

DIRECTOR MICHAEL MONTOYA CALENDAR FEBRUARY 2023

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February 2023

▲ Wed, Feb 1

- 7:00 AM – 12:00 PM Nhoods (breakfast)
- 8:30 AM – 9:30 AM Monthly BOLT Meeting
- ▨ 9:00 AM – 10:00 AM commute time
- 9:30 AM – 10:00 AM Portland <> CPI Check-In
- ▨ 10:30 AM – 11:15 AM PEP External Listening Project Team
- 11:00 AM – 12:00 PM Special project assistance
- 1:00 PM – 1:45 PM GH & MM 1:1
- 2:00 PM – 2:45 PM Desk time

▲ Thu, Feb 2

- 10:30 AM – 11:00 AM commute time
- 11:00 AM – 12:30 PM Civic Life in-person/virtual all team gathering
- 2:00 PM – 5:00 PM City Council Meeting

▲ Fri, Feb 3

- 9:00 AM – 10:00 AM SA and MM 1:1
- 10:15 AM – 11:00 AM 1:1 K. Perkins + M. Montoya
- 11:00 AM – 11:45 AM PIR Variance
- 12:00 PM – 1:00 PM lunch appt
- 1:00 PM – 2:00 PM Call re Risk claim
- 2:30 PM – 3:00 PM GH & MM 1:1
- 3:45 PM – 4:30 PM 1:1 M. Ratbi + M. Montoya

▲ Sun, Feb 5

- 4:00 PM – 4:45 PM MYC Mid-Year Retreat

▲ Mon, Feb 6

- 10:00 AM – 10:45 AM Bi-weekly Management Meeting
- 11:00 AM – 12:00 PM Weekly Strategic Comms Team Meeting

- 1:00 PM – 1:45 PM Monthly Check In: A. Yoder + M. Montoya
 - 2:30 PM – 3:00 PM Commute time
 - 4:00 PM – 4:45 PM Mtg. C. Henson + Dir. Montoya
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▲ Tue, Feb 7

- 9:00 AM – 9:30 AM MM & EP chat
 - 10:00 AM – 10:30 AM Bus Ops Team Meeting - HR Items
 - 10:00 AM – 11:00 AM Kick-off meeting for Community Engagement RFP
 - 10:30 AM – 12:00 PM Bus Ops Team Meeting
 - 11:00 AM – 11:45 AM Mtg w/ Director Watson
 - 12:30 PM – 1:45 PM Civic Life Leadership Team Meeting
 - 2:00 PM – 2:50 PM CHECK-IN (monthly): Lisa & Michael Montoya | Director, Office of Community and Civic Life
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▲ Wed, Feb 8

- 7:00 AM – 12:00 PM Desk time
 - 8:00 AM – 8:45 AM Montoya & Oliveras 1:1
 - 9:00 AM – 9:45 AM MM w SL 1:1
 - 10:00 AM – 10:45 AM GH & MM 1:1
 - ▨ 10:30 AM – 11:15 AM Portland <> CPI Check-In
 - 11:00 AM – 12:00 PM PEP External Listening Project Team
 - 12:00 PM – 12:30 PM insurance for NAs and other orgs
 - 1:00 PM – 2:00 PM K&A + Civic Life Comms Meeting
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▲ Thu, Feb 9

- 9:00 AM – 9:45 AM MH & MM 1:1
 - 10:00 AM – 10:45 AM 1:1 M. Ratbi + M. Montoya
 - 11:00 AM – 11:30 AM Commute time (director's meeting in person)
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
 - 1:00 PM – 2:00 PM Monthly PEP Partners check-in
 - 2:00 PM – 3:00 PM OEHR/OCCL Work Session
 - 6:00 PM – 8:30 PM FW: Cannabis Policy Oversight Team (CPOT)
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▲ Fri, Feb 10

- 8:00 AM – 9:00 AM RFP 00002039 Evaluation Committee Kick-Off
- 9:00 AM – 10:30 AM Citywide Equitable Engagement Cohort Session
- 11:00 AM – 11:40 AM Entrevistando a Juliette Olivella
- 12:00 PM – 1:00 PM lunch appt
- 1:15 PM – 2:00 PM 1:1 K. Perkins + M. Montoya
- 2:00 PM – 2:45 PM 1:1 Michael M & Icie

■ 3:00 PM – 5:00 PM Office Hours with Director Montoya

▲ Mon, Feb 13

- 8:00 AM – 9:00 AM Michael/Sonia coffee
 - 9:15 AM – 10:00 AM Mtg. C. Henson + Dir. Montoya
 - 11:00 AM – 12:00 PM Weekly Strategic Comms Team Meeting
 - 12:00 PM – 12:30 PM Budget Work Sessions slide deck preview
 - At 12:30 PM Commute time
 - 1:00 PM – 1:45 PM MEET: Cmr Ryan Office / Michael Montoya Check-In (T.J.)
 - ▨ 3:00 PM – 4:00 PM Code and Charter Match - Bureau Representatives Meeting
 - 3:00 PM – 5:00 PM Private appt
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▲ Tue, Feb 14

- ▨ 8:00 AM – 9:00 AM MEET: Office of Equity & Civic Life
 - 9:00 AM – 9:45 AM Christina and Michael 1:1
 - 10:00 AM – 10:30 AM Bus Ops Team Meeting - HR Items
 - 10:30 AM – 12:00 PM Bus Ops Team Meeting
 - 12:00 PM – 12:15 PM RESTORE emails
 - 12:30 PM – 1:45 PM Civic Life Leadership Team Meeting
 - 2:00 PM – 2:30 PM SW neighbor feedback
 - ▨ 4:00 PM – 4:30 PM Bureau Directors Meeting
 - 4:30 PM – 4:45 PM Call RE TASS Engagement
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▲ Wed, Feb 15

- 7:00 AM – 12:00 PM Desk time
 - 8:30 AM – 9:15 AM Mtg w/ Director Watson
 - 9:30 AM – 10:15 AM GH & MM 1:1
 - 10:30 AM – 11:15 AM Portland <> CPI Check-In
 - 11:00 AM – 12:00 PM PEP External Listening Project Team
 - 11:30 AM – 12:15 PM 1:1 M. Ratbi + M. Montoya
 - 2:00 PM – 5:00 PM Desk time
 - 4:15 PM – 5:00 PM Civic Life PCard Payment
 - 6:00 PM – 7:30 PM Budget Advisory Committee
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▲ Thu, Feb 16

- 9:00 AM – 9:45 AM 1:1 K. Perkins + M. Montoya
- 10:00 AM – 11:00 AM PSU and Civic life monthly check in on Summit
- 11:00 AM – 11:30 AM East Portland Neighbors Insurance Payments

- 11:30 AM – 12:00 PM commute time
- 12:00 PM – 1:00 PM Service Area Leadership Team (SALT) Meeting (Budget Session Prep)
- ▨ 12:00 PM – 1:00 PM LatinxfPDX
- 1:00 PM – 1:30 PM commute time
- 2:00 PM – 3:00 PM Employee Town Hall on City Transition
- 3:30 PM – 4:00 PM TASS Engagement

▲ Fri, Feb 17

- All Day Michael Out of Office

▲ Mon, Feb 20

- All Day City holiday: Presidents' Day

▲ Tue, Feb 21

- 9:00 AM – 9:30 AM Mtg. C. Henson + Dir. Montoya
- 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 – 1:45 PM Civic Life Leadership Team Meeting
- 3:00 PM – 4:00 PM Weekly Strategic Comms Team Meeting
- ▨ 6:00 PM – 8:00 PM 6 PM ZOOM MEETING FOR THE PIR SUBCOMMITTEE
Each third Tuesday to May 16 2022

▲ Wed, Feb 22

- 8:30 AM – 9:15 AM 1:1 M. Ratbi + M. Montoya
- 9:30 AM – 10:15 AM Bi-weekly Management Meeting
- ▨ 10:30 AM – 11:15 AM Portland <> CPI Check-In
- 11:00 AM – 12:00 PM PEP External Listening Project Team
- 12:00 PM – 1:00 PM Culture and Livability Deck Development #1
- 1:30 PM – 2:00 PM BDS / OCCL Regulatory Position Transfer
- 2:00 PM – 2:45 PM GH & MM 1:1
- 3:00 PM – 3:45 PM Monthly Neighborhood Mapping
- 4:30 PM – 5:00 PM Somer_Civic life call
- 4:30 PM – 5:00 PM TASS Engagement

▲ Thu, Feb 23

- 8:30 AM – 9:00 AM Discuss Civic Life some more (attorney client)
- 9:00 AM – 10:00 AM Civic Life + K&A
- 9:30 AM – 10:00 AM commute time
- 10:00 AM – 10:30 AM MM & TM - meeting with Ryan's office

- 10:30 AM – 11:30 AM Lunch/commute
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
 - 1:00 PM – 1:30 PM Settlement discussion
 - 4:00 PM – 4:30 PM Montoya & Gomez introduction
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▲ Fri, Feb 24

- 8:30 AM – 9:00 AM MM w SL 1:1
 - ▨ 9:00 AM – 10:30 AM Citywide Equitable Engagement Cohort Session
 - 10:15 AM – 11:00 AM 1:1 K. Perkins + M. Montoya
 - 11:00 AM – 12:00 PM 1:1 Michael M & Icie
 - 12:00 PM – 1:00 PM lunch appt
 - 1:00 PM – 2:30 PM Scoring mtg for Community Engagement RFP
 - 3:00 PM – 4:00 PM Civic Life & Equity/HR
 - 4:15 PM – 4:45 PM Civic Life Monthly Budget
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▲ Mon, Feb 27

- 9:00 AM – 9:30 AM Mtg. C. Henson + Dir. Montoya
 - 10:00 AM – 10:30 AM Topic: Civic Life
 - 11:00 AM – 11:45 AM Mtg: T. Garcia/Civic Life
 - 12:30 PM – 1:00 PM Commute time
 - 1:00 PM – 1:30 PM MEET: Cmr Ryan Office / Michael Montoya Check-In (T.J.)
 - 1:00 PM – 2:00 PM Employee Town Hall on City Transition
 - 2:00 PM – 3:00 PM Weekly Strategic Comms Team Meeting
 - 3:00 PM – 5:00 PM Private appt
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▲ Tue, Feb 28

- 8:00 AM – 8:30 AM Move to BDS and Prosper - more details
- 9:00 AM – 9:30 AM Neighborhood Associations
- 10:00 AM – 10:30 AM Bus Ops Team Meeting - HR Items
- 10:00 AM – 11:30 AM East, North, SW Coalition Staff Meetings
- 10:30 AM – 12:00 PM Bus Ops Team Meeting
- 12:00 PM – 1:00 PM Culture and Livability Deck Development #2
- 1:15 PM – 2:00 PM Civic Life Leadership Team Meeting
- 2:30 PM – 3:15 PM Christina and Michael 1:1
- 3:30 PM – 3:55 PM Quick check in