

Durbin, Andrea Calendar Q1, 2020

Durbin, Andrea Calendar

Andrea.Durbin@portlandoregon.gov

Wednesday, January 1, 2020 – Tuesday, March 31, 2020

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

(Adjusted for Daylight Saving Time)

January 2020

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February 2020

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March 2020

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January 2020

▲ Wed, Jan 1

■ All Day New Year's Day

▲ Thu, Jan 2

■ 11:00 AM – 11:45 AM Auditor check-in

■ 12:30 PM – 2:00 PM Portland Sustainability Commission officers meeting

▲ Fri, Jan 3

■ 8:45 AM – 10:00 AM Sam Diaz/Andrea Durbin check in

■ 10:00 AM – 11:00 AM BPS / Verde check-in

■ 11:30 AM – 1:00 PM Andrea/Noah Siegel

■ 2:00 PM – 3:30 PM Residential Infill Project Outreach and Communications Planning

■ 3:30 PM – 4:30 PM Donnie Oliveira/Andrea check in

▲ **Mon, Jan 6**

- 8:30 AM – 9:00 AM BPS/Office of Government Relations check in
 - 10:00 AM – 11:00 AM MEET: Chris Warner, PBOT Director / Andrea Durbin, BPS Director RE: Monthly Check-In
 - 12:00 PM – 1:00 PM Equity Manager Scope of Work
 - 1:00 PM – 2:00 PM Pathways Check-in
 - 2:00 PM – 3:00 PM Andrea / Michele Crim weekly
 - 3:00 PM – 4:00 PM Planning Budget Check In
 - 4:00 PM – 4:30 PM Meeting w/ Michael Armstrong
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▲ **Tue, Jan 7**

- 7:45 AM – 9:00 AM Legislative Leadership Breakfast w/ Council
 - 9:00 AM – 10:30 AM Leadership Team meeting
 - 10:30 AM – 11:00 AM Andrea / Joe Zehnder check-in
 - 11:00 AM – 11:30 AM Meeting w/ Mayor's Office
 - 1:00 PM – 4:00 PM Portland Sustainability Commission mini retreat
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▲ **Wed, Jan 8**

- 9:30 AM – 11:00 AM BPS All Staff meeting
 - 11:00 AM – 11:30 AM Andrea / Central City Team
 - 11:30 AM – 12:00 PM Fritz Johnson -Andrea Check In
 - 12:00 PM – 12:30 PM Meeting w/ Bureau of Human Resources / Kathy Sharp
 - 12:30 PM – 1:00 PM Andrea / Zach Kearn chat
 - 1:00 PM – 2:00 PM Andrea / Donnie Oliveira weekly check-in
 - 2:00 PM – 3:00 PM Meeting w/ Staff of Color: Equity Structure, Roles, and Responsibilities
 - 3:45 PM – 5:00 PM City Council Tree Code
 - 4:00 PM – 5:00 PM Residential Infill Project -- Infrastructure Directors meeting (follow-up meeting)
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▲ **Thu, Jan 9**

- 9:00 AM – 10:00 AM Andrea/Elissa Gertler quarterly check-in
- 10:30 AM – 12:00 PM Planning & Development Directors Meeting
- 12:15 PM – 12:30 PM Meeting w/ Sally Edmunds
- 12:45 PM – 1:00 PM Meeting w/ Joan Frederiksen
- 4:00 PM – 6:30 PM Budget Advisory Committee mtg #2

▲ **Fri, Jan 10**

- 8:30 AM – 9:00 AM Conference Call: HB 2020 Climate Bill
 - 10:00 AM – 11:00 AM Amanda Watson/Andrea Check In
 - 11:00 AM – 12:00 PM Andrea / Mike Jordan check-in
 - 12:30 PM – 3:00 PM Prosper Portland, Portland Housing Bureau, BPS Leadership Team
 - 3:00 PM – 3:30 PM Residential Infill Project Check In
 - 4:00 PM – 5:00 PM Joy Alise Davis, Portland African American Leadership Forum
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▲ **Mon, Jan 13**

- 8:30 AM – 9:15 AM Mayor meeting: Smart Growth (Tia Williams and Sam Diaz)
 - 10:00 AM – 11:00 AM Asian Pacific American Network of Oregon/ Andrea Durbin
 - 11:00 AM – 12:00 PM Andrea / Joe Zehnder check-in
 - 1:00 PM – 2:00 PM BPS / Mayor's staff
 - 2:00 PM – 3:00 PM Andrea / Michele Crim Weekly check-in
 - 3:00 PM – 4:00 PM Andrea / Donnie Oliveira weekly check-in
 - 5:30 PM – 8:00 PM Pricing Options for Equitable Mobility Task Force Kick-off meeting in January
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▲ **Tue, Jan 14**

- 9:00 AM – 10:30 AM Leadership Team
 - 11:00 AM – 11:35 AM Call w/ Commissioner Fritz's Claire Adamsick
 - 12:30 PM – 4:30 PM Planning and Sustainability Commission meeting
 - 7:00 PM – 9:00 PM Multnomah Neighborhood Association
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▲ **Wed, Jan 15**

- 9:00 AM – 10:00 AM Andrea / Mike Stuhr
 - 2:00 PM – 5:00 PM Council: Residential Infill Project Hearing
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▲ **Thu, Jan 16**

- 9:30 AM – 10:00 AM Andrea / Harmonee Dashiell check-in
 - 10:00 AM – 10:30 AM Andrea / Fritz Johnson check-in
 - 10:30 AM – 11:30 AM Andrea / River & Environmental Team
 - 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
 - 12:30 PM – 2:00 PM Planning and Sustainable Commission officers meeting
 - 2:00 PM – 3:00 PM Bureau of Development Services / Bureau of Planning and Sustainability check-in
 - 5:00 PM – 8:00 PM Council: Residential Infill Project Hearing
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▲ **Fri, Jan 17**

- 11:00 AM – 11:30 AM Meeting w/ Commissioner Advisors
 - 3:00 PM – 4:00 PM Residential Infill Project meeting
 - 4:00 PM – 4:30 PM Meeting w/ Fritz Johnson
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▲ **Mon, Jan 20**

- All Day Martin Luther King Day
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▲ **Tue, Jan 21**

- 9:30 AM – 10:30 AM Leadership Team Meeting
 - 11:30 AM – 1:00 PM Andrea / Joe Zehnder check-in
 - 1:00 PM – 2:30 PM BPS Management Team
 - 2:30 PM – 3:00 PM Meeting w/ Katherine Hartinger
 - 3:00 PM – 4:00 PM Andrea / Michele Crim weekly
 - 5:00 PM – 6:00 PM Meeting w/ Richard Whitman, Department of Environmental Quality
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▲ **Wed, Jan 22**

- 8:30 AM – 9:30 AM Bureau of Planning & Sustainability | Department of Environmental Quality Meeting
 - 9:45 AM – 11:00 AM City Council w/ Bureau of Environmental Services/ Parks and Recreation on Invasive Species
 - 11:30 AM – 12:00 PM Staff Budget meeting
 - 1:00 PM – 1:30 PM BPS / Mayor's staff
 - 2:00 PM – 2:30 PM BPS / Bureau of Human Resources check-in
 - 2:30 PM – 3:30 PM Meeting w/ Commissioner Eudaly
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▲ **Thu, Jan 23**

- 9:00 AM – 10:30 AM Budget Advisory Committee Meeting #3
- 10:30 AM – 11:00 AM Meeting w/ Commissioner Hardesty
- 11:00 AM – 12:00 PM Andrea / Donnie Oliveira weekly check-in
- 1:00 PM – 1:45 PM Meeting w/ Commissioner Fritz
- 2:30 PM – 3:00 PM Fritz Johnson -Andrea Check In
- 3:00 PM – 3:30 PM Meeting w/ Jill Kolek
- 4:00 PM – 5:00 PM Executive Team Check In

▲ **Fri, Jan 24**

- 9:30 AM – 10:00 AM Meeting w/ Mayor's office & Portland Housing Bureau
 - 1:00 PM – 2:00 PM 2020 Legislative Short Session Planning
 - 2:00 PM – 3:00 PM Meeting w/ Residential Infill Project team
 - 3:00 PM – 3:30 PM Meeting w/ Christine Kendrick
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▲ **Mon, Jan 27**

- All Day vacation
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▲ **Tue, Jan 28**

- 7:30 AM – 9:00 AM Office of Environmental Council Business Forum on Transportation
 - 9:30 AM – 11:30 AM Facial Recognition Work Session
 - 12:30 PM – 1:30 PM Meeting w/ Governor's Office on Building Codes
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▲ **Wed, Jan 29**

- 9:00 AM – 10:00 AM Meeting w/ Coalition of Communities of Color
 - 10:30 AM – 11:00 AM Meeting w/ Tony Lamb
 - 11:00 AM – 12:00 PM Andrea / Joe Zehnder check-in
 - 12:00 PM – 1:00 PM Andrea / Donnie Oliveira weekly check-in
 - 1:00 PM – 2:00 PM BPS / Mayor's staff
 - 2:00 PM – 5:00 PM Council session: Residential Infill Project Amendment Package #1
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▲ **Thu, Jan 30**

- 9:30 AM – 10:00 AM All-Staff meeting on BPS Budget submittal
 - 10:00 AM – 10:30 AM Pro Blackness Training preparation (Nikoyia Phillips and Fritz Johnson)
 - 10:30 AM – 11:30 AM Energy Team meeting
 - 11:30 AM – 12:30 PM Andrea / Michele Crim weekly
 - 2:00 PM – 3:00 PM Prosper Council item: Broadway Corridor Update
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▲ **Fri, Jan 31**

- 10:30 AM – 11:00 AM Age Friendly check-in
 - 11:00 AM – 12:30 PM Meeting on Fossil Fuels Zoning/Planning
 - 12:00 PM – 2:00 PM Tara Houska - Leadership Luncheon
 - 2:00 PM – 2:30 PM Donnie Oliveira: Andrea check in
 - 2:30 PM – 3:00 PM Kevin Martin/Andrea Check In
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▲ **Mon, Feb 3**

- 8:30 AM – 9:15 AM Mayor meeting: Development/Economic Opportunity (Cupid Alexander)
 - 10:00 AM – 11:00 AM Meeting w/ Donnie Oliveira
 - 12:00 PM – 1:00 PM Leadership Team meeting
 - 2:00 PM – 3:00 PM Tech Services/Smart Cities team meeting
 - 4:00 PM – 5:00 PM BPS / Grand Ronde Tribe re: South Reach
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▲ **Tue, Feb 4**

- 9:30 AM – 11:30 AM City Council Executive Session
 - 3:00 PM – 3:30 PM Commissioner Fritz monthly meeting
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▲ **Wed, Feb 5**

- 9:30 AM – 10:15 AM Andrea / Code Team
 - 10:30 AM – 11:00 AM Andrea-Ingrid Fish check in
 - 11:00 AM – 11:30 AM Equity Manager Recruitment Process
 - 11:30 AM – 12:30 PM Andrea / Joe Zehnder check-in
 - 12:30 PM – 1:00 PM Meet w/ Christine Kendrick
 - 1:00 PM – 2:00 PM BPS / Mayor's staff
 - 2:00 PM – 3:30 PM East Portland: BPS' Goals
 - 3:30 PM – 5:00 PM City/County Climate Action Planning Coordination
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▲ **Thu, Feb 6**

- 9:30 AM – 11:00 AM BPS All Staff meeting
 - 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
 - 1:00 PM – 2:00 PM Portland Building Tour
 - 2:00 PM – 2:30 PM Fritz Johnson - Andrea Check In
 - 2:30 PM – 3:15 PM Meeting w/ Unite Oregon
 - 3:30 PM – 5:00 PM Monthly BPS / Portland Housing Bureau
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▲ **Fri, Feb 7**

- 9:15 AM – 10:15 AM BPS / Verde check-in
 - 1:30 PM – 2:30 PM Middle Income Jobs meeting w/ Prosper Portland
 - 2:00 PM – 3:00 PM Housing Opportunity Institute Meeting
 - 3:30 PM – 4:30 PM Check in w/ Amanda Watson
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▲ **Mon, Feb 10**

- 10:00 AM – 11:00 AM Meeting w/ Donnie Oliveira
 - 11:00 AM – 12:00 PM Meeting w/ Community & Civic Life
 - 12:30 PM – 2:00 PM Andrea / Joe Zehnder check-in
 - 2:00 PM – 3:00 PM Meeting w/ Mayor and Amanda Watson
 - 3:00 PM – 4:00 PM Andrea / Michele Crim weekly
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▲ **Tue, Feb 11**

- 9:00 AM – 10:30 AM Leadership Team
 - 1:00 PM – 4:30 PM Planning and Sustainability Commission meeting
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▲ **Wed, Feb 12**

- 9:00 AM – 10:00 AM BPS Equity Tools / Framework (Nikoyia Phillips)
 - 10:00 AM – 10:30 AM Arielle Bradford/ Andrea check-in
 - 11:00 AM – 12:00 PM BPS check in w/ Portland Parks and Recreation
 - 12:00 PM – 12:30 PM Fritz Johnson-Andrea Check In
 - 1:00 PM – 2:00 PM BPS / Mayor's staff
 - 2:00 PM – 5:00 PM City Council: Residential Infill Project Amendment Package #2
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▲ **Thu, Feb 13**

- 10:30 AM – 12:00 PM Planning & Development Directors Meeting
 - 12:00 PM – 1:00 PM Meeting w/ Climate Solutions re: the WAVE
 - 12:30 PM – 2:00 PM Portland Sustainability Commission officers meeting
 - 1:30 PM – 2:00 PM Equity Manager recruitment meeting preparation
 - 2:00 PM – 3:00 PM Meeting w/ Michael Armstrong
 - 4:00 PM – 6:00 PM Tour: Flora and Ulysses (Orange Splot) in Cully
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▲ **Fri, Feb 14**

- 10:15 AM – 11:00 AM C40- City of Portland Check In
 - 12:30 PM – 1:00 PM Meeting w/ Tom Armstrong
 - 1:00 PM – 1:30 PM Meeting w/ Hanna Osman
 - 1:30 PM – 2:30 PM Right of Way Management
 - 3:00 PM – 3:30 PM check in: Nikoyia Phillips
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▲ **Mon, Feb 17**

- All Day Presidents' Day

▲ **Tue, Feb 18**

- 9:00 AM – 10:30 AM Leadership Team
 - 10:30 AM – 11:00 AM Electric Vehicle Check In w/ Ingrid Fish and Marty Stockton
 - 11:00 AM – 12:00 PM Andrea / Joe Zehnder check-in
 - 12:00 PM – 1:30 PM Video Conference w/ Dr Jonathan Jay
 - 1:30 PM – 3:00 PM BPS Management Team
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▲ **Wed, Feb 19**

- 9:00 AM – 10:00 AM Andrea / Donnie Oliveira weekly check-in
 - 11:00 AM – 12:00 PM Meet: Chris Warner, Portland Bureau of Transportation Director
 - 12:00 PM – 12:30 PM Check-in on data governance & community engagement smart city research project (Christine Kendrick)
 - 1:00 PM – 2:00 PM BPS / Mayor's staff
 - 2:00 PM – 4:00 PM Executive Team Meeting
 - 4:00 PM – 5:00 PM BPS/Prosper Portland Monthly Meeting
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▲ **Thu, Feb 20**

- 10:30 AM – 11:00 AM Fritz Johnson-Andrea Check In
 - 11:00 AM – 11:30 AM Portland Clean Energy Fund monthly check-in
 - 12:00 PM – 1:00 PM Andrea / Chief Boone lunch
 - 1:30 PM – 2:00 PM Equity Manager Recruitment Check In
 - ▨ 2:00 PM – 2:15 PM Meeting w/ Sallie Edmunds
 - 2:30 PM – 3:00 PM Andrea / Michelle DePass check-in
 - 3:00 PM – 4:00 PM Andrea / Michele Crim weekly
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▲ **Fri, Feb 21**

- 10:00 AM – 11:30 AM BPS/Portland Bureau of Transportation/Prosper Portland/Portland Housing Bureau Directors & staff meeting
- 1:00 PM – 1:45 PM Bob Sallinger/Andrea Durbin
- 2:00 PM – 3:00 PM BPS/ Mayor's Office check-in
- 3:15 PM – 3:45 PM Call w/ City Attorney's Office (Maja Haium)

▲ **Mon, Feb 24**

- 8:45 AM – 9:15 AM Mayor Meeting: Anti-Displacement (Sam Diaz)
 - 10:00 AM – 11:00 AM Meet w/ Donnie Oliveira
 - 11:00 AM – 12:00 PM Meet w/ Joe Zehnder
 - 1:00 PM – 1:30 PM Call w/ McArthur Foundation and Andrea Durbin (Mijo Vodopic)
 - 2:30 PM – 3:00 PM Meet w/Michele Crim
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▲ **Tue, Feb 25**

- 8:00 AM – 3:30 PM LEAD Program Kick-Off Invitation (Bureau of Human Resources)
 - 11:00 AM – 11:30 AM Briefing for Commissioner Hardesty
 - 5:00 PM - 8:00 PM Planning and Sustainability Committee meeting
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▲ **Wed, Feb 26**

- 9:15 AM – 10:00 AM Meeting w/ Christine Kendrick
 - 10:00 AM – 11:00 AM Climate/Energy team roundtable
 - 1:00 PM – 2:00 PM BPS / Mayor's staff
 - 2:00 PM – 3:00 PM City Council: Zero Cities Presentation
 - 4:00 PM – 5:00 PM Meet: American Cities Climate Challenge Stock Take Dry-Run w/ Portland Bureau of Transportation (Emma Sagor)
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▲ **Thu, Feb 27**

- 9:00 AM – 10:00 AM Andrea / Sustainability Engagement Team
 - 10:00 AM – 10:30 AM Meeting w/ Fritz Johnson
 - 10:30 AM – 11:30 AM ATTEND: American Cities Climate Challenge Stock Take Meeting (Amanda Watson)
 - 12:30 PM – 2:00 PM Portland Sustainability Commission officers meeting
 - 2:30 PM – 4:00 PM Monthly BPS / Portland Housing Bureau check-in
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▲ **Fri, Feb 28**

- 9:00 AM – 12:30 PM Bureau of Human Resources Training: Administering the Disciplinary Process
- 12:00 PM – 1:00 PM Lunch w/ Curtis Robinhold
- 1:30 PM – 2:00 PM PGE call
- 2:00 PM – 2:30 PM Andrea-Troy Doss Check In
- 3:00 PM – 4:00 PM Andrea / Andrew McGough, Work Systems

▲ **Mon, Mar 2**

- 9:00 AM – 9:45 AM Katie Larsell / Metro grants
 - 10:00 AM – 10:30 AM Check In: Andrea/Donnie Oliveira/Michele Crim
 - 11:15 AM – 12:00 PM Meeting w/Jill Fuglister, Meyer Memorial Trust
 - 12:00 PM – 1:00 PM Leadership Team lunch
 - 1:30 PM – 2:00 PM Call with City Attorney
 - 2:00 PM – 3:00 PM Meeting with Michele Crim
 - 3:00 PM – 3:45 PM Friends of Frog Ferry
 - 4:00 PM – 5:00 PM Andrea / Joe Zehnder check-in
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▲ **Tue, Mar 3**

- 9:00 AM – 10:30 AM Leadership Team
 - 1:00 PM – 1:30 PM Call with Energy Foundation
 - 1:30 PM – 2:00 PM Check-in with Sam Baraso
 - 3:30 PM – 4:30 PM Monthly meeting w/Portland Bureau of Transportation Leadership
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▲ **Wed, Mar 4**

- 10:30 AM – 11:00 AM Fritz Johnson-Andrea Check In
 - 11:00 AM – 12:30 PM East Portland: BPS' Role and Focus
 - 1:00 PM – 2:00 PM Meeting w/Mayor's office
 - 2:00 PM – 3:00 PM Meeting w/Infrastructure Bureaus
 - 3:00 PM – 4:00 PM Andrea Durbin / Steve Percy introduction meeting
 - 6:00 PM – 8:00 PM West Portland Town Center Open House
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▲ **Thu, Mar 5**

- 8:30 AM – 9:30 AM Meeting w/City Attorney (Maja Haium)
 - 9:30 AM – 11:00 AM BPS All-Staff meeting
 - 11:30 AM – 1:00 PM Bureau Director's meeting
 - 2:00 PM – 3:30 PM City Council: first budget work session
 - 4:00 PM – 5:00 PM Andrea, Donnie Oliveira, Tech Services check-in
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▲ **Fri, Mar 6**

- ▨ 9:00 AM – 9:30 AM Call w/Department of Environmental Quality (Richard Whitman)

▲ **Mon, Mar 9**

- 8:30 AM – 9:20 AM Mayor Meeting: Smart Growth
 - 10:00 AM – 11:00 AM Bureau of Development Services / BPS check-in
 - 11:00 AM – 11:30 AM Andrea/ Joe Zehnder check-in
 - 11:30 AM – 12:00 PM Climate Emergency Check-in (Alisa Kane)
 - 12:00 PM – 1:00 PM Check-in with Commissioner Hardesty
 - 1:00 PM – 2:00 PM Portland Sustainability Commission officers / Mayor's office monthly check-in
 - 2:30 PM – 3:00 PM Broadway Check-in (Andria Jacob)
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▲ **Tue, Mar 10**

- 10:30 AM – 11:30 AM Governor Event: Climate Executive Order
 - 12:30 PM – 4:30 PM Planning and Sustainability Commission
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▲ **Wed, Mar 11**

- 9:00 AM – 10:00 AM BPS / Verde check-in
 - 12:00 PM – 1:00 PM Andrea / Donnie Oliveira weekly check-in
 - 1:00 PM – 1:30 PM Check-in w/Mayor's Office
 - 1:45 PM – 2:30 PM Covid Planning (internal)
 - 2:30 PM – 3:00 PM Conference call w/Portland Housing Bureau, Prosper Portland (budget preparation)
 - 4:00 PM – 5:00 PM Monthly check-in with the Bureau of Parks and Recreation
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▲ **Thu, Mar 12**

- 9:30 AM – 12:00 PM Budget Session: Joint Directive on Community Development/Mitigating Displacement
 - 12:00 PM – 1:00 PM Bureau Directors (Covid-19)
 - 2:30 PM – 3:00 PM Meeting w/Mayor's office
 - 3:00 PM – 4:00 PM Covid-19 Planning (internal)
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▲ **Fri, Mar 13**

- 10:00 AM – 2:00 PM Covid-19 Planning
- 2:00 PM – 5:00 PM Budget planning

▲ **Mon, Mar 16**

- 9:00 AM – 9:30 AM Building Closures (Tom Rinehart)
 - 9:30 AM – 10:30 AM Hold: Mayor Team Meeting
 - 10:00 AM – 11:00 AM Andrea/ Donnie Oliveira weekly check-in
 - 11:00 AM – 11:30 AM Andrea/ Joe Zehnder check-in
 - 11:30 AM – 12:00 PM Indirect Source (Leah Feldon)
 - 2:00 PM – 2:30 PM Building Closures (Tom Rinehart)
 - 4:00 PM – 4:15 PM City Directors check-in
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▲ **Tue, Mar 17**

- 10:30 AM – 11:00 AM Fritz Johnson-Andrea Check In
 - 11:00 AM – 12:00 PM BPS All Staff (Covid-19)
 - 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 12:30 PM – 1:00 PM Andrea/ Michele Crim check-in
 - 1:30 PM - 3:30 PM Leadership Team meeting
 - 4:00 PM – 4:15 PM City Directors check-in opportunity
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▲ **Wed, Mar 18**

- 8:30 AM – 9:00 AM Invitation: Sharing learnings on COVID-19 Response and Role of Sustainability
 - 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 1:00 PM – 2:00 PM BPS/ Mayor's Office check-in
 - 4:00 PM – 4:15 PM City Directors check-in opportunity
 - 4:30 – 5:00 Covid-19 Items (Fritz Johnson)
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▲ **Thu, Mar 19**

- 10:00 AM -11:00 AM Andrea/ Donnie Oliveira, Joe Zehnder check-in
- 11:00 AM – 12:00 PM Economic Impact Action Committee
- 4:00 PM – 4:15 PM City Directors check-in opportunity

▲ **Fri, Mar 20**

- 9:00 AM – 10:00 AM GARE Rapid Response Call
 - 10:00 AM – 10:30 AM Conference Call: Central City Next Steps (Sam Diaz)
 - 10:30 AM – 11:00 AM Internal COVID-19 Communications
 - 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 1:00 PM – 1:30 PM Andrea/ Donnie Oliveira, Joe Zehnder check-in
 - 4:00 PM – 4:15 PM City Directors check-in opportunity
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▲ **Mon, Mar 23**

- 9:00 AM – 9:30 AM Check In (Smart Cities Priorities)
 - 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 12:30 PM – 1:30 PM Community/City Convening Check-in
 - 3:00 PM – 4:00 PM BPS COVID-19 Communications (Donnie Oliveira)
 - 4:00 PM – 4:15 PM City Directors check-in opportunity
 - 4:45 PM – 5:00 PM Daily Check-Out Call (Donnie Oliveira)
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▲ **Tue, Mar 24**

- 9:00 AM – 10:30 AM Leadership Team meeting
 - 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 12:00 PM – 1:00 PM Planning Managers bi-weekly (Joe Zehnder)
 - 1:00 PM – 2:00 PM BPS Managers' check-in
 - 4:00 PM – 4:15 PM City Directors check-in opportunity
 - 4:30 PM – 5:00 PM Daily Check-Out Call (Donnie Oliveira)
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▲ **Wed, Mar 25**

- 9:00 AM – 10:00 AM Planning Meeting: Recovery Framework
- 10:30 AM – 10:45 AM check in Elisabeth Perez-Andrea
- 11:00 AM – 12:00 PM Economic Impact Action Committee
- 1:00 PM – 2:00 PM BPS/ Mayor's Office check-in
- 1:00 PM – 1:30 PM Conference Call: Mayor, Commissioner Hardesty, Kimberly Branam, & Andrea Durbin
- 3:00 PM – 3:30 PM Portland Clean Energy Fund Check In (Sam Baraso)
- 4:30 PM – 5:00 PM Daily Check-Out Call (Donnie Oliveira)

▲ **Thu, Mar 26**

- 11:00 AM – 12:00 PM Economic Impact Action Committee
- 2:30 PM – 3:00 PM Andrea / Kimberly Branam/ Shannon Callahan check-in
- 3:00 PM – 4:00 PM Executive team check-in
- 4:00 pm – 4:15 pm City Directors Check-in Opportunity
- 4:30 PM – 5:00 PM Daily Check-Out Call (Donnie Oliveira)

▲ **Fri, Mar 27**

- 8:45 AM – 10:30 AM COVID-19: A Dialogue with Community Based Organizations and Mayor Ted Wheeler’s Office
- 10:00 AM – 12:00 PM Disaster Policy Council meeting
- 1:00 PM – 2:00 PM Joe Zehnder Performance Evaluation
- 4:30 PM – 5:00 PM Daily Check-Out Call (Donnie Oliveira)

▲ **Mon, Mar 30**

- 7:30 AM – 8:00 AM Covid 19 Leadership Check In
- 9:00 AM – 9:15 AM Emergency Coordination Center All Staff Briefing
- 9:30 AM – 10:30 AM Emergency Coordination Center Command Check-In
- 11:00 AM – 12:00 PM Economic Impact Action Committee
- 1:00 PM – 2:00 PM Addressing the Digital Divide work group (Elizabeth Perez)
- 2:00 PM – 3:00 PM Emergency Coordination Center Forward Planning (Geraldene Moyle)
- 4:30 PM – 5:00 PM ECC Daily Wrap Up
- 5:00 PM – 5:30 PM Daily Check-Out Call (Donnie Oliveira)

▲ **Tue, Mar 31**

- 7:30 AM – 8:00 AM Covid 19 Leadership Check In
 - 9:00 AM – 10:30 AM Leadership Team meeting
 - 9:00 AM – 9:15 AM Emergency Coordination Center All Staff Briefing
 - 9:30 AM – 10:30 AM Emergency Coordination Center Command Check-In
 - 9:30 AM – 10:00 AM Command & General Staff Briefing
 - 1:00 PM – 1:30 PM Andrea/ Donnie Oliveira check-in
 - 3:00 PM – 4:00 PM 3:15 food security check in
 - 4:00 pm – 4:15 pm City Directors Check-in Opportunity
 - 4:30 PM – 5:00 PM ECC Daily Wrap Up
 - 5:00 PM – 5:30 PM Daily Check-Out Call (Donnie Oliveira)
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