

## ANDREA DURBIN'S 3Q CALENDAR 2021

### Durbin, Andrea Calendar

Andrea.Durbin@portlandoregon.gov

Thursday, July 1, 2021 – Monday, September 20, 2021

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

(Adjusted for Daylight Saving Time)

#### July 2021

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<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>
<a href="#">18</a>	<a href="#">19</a>	<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>
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#### August 2021

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#### September 2021

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<a href="#">19</a>	<a href="#">20</a>	21	22	23	24	25
26	27	28	29	30		

■ Busy

▨ Tentative

□ Free

■ Out of Office

▤ Working Elsewhere

■ Outside of Working Hours

#### July 2021

##### ▲ Thu, Jul 1

- 9:00 AM – 9:45 AM Build Shift Update  
Mason, Vinh
- 9:45 AM – 10:45 AM Commissioner Rubio Weekly Check-in
- 11:00 AM – 11:30 AM Eli Spevak Check-in
- 11:30 AM – 12:30 PM Bureau Directors Monthly Meeting  
Rinehart, Tom
- 1:00 PM – 2:30 PM Equity & Engagement Team: Open House  
Grabowski, Wing
- 3:00 PM – 3:45 PM Planning for City of Portland  
Michael Armstrong, City Scale
- 3:45 PM – 4:15 PM Path to Leadership Interview  
Johnson, Fritz

▲ **Fri, Jul 2**

- 10:30 AM – 11:00 AM Call with Commissioner Rubio
  - 10:30 AM – 11:15 AM Monthly Check-in with Commissioner Hardesty
  - 11:30 AM – 12:00 PM Donnie Oliveira and Nikoyia Phillips Check-in
  - 1:00 PM – 2:00 PM Executive Team Check-in
  - 2:30 PM – 3:00 PM Climate resilience/wildfire smoke/high heat  
Jacob, Andria
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▲ **Mon, Jul 5 – Tue, Jul 6**

- ☐ Vacation Day
  - ☐ July 4<sup>th</sup> Holiday Observed
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▲ **Wed, Jul 7**

- ☒ Vacation Day
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▲ **Thu, Jul 8**

- Vacation Day
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▲ **Fri, Jul 9**

- ☒ Vacation Day
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▲ **Mon, Jul 12**

- 9:30 AM – 10:00 AM Kyle Diesner Check-in on Renewable Fuel Standard
  - 10:00 AM – 11:00 AM Donnie Oliveira Weekly Check-in
  - 11:00 AM – 12:00 PM Joe Zehnder Check-in
  - = ■ 1:00 PM – 2:00 PM Racial Equity Subgroup #2  
Bureau of Human Resources
  - 2:00 PM – 3:00 PM Nikoyia Phillips Check-in
  - ☒ 3:00 PM – 4:00 PM Racial Equity Workgroup
  - 4:00 PM – 5:00 PM Heat Wave Preparation for Disaster Preparedness  
Council  
Myers, Mike
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▲ **Tue, Jul 13**

- ☒ Vacation
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▲ **Wed, Jul 14**

- Vacation
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▲ **Thu, Jul 15**

- Vacation
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▲ **Fri, Jul 16**

- Vacation

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▲ **Mon, Jul 19**

	8:00 AM – 9:00 AM	<u>Monthly Carbon Neutral Cities Alliance (CNCA) North American Regional Call</u>
■	9:30 AM – 10:00 AM	<u>Tom Rinehart Monthly Check-in</u>
■	10:00 AM – 11:00 AM	<u>Joe Zehnder Check-in</u>
■	11:00 AM – 11:45 AM	<u>Commissioner Hardesty Monthly Check-in</u>
■	12:00 PM – 12:45 PM	<u>Kyle Diesner Check In</u>
■	12:45 PM – 1:00 PM	<u>Andria Jacob Check-in</u>
■	1:15 PM – 2:00 PM	<u>Monthly Briefing: Bureau of Planning &amp; Sustainability</u> Mapps, Mingus
	2:00 PM – 3:00 PM	<u>Nikoyia Phillips Weekly Check-in</u>
■	3:00 PM – 3:30 PM	<u>Meeting with government representatives regarding climate/clean air</u>
▨	3:00 PM – 4:00 PM	<u>Racial Equity Workgroup</u>
■	4:00 PM – 4:30 PM	<u>Kevin Martin Check-in</u>

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▲ **Tue, Jul 20**

■	9:00 AM – 10:30 AM	<u>July All Staff</u>
■	10:30 AM – 11:00 AM	<u>Jillian Schoene Check In</u>
■	11:00 AM – 12:00 PM	<u>Planning Managers Meeting</u>
■	12:00 PM – 12:30 PM	<u>Meeting with Jenny Lee</u>
■	12:45 PM – 1:15 PM	<u>Meeting with Corky Collier</u>
■	2:00 PM – 3:00 PM	<u>Heat Response Discussion</u> Bureau of Planning & Sustainability Managers
■	3:00 PM – 4:00 PM	<u>Heat Wave Debrief and Next Steps</u> Myers, Mike
■	4:00 PM – 4:30 PM	<u>Directors 2x Weekly Check-in</u> Rinehart, Tom
■	4:30 PM – 5:00 PM	<u>Jillian Schoene Meeting</u>
■	5:00 PM – 5:30 PM	<u>Andria Jacob Check-in</u>

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▲ **Wed, Jul 21**

■	8:00 AM – 8:30 AM	<u>Rico Lujan-Valerio Check-in</u>
■	9:00 AM – 9:30 AM	<u>Jillian Schoene Check-in</u>
■	10:00 AM – 11:00 AM	<u>Central City Quarterly</u> Edmunds, Sallie
▨	10:30 AM – 11:00 AM	<u>Jessica Adamson (Providence) and Jillian Schoene (Commissioner Rubio) Meeting</u>
■	11:00 AM – 11:30 AM	<u>Meeting with Tony DeFalco (Latino Network) and Jillian Schoene (Commissioner Rubio)</u>
■	11:00 AM – 12:00 PM	<u>Healthy Climate Preparation</u>
■	12:30 PM – 1:00 PM	<u>Sam Baraso Check-in</u>
■	2:00 PM – 2:30 PM	<u>Meeting with Jillian Schoene (Commissioner Rubio) &amp; Andrea Jacob Regarding Climate/Clean Air</u>
■	2:30 PM – 3:00 PM	<u>Executive Team Quick Check-in</u>
■	3:00 PM – 3:30 PM	<u>Julie Ocken Check-in</u>

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▲ **Thu, Jul 22**

- 9:00 AM – 10:00 AM [All Planners Listening Session](#)
- 10:00 AM – 11:00 AM [Commissioner Rubio Weekly Check-in](#)
- 11:00 AM – 12:00 PM [Andria Jacob Check-in](#)
- 12:00 PM – 1:00 PM [Executive Team Meeting](#)
- 3:00 PM – 5:00 PM [Planners and Directors Monthly Meeting](#)  
Branam, Kimberly

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▲ **Fri, Jul 23**

- 9:00 AM – 9:30 AM [Meeting with Jillian Schoene \(Commissioner Rubio\) regarding Climate/Air Quality](#)
- 11:30 AM – 12:00 PM [Joy Alise Davis Monthly Check-in](#)

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▲ **Mon, Jul 26**

- 8:30 AM – 9:30 AM [Joe Zehnder Check-in](#)
- 10:00 AM – 12:00 PM [West Portland Town Center Tour](#)
- 12:30 PM – 1:00 PM [Jill Winsor Check-in](#)
- 1:00 PM – 2:00 PM [Racial Equity Subgroup #2](#)  
Bureau of Human Resources
- 2:00 PM – 3:00 PM [Chris Warner \(Portland Bureau of Transportation Director\) Monthly Check-In](#)
- 3:00 PM – 4:00 PM [Andria Jacob Success Factors Check-in](#)
- 4:00 PM – 4:30 PM [Sustainability Managers Check-in](#)
- 4:30 PM – 5:30 PM [Donnie Oliveira Success Factors Check-in](#)

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▲ **Tue, Jul 27**

- 8:30 AM – 9:00 AM [Meeting with Rico Lujan-Valerio regarding Planning and Sustainability Commission](#)
  - 9:00 AM – 11:00 AM [Strategic Visioning: Racial Equity](#)
  - 11:00 AM – 12:00 PM [Planning Managers Meeting](#)
  - 12:00 PM – 1:00 PM [Climate Workshop #5 Preparation](#)
  - 1:30 PM – 2:00 PM [Meeting with Jillian Schoene](#)
  - 2:00 PM – 3:00 PM [Management Team Meeting](#)
  - ▨ 3:00 PM – 4:00 PM [Heat Task Force Meeting 2](#)  
Papaefthimiou, Jonna
  - 4:00 PM – 4:30 PM [Directors 2x Weekly Check-in](#)  
Rinehart, Tom
  - 5:00 PM – 8:00 PM [Planning & Sustainability Commission Meeting](#)
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▲ **Wed, Jul 28**

- 9:00 AM – 10:00 AM [Executive Team Meeting](#)
  - 10:00 AM – 12:00 PM [Climate/Clean Air Workshop #5](#)
  - 12:30 PM – 2:00 PM [Portland Sustainability Committee Officers Meeting](#)
  - 2:00 PM – 3:00 PM [Nikoyia Phillips Success Factors Check-in](#)
  - 2:00 PM – 4:00 PM [American Rescue Plan Act Session at Council](#)
  - 3:00 PM – 4:00 PM [All-Sustainability Staff Meeting](#)
  - 4:00 PM – 5:00 PM [Bureau of Development Services Check-in](#)
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▲ **Thu, Jul 29**

- 10:00 AM – 10:45 AM [Commissioner Rubio Weekly Check-in](#)
  - 11:30 AM – 12:00 PM [Land Use Compatibility Statement Check in](#)
  - 12:00 PM – 1:00 PM [American Planners Association podcast interview](#)
  - 2:00 PM – 3:00 PM [Climate Emergency Declaration Report at Council](#)
  - 4:00 PM – 4:30 PM [Directors 2x Weekly Check-in](#)  
Rinehart, Tom
  - 4:30 PM – 5:00 PM [Anti-Displacement Action Plan Check-in](#)
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▲ **Fri, Jul 30**

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## August 2021

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### ▲ Mon, Aug 2

Vacation Day

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### ▲ Tue, Aug 3

Vacation Day

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### ▲ Wed, Aug 4

- ▨ 10:00 AM – 11:00 AM [Zenith Meeting with City Attorney's Office](#)
  - 2:00 PM – 2:30 PM [Kyle Diesner Check-in](#)
  - 2:30 PM – 3:00 PM [Kevin Martin Check-in](#)
  - 3:00 PM – 4:00 PM [Climate Check-in](#)
  - 4:30 PM – 5:00 PM [Racial Equity Workgroup](#)  
Bureau of Human Resources
  - 5:00 PM – 6:00 PM [Donnie Oliveira Check-in](#)
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### ▲ Thu, Aug 5

- 10:30 AM – 11:15 AM [Nikovia Phillips Check-in](#)
  - 11:30 AM – 12:30 PM [Bureau Directors Monthly Meeting](#)
  - 1:00 PM – 1:30 PM [Commissioner Rubio Weekly Check-in](#)
  - 1:30 PM – 2:00 PM [Air Quality Strategic Plan Check-in](#)  
Kendrick, Christine
  - 2:00 PM – 3:00 PM [Anti-Displacement/Spatial Justice Meeting](#)  
Phillips, Nikovia
  - 3:00 PM – 4:00 PM [Community Consultation/Listening Session for Chief Planner](#)
  - 4:00 PM – 5:00 PM [Planning Managers Meeting](#)
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### ▲ Fri, Aug 6

- 8:00 AM – 8:30 AM [City of Portland Directors Input regarding Chief Planner Position/Listening Session](#)
  - 8:30 AM – 9:00 AM [Donnie Oliveira Check-in](#)
  - 9:00 AM – 10:00 AM [Bureau of Planning & Sustainability/Prosper Portland Check-In](#)
  - 10:00 AM – 10:45 AM [Kevin Martin Check-in](#)
  - 11:00 AM – 12:00 PM [Andria Jacob/Donnie Oliveira Check-in](#)
  - ▨ 12:45 PM – 1:00 PM [Samuel Diaz Check-in](#)
  - 1:00 PM – 2:00 PM Meeting with Fossil Fuel Advocates
  - 2:00 PM – 2:30 PM [Andria Jacob Check-in](#)
  - 2:30 PM – 3:30 PM [Sam Baraso/Cady Lister/Donnie Oliverira Check-in](#)
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### ▲ Mon, Aug 9

- ▨ 9:00 AM – 9:30 AM Dwell interview  
Dabbs, Eden
  - 9:30 AM – 10:00 AM Eli Spevak Monthly Check-in
  - 10:00 AM – 10:30 AM Success Factors  
Oliveira, Donnie
  - 11:00 AM – 11:30 AM Eric Engstrom Weekly Meeting
  - 11:30 AM – 12:00 PM Zenith Consult and Department of Environmental Quality Meeting
  - 12:00 PM – 12:30 PM Sandra Wood Weekly Meeting
  - 1:00 PM – 2:00 PM Planning Projects Check-in  
Engstrom, Eric
  - 2:00 PM – 3:00 PM Nikoyia Phillips - Success Factors Check-in
  - 3:00 PM – 3:45 PM Andria Jacob Check-in
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### ▲ Tue, Aug 10

- 10:00 AM – 10:30 AM Council Impact Statement Discussion  
Levine, Ruth
  - 10:30 AM – 11:00 AM Linly Rees and Lauren King Input Regarding Chief Planner
  - 11:00 AM – 12:00 PM Meeting: Pacific Gas and Electric/Presumptive Approach Calculator (PAC) Regarding Extreme Heat
  - 12:30 PM – 4:30 PM Planning & Sustainability Commission Meeting
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in  
Rinehart, Tom
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### ▲ Wed, Aug 11

- 10:00 AM – 10:30 AM Director Input Regarding Chief Planner Position  
Esau, Rebecca
  - 11:00 AM – 12:00 PM Meeting on Clean Industry Hub Proposal  
Ervin, Christine and Rhys Roth
  - 1:00 PM – 1:30 PM Sam Baraso/Cady Lister/Donnie Oliveira Check-in
  - ▨ 1:00 PM – 1:50 PM American Rescue Plan Act Procurement Training/Q&A  
Blade, Jeff
  - 1:30 PM – 2:30 PM Management Team Meeting
  - 2:30 PM – 3:00 PM Business for a Better Portland Check-in Meeting
  - 3:00 PM – 4:00 PM Portland Parks & Recreation Check-in  
Long, Adena
  - 4:00 PM – 4:30 PM Erica Fleishman / Andria Jacobs Introduction, Oregon Climate Change Institute
  - 4:30 PM – 5:00 PM Planning Managers/Donnie Check-in
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### ▲ Thu, Aug 12

- 8:30 AM – 9:00 AM Donnie Oliveira Check-in
- 9:00 AM – 9:30 AM Rachael Hoy Check-in
- 9:30 AM – 10:00 AM Commissioner Rubio Weekly Check-in
- 10:30 AM – 11:00 AM Meeting with Darigold  
Ward, David

- 12:30 PM – 1:00 PM [Planning and Sustainability Commission Officers Meeting](#)
  - 3:00 PM – 3:45 PM [Updated Carbon/Clean Air Fee proposal with Bureau of Environmental Services](#)
  - 3:45 PM – 4:15 PM [Kyle Diesner Check-in](#)
  - 5:00 PM – 6:00 PM [Commissioner Rubio Check-in](#)
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▲ **Fri, Aug 13**

- 11:00 AM – 2:30 PM [Cooling Center Shift at Portland Building](#)
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▲ **Mon, Aug 16**

- 8:00 AM – 9:00 AM [Monthly Carbon Neutral Cities Alliance \(CNCA\) North American Regional Call](#)
  - 9:00 AM – 10:00 AM [Donnie Weekly Check-in](#)
  - 10:00 AM – 11:00 AM [Tom Miller Meeting](#)
  - 12:00 PM – 1:00 PM [Stakeholder Preparation Meeting](#)  
Diesner, Kyle
  - 1:15 PM – 2:00 PM [Monthly Meeting: Commissioner Mapps](#)
  - 4:15 PM – 6:15 PM [Meet with Commissioner Oriana Magnera](#)
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▲ **Tue, Aug 17**

- 9:00 AM – 10:00 AM [Meeting with Covered Entities re: the Carbon and Clean Air Fund/Fee](#)
  - 11:30 AM – 12:00 PM [Kevin Martin Check-in](#)
  - 12:00 PM – 12:45 PM [Meeting with Port of Portland re: Carbon/Clean Air Fee](#)
  - 12:15 PM – 1:00 PM [Preparation for Labor Management Committee Meeting](#)
  - 1:00 PM – 2:00 PM [Meeting with Environmental and CBOs re: Carbon and Clean Air Fee](#)
  - 2:00 PM – 2:30 PM [Bill Cunningham Check-in](#)  
Durbin, Andrea
  - 2:30 PM – 3:00 PM [MEET: Build/Shift Team/Partners/Director with Comm. Rubio\)](#)
  - 3:00 PM – 4:30 PM [Labor Management Committee Meeting](#)
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▲ **Wed, Aug 18**

- 8:30 AM – 9:00 AM [Shannon Buono Check-in](#)
- 9:00 AM – 10:00 AM [Planning Managers Meeting](#)  
Oliveria, Donnie
- 10:00 AM – 11:00 AM [Meeting with Large Institutions re: carbon/clean air fee](#)
- 11:00 AM - 11:30 AM [Listening Session: City of Portland Hiring for Chief Planner](#)  
Government Stakeholders
- 1:00 PM – 2:00 PM [Sam Baraso Success Factors Review](#)
- 2:00 PM – 2:30 PM [Lora Lillard Check-in](#)
- 3:00 PM – 4:00 PM [Check in regarding Planning and Sustainability Commission](#)  
Wood, Sandra
- 4:00 PM – 5:00 PM [Meeting with Labor Organizations re: Carbon/Clean Air Free](#)



- 4:30 PM – 5:00 PM MEET: Robert Taylor, City Attorney/Lauren King, Deputy City Attorney  
Rubio, Carmen
  - 5:00 PM – 5:30 PM Kyle Diesner Check-in
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▲ **Thu, Aug 19**

- 8:45 AM – 9:15 AM Leslie Lum Check-in
  - 9:30 AM – 10:30 AM Commissioner Rubio Weekly Check-in
  - 10:30 AM – 11:00 AM Brandon Spencer-Hartle Check-in
  - 11:00 AM – 12:00 PM Directors' Subgroup on Racial Equity
  - 11:00 AM – 11:30 AM Commissioner Rubio/Commissioner Mapps Bi-weekly Meeting
  - 1:00 PM – 1:30 PM Morgan Tracy Check-in
  - 1:30 PM – 2:00 PM Pre-Planning for Policy Meeting  
Commissioner Rubio
  - 2:00 PM – 3:00 PM Heat Response Work Group Meeting  
Baraso
  - 3:00 PM – 4:00 PM Andria Jacob Success Factors check-in
  - 4:00 PM – 4:30 PM Cassie Ballew Check-in
  - 4:30 PM – 5:00 PM Phil Nameny Check-in
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▲ **Fri, Aug 20**

- 8:00 AM – 9:00 AM MEET: Commissioner Rubio and City Directors
  - 10:30 AM – 11:00 AM Tom Rinehart Monthly Check-in
  - 11:00 AM – 11:30 AM Call Kyle Diesner
  - 11:30 AM – 12:00 PM Barry Manning Check-in
  - 1:00 PM – 1:30 PM Jeff Caudill Check-in
  - 1:30 PM – 2:00 PM Troy Doss Check-in
  - 2:00 PM – 3:30 PM Climate/Clean Air Check In re: Policy Decisions  
Schoene, Jillian
  - 4:00 PM – 5:30 PM Donnie Oliveira Success Factors and Check-in
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▲ **Mon, Aug 23**

- 3:30 PM – 4:30 PM Attorney Client Privileged—Communications on Fossil Fuels  
Guillen-Chapman, Karen
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▲ **Tue, Aug 24**

- 3:15 PM – 4:00 PM Attorney Client Privileged—Follow up communications content  
Guillen-Chapman, Karen
- 3:30 PM – 4:30 PM Commissioner Rubio/Ted Wheeler Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in  
Rinehart, Tim
- 4:30 PM – 5:00 PM Commissioner Ryan & Commissioner Rubio every other week check-in
- 5:00 PM – 8:00 PM Planning & Sustainability Commission Meeting

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▲ **Wed, Aug 25**

■ 2:00 PM – 3:00 PM [Commissioner Rubio Weekly Check-in](#)

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▲ **Thu, Aug 26**

■ 9:00 AM – 9:30 AM [Jonna Papaefthimiou Check-in](#)

9:30 AM – 10:30 AM [Podcast Preparation](#)

■ 11:00 AM – 11:30 AM [Chief Planner Position Discussion](#)  
Lisa Bates and Marisa Zapata

4:00 PM – 4:40 PM [Directors 2x Weekly Check-in](#)  
Rinehart, Tom

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▲ **Fri, Aug 27**

■ 10:30 AM – 11:30 AM [American Planners Association Podcast Recording](#)

■ 11:30 AM – 12:30 PM [Executive Team Check-in](#)

■ 1:00 PM – 2:00 PM [Nikoyia Success Factors Check-in](#)

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▲ **Mon, Aug 30**

■ 11:00 AM – 11:30 AM [Kyle Diesner Check-in](#)

■ 12:00 PM – 1:00 PM [Post-Decision: Communication Strategy Meeting](#)  
Torres, Kellie

■ 1:00 PM – 5:00 PM [Staff Policy Planning Meeting](#)  
Commissioner Rubio

■ 3:00 PM – 3:30 PM [Adriana Jacob Meeting](#)

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▲ **Tue, Aug 31**

■ 8:30 AM – 9:00 AM [Tom Armstrong Check-in](#)

■ 9:00 AM – 10:00 AM [Nikoyia Phillips Weekly Check-in](#)

■ 10:00 AM – 10:30 AM [Kathryn Hartinger Check-in](#)

■ 11:00 AM – 12:00 PM [Meeting on Carbon/Clean Air Policy Proposal with Environmental and Community Advocates](#)

■ 12:00 PM – 12:30 PM [Kevin Martin Check-in](#)

■ 12:30 PM – 1:15 PM [Donnie Oliveira Weekly Check-in](#)

■ 1:15 PM – 2:00 PM [Climate and Clean Air Meeting](#)  
Department of Environmental Quality

■ 3:00 PM – 5:00 PM [Planning Managers Meeting](#)  
Oliveira, Donnie

4:00 PM – 4:30 PM [Directors 2x Weekly Check-in](#)  
Rinehart, Tom

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## September 2021

### ▲ Wed - Fri, Sep 1 - 3

■ Vacation Day

### ▲ Mon, Sep 6

■ Labor Day

### ▲ Tue, Sep 7

■	9:00 AM – 9:30 AM	<u>Comm Rubio's Office/Smart City Portland Bi-weekly Check-in</u> Martin, Kevin
■	9:00 AM – 10:00 AM	<u>Donnie Oliveira weekly Check-in</u>
■	10:00 AM – 11:00 AM	<u>Bureau Directors &amp; Prosper Check-in</u> Branam, Kimberly
■	11:00 AM – 11:30 AM	<u>Eli Spevak Monthly Check-in</u>
■	11:30 AM – 12:00 PM	<u>Jessica Kinard Check-in</u>
■	1:00 PM – 1:45 PM	<u>Planning for the Future</u> Engstrom, Eric
	2:00 PM – 3:00 PM	<u>Management Team Meeting</u>
■	3:00 PM – 4:00 PM	<u>Planning Managers - Finalize Pivots</u> Wood, Sandra
	4:00 PM – 4:30 PM	<u>Directors 2x Weekly Check-in</u> Rinehart, Tom
■	4:30 PM – 5:15 PM	<u>Andria Jacob Check-in</u>

### ▲ Wed, Sep 8

■	8:00 AM – 8:30 AM	<u>Call with Quintin Bauer</u>
■	8:30 AM – 9:30 AM	<u>Call Donnie Oliveira</u>
■	9:30 AM – 10:00 AM	<u>Joan Frederiksen Check-in</u>
■	10:00 AM – 11:00 AM	<u>Kevin Martin Success Factors Check-in</u>
■	12:30 PM – 1:00 PM	<u>Call with Eric Engstrom</u>
■	1:00 PM – 1:30 PM	<u>Brie Fraley Check-in</u>
■	1:30 PM – 2:00 PM	<u>Donnie Oliveira Check-in</u>
■	2:00 PM – 3:00 PM	<u>Internal Briefing: Carbon/Clean Air Fee</u> Diesner, Kyle
■	3:00 PM – 3:30 PM	<u>Julie Ocken Check-in</u>
■	3:30 PM – 4:00 PM	<u>Sam Baraso/Andrea/Donnie Check-in</u>
■	4:00 PM – 4:30 PM	<u>Candace Avalos Check-in</u>

#### ▲ Thu, Sep 9

■	8:00 AM – 9:00 AM	<u>City of Brighton Meeting</u> Rinehart, Tom
■	9:00 AM – 9:30 AM	<u>Eric Engstrom Weekly Check-in</u>
■	9:30 AM – 10:00 AM	<u>Clean Air Check In</u> Diesner, Kyle
■	10:00 AM – 10:30 AM	<u>Donnie Oliveira Check-in</u>
■	10:30 AM – 12:00 PM	<u>Planners and Directors Monthly Meeting</u>
■	12:00 PM – 12:30 PM	<u>PSC Meeting</u> Wood, Sandra
■	1:00 PM – 2:00 PM	<u>Planning and Sustainability Managers regarding Strategic Plan and American Rescue Plan Act 2.0</u>
■	2:00 PM – 2:30 PM	<u>Nikoyia Phillip Weekly Check-in</u>
■	3:30 PM – 4:00 PM	<u>Sandra Wood Weekly Check-in</u>
	4:00 PM – 4:30 PM	<u>Directors 2x Weekly Check-in</u>
■	4:30 PM – 5:00 PM	<u>Daniel Soebbing Check-in</u>

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#### ▲ Fri, Sep 10

■	8:30 AM – 9:30 AM	Meeting with Mayor's Team
■	10:30 AM – 11:30 AM	<u>Commissioner Rubio Weekly Check-in</u>
■	11:00 AM – 12:00 PM	<u>Meeting with Working Waterfront regarding Clean Energy and Innovation Hub Proposal</u> Mapps, Mingus
■	1:00 PM – 1:30 PM	<u>Tom Armstrong Check-in</u>
■	1:30 PM – 2:00 PM	<u>Call with Kathryn Williams, North West Natural</u>
■	2:00 PM – 2:30 PM	<u>Dwight Jefferson Check-in</u>
■	3:00 PM – 3:30 PM	<u>Sam Baraso Check-in</u>
■	3:30 PM – 4:00 PM	<u>Clean Industry Exchange Meeting with Rhys Roth</u>
■	4:00 PM – 4:30 PM	<u>Alan De La Torre Check-in</u>

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#### ▲ Mon, Sep 13

■	9:30 AM – 10:00 AM	<u>Smart City PDX Legal Needs</u> Martin, Kevin
	10:00 AM – 11:00 AM	<u>Donnie Oliveira Weekly Check-in</u>
■	11:00 AM – 12:00 PM	<u>Human Resources <a href="#">Team</a> Check-in</u>
■	1:00 PM – 2:00 PM	<u>Planning Projects Check-in with Donnie Oliveira</u>
	2:00 PM – 3:00 PM	<u>Nikoyia Phillips Weekly Check-in</u>
■	3:00 PM – 3:30 PM	Carbon/Clean Air Briefing for Comm. Ryan
■	3:30 PM – 4:00 PM	<u>Carbon/Clean Air Briefing Check in for Comm.</u> <u>Mapps/Adam Lyons</u>

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#### ▲ Tue, Sep 14

■	9:00 AM – 10:30 AM	<u>All Staff Meeting</u>
■	11:30 AM – 12:00 PM	<u>Directors: Community/Economic Development Quarterly Meeting</u>

- 12:00 PM – 12:30 PM [Commissioner Rubio and Commissioner Hardesty, Biweekly Meeting](#)
  - 12:30 PM – 4:00 PM [Planning & Sustainability Commission Meeting](#)
  - 3:30 PM – 4:00 PM [Kevin Martin Check-in](#)
  - 4:00 PM – 4:30 PM [Directors 2x Weekly Check-in](#)  
Rinehart, Tom
  - 4:30 PM – 5:15 PM Clean Industry Hub [Meeting with Prosper](#)
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#### ▲ Wed, Sep 15

- 8:00 AM – 8:30 AM [Call with Curtis Robinhold, Port of Portland](#)
  - 9:00 AM – 10:30 AM [Planning Managers](#)
  - 10:30 AM – 11:30 AM [Executive Team Check-in](#)
  - 11:30 AM – 12:00 PM [Residential Infill Project 2 Overview](#)
  - 12:15 PM – 1:00 PM [Sam Adams Check-in](#)
  - 1:00 PM – 2:00 PM [Sam Baraso Check-in](#)
  - 4:00 PM – 4:30 PM [Nicholas Starin Check-in](#)
  - 4:30 PM – 5:00 PM [Hanna Osman Check-in](#)
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#### ▲ Thu, Sep 16

- 9:00 AM – 10:30 AM [Commissioner Rubio Weekly Meeting](#)
  - 10:30 AM – 11:30 AM [Historic Resources Code Project Check-in](#)
  - 12:00 PM – 12:15 PM [Office of Government Relations Check-in with Brie Fraley](#)
  - 12:30 PM – 2:00 PM [Planning and Sustainability Commission Officers Meeting](#)
  - 3:00 PM – 4:00 PM [Bureau of Development Services Check-in](#)
  - 4:00 PM – 4:30 PM [Directors 2x Weekly Check-in](#)  
Rinehart, Tom
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#### ▲ Fri, Sep 17

- 9:00 AM – 9:30 AM [Chief Procurement Officer/Planning and Sustainability Director Meeting](#)
  - 11:00 AM – 11:30 AM [Tom Rinehart Monthly Check-in](#)
  - 1:30 PM – 2:30 PM [Andria Jacob Check-in](#)
  - 2:30 PM – 3:30 PM [Economic Recovery Planning Prosper Meeting](#)
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#### ▲ Mon, Sep 20

- 8:00 AM – 9:00 AM [Monthly Carbon Neutral Cities Alliance \(CNCA\) Regional Call](#)
- 8:30 AM – 9:00 AM [Commissioner Oriana Magnera Check-in](#)
- 9:00 AM – 10:00 AM [Climate Resiliency Work & Funding with Bureau Directors](#)
- 10:00 AM – 11:00 AM [Donnie Oliveira Weekly Check-in](#)
- 11:00 AM – 11:45 AM [Commissioner Hardesty Monthly Check-in](#)
- 12:00 PM – 1:00 PM [Planning Projects Check-in](#)
- 1:15 PM – 2:00 PM [Monthly Briefing with Commissioner Mapps](#)
- 2:00 PM – 2:30 PM [Sandra Wood Weekly Meeting](#)

- 2:30 PM – 3:00 PM [Nikoyia Phillips Weekly Check-in](#)
  - 3:00 PM – 4:00 PM [Meeting with Neighbors for Clean Air](#)
  - 4:00 PM – 4:30 PM [JP McNeil Check-in](#)
  - 4:30 PM – 5:30 PM [Meeting with Portland: Neighbors Welcome](#)
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#### ▲ Tue, Sep 21

- 9:30 AM – 10:00 AM [Commissioner Rubio's Office/Smart City PDX Bi-weekly Check-in](#)
  - 10:00 AM – 10:30 AM [Policy Check In Meeting](#)
  - 10:30 AM – 11:00 AM [Meeting with Commissioner Hardesty's office/Derek Bradley](#)
  - 11:00 AM – 11:45 AM [Oregon Business for Climate Meeting](#)
  - 12:00 PM – 12:30 PM [Eric Engstrom Weekly Meeting](#)
  - 1:00 PM – 2:00 PM [Equitable Decision Making Toolkit Review](#)
  - 3:00 PM – 4:00 PM [Chris Warner, PBOT Director Monthly Check-in](#)
  - 4:00 PM – 4:30 PM [Directors 2x Weekly Check-in](#)  
Rinehart, Tom
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#### ▲ Wed, Sep 22

- 9:00 AM – 10:00 AM [Planning Staff and Exec Team Check-in](#)
  - 11:30 AM – 12:00 PM [Meeting: Office of Government Relations Check-in regarding Legislators/County/Fed Delegation](#)
  - 2:00 PM – 2:30 PM [Sandra Wood Success Factors Check-in](#)
  - 2:30 PM – 3:00 PM [Annette Steele Check-in](#)
  - 3:30 PM – 3:55 PM [Meeting with Rick Turoczy](#)
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#### ▲ Thu, Sep 23

- 9:30 AM – 10:30 AM [Commissioner Rubio Weekly Check-in](#)
  - 10:30 AM – 11:00 AM [Steve Kountz Check-in](#)
  - 11:00 AM – 11:30 AM [Pete Chism-Winfield Check-in](#)
  - 11:30 AM – 12:00 PM [Marty Stockton Check-in](#)
  - 2:30 PM – 3:30 PM [Monthly Portland Housing Bureau Check-in](#)
  - 4:00 PM – 4:30 PM [Directors 2x Weekly Check-in](#)  
Rinehart, Tom
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#### ▲ Fri, Sep 24

- 8:30 AM – 9:00 AM [Sam Baraso Check-in](#)
- 9:30 AM – 10:00 AM [Lori Drew Check-in](#)
- 10:30 AM – 11:00 AM [Jeremy Basurto Check-in](#)
- 11:30 AM – 12:00 PM [Joy Alise, Imagine Black Monthly Check-in](#)
- 12:00 PM – 1:00 PM [Success Factors Review](#)
- 1:00 PM – 1:30 PM [Lauren Norris Check-in](#)
- 1:30 PM – 2:00 PM [Portland/Eugene Meeting with Chelsea Clinton, City of Eugene](#)
- 2:30 PM – 3:00 PM [Eric Engstrom check In](#)

■ 3:00 PM – 5:00 PM Success Factors Meeting with Donnie Oliveira

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▲ **Mon, Sep 27**

■ 8:00 AM – 8:30 AM Kyle Diesner Check-in

■ 8:30 AM – 9:00 AM Check in meeting with Breach Collective

■ 9:00 AM – 10:00 AM Commissioner Hardesty Quarterly Quarterly Check-in

■ 10:00 AM – 11:00 AM Success Factors Review

■ 11:00 AM – 12:00 PM Donnie Oliveira Weekly Check-in

▨ 12:00 PM – 1:00 PM State Legislation Issue Sheet Discussion with Office of Government Relations

■ 1:00 PM – 2:00 PM Planning Projects Check In with Eric Engstrom

■ 2:00 PM – 2:30 PM Nikoyia Phillips Weekly Check-in

■ 4:00 PM – 4:30 PM Eli Spevak Check-in

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▲ **Tue, Sep 28**

■ 8:30 AM – 9:00 AM Sandra Wood Check-in

■ 9:00 AM – 9:45 AM Susan Frank Check-in

■ 10:00 AM – 11:00 AM Commissioner Rubio Office Meeting with Community/Environmental Advocate

■ 11:30 AM – 12:00 PM Paul de Block Check-in

□ 1:00 PM – 1:45 PM Build Shift Meeting with Commissioner Rubio

■ 2:00 PM – 2:30 PM Kevin Martin Check-in

■ 3:00 PM – 4:00 PM Prosper Portland Check- in  
Branam, Kimberly

■ 4:00 PM – 4:30 PM Directors 2x Weekly Check-in  
Rinehart, Tom

■ 4:30 PM – 5:00 PM Check in with Kyle Diesner

■ 5:00 PM – 8:00 PM Planning & Sustainability Commission Meeting

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▲ **Wed, Sep 29**

■ 8:30 AM – 9:00 AM Donnie Oliveira Check-in

■ 9:00 AM – 10:00 AM Planning Managers Meeting

■ 10:00 AM – 10:30 AM Genevieve Joplin Check-in

■ 10:30 AM – 11:00 AM Community Safety Plan Check-in

■ 11:00 AM – 12:00 PM Executive Team Check-in

■ 12:00 PM – 12:30 PM Alicia Polacok Check-in

■ 1:00 PM - 2:00 PM Sam Baraso Check-in

■ 2:00 PM – 2:30 PM Preparation Meeting for Briefing with Office of Government Relations

■ 2:00 PM – 4:00 PM Waste Code at Council

■ 4:00 PM – 7:30 PM Carbon Neutral Cities Alliance (CNCA) 2021 Digital Meeting: Shifting and Building Power — Day 1

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▲ Thu, Sep 30

■	8:30 AM – 9:30 AM	<u>Andria Jacob Check-in</u>
■	9:30 AM – 10:30 AM	<u>Commissioner Rubio Weekly Meeting</u>
■	10:45 AM – 12:00 PM	<u>Meeting: City Climate Action Briefing for Regional, State and Federal Partners</u>
■	1:00 PM – 1:30 PM	<u>Donnie Oliveira/Kevin Martin Check-in</u>
■	3:00 PM – 3:30 PM	<u>Lindsey Maser Check-in</u>
■	3:30 PM – 4:00 PM	<u>Fritz Johnson Check-in</u>
■	4:00 PM – 4:30 PM	<u>Directors 2x Weekly Check-in</u> Rinehart, Tom
■	4:00 PM – 7:30 PM	<u>Carbon Neutral Cities Alliance (CNCA) 2021 Digital Meeting: Shifting and Building Power — Day 2</u>