

Morrissey, Sara Calendar

Thursday, May 1, 2025 – Tuesday, July 15, 2025
Time zone: (UTC-08:00) Pacific Time (US & Canada)
(Adjusted for Daylight Saving Time)

May 2025

Su Mo Tu We Th Fr Sa

1 2 3
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June 2025

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July 2025

Su Mo Tu We Th Fr Sa

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27 28 29 30 31

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

May 2025

▲ Thu, May 1

■ 8:30 AM – 9:00 AM	Check-in: Bureau of Human Resources Director Tracy Warren
■ 9:00 AM – 10:00 AM	City Operations Service Area Leadership Team
■ 9:30 AM – 10:00 AM	Check-in: Office of Community-Based Police Accountability Coordinator Kristen Thorp
■ 11:00 AM – 12:00 PM	Follow-up SummerWorks Internship Program Conversation
■ 12:00 PM – 12:30 PM	Check-in: Deputy City Administrator Jonas Biery
■ 12:30 PM – 1:30 PM	Prep meeting: City Administrator, City Operations, Budget & Finance presentation to Finance Committee
■ 1:30 PM – 3:30 PM	Leadership Team Meeting
■ 3:00 PM – 3:45 PM	Budget Development Discussion
■ 4:15 PM – 5:00 PM	Communications Follow-up Meeting: City Operations and Budget & Finance Service Areas

▲ Fri, May 2

■ 8:00 AM – 8:30 AM	Check-in: City Administrator Michael Jordan, Human Resources Director Tracy Warren
■ 8:30 AM – 10:30 AM	NEX Strategies Check-in
■ 10:30 AM – 11:00 AM	Check-in: City Administrator Michael Jordan and Human Resources Director Tracy Warren
■ 12:30 PM – 1:00 PM	Check-in: Chief Procurement Officer Sylvester Donelson
■ 1:00 PM – 1:30 PM	City Ops, Budget & Finance Communications
■ 3:30 PM – 6:00 PM	Mayor's State of the City

▲ Sat, May 3

■ 10:00 AM – 11:30 AM	Budget Briefing to Councilors
■ 12:00 PM – 1:30 PM	Budget Briefing to Councilors
■ 3:00 PM – 6:00 PM	Private Appointment

▲ **Sun, May 4**

■ 10:00 AM – 11:30 AM	Budget Briefing to Councilors
■ 1:00 PM – 2:00 PM	Labor Update Meeting
■ 2:00 PM – 3:30 PM	Budget briefing for labor partners

▲ **Mon, May 5**

■ 8:30 AM – 9:00 AM	Check-in: Deputy City Administrator Jonas Biery
■ 9:30 AM – 11:30 AM	Executive Session - Bureau of Human Resources
■ 1:00 PM – 1:30 PM	Check-in: Senior Policy and Budget Advisor Hayley Blonsley
■ 1:30 PM – 3:00 PM	NEX Strategies Check-in

▲ **Tue, May 6**

■ 10:00 AM – 11:00 AM	Mayor/Executive Office Leadership and Management Meeting
■ 11:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■ 12:00 PM – 12:30 PM	Cutter Garage Meeting
■ 1:00 PM – 3:00 PM	Leadership Team Meeting
■ 4:00 PM – 4:30 PM	Budget Team & Mayor Wilson

▲ **Wed, May 7**

■ 8:00 AM – 8:30 AM	City Ops, Budget & Finance Communications
■ 8:45 AM – 9:15 AM	Bureau of Human Resources Coffee Break in Celebration of Public Service Recognition Week
■ 9:00 AM – 9:30 AM	Check-in: Bureau of Technology Services Deputy Director Dan Bauer
■ 2:00 PM – 6:30 PM	Mayor's Message and Public Hearing on City Budget

▲ **Thu, May 8**

■ 8:30 AM – 9:00 AM	Central Services
■ 8:30 AM – 9:00 AM	Check-in: City Budget Office Director Ruth Levine and Deputy City Administrator Jonas Biery
■ 9:45 AM – 10:30 AM	Prep for Committee Meeting and Work Session
■ 10:30 AM – 11:00 AM	Bureau of Human Resources Director and Mayor Wilson
■ 11:30 AM – 1:00 PM	Monthly Executive Leadership Team meeting
■ 1:30 PM – 2:00 PM	Check-in: Bureau of Fleet and Facilities Director Maty Sauter
■ 2:30 PM – 3:00 PM	Replacement Laptop
■ 4:00 PM – 4:30 PM	Realignment Project Intranet Page

▲ **Fri, May 9**

■ 9:30 AM – 10:00 AM	Check-in: Citywide Asset Management Strategic Group Project Manager Tate White
■ 10:00 AM – 10:30 AM	Check-in: 311 Program Manager Michelle Kunec-North
■ 10:30 AM – 11:00 AM	Budget Check-in: Aaron Rivera and Sara Morrissey
■ 11:00 AM – 11:30 AM	Check-in: Office of Community-Based Police Accountability Coordinator Kristen Thorp
■ 12:00 PM – 12:30 PM	Bargaining Update
■ 12:00 PM – 1:30 PM	Oregon Community Foundation 2025 Annual Meeting

▲ **Mon, May 12**

■ 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 – 10:00 AM	Check-in: Senior Policy and Budget Advisor Hayley Blonsley
■ 10:00 AM – 10:30 AM	Digital Access Recommendations
■ 11:00 AM – 12:00 PM	NEX Strategies and Equilibrium Collaborative Check-in
■ 2:15 PM – 3:00 PM	Check-in: NEX Strategies

■ 3:00 PM – 3:30 PM	Internal Service Fund Project Check-in
■ 4:00 PM – 5:00 PM	Engagement and Equity Realignment Meeting

▲ Tue, May 13

■ 9:00 AM – 9:30 AM	Check-in: Juan Carlos Ocana-Chiu and Deputy City Administrator Jonas Biery
■ 10:15 AM – 11:00 AM	Coffee: Cody Bowman
■ 11:00 AM – 11:25 AM	Human Resources Meeting
■ 1:00 PM – 3:00 PM	Leadership Team Meeting
■ 3:00 PM – 3:30 PM	Check-in: Bureau of Technology Services (BTS) Interim Director Elyse Rosenberg, BTS Deputy Director Dan Bauer
■ 4:00 PM – 5:00 PM	Legal Meeting

▲ Wed, May 14

■ 9:30 AM – 12:45 PM	City Council Work Session
■ 1:00 PM – 1:30 PM	Check-in: Chief Procurement Officer Sylvester Donelson
■ 1:30 PM – 2:00 PM	Data-Informed Decision-Making Next Steps
■ 4:30 PM – 5:00 PM	Check-in: Ashley Hardt

▲ Thu, May 15

■ 8:30 AM – 9:00 AM	Central Services
■ 9:00 AM – 10:00 AM	City Operations Service Area Leadership Team
■ 10:30 AM – 11:00 AM	Bureau of Technology Services Staff Meeting
■ 11:30 AM – 12:00 PM	Authority for Councilor Office Contracting
■ 12:00 PM – 2:00 PM	Labor and Workforce Development Committee Meeting
■ 1:30 PM – 3:30 PM	Leadership Team Meeting
■ 5:00 PM – 7:00 PM	BTS Recognition Committee Event [In-person]

▲ **Fri, May 16**

■ 8:30 AM – 9:00 AM	Check-in: Bureau of Human Resources Director Tracy Warren
■ 10:30 AM – 11:30 AM	Check-in: City Administrator Michael Jordan and Human Resources Director Tracy Warren
■ 12:00 PM – 12:30 PM	Check-in: Deputy City Administrator Jonas Biery
■ 1:00 PM – 1:30 PM	City Ops, Budget & Finance Communications

▲ **Mon, May 19**

■ 8:30 AM – 9:00 AM	Event: Walk & Bike to School & Work Week Celebration
■ 9:00 AM – 9:45 AM	Service Improvement Team Meeting
■ 10:00 AM – 11:00 AM	Mayor/Executive Office Leadership and Management Meeting
■ 11:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■ 12:00 PM – 12:30 PM	Human Resources Systems Discussion
■ 12:00 PM – 2:00 PM	Finance Committee Meeting
■ 2:00 PM – 3:30 PM	Check-in: NEX Strategies
■ 3:00 PM – 5:00 PM	Private Appointment
■ 5:00 PM – 7:00 PM	Core Services Communications

▲ **Tue, May 20**

■ 12:00 PM – 12:30 PM	Check-in: Deputy City Administrator Jonas Biery
■ 1:00 PM – 3:00 PM	Leadership Team Meeting
■ 3:00 PM – 3:30 PM	Citywide Instant Management Systems
■ 7:00 PM – 9:00 PM	Private Appointment

▲ **Wed, May 21**

■ 9:00 AM – 9:00 PM	City Council Meeting
■ 12:30 PM – 1:00 PM	Legal Meeting

▲ **Thu, May 22**

■ 9:00 AM – 10:00 AM	Operations/Budget & Finance Labor Management Committee
■ 10:00 AM – 10:15 AM	Open Contracting Data Standards Dashboard
■ 11:30 AM – 12:30 PM	MEET- DCA Morrissey and Councilor Avalos
■ 1:00 PM – 1:30 PM	Portland Bureau Emergency Management / Bureau Technology Services Citywide Instant Management Systems Follow-up
■ 1:30 PM – 3:30 PM	Leadership Team Meeting
■ 3:15 PM – 4:15 PM	Private Appointment

▲ **Fri, May 23**

■ 8:30 AM – 9:00 AM	Chambers Power and Outlets - Connect
■ 9:00 AM – 9:30 AM	Check-in: City Administrator Michael Jordan & Deputy City Administrator Mike Myers
■ 10:00 AM – 10:30 AM	Check-in: Office of Community-Based Police Accountability Coordinator Kristen Thorp
■ 10:30 AM – 11:15 AM	Application Rationalization & Technology Roadmap discussion
■ 11:30 AM – 12:00 PM	Check-in: Bureau of Technology Services (BTS) Interim Director Elyse Rosenberg
■ 12:00 PM – 12:30 PM	Check-in: Bureau of Fleet and Facilities Director Maty Sauter
■ 1:00 PM – 1:30 PM	City Ops, Budget & Finance Communications
■ 1:30 PM – 5:00 PM	Vacation

▲ **Mon, May 26**

■ All Day	Vacation
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▲ **Tue, May 27**

■ All Day	Vacation
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▲ **Wed, May 28**

■ All Day Vacation

▲ **Thu, May 29**

■ All Day Vacation

▲ **Fri, May 30**

■ All Day Vacation

June 2025

▲ **Mon, Jun 2**

■ 8:00 AM – 8:30 AM	Check-in: Chief Procurement Officer Sylvester Donelson
■ 8:30 AM – 9:00 AM	Check-in: Bureau of Human Resources Director Tracy Warren
■ 9:00 AM – 9:30 AM	Check-in: Deputy City Administrator Jonas Biery
■ 10:00 AM – 11:00 AM	Mayor/Executive Office Leadership and Management Meeting
■ 11:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■ 1:00 PM – 2:30 PM	NEX Project Kick Off
■ 2:30 PM – 3:00 PM	Check-in: 311 Program Manager Michelle Kunec-North

▲ **Tue, Jun 3**

■ 8:00 AM – 8:30 AM	Check-in: Business Operations Manager Aaron Rivera and Deputy City Administrator Jonas Biery
■ 10:30 AM – 11:00 AM	Check-in: City Administrator Michael Jordan and Human Resources Director Tracy Warren
■ 11:30 AM – 12:00 PM	Check-in: Office of Community-Based Police Accountability Coordinator Kristen Thorp
■ 12:00 PM – 12:30 PM	Check-in: Senior Policy and Budget Advisor Hayley Blonsley

■ 1:00 PM – 3:00 PM	Leadership Team Meeting
■ 2:30 PM – 3:00 PM	Check-in: Attorney Heidi Brown

▲ **Wed, Jun 4**

■ 9:00 AM – 9:30 AM	Check-in: Bureau of Fleet and Facilities Director Maty Sauter
■ 9:30 AM – 12:30 PM	City Council Meeting
■ 4:00 PM – 4:30 PM	Fleet Policies

▲ **Thu, Jun 5**

■ 8:30 AM – 9:00 AM	Central Services
■ 9:00 AM – 9:30 AM	City Ops, Budget & Finance Communications
■ 9:30 AM – 10:00 AM	Check-in: Citywide Asset Management Strategic Group Project Manager Tate White
■ 1:30 PM – 2:00 PM	Budget Check-in: Business Operations Manager Aaron Rivera
■ 3:00 PM – 3:30 PM	Procurement Check-in: Kathleen Brenes-Morua
■ 3:30 PM – 4:15 PM	Check-in: Office of Community-Based Police Accountability Coordinator Kristen Thorp and Director of Independent Policy Review Ross Caldwell

▲ **Fri, Jun 6**

■ 10:00 AM – 10:30 AM	Check-in: Grants Management Manager Sheila Craig and Deputy City Administrator Jonas Biery
■ 11:00 AM – 11:30 AM	Emergency Management: Monthly Check-in

▲ **Mon, Jun 9**

■ 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 – 10:00 AM	Check-in: Deputy City Administrator Jonas Biery
■ 10:00 AM – 12:00 PM	Citywide Leadership Workshop
■ 12:00 PM – 12:30 PM	Visit District 2 Office

■ 1:00 PM – 1:30 PM	Check-in: City Administrator Michael Jordan and Human Resources Director Tracy Warren
■ 1:30 PM – 3:00 PM	Project Check In: NEX Strategies
■ 3:00 PM – 3:30 PM	Internal Service Fund Project Check-in
■ 3:30 PM – 4:30 PM	Capital Project Management Discussion
■ 4:30 PM – 5:00 PM	Check-in: Chief Procurement Officer Sylvester Donelson

▲ **Tue, Jun 10**

■ 8:15 AM – 8:30 AM	Bureau of Technology Services Chief Information Officer Briefing
■ 12:00 PM – 12:30 PM	Check-in: Senior Policy and Budget Advisor Hayley Blonsley
■ 1:00 PM – 6:00 PM	Special City Council Meeting

▲ **Wed, Jun 11**

■ 8:30 AM – 9:00 AM	SAP Roadmap Summit
■ 9:30 AM – 6:00 PM	City Council Meeting

▲ **Thu, Jun 12**

■ 9:00 AM – 10:00 AM	City Operations Service Area Leadership Team
■ 11:00 AM – 11:30 AM	City Ops, Budget & Finance Communications
■ 11:30 AM – 1:00 PM	Monthly Executive Leadership Team meeting
■ 1:30 PM – 2:00 PM	Community-Based Police Accountability Discussion
■ 1:30 PM – 2:00 PM	Prep Meeting
■ 1:30 PM – 5:00 PM	Leadership Team Meeting
■ 3:00 PM – 3:55 PM	Bureau of Human Resources Director and Mayor Wilson

▲ **Fri, Jun 13**

■ 8:45 AM – 9:15 AM	Check-in: Citywide Asset Management Strategic Group Project Manager Tate White
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■ 9:30 AM – 10:00 AM	Check-in: City Administrator Michael Jordan and Human Resources Director Tracy Warren
■ 11:30 AM – 12:00 PM	Check-in: Bureau of Human Resources Director Tracy Warren
■ 12:00 PM – 2:30 PM	Success Factors
■ 3:30 PM – 5:00 PM	Vacation

▲ **Mon, Jun 16**

■ 8:30 AM – 9:00 AM	Crown Plaza - City Kids
■ 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 – 11:00 AM	Mayor/Executive Office Leadership and Management Meeting
■ 11:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■ 1:30 PM – 3:00 PM	Project Check In: NEX Strategies
■ 3:00 PM – 4:00 PM	Health Fund Reserve Strategy Session
■ 4:00 PM – 4:30 PM	Check-in: Office of Community-Based Police Accountability Coordinator Kristen Thorp
■ 4:30 PM – 5:00 PM	Check-in: Council President Pirtle-Guiney

▲ **Tue, Jun 17**

■ 8:30 AM – 9:00 AM	Check-in: Bureau of Fleet and Facilities Director Maty Sauter
■ 9:30 AM – 10:00 AM	Check-in: City Administrator Michael Jordan and Human Resources Director Tracy Warren
■ 10:00 AM – 10:30 AM	Span of Control
■ 10:30 AM – 11:00 AM	SummerWorks Discussion
■ 11:10 AM – 12:00 PM	Community Operations and Enhancements Program Next Steps
■ 1:00 PM – 4:00 PM	City Council Work Session
▨ 1:30 PM – 2:15 PM	Tampa Presentation: Form of Gov
■ 4:00 PM – 5:00 PM	Vacation

▲ **Wed, Jun 18**

■ 9:15 AM – 10:00 AM	Check-in: Business Operations Manager Aaron Rivera and Deputy City Administrator Jonas Biery
■ 10:00 AM – 10:30 AM	Kick-off - Gartner for Technical Professionals
■ 10:30 AM – 11:00 AM	Check-in: Bureau of Technology Services (BTS) Interim Director Elyse Rosenberg
■ 11:00 AM – 11:30 AM	Central Services
■ 12:45 PM – 1:00 PM	Check-in: Office of Community-Based Police Accountability Coordinator Kristen Thorp
■ 1:00 PM – 1:30 PM	Check-in: Communications Information Officer Carrie Belding and Deputy City Administrator Jonas Biery
■ 1:00 PM – 1:30 PM	Check-in: 311 Program Manager Michelle Kunec-North
■ 1:30 PM – 2:00 PM	Non-Rep Study Discussion
■ 2:00 PM – 2:45 PM	Infor Project Status
■ 3:00 PM – 3:30 PM	City Ops, Budget & Finance Communications
■ 4:00 PM – 4:45 PM	Ariba Project Status/TOC Follow Up Briefing
■ 5:00 PM – 5:45 PM	Core Services Support
■ 6:00 PM – 9:00 PM	City Council Meeting

▲ **Thu, Jun 19**

■ 8:00 AM – 5:00 PM	Holiday
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▲ **Fri, Jun 20**

■ All Day	Vacation
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▲ **Mon, Jun 23**

■ 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 – 12:00 PM	SuccessFactors
■ 1:00 PM – 2:00 PM	Check-in: City Budget Office Director Ruth Levine

■ 2:00 PM – 2:30 PM	Check-in: Deputy City Administrator Jonas Biery
■ 3:00 PM – 3:30 PM	Internal Service Fund Project Check-in
■ 3:30 PM – 4:00 PM	Check-in: Juan Carlos Ocana-Chiu and Deputy City Administrator Jonas Biery

▲ Tue, Jun 24

■ 8:30 AM – 9:45 AM	B&F Realignment Kickoff Meeting [In-person]
■ 10:00 AM – 11:00 AM	Mayor Briefing on Cutter Garage
■ 11:00 AM – 12:00 PM	Technology Overview - City 2-3 Year Plan
■ 12:30 PM – 2:00 PM	PPB & City Resource Use at ICE Facility - Urgent Meeting
■ 1:00 PM – 3:00 PM	Leadership Team Meeting

▲ Wed, Jun 25

■ 8:30 AM – 9:00 AM	Health Fund Update
■ 9:30 AM – 10:00 AM	Check-in: Deputy City Administrator/Chief Financial Officer Jonas Biery
■ 10:00 AM – 10:30 AM	Check-in: Citywide Asset Management Strategic Group Project Manager Tate White
■ 11:30 AM – 12:00 PM	Check-in: Chief Procurement Officer Sylvester Donelson
■ 2:00 PM – 3:00 PM	Business Operations Update Mtg.
■ 3:15 PM – 4:30 PM	Business Operations Leadership Team (BOLT) Meeting

▲ Thu, Jun 26

■ 8:30 AM – 9:00 AM	Central Services
■ 9:00 AM – 10:00 AM	City Operations Service Area Leadership Team
■ 10:45 AM – 11:30 AM	Check-in: Office of Community-Based Police Accountability Coordinator Kristen Thorp, Stephanie, Heidi and Sara
■ 11:30 AM – 12:00 PM	Check-in: Director of Independent Policy Review Ross Caldwell
▨ 12:30 PM – 1:00 PM	City Ops, Budget & Finance Communications
■ 1:00 PM – 1:30 PM	Check-in: City Administrator Michael Jordan and Human Resources Director Tracy Warren

■ 1:30 PM – 2:30 PM	Mayor/ DCAs/ PSSA Chiefs and Directors
■ 3:00 PM – 3:30 PM	Check-in: Business Operations Manager Aaron Rivera
■ 4:00 PM – 4:30 PM	Check-in: City Administrator Michael Jordan and Human Resources Director Tracy Warren
■ 5:00 PM – 7:00 PM	BTS Employee Recognition Committee Event

▲ **Fri, Jun 27**

■ 8:00 AM – 8:20 AM	Interview
■ 8:00 AM – 5:00 PM	Interview
■ 8:30 AM – 9:20 AM	Interview
■ 9:30 AM – 10:20 AM	Interview
■ 10:30 AM – 11:20 AM	Interview
■ 11:30 AM – 12:20 PM	Interview
■ 12:30 PM – 1:00 PM	Interview
■ 1:00 PM – 1:55 PM	NEX Strategies Debrief & Discussion
■ 2:00 PM – 2:30 PM	Check-in: Bureau of Human Resources Director Tracy Warren

▲ **Mon, Jun 30**

■ 8:30 AM – 9:00 AM	Leases
■ 9:05 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 – 11:00 AM	Mayor/Executive Office Leadership and Management Meeting
■ 11:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
■ 1:00 PM – 1:30 PM	Check-in: Bureau of Fleet and Facilities Director Maty Sauter
■ 2:00 PM – 3:30 PM	Project Check In: NEX Strategies
■ 3:15 PM – 3:45 PM	Check-in: City Administrator Michael Jordan and Human Resources Director Tracy Warren
■ 4:00 PM – 4:30 PM	Taylor Zajonc and Sara Morrissey

☐ 4:30 PM – 5:00 PM

Call Mayor Wilson

July 2025

▲ Tue, Jul 1

- 8:30 AM – 9:15 AM Check-in: City Administrator Michael Jordan & Mayor Wilson
 - 9:30 AM – 11:00 AM Contracting Meeting
 - 10:30 AM – 11:00 AM Check-in: Grants Management Manager Sheila Craig and Deputy City Administrator Jonas Biery
 - 12:00 PM – 5:00 PM Leadership Team extended meeting/retreat
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▲ Wed, Jul 2

- 8:15 AM – 8:30 AM Check-in: Bureau of Human Resources Director Tracy Warren
 - 9:30 AM – 10:00 AM Mayor Briefing Format
 - 10:00 AM – 10:25 AM PSSA Janitorial Services
 - 10:30 AM – 11:30 AM Operations Service Realignment Project
 - 1:00 PM – 1:30 PM City Ops, Budget & Finance Communications
 - 1:30 PM – 2:00 PM Check-in: 311 Program Manager Michelle Kunec-North
 - 2:30 PM – 3:00 PM Web Accessibility Project Structure
 - 3:00 PM – 3:30 PM Check-in: Bureau of Technology Services (BTS) Interim Director Elyse Rosenberg
 - 3:30 PM – 3:45 PM Check-in: Claudio Campuzano
 - 3:45 PM – 4:00 PM Connect: Deputy City Administrator Priya Dhanapal
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▲ Thu, Jul 3

- 9:30 AM – 10:00 AM Coffee: Ashley Hardt and Sara Morrissey
- 10:30 AM – 11:00 AM Central Communications Overview
- 11:00 AM – 11:30 AM Emergency Management: Monthly Check-in
- 12:00 PM – 12:30 PM Public Works DCA, City Operations DCA & Mayor Wilson

■ 1:00 PM – 1:30 PM	Budget Check-in: Business Operations Manager Aaron Rivera
■ 1:30 PM – 2:00 PM	Check-in: Office of Community-Based Police Accountability Coordinator Kristen Thorp

▲ **Fri, Jul 4**

■ 8:00 AM – 5:00 PM	Holiday
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▲ **Mon, Jul 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 – 9:30 AM	Federal Grants Meeting - Group 1
■ 9:30 AM – 10:00 AM	Federal Grants Meeting - Group 2
■ 10:00 AM – 11:00 AM	City Admin Office Structure
■ 11:10 AM – 12:00 PM	Deputy City Administrator Bob Cozzie
■ 12:30 PM – 1:00 PM	Check-in: Bureau of Human Resources Director Tracy Warren
■ 1:00 PM – 1:15 PM	Check-in: Community-Based Police Accountability
■ 1:30 PM – 2:00 PM	Security Meeting
■ 2:00 PM – 2:30 PM	Security Prep Meeting
■ 2:30 PM – 3:00 PM	Check-in: City Administrator Michael Jordan and Security Manager Manny Guerra
■ 3:00 PM – 4:00 PM	Executive Session Prep
■ 4:00 PM – 4:30 PM	Federal Grants Meeting - Group 3
■ 4:30 PM – 5:00 PM	Federal Grants Meeting - Group 4

▲ **Tue, Jul 8**

■ 9:30 AM – 10:00 AM	Check-in: Senior Policy and Budget Advisor Hayley Blonsley
■ 10:00 AM – 11:30 AM	NEX / Operations Leadership Check In
■ 12:15 PM – 12:45 PM	Governance Meeting

■ 2:00 PM – 2:30 PM	Realignment Project
■ 5:00 PM – 5:30 PM	Executive Session Prep

▲ **Wed, Jul 9**

■ 8:30 AM – 11:00 AM	Executive Session - Bureau of Human Resources
■ 1:00 PM – 1:30 PM	Check-in: Citywide Asset Management Strategic Group Project Manager Tate White
■ 1:30 PM – 3:30 PM	Interviews
■ 4:00 PM – 5:00 PM	Interview Debrief
■ 4:30 PM – 5:00 PM	Policy Report-out

▲ **Thu, Jul 10**

■ 8:30 AM – 9:00 AM	Central Services
■ 9:00 AM – 10:00 AM	Private Appointment
■ 10:30 AM – 11:00 AM	Check-in: City Administrator Michael Jordan and Human Resources Director Tracy Warren
■ 11:15 AM – 12:00 PM	Bureau of Human Resources Director Tracy Warren and Mayor Wilson
■ 11:30 AM – 1:00 PM	Monthly Executive Leadership Team meeting
■ 1:30 PM – 3:30 PM	Leadership Team Meeting
■ 3:30 PM – 3:45 PM	Deputy Director of Bureau of Technology Services Dan Bauer
■ 4:00 PM – 4:15 PM	Check-in: Bureau of Fleet and Facilities Director Maty Sauter

▲ **Fri, Jul 11**

■ 8:15 AM – 8:45 AM	Walk Through: Office Space Planning
■ 9:00 AM – 9:30 AM	Internal Service Fund Project Check-in
■ 10:30 AM – 11:00 AM	Check-in: City Administrator Michael Jordan and Human Resources Director Tracy Warren
■ 11:30 AM – 12:00 PM	Check-in: Chief Procurement Officer Sylvester Donelson
■ 12:00 PM – 12:30 PM	Communications Check-in

■ 1:30 PM – 2:30 PM Span of Control Report

▲ **Mon, Jul 14**

■ 8:30 AM – 9:00 AM Budget Check-in: Business Operations Manager Aaron Rivera

■ 9:30 AM – 10:00 AM Community-Based Police Accountability Meeting

■ 10:00 AM – 11:00 AM Mayor/Executive Office Leadership and Management Meeting

■ 11:00 AM – 12:00 PM Mayor/Executive Office Leadership and Management Meeting

■ 1:30 PM – 3:00 PM Realignment Summit Discussion

■ 3:15 PM – 3:45 PM Human Resources Meeting

▲ **Tue, Jul 15**

■ 8:30 AM – 9:00 AM Check-in: City Administrator Michael Jordan and Human Resources Director Tracy Warren

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

■ 10:30 AM – 12:00 PM Human Resources Meeting

■ 12:30 PM – 1:00 PM Fire and Police Disability & Retirement Fund Meeting

■ 1:00 PM – 3:00 PM Check-in: NEX Strategies

■ 3:00 PM – 4:00 PM Human Resources Meeting
