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<b><u>Monday morning huddle - Leadership Team</u></b> Microsoft Teams Meeting	Mon Sept 30	9:00 AM – 9:30 AM
<b><u>Mike Myers / Ken Lee 1:1</u></b> Microsoft Teams Meeting		9:30 AM – 10:00 AM
<b><u>Public Safety Service Area Comms Briefing</u></b> Microsoft Teams Meeting		12:30 PM – 1:00 PM

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<b><u>Weekly 1:1 with Elisabeth Perez</u></b> Microsoft Teams Meeting	Tue Oct 01	9:00 AM – 9:30 AM
<b><u>Deputy City Administrator Executive Team Briefing</u></b> Microsoft Teams Meeting		9:30 AM – 10:00 AM
<b><u>PORTLAND CLEAN ENERGY FUND / PPB Budget Meeting</u></b> Microsoft Teams Meeting		10:30 AM – 11:00 AM
<b><u>Emergency Management Ordinance and Retreat</u></b> Portland Bureau Of Emergency Management (9911 SE Bush St, Portland, OR 97266, United States)		12:30 PM – 5:00 PM

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<b><u>Public Safety Service Area Vacancy Internal Review</u></b> Microsoft Teams Meeting	Wed, Oct 2	8:00 AM – 8:30 AM
<b><u>Check in with Pastor Hennessy</u></b>		8:30 AM – 9:00 AM

**AM Council Session**

Room 2500, 1900 SW Fourth Ave., Portland, OR  
97201

9:30 AM – 12:30  
PM

**Cosmo Settlement Meeting**

Zoom Meeting

1:00 PM – 1:45  
PM

**Public Order TTX**

City of Portland EOC, 9911 SE Bush Street,  
Portland, OR 97266

1:00 PM – 3:30  
PM

**PPB/Deputy City Administrator/Mayor Staff  
Check-In**

Microsoft Teams Meeting

4:00 PM – 5:00  
PM

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**Deputy City Administrator Executive Team  
Briefing**

Microsoft Teams Meeting

Thu, Oct  
3

8:30 AM – 9:00  
AM

**Emergency Management Steering Committee**

Microsoft Teams Meeting

9:00 AM – 10:30  
AM

**Sierra Ellis 1:1**

Microsoft Teams Meeting

9:30 AM – 10:00  
AM

**Public Safety Budget Governance Committee**

Microsoft Teams Meeting

11:00 AM –  
12:00 PM

**Leadership Team Meeting**

Microsoft Teams Meeting; Rm 500

1:30 PM – 3:30  
PM

**Graffiti Ordinance**

HYBRID

2:15 PM – 3:00  
PM

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<b><u>Monday morning huddle - Leadership Team</u></b>	Mon, Oct	9:00 AM – 9:30
Microsoft Teams Meeting	7	AM
<b><u>Mike Myers / Ken Lee 1:1</u></b>		9:30 AM – 10:00
Microsoft Teams Meeting		AM
<b><u>Debrief for Officer Involved Shooting Occurrence 10/4/24</u></b>		10:00 AM –
Microsoft Teams Meeting		10:30 AM
<b><u>Council Agenda Setting and Weekly Operational Update</u></b>		10:00 AM –
Zoom / PB LG 20 ppl - AV & Video Camera - Rm 500		11:00 AM
<b><u>Weekly 1:1 with Elisabeth Perez</u></b>		11:00 AM –
		11:30 AM
<b><u>In person: Homelessness Response Implementation Committee</u></b>		12:00 PM – 1:30
Room 315, Multnomah Building, 501 SE Hawthorne Blvd, Portland, OR 97214, USA		PM
<b><u>Weekend Briefing</u></b>		12:30 PM – 1:00
Microsoft Teams Meeting		PM
<b><u>Public Safety Service Area Comms Briefing</u></b>		1:30 PM – 2:00
Microsoft Teams Meeting		PM
<b><u>Deputy City Administrator Executive Assistant (ASIII) Interviews - 2nd Interviews</u></b>		2:00 PM – 3:45
Microsoft Teams Meeting		PM

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<b><u>31st Annual Northwest Public Employees Diversity Conference</u></b>	Tue, Oct 8
▲ Dawson Park (1 N. Stanton St., Portland OR)	

**Check in** Tue, Oct 1:00 PM – 1:30  
Microsoft Teams Meeting 8 PM

**Leadership Team Meeting** 3:30 PM – 5:00  
Microsoft Teams Meeting; PB LG 20 ppl - AV & PM  
Video Camera - Rm 500

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**Deputy City Administrator Executive Team Briefing** Wed, Oct 8:30 AM – 9:00  
Microsoft Teams Meeting 9 AM

**AM Council Session** 9:30 AM – 12:30  
Room 2500, 1900 SW Fourth Ave., Portland, OR PM  
97201

**PM Council Session** 2:00 PM – 3:30  
Room 2500, 1900 SW Fourth Avenue, Portland, PM  
OR 97201

**Community Safety Chiefs Bi-Weekly Check-in** 3:00 PM – 4:00  
Microsoft Teams Meeting PM

**PPB/Deputy City Administrator/Mayor Staff Check-In** 4:00 PM – 5:00  
Microsoft Teams Meeting PM

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**Deputy City Administrator Executive Team Briefing** Thu, Oct 8:30 AM – 9:00  
Microsoft Teams Meeting 10 AM

**City Administrator Michael Jordan & Deputy City Administrator Mike Myers 1:1** 10:00 AM –  
Microsoft Teams Meeting 10:30 AM

**Media inquiry: PPB staffing/budget questions** 10:30 AM –  
Microsoft Teams Meeting 11:00 AM

**Monthly Executive Leadership Team meeting** 11:30 AM – 1:00 PM  
Microsoft Teams Meeting; room 100 is reserved

**Judith Mowry & Mike Myers Monthly 1:1** 1:00 PM – 1:30 PM  
Microsoft Teams Meeting

**Leadership Team Meeting** 1:30 PM – 3:30 PM  
Microsoft Teams Meeting; Rm 500

**City of Portland Emergency Declaration Check-in with Regional Partners** 3:30 PM – 4:00 PM  
Microsoft Teams Meeting

**Fall Election Coordination** 4:00 PM – 5:00 PM  
Microsoft Teams Meeting

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**MEET: Draft Proposed PPB Staffing Plan** Fri, Oct 9:30 AM – 10:00 AM  
Zoom / PB 521 11

**Bureau of Emergency Management/Deputy City Administrator Monthly 1:1** 10:00 AM – 10:30 AM  
Microsoft Teams Meeting

**MEDIA: Zaeem/Oregonian** 10:30 AM – 11:00 AM  
Microsoft Teams Meeting

**Finalize Graffiti Run-Of-Show** 11:45 AM – 12:15 PM  
Microsoft Teams Meeting

**Discussion re Election Prep Briefing for Electeds** 12:00 PM – 1:00 PM  
Microsoft Teams Meeting

**Strategic Plan Objectives + Deputy City Administrator Role** 1:00 PM – 2:00 PM  
Microsoft Teams Meeting

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**Monday morning huddle - Leadership Team**

Microsoft Teams Meeting

Mon, Oct 14 9:00 AM – 9:30 AM

**Mike Myers / Ken Lee 1:1**

Microsoft Teams Meeting

9:30 AM – 10:00 AM

**Council Agenda Setting and Weekly Operational Update**

Zoom / PB 500; PB LG 20 ppl - AV & Video Camera - Rm 500

10:00 AM – 11:30 AM

**Check in**

Microsoft Teams Meeting

12:30 PM – 1:00 PM

**Virtual 1:1 with Sam Chase/Mike Myers**

Microsoft Teams Meeting

1:00 PM – 1:30 PM

**Data-Informed Decision-Making Briefing**

Microsoft Teams Meeting; PB LG 20 ppl - AV & Video Camera - Rm 600

2:00 PM – 3:00 PM

**Bi-Monthly Meeting: Mike Myers/Cmr Ryan**

PB Med 8 ppl - AV - No Camera - Rm 821; Commissioner Ryan Conference Room

3:00 PM – 3:30 PM

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**Deputy City Administrator Executive Team Briefing**

Microsoft Teams Meeting

Tue, Oct 15 9:30 AM – 10:00 AM

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**AM Council Session**

Room 2500, 1900 SW Fourth Ave., Portland, OR 97201

Wed Oct 16 9:30 AM – 12:30 PM

**PM Council Session**

Room 2500, 1900 SW Fourth Avenue, Portland,  
OR 97201

3:00 PM – 4:30  
PM

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**Bureau of Emergency Communicaton/Deputy  
City Administrator Monthly Data  
Presentation**

Microsoft Teams Meeting

Thu Oct 9:00 AM – 10:00  
17 AM

**Fire Personnel Discussion**

Microsoft Teams Meeting

10:30 AM –  
11:00 AM

**Sierra Ellis 1:1**

Microsoft Teams Meeting

11:00 AM –  
11:30 AM

**City Bureau Internal Coordination**

Microsoft Teams Meeting

12:00 PM – 1:00  
PM

**Quarterly Check in - Cmr. Gonzalez & EMS  
Medical Director, Multnomah County**

Portland Building - Conference Room 217; or  
Teams

12:30 PM – 1:30  
PM

**HR Check In: Mike M & Tracy**

Microsoft Teams Meeting

1:00 PM – 1:30  
PM

**Leadership Team Meeting**

Microsoft Teams Meeting; Rm 1500

1:30 PM – 3:30  
PM

**Bureau of Emergency Communicaton User  
Board Meeting**

[https://us06web.zoom.us/j/84696608325?pwd=\\_U1F1Vk5O\\_b0txTlBQdENpZHhXYzlyZz09](https://us06web.zoom.us/j/84696608325?pwd=_U1F1Vk5O_b0txTlBQdENpZHhXYzlyZz09)

1:30 PM – 3:30  
PM

**City Auditor Check-In**

Microsoft Teams Meeting

3:30 PM – 3:45  
PM

**Emergency Fund Policy**

Hybrid: PB 500/Teams; PB LG 20 ppl - AV &  
Video Camera - Rm 500

4:30 PM – 5:00  
PM

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**Deputy City Administrator Calendar Review**

Microsoft Teams Meeting

Fri Oct 18 8:30 AM – 8:45  
AM

**Public Safety Service Area/Mayor Staff Bi-  
Weekly Check-In**

Microsoft Teams Meeting

9:00 AM – 10:00  
AM

**NE Community Planning Discussion (Cont.)**

Microsoft Teams Meeting

10:00 AM –  
11:00 AM

**Success Factors w/ Elisabeth Perez**

Microsoft Teams Meeting

11:15 AM –  
12:00 PM

**Weekly 1:1 with Elisabeth Perez**

12:30 PM – 1:00  
PM

**Public Safety Service Area Comms Briefing**

Microsoft Teams Meeting

1:30 PM – 2:00  
PM

**[Monthly] CeaseFire/Deputy City  
Administrator Data Presentation**

Microsoft Teams Meeting

2:00 PM – 3:00  
PM

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**City Administrator Michael Jordan & Deputy  
City Administrator Mike Myers 1:1**

Microsoft Teams Meeting

Mon Oct 21 8:00 AM – 8:25  
AM

**Leadership Team meeting**

TPB room 203

9:00 AM – 9:30  
AM



**Council Agenda Setting and Weekly Operational Update**

Zoom / PB 500; PB LG 20 ppl - AV & Video  
Camera - Rm 500

10:00 AM –  
12:00 PM

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**Fiscal Outlook Work Session**

Room 2500 in the 1900 building

9:30 AM – 12:00  
PM

**Leadership Team Meeting**

Microsoft Teams Meeting; PB LG 20 ppl - AV &  
Video Camera - Rm 500

1:00 PM – 3:00  
PM

**Wellmon, et al. v. City - Pretrial Meeting (2-week Trial set for December 2, 2024)**

Microsoft Teams Meeting

4:00 PM – 5:00  
PM

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**MEET: Media prep**

Microsoft Teams Meeting

Wed Oct 23 8:00 AM – 8:30  
AM

**Weekly 1:1 with Elisabeth Perez**

8:30 AM – 9:00  
AM

**AM Council Session**

Room 2500, 1900 SW Fourth Ave., Portland, OR  
97201

9:30 AM – 12:30  
PM

**PM Council Session**

Room 2500, 1900 SW Fourth Avenue, Portland,  
OR 97201

2:00 PM – 3:30  
PM

**PPB/Deputy City Administrator/Mayor Staff Check-In**

Microsoft Teams Meeting

4:00 PM – 5:00  
PM

**MEET: RV Briefing**

Microsoft Teams Meeting

5:00 PM – 5:30  
PM

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**Deputy City Administrator Executive Team Briefing**

Microsoft Teams Meeting

Thu Oct 24 8:30 AM – 9:00 AM

**Fall Election Coordination**

Microsoft Teams Meeting

4:00 PM – 5:00 PM

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**Public Health & Safety Service Coordination Call**

**Deputy City Administrator Calendar Review**

Microsoft Teams Meeting

Fri Oct 25 8:00 AM – 9:00 AM

8:30 AM – 8:45 AM

**Election Prep Presentation (Stephanie)**

Zoom

9:00 AM – 9:45 AM

**Mike Myers / Ken Lee 1:1**

Microsoft Teams Meeting

10:30 AM – 11:00 AM

**Virtual - Black Community Elder Monthly Meeting**

Pastor Hennessee will send link out prior to meeting

11:30 AM – 1:00 PM

**MEDIA: Wright Gazaway/KATU**

2:00 PM – 2:30 PM

**All staff town hall prep**

Microsoft Teams Meeting

2:30 PM – 3:00 PM

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**Portland Building power outage**

Microsoft Teams Meeting

Mon Oct 28 8:00 AM – 8:15 AM

<b><u>Brief on EDU events</u></b>		8:10 AM – 8:40 AM
Microsoft Teams Meeting		
<b><u>Public Safety Service Area Comms Briefing</u></b>		12:30 PM – 1:00 PM
Microsoft Teams Meeting		
<b><u>Employee Town Hall: October 28, 2024</u></b>		3:00 PM – 4:00 PM
<hr/>		
<b><u>Weekly 1:1 with Elisabeth Perez</u></b>		9:00 AM – 9:30 AM
<b><u>Deputy City Administrator Executive Team Briefing</u></b>		9:30 AM – 10:00 AM
Microsoft Teams Meeting		
<b><u>Sierra 1:1</u></b>		10:00 AM – 10:30 AM
Microsoft Teams Meeting		
<b><u>[Monthly] PF&amp;R/Deputy City Administrator Data Presentation</u></b>		11:00 AM – 12:00 PM
Microsoft Teams Meeting		
<b><u>Leadership Team Meeting</u></b>		1:00 PM – 3:00 PM
Microsoft Teams Meeting; PB LG 20 ppl - AV & Video Camera - Rm 500		
<b><u>Erin Belknap/Dir Ahmed/Deputy City Administrator Myers</u></b>		2:30 PM – 3:00 PM
Microsoft Teams Meeting		
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<b><u>Pre election press conference prep</u></b>	Wed Oct 30	8:30 AM – 9:00 AM
PB 521 / Zoom		
<b><u>Public Safety Service Area Reclassification Check-In</u></b>		9:00 AM – 9:15 AM
Microsoft Teams Meeting		

**AM Council Session** 9:30 AM – 12:30 PM  
Room 2500, 1900 SW Fourth Ave., Portland, OR 97201

**HOLD: PPB Press conference on public order events** 12:30 PM – 2:30 PM

**PM Council Session** 2:00 PM – 3:30 PM  
Room 2500, 1900 SW Fourth Avenue, Portland, OR 97201

**Title 31 Fire Regulations** 4:30 PM – 5:00 PM  
Microsoft Teams Meeting

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**Bureau of Emergency Management/Deputy City Administrator Monthly Data Presentation** Thu Oct 31 9:00 AM – 10:00 AM  
Microsoft Teams Meeting

**City Bureau Internal Coordination** 12:00 PM – 1:00 PM  
Microsoft Teams Meeting

**Leadership Team Meeting** 1:30 PM – 3:30 PM  
Microsoft Teams Meeting; Rm 500

**Public Safety Service Area Budget Briefing** 4:00 PM – 5:00 PM  
Microsoft Teams Meeting

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**Public Health & Safety Service Coordination Call** Fri Nov 1 8:00 AM – 9:00 AM

**Deputy City Administrator Calendar Review** 8:30 AM – 8:45 AM  
Microsoft Teams Meeting

**[Monthly] Deputy City Administrator/Policy & Programs Data Presentation** 9:00 AM – 10:00 AM  
PB LG 20 ppl - AV & Video Camera - Rm 600

**Check-in: PBOT + Unified Command**

Microsoft Teams Meeting

2:30 PM – 3:00  
PM

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**Monday morning huddle - Leadership Team**

Microsoft Teams Meeting

Mon Nov 9:00 AM – 9:30  
4 AM

**Mike Myers / Ken Lee 1:1**

Microsoft Teams Meeting

9:30 AM – 10:00  
AM

**In person: Homelessness Response**

**Implementation Committee**

Room 315, Multnomah Building, 501 SE  
Hawthorne Blvd, Portland, OR 97214, USA

12:00 PM – 1:30  
PM

**Public Safety Service Area Comms Briefing**

Microsoft Teams Meeting

12:30 PM – 1:00  
PM

**Performance Discussion**

Microsoft Teams Meeting

4:00 PM – 4:30  
PM

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**Private Appointment**

Tue Nov 5 8:00 AM – 8:30  
AM

**Bureau of Emergency Communicaton/Deputy**

**City Administrator Monthly 1:1**

Microsoft Teams Meeting

9:00 AM – 9:30  
AM

**Deputy City Administrator Executive Team**

**Briefing**

Microsoft Teams Meeting

9:30 AM – 10:00  
AM

**Sierra 1:1**

Microsoft Teams Meeting

10:00 AM –  
10:30 AM

**Weekly 1:1 with Elisabeth Perez**

10:30 AM –  
11:00 AM

**Portland Street Response Leadership Discussion**

Microsoft Teams Meeting

11:00 AM –  
12:00 PM

**Leadership Team Meeting**

Microsoft Teams Meeting; PB LG 20 ppl - AV &  
Video Camera - Rm 500

1:00 PM – 3:00  
PM

**Title 20 Updates-Deputy City Administrator  
Sonia Schmanski/Deputy City Administrator  
Mike Myers/Office of the Director Victor  
Sanders**

Microsoft Teams Meeting

3:00 PM – 3:15  
PM

**City Administrator Michael Jordan & Deputy  
City Administrator Mike Myers 1:1**

Microsoft Teams Meeting

3:30 PM – 4:00  
PM

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**AM Council Session**

Room 2500, 1900 SW Fourth Ave., Portland, OR  
97201

Wed Nov 6 9:30 AM – 12:30  
PM

**PM Council Session**

Room 2500, 1900 SW Fourth Avenue, Portland,  
OR 97201

2:00 PM – 3:30  
PM

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**Emergency Management Steering Committee**

Microsoft Teams Meeting

Thu Nov 7 9:00 AM – 10:30  
AM

**FEMA Reimbursement Contract Discussion  
(in person)**

PB LG 20 ppl - AV & Video Camera - Rm 500;  
/Teams

12:00 PM – 1:00  
PM

**City Bureau Internal Coordination** 12:00 PM – 1:00 PM  
Microsoft Teams Meeting

**MEET(staff): Cmr. Rubio/Dir. Mike Myers, Community Safety Division, monthly (Megan)** 1:00 PM – 1:30 PM  
VIRTUAL- Zoom link in invite

**City Leadership Team meeting - rescheduled** 1:30 PM – 2:30 PM  
Microsoft Teams Meeting; Rm 500

**Emergency Preparedness / Unified Command Check-in** 3:00 PM – 3:30 PM  
Microsoft Teams Meeting

**Office of the Public Safety Deputy City Administrator FY26 Budget Development Kick-off** 3:30 PM – 5:00 PM  
Microsoft Teams Meeting

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**Public Health & Safety Service Coordination Call** Fri Nov 8 8:00 AM – 9:00 AM

**Election Prep Emergency Preparedness / Unified Command Briefing (as needed)** 8:30 AM – 9:00 AM  
and Teams; Bureau of Emergency Management Executive Conf Rm

**Commissioner Gonzalez Planned Visit to ICP/EOC** 9:30 AM – 10:30 AM  
Bureau of Emergency Management EOC; 9911 SE Bush

**Council Agenda Setting and Weekly Operational Update** 10:00 AM – 11:00 AM  
Zoom / PB 500; PB LG 20 ppl - AV & Video Camera - Rm 500

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## Myers, Mike (Public Safety Svc Area) Calendar

Monday, November 11, 2024 – Friday, November 15, 2024

Time zone: (UTC-08:00) Pacific Time (US & Canada)

(Adjusted for Daylight Saving Time)

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### November 2024

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24	25	26	27	28	29	30

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#### [Ken Lee Weekly 1:1](#)

Microsoft Teams Meeting

Mon, Nov 11 9:30 AM – 10:00 AM



Tues, Nov 12



Wed, Nov 13

#### [AM City Council Session](#)

Room 2500, 1900 SW Fourth Ave., Portland,  
OR 97201

9:30 AM – 12:30 PM

#### [PM City Council Session](#)

Room 2500, 1900 SW Fourth Avenue,  
Portland, OR 97201

2:00 PM – 3:30 PM



Thu, Nov 14

#### [Deputy City Administrator Executive](#)

##### [Team Briefing](#)

Microsoft Teams Meeting

8:30 AM – 9:00 AM

#### [Budget Concept Review \(Public Safety Service Area\)](#)

Hybrid: Teams/PB 900; PB LG 20 ppl - AV - No  
Camera - Rm 900

3:30 PM – 5:00 PM



Fri, Nov 15



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**Myers, Mike (Public Safety Svc Area) Calendar**

Monday, November 18, 2024 – Friday, November 22, 2024

Time zone: (UTC-08:00) Pacific Time (US &amp; Canada)

(Adjusted for Daylight Saving Time)

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Mon, Nov 18

<b>Deputy City Administrator Executive Team Briefing</b>	8:30 AM – 9:00 AM
<b>Monday morning huddle - Leadership Team</b>	9:00 AM – 9:30 AM
<b>Council Agenda Setting and Weekly Operational Update</b>	9:30 AM – 10:30 AM
<b>Sean Gentry 1:1</b>	10:30 AM – 11:00 AM
<b>Judith Mowry &amp; Mike Myers Monthly 1:1</b>	11:00 AM – 11:30 AM
<b>LUNCH</b>	11:30 AM – 12:30 PM
<b>Public Safety Service Area Communications Briefing</b>	12:30 PM – 1:00 PM
<b>Public Safety Service Area: Strategy &amp; Performance Check In</b>	1:00 PM – 1:25 PM
<b>Public Safety Service Area Grant Opportunities – Health Oregon Workplace Training Opportunity &amp; Urban Area Security Initiative</b>	3:00 PM – 3:30 PM
<b>Portland Street Response</b>	3:30 PM – 4:00 PM
<b>Public Safety Long Range Planning Discussion</b>	4:00 PM – 5:00 PM



Tue, Nov 19

<b>Weekly 1:1 with Elisabeth Perez</b>	9:00 AM – 9:30 AM
<b>Deputy City Administrator Executive Team Briefing</b>	9:30 AM – 10:00 AM
<b>Sierra Ellis 1:1</b>	10:00 AM – 10:30 AM
<b>Stephanie Howard/Mike Myers/Sierra Ellis Check-In</b>	10:30 AM – 11:00 AM
<b>CeaseFire/Deputy City Administrator Data Presentation</b>	11:00 AM – 12:00 PM
<b>LUNCH</b>	12:00 PM – 12:30 PM
<b>Portland Police Bureau/Fire Leave Extension</b>	12:30 PM – 1:00 PM
<b>Leadership Team Meeting</b>	1:00 PM – 4:00 PM
<b>City Administrator Michael Jordan &amp; Deputy City Administrator Mike Myers 1:1</b>	4:00 PM – 4:30 PM

**RV Briefing Follow up Meeting** 4:30 PM – 5:00 PM

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Wed, Nov 20

**Sierra Ellis/Mike Myers/Stephanie Howard  
Check-in** 8:00 AM – 8:30 AM

**Virtual 1:1 with Sam Chase/Mike Myers** 8:30 AM – 9:00 AM

**AM Council Session** 9:30 AM – 12:30 PM

**City Council Meeting - November 20, 2024** 9:30 AM – 2:00 PM

**Index Newspapers/Woodstock--Mediation  
and Settlement Discussions** 1:00 PM – 2:00 PM

**Public Safety Budget Governance  
Committee** 2:00 PM – 3:00 PM

**Community Safety Chiefs Bi-Weekly  
Check-in** 3:00 PM – 4:00 PM

**Portland Police Bureau/Mayor Staff  
Check-In** 4:00 PM – 5:00 PM

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Thu, Nov 21

**Jenni Pullen** 12:30 PM – 1:00 PM

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

**Deputy City Administrator Calendar  
Review** 3:30 PM – 3:45 PM

**Q3 Rapid Analysis Presentation** 4:00 PM – 5:00 PM

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Fri, Nov 22

**Public Health & Safety Service  
Coordination Call** 8:00 AM – 9:00 AM

**Ken Lee** 10:30 AM – 11:00 AM

**Bureau of Emergency  
Communication/Deputy City** 11:00 AM – 12:00 PM

**Administrator Monthly Data Presentation**

**Persistent Unresolved Issue** 12:00 PM – 12:30 PM

**Meeting with PSU Institute of Metropolitan  
Studies and Congressman Blumenauer** 1:30 PM – 2:30 PM

**MEET: Portland Police Bureau Chief Day /  
Mayor Wheeler Check-in** 3:00 PM – 3:45 PM

**Check-In w/ Micheal Jordan** 3:45 PM – 4:15 PM

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**Myers, Mike (Public Safety Svc Area) Calendar**

Monday, November 25, 2024 – Friday, November 29, 2024

Time zone: (UTC-08:00) Pacific Time (US & Canada)

(Adjusted for Daylight Saving Time)

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**November 2024**

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**Leadership Team**

Microsoft Teams Meeting

Mon 11/25

9:00 AM – 9:30 AM

**Community Health Assess and Treat Discussion**

Microsoft Teams Meeting

9:30 AM – 10:00 AM

**Weekly Operational Update**

Zoom / PB 500; PB LG 20 ppl - AV & Video Camera -  
Rm 500

11:00 AM – 12:00 PM

**Public Safety Service Area Comms Briefing**

Microsoft Teams Meeting

12:30 PM – 1:00 PM

**Tom Rinehart re: Delta Park**

Microsoft Teams Meeting

3:00 PM – 3:30 PM

**Public Safety Service Area Bureau Director Check-In**

3:30 PM – 4:00 PM

Microsoft Teams Meeting

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**Weekly 1:1 with Elisabeth Perez**

9:00 AM – 9:30 AM

**Deputy City Administrator Executive Team Briefing**

9:30 AM – 10:00 AM

Microsoft Teams Meeting

**Sierra Ellis 1:1**

10:00 AM – 10:30 AM

Microsoft Teams Meeting

**Check in w/ Comms**

10:00 AM – 10:30 AM

Microsoft Teams Meeting

**Public Safety Service Area Budget Briefing**

10:30 AM – 12:00 PM

Microsoft Teams Meeting

**Leadership Team Meeting**

1:00 PM – 3:00 PM

Microsoft Teams Meeting; PB LG 20 ppl - AV & Video  
Camera - Rm 500

**Brief Deputy City Administrator Morrissey on  
Emergency Management Ordinance**

4:00 PM – 4:30 PM

Microsoft Teams Meeting

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**Emergency Preparedness Group Hotwash**

Wed 11/27

10:00 AM – 11:00 AM

Microsoft Teams Meeting

**Deputy City Administrator Calendar Review**

1:00 PM – 1:15 PM

Microsoft Teams Meeting

**Strategic Plan Actions**

1:30 PM – 2:30 PM

Microsoft Teams Meeting

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▲ **Holiday**

Thu, Nov 28

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▲ Holiday

Fri, Nov 29

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**Myers, Mike (Public Safety Svc Area) Calendar**

Monday, December 2, 2024 – Sunday, December 8, 2024

Time zone: (UTC-08:00) Pacific Time (US & Canada)

(Adjusted for Daylight Saving Time)

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**December 2024**

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29 30 31

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Mon 12/02

<b>Review Strategic Plan Spreadsheet</b>	8:00 AM – 9:00 AM
<b>Monday morning huddle - Leadership Team</b>	9:00 AM – 9:30 AM
<b>Mike/Ken Lee Weekly 1:1</b>	9:30 AM – 10:00 AM
<b>Council Agenda Setting and Weekly Operational Update</b>	10:00 AM – 12:00 PM
<b>In person: Homelessness Response Implementation Committee</b>	12:00 PM – 1:30 PM
<b>Public Safety Service Area Comms Briefing</b>	12:30 PM – 1:00 PM
<b>Oregonian interview</b>	1:00 PM – 1:15 PM

<b>Local Public Safety Coordinating Council Meeting</b>	1:30 PM – 3:00 PM
<b>Portland Street Response Whole Person Model Proposal</b>	3:00 PM – 3:30 PM
<b>Mayor briefing prep</b>	3:30 PM – 4:00 PM
<b>City Attorney’s Office w/PPB and Risk Management</b>	4:00 PM – 4:30 PM

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Tue 12/03

<b>Policy Evaluation of Open Burning</b>	8:00 AM – 9:00 AM
<b>Weekly 1:1 with Elisabeth Perez</b>	9:00 AM – 9:30 AM
<b>Deputy City Administrator Executive Team Briefing</b>	9:30 AM – 10:00 AM
<b>Rosalee Anderson 1:1</b>	10:00 AM – 10:30 AM
<b>City Administrator Michael Jordan &amp; Deputy City Administrator Mike Myers 1:1</b>	10:30 AM – 11:00 AM
<b>Grant Management Division - Public Safety Service Area (Office of Violence Prevention &amp; Ceasefire) Follow Up</b>	11:00 AM – 12:00 PM
<b>Mayor-elect Public Safety Briefing</b>	12:30 PM – 2:00 PM
<b>Leadership Team Meeting</b>	1:00 PM – 3:00 PM
<b>Constraint Packages</b>	3:00 PM – 3:30 PM

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Wed 12/04

<b>Labor Action Prep Committee - Report Out Meeting 1 of 2</b>	8:00 AM – 9:00 AM
<b>Public Safety Service Area Budget Concepts</b>	9:00 AM – 9:30 AM
<b>AM Council Session</b>	9:30 AM – 12:30 PM
<b>Portland Fire &amp; Rescue/Deputy City Administrator Data Presentation</b>	1:30 PM – 2:00 PM
<b>PM Council Session</b>	2:00 PM – 3:30 PM
<b>Community Safety Chiefs Bi-Weekly Check-in</b>	3:00 PM – 4:00 PM
<b>Police Bureau / Mayor Staff Check-In</b>	4:00 PM – 5:00 PM

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Thu 12/05

<b>Employee Reclassing</b>	8:00 AM – 8:30 AM
<b>Employee Town Hall</b>	9:00 AM – 10:00 AM
<b>Emergency Management Steering Committee</b>	9:00 AM – 10:30 AM
<b>Work session planning</b>	10:00 AM – 11:00 AM
<b>Public Safety Budget Governance Committee</b>	11:00 AM – 12:00 PM
<b>Computer Aided Dispatch to the Cloud</b>	1:00 PM – 1:25 PM
<b>Leadership Team Meeting</b>	1:30 PM – 3:30 PM
<b>Bureau of Emergency Management / Deputy City Administrator Monthly Data Presentation</b>	3:30 PM – 4:30 PM

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Fri 12/06

<b>Public Health &amp; Safety Service Coordination Call</b>	8:00 AM – 9:00 AM
<b>Deputy City Administrator Calendar Review</b>	9:00 AM – 9:15 AM
<b>Police Bureau Chief Day / Mayor Wheeler Check-in</b>	11:00 AM – 11:45 AM
<b>Shad Ahmed re: Mayoral Briefing</b>	2:30 PM – 3:00 PM
<b>Bureau Of Emergency Communication / Deputy City Administrator Monthly 1:1</b>	3:00 PM – 3:25 PM

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Sat 12/07

<b>2025 Elected Official Onboarding – Administration</b>	12:00 PM – 3:30 PM
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**Myers, Mike (Public Safety Svc Area) Calendar**

Monday, December 9, 2024 – Friday, December 13, 2024

Time zone: (UTC-08:00) Pacific Time (US &amp; Canada)

(Adjusted for Daylight Saving Time)

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**December 2024**

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<b>Deputy City Administrator Executive Team Briefing</b>	8:30 AM – 9:00 AM
<b>Monday morning huddle - Leadership Team</b>	9:00 AM – 9:30 AM
<b>Mike Myers /Ken Lee Weekly 1:1</b>	9:30 AM – 10:00 AM
<b>Council Agenda Setting and Weekly Operational Update</b>	10:00 AM – 12:00 PM
<b>Community Health Assess and Treat and Portland Street Response w/ Deputy City Administrator Myers and Dr. Bruno (MultCo Health Dept)</b>	12:30 PM – 1:00 PM
<b>Mike Myers/Ryan Wojcicki Check In</b>	1:00 PM – 1:30 PM
<b>HR Check In: Mike M &amp; Tracy Warren</b>	1:30 PM – 2:00 PM
<b>Dry run 1 – Public Safety Service Area work session</b>	2:00 PM – 3:00 PM

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<b>Weekly 1:1 with Elisabeth Perez</b>	9:00 AM – 9:30 AM
<b>Deputy City Administrator Executive Team Briefing</b>	9:30 AM – 10:00 AM
<b>City Election Preparedness Review Work Session</b>	9:30 AM – 11:30 AM
<b>[Monthly] Portland Fire &amp; Rescue / Deputy City Administrator Myers Check-in</b>	11:30 AM – 12:00 PM
<b>Budget balancing working session 1</b>	12:00 PM – 5:00 PM
<b>Portland Safety Service Area tour coordination meeting</b>	2:30 PM – 3:00 PM

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<b>AM City Council Session</b>	9:30 AM – 12:30 PM
<b>Sierra Ellis 1:1</b>	1:00 PM – 1:30 PM
<b>Public Records Discussion</b>	1:30 PM – 2:00 PM

<b>Andre Miller Exit Interview</b>	2:30 PM – 3:00 PM
<b>Virtual 1:1 with Sam Chase/Mike Myers</b>	3:30 PM – 3:55 PM
<b>Public Safety Service Area: Strategy &amp; Performance Check In</b>	4:00 PM – 4:25 PM
<b>Portland Bureau of Emergency Management /Deputy City Administrator Monthly 1:1</b>	4:30 PM – 5:00 PM

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<b>Emergency Shelter: Mayor-elect Briefing</b>	7:30 AM – 8:30 AM
<b>Deputy City Administrator Executive Team Briefing</b>	8:30 AM – 9:00 AM
<b>Portland Police Bureau Chief Day / Mayor Wheeler Check-in</b>	9:00 AM – 9:45 AM
<b>Budget &amp; Finance Leadership Team</b>	10:00 AM – 11:00 AM
<b>Policy Evaluation of Open Burning</b>	10:30 AM – 11:30 AM
<b>Monthly Executive Leadership Team meeting</b>	11:30 AM – 1:00 PM
<b>Judith Mowry &amp; Mike Myers Monthly 1:1</b>	1:00 PM – 1:30 PM
<b>Leadership Team Meeting</b>	1:30 PM – 3:30 PM
<b>In-Custody Death Debrief</b>	3:00 PM – 3:30 PM
<b>Deputy City Administrator Calendar Review</b>	3:30 PM – 3:45 PM
<b>Fall Election Coordination</b>	4:00 PM – 5:00 PM

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<b>Public Health &amp; Safety Service Coordination Call</b>	8:00 AM – 9:00 AM
<b>Portland Safety Service Area /Mayor Staff Bi-Weekly Check-In</b>	9:00 AM – 10:00 AM
<b>Virtual - Black Community Elder Monthly Meeting</b>	11:30 AM – 1:00 PM
<b>Legislative Agenda Handoff from Mayor Wheeler to Newly Elected Officials</b>	1:00 PM – 3:00 PM

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**Myers, Mike (Public Safety Svc Area) Calendar**

Monday, December 16, 2024 – Sunday, December 22, 2024

Time zone: (UTC-08:00) Pacific Time (US & Canada)

(Adjusted for Daylight Saving Time)

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**December 2024**

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**Monday morning huddle - Leadership Team** Mon Dec 16 9:00 AM – 9:30 AM

**Mike / Ken Lee Weekly 1:1** 9:30 AM – 10:00 AM

**Council Agenda Setting and Weekly Operational Update** 10:00 AM – 12:00 PM

**Mike / Chief Gillespie Check-In Follow-Up** 12:30 PM – 1:00 PM

**City Administrator Michael Jordan & Deputy City Administrator Mike Myers 1:1** 2:50 PM – 3:20 PM

**Confirmed: Meet & Greet - Black Community Pastors, Albina Ministerial Alliance and Mayor-elect Wilson** 3:15 PM – 4:00 PM

**Ryan D’Ambrosio / Stephanie Howard /Rosalee Anderson Check-in** 4:30 PM – 5:00 PM

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**Potential Strategic Coordination-800 MHz Regional Public Safety Radio System- Conversation Starter** Tue Dec 17 8:00 AM – 8:30 AM

**Public Service Safety Area Budget Balancing Discussion** 8:30 AM – 9:00 AM

**Weekly 1:1 with Elisabeth Perez** 9:00 AM – 9:30 AM

**Executive Team Briefing** 9:30 AM – 10:00 AM

**[Monthly] CeaseFire/Deputy City Administrator Data Presentation** 11:00 AM – 12:00 PM

**Budget Balancing Working Session** 12:00 PM – 5:00 PM

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**CBO Dashboard Meeting Follow-Up** Wed Dec 18 8:30 AM – 9:00 AM

**AM Council Session** 9:30 AM – 12:30 PM

**Policy Evaluation of Open Burning** 1:00 PM – 2:00 PM

**PM Council Session** 2:00 PM – 3:30 PM

**Community Safety Chiefs Bi-Weekly Check-in** 3:00 PM – 4:00 PM

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**Reclass Discussion** Thu Dec 19 8:00 AM – 8:30 AM

**Executive Team Briefing** 8:30 AM – 9:00 AM

<b>Bureau of Emergency Communication / Deputy City Administrator Monthly Data Presentation</b>	9:00 AM – 10:00 AM
<b>Public Safety work session budget info</b>	9:45 AM – 10:00 AM
<b>Public Safety Service Area work session</b>	10:00 AM – 11:00 AM
<b>Human Resources Discussion</b>	11:30 AM – 12:00 PM
<b>LUNCH</b>	12:00 PM – 12:30 PM
<b>Elected Officials Swearing-In</b>	12:15 PM – 3:45 PM
<b>Emergency Preparedness Group Briefing</b>	4:30 PM – 5:00 PM

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<b>Calendar Review</b>	8:30 AM – 8:45 AM
<b>Budget Concept Working Session</b>	9:00 AM – 11:00 AM
<b>Community Peace Collaborative Forum</b>	10:30 AM – 12:00 PM
<b>Black Community Elders - Mayor-Elect Introduction</b>	11:30 AM – 12:00 PM
<b>Communications Team</b>	12:00 PM – 12:15 PM

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**Myers, Mike (Public Safety Svc Area) Calendar**

Monday, December 23, 2024 – Friday, January 3, 2025

Time zone: (UTC-08:00) Pacific Time (US & Canada)

(Adjusted for Daylight Saving Time)

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**December 2024**

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**January 2025**

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**2024**

[Deputy City Administrator Executive Team Briefing](#)

Mon Dec 23

8:30 AM – 9:00 AM

Microsoft Teams Meeting

[Monday morning huddle - Leadership Team](#)

9:00 AM – 9:30 AM

Microsoft Teams Meeting

[Ken Lee Weekly 1:1](#)

9:30 AM – 10:00 AM

Microsoft Teams Meeting

**Mayor/Executive Office Leadership and Management Meeting**

The Rose room - In person if available

10:00 AM – 12:00 PM

**Councilor Sameer Kanal (District 2)**

Microsoft Teams Meeting

1:00 PM – 2:00 PM

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**Deputy City Administrator Executive Team Briefing**

Microsoft Teams Meeting

Tue Dec 24

9:30 AM – 10:00 AM

**Public Safety Service Area Budget Briefing**

Microsoft Teams Meeting

10:30 AM – 12:00 PM

**Leadership Team Meeting**

Microsoft Teams Meeting; PB LG 20 ppl - AV & Video Camera - Rm 500

1:00 PM – 3:00 PM

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**▲ Holiday**

Wed, Dec 25

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**Deputy City Administrator Executive Team Briefing**

Microsoft Teams Meeting

Thu Dec 26

8:30 AM – 9:00 AM

**Leadership Team Meeting**

Microsoft Teams Meeting; Rm 500

1:30 PM – 3:30 PM

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**▲ No Scheduled Meetings**

Fri, Dec 27

7:00 AM – 8:00 AM

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<b><u>Deputy City Administrator Executive Team Briefing</u></b>	Mon Dec 30	8:30 AM – 9:00 AM
Microsoft Teams Meeting		
<b><u>Monday morning huddle - Leadership Team</u></b>		9:00 AM – 9:30 AM
Microsoft Teams Meeting		
<b><u>Ken Lee Weekly 1:1</u></b>		9:30 AM – 10:00 AM
Microsoft Teams Meeting		
<b><u>Final Operational Update</u></b>		10:00 AM – 12:00 PM
Zoom / PB 500; PB LG 20 ppl - AV & Video Camera - Rm 500		
<b><u>Mayor/Executive Office Leadership and Management Meeting</u></b>		10:00 AM – 12:00 PM
The Rose room - In person if available		
<b><u>Comms Briefing - Public Safety Service Area</u></b>		12:30 PM – 1:00 PM
Microsoft Teams Meeting		
<b><u>Reclass Discussion</u></b>		1:00 PM – 1:30 PM
Microsoft Teams Meeting		
<b><u>Teams Link for Public Demonstration Readiness Briefing</u></b>		2:00 PM – 3:00 PM
Microsoft Teams Meeting		

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<b><u>Leadership Team Meeting</u></b>	Tue Dec 31	1:00 PM – 3:00 PM
Microsoft Teams Meeting; PB LG 20 ppl - AV & Video Camera - Rm 500		

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**Holiday**

Wed, Jan 1

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**Deputy City Administrator Executive Team Briefing** Thu Jan 2 8:30 AM – 9:00 AM  
Microsoft Teams Meeting

**City Council Meeting - January 2, 2025** 9:30 AM – 12:00 PM  
**9:30 a.m.**

**Elections Election Preparedness Group-Joint Incident Command** 10:30 AM – 11:00 AM  
Microsoft Teams Meeting

**City Bureau Internal Coordination** 12:00 PM – 1:00 PM  
Microsoft Teams Meeting

**Budget Meeting** 1:00 PM – 1:30 PM  
Microsoft Teams Meeting

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**Calendar Preview** Fri Jan 3 10:00 AM – 10:15 AM  
Microsoft Teams Meeting

**Ad-Hoc Deputy City Administrator Exec Team Meeting** 1:00 PM – 1:30 PM  
Microsoft Teams Meeting

**Formulating Fire Chief Questions** 1:30 PM – 2:15 PM  
Microsoft Teams Meeting

**City Administrator Michael Jordan & Deputy City Administrator Mike Myers 1:1** 2:30 PM – 2:55 PM  
Microsoft Teams Meeting

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