meeting
  - 4:00 PM – 4:30 PM Check-in: Bureau of Fleet and Facilities Director Maty Sauter
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▲ **Tue, Jan 7**

- 9:30 AM – 12:00 PM Work Session: Portland Solutions
  - 12:30 PM – 1:00 PM Data-Informed Decision-Making Proposal
  - 1:00 PM – 3:00 PM Leadership Team Meeting
  - 2:00 PM – 4:00 PM Work Session: Homelessness Response Action Plan with County Partners
  - 4:00 PM – 4:30 PM Labor Discussion
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▲ **Wed, Jan 8**

- 8:30 AM – 9:00 AM Check-in: Bureau of Human Resources Director Tracy Warren, Bureau of Technology Services Director Elyse Roseburg
- 10:00 AM – 11:00 AM Service Improvement Team (SIT) Overview
- 11:00 AM – 11:30 AM City Administrator Michael Jordan / Director Tracy Warren
- 12:00 PM – 12:30 PM Check-in: Chief Procurement Officer Sylvester Donelson
- 12:30 PM – 1:00 PM Private Appointment
- 1:30 PM – 2:00 PM In District Office Discussion

- 2:30 PM – 3:00 PM Connect on City Operations Tour
  - 3:00 PM – 4:00 PM Coffee: City Budget Office Director Ruth Levine
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▲ **Thu, Jan 9**

- 8:30 AM – 9:00 AM Mayor Tours
  - 9:00 AM – 10:00 AM City Operations Service Area Leadership Team
  - 9:30 AM – 12:00 PM Work Session: Public Safety
  - 11:30 AM – 1:00 PM Monthly Executive Leadership Team meeting
  - 1:00 PM – 1:30 PM NEX Strategies Meeting
  - 1:30 PM – 3:30 PM Leadership Team Meeting
  - 2:00 PM – 5:00 PM Newly Elected Officials Onboarding - Security Overview, Emergency Procedures and Lines of Succession Overview
  - 5:00 PM – 5:30 PM Security Update
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▲ **Fri, Jan 10**

- 8:30 AM – 9:00 AM Check-in: Bureau of Human Resources Director Tracy Warren
  - 9:00 AM – 9:30 AM Budget Check-in
  - 10:45 AM – 11:00 AM Quick Huddle - Budget Communications
  - 11:00 AM – 11:30 AM Brief Budget Meeting
  - 11:30 AM – 11:50 AM Human Resources Steering and Oversight Committee Discussion
  - 12:30 PM – 1:00 PM Check-in: Council President Elana Pirtle-Guiney
  - 1:00 PM – 2:00 PM Coffee: Councilor Tiffany Koyama Lane
  - 2:00 PM – 2:30 PM Deflection Center - City of Portland Funding
  - 2:30 PM – 3:00 PM Return to Workplace Discussion
  - 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 Jonas Biery
- 10:00 AM – 12:00 PM Mayor/Executive Office Leadership and Management Meeting
- 12:00 PM – 12:30 PM Council President Elana Pirtle-Guiney (Inauguration Prep)
- 1:30 PM – 1:45 PM 311 Program – Portland Bureau of Transportation Interagency Agreements
- 2:00 PM – 2:30 PM Check-in: Senior Policy and Budget Advisor Hayley Blonsley
- 2:30 PM – 3:00 PM Charter Transition Budget Check-In

■ 4:30 PM – 5:00 PM Check-in: Bureau of Fleet and Facilities Director  
Maty Sauter

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▲ **Tue, Jan 14**

■ 9:00 AM – 10:00 AM Portland Metro Levee System (PMLS) Project  
■ 10:30 AM – 11:00 AM Coffee: Khan Le  
■ 1:00 PM – 3:00 PM Leadership Team Meeting  
■ 3:00 PM – 3:30 PM Federal Digital Guidance Requirements

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▲ **Wed, Jan 15**

■ 8:40 AM – 9:10 AM City Administrator Michael Jordan  
■ 9:00 AM – 11:00 AM Shelter Strategy  
■ 1:00 PM – 1:30 PM Check-in: Equity Manager Juan Carlos Ocana-Chiu  
and Deputy City Administrator Jonas Biery  
□ 1:30 PM – 2:50 PM Winter BTS Equity Session - Identity 101  
■ 1:30 PM – 4:30 PM Out of Office

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▲ **Thu, Jan 16**

■ 8:30 AM – 9:15 AM Bureau of Technology Services Leadership Team  
Retreat  
■ 10:00 AM – 10:30 AM Draft Report Brief - Updated Deductions Analysis  
■ 12:30 PM – 1:30 PM Health Benefits Costs  
■ 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 Funding  
■ 4:45 PM – 5:00 PM Connect: Executive Session Prep

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▲ **Fri, Jan 17**

■ 9:00 AM – 9:30 AM Budget Check-in  
■ 9:30 AM – 11:30 AM Executive Session - Bureau of Human Resources  
■ 12:30 PM – 1:00 PM Electric Vehicle Opportunities  
■ 1:00 PM – 1:30 PM City Ops, Budget & Finance Communications  
■ 2:00 PM – 3:00 PM Portland Bureau of Transportation Realignment

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▲ **Mon, Jan 20**

■ 8:00 AM – 5:00 PM Holiday

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▲ **Tue, Jan 21**

▨	8:30 AM – 9:00 AM	Check-in: Deputy City Administrator Jonas Biery
■	9:30 AM – 10:00 AM	Check-in: Director of Independent Policy Review Ross Caldwell
■	10:30 AM – 11:00 AM	Check-in: Senior Policy and Budget Advisor Hayley Blonsley
■	11:45 AM – 12:00 PM	Check-in: Stephanie Howard, Heidi Brown and Sara Morrissey
▨	12:00 PM – 2:00 PM	City Council Community Listening Session
■	1:00 PM – 3:00 PM	Leadership Team Meeting
■	4:00 PM – 5:00 PM	Business Operations Leadership Team (BOLT) Meeting

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▲ **Wed, Jan 22**

■	8:30 AM – 9:00 AM	Check-in: Bureau of Human Resources Director Tracy Warren
■	9:00 AM – 10:00 AM	Org Changes and Interagency Agreements
■	10:00 AM – 10:30 AM	Check-in: Chief Procurement Officer Sylvester Donelson
■	10:30 AM – 10:45 AM	Check-in: Sara Morrissey and Linly Rees
■	11:30 AM – 12:30 PM	City Operations Service Area Leadership Team
■	12:30 PM – 1:00 PM	Private Appointment
▨	2:00 PM – 5:00 PM	City Council Work Session
■	3:00 PM – 3:30 PM	Span of Control

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▲ **Thu, Jan 23**

■	8:00 AM – 5:00 PM	Out of Office
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▲ **Fri, Jan 24**

■	8:00 AM – 5:00 PM	Out of Office
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▲ **Mon, Jan 27**

■	9:00 AM – 10:00 AM	Executive Policy Group Briefing
■	10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■	1:30 PM – 2:00 PM	Check-in: Bureau of Human Resources Director Tracy Warren
■	2:00 PM – 2:30 PM	Check-in: Senior Policy and Budget Advisor Hayley Blonsley
■	3:00 PM – 3:30 PM	Check-in: Emergency Management / City Operations Service Area

■	4:00 PM – 4:30 PM	Enterprise Resource Planning
■	4:30 PM – 5:00 PM	Check-in: Bureau of Fleet and Facilities Director Maty Sauter
■	5:15 PM – 5:45 PM	Labor Discussion

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#### ▲ Tue, Jan 28

■	9:30 AM – 10:30 AM	Labor Check-in - 1 of 3 (Room Change)
■	10:30 AM – 12:00 PM	Budget Proposal: City Operations and Budget & Finance
■	12:00 PM – 12:30 PM	Electric Vehicle Opportunities
■	1:00 PM – 3:00 PM	Leadership Team Meeting
■	4:00 PM – 5:00 PM	Downtown Portland Recovery Working Group
■	5:00 PM – 5:15 PM	Citywide Asset Management Group (CAMG) Chair request

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#### ▲ Wed, Jan 29

■	10:00 AM – 11:00 AM	Labor Check In - 2 of 3
■	10:00 AM – 11:00 AM	Sara Morrissey Meeting
■	11:00 AM – 12:00 PM	Internal Service Fund Rate Modeling Project Discussion
■	12:30 PM – 3:50 PM	Portland Bureau of Emergency Management Workshop/Retreat
▨	2:45 PM – 2:55 PM	TRP Discussion
▨	3:30 PM – 4:00 PM	Decision Points--Shelter

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#### ▲ Thu, Jan 30

■	8:30 AM – 9:00 AM	Bureau of Technology Services / Public Works
■	1:30 PM – 3:30 PM	Leadership Team Meeting
■	3:00 PM – 4:00 PM	Budget Development Discussion

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#### ▲ Fri, Jan 31

■	8:30 AM – 9:00 AM	City Administrator Michael Jordan / Director Tracy Warren
■	9:30 AM – 9:55 AM	Check-in: Citywide Asset Management Group (CAMG)
■	10:30 AM – 11:00 AM	Oregon Department of Transportation Grant
■	11:00 AM – 11:30 AM	Data-Informed Decision-Making Proposal
■	1:00 PM – 1:30 PM	City Ops, Budget & Finance Communications

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## February 2025

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### ▲ Sat, Feb 1

■	9:30 AM – 12:00 PM	Deputy City Administrator Huddle
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### ▲ Mon, Feb 3

■	8:30 AM – 9:00 AM	Purchasing Card Administration
■	9:30 AM – 11:30 AM	Executive Session - Bureau of Human Resources
■	11:30 AM – 12:00 PM	Check-in: Deputy City Administrator Priya Dhanapal
■	12:30 PM – 1:00 PM	Check-in: Senior Policy and Budget Advisor Hayley Blonsley
■	2:00 PM – 3:00 PM	Portland Metro Levee System (PMLS) Project
■	3:00 PM – 6:00 PM	Mayor/Executive Office Leadership and Management Meeting

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### ▲ Tue, Feb 4

■	8:45 AM – 9:00 AM	Briefing
■	9:00 AM – 9:30 AM	Security Check-in
■	10:30 AM – 10:45 AM	Check-in: Bureau of Technology Services Director Elyse Rosenberg
■	11:15 AM – 11:30 AM	Scheduling Meeting
■	11:30 AM – 1:00 PM	Public Information Officer Interviews
■	1:00 PM – 3:00 PM	Leadership Team Meeting
■	3:30 PM – 4:00 PM	Labor Relations Meeting
■	4:30 PM – 4:45 PM	Check-in: Attorney Heidi Brown, Public Information Officer Carrie Belding

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### ▲ Wed, Feb 5

■	8:30 AM – 9:15 AM	Procurement & Contracting Approval Process
■	12:00 PM – 12:30 PM	Human Resources Meeting
■	3:00 PM – 3:30 PM	Check-in: Director of Independent Policy Review Ross Caldwell
■	3:30 PM – 4:00 PM	Span of Control
■	4:30 PM – 5:00 PM	Check-in: 311 Program Manager Michelle Kunec-North

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▲ **Thu, Feb 6**

■	9:00 AM – 10:00 AM	City Operations Service Area Leadership Team
■	11:00 AM – 12:00 PM	Check-in: Deputy City Administrator Jonas Biery and Senior Policy and Budget Advisor Hayley Blonsley
■	1:00 PM – 1:30 PM	Check-in: Bureau of Human Resources Director Tracy Warren
▨	1:30 PM – 3:30 PM	Leadership Team Meeting
■	3:00 PM – 4:00 PM	Budget Development Discussion
▨	3:00 PM – 4:00 PM	City Operations service area management meeting
■	4:00 PM – 4:30 PM	Interagency Agreements

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▲ **Fri, Feb 7**

■	8:30 AM – 9:00 AM	Private Appointment
■	9:30 AM – 9:45 AM	Check-in: Consultant Senior Project Manager Rachele Altman
■	9:45 AM – 10:00 AM	Check-in: Citywide Asset Management Strategic Group Project Manager Tate White
■	11:30 AM – 1:00 PM	Meet: Jules Bailey // Stephanie Hallock
■	1:00 PM – 1:30 PM	City Ops, Budget & Finance Communications
■	2:00 PM – 2:30 PM	Purchasing cards
■	2:30 PM – 3:00 PM	Check-in: Senior Project Manager Hayley Blonsley
■	3:15 PM – 3:40 PM	City Administrator Michael Jordan

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▲ **Sun, Feb 9**

■ All Day Out of Office

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▲ **Mon, Feb 10**

■ All Day Out of Office

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▲ **Tue, Feb 11**

■ All Day Out of Office

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▲ **Wed, Feb 12**

■ All Day Out of Office

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▲ **Thu, Feb 13**

■ All Day Out of Office

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▲ **Fri, Feb 14**

■ All Day Out of Office

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▲ **Sat, Feb 15 – Sun, Feb 16**

■ All Day Out of Office

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▲ **Mon, Feb 17**

■ All Day Out of Office

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▲ **Tue, Feb 18**

■ All Day Out of Office

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▲ **Wed, Feb 19**

■ All Day Out of Office

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▲ **Thu, Feb 20**

■ All Day Out of Office

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▲ **Fri, Feb 21**

■ All Day Out of Office

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▲ **Sat, Feb 22 – Sun, Feb 23**

■ All Day Out of Office

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▲ **Mon, Feb 24**

■	9:30 AM – 10:00 AM	Check-in: Deputy City Administrator Jonas Biery
■	10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■	2:00 PM – 2:30 PM	Check-in: Senior Policy and Budget Advisor Hayley Blonsley
■	2:30 PM – 4:30 PM	Governance Committee Meeting
■	3:00 PM – 3:30 PM	Check-in: Executive Assistant Jenny Villarreal
■	3:30 PM – 3:45 PM	Check-in: Chief Procurement Officer Sylvester Donelson
■	4:30 PM – 5:00 PM	Check-in: Bureau of Fleet and Facilities Director Maty Sauter

■ 5:00 PM – 7:00 PM Check-in: Financial Analyst Ben Smith

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▲ **Tue, Feb 25**

■ 7:00 AM – 8:00 AM Breakfast Meeting: Mayor Wilson  
■ 8:00 AM – 9:30 AM City Administrator Michael Jordan & Mayor Wilson  
■ 11:00 AM – 11:30 AM Briefing: Span of Control  
■ 1:00 PM – 3:00 PM Leadership Team Meeting  
■ 1:45 PM – 5:00 PM Private Appointment

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▲ **Wed, Feb 26**

■ 9:00 AM – 9:45 AM SAP Training  
■ 12:30 PM – 1:00 PM Briefing: Community Operations and Enhancements Program (COEP) Discussion  
■ 4:00 PM – 4:30 PM Human Resources Check in

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▲ **Thu, Feb 27**

■ 9:00 AM – 10:00 AM Operations/Budget & Finance Labor Management Committee  
■ 10:30 AM – 10:55 AM Check-in: Deputy City Administrator Priya Dhanapal  
■ 11:00 AM – 11:30 AM Check-in: Office of Community Based Police Accountability Coordinator Kristen Thorp  
■ 12:00 PM – 2:00 PM Labor and Workforce Development Committee Meeting  
■ 1:30 PM – 3:30 PM Leadership Team Meeting  
■ 3:00 PM – 4:00 PM Budget Development Discussion

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▲ **Fri, Feb 28**

■ 8:30 AM – 9:00 AM Check In w/ Ops  
■ 9:00 AM – 9:30 AM Budget Check-in: Business Operations Manager Aaron Rivera  
■ 10:00 AM – 10:30 AM Check-in: 311 Program Manager Michelle Kunec-North  
■ 10:30 AM – 11:00 AM Check-in: Bureau of Technology Services Director Elyse Rosenberg  
■ 11:00 AM – 11:30 AM Check-in: Deputy Auditor Reed Brodersen  
■ 11:30 AM – 12:00 PM Check-in: Office of Community Based Police Accountability Coordinator Kristen Thorp  
■ 1:00 PM – 2:00 PM Coffee: Kate Baumgartner with Travel Oregon

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## March 2025

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### ▲ Mon, Mar 3

■	10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■	1:00 PM – 1:30 PM	Check-in: Senior Policy and Budget Advisor Hayley Blonsley
■	3:00 PM – 3:45 PM	Community Operations and Enhancements Program (COEP) Update
■	4:00 PM – 4:30 PM	Recovery Workgroup Handoff
■	4:30 PM – 5:00 PM	Leases

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### ▲ Tue, Mar 4

■	7:00 AM – 8:30 AM	Breakfast Meeting: Mayor Wilson
■	9:30 AM – 9:50 AM	Check-in: Director of Independent Policy Review Ross Caldwell
■	10:00 AM – 10:30 AM	City Administrator Michael Jordan / Director Tracy Warren
■	11:00 AM – 11:45 AM	Discuss the Portland Metropolitan Levee System
■	1:00 PM – 3:00 PM	Leadership Team Meeting
■	3:30 PM – 4:00 PM	Portland Building Audit Discussion

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### ▲ Wed, Mar 5

■	8:00 AM – 8:30 AM	Internal Service Fund Rates Project Kick-off Meeting
■	8:30 AM – 8:45 AM	Span of Control
■	8:45 AM – 9:15 AM	Check-in: Chief Procurement Officer Sylvester Donelson
■	10:30 AM – 11:00 AM	Check-in: Citywide Asset Management Strategic Group Project Manager Tate White
■	1:30 PM – 2:00 PM	Executive Session Prep

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### ▲ Thu, Mar 6

■	9:00 AM – 10:00 AM	City Operations Service Area Leadership Team
■	10:00 AM – 10:30 AM	Check-in: Office of Community Based Police Accountability Coordinator Kristen Thorp
■	12:00 PM – 12:30 PM	Check in: Financial Analyst Ben Smith
▨	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	Executive Team Roles and Coverage Details

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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 Jonas Biery
■	9:00 AM – 10:00 AM	Recurring Check In: In-District Offices
■	10:30 AM – 11:00 AM	City Administrator Michael Jordan
■	1:00 PM – 1:30 PM	City Ops, Budget & Finance Communications
■	1:30 PM – 2:30 PM	Check-in: Bureau of Human Resources Director Tracy Warren
■	3:00 PM – 3:30 PM	Committee Discussion

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▲ **Mon, Mar 10**

▨	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
▨	9:00 AM – 11:00 AM	Facilities- Portland Building Occupancy Agreement Review
▨	10:00 AM – 10:30 AM	Check-in: Deputy City Administrator Jonas Biery
■	1:00 PM – 1:30 PM	City Administrator Michael Jordan / Director Tracy Warren
■	2:00 PM – 2:30 PM	Check-in: Bureau of Fleet and Facilities Director Maty Sauter
▨	2:30 PM – 4:30 PM	Governance Committee Meeting
■	4:00 PM – 5:00 PM	Budget Briefing - Budget & Finance / City Operations Service Areas

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▲ **Tue, Mar 11**

■	9:00 AM – 9:45 AM	Check-in: 311 Program Manager Michelle Kunec-North
■	10:00 AM – 11:30 AM	Budget & Finance Leadership Team
■	1:00 PM – 3:00 PM	Leadership Team Meeting
■	3:00 PM – 3:30 PM	Check-in: Bureau of Technology Services Director Elyse Rosenberg
■	3:30 PM – 4:00 PM	Check-in: Senior Policy and Budget Advisor Hayley Blonsley

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▲ **Wed, Mar 12**

▨	8:30 AM – 9:00 AM	Budget Listening Session Tech Options
▨	9:00 AM – 10:00 AM	Human Resources Check In - DAM/Facilities
▨	9:30 AM – 12:00 PM	City Council Work Session
■	11:30 AM – 12:30 PM	Kerby Garage
■	12:45 PM – 1:30 PM	Levee Update

■	1:30 PM – 1:50 PM	Check-in: Consultant Senior Project Manager Rachele Altman
■	2:00 PM – 2:30 PM	Committee Prep
▨	2:00 PM – 3:00 PM	City Operations service area management meeting
■	2:30 PM – 3:00 PM	City Ops, Budget & Finance Communications
■	3:00 PM – 4:00 PM	Update: Citywide Asset Management Group (CAMG)
■	4:00 PM – 5:00 PM	Update: Off-Site Committee Meeting Logistics Question

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#### ▲ Thu, Mar 13

■	8:00 AM – 9:00 AM	Technical Assessment
■	9:00 AM – 11:00 AM	Payroll System Virtual Workgroup
■	11:30 AM – 1:00 PM	Monthly Executive Leadership Team meeting
▨	12:00 PM – 2:00 PM	Labor and Workforce Development Committee Meeting
■	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 – End of Day	Out of office
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#### ▲ Mon, Mar 17

■	9:00 AM – 11:00 AM	Private Appointment
■	12:45 PM – 1:00 PM	Check-in regarding Template
■	1:00 PM – 1:15 PM	Check-in: Office of Community Based Police Accountability Coordinator Kristen Thorp
■	1:30 PM – 2:00 PM	Check-in: Deputy City Administrator Jonas Biery
■	2:30 PM – 3:00 PM	Check-in: Senior Policy and Budget Advisor Hayley Blonsley
■	3:00 PM – 3:30 PM	Internal Service Fund Project Check-in
■	3:30 PM – 4:00 PM	Business Operations Leadership Team (BOLT) Discussion
■	4:00 PM – 4:30 PM	Human Resources Meeting

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#### ▲ Tue, Mar 18

■	8:15 AM – 9:00 AM	Bureau of Technology Services Executive Organizational Structure
■	10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■	1:00 PM – 2:00 PM	City of Portland Employee Town Hall: Budget
■	2:00 PM – 3:00 PM	Leadership Team Meeting

- 2:30 PM – 3:00 PM City re-org Meeting with the Mayor
  - 3:00 PM – 3:30 PM City Administrator Michael Jordan, Bureau of Human Resources Director Tracy Warren
  - 3:30 PM – 4:30 PM Business Operations Leadership Team (BOLT) Meeting
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▲ **Wed, Mar 19**

- 8:00 AM – 8:30 AM Meet: Director Ruth Levine, Director Tracy Warren, Director David Kuhnhausen, Deputy City Administrator Donnie Oliveira
  - 8:30 AM – 9:00 AM Health Benefits
  - 9:00 AM – 10:00 AM Betsy Ames Award 2024 - Skyler Bocker-Knapp
  - 11:00 AM – 11:30 AM Check-in: Director of Independent Policy Review Ross Caldwell
  - 11:30 AM – 12:00 PM Check-in: Public Safety Director Stephanie Howard
  - 1:15 PM – 1:45 PM Data-Informed Decision-Making Next Steps
  - 1:45 PM – 2:00 PM Check-in: Deputy City Administrator Jonas Biery and City Budget Office Director Ruth Levine
  - 2:00 PM – 2:30 PM Check-in: Chief Procurement Officer Sylvester Donelson
  - 3:00 PM – 3:30 PM Monthly City Asset Managers Group (CAMG) Meeting
  - 3:30 PM – 4:30 PM Community Operations and Enhancements Program (COEP) Discussion
  - 4:30 PM – 5:30 PM Betsy Ames celebration
  - 5:30 PM – 6:00 PM Update on Health Plan
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▲ **Thu, Mar 20**

- 9:00 AM – 10:00 AM City Operations Service Area Leadership Team
  - 10:00 AM – 11:00 AM Span of Control
  - 11:00 AM – 11:30 AM City Administrator Michael Jordan
  - 1:00 PM – 1:15 PM Check-in: City Budget Office Director Ruth Levine
  - 1:30 PM – 3:30 PM Leadership Team Meeting
  - 2:00 PM – 3:00 PM City Council Meeting
  - 3:00 PM – 5:00 PM Budget Development Discussion
  - 5:00 PM – 5:15 PM Check-in: Deputy City Administrator Priya Dhanapal
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▲ **Fri, Mar 21**

- 8:00 AM – 9:00 AM Stakeholder Check In
- ▨ 8:30 AM – 10:30 AM NEX Project Check In
- 10:00 AM – 11:00 AM Budget Development Discussion
- ▨ 10:30 AM – 11:15 AM Budget Conversation

■	11:30 AM – 12:00 PM	City Ops, Budget & Finance Communications
■	12:30 PM – 1:00 PM	Check-in: Citywide Asset Management Strategic Group Project Manager Tate White
■	2:00 PM – 2:30 PM	Check-in: Attorney Heidi Brown and Office of Community-Based Police Accountability Coordinator Kristen Thorp
■	3:00 PM – 3:30 PM	Check-in: Bureau of Human Resources Director Tracy Warren
■	3:30 PM – 4:00 PM	Check-in: Bureau of Human Resources Director Tracy Warren, and Mayor's Office Communications Aide Taylor Zajonc

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#### ▲ Mon, Mar 24

■	9:30 AM – 10:00 AM	Check-in: Deputy City Administrator Jonas Biery
■	10:30 AM – 11:00 AM	Emergency Management: Monthly Check-in
■	11:00 AM – 11:25 AM	Check-in: Bureau of Fleet and Facilities Director Maty Sauter
■	1:00 PM – 2:00 PM	NEX Strategies Meeting
■	2:00 PM – 2:30 PM	Check-in: Senior Policy and Budget Advisor Hayley Blonsley
■	3:00 PM – 4:00 PM	Budget Development Meeting
■	4:00 PM – 5:00 PM	Private Appointment

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#### ▲ Tue, Mar 25

■	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 – 10:20 AM	Procurement Meeting
■	11:30 AM – 12:00 PM	Human Resources Meeting
■	12:00 PM – 1:00 PM	Private Appointment
▨	12:00 PM – 2:00 PM	Homelessness and Housing Committee Meeting
■	1:00 PM – 3:00 PM	Leadership Team Meeting
▨	2:30 PM – 4:30 PM	Community and Public Safety Committee Meeting
■	3:00 PM – 3:30 PM	Check-in: Bureau of Technology Services Director Elyse Rosenberg
■	4:30 PM – 5:00 PM	City Administrator Michael Jordan / Director Tracy Warren

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#### ▲ Wed, Mar 26

■	8:45 AM – 9:30 AM	Human Resources Meeting
■	1:00 PM – 1:45 PM	Human Resources Meeting
■	1:30 PM – 2:00 PM	Communications meeting

- 2:00 PM – 3:00 PM Workforce/Labor Committee Needs
  - 3:00 PM – 5:00 PM Budget Development Discussion
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▲ **Thu, Mar 27**

- 9:00 AM – 10:00 AM Operations/Budget & Finance Labor Management Committee
  - 10:00 AM – 10:30 AM Check-in: Office of Community Based Police Accountability Coordinator Kristen Thorp
  - 10:30 AM – 10:45 AM Check-in: Bureau of Human Resources Director Tracy Warren and Senior Policy and Budget Advisor Hayley Blonsley
  - 11:45 AM – 12:00 PM Check-in: Fleet Manager Mike Roy and Facilities Manager Steve Dering
  - 12:00 PM – 2:00 PM Labor and Workforce Development Committee Meeting
  - 1:30 PM – 3:30 PM Leadership Team Meeting
  - 4:00 PM – 5:00 PM NEX Strategies Follow-up Meeting
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▲ **Fri, Mar 28**

- 9:00 AM – 9:45 AM NEX Project Check In
  - 10:30 AM – 11:00 AM City Ops, Budget & Finance Communications
  - 11:00 AM – 11:30 AM Budget Check-in: Business Operations Manager Aaron Rivera
  - 12:00 PM – 1:00 PM Check-in: Councilor Sameer Kanal and Office of Community-Based Police Accountability Coordinator Kristen Thorp
  - 1:00 PM – 1:15 PM Check-in: Citywide Asset Management Strategic Group Project Manager Tate White
  - 1:45 PM – 2:00 PM Check-in: Chief Procurement Officer Sylvester Donelson
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▲ **Mon, Mar 31**

- 8:30 AM – 9:00 AM Check-in: Senior Policy and Budget Advisor Hayley Blonsley
  - 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) Discussion
  - 2:00 PM – 3:00 PM Executive Leadership Team Meeting
  - ▨ 2:30 PM – 4:30 PM Governance Committee Meeting
  - 3:00 PM – 3:30 PM Internal Service Fund Project Check-in
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## April 2025

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### ▲ Tue, Apr 1

■	8:00 AM – 8:30 AM	City Administrator Michael Jordan
■	8:30 AM – 9:00 AM	Check-in: Deputy City Administrator Jonas Biery
■	10:00 AM – 10:30 AM	Check-in: Senior Policy and Budget Advisor Hayley Blonsley
■	12:00 PM – 12:30 PM	Check-in: Attorney Heidi Brown and Office of Community Based Police Accountability Coordinator Kristen Thorp
■	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 2

■	9:30 AM – 12:30 PM	City Council Meeting
■	1:30 PM – 4:00 PM	City Council Work Session
■	4:00 PM – 4:30 PM	City Administrator Michael Jordan / Director Tracy Warren
■	5:00 PM – 5:30 PM	Check-in: Attorney Heidi Brown

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### ▲ Thu, Apr 3

■	8:00 AM – 9:00 AM	Budget Development Meeting
■	9:15 AM – 10:00 AM	City Operations Service Area Leadership Team
■	11:00 AM – 11:15 AM	Check-in: Councilor Sameer Kanal and Attorney Heidi Brown
■	11:45 AM – 12:00 PM	Briefing: Human Resources Meeting
■	12:30 PM – 1:00 PM	Check-in: 311 Program Manager Michelle Kunec-North
■	1:00 PM – 1:15 PM	Check-in: Councilor's Chief of Staff Natalie Sept
■	1:30 PM – 3:30 PM	Leadership Team Meeting
■	2:00 PM – 3:30 PM	Executive Session - Bureau of Human Resources
■	3:30 PM – 5:00 PM	Budget Development Discussion

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### ▲ Fri, Apr 4

■	8:30 AM – 9:00 AM	Check-in: Communications Aide Cody Bowman
■	10:30 AM – 11:00 AM	Check-in: Chief Procurement Officer Sylvester Donelson
■	11:00 AM – 11:30 AM	Check in re: Employee Resource Groups
■	2:30 PM – 3:00 PM	Connecting on contacts/organization
■	3:00 PM – 5:00 PM	Org Chart Implementation Timeline

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▲ **Mon, Apr 7**

■	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
▨	9:00 AM – 10:00 AM	Labor Relations / Union Meeting
■	10:30 AM – 12:00 PM	Labor Budget Conversation
■	12:30 PM – 12:45 PM	City Administrator Michael Jordan Meeting Prep
■	2:30 PM – 2:45 PM	Meet: Council Aide Joel Corcoran, Council Aide Elijah Crawford, Budget Check-in: Business Operations Manager Aaron Rivera
■	4:00 PM – 4:15 PM	Check-in: Office of Community-Based Police Accountability Coordinator Kristen Thorp
■	4:45 PM – 5:15 PM	District 3 - District Office Budget

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▲ **Tue, Apr 8**

■	8:30 AM – 8:45 AM	Check-in: Chief Procurement Officer Sylvester Donelson
■	9:00 AM – 9:30 AM	Check-in: Deputy City Administrator Jonas Biery
■	10:00 AM – 11:00 AM	Budget Development Meeting
■	1:00 PM – 3:00 PM	Leadership Team Meeting
■	3:00 PM – 3:15 PM	Portland Parks & Recreation Meeting
■	5:00 PM – 5:45 PM	Procurement - Budget Conversation

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▲ **Wed, Apr 9**

■	8:30 AM – 9:00 AM	Council Facility Needs Discussion
■	9:00 AM – 10:00 AM	City Budget Office Check in
■	10:00 AM – 11:00 AM	Levee Intergovernmental Agreement Next Steps
■	11:00 AM – 11:20 AM	Check-in: Bureau of Technology Services Analyst Amy Tuttle, Manager Human Resources Christopher Parra
■	11:30 AM – 12:00 PM	Check-in: Senior Policy and Budget Advisor Hayley Blonsley
■	1:30 PM – 2:00 PM	Check-in: Consultant Senior Project Manager Rachele Altman
■	2:00 PM – 2:30 PM	Check-in: Office of Community Based Police Accountability Coordinator Kristen Thorp
■	2:30 PM – 3:00 PM	Check-in: Citywide Asset Management Strategic Group Project Manager Tate White
■	3:00 PM – 3:30 PM	Reed Wagner with NEX Strategies
■	3:45 PM – 4:00 PM	Connect: Human Resources Meeting
■	4:30 PM – 5:15 PM	Human Resources - Budget Conversation

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▲ **Thu, Apr 10**

- 8:00 AM – 9:00 AM Span of Control Report
  - 9:00 AM – 10:00 AM Asset Management Audit
  - 10:30 AM – 11:00 AM Council Process Draft Review
  - 11:30 AM – 1:00 PM Monthly Executive Leadership Team meeting
  - 12:00 PM – 2:00 PM Labor and Workforce Development Committee Meeting
  - 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**

- 9:00 AM – 9:45 AM NEX Project Check In
  - 11:00 AM – 11:30 AM Check-in: Equity Manager Juan Carlos Ocana-Chiu and Deputy City Administrator Jonas Biery
  - 11:30 AM – 12:00 PM Check-in: Director of Independent Policy Review Ross Caldwell
  - 12:00 PM – 12:30 PM District 1 - Nick Fish and Prosper
  - 1:00 PM – 1:30 PM City Ops, Budget & Finance Communications
  - 1:30 PM – 2:00 PM Technology - Budget conversation
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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 Administrators Emergency Management Workshop
  - 10:00 AM – 12:00 PM Mayor/Executive Office Leadership and Management Meeting
  - 12:30 PM – 2:30 PM Future of City Budget Office
  - 2:30 PM – 3:00 PM SummerWorks Discussion
  - 3:00 PM – 3:30 PM Internal Service Fund Project Check-in
  - 3:30 PM – 4:00 PM Org Chart Discussion
  - 4:00 PM – 5:00 PM Communications meeting
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▲ **Tue, Apr 15**

- 8:30 AM – 9:15 AM Business Services
- 10:00 AM – 11:00 AM Budget Development Meeting
- 11:00 AM – 11:25 AM Run of Show Review - Council Hearing
- 11:30 AM – 12:00 PM Security Operations Center Tour

- 12:00 PM – 1:00 PM Communications Reset: strategy and staffing discussion
  - 1:00 PM – 3:00 PM Leadership Team Meeting
  - 3:15 PM – 4:00 PM Independent Police Review Evolution
  - 4:00 PM – 4:30 PM City Administrator Michael Jordan / Director Tracy Warren
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▲ **Wed, Apr 16**

- 8:45 AM – 9:45 AM Arts Education and Access Fund (AEAF) Audit Discussion
  - 10:00 AM – 10:30 AM Coffee: Communications Aide Shuly Wasserstrom
  - 11:00 AM – 12:00 PM One Water Technical Implement
  - 12:00 PM – 12:30 PM Portland Permitting & Recreation Janitorial
  - 1:00 PM – 4:00 PM City Council Work Session (Draft Budget Recommendations)
  - 4:00 PM – 4:30 PM Check-in: Chief Procurement Officer Sylvester Donelson
  - 4:30 PM – 5:00 PM Check-in: Citywide Asset Management Strategic Group Project Manager Tate White
  - 6:00 PM – 9:00 PM Council Meeting
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▲ **Thu, Apr 17**

- 9:00 AM – 10:00 AM City Operations Service Area Leadership Team
  - 10:00 AM – 10:30 AM Check-in: Emergency Management / City Operations Service Area
  - 10:30 AM – 11:00 AM Check-in: Senior Policy and Budget Advisor Hayley Blonsley
  - 11:30 AM – 12:00 PM Check-in: Bureau of Technology Services Director Elyse Rosenberg
  - 12:00 PM – 12:30 PM Check-in: Deputy City Administrator Jonas Biery
  - 1:30 PM – 3:30 PM Leadership Team Meeting
  - 2:00 PM – 5:00 PM Council 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 Recurring Check In: In-District Offices
- ▨ 9:30 AM – 11:30 AM Budget Listening Session Debrief
- 10:30 AM – 11:00 AM City Administrator Michael Jordan
- 11:30 AM – 12:00 PM Check-in: Bureau of Human Resources Director Tracy Warren
- 1:00 PM – 1:30 PM City Ops, Budget & Finance Communications

■ 2:00 PM – 3:00 PM Coffee: Chief Sustainability Officer Vivian Satterfield

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▲ **Mon, Apr 21**

■ 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

▨ 11:00 AM – 12:00 PM Quarterly Update | Service Improvement Team Q1 2025

■ 1:00 PM – 1:30 PM City Administrator Michael Jordan / Director Tracy Warren

■ 1:30 PM – 2:00 PM Check-in: 311 Program Manager Michelle Kunec-North

■ 2:00 PM – 2:30 PM Check-in: Senior Policy and Budget Advisor Hayley Blonsley

■ 4:30 PM – 5:00 PM Check-in: Bureau of Fleet and Facilities Director Maty Sauter

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▲ **Tue, Apr 22**

■ 8:00 AM – 8:45 AM Coffee: John Russell and Sara Morrissey

■ 10:30 AM – 11:30 AM MEET: Councilor Candace Avalos

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

■ 3:00 PM – 3:30 PM Check-in: Bureau of Technology Services Director Elyse Rosenberg

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▲ **Wed, Apr 23**

■ 9:00 AM – 10:00 AM Budget Development Meeting

■ 10:30 AM – 11:15 AM Coffee: Sami Schindlbeck

■ 1:30 PM – 2:00 PM Check-in: Consultant Senior Project Manager Rachele Altman

■ 2:00 PM – 2:30 PM Check-in: Deputy City Administrator Jonas Biery

■ 2:30 PM – 2:55 PM Rehearsal for Procurement Portland Lift Celebration

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▲ **Thu, Apr 24**

■ 9:00 AM – 10:00 AM Operations/Budget & Finance Labor Management Committee

■ 10:00 AM – 10:30 AM Check-in: Office of Community Based Police Accountability Coordinator Kristen Thorp

■ 10:30 AM – 11:00 AM Budget Check-in: Aaron Rivera and Sara Morrissey

■ 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**

■ 8:00 AM – 5:00 PM Out of Office

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▲ **Mon, Apr 28**

■ 9:00 AM – 9:30 AM Check-in: Senior Policy and Budget Advisor Hayley Blonsley

■ 9:30 AM – 10:00 AM Check-in: Deputy City Administrator Jonas Biery

■ 10:00 AM – 12:00 PM Mayor/Executive Office Leadership and Management Meeting

■ 1:00 PM – 1:30 PM City Administrator Michael Jordan / Director Tracy Warren

■ 2:30 PM – 4:00 PM Portland Procurement Lift Project Recap

■ 3:00 PM – 3:30 PM Internal Service Fund Project Check-in

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▲ **Tue, Apr 29**

■ 9:30 AM – 10:00 AM Check-in: Director of Independent Policy Review Ross Caldwell

■ 10:00 AM – 11:00 AM Budget Development Meeting

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

■ 3:30 PM – 5:00 PM Open Contracting Data Standards (OCDS) Launch

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▲ **Wed, Apr 30**

■ 9:00 AM – 10:30 AM Internal Service Fund Rates Project Advisory Group

■ 12:00 PM – 12:30 PM Check-in: Chief Procurement Officer Sylvester Donelson

■ 2:30 PM – 3:00 PM Check-in: Citywide Asset Management Strategic Group Project Manager Tate White

■ 3:00 PM – 4:30 PM Business Operations Leadership Team (BOLT) Meeting

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