

DIRECTOR MICHAEL MONTOYA CALENDAR JULY 2022

July 2022

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July 2022

▲ Fri, Jul 1

- 9:00 AM – 10:00 AM 1:1 K. Perkins + M. Montoya
- ▨ 10:30 AM – 11:00 AM continue briefing
- ▨ 11:00 AM – 11:25 AM tom-kareen-quintin-christine follow up graffiti plan
- 11:00 AM – 12:00 PM 1:1 Michael M & Icie
- 1:00 PM – 2:00 PM Weekly Strategic Comms Team Meeting

▲ Sat, Jul 2 – Sun, Jul 3

▲ Mon, Jul 4

▲ Tue, Jul 5

- ▨ 10:00 AM – 10:30 AM Bus Ops Team Meeting- HR Items
- ▨ 10:30 AM – 12:00 PM Bus Ops Team Meeting
- 12:30 PM – 2:30 PM Civic Life Leadership Team Meeting
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ Wed, Jul 6

- 9:00 AM – 10:00 AM CNIC & A2I Monthly Check In
- 1:00 PM – 1:45 PM DD w MM 1:1
- 3:30 PM – 5:00 PM Admin Spec III Interview, 1st Session

▲ Thu, Jul 7

- 10:00 AM – 10:30 AM SuccessFactor Grow & Align meeting
 - 10:30 AM – 11:15 AM M. Montoya + M. Ratbi 1:1
 - 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
 - 1:00 PM – 1:45 PM 1:1 M. Ratbi + M. Montoya
 - ▨ 2:00 PM – 5:00 PM Admin Spec III Interview, 2nd Session
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▲ **Fri, Jul 8**

- 9:00 AM – 10:00 AM 1:1 K. Perkins + M. Montoya
 - 11:00 AM – 11:30 AM SuccessFactors: Perla and Michael
 - 1:00 PM – 2:00 PM Weekly Strategic Comms Team Meeting
 - 3:00 PM – 5:00 PM Office Hours with Director Montoya
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▲ **Sat, Jul 9 – Sun, Jul 10**

▲ **Mon, Jul 11**

- 9:30 AM – 10:00 AM Council Run of Show
 - 12:00 PM – 12:45 PM Check In: D. Dawson + M. Ratbi + M. Montoya
 - 1:00 PM – 1:45 PM Meeting with Attorney Office
 - 2:00 PM – 5:00 PM Admin Spec III Interview, 3rd Session
 - 4:00 PM – 4:45 PM Mtg. C. Henson + Dir. Montoya
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▲ **Tue, Jul 12**

- ▨ 9:00 AM – 9:30 AM Liquor Licensing Team
 - ▨ 10:00 AM – 10:30 AM Bus Ops Team Meeting- HR Items
 - ▨ 10:30 AM – 12:00 PM Bus Ops Team Meeting
 - 12:30 PM – 1:30 PM Civic Life Leadership Team Meeting
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Jul 13**

- ▨ 10:00 AM – 10:30 AM Daniel's SuccessFactors Check-In
 - 12:30 PM – 1:00 PM 1:1 M. Montoya - M. Ratbi
 - 2:00 PM – 5:00 PM City Council Meeting - Wednesday, July 13, 2022 2:00 p.m.
 - 3:00 PM – 4:00 PM Follow Up and Follow Through- Wellness Group Check-Ins
 - 4:00 PM – 6:00 PM HOLD TIME CHANGE: Council Session: DCO and DCL Ordinances.
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▲ **Thu, Jul 14**

- 9:00 AM – 11:00 AM Admin Specialist III 2nd Interviews
 - 11:30 AM – 12:15 PM 1:1 M. Ratbi + M. Montoya + Shuk
 - 12:30 PM – 2:00 PM RBA Report out
 - ▨ 2:00 PM – 2:40 PM Civic Life:BTS Monthly Meeting
 - 3:00 PM – 3:45 PM Mike J./ Michael M. Check-in (Quarterly)
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
 - 6:00 PM – 8:30 PM FW: Cannabis Policy Oversight Team (CPOT)
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▲ **Fri, Jul 15**

- 9:00 AM – 10:00 AM 1:1 K. Perkins + M. Montoya
 - ▨ 11:00 AM – 11:30 AM Call Nadia Busekrus - Mourad Ratbi | Civic Life
 - 1:00 PM – 2:00 PM Weekly Strategic Comms Team Meeting
 - 3:15 PM – 4:15 PM Community Engagement Summit Conversation
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▲ **Sat, Jul 16 – Sun, Jul 17**

▲ **Mon, Jul 18**

- 9:00 AM – 11:00 AM Admin Spec III 2nd Interviews
 - 11:30 AM – 1:30 PM Lunch Meeting with Director Lisa Watson
 - 12:00 PM – 1:00 PM Watson-Montoya lunch
 - 2:00 PM – 2:30 PM RBA conversation
 - 3:00 PM – 4:30 PM Bureau Design: Michael x Marissa x Ciara
 - 4:00 PM – 4:45 PM Mtg. C. Henson + Dir. Montoya
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▲ **Tue, Jul 19**

- 8:30 AM – 9:30 AM PIR & Noise Monthly Complaint Review
 - ▨ 10:00 AM – 10:30 AM Bus Ops Team Meeting- HR Items
 - ▨ 10:30 AM – 12:00 PM Bus Ops Team Meeting
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Jul 20**

- 9:00 AM – 11:30 AM LEAD Core Values Trng
- 9:30 AM – 10:30 AM Council mtg
- ▨ 10:00 AM – 11:00 AM City Wide Graffiti Coordination
- ▨ 12:00 PM – 12:30 PM BOLT Meeting
- 1:00 PM – 1:45 PM DD w MM 1:1

▲ **Thu, Jul 21**

- 9:00 AM – 11:00 AM Monthly Budget Meeting
 - 1:00 PM – 1:45 PM 1:1 M. Ratbi + M. Montoya
 - 2:00 PM – 2:45 PM Check In: T. Keo + T. Riley + M. Montoya
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▲ **Fri, Jul 22**

- 9:00 AM – 9:30 AM CPI presentation meeting
 - 10:00 AM – 11:00 AM 1:1 K. Perkins + M. Montoya
 - 1:00 PM – 2:00 PM Weekly Strategic Comms Team Meeting
 - 3:00 PM – 4:00 PM PSU and City of Portland Update Meeting
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▲ **Sat, Jul 23 – Sun, Jul 24**

▲ **Mon, Jul 25**

- 9:00 AM – 10:30 AM Final Success Factor REviews
 - 11:30 AM – 12:30 PM [status update] Civic Life: Michael x Ciara
 - 12:30 PM – 1:30 PM Check In: D. Dawson + M. Ratbi + M. Montoya
 - 4:00 PM – 4:45 PM Mtg. C. Henson + Dir. Montoya
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▲ **Tue, Jul 26**

- 9:00 AM – 10:00 AM Bureau Director Interviews for Transformation Planning
 - ▨ 10:00 AM – 10:30 AM Bus Ops Team Meeting- HR Items
 - ▨ 10:30 AM – 12:00 PM Bus Ops Team Meeting
 - 12:30 PM – 1:30 PM Civic Life Leadership Team Meeting
 - 1:30 PM – 4:00 PM Calibration Meeting
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Jul 27 Vacation next 2 weeks-ish**

▲ **Thu, Jul 28**

▲ **Fri, Jul 29**

▲ Sat, Jul 30 – Sun, Jul 31
