

Andrea Durbin – 4th Quarter Calendar 2020

Durbin, Andrea Calendar

Andrea.Durbin@portlandoregon.gov

Thursday, October 1, 2020 – Thursday, December 31, 2020

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

(Adjusted for Daylight Saving Time)

October 2020

Su Mo Tu We Th Fr Sa

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020

Su Mo Tu We Th Fr Sa

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020

Su Mo Tu We Th Fr Sa

			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			



Busy



Tentative



Free



Out of Office



Working Elsewhere



Outside of Working Hours

October 2020

▲ Thu, Oct 1

8:30 AM– 9:00 AM Amanda Watson



9:00 AM – 10:00 AM BPS All Staff Meeting



11:30 AM – 1:00 PM Bureau Directors Monthly Meeting



12:45 PM – 2:00 PM Portland Sustainability Commission Officers Meeting



1:00 PM – 3:00 PM Unconscious Bias Workshop with Serilda



3:00 PM – 4:00 PM Portland Clean Energy Fund Update at Council

3:00 PM – 4:00 PM Andria Jacob Check-in

4:30 PM – 5:00 PM Executive Team Call Out Call



5:00 PM – 6:30 PM Webinar: Confronting the Carceral State in Planning

▲ Fri, Oct 2



8:00 AM – 5:00 PM Furlough Day

Mon, Oct 5

- 9:30 AM – 10:00 AM Bureau of Human Resources Quarterly Check-in
 - 10:00 AM – 11:00 AM Donnie Oliveira Check-in
 - 11:00 AM – 12:00 PM Joe Zehnder Check-in
 - 2:00 PM – 3:00 PM Future Work Design Connect & Planning
 - 3:00 PM – 4:00 PM Nikoyia Phillips Check-in
 - 4:00 PM – 4:30 PM Donnie Oliveira Check-in
-

▲ Tue, Oct 6

- 9:00 AM – 10:00 AM C40 Meeting
Josh Alpert
 - 9:30 AM – 11:30 AM White Supremacy Training
 - 11:30 AM – 12:00 PM Anti-Displacement Check-in with Derek Bradley
 - 2:00 PM – 3:00 PM Reimagining Community Safety from a Public Health Perspective with Dr. Jonathan Jay
Commissioner Hardesty
 - 2:30 PM – 3:30 PM Chris Warner, PBOT Director, Monthly Check-In
 - 4:00 PM – 4:45 PM City Bureau Directors Check-in
-

▲ Wed, Oct 7

- 9:00 AM – 9:45 AM Bureau of Environmental Services Check-in
 - 10:30 AM – 12:30 PM Executive Team meeting
 - 1:00 PM – 2:30 PM Bureau Directors Anti-Displacement Meeting
 - 2:30 PM – 3:00 PM Sam Baraso Check-in
 - 3:00 PM – 3:30 PM Blight Mitigation Discussion
Mike Myers
 - 4:00 PM – 4:30 PM Skills Assessment and Relationship Inventory
Megan Shuler
-

▲ Thu, Oct 8

- 8:30 AM – 9:00 AM Donnie Oliveira Check-in
 - 9:00 AM – 10:00 AM Sustainability Strategic Vision Check-In with Future Work Design
 - 10:00 AM – 12:30 PM Pro-Blackness Training: Red Cohort
 - 4:00 PM – 4:45 PM City Bureau Directors Check-in
 - 4:00 PM – 5:30 PM Planning Session
Donnie Oliveira
-

▲ Fri, Oct 9

- No scheduled meetings

▲ **Mon, Oct 12**

- 8:30 AM – 9:00 AM Future Work Design Meeting
- 10:00 AM – 11:00 AM Bias Awareness Training for Portland Sustainability Commission Interview Panel
- 1:00 PM – 1:30 PM Andrew Speer, Portland Sustainability Commission Local Government Affairs, Meeting
- 1:30 PM – 2:00 PM Chris Hagerbaumer Check-in
- 2:00 PM – 3:00 PM Black Indigenous People of Color Sustainability Staff Check-in
- 3:30 PM – 4:30 PM Joe Zehnder Check-in
- ▨ 6:00 PM – 8:00 PM Pricing Options for Equitable Mobility Task Force Meeting
Marianna Lomanto

▲ **Tue, Oct 13**

- 9:30 AM – 9:00 AM Call with Raahi Reddy
- 9:00 AM – 10:00 AM Alisa Kane Check-in
- 10:00 AM – 11:00 AM Andria Jacob Check-in
- 12:30 PM – 4:00 PM Planning and Sustainability Commission Meeting

▲ **Wed, Oct 14**

- 9:00 AM – 9:30 AM Management Team Agenda Setting with Fritz Johnson
- 9:30 AM – 10:00 AM Jill Fuglister Check-in
- 10:00 AM – 11:00 AM Unite Oregon Monthly Check-in
Le Khanh
- 12:00 PM – 1:30 PM Sustainability: Strategic Direction Meeting with Future Work Design
- 1:30 PM – 2:15 PM Federal Legislative Agenda Discussion Meeting
Elizabeth Edwards
- 3:30 PM – 4:30 PM Central City Quarterly Meeting
Sallie Edmunds

▲ **Thu, Oct 15**

- 9:00 AM – 10:00 AM Bureau of Planning and Sustainability All Staff Meeting
 - 10:30 AM – 12:00 PM Planners & Directors Monthly Meeting
 - 1:00 PM – 2:00 PM Sam Baraso Check-in
 - 2:00 PM – 3:00 PM Decarbonization Pathway Meeting
 - 3:00 PM – 3:30 PM Andria Jacob Check-in
 - 3:30 PM – 4:00 PM Jill Kolek Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:30 PM Nikoyia Phillips Check-in
-

▲ **Fri, Oct 16**



- 10:00 AM – 3:30 PM Big City Planning Directors' Institute Event Day 1
Lauren Wolinsky
 - 3:30 PM – 3:45 PM Julie Ocken Check-in
-

▲ **Mon, Oct 19**

- 9:30 AM – 10:15 AM Portland Sustainability Commission Youth Commissioner Interview -- Joshua Spector
 - 12:00 PM – 2:00 PM Big City Planning Directors' Institute Event Day 2
Lauren Wolinsky
 - 2:00 PM – 3:00 PM Nikoyia Philips Check-in
 - 3:00 PM – 3:30 PM Commissioner Hardesty Briefing
-

▲ **Tue, Oct 20**

- 9:00 AM – 9:30 AM Jessica Finn Coven, Seattle Climate Director, Check-in
 - 9:30 AM – 12:00 PM City Council Work Session: Fall Bump
 - 11:30 AM – 12:00 PM [Directors Community/Economic Development Meeting](#)
 - 12:30 PM – 1:00 PM [Meeting with Jill Kolek/Megan Shuler/Donnie Oliveira](#)
 - 2:30 PM – 3:00 PM Thomas Lannom Meeting
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
-

▲ **Wed, Oct 21**

- 8:00 AM – 8:30 AM Director's Racial Equity Sub-Group
 - 9:45 AM – 10:30 AM Climate Forward Planning
 - 10:30 AM – 11:15 AM Portland Sustainability Commission Youth Commissioner Interview -- Jessie Gittemeir
 - 11:30 AM – 12:15 PM Portland Sustainability Commission Youth Commissioner Interview -- Adrián Arenas
 - 12:00 PM – 2:00 PM Big City Planning Directors' Institute Event Day 3
Lauren Wolinsky
 - 2:00 PM – 2:30 PM Tom Armstrong & Tom Rinehart Check-in
 - 2:30 PM – 3:00 PM Fleet Decarbonization Update
Ingrid Fish
 - 3:00 PM – 5:00 PM Future Work Designs Decision Making Kickoff
-

▲ **Thu, Oct 22**

- 8:30 AM-9:00 AM Amanda Watson Check-in
- 10:30 AM – 11:30 AM Alisa Kane Check-in

- 1:00 PM – 2:00 PM Sustainability Planning Session
 - 2:00 PM – 2:30 PM Executive Team Check Out Call
 - 2:30 PM – 3:30 PM Monthly Portland Housing Bureau Check-in
 - 3:30 PM – 4:00 PM Office of Government Relations Input Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:00 PM Organizing People Activating Leaders (OPAL)Check-in
-

▲ **Fri, Oct 23**

- 8:00 AM – 5:00 PM Furlough Day
-

▲ **Mon, Oct 26**

- 8:30 AM – 9:00 AM Joe Zehnder Check-in
 - ▨ 9:00 AM – 9:30 AM Meeting with Maja Haium, City Attorney
 - 9:30 AM – 10:00 AM Cities Today Interview
Sarah Wray
 - 10:00 AM – 11:00 AM Donnie Oliveira Check-in
 - 10:30 AM – 11:00 AM Jill Kolek and Donnie Oliveira Check-in
 - 11:30 AM – 12:00 PM Sallie Edmunds Check-in
 - 12:30 AM – 1:00 PM Future Work Design Restructuring Meeting
 - 1:00 PM – 1:30 PM Michi Slick Portland Sustainability Commission Check-in
 - 1:30 PM – 2:00 PM Contract Check-In with Ingrid Fish
 - 2:00 PM – 3:00 PM Nikoyia Phillips Check-in
-

▲ **Tue, Oct 27**

- 8:30 AM – 9:00 AM Check in with Sam Diaz
 - 9:00 AM – 10:00 AM Alisa Kane Check-in
 - ▨ 10:30 AM – 11:00 AM [John Wasyiuitnski from MultCounty](#)
 - 11:30 PM – 12:00 PM Directors Community/Economic Development Meeting
 - 12:00 PM – 12:30 PM Gabe Shoeships Check-in
 - 1:00 PM – 2:00 PM Climate and Air Quality Program Meeting
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:00 PM Kimberly Branam Check-in
 - 5:00 PM – 8:00 PM Planning & Sustainability Commission Meeting
-

▲ **Wed, Oct 28**

- 8:00 AM – 9:00 AM CARES ACT Unallocated Funds Discussion
- 9:30 AM – 10:00 AM Shawn Wood Check-in
- 10:00 AM – 11:00 AM Sam Baraso Check-in

- 11:00 AM – 11:30 AM Rebecca Descombes, Native American Youth and Family Center (NAYA) Check-in
 - 2:00 PM – 3:00 PM Meeting with Revenue Division
 - 2:00 PM – 4:00 PM Fall Bump at City Council
 - 3:00 PM – 4:00 PM Andria Jacob Check-in
 - 4:00 PM – 4:45 PM Bureau of Development Services Check-in
 - 4:30 PM – 5:00 PM Bill Beamer Check-in
 - 4:45 PM – 5:45 PM Executive Team Check Out
-

▲ **Thu, Oct 29**

- 9:00 AM – 9:30 AM South Reach Plan Briefing
Commissioner Ryan's Office
 - 9:30 AM – 10:00 AM Meeting with DEQ
 - 10:00 AM – 12:30 PM Pro-Blackness Training
 - 2:00 PM – 5:00 PM City Council Tree Code Discussion
-

▲ **Fri, Oct 30**

- 8:00 AM – 5:00 PM Furlough Day
-

November 2020

▲ Mon, Nov 2

- 9:00 AM – 10:00 AM Donnie Oliveira Check-in
 - 9:30 AM – 10:00 AM Kyle Diesner and Donnie Oliveira Check-in
 - 10:00 AM – 10:30 AM Briefing Key Issues
Commissioner Hardesty
 - 11:00 AM – 12:00 PM Joe Zehnder Check-in
 - 12:00 PM – 1:00 PM All Sustainability Staff Meeting
 - 2:00 PM – 3:30 PM Future Work Design Decision Work Session

 - 3:30 PM – 4:00 PM Nikoyia Phillips Check-in
 - 4:30 PM – 5:00 PM Fossil Fuels Oregon Land Use Board of Appeals (LUBA)
Decision Discussion
-

▲ Tue, Nov 3

- 8:30 AM – 9:00 AM Ingrid Fish Check-in
 - 9:00 AM – 9:30 AM Donnie Oliveira Check-in
 - 10:00 AM – 12:00 PM Executive Team Check-in
 - ▨ 11:30 AM – 12:00 PM Directors Community/Economic Development Meeting
-

▲ Wed, Nov 4

- 1:00 PM – 2:00 PM Mayor Ted Wheeler press conference
 - ▨ 2:00 PM – 4:00 PM South Reach Hearing at City Council
Edmunds, Sallie
 - 4:00 PM – 4:30 PM Fritz Johnson Check-in
-

▲ Thu, Nov 5

- 8:40 AM – 9:00 AM Alisa Kane Check-in
 - 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
 - 2:00 PM – 3:00 PM Council Fall BMP Meeting
 - 2:00 PM – 3:00 PM Meeting with Prosper Portland
 - 4:00 PM – 4:30 PM Exec Team Check Out Call
-

▲ Fri, Nov 6

- 10:00 AM – 10:30 AM Briefing for Commissioner Hardesty
 - 10:30 AM – 11:00 AM Ted Wheeler Check-in
-

▲ **Mon, Nov 9**

- 8:00 AM – 8:30 AM Kimberly Branam Check-in
 - 8:30 AM – 9:30 AM Donnie Oliveira Check-in
 - 9:30 AM – 11:00 AM Community Meeting
 - 11:00 AM – 11:30 AM Briefing for Commissioner Eudaly
 - ▨ 11:15 AM – 11:45 AM City Attorney Land Use Board Decision Briefing
Commissioner Hardesty
 - ▨ 11:30 AM – 12:00 PM Kyle Diesner Check-in
 - 1:00 PM – 1:30 PM Commissioner Amanda Fritz and Tim Crail Meeting
 - 2:00 PM – 3:00 PM Future Work Design Kick Off Meeting: Strategic
Visioning for Planning
 - 3:00 PM – 4:00 PM Nikoyia Phillips Check-in
 - 4:00 PM – 5:00 PM Joe Zehnder Check-in
- * Phone Call Meeting with Alan Sprott, Vigor
- * Phone Call Meeting with Dave Robertson, PGE
-

▲ **Tue, Nov 10**

- 9:00 AM – 9:30 AM Kyle Diesner Check-in
 - 11:00 AM – 12:00 PM Fossil Fuels / Advocate Groups Check-in
 - 1:00 PM – 1:30 PM Briefing for Commissioner-Elect Mapps
 - 1:30 PM – 2:00 PM Briefing for Commissioner Ryan
 - 3:00 PM – 3:30 PM Curtis Robinhold Check-in
 - 3:30 PM – 4:30 PM Housing Continuum Update at Portland Sustainability
Commission
 - 4:30 PM – 5:30 PM Sam Baraso Check-in
- * Phone Call Meeting with Michael Scheib, Daimler
- * Phone Call Meeting with Andrew Hoan, Portland Business
Alliance
-

▲ **Wed, Nov 11**

- All Day Veteran's Day
 - 9:00 AM – 9:30 AM Kathryn Williams, NW Natural Check-in
- * Phone Call Meeting with Scott Bolton, PacificCorp
- * Phone Call Meeting with Corky Collier, Columbia
Corridor Association
- * Phone Call Meeting with Amy Dvorak, Lewis and
Clark College
-

▲ **Thu, Nov 12**

- 8:00 AM – 8:15 AM Tools for Budget Equity Check-in
- 8:15 AM – 9:00 AM Directors' Racial Equity Subgroup

- 9:00 AM – 10:00 AM Bureau of Planning and Sustainability All Staff meeting
 - 9:30 AM – 10:00 AM Kellie Torres Check-in
 - 10:00 AM – 12:30 PM Pro-Blackness Training
 - ▨ 12:00 PM – 1:30 PM Portland Sustainability Commission Officers Meeting
 - 1:00 PM – 1:30 PM Sustainability Managers Meeting
 - ▨ 1:30 PM – 1:55 PM Check in on South Reach
 - 2:00 PM – 2:45 PM Verde Monthly Check-in
 - 2:45 PM – 3:30 PM Andria Jacob Check-in
 - 3:30 PM – 4:00 PM Steve Percy, PSU, Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:00 PM Executive Team Out Call
-

▲ **Fri, Nov 13**

- 10:30 AM – 11:00 AM Donnie Oliveira Check-in
 - 11:00 AM – 12:00 PM Meeting with PBA and Mayor Wheeler
 - 12:30 PM – 1:00 PM Thomas Lannom Check in
* Phone Call Meeting with Marcus Mundy, Coalition of Communities of Color
-

▲ **Mon, Nov 16**

- 8:00 AM – 9:00 AM Monthly Carbon Neutral Cities Alliance North American Regional Meeting
 - 9:00 AM – 9:30 AM Human Resources Business Partner Introduction
 - 10:00 AM – 10:30 AM Donnie Oliveira Check-in
 - 10:30 AM – 12:00 PM Future Works Design Session
 - 1:00 PM – 3:00 PM Future Work Design Session - Strategic Decisions
 - 3:00 PM – 4:00 PM Nikoyia Phillips Check-in
 - 4:00 PM – 5:00 PM Anti-Displacement Prep Meeting
-

▲ **Tue, Nov 17**

- 8:30 AM – 9:00 AM Amanda Watson Check-in
 - 9:30 AM – 10:00 AM US Department of Energy Preparation
 - 10:00 AM – 12:00 PM Anti-Displacement Coalition and Bureau Directors
 - 1:00 PM – 1:45 PM Management Team Meeting
 - 2:00 PM – 3:00 PM Unite Oregon Monthly Check-in
 - 3:00 PM – 4:00 PM Decarbonization Pathways Meeting
-

▲ **Wed, Nov 18**

- 8:00 AM – 11:00 AM Leading Local Meeting- US DOE Conference
- 11:00 AM – 12:00 PM Elissa Gertler Check-in
- 1:00 PM – 2:00 PM Joe Zehnder Check-in

- 2:00 PM – 3:00 PM Strategic Plan Planning
 - 3:00 PM – 4:00 PM Climate Justice Initiative Update with County
 - 4:15 PM – 5:15 PM Parks and Recreation Check-in
-

▲ Thu, Nov 19

- 9:00 AM – 9:30 AM Climate Planning Check In
 - 10:00 AM – 11:00 AM Pro-Blackness Celebration: All
 - 11:00 AM – 11:30 AM Donnie Oliveira Check-in
 - 12:30 PM – 1:00 PM Wim Wiewel Check-in
 - 1:00 PM – 1:30 PM Kimberly Branam Check-in
 - 1:30 PM – 2:30 PM Comms Planning Meeting
 - 3:30 PM – 4:00 PM Meeting with Daphne Wysham, SEEN
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:00 PM Executive Team Out Call
-

▲ Fri, Nov 20

- 9:00 AM – 9:30 AM Columbia Corridor Association Briefing
 - 11:30 AM – 12:00 PM Tom Rinehart Check-in
 - 1:00 PM – 1:30 PM Adena Long Check-in
 - 3:00 PM – 3:30 PM Jon Isaacs Check-in
 - 3:30 PM – 4:00 PM Nikoyia Phillips Check-in
-

▲ Mon, Nov 23

- 9:00 AM – 9:30 AM Michael Armstrong Check-in
 - 10:00 AM – 11:00 AM Donnie Oliveira Check-in
 - 11:30 AM – 12:30 PM Joe Zehnder Check-in
 - 1:00 PM – 3:00 PM Future Work Design - Design Session (option 3)
 - 3:00 PM – 4:00 PM Interview with Cassandra Profita, OPB
 - 4:00 PM – 4:30 PM Tom Armstrong and Joe Zehnder Check-in
 - * Phone Call Meeting with Ranfis Villatoro, BlueGreen Alliance
-

▲ Tue, Nov 24

- 8:15 AM – 8:30 AM Amanda Watson Check-in
- 8:30 AM – 9:30 AM Class Talk: Acadia University
- 10:00 AM – 10:30 AM Kyle Diesner Check In
- 11:30 AM – 12:00 PM Shannon Callahan Check-in
- 12:00 PM – 12:30 PM Planning Managers Meeting
- 1:00 PM – 1:45 PM Meeting with Oregon Health and Science University (OHSU)

▲ **Wed, Nov 25**

■ All Day Out of Office

▲ **Thu, Nov 26**

■ All Day Thanksgiving Day

▲ **Fri, Nov 27**

■ All Day Day After Thanksgiving Day

▲ **Mon, Nov 30**

- 10:00 AM – 11:00 AM Donnie Oliveira Check-in
- 11:00 AM – 12:00 PM Joe Zehnder Check-in
- 1:00 PM – 1:30 PM Grants Check-in
- 2:00 PM – 3:00 PM Nikoyia Phillips Check-in
- 3:00 PM – 3:30 PM Andria Jacob Check-in
- 4:00 PM – 4:30 PM Commissioner Ryan and Kellie Torres Briefing

December 2020

▲ Tue, Dec 1

- 8:00 AM – 8:30 AM Kristen Sheeran Check-in
 - 9:00 AM – 9:30 AM Meeting with Legacy Health
 - 10:30 AM – 11:00 AM Tom Rinehart Check-in
 - 11:00 AM – 11:30 AM Meeting with 7th Generation Advisors
 - 11:30 AM – 11:45 AM Ashley Henry Check-in
 - 1:00 PM – 1:45 PM Management Team Meeting
 - 2:30 PM – 3:30 PM Chris Warner/PBOT Monthly Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:30 PM Executive Team Check In
-

▲ Wed, Dec 2

- 9:00 AM – 10:00 AM Chris Warner Check-in
 - 10:00 AM – 11:00 AM City Budget Office Meeting
 - 11:00 AM – 12:00 PM Andria Jacob and Donnie Oliveira Check-in
 - 12:00 PM – 1:00 PM Future Work Design Project Team Check In
 - 1:00 PM – 2:00 PM Portland Sustainability Commission Officers Meeting
 - 3:00 PM – 4:55 PM River Plan / South Reach City Council Discussion
 - 4:00 PM – 5:00 PM Industrial Energy Efficiency Opportunities
-

▲ Thu, Dec 3

- ▨ 10:00 AM – 11:00 AM Director's Racial Equity Plan #5 Meeting
 - 11:00 AM – 11:30 AM Meeting with Gov's office and DEQ Team
 - 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
 - 1:30 PM – 2:00 PM [Meeting with Providence Health](#)
 - 2:00 PM – 2:30 PM Mike Jordan Check-in
 - 3:00 PM – 3:30 PM Anti-Displacement Action Plan work plan
 - 3:30 PM – 4:00 PM Nancy Bennett, DEQ, Check-in
 - 4:30 PM – 5:00 PM Executive Team Check Out Call
-

▲ Fri, Dec 4

- 9:45 AM – 10:00 AM Joe Zehnder Check-in regarding Anti-Displacement Action Plan
- 12:00 PM – 12:30 PM Fritz Johnson Check-in
- 1:00 PM – 2:00 PM Check in with Derek Bradley
- 3:30 PM – 4:00 PM Curtis Robinhold Check-in
- 4:00 PM – 4:30 PM Chariti Montez, Commissioner Ryan's office

* Phone Call Meeting with Amanda Potter, Energy Trust of Oregon

▲ **Mon, Dec 7**

- 9:45 AM – 10:00 AM Eric Engstrom Check-in
 - 10:00 AM – 10:30 AM Donnie Oliveira and Kyle Diesner Check-in
 - 10:00 AM – 11:00 AM Donnie Oliveira Check-in
 - 10:45 AM – 11:00 AM Bill Beamer Check-in
 - 11:00 AM – 12:00 PM Joe Zehnder Check-in
 - 1:30 PM – 2:00 PM Jessica Vega Pederson Check-in
 - 2:00 PM – 3:00 PM Meeting with NW Natural/City of Portland
 - 3:00 PM – 4:00 PM Nikoyia Phillips Check-in
 - 5:00 PM – 5:30 PM Dave Robertson Check-in
 - 5:30 PM – 6:00 PM Donnie Oliveira and Joe Zehnder Check Out Call
-

▲ **Tue, Dec 8**

- 9:00 AM – 10:00 AM Meeting with Community-Based Organizations
 - 10:00 AM – 10:30 AM Thomas Lannom Check-in
 - 10:30 AM – 12:00 PM Future Work Design Prototype Review and Evaluation
 - 12:30 PM – 4:30 PM Planning and Sustainability Commission Meeting
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:00 PM Kyle Diesner Check-in
 - 5:00 PM – 6:00 PM Donnie Oliveira and Joe Zehnder Check Out Call
-

▲ **Wed, Dec 9**

- 9:00 AM – 9:45 AM Johanna Partin, CNCA, Check In
 - 10:00 AM – 11:00 AM Meeting with Institutions with District Energy Systems
 - 11:00 AM – 12:00 PM Meeting with Climate/Clean Air Advocates
 - 12:30 PM – 1:00 PM John Tapogna Check In
 - 1:00 PM – 1:45 PM Donnie Oliveira and Kyle Diesner Check-in
 - 2:00 PM – 3:00 PM Strategic Plan Planning
 - 3:45 PM – 4:00 PM Prep for New Commissioner Briefing
 - 4:00 PM – 5:00 PM Bureau of Development Services
 - 5:00 PM – 5:30 PM Check in with Jon Issacs, PBA
-

▲ **Thu, Dec 10**

- 8:30 AM – 9:00 AM Briefing for Commissioner Ryan
- 9:00 AM – 10:00 AM Bureau of Planning and Sustainability All Staff Meeting
- 9:40 AM – 10:30 AM Portland Biz Alliance Gov't Relations Committee
- 10:30 AM – 12:00 PM Planners and Directors Monthly Meeting

- 12:00 PM – 12:30 PM Portland Sustainability Commission Interview: Erica Thompson
- 12:45 PM – 1:15 PM Portland Sustainability Commission Interview: Ivory Iheanacho
- 1:30 PM – 2:00 PM Portland Sustainability Commission Interview: Crystal Benson
- 2:00 PM – 3:00 PM Meeting with Labor Leaders
- 3:00 PM – 4:00 PM Andria Jacob Check-in
- 4:00 PM – 5:00 PM Neighbors for Clean Air Webinar
- 4:30 PM – 5:00 PM Check in with Chair Spevak, PSC
- 5:00 PM – 5:30 PM Executive Team Check Out Call

* Phone Call Meeting with Mary Moerhlins, NW Natural

▲ **Fri, Dec 11**

- 9:00 AM – 10:30 AM New Commissioners Panel regarding Community & Economic Development
- 10:30 AM – 11:00 AM Check In with Kyle Diesner
- 11:00 AM – 12:00 PM Portland Clean Energy Fund Audit - End of survey Meeting with Auditor's office
- 12:00 PM – 1:00 PM Future Work Design Meeting and Sponsor Team Meeting
- 1:00 PM – 2:00 PM Prosper Portland Monthly Meeting

▲ **Mon, Dec 14**

- ▨ 9:00 AM – 9:30 AM Management Team Meeting
- 9:00 AM – 10:00 AM Monthly Carbon Neutral Cities Alliance (CNCA) North American Regional Call
- 10:00 AM – 11:00 PM Donnie Oliveira Check-in
- 11:00 AM – 12:00 PM Joe Zehnder Check-in
- ▨ 11:30 AM – 12:00 PM Eric Engstrom Check-in
- 12:00 PM – 12:30 PM Meeting with Vigor
- 2:00 PM – 2:30 PM Adrian Arenas Check-in
- 2:45 PM – 3:15 PM Portland Sustainability Commission Interview: Madeline Kovacs
- 3:30 PM – 4:00 PM Portland Sustainability Commission Interview: Kaitlin Berger LaBonta
- 4:15 PM – 4:45 PM Portland Sustainability Commission Interview: Valeria McWilliams

▲ **Tue, Dec 15**

- 9:15 AM – 9:45 AM Grants Check-in
- 10:00 AM – 11:00 AM Executive Team Check In
- 11:00 AM – 11:30 AM Megan Shuler Check-in
- 11:30 AM – 12:00 PM Directors Community/Economic Development Meeting

- 12:00 PM – 12:30 PM Meeting with City Attorney
 - 2:30 PM – 3:00 PM Portland Sustainability Commission Interview: Johnell Bell
 - 3:15 PM – 3:45 PM Portland Sustainability Commission Interview: Leonard Barrett
 - 4:00 PM – 7:00 PM Portland Sustainability Commission Meeting
-

▲ Wed, Dec 16

- 9:00 AM – 10:30 AM Future Work Design Meeting: Prototype Selection
 - 10:45 AM – 11:00 AM City Council South Reach Second Reading
 - 11:30 AM – 12:00 PM Richard Whitman Check In
 - 2:00 PM – 4:00 PM Council Climate Test
 - ▨ 5:00 PM – 5:25 PM Ashley Henry, Better Business Portland, Check-in
-

▲ Thu, Dec 17

- 8:30 AM – 9:30 AM Interview with XRAY Radio
 - 9:00 AM – 10:00 AM Bureau of Planning and Sustainability All Staff -- Budget Development
 - 12:00 PM – 12:30 PM Portland Sustainability Commission Interview: Jenny Liu
 - 12:45 PM – 1:15 PM Portland Sustainability Commission Interview: Ted Labbe
 - 1:30 PM – 2:00 PM Portland Sustainability Commission Interview: Julia Metz
 - 3:10 PM – 3:20 PM Oregon Business for Climate Meeting
 - 3:30 PM – 4:00 PM Mike Jordan Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:00 PM Executive Team Check Out Call
-

▲ Fri, Dec 18

- 10:00 AM – 11:00 AM Future Works Design Debrief & Next Steps
- 11:00 AM – 11:30 AM Tom Rinehart Check-in
- 11:30 AM – 12:00 PM Andria Jacob Check-in
- 1:00 PM – 1:30 PM Age-Friendly Budget check-in
- 1:30 PM – 2:00 PM State's Cap & Reduce Program, Briefing for Mayor with OGR
- 2:00 PM – 2:30 PM Portland Sustainability Commission Interview: Gabe Sheoships
- 2:30 PM – 3:15 PM Meeting with Future Work Design to Discuss Future Scope of Work
- 3:00 PM – 3:30 PM Sam Diaz Check-in
- 3:30 PM – 4:00 PM Chris Smith Check-in
- 4:00 PM – 4:30 PM Mayor Ted Wheeler Swearing in
- 4:30 PM – 5:00 PM Planning Managers Meeting

▲ **Mon, Dec 21**

- 8:30 AM – 9:00 AM Amanda Watson Check-in
 - 9:00 AM – 9:30 AM Nikoyia Phillips Check In
 - 9:30 AM – 10:00 AM City of Portland/ Evraz Meeting
 - 10:00 AM – 10:30 AM City of Portland/ Darigold Meeting
 - 10:30 AM – 11:00 AM Donnie Check-in
 - 11:00 AM – 11:30 AM Commissioner Hardesty Check-in
 - 12:00 PM – 1:00 PM Portland Sustainability Commission Interview Debrief
 - 1:00 PM – 1:30 PM Meeting with Oregon Business and Industry
 - 1:30 PM – 2:00 PM Sam Baraso Check-in
 - 2:30 PM – 3:30 PM Exec Team Meeting
 - 3:30 PM – 4:00 PM Joe Zehnder Check-in
 - 4:00 PM – 4:30 PM Mayor’s Office Check-in
-

▲ **Tue, Dec 22**

■ All Day [vacation](#)

▲ **Wed, Dec 23**

■ All Day [vacation](#)

▲ **Thu, Dec 24**

■ All Day [vacation](#)

▲ **Fri, Dec 25**

■ All Day [Christmas Day](#)

▲ **Mon, Dec 28 – Tue, Dec 29**

■ All Day [vacation](#)

▲ **Wed, Dec 30**

- 10:30 AM – 12:30 PM Executive Team Meeting: Budget Session (part 1)
 - 1:30 PM – 2:30 PM Maja Haium Check-in
 - 2:30 PM – 5:00 PM Executive Team Meeting Budget Session (Part 2)
-

▲ **Thu, Dec 31**

■ All Day [vacation](#)

