
Oliveira, Donnie (1) Calendar

Monday, January 1, 2024 – Sunday, March 31, 2024

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

(Adjusted for Daylight Saving Time)

January 2024

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February 2024

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March 2024

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▲ [New Year's Day 2024](#)

Mon, Jan 1

▲ Tue, Jan 2

▲ Wed, Jan 3

[Planning Managers PLUS](#)

and Teams; BPS Room Victory Boulevard 710D (Hybrid, 16)

11:00 AM – 12:00 PM

Thu, Jan 4

D. Oliveira, A. Portz check-in Microsoft Teams Meeting	10:00 AM – 10:30 AM
Donnie / M. Reed EOweekly Microsoft Teams Meeting	1:30 PM – 2:00 PM
Donnie / E. Engstrom weekly Microsoft Teams Meeting	2:00 PM – 3:00 PM
Donnie/S. Baraso weekly Microsoft Teams Meeting	3:00 PM – 4:00 PM
PCEF \$ in Climate-Energy Microsoft Teams Meeting	4:00 PM – 4:30 PM

Fri, Jan 5

PCEF check-in (D. Oliveira, R. Levine, S. Baraso, T. Grewe) Microsoft Teams Meeting	9:00 AM – 10:00 AM
Check-in on Wireless Cost Study Scope of Work (A. Speer, D. Oliveira, E. Engstrom, N. Thorington) Microsoft Teams Meeting	10:00 AM – 10:30 AM
MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan/Christina) VIRTUAL- Zoom link in invite	11:00 AM – 12:00 PM
Donnie / A. Jacob monthly Microsoft Teams Meeting	12:30 PM – 1:30 PM
MEET: Cmr. Rubio/Dirs. Buonocore, Branam, Kuhnhausen, & Oliveira, weekly (Jillian) VIRTUAL- Zoom link in invite	1:30 PM – 2:00 PM
H. Dashiell/Donnie check-in Microsoft Teams Meeting	2:30 PM – 3:00 PM

Mon, Jan 8

Director's Office Scrum Microsoft Teams Meeting	10:00 AM – 10:30 AM
H. Dashiell/Donnie check-in Microsoft Teams Meeting	10:30 AM – 11:00 AM
Donnie/V. Satterfield weekly Microsoft Teams Meeting	11:00 AM – 12:00 PM
(M. Jordan, D. Oliveira) check-in Microsoft Teams Meeting	12:00 PM – 12:30 PM
Donnie/S. Baraso weekly Microsoft Teams Meeting	1:00 PM – 2:00 PM

Tue, Jan 9

▲ [Donnie/A. Portz check in](#)

Microsoft Teams Meeting

9:00 AM – 9:30 AM

[Single Permitting Authority Town Hall](#)

Zoom

10:00 AM – 11:00 AM

[BPS/BTS data work funding \(K. Martin, D. Oliveira, J. Baer, E. Rosenberg, J. Swanson\)](#)

BPS Room Victory Boulevard

11:00 AM – 11:30 AM

[D. Oliveira & G. Peden check-in](#)

1:00 PM – 2:00 PM

[Budget Coordination w/ PHB, BPS & BDS \(K. Branam, D. Oliveira, E. Hajiyev, M. Buonocore, D. Kuhnhausen\)](#)

Microsoft Teams Meeting

2:00 PM – 3:00 PM

[Check in \(2:40\) – \(R. Taylor, B. Lee, J. Schoene, A. Fitzpatrick, T. Lannom\)](#)

Microsoft Teams Meeting

2:40 PM – 3:00 PM

[New employee H. Adam, D. Oliveira check-in](#)

In person Donnie's office or MS Teams link below

3:30 PM – 3:45 PM

[TRAVEL](#)

4:00 PM – 4:30 PM

[HOLD: Next Steps \(C. Collier, D. Oliveira\)](#)

4:30 PM – 5:30 PM

Wed, Jan 10

▲ [Mayor's Chief of Staff Check in \(T. Wheeler, B. Lee, D. Oliveira, A. Fitzpatrick\)](#)

8:30 AM – 9:00 AM

[New employee M. Walker, D. Oliveira check-in](#)

In person Donnie's office or MS Teams link below

10:45 AM – 11:00 AM

[Planning Managers PLUS](#)

and Teams; BPS Room Victory Boulevard

11:00 AM – 12:00 PM

[Sustainability/Climate Managers Meeting](#)

Microsoft Teams Meeting

1:00 PM – 2:00 PM

[HRR @ City Council @ 3:00](#)

Microsoft Teams Meeting

2:00 PM – 5:00 PM

Thu, Jan 11

▲ [P. Diefenderfer/D. Oliveira 1:1 weekly](#)

Microsoft Teams Meeting

9:00 AM – 10:00 AM

[Briefing on Row Code at Council on January 24 \(M. Mapps, D. Oliveira, A. Speer, N. Thorington, M. Beyer, E. Engstrom, M. Rodriguez, J. Tjaden, J. Pahl, C. Castro, L. Dyer\)](#)

Microsoft Teams Meeting

10:00 AM – 10:30 AM

[ROW Code Briefing \(M. Wheeler, D. Oliveira, A. Speer, N. Thorington, M. Beyer, E. Engstrom\)](#) 11:00 AM – 11:30 AM

Zoom

[Thursday Executive Leadership Team](#) 11:30 AM – 1:00 PM

Microsoft Teams Meeting; Room 1501

[Donnie / Eric weekly](#) 2:30 PM – 3:30 PM

Microsoft Teams Meeting

[Limited duration staff check-in \(D. Oliveira, E. Engstrom, F. Johnson, H. Dashiell\)](#) 3:30 PM – 4:00 PM

Microsoft Teams Meeting

Fri, Jan 12

[P&R meeting \(T. Grewe, D. Oliveira, S. Baraso, L. Levine\)](#) 8:30 AM – 9:00 AM

Microsoft Teams Meeting

[NAMC/BPS mtg \(Nate McCoy, Donnie Oliveira\)](#) 9:30 AM – 10:00 AM

[Donnie/Eben weekly](#) 10:00 AM – 10:30 AM

Microsoft Teams Meeting

[Check in \(Patricia, Donnie\)](#) 10:30 AM – 11:00 AM

Microsoft Teams Meeting

[MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability \(BPS\), weekly \(Megan/Christina\)](#) 11:00 AM – 12:00 PM

VIRTUAL- Zoom link in invite

[ROW Code Briefing w/ BPS \(J. Souede, D. Ryan, D. Oliveira, A. Speer, N. Thorington, M. Beyer, E. Engstrom\)](#) 1:00 PM – 1:30 PM

City Hall, /HYBRID

[D. Oliveira/J. Ocken check-in](#) 2:00 PM – 2:30 PM

phone

[D. Oliveira/P. Diefenderfer Phone Call](#) 4:30 PM – 5:00 PM

Mon, Jan 15

[January 15, 2024, The Skanner Foundation, 38th annual MLK Breakfast - City of Portland " We Are Better Together" Outreach Team - Welcome Guests to TABLE 24](#) 8:30 AM – 10:30 AM

Tue, Jan 16

[H. Dashiell/D. Oliveira check-in](#) 10:00 AM – 10:30 AM

Microsoft Teams Meeting

<u>Management Team</u>	1:00 PM – 2:00 PM
Microsoft Teams Meeting	
<u>Donnie/A. Portz check in</u>	2:00 PM – 2:15 PM
Microsoft Teams Meeting	
<u>Donnie Oliveira, BPS Director / Millicent Williams, PBOT Director RE: Monthly Check-in</u>	3:00 PM – 4:00 PM
Microsoft Teams Meeting	
<u>Bureau Director meeting</u>	4:00 PM – 4:30 PM
MS Teams	
<u>MEET: Cmr. Rubio/Megan Horst and Ranfis Villatoro, PCEF (Jillian)</u>	4:00 PM – 4:30 PM
VIRTUAL- Zoom link in invite	
<u>climate/natural resource work plan check in (D. Uchiyama, A. Long, D. Oliveira)</u>	4:30 PM – 4:45 PM
Microsoft Teams Meeting	

Wed, Jan 17

<u>Donnie/Vivian weekly</u>	9:00 AM – 10:00 AM
Microsoft Teams Meeting	
<u>Donnie / Magan EOweekly</u>	10:30 AM – 11:00 AM
Microsoft Teams Meeting	
<u>Planning Managers PLUS</u>	11:00 AM – 12:00 PM
Virtual Meeting - Teams only	
<u>M. Sauter, D. Oliveira check-in</u>	12:00 PM – 12:30 PM
Microsoft Teams Meeting	
<u>Strategic planning Climate Program FY 24-25 (V. Satterfield, A. Jacob, D. Oliveira)</u>	1:00 PM – 3:00 PM
BPS Room Cottonwood Street	

Thu, Jan 18

<u>Patricia/Donnie 1:1 weekly</u>	9:00 AM – 10:00 AM
Microsoft Teams Meeting	
<u>Community and Economic Development Service Area Budget Coordination Meeting #3</u>	12:30 PM – 1:30 PM
Microsoft Teams Meeting	
<u>BPS/PP&R monthly (A. Long, L. McGuire, E. Engstrom, B. Horner, S. Baraso, P. Diefenderfer, T. Armstrong)</u>	3:00 PM – 4:00 PM
Microsoft Teams Meeting	
<u>Donnie / Eric weekly</u>	4:00 PM – 5:00 PM
Microsoft Teams Meeting	

Fri, Jan 19

<u>Budget Coordination w/ PHB, BPS & BDS (K. Branam, M. Buonocore, D. Kuhnhausen, D. Oliveira)</u>	9:00 AM – 10:00 AM
Microsoft Teams Meeting	
<u>PEMO & PCEF follow up meeting (A. Hill, D. Thompson, D. Oliveira, S. Baraso)</u>	10:00 AM – 11:00 AM
Microsoft Teams Meeting	
<u>MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan/Christina)</u>	11:00 AM – 12:00 PM
VIRTUAL- Zoom link in invite	
<u>Charter reform - chapter 5.75 (J. Ocken, P. Diefenderfer, D. Oliveira, E. Engstrom, S. Wood)</u>	1:00 PM – 1:30 PM
Microsoft Teams Meeting	
<u>Finance Team reporting (E. Engstrom, F. Johnson, D. Oliveira)</u>	2:00 PM – 2:15 PM
Microsoft Teams Meeting	
<u>First reading of the ROW Code - Council item (R. Gonzalez, D. Oliveira, A. Speer, N. Thorington, M. Beyer, E. Engstrom, N. Coffey, L. Dyer, S. Smith)</u>	2:30 PM – 3:00 PM
Teams	

Mon, Jan 22

<u>Hold for Interviews</u>	9:30 AM – 10:30 AM
Microsoft Teams Meeting; BPS Room Bayou Slough	
<u>Director's Office Scrum</u>	10:30 AM – 11:00 AM
Microsoft Teams Meeting	
<u>Donnie/Vivian weekly</u>	11:30 AM – 12:30 PM
Microsoft Teams Meeting	
<u>Donnie/Sam weekly</u>	1:00 PM – 2:00 PM
Microsoft Teams Meeting	
<u>Donnie/Angie check in</u>	2:00 PM – 2:30 PM
Microsoft Teams Meeting	
<u>BPS / Prosper monthly check-in</u>	3:00 PM – 4:00 PM
Microsoft Teams Meeting	
<u>D. Oliveira, M. McGuire Mtg</u>	4:00 PM – 5:00 PM
Microsoft Teams Meeting	

<u>State Legislative Breakfast</u>	8:30 AM – 10:30 AM
Portland Building	
<u>Harmonee/Donnie check-in</u>	10:30 AM – 11:00 AM
Microsoft Teams Meeting	
<u>Updated PHB/BPS monthly check-in</u>	11:00 AM – 12:00 PM
Microsoft Teams Meeting	
<u>Donnie/Patricia 1:1 check in</u>	1:00 PM – 2:00 PM
Donnie's office	
<u>Proposal for Clean Industry Hub - draft (D. Oliveira, V. Satterfield, J. Isaacs, J. Bailey)</u>	2:00 PM – 3:00 PM
Zoom link below	

<u>Budget Coordination w/ PHB, BPS & BDS *Rescheduled from 9am</u> Microsoft Teams Meeting	3:00 PM – 4:00 PM
<u>New employee intro mtg (L. Dyer, D. Oliveira)</u> In person or MS teams (as needed) link is below	4:00 PM – 4:15 PM
<u>Mike J & Donnie Oliveira check-in</u> Microsoft Teams Meeting	4:35 PM – 5:00 PM

Wed, Jan 24

<u>PCC State/Province/City Quarterly Call</u>	9:00 AM – 10:00 AM
<u>Donnie/Eben weekly</u> Microsoft Teams Meeting	10:00 AM – 11:00 AM
<u>Planning Managers Plus</u> 7th Floor Lobby - BPS	11:00 AM – 12:00 PM
<u>Sustainability/Climate Managers Meeting</u> Microsoft Teams Meeting	1:00 PM – 2:00 PM
<u>Adena: Donnie</u> Microsoft Teams Meeting	1:00 PM – 2:00 PM
<u>HOLD: ROW Code Council Date (2pm)</u>	2:00 PM – 3:00 PM
<u>HRR @ Council - Replace findings</u> Microsoft Teams Meeting	3:00 PM – 4:00 PM
<u>Eric/Donnie work session</u>	4:00 PM – 5:00 PM

Thu, Jan 25

<u>All-Staff Meeting</u> Microsoft Teams Meeting	9:30 AM – 11:00 AM
<u>DO/JO check-in</u> phone	11:00 AM – 11:30 AM
<u>Z. Santner/D. Oliveira mtg</u>	2:00 PM – 3:00 PM
<u>PCEF Committee Meeting</u>	6:00 PM – 8:30 PM

Fri, Jan 26

<u>Discuss Community Tech Position</u> Microsoft Teams Meeting	8:30 AM – 9:00 AM
<u>Community and Economic Development Service Area Budget Coordination Meeting #4</u> Microsoft Teams Meeting	9:00 AM – 10:00 AM
<u>Natural Resource Service Delivery Update & Draft Roadmap/Workplan</u> Microsoft Teams	10:00 AM – 11:00 AM
<u>MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan/Christina)</u> VIRTUAL- Zoom link in invite	11:00 AM – 12:00 PM
<u>Check in T. Grewe & D. Oliveira</u> Microsoft Teams Meeting	12:00 PM – 12:30 PM

[Quick check in on BPS's material for mtg. with Mayor \(D. Oliveira, E. Engstrom\)](#) 3:15 PM – 4:00 PM
Microsoft Teams Meeting

Mon, Jan 29

[ATTEND: Infrastructure Bureau Leadership Bi-Weekly Meeting](#) 9:00 AM – 10:00 AM
Microsoft Teams Meeting

[Director's Office Scrum](#) 10:00 AM – 10:30 AM
Microsoft Teams Meeting

[Donnie/Angie check in](#) 2:00 PM – 2:30 PM
Microsoft Teams Meeting

[Donnie/Sam weekly](#) 4:00 PM – 5:00 PM
Microsoft Teams Meeting

[Check in \(E. Hajiyev, D. Oliveira\)](#) 5:00 PM – 5:30 PM
Microsoft Teams Meeting

Tue, Jan 30

[Hold - work session](#) 9:00 AM – 12:30 PM

[Check in on PCEF \(R. Levine, S. Baraso, D. Oliveira, T. Grewe\)](#) 12:30 PM – 1:00 PM
Microsoft Teams Meeting

[Donnie / Magan EOweekly](#) 1:00 PM – 1:30 PM
Microsoft Teams Meeting

[Budget Coordination w/ PHB, BPS & BDS \(K. Branam, M. Buonocore, D. Kuhnhausen, D. Oliveira\)](#) 1:30 PM – 2:30 PM
Microsoft Teams Meeting

[Advance Portland Advisory Committee *Confirmed](#) 2:30 PM – 4:00 PM
ZOOM

[PSU Lecture](#) 7:00 PM – 10:00 PM

Wed, Jan 31

[check in \(M. Wolf & D. Oliveira\)](#) 9:00 AM – 9:30 AM
Microsoft Teams Meeting

[HRR @ Council - vote @ 9:45](#) 9:30 AM – 9:55 AM
Microsoft Teams Meeting

[Planning Managers PLUS](#) 11:00 AM – 12:00 PM
and Teams; BPS Room Victory Boulevard

[New employee lunch \(M. Cummings, E. Engstrom, D. Oliveira\)](#) 12:00 PM – 1:30 PM
Microsoft Teams Meeting

[Harmonee/Donnie check-in](#) 1:30 PM – 2:00 PM
Microsoft Teams Meeting

[Donnie / Eric weekly](#) 2:00 PM – 3:00 PM
Microsoft Teams Meeting

<u>Christina / BPS monthly check-in</u> Microsoft Teams Meeting	3:00 PM – 3:30 PM
<u>New employee mtg. (M. Zenick, D. Oliveira)</u> Donnie's office; or MS Teams teams	3:30 PM – 4:00 PM
<u>Discuss Governor's Downtown Task Force Recommendation (D. Oliveira, V. Satterfield, M. Reed, E. Engstrom, Q. Bauer, E. Polk, M. Olguin)</u> Microsoft Teams Meeting	4:00 PM – 4:30 PM

Thu, Feb 1

<u>Patricia/Donnie - weekly</u> Microsoft Teams Meeting	9:00 AM – 10:00 AM
<u>DO/JO check-in</u> phone	11:00 AM – 11:30 AM
<u>Check in (D. Oliveira, E. Hajiyev)</u> Microsoft Teams Meeting	11:30 AM – 12:00 PM
<u>Legislative coordination meeting (A. Miranda, E. Engstrom, D. Oliveira)</u> Microsoft Teams Meeting	1:00 PM – 1:45 PM
<u>NATURAL RESOURCES WORK SESSION (IN PERSON)</u>	3:15 PM – 5:00 PM

Fri, Feb 2

<u>City of Portland Interim HR Director Better/Best Training</u>	9:00 AM – 10:00 AM
<u>MEET (staff obo): Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan/Christina)</u> VIRTUAL- Zoom link in invite	11:00 AM – 12:00 PM
<u>Donnie/Vivian weekly</u> Microsoft Teams Meeting	12:30 PM – 1:30 PM
<u>Rose Quarter/Lower Albina (D. Oliveira, P. Diefenderfer, R. Hoy)</u> Microsoft Teams Meeting	2:00 PM – 2:45 PM
<u>Community and Economic Development Service Area Budget Coordination Meeting #5 With the Mayor</u> Microsoft Teams Meeting	3:30 PM – 4:30 PM

Mon, Feb 5

<u>Director's Office Scrum</u> Microsoft Teams Meeting	10:00 AM – 10:30 AM
<u>Harmonee/Donnie check-in</u> Microsoft Teams Meeting	10:30 AM – 11:00 AM
<u>Budget Coordination Meeting (K. Branam, M. Buonocore, D. Kuhnhausen, D. Oliveira, S. Flaherty Betin, K. O'Brien, E. Engstrom, M. Reed, A. Landron Gonzalez, H. Hisserich)</u> Microsoft Teams Meeting	3:00 PM – 4:00 PM
<u>Donnie/Angie check in</u> Microsoft Teams Meeting	4:00 PM – 4:30 PM

Tue, Feb 6

▲ [Donnie/Sam weekly](#)

Microsoft Teams Meeting

10:00 AM – 10:30 AM

[Meet: Check-in Sam Chase & Donnie Oliveira](#)

Microsoft Teams Meeting

11:30 AM – 11:55 AM

[PCEF/CBO check-in \(S. Baraso, T. Grewe, D. Oliveira, R. Levine\)](#)

Microsoft Teams Meeting

12:30 PM – 1:00 PM

[PCEF Tranche 2 Process Planning](#)

In-person

1:00 PM – 2:00 PM

[UPDATED: Planning Meeting \(D. Oliveira, D. Soebbing, W. Holt\)](#)

Donnie's Office

2:30 PM – 3:00 PM

[Ernesto/Hacienda CDC – \(S. Wear, D. Oliveira\)](#)

Microsoft Teams Meeting

3:00 PM – 3:30 PM

[Donnie/Vivian weekly](#)

Microsoft Teams Meeting

3:30 PM – 4:15 PM

[PP&R - BPS/PCEF discussion \(A. Long, T. Lofgren, D. Oliveira\)](#)

Microsoft Teams Meeting

4:15 PM – 4:45 PM

[Confirmed \(J. Schoene, D. Oliveira, P. Diefenderfer, E. Engstrom, L. King\)](#)

Microsoft Teams Meeting

4:30 PM – 4:40 PM

▲ Wed, Feb 7

[A. Gire/D. Oliveira - mtg.](#)

Microsoft Teams Meeting

10:00 AM – 10:30 AM

[Planning Managers PLUS](#)

and Teams; BPS Room Victory

11:00 AM – 12:00 PM

[D. Oliveira / A. Jacob monthly](#)

Microsoft Teams Meeting

2:00 PM – 3:00 PM

[Budget Coordination Meeting \(Prosper, Housing, BDS, BPS\)](#)

Microsoft Teams Meeting

4:00 PM – 5:00 PM

▲ Thu, Feb 8

[Patricia/Donnie - weekly](#)

Microsoft Teams Meeting

9:00 AM – 10:00 AM

[Donnie / Eric weekly](#)

Microsoft Teams Meeting

10:30 AM – 11:30 AM

[Climate Group: SCC incorporating draft review](#)

Microsoft Teams Meeting; BPS Room Meadow Avenue

11:00 AM – 11:50 AM

[Thursday ELT](#)

Microsoft Teams Meeting; Room 1501

11:30 AM – 1:00 PM

[Budget Work Session](#)

2:00 PM – 5:00 PM

▲ [Sam/Donnie](#)

Microsoft Teams Meeting

Fri, Feb 9

9:00 AM – 9:30 AM

Call with M. Samayoa - OPB	9:30 AM – 10:00 AM
Donnie/Eben weekly Microsoft Teams Meeting	10:00 AM – 11:00 AM
MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan/Christina) VIRTUAL- Zoom link in invite	11:00 AM – 12:00 PM
PSU Jury Orientation Mtg	12:00 PM – 1:00 PM
ppt finalization (D. Oliveira, E. Engstrom, M. Reed) Microsoft Teams Meeting	12:30 PM – 1:30 PM

Mon, Feb 12

Director's Office Scrum Microsoft Teams Meeting	10:00 AM – 10:30 AM
Harmonee/Donnie check-in Microsoft Teams Meeting	10:30 AM – 11:00 AM
Donnie/Vivian weekly Microsoft Teams Meeting	11:00 AM – 12:00 PM
Donnie/Sam weekly Microsoft Teams Meeting	1:00 PM – 2:00 PM
Donnie/Angie check in Microsoft Teams Meeting	3:00 PM – 3:30 PM
Comm Rubio's Office/BPS Smart City PDX monthly check-in Microsoft Teams Meeting	3:30 PM – 4:00 PM
OMSI Master Plan Bureau Director Coordination *Rescheduled from 2/2/24 Microsoft Teams Meeting	4:00 PM – 5:00 PM
Confirmed - Last minute work session prep (K. Branam, M. Buonocore, D. Kuhnhausen, H. Hisserich, E. Engstrom) Microsoft Teams Meeting	5:00 PM – 5:30 PM

Tue, Feb 13

Work Session	9:00 AM – 1:00 PM
Donnie / Magan EOweekly Microsoft Teams Meeting	1:00 PM – 1:30 PM
M. Mejia, D. Oliveira - New employee introductory mtg Donnie's office or MS Teams link below	1:30 PM – 1:50 PM
Debrief: Budget Coordination w/ PHB, BPS & BDS (K. Branam, M. Buonocore, D. Kuhnhausen, D. Oliveira, H. Hisserich) Microsoft Teams Meeting	2:00 PM – 2:30 PM
(K. Martin, E. Engstrom, D Oliveira) Check-in Microsoft Teams Meeting	2:30 PM – 3:15 PM
Tuesday ELT Microsoft Teams Meeting; & Room 1501	4:00 PM – 4:30 PM

Wed, Feb 14

WSPA meeting (D. Oliveira, A. Jacob, J. Verburg, J. Spiegel, Z-Marissa Bach) Western States Petroleum Association BPS Room Cottonwood Street	9:00 AM – 10:00 AM
M. Cummings, D. Oliveira -welcome mtg. Donnie's office or; Microsoft Teams Meeting	10:00 AM – 10:45 AM
BPS Leadership Mtg or MS teams link below; BPS Room Victory Boulevard	12:00 PM – 1:00 PM
Equity Toolkit Training: Stakeholder Identification and Power Mapping, Stakeholder Analysis and Spectrum of Engagement Microsoft Teams Meeting; BPS Room Meadow Avenue	2:30 PM – 4:00 PM
DO/JO check-in phone	3:30 PM – 4:00 PM
Patricia/Donnie - weekly Microsoft Teams Meeting	4:00 PM – 5:00 PM

Thu, Feb 15

Memo Check in (D. Oliveira, H. Dashiell) Donnie to call Harmonee	9:00 AM – 9:30 AM
All Planners Monthly Series Microsoft Teams Meeting; BPS Room Meadow Avenue	10:00 AM – 11:20 AM
advisory bodies work group (J. Ocken, E. Engstrom, D. Oliveira, V. Satterfield) Microsoft Teams Meeting	10:30 AM – 11:00 AM
Donnie / Eric weekly Microsoft Teams Meeting	2:00 PM – 3:00 PM
Check In (T. Theisen, D. Oliveira)	3:15 PM – 4:00 PM

Fri, Feb 16

MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan/Christina) VIRTUAL- Zoom link in invite	11:00 AM – 12:00 PM
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Mon, Feb 19

[Presidents' Day](#)

Tue, Feb 20

Donnie/Sam weekly Microsoft Teams Meeting	9:00 AM – 10:00 AM
Director's Office Scrum Microsoft Teams Meeting	10:00 AM – 10:30 AM
Harmonee/Donnie check-in Microsoft Teams Meeting	10:30 AM – 11:00 AM

Donnie/Vivian weekly Microsoft Teams Meeting	11:00 AM – 12:00 PM
Management Team Microsoft Teams Meeting; BPS Room Meadow Avenue	1:00 PM – 2:00 PM
Donnie/Angie check in Microsoft Teams Meeting	2:00 PM – 2:30 PM
PERMIT IMPROVEMENT TASK FORCE (quarterly) VIRTUAL- Zoom link in invite	3:30 PM – 4:30 PM

Wed, Feb 21

Coffee w/ Sam Desue & Director Oliveira OMP 40 Lbs. Coffee	9:00 AM – 9:45 AM
Donnie / Eric weekly Microsoft Teams Meeting	10:00 AM – 11:00 AM
Planning Managers PLUS and Teams; BPS Room Victory Boulevard	11:00 AM – 12:00 PM
Sustainability/Climate Managers Meeting Microsoft Teams Meeting	1:00 PM – 2:00 PM
BPS Exec Team Mtg BPS Room Victory Boulevard 710D	2:00 PM – 3:00 PM
S. Ream-Rao, D. Oliveira - new employee introductory mtg Donnie's office or MS Teams link below Microsoft Teams Meeting	4:00 PM – 4:20 PM
DO/JO check-in phone	4:30 PM – 5:00 PM

Thu, Feb 22

Budget Work Session	9:00 AM – 12:00 PM
Peer Panel and Workshop: DCA Office Composition and Leadership Roles TPB - Room in-person meeting	11:30 AM – 1:30 PM
Adena/Donnie 1:1 Microsoft Teams Meeting	1:45 PM – 2:30 PM
Donnie/Eben weekly Microsoft Teams Meeting	3:00 PM – 4:00 PM
Patricia/Donnie - weekly Microsoft Teams Meeting	4:30 PM – 5:30 PM

Fri, Feb 23

Donnie Oliveira, BPS Director / Millicent Williams, PBOT Director RE: Monthly Check-in Microsoft Teams Meeting	9:00 AM – 10:00 AM
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Mon, Feb 26

<u>Raimore Construction</u>	9:00 AM – 10:00 AM
<u>Director's Office Scrum</u> Microsoft Teams Meeting	10:00 AM – 10:30 AM
<u>Harmonee/Donnie check-in</u> Microsoft Teams Meeting	10:30 AM – 11:00 AM
<u>Donnie/Vivian weekly</u> Microsoft Teams Meeting	11:00 AM – 12:00 PM
<u>Donnie/Sam weekly</u> Microsoft Teams Meeting	1:00 PM – 2:00 PM
<u>Donnie/Angie check in</u> Microsoft Teams Meeting	2:00 PM – 2:30 PM
<u>Eric-Donnie call</u> Microsoft Teams Meeting	3:00 PM – 3:15 PM
<u>S. Morrissey, D. Oliveira - check-in</u> Microsoft Teams Meeting	4:30 PM – 5:00 PM

Tue, Feb 27

<u>R. Ruiz-Corona, D. Oliveira New Employee Mtg.</u> Donnie's office or out for a walk	9:30 AM – 10:00 AM
<u>BPS Leadership Mtg - every 2 weeks</u> BPS Room Cottonwood Street	10:00 AM – 11:00 AM
<u>Updated PHB/BPS monthly check-in</u> Microsoft Teams Meeting	11:00 AM – 12:00 PM
<u>PCEF check-in (T. Lannom, D. Oliveira, T. Wallace, S. Moede) K. McGair, S. Baraso)</u> Microsoft Teams Meeting	3:00 PM – 3:30 PM
<u>Tuesday ELT</u> MS Teams; Room 1501 is reserved	4:00 PM – 4:30 PM
<u>Mike J & Donnie Oliveira check-in</u> Microsoft Teams Meeting	4:35 PM – 5:00 PM

Wed, Feb 28

<u>R. Moreno, D. Oliveira - New employee introductory meeting</u> Donnie's office or; Microsoft Teams Meeting	10:30 AM – 10:50 AM
<u>Planning Managers PLUS</u> MS Teams; BPS Room Cottonwood Street	11:00 AM – 12:00 PM
<u>PRR #C325953-022024 (J. Ocken, P. Diefenderfer, D. Oliveira, A. Axelrod)</u> Microsoft Teams Meeting	12:30 PM – 12:45 PM
<u>D. Imaralu, D. Oliveira, New employee introductory mtg.</u> Donnie's office or Microsoft Teams Meeting	1:00 PM – 1:20 PM
<u>D. Tangredi, D. Oliveira - New employee introductory mtg</u> In person or; Microsoft Teams Meeting	1:30 PM – 1:50 PM
<u>Christina / BPS monthly check-in</u> Microsoft Teams Meeting	2:00 PM – 2:45 PM

[L. McKinney-Wise, D. Oliveira - New employee introductory mtg.](#) 3:00 PM – 3:20 PM
Donnie's office or; Microsoft Teams Meeting

[Meeting with Donnie Oliveira \(M. Myers, D. Oliveira, E. Perez\)](#) 3:35 PM – 3:55 PM
Microsoft Teams Meeting

Thu, Feb 29

[Patricia/Donnie - weekly](#) 9:00 AM – 10:00 AM
Microsoft Teams Meeting

[Director's check-in \(D. Uchiyama, D. Oliveira\)](#) 11:15 AM – 11:30 AM
Microsoft Teams Meeting

[Lunch: Director Planning & Sustainability and Cmr. Gonzalez](#) 1:00 PM – 2:00 PM

[Donnie / Eric weekly](#) 2:30 PM – 3:30 PM
Microsoft Teams Meeting

[Donnie / Magan EWeekly](#) 3:30 PM – 4:00 PM
Microsoft Teams Meeting

[Check in \(D. Oliveira, E. Polk, Q. Bauer\)](#) 4:00 PM – 4:30 PM
Microsoft Teams Meeting

Fri, Mar 1

[Check-in \(Sam Desue, Directors Williams & Oliveira\)](#) 9:00 AM – 10:00 AM
Microsoft Teams Meeting

[MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability \(BPS\), weekly \(Megan/Christina\)](#) 11:00 AM – 12:30 PM
VIRTUAL- Zoom link in invite

[EOA EOW monthly check-in \(T. Armstrong, P. Diefenderfer, E Engstrom, D. Oliveira\)](#) 1:00 PM – 1:30 PM
Microsoft Teams Meeting

[PCEF recruitment mtg. \(H. Dashiell, D. Oliveira, E. Engstrom, S. Baraso, F. Johnson\)](#) 2:00 PM – 2:45 PM
Microsoft Teams Meeting

[DO/JO check-in](#) 3:00 PM – 3:30 PM
phone

Mon, Mar 4

[City of Portland Interim HR Director Interviews \(Panel 2\)](#) 9:00 AM – 11:30 AM

[Donnie/Sam weekly](#) 1:00 PM – 2:00 PM
Microsoft Teams Meeting

[City of Portland Interim HR Director Interviews \(Panel 2\)](#) 2:00 PM – 3:15 PM

[Donnie/Angie check in](#) 3:30 PM – 4:00 PM
Microsoft Teams Meeting

[PSU Jury Review](#) 4:00 PM – 5:30 PM

[MEET: Cmr. Rubio/Coalition of Communities of Color \(CCC\) leadership, mthly \(Jillian\)](#)

4:30 PM – 5:15 PM

VIRTUAL- Zoom link in invite

Tue, Mar 5

[M4 Staff Meeting](#)

BPS Room Meadow Avenue

9:00 AM – 10:00 AM

[Harmonee/Donnie check-in](#)

Microsoft Teams Meeting

10:00 AM – 10:30 AM

[10:40 am T. Kukena/D. Oliveira - new employee introductory meeting](#)

Microsoft Teams Meeting

10:40 AM – 11:00 AM

[HOLD: waste policy manager](#)

Vanport / (backup via Teams)

11:00 AM – 11:50 AM

[Sustainability/Climate Managers Meeting](#)

Microsoft Teams Meeting; BPS Room Victory Boulevard

12:00 PM – 12:45 PM

[Place Matters Jury Session w/location](#)

Richard & Maurine Neuberger Center

1:00 PM – 5:00 PM

[Place Matters Jury Session Con't w/location](#)

Richard & Maurine Neuberger Center

Wed, Mar 6

8:00 AM – 12:00 PM

[Planning Managers PLUS](#)

and Teams; BPS Room Victory Boulevard

11:00 AM – 12:00 PM

[Prosper/City/Metro quarterly meeting \(in person\)](#)

1:00 PM – 2:30 PM

[M. Meskel, D. Oliveira - BPS budget check-in](#)

3:00 PM – 3:20 PM

[Donnie/Vivian weekly](#)

Microsoft Teams Meeting

4:00 PM – 5:00 PM

Thu, Mar 7

[PCEF mtg \(V. Ranfis, M. Horst, Com. Rubio, J. Schoene, S. Baraso, D. Oliveira\)](#)

8:30 AM – 9:00 AM

[Patricia/Donnie - weekly](#)

Microsoft Teams Meeting

9:00 AM – 10:00 AM

[Sustainability officer check in](#)

Microsoft Teams Meeting

10:00 AM – 11:00 AM

[Planning & Development Directors Meeting](#)

Microsoft Teams Meeting

11:00 AM – 12:30 PM

[Review BMP requests \(M. Cummings, J. Yang, E. Engstrom, D. Oliveira\)](#)

Microsoft Teams Meeting

12:30 PM – 1:00 PM

[DO/JO check-in](#)

phone

1:30 PM – 2:00 PM

[Planning mtg. \(S. Kumar, D. Oliveira, E. Engstrom\)](#)

2:00 PM – 2:45 PM

[Donnie / Eric weekly](#)

Microsoft Teams Meeting

3:00 PM – 4:00 PM

[Fast Track Development Review - LA & Portland Conversation](#)

Microsoft Teams Meeting

4:00 PM – 5:00 PM

Fri, Mar 8

[Commissioner Rubio & Donnie at Planning Commission Retreat](#)

Portland Building

10:00 AM – 10:30 AM

[MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability \(BPS\), weekly \(Megan/Christina\)](#)

VIRTUAL- Zoom link in invite

11:00 AM – 12:00 PM

[Donnie/Eben weekly](#)

Microsoft Teams Meeting

12:30 PM – 1:15 PM

[MEET: Cmr. Rubio/Dirs. Branam, Buonocore, Kuhnhausen, and Oliveira, Hisserich weekly \(Jillian\)](#)

VIRTUAL- Zoom link in invite

1:30 PM – 2:00 PM

[David Douglas School District & BPS Mtg. \(Superintendent Richardson, Pat Komar, Director Oliveira, Deputy Director Engstrom\)](#)

2:00 PM – 2:45 PM

[ROW Code Next \(D. Oliveira, A. Speer, E. Engstrom\)](#)

Microsoft Teams Meeting

3:00 PM – 3:30 PM

Mon, Mar 11

[Director's Office Scrum](#)

Microsoft Teams Meeting

10:00 AM – 10:30 AM

[Comm Rubio's Office/BPS Smart City PDX monthly check-in](#)

Microsoft Teams Meeting

3:30 PM – 4:00 PM

Tue, Mar 12

[Judging Strategic/Crisis Comms Award \(PSU\) virtual meeting](#)

9:00 AM – 10:00 AM

[BPS Leadership Mtg - every 2 weeks](#)

or MS teams link below; BPS Room Victory Boulevard

10:00 AM – 11:00 AM

[Community Tariff Next Steps Mtg. \(D. Oliveira, V. Satterfield, A. Jacobs, P. Hawkins\)](#)

Microsoft Teams Meeting

11:00 AM – 11:45 AM

[Call to Discuss Initial draft guidance on the use of CNG/RNG \(S. Foreman, A. Bates, M. Sauter, M. Roy, S. Baraso, J. Valdez, D. Oliveira, S. Ream-Rao, K. Diesner\)](#)

Microsoft Teams Meeting

12:30 PM – 1:00 PM

[PCEF Update \(T. Grewe, D. Oliveira, S. Baraso, R. Levine\)](#)

Microsoft Teams Meeting

1:00 PM – 1:30 PM

[Business for Better Portland Mtg. \(S. Green, D. Oliveira\)](#)

1:30 PM – 2:15 PM

[Harmonee/Donnie check-in](#)

Microsoft Teams Meeting

2:30 PM – 3:00 PM

[Megan C. /Donnie - monthly check-in](#)

Donnie's office or MS Teams

3:00 PM – 3:45 PM

[Donnie/Sam weekly](#)

Microsoft Teams Meeting

4:00 PM – 5:00 PM

Wed, Mar 13

<u>Coffee (J. Vannatta, D. Oliveira)</u>	9:00 AM – 9:45 AM
<u>Hold for Community Technology Teams All Staff</u> Microsoft Teams Meeting	10:00 AM – 11:00 AM
<u>Planning Managers PLUS</u> and Teams; BPS Room Victory Boulevard	11:00 AM – 12:00 PM
<u>Directors Hisserich/Oliveira - Lunch</u> Meet - Donnie's office	12:15 PM – 1:15 PM
<u>BPS/PHB - in person @ BPS Vanport Building, Meadow Avenue conference room (D. Oliveira, H. Hisserich, M. Buonocore, P. Diefenderfer, T. Armstrong, E. Engstrom, Jill Chen, T. Wolfersperger, A. Pietka, J. Conner, L. Goodlow)</u>	1:30 PM – 3:00 PM
<u>Donnie / Andria monthly</u> Microsoft Teams Meeting	3:30 PM – 4:15 PM
<u>Mike J & Donnie Oliveira</u>	4:45 PM – 5:45 PM

Thu, Mar 14

<u>Patricia/Donnie - weekly</u> Microsoft Teams Meeting	9:00 AM – 10:00 AM
<u>Briefing - Com. Gonzalez mtg (D. Oliveira, K. Martin, C. Kendrick, E. Engstrom)</u> Microsoft Teams Meeting	10:00 AM – 10:30 AM
<u>Donnie/Vivian weekly</u> Microsoft Teams Meeting	10:30 AM – 11:15 AM
<u>Thursday ELT</u> Microsoft Teams Meeting; Room 1501	11:30 AM – 1:00 PM
<u>DO/JO check-in</u> phone	1:30 PM – 2:00 PM
<u>Donnie / Eric weekly</u> Microsoft Teams Meeting	2:00 PM – 3:00 PM
<u>BPS / Prosper monthly check-in</u> Microsoft Teams Meeting	3:00 PM – 4:00 PM
<u>Donnie/Angie check in</u> Microsoft Teams Meeting	4:00 PM – 4:30 PM
<u>Check-in with B. Brooks and D. Oliveira</u> Microsoft Teams	4:45 PM – 5:00 PM

Fri, Mar 15

<u>Build Right meeting (R. Trice, P. Korst, C. Eisenlohr, S. Halstead, D. Oliveira, E. Engstrom)</u>	8:00 AM – 8:30 AM
<u>MEET: PCEF Update (S. Morrissey, B Lee, H. Blonsley, D. Oliveira, T. Grewe, R. Levine, S. Baraso)</u> Microsoft Teams Meeting	8:30 AM – 9:00 AM
<u>Donnie / Magan EOweekly</u> Microsoft Teams Meeting	9:30 AM – 10:00 AM
<u>11:30 am Gov. Kotek Commissioner Rubio</u> Zoom (details in notes)	10:30 AM – 11:00 AM
	11:30 AM – 12:30 PM

[MEET: Cmr. Rubio/Dirs. Branam, Buonocore, Kuhnhausen, and Oliveira, Hisserich weekly \(Jillian\)](#) 1:30 PM – 2:00 PM
VIRTUAL- Zoom link in invite

Mon, Mar 18

[Director's Office Scrum](#) 10:00 AM – 10:30 AM
Microsoft Teams Meeting

[Harmonee/Donnie check-in](#) 10:30 AM – 11:00 AM
Microsoft Teams Meeting

[Donnie/Vivian weekly](#) 11:00 AM – 12:00 PM
Microsoft Teams Meeting

[MEET: Carmen, Donnie, Jillian - check in](#) 1:30 PM – 2:00 PM
Microsoft Teams Meeting

[DNS](#) 2:00 PM – 4:00 PM

[Donnie/Sam weekly](#) 4:00 PM – 5:00 PM
Microsoft Teams Meeting

Tue, Mar 19

[BPS Exec Team Mtg \(updated\)](#) 10:00 AM – 11:00 AM
Microsoft Teams Meeting; BPS Room Meadow Avenue

[Coffee: J. Schnabel & D. Oliveira](#) 11:00 AM – 11:45 AM

[Climate Tools and Practices - a PEACE sharing series](#) 12:10 PM – 12:50 PM
Microsoft Teams Meeting

[2024 Political Crystal Ball](#) 12:30 PM – 2:00 PM

[Donnie / Eric weekly](#) 2:00 PM – 3:00 PM
Microsoft Teams Meeting

[Donnie Oliveira, BPS Director / Millicent Williams, PBOT Director RE: Monthly Check-in](#) 3:00 PM – 4:00 PM
Microsoft Teams Meeting

[Tuesday ELT](#) 4:00 PM – 4:30 PM
MS Teams; Room is reserved

Wed, Mar 20

[Sustainability/Climate Managers Meeting](#) 9:00 AM – 10:00 AM
Microsoft Teams Meeting; BPS Room Victory Boulevard

[Citywide Communicators Quarterly: The Spokes Awards](#) 10:30 AM – 12:00 PM
The Portland Building, Room

[Old Town mtg. \(D. Oliveira, T. Doss, E. Stahl, M. Claudel\)](#) 1:30 PM – 3:00 PM

Thu, Mar 21

[Charter Transition Town Hall](#) 9:00 AM – 10:00 AM
Zoom

DO/JO check-in phone	11:00 AM – 11:30 AM
Portland Broadband Equity Study Stakeholder Meeting #1	12:00 PM – 2:00 PM
Scaling Strategy Presentation Microsoft Teams Meeting; PHB 1900	2:00 PM – 3:00 PM
SWEC HPS presentation	3:00 PM – 4:20 PM

Fri, Mar 22

Patricia/Donnie - weekly Microsoft Teams Meeting	9:00 AM – 10:00 AM
Donnie/Eben weekly Microsoft Teams Meeting	10:00 AM – 11:00 AM
MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan/Christina) VIRTUAL- Zoom link in invite	11:00 AM – 12:00 PM

Mon, Mar 25

Director's Office Scrum Microsoft Teams Meeting	10:00 AM – 10:30 AM
Harmonee/Donnie check-in Microsoft Teams Meeting	10:30 AM – 11:00 AM
Parks/BES Tree Programs Microsoft Teams Meeting	11:00 AM – 11:50 AM
Attorney Meeting with Lauren King (J. Schoene, L. King, K. Ray, G. Grenda, K. Moore, D. Oliveira, C. Rubio) Microsoft Teams Meeting	1:00 PM – 2:00 PM
Donnie/Vivian weekly Microsoft Teams Meeting	2:00 PM – 3:00 PM
Donnie/Angie check in Microsoft Teams Meeting	3:00 PM – 3:30 PM

Tue, Mar 26

BPS Leadership Mtg - every 2 weeks or MS teams link below; BPS Room Victory Boulevard	10:00 AM – 11:00 AM
SOLVE cleanup event (NCAA women's March Madness)	1:00 PM – 3:00 PM
Donnie / Magan EOweekly Microsoft Teams Meeting	3:30 PM – 4:00 PM
Mike J & Donnie Oliveira check-in Microsoft Teams Meeting	4:00 PM – 4:25 PM

Wed, Mar 27

Seema's first day welcome check-in (Seema, Eric, Donnie) Microsoft Teams Meeting	9:00 AM – 9:30 AM
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<u>MHCRC - Interviews (Donnie Oliveira)</u>	10:00 AM – 11:00 AM
<u>Planning Managers PLUS</u> and Teams; BPS Room Victory Boulevard	11:00 AM – 12:00 PM
<u>Comms Team/Donnie check-in (D. Oliveira, M. Reed, K. Gust, J. Hanlon-Austin, J. Skonberg, E. Bonilla, E. Dabbs, E. Stover)</u> Microsoft Teams Meeting	12:00 PM – 12:30 PM
<u>Patricia/Donnie - weekly</u> Microsoft Teams Meeting	1:00 PM – 2:00 PM
<u>M. Wren, D. Oliveira - meet and greet</u> MS Teams link below	2:00 PM – 2:30 PM
<u>C. Mares/D. Oliveira - new employee introductory meeting</u> MS Teams link below	2:30 PM – 2:50 PM
<u>Donnie / Eric weekly</u> Donnie's office; Microsoft Teams Meeting	2:45 PM – 3:30 PM
<u>MPAC meetings - online</u> .	5:00 PM – 7:00 PM

Thu, Mar 28

<u>mtg to discuss PCEF and PPS (P. Khanh, D. Oliveira)</u> see Zoom link	8:40 AM – 9:30 AM
<u>All-Staff Meeting</u> Hybrid - in person at Meadow Avenue	9:30 AM – 10:30 AM
<u>DO/JO check-in</u> phone	10:30 AM – 11:00 AM
<u>MEET (Staff Level): Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan/Christina)</u> VIRTUAL- Zoom link in invite	11:00 AM – 11:30 AM
<u>Peer Panel and Workshop</u> Room 108 TPB - this will be in person only	11:30 AM – 1:30 PM
<u>M. Rodriguez, D. Oliveira Mtg.</u>	1:30 PM – 2:30 PM

Fri, Mar 29

8:00 AM – 5:00 PM
