

Andrea Durbin - 1st Quarter Calendar 2021

Durbin, Andrea Calendar

Andrea.Durbin@portlandoregon.gov

Friday, January 1, 2021 – Monday, March 29, 2021

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

(Adjusted for Daylight Saving Time)

January 2021

Su Mo Tu We Th Fr Sa

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31						

February 2021

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March 2021

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14	15	16	17	18	19	20	
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■ Busy

▨ Tentative



■ Out of Office

▤ Working Elsewhere

■ Outside of Working Hours

January 2021

▲ Fri, Jan 1



New Year's Day

▲ Mon, Jan 4

- 10:00 AM – 10:30 AM Jill Kolek-check-in by phone
- 11:00 AM – 11:30 AM Derek Bradley check-in
- 11:30 AM – 12:30 PM Donnie Oliveira weekly check-in
- 1:00 PM – 2:00 PM Portland Planning and Sustainability Commission Officers Meeting
- 2:00 PM – 3:00 PM Nikoyia Phillips check-in
- 3:30 PM – 4:00 PM Joe Zehnder check-in
- 4:00 PM – 4:30 PM Kristen Leonard, Port of Portland, meeting

▲ **Tue, Jan 5**

- 9:00 AM – 10:00 AM Preparation for Council Priorities Session
Martin, Alexandra
- 10:00 AM – 11:00 AM Executive Team Meeting
- 11:00 AM – 11:30 AM Recovery Planning Coordination
Wolf, Katy
- 1:00 PM – 2:00 PM Future Work Design meeting
- 2:00 PM – 2:30 PM Megan Shuler Check In by phone
- 2:30 PM – 3:30 PM Chris Warner, Portland Bureau of Transportation
Director Monthly check-in
- 4:00 PM – 4:30 PM Directors Bi-Weekly check-in
Rinehart, Tom

▲ **Wed, Jan 6**

- 9:30 AM – 10:15 AM Council: Portland Sustainability Council Youth Appointment
- 11:00 AM – 12:00 PM Strategic Plan meeting
- 1:00 PM – 2:30 PM Grants Planning Session
- 3:30 PM – 4:00 PM Andrea Jacob check in: Success Factors
- 4:00 PM – 4:30 PM Joe Zehnder Check In: Success Factors
- 4:30 PM – 5:00 PM Donnie Oliveira Check In: Success Factors

▲ **Thu, Jan 7**

- 8:30 AM – 9:00 AM Call with Nick Kaleb, Breach Collective
- 9:00 AM – 10:30 AM All Staff meeting
- 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
Rinehart, Tom
- 1:00 PM – 2:00 PM Sam Oliverira check-in
- 2:00 PM – 3:00 PM Sustainability Managers Meeting
- 3:00 PM – 4:00 PM Andria Jacob check-in
- 4:30 PM – 5:30 PM Elizabeth Edwards check-in
- 4:30 PM – 5:00 PM Executive Team check out call

▲ **Fri, Jan 8**

- 8:30 AM – 10:00 AM Planning Meeting: Sustainable
Consumption/Production Work
- 11:00 AM – 11:30 AM Commissioner Ryan monthly check-in
- 11:30 AM – 12:15 PM Kyle Diesner check-In by phone
- 1:00 PM – 1:30 PM Tony Defalco, Verde, check-in
- 2:30 PM – 3:30 PM Commissioner Carmen Rubio weekly briefing
- 3:30 PM – 4:00 PM Donnie Oliveira check-in
- 4:00 PM – 4:30 PM Joe Zehnder check-in

▲ **Mon, Jan 11**

- 9:00 AM – 10:00 AM Alisa Kane check-in
- 10:00 AM – 11:00 AM Donnie Oliveira check-in
- 11:00 AM – 12:00 PM Bureau of Planning and Sustainability grants check-in
- 12:00 PM – 1:00 PM Kyle Diesner check-in
- ▨ 1:00 PM – 3:00 PM New Portland Planning and Sustainability Commission Commissioner Training
- 2:00 PM – 3:00 PM Directors' Racial Equity Subgroup
- 3:00 PM – 4:00 PM Management Team Business Meeting
- 4:00 PM – 5:00 PM Shelter to Housing Continuum Briefing with Commissioner Mapps
- 5:00 PM – 5:30 PM Call with Kimberly Branam, Prosper Portland

▲ **Tue, Jan 12**

- 9:00 AM – 9:30 AM Executive Team meeting
- 9:30 AM – 11:30 AM Work Session - CARES Act Update and Consolidated Appropriations Act, 2021 Overview
- ▨ 11:00 AM – 12:00 PM Bi-weekly Planning Managers meeting
- 12:00 PM – 12:30 PM Call with Kyle Diesner
- 12:30 PM – 4:30 PM Portland Planning and Sustainability Commission meeting
- 4:00 PM – 4:30 PM Directors Bi-Weekly Check-in Rinehart, Tom
- 4:30 PM – 5:00 PM Commissioner Carmen Rubio weekly briefing

▲ **Wed, Jan 13**

- 9:00 AM – 10:00 AM Management Team Training
- 10:00 AM – 10:30 AM Unite Oregon check in
- 10:30 AM – 11:00 AM Central City Quarterly meeting
- 11:00 AM – 12:00 PM Meeting with Communications Team
- 12:00 PM – 1:00 PM Interview with Willamette Week
- 1:30 PM – 2:50 PM All-Sustainability Staff Meeting
- 3:00 PM – 4:00 PM Portland Parks and Recreation check-in
- ▨ 4:00 PM – 5:00 PM Joe Zehnder check in

▲ **Thu, Jan 14**

- ▨ 8:30 AM – 9:00 AM Comms Check In
- ▨ 9:30 AM – 11:00 AM January Disaster Policy Council Meeting
- 10:00 AM – 10:30 AM Nikoyia Phillips check in: Success Factors

- 11:00 AM – 12:00 PM Planners and Directors monthly meeting
 - 12:30 PM – 2:00 PM Portland Sustainability Council Officers Session
 - 2:00 PM – 2:30 PM Joe Zehnder Success Factors Check In
 - 4:00 PM – 4:30 PM Directors Bi-Weekly check-in
 - 4:30 PM – 5:00 PM Executive Team check-out call
 - 5:00 PM – 5:30 PM Donnie Oliveira Success Factors Check In
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▲ Fri, Jan 15

- 8:30 AM – 10:00 AM Meeting with Portland Legislative Delegation
 - 10:00 AM – 11:30 AM Preparation for waste equity meeting
 - 11:30 AM – 12:00 PM Katie Larsell check-in
 - 2:00 PM – 4:00 PM Waste Equity Planning Session
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▲ Mon, Jan 18

- Martin Luther King Day
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▲ Tue, Jan 19

- 9:00 AM – 10:00 AM Sustainable Consumption Check In
 - 10:00 AM – 10:30 AM Executive Team meeting check-in
 - 11:00 AM – 11:30 AM Donnie Oliveira weekly check-in
 - 11:30 AM – 12:00 PM Tuesday Chiefs meeting
 - 12:00 PM – 12:30 PM Alisa Kane check-in
 - ▨ 1:00 PM – 2:00 PM Joe Zehnder check-in
 - 2:00 PM – 3:00 PM Kyle Diesner check-in
 - 3:00 PM – 3:45 PM Shelter to Housing Continuum Briefing with Commissioner Ryan
 - 3:45 PM – 4:00 PM Age-Friendly grant check-in
 - 4:00 PM – 5:00 PM Commissioner Carmen Rubio weekly briefing
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▲ Wed, Jan 20

- 1:00 PM – 3:00 PM Commissioner Carmen Rubio check-in
 - 3:00 PM – 10:00 PM City of Portland Inauguration Day Virtual Situation Room
Wolf, Katy
 - 5:00 PM – 6:00 PM Work Session Run-through
Kinard, Jessica
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▲ Thu, Jan 21

- 9:00 AM – 10:00 AM All Staff Meeting
- 10:00 AM – 11:00 AM Donnie Oliveira Check In
- 11:00 AM – 12:00 PM Andria Jacob check-in

- 1:00 PM – 2:00 PM Carbon Neutral Cities Alliance North American Regional Call
 - 2:00 PM – 4:00 PM Council Priorities Work Session
 - 2:00 PM – 4:00 PM Work Session: City Priorities Retreat
 - 4:00 PM – 4:30 PM Directors Bi-Weekly check-in
 - 4:30 PM – 5:00 PM Executive Team check-out call
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▲ Fri, Jan 22

- 9:15 AM – 9:45 AM Shelter to Housing Continuum Project briefing with Commissioner Jo Ann Hardesty
 - 11:00 AM – 11:30 AM Nikoyia Phillips weekly check-in
 - 1:30 PM – 2:00 PM Commissioner Rubio meeting
Wheeler, Ted
 - 2:00 PM – 3:00 PM Strategic Plan Planning
 - 3:00 PM – 4:00 PM Commissioner Carmen Rubio weekly briefing
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▲ Mon, Jan 25

- 8:00 AM – 9:00 AM Monthly Carbon Neutral Cities Alliance of North American Regional Call
 - 9:30 AM – 10:00 AM Donnie Oliveira weekly check-in
 - 10:00 AM – 11:00 AM Climate check-in
 - 11:00 AM – 12:00 PM Revenue Options for Climate Work Discussion
 - 1:00 PM – 1:30 PM Commissioner Hardesty - 2020 Feedback
Zito, Ronald
 - 1:30 PM – 2:00 PM Call with Desiree Williams Rajee, Kapwa Consulting
 - 2:30 PM – 3:00 PM Revenue meeting
Lannom, Thomas and Wallace, Tyler
 - 3:00 PM – 4:00 PM Joe Zehnder check-in
 - 4:00 PM – 5:00 PM City African American Network Leadership meeting
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▲ Tue, Jan 26

- 9:00 AM – 9:45 AM Executive Team check-in
 - 9:30 AM – 11:30 AM Council work session: Digital Equity
 - 10:00 AM – 10:45 AM Strategic Plan check-in for 02/04 All Staff
 - 11:30 AM – 12:00 PM Directors Community/Economic Development meeting
 - ▨ 12:00 PM – 1:00 PM Bi-weekly Planning Mangers Meeting
 - 1:00 PM – 2:15 PM Commissioner Carmen Rubio weekly briefing
 - 5:00 PM – 8:00 PM Portland Planning and Sustainability Commission session
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▲ Wed, Jan 27

- ▨ 9:00 AM – 10:00 AM Pacific Coast Collaborative
- 11:00 AM – 11:30 AM Tom Rinehart monthly check-in

- 11:30 AM – 12:00 PM Bureau of Planning and Sustainability budget
 - 12:00 PM – 1:00 PM Future Work Design sponsor team check-in
 - 1:00 PM – 2:30 PM Waste equity workplan discussion follow-up
 - 2:30 PM – 4:00 PM Commissioner Carmen Rubio meeting
 - 4:00 PM – 4:30 PM Revenue Bureau Check In
 - 4:00 PM – 5:00 PM Bureau of Development Services check-in
 - 5:00 PM – 6:00 PM Climate Justice Leaders Celebration
 - 6:00 PM – 6:30 PM Climate Team check-in
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▲ **Thu, Jan 28**

- 10:30 AM – 11:30 AM Kyle Diesner check-in
 - 12:30 PM – 2:00 PM Portland Planning and Sustainability Commission Officers meeting
 - 1:00 PM – 2:00 PM Planners All Staff monthly meeting
 - 3:00 PM – 4:00 PM Portland Housing Bureau check-in
 - 4:00 PM – 4:45 PM Directors Bi-Weekly check-in
 - 4:30 PM – 5:00 PM Executive Team check-out call
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▲ **Fri, Jan 29**

- 9:00 AM – 9:30 AM Call with Elisabeth Perez
 - 10:30 AM – 11:00 AM Tom Armstrong and Kyle Diesner check-in
 - 11:00 AM – 11:30 AM Office of Government Relations Federal Anti-Displacement check-in
 - 11:00 PM – 12:00 PM Southwest Corridor and TriMet check-in
 - 1:00 PM – 1:30 PM Donnie Oliveira and Derek Bradley check-in
 - 4:00 PM – 4:30 PM Call with Adena Long
 - 4:30 PM – 5:00 PM Call with Alando Simpson
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February 2021

▲ Mon, Feb 1

- 9:30 AM – 10:00 AM Check-in on Climate Metrics
 - 10:00 AM – 11:00 AM Donnie Oliveira weekly check-in
 - ▨ 11:00 AM – 12:00 PM Joe Zehnder check-in
 - 12:00 PM – 1:00 PM Climate check in
 - 2:00 PM – 3:00 PM Nikoyia Phillips weekly check-in
 - 3:00 PM – 4:00 PM Prosper Portland Check-In
 - 4:30 PM – 5:00 PM Call with Nick Caleb, Breach Collective
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▲ Tue, Feb 2

- 9:00 AM – 10:00 AM Home Builders Association / Bureau of Planning and Sustainability Programmatic Goals
 - 9:30 AM – 11:30 AM Council Budget Retreat #2
 - 10:00 AM – 11:00 AM Executive Team check-in
 - 1:00 PM – 2:00 PM Future Work Design
 - 2:00 PM – 3:30 PM Commissioner Carmen Rubio weekly briefing
 - 3:00 PM – 4:00 PM Chris Warner, Portland Bureau of Transportation Director Monthly check-in
 - 4:00 PM – 4:30 PM Directors Bi-Weekly check-in
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▲ Wed, Feb 3

- 9:00 AM – 9:30 AM Call with Jana Gastellum, Oregon Environmental Council
 - 11:30 AM – 12:00 PM Call with Commissioner Carmen Rubio
 - 1:00 PM – 1:30 PM Sandra Wood check-in
 - 2:00 PM – 3:00 PM Council Session on Black History Month
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▲ Thu, Feb 4

- 9:00 AM – 10:30 AM All Staff Meeting
- 10:30 AM – 10:45 AM Joe Zehnder Anti-D check-in
- 11:00 AM – 11:30 AM Portland Planning and Sustainability Commission check-in
- 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
- 1:00 PM – 2:00 PM Sam Baraso check-in
- 3:00 PM – 4:00 PM Andria Jacob check-in
- 4:00 PM – 4:30 PM Executive Team check-out

▲ **Fri, Feb 5**

■ 8:00 AM – 5:00 PM Out of Office

▲ **Mon, Feb 8**

■ 8:00 AM – 9:00 AM Monthly Carbon Neutral Cities Alliance North American Regional Call

10:00 AM – 11:00 AM Donnie Oliveira weekly check-in

11:00 AM – 12:00 PM Joe Zehnder check-in

■ 1:30 PM – 2:30 PM Nikoyia Phillips Weekly check-n

▲ **Tue, Feb 9**

■ 9:00 AM – 10:00 AM Metro Planning and Development check-in

10:00 AM – 11:00 AM Executive Team meeting

■ 11:00 AM – 12:00 PM Management Team Meeting

12:00 PM – 4:30 PM Portland Planning and Sustainability Commission session

■ 1:00 PM – 2:00 PM Commissioner Carmen Rubio weekly briefing

■ 3:30 PM – 4:00 PM Thomas Lannom check-in

4:00 PM – 4:30 PM Directors Bi-Weekly check-in
Rinehart, Tom

▲ **Wed, Feb 10**

■ 1:30 PM – 2:00 PM Maja Haium, City Attorney check-in

■ 2:00 PM – 3:00 PM Brene Brown Workshop - Dare to Lead

▲ **Thu, Feb 11**

■ 9:30 AM – 10:15 AM Eli Spevak, Orange Splot, brainstorm for sustainability initiatives

■ 10:30 AM – 12:00 PM Planners and Directors monthly meeting

■ 12:30 PM – 2:00 PM Portland Planning and Sustainability Commission Officers meeting

■ 1:00 PM – 2:00 PM Council Follow-Up: Economic Survival/Stability/Recovery

■ 2:00 PM – 3:00 PM Preparation Meeting - 3/9 Climate Budget Session at Council

4:00 PM – 4:30 PM Directors Bi-Weekly check-in

■ 4:30 PM – 5:00 PM Executive Team check-out call

▲ **Fri, Feb 12**

■	9:30 AM – 11:00 AM	Portland Clean Energy Fund Request for Proposal Briefing
■	11:00 AM – 11:30 AM	Climate Budget Work Session planning
■	2:30 PM – 3:00 PM	Donnie Oliveira check-in
■	4:00 PM – 5:00 PM	Samuel Diaz, Mayor's Office, check-in

▲ Mon, Feb 15

■	Presidents' Day
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▲ Tue, Feb 16

■	9:00 AM – 10:00 AM	Donnie Oliveira weekly check-in
■	11:15 AM – 12:00 PM	Portland Parks and Recreation check-in
	11:30 AM – 12:00 PM	Directors: Community/Economic Development meeting
■	3:00 PM – 3:30 PM	Theresa Logan, Subduction Consulting, meeting
	4:00 PM – 4:30 PM	Directors Bi-Weekly check-in

▲ Wed, Feb 17

■	8:30 AM – 10:00 AM	Waste Planning Meeting
■	10:00 AM – 11:00 AM	Nikoyia Phillips weekly check-in
■	11:00 AM – 11:30 AM	City-County Climate check-in
	1:00 PM – 2:00 PM	Sam Baraso check-in
■	2:00 PM – 3:00 PM	Strategic Plan Planning
■	3:00 PM – 3:30 PM	Portland Planning and Sustainable Commission appointments

▲ Thu, Feb 18

▨	8:30 AM – 9:30 AM	Carbon Neutral Cities Alliance webinar: How Climate Emergencies Can Help Cities Decarbonize Locally
■	10:00 AM – 10:30 AM	Success Factors 360 and Manager upward feedback decisions
■	12:00 PM – 1:00 PM	Climate Justice by Design Project check-in
■	1:00 PM – 2:00 PM	Meeting with Jill Kolek on Sustainable Consumption
	3:00 PM – 4:00 PM	Andria Jacob check-in
	4:00 PM – 4:30 PM	Directors Bi-Weekly check-in Rinehart, Tom
	4:30 PM – 5:00 PM	Executive Team check-out call

▲ Fri, Feb 19

- 9:00 AM – 10:00 AM Kyle Diesner check-in
- 11:00 PM – 11:30 PM Tom Armstrong check-in
- 11:30 AM – 12:00 PM Andria Jacob check-in
- 1:30 PM – 2:00 PM Call with Desiree Williams Rajee, Kapwa Consulting
- 2:00 PM – 2:30 PM Call with Collins Foundation
- 2:30 PM – 2:45 PM Kimberly Branam check-in
- 3:30 PM – 4:00 PM Tom Armstrong check-in
- 4:30 PM – 5:00 PM Call with Chris Warner

▲ **Mon, Feb 22**

- 9:00 AM – 10:00 AM Donnie Oliveira weekly check-in
- 10:00 AM – 11:00 AM Sustainability Managers meeting
- 11:00 PM – 12:00 PM Joe Zehnder check-in
- 2:00 PM – 3:00 PM Nikoyia Phillips check-in

▲ **Tue, Feb 23**

- 9:00 AM – 10:30 AM METRO/City Bureau check-in
- 10:30 AM – 11:00 AM Executive Team meeting
- 11:00 PM – 12:00 PM Management Team meeting
- ▨ 12:00 PM – 1:00 PM Bi-weekly Planning Managers meeting
- 1:00 PM – 2:30 PM Commissioner Carmen Rubio weekly briefing
- 3:00 PM – 3:45 PM Jill Kolek and Nikoyia Phillips check-in
- 5:00 PM – 8:00 PM Portland Planning and Sustainability Commission session

▲ **Wed, Feb 24**

- 9:00 AM – 9:15 AM Alan DeLaTorre check-in
- 9:30 AM – 10:30 AM Climate Communication check-in
- 11:00 AM – 11:30 AM Julie Ocken check-in
- 11:30 AM – 12:00 PM Thriving Cities Initiative check-in
- 1:00 PM – 2:00 PM Civic Life regarding next steps to expand community engagement while meeting land use requirement needs
- 2:00 PM – 2:30 PM NaTasha Gaskin check-in
- 2:30 PM – 3:30 PM Prosper Portland check-in
- 3:30 PM – 4:00 PM Office of Government Relations Federal Anti-Displacement check-in
- 5:00 PM – 5:30 PM Call with Sam Diaz
- 5:30 PM – 6:15 PM Business for a Better Portland Event

▲ **Thu, Feb 25**

- 9:00 AM – 10:00 AM City Planner II Economic Interview

- 10:00 AM – 10:45 AM Air Quality –Electric Vehicles, Electrification, Air Toxics Geographic Plan
 - 12:30 PM – 2:00 PM Portland Planning and Sustainable Commission Officers meeting
 - ▨ 1:00 PM – 2:30 PM Black History Month End Celebration
 - 4:00 PM – 4:30 PM Directors Bi-Weekly call-in
 - 4:30 PM – 5:00 PM Executive Team check-out Call
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▲ **Fri, Feb 26**

- 9:30 AM – 10:00 AM Call with Andria Jacob
 - 10:30 AM – 11:30 AM Zenith All Bureau/Council Meeting
 - ▨ 11:00 AM – 12:00 PM Discussion of Racial Equity Statement with APA
 - 12:00 PM – 1:00 PM Eric Engstrom check-in
 - 1:00 PM – 2:00 PM Strategic Plan Planning
 - 2:00 PM – 2:30 PM Call with Mike Myers
 - 3:00 PM – 3:30 PM City Planner II interview debrief
 - 3:30 PM – 4:30 PM Call with Commissioner Rubio
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March 2021

▲ **Mon, Mar 1**

- 9:00 AM – 10:00 AM Joe Zehnder check-in
 - 10:00 AM – 11:00 AM Donnie Oliveira check-in
 - 11:00 AM – 11:30 AM Andria Jacob check-in
 - 11:30 AM – 12:30 PM Commissioner Carmen Rubio weekly briefing
 - 2:30 PM – 3:30 PM Nikoyia Phillip check-in
 - 4:00 PM – 5:00 PM Climate Communication Check In
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▲ **Tue, Mar 2**

- 9:30 AM – 10:00 AM Preparation for Portland Planning and Sustainability Commission Retreat meeting
- 10:00 AM – 11:00 AM Executive Team meeting
- 11:00 AM – 11:30 AM Jessie Gittemeier check-in
- 12:00 PM – 12:30 PM Jackie Schmitz, from House Transportation Committee
- 1:00 PM – 2:30 PM Commissioner Carmen Rubio weekly briefing
- 2:30 PM – 3:30 PM Chris Warner, Portland Bureau of Transportation Director Monthly check-in
- 3:30 PM – 4:00 PM Tom Armstrong and Donnie Oliveira check-in
- 3:45 PM – 4:00 PM Donnie Oliveira check-in

- 4:00 PM – 4:30 PM Directors Bi-Weekly check-in
 - 4:30 PM – 5:00 PM Andria Jacob and Donnie Oliveira check-in
 - 5:00 PM – 5:30 PM PSC Retreat Advance Preparation Check-In
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▲ **Wed, Mar 3**

- 11:00 AM – 12:30 PM All-Sustainability Staff Meeting
 - 1:00 PM – 2:00 PM Sam Baraso check-in
 - 2:00 PM – 4:00 PM Expanding Opportunities for Affordable Housing to Council
 - 3:30 PM – 4:00 PM Climate Budget Presentation Planning
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▲ **Thu, Mar 4**

- 8:30 AM – 9:00 AM Nikoyia Phillips and Donnie Oliveira check-in
 - 9:00 AM – 10:30 AM All Staff meeting
 - 11:45 AM – 12:45 PM Home Builders Association Virtual Forum
 - ▨ 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
 - 1:00 PM – 4:00 PM Portland Planning and Sustainability Commission Retreat
 - ▨ 3:00 PM – 4:00 PM Economic Relief & Stimulus Coordination Council Week 1
 - 4:00 PM – 5:00 PM Climate Budget
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▲ **Fri, Mar 5**

- 9:00 AM – 9:45 AM Brie Fraley meeting
 - 10:30 AM – 11:00 AM Directors: Community/Economic Development
 - 11:00 AM – 11:30 AM Dan Bates meeting
 - 12:30 PM – 1:00 PM Executive Team check-out Call
 - 1:00 PM – 1:45 PM Shelter to Housing Continuum Project briefing for Mayor
 - 2:30 PM – 3:30 PM Presentation Review
Oliveira, Donnie
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▲ **Mon, Mar 8**

- 8:30 AM – 9:00 AM Call with Commissioner Carmen Rubio
 - 9:00 AM – 10:00 AM Donnie Oliveira weekly check-in
 - 10:00 AM – 11:00 AM BPS Shelter to Housing Continuum Project briefing for Commissioner Hardesty
 - 11:00 AM – 12:30 PM Joe Zehnder check-in
 - 2:00 PM – 3:00 PM Nikoyia Phillips check-in
 - 4:00 PM – 4:45 PM Steve Greenwood, Portland State University check-in
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▲ **Tue, Mar 9**

- 9:00 AM – 12:00 PM Work Session: FY 2021-22 Budget Development
Wheeler, Ted
 - 11:00 AM – 12:00 PM Management Team Meeting
 - 12:30 PM – 4:30 PM Portland Planning and Sustainability Commission
 - 1:00 PM – 2:30 PM Commissioner Carmen Rubio weekly briefing
 - 4:00 PM – 4:30 PM Directors Bi-Weekly check-in
 - 4:30 PM – 5:00 PM Stakeholder Workshop Planning
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▲ **Wed, Mar 10**

- 8:00 AM – 8:30 AM Preparation for City Council Budget Work Session
 - 9:45 AM – 10:15 AM Portland Planning and Sustainability Commission
Appointments at Council
 - 10:00 AM – 11:00 AM Unite Oregon Check In
 - 11:00 AM – 12:00 PM River and Environmental Team about Resiliency
Edmunds, Sallie
 - 1:00 PM – 2:00 PM Executive Team meeting
 - 2:00 PM – 2:30 PM Future role for staffing climate benefits and green jobs
work
 - 3:00 PM – 4:00 PM Portland Parks and Recreation check-in
 - 4:00 PM – 4:30 PM Lokye AU check-in
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▲ **Thu, Mar 11**

- 9:00 AM – 10:00 AM Director's Preparation Meeting - March 23rd Council Budget
Work Session
 - 10:00 AM – 10:30 AM Jay Richmond check-in
 - 10:30 AM – 11:30 AM Planners & Directors monthly meeting
 - 12:00 PM – 1:30 PM Economic Relief & Stimulus Coordination Council Week #2
 - 1:20 PM – 2:00 PM Portland Planning and Sustainability Commission Officers
Meeting
 - 4:00 PM – 4:30 PM Directors Bi-Weekly check-in
 - 4:30 PM – 5:00 PM Executive Team check-out call
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▲ **Fri, Mar 12**

- 9:45 AM – 10:30 AM Shelter to Housing Continuum briefing for
Commissioner Mingus Mapps
- 10:30 AM – 11:00 AM Pathways update
- 11:30 AM – 12:00 PM David Grandfield check-in
- 1:00 PM – 2:00 PM Meeting #2 regarding Directors' Statement on Racial
Equity

- 2:45 PM – 3:00 PM Nikoyia Phillips check-in
 - 3:00 PM – 3:30 PM Strategic Plan check-in
 - 3:30 PM – 4:00 PM Shelter to Housing Continuum briefing for Commissioner Ryan
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▲ **Mon, Mar 15**

- 8:00 AM – 9:00 AM Monthly Carbon Neutral Cities Alliance North American Regional call
 - 10:00 AM – 11:00 AM Donnie Oliveira check-in
 - 11:00 AM – 12:30 PM Future Work Design Implementation Team kick off
 - 1:30 PM – 2:00 PM Nikoyia Phillips weekly check-in
 - 2:00 PM – 3:00 PM Economic Relief & Stimulus Coordination Council
 - ▨ 2:15 PM – 3:15 PM Shelter to Housing Continuum briefing for Commissioner Carmen Rubio
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▲ **Tue, Mar 16**

- 9:00 AM – 10:00 AM Strategic Plan Planning
 - 12:00 PM – 1:00 PM Joe Zehnder check-in
 - 1:00 PM – 2:00 PM Mayor's Office check-in
 - 2:00 PM – 3:00 PM Meeting on Transportation Research
 - 2:00 PM – 4:00 PM Council Budget Session on Housing
 - 3:00 PM – 4:00 PM 2nd Directors Meeting - Infrastructure Bureaus Budget Work Session
 - 4:30 PM – 5:00 PM Climate Budget Check In
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▲ **Wed, Mar 17**

- 8:30 AM – 9:00 AM Meeting with Dept. of Transportation on Anti-Displacement
 - 9:00 AM – 9:30 AM Shawn Wood check-in
 - 9:30 AM – 10:15 AM Briefing: Electric Vehicle codes and CityFleet
 - 10:30 AM – 11:30 AM Andria Jacob check-in
 - 11:30 AM – 12:00 PM Sam Assefa check-in
 - 12:00 PM – 1:00 PM Executive Team meeting
 - 1:00 PM - 2:00 PM Sam Baraso check-in
 - 2:00 PM – 5:00 PM Shelter to Housing Continuum to Council
 - 4:00 PM – 4:30 PM Tom Rinehart monthly check-in
 - 4:30 PM – 5:00 PM Call with Kimberly Branam
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▲ **Thu, Mar 18**

- 8:15 AM – 8:45 AM Eric Engstrom check-in

- 9:00 AM – 9:30 AM Donnie Oliveira check-in
 - 10:00 AM – 11:00 AM #1 Portland Clean Energy Fund (PCEF) Briefing for Commissioner Jo Ann Hardesty
 - ▨ 4:00 PM – 4:30 PM Directors Bi-Weekly check-in
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▲ **Fri, Mar 19**

- 9:00 AM – 5:00 PM Vacation Day
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▲ **Mon, Mar 22**

- 9:00 AM – 5:00 PM Vacation Day
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▲ **Tue, Mar 23**

- ▨ 9:00 AM – 5:00 PM Vacation Day
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▲ **Wed, Mar 24**

- 9:00 AM – 5:00 PM Vacation Day
-

▲ **Thu, Mar 25**

- 9:00 AM – 5:00 PM Vacation Day
-

▲ **Fri, Mar 26**

- 9:00 AM – 5:00 PM Vacation Day
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▲ **Mon, Mar 29**

- 9:30 AM – 10:00 AM Joy Alise monthly check-in
 - 10:30 AM – 11:30 AM #2 BPS Portland Clean Energy Fund (PCEF) Briefing for Commissioner Jo Ann Hardesty
 - 11:30 AM – 1:00 PM Economic Relief & Stimulus Coordinating Council
 - 1:00 PM – 2:00 PM Donnie Oliveira weekly check-in
 - 2:00 PM – 3:00 PM Nikoyia Phillips check-in
 - 3:00 PM – 4:00 PM Portland Housing Bureau check-in
 - 4:00 PM – 5:00 PM Joe Zehnder check-in
 - 6:00 PM – 8:00 PM Community Listening Session on 2021-22 Budget
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▲ **Tue, Mar 30**

- 8:00 AM – 8:30 AM Final Preparation: American Rescue Plan/Budget Work Session Presentation

- 10:00 AM – 11:00 AM Executive Team meeting
 - 11:00 AM – 12:00 PM Management Team Meeting
 - 1:00 PM – 1:45 PM Portland Clean Energy Fund audit findings review
 - 2:00 PM – 2:30 PM Anti-Displacement Action Plan May workshop
 - 2:30 PM – 3:30 PM Commissioner Carmen Rubio weekly briefing
 - 5:00 PM – 5:30 PM Shelter to Housing Continuum Dry Run
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▲ **Wed, Mar 31**

- 8:30 AM – 9:00 AM Donnie Oliveria check-in
- 9:30 AM – 10:00 AM Andria Jacob check-in
- 10:30 AM – 11:00 AM Fritz Johnson check-in
- 11:00 AM – 12:00 PM Prosper Portland Check-In
- 1:00 PM – 2:00 PM Portland Clean Energy Fund dry run
- 3:00 PM – 5:00 PM Shelter to Housing Continuum Council Amendments