

Durbin, Andrea Calendar Q2, 2020

Durbin, Andrea Calendar
 Andrea.Durbin@portlandoregon.gov
 Wednesday, April 1, 2020 – Tuesday, June 30, 2020
 Time zone: (UTC-08:00) Pacific Time (US & Canada)
 (Adjusted for Daylight Saving Time)

April 2020

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May 2020

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June 2020

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- Busy
- Tentative
- Free
- Out of Office
- Working Elsewhere
- Outside of Working Hours

April 2020

Wed, Apr 1

- 7:30 AM – 8:00 AM Covid 19 Leadership Check in
- 9:00 AM – 10:00 AM Big City Planning Directors Institute Zoom Peer Exchange Meeting
Ann Dillemath
- 9:15 AM – 10:00 AM Command & General Staff Briefing
Portland Bureau of Emergency Management
- 9:30 AM – 10:30 AM Emergency Communication Center Command Check in
- 11:00 AM – 12:00 PM Economic Impact Action Committee
Branam, Kimberly
- 12:30 PM – 1:00 PM District Liaisons check-in

-  1:00 PM – 1:45 PM Food Security Project Check In
Emergency Communication Coordination Operations team
-  3:00 PM – 4:00 PM Bureau of Planning & Sustainability / Mayor's Office check-in
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Thu, Apr 2**

- 7:30 AM – 8:00 AM Covid 19 Leadership Check in
- 9:15AM – 10:00 AM Command & General Staff Briefing
Portland Bureau of Emergency Management
- 9:30 AM – 10:30 AM Emergency Communication Center Command Check in
-  11:30 AM – 12:30 PM Bureau Directors Monthly Meeting
-  1:00 PM – 2:00 PM Bureau of Planning & Sustainability All Staff meeting
- 1:00 PM – 2:00 PM Address the Digital Divide work group
Perez, Elisabeth
-  2:30 PM – 3:00 PM Food Security Check In
Emergency Communication Coordination Operations team
-  3:30 PM – 4:00 PM Commissioner Hardesty / Portland Clean Energy Fund Staff Check-in
- 4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
- 4:30 PM – 5:00 PM Daily Check-out Call
Executive Team/ Donnie Oliveira



 **Fri, Apr 3**

- 7:30 AM – 8:00 AM Covid 19 Leadership Check in
-  8:30 AM – 9:00 AM Check in: Asena Lawrence
-  8:50 AM – 9:00 AM Check in: Branam, Kimberly
-  9:00 AM – 11:00 AM Economic Impact & Intervention Task Force
Branam, Kimberly
- 9:15 AM – 10:00 AM Command & General Staff Briefing
Portland Bureau of Emergency Management
- 9:30 AM – 10:30 AM Emergency Command Center Check in
-  11:00 AM – 11:30 AM Command/Joint Information Center Meeting
Wolf, Katy
-  1:00 PM – 1:40 PM Conference Call: City Leadership on Trash Program (Kristin Davis)
-  1:30 PM – 1:45 PM Love Jonson Transition to ECC
Hoyt-McBeth, Steve

 2:30 PM – 3:00 PM Advanced Planning Findings and Next Steps w/ Forward Planning
Emergency Communication Center Planning Section

 **Mon, Apr 6**

 7:30 AM – 8:00 AM Emergency Communication Command Check In

9:15 AM – 10:00 AM Command & General Staff Briefing
Portland Bureau of Emergency Services

 9:30 AM – 10:30 AM Emergency Communication Center General Command and Sections Check In

 11:00 AM – 12:00 PM Economic Impact Action Committee
Branam, Kimberly

 12:30 PM – 1:30 PM Meeting with Parents Across America and Family Forward regarding Childcare Needs from Covid-19

1:00 PM – 2:00 PM Addressing the Digital Divide work group
Perez, Elisabeth

3:00 PM – 4:00 PM Check in: Joe Zehnder / Donnie Oliveira

4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira

 **Tue, Apr 7**

9:00 AM – 10:30 AM Leadership Team meeting

9:15 AM – 10:00 AM Command & General Staff Briefing
Portland Bureau of Emergency Management

 11:30 AM – 12:00 PM Directors Community/Economic Development Meeting
Callahan, Shannon

 12:00 PM – 1:00 PM Equity Manager interviewees selection

1:00 PM – 1:45 PM Management Team meeting

 2:30 PM – 3:30 PM Meet: Chris Warner, Portland Bureau of Transportation Director / Andrea Durbin, Bureau of Planning & Sustainability Director regarding Monthly Check-In

4:00 PM -4:15 PM City Directors Check-in Opportunity
Rinehart, Tom

4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira

 **Wed, Apr 8**

9:00 AM – 9:30 AM Check in: Donnie Oliveira

9:15 AM – 10:00 AM Command & General Staff Briefing
Portland Bureau of Emergency Management

-  10:00 AM – 11:00 AM Plans for Food: Assess community need
Papaeftimiou, Jonna
-  11:00 AM – 12:00 PM Economic Impact Action Committee
Branam, Kimberly
-  1:00 PM – 2:00 PM Bureau of Planning & Sustainability / Mayor's Office
Check-in
-  2:00 PM – 3:00 PM Portland Parks & Recreation/Bureau of Planning &
Sustainability Check-in
Long, Adena
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Thu, Apr 9**

-  9:00 AM – 9:30 AM Food Securities Team Meeting
- 9:15 AM – 10:00 AM Command & General Staff Briefing
Portland Bureau of Emergency Management
-  10:00 AM – 10:30 AM City Budget Office/Bureau of Planning & Sustainability
Budget Check-in
Martin, Alexandra
- 10:30 AM – 11:00 AM Check in: Kevin Martin
-  11:00 AM – 11:30 AM Check in: Fritz Johnson
-  12:30 PM – 12:45 PM Smart Growth Presentation with Mayor Wheeler
- 2:30 PM – 3:00 PM Check in: Kimberly Branam
- 4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Fri, Apr 10**

-  8:30 AM – 9:00 AM Food Insecurity Project Check-In
Watson, Amanda
- 9:00 AM – 10:00 AM Food Security meeting
- 9:15 AM – 10:00 AM Command & General Staff Briefing
Portland Bureau of Emergency Management
-  1:00 PM – 2:00 PM Prosper Portland/Portland Housing Bureau/Bureau of
Planning & Sustainability Leadership Check in
-  3:45 PM – 4:45 PM Virtual Meet: Oregon Smart Growth (Sam Diaz) with
Mayor Wheeler
-  4:45 PM – 5:15 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Mon, Apr 13**

- 9:15 AM – 10:00 AM Command & General Staff Briefing
Portland Bureau of Emergency Management
- 10:00 AM – 11:00 AM Andrea / Donnie Oliveira weekly check-in
- 11:00 AM – 12:00 PM Economic Impact Action Committee
Branam, Kimberly
-  11:30 AM – 12:30 PM Food Security call with Amanda Watson/DaVon
-  1:00 PM – 2:00 PM Check in: Joe Zehnder
- 2:00 PM – 3:00 PM Andrea / Michele Crim Weekly check-in
-  4:00 PM – 4:30 PM Portland Clean Energy Fund Staff Monthly Check-in
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Tue, Apr 14**

- 9:00 AM – 10:30 AM Leadership Team meeting
- 9:15 AM – 10:00 AM Command & General Staff Briefing
Portland Bureau of Emergency Management
-  11:00 AM – 11:30 AM Check in: Rebecca Esau
-  11:30 AM – 12:00 PM Directors meeting: community/economic development
Callahan, Shannon
-  3:00 PM – 3:30 PM Video Conference: Recovery Framework with Andrea Durbin
- 4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Wed, Apr 15**

-  9:00 AM – 9:30 AM Check in: Joe Zehnder / Donnie Oliveira
- 9:15 AM – 10:00 AM Command & General Staff Briefing
Portland Bureau of Emergency Management
-  10:30 AM – 11:15 AM Peer to Peer - Sam Assefa (Seattle), Andrea Durbin (Portland), Gil Kelley (Vancouver)
-  1:00 PM – 2:00 PM Bureau of Planning and Sustainability / Mayor's Office Check-in
-  2:00 PM – 3:00 PM Check in: Elissa Gertler, Metro
-  3:00 PM – 3:30 PM Bureau of Planning and Sustainability/ Management Team Check-in
-  3:30 PM – 4:00 PM Discussion: Solid Waste Franchising
-  4:00 PM – 5:00 PM 4:15 Meeting with the Mayor on Bureau of Planning and Sustainability Budget (4:15-4:45)
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



5:15 PM – 5:30 PM Check in: Shoshanah Oppenheim



Thu, Apr 16



9:00 AM – 10:00 AM Bureau of Planning and Sustainability All Staff meeting

10:00 AM – 10:30 AM Fritz Johnson/Andrea Check in



10:30 AM – 12:30 PM Recovery Planning/Framework



12:30 PM – 2:00 PM Portland Sustainability Commission Officers Meeting



2:15 PM – 3:00 PM Check In: Kimberly Branam

4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom

4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



Fri, Apr 17



9:00 AM – 11:00 AM Economic Impact & Intervention Task Force
Branam, Kimberly

4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



Mon, Apr 20



8:30 AM – 8:45 AM Brief the Mayor on Land Use Memo, Department of Land Conservation & Development, and General Direction on Legislative Land Use Items
Diaz, Samuel



8:30 AM – 9:00 AM Meet: Smart Growth with the Mayor
Sonia Schmanski



9:00 AM – 9:30 AM Long-term resilience/recovery framework discussion
Schmanski, Sonia



9:30 AM – 11:00 AM Leadership Team

11:00 AM – 12:00 PM Economic Impact Action Committee
Branam, Kimberly



2:00 PM – 2:30 PM Check in: Dornan, Chris
Jill Winsor



4:00 PM – 4:30 PM Equity Manager Recruitment Check-in

4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



6:00 PM – 7:30 PM Pricing Options for Equitable Mobility Task Force Meeting
Marianna Lomanto



Tue, Apr 21

-  9:30 AM – 11:00 AM Council: Work Session on CARES ACT
Durbin, Andrea
 -  11:00 AM – 12:00 PM Bureau of Planning and Sustainability /Mayor's Office
Check-In
Watson, Amanda
 - 1:00 PM – 1:45 PM Management Team meeting
 -  2:00 PM – 3:00 PM Check in: Donnie Oliveira
 -  3:15 PM – 3:45 PM Call: Cathy Bless/Andrea Durbin/Donnie Oliveira
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
 - 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira
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Wed, Apr 22

-  9:00 AM – 9:30 AM Portland Sustainability Commission Check-in
 -  10:00 AM – 11:00 AM Check in: Michele Crim
 -  11:00 AM – 11:45 AM Anti-Displacement Planning
Zehnder, Joe
 -  1:00 PM – 2:00 PM Bureau of Planning and Sustainability / Mayor's Office
Check-in
 -  2:00 PM – 3:00 PM Bureau of Planning and Sustainability/Prosper
Portland/Portland Housing Bureau Check-in
 - 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira
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Thu, Apr 23

-  9:00 AM – 9:15 AM Office of Community Technology Discussion
Rinehart, Tom
 - 10:00 AM – 10:30 AM Fritz Johnson/Andrea check in
 -  11:00 AM – 11:30 AM Check in meeting on Fuel Blending
Amanda Watson
 -  11:30 AM – 12:00 PM Bureau of Planning and Sustainability / City Budget
Office Check-in
 -  12:00 PM – 12:30 PM Check In: John Wasitynski (Multnomah County)
 -  3:00 PM – 3:30 PM Tom Rinehart/Andrea Monthly Check in
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
 - 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira
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Fri, Apr 24

-  9:30 AM – 10:30 AM Friendly Reminder Briefing - Bureau of Planning and Sustainability Projects Coming to Council 5/10
Hardesty, Jo Ann
 -  4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira
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Mon, Apr 27

-  9:15 AM – 10:00 AM Command & General Staff Briefing
Portland Bureau of Emergency Management
 -  10:30 AM – 11:00 AM Smart Cities Check In
 -  11:00 AM – 12:00 PM Economic Impact Action Committee
Branam, Kimberly
 -  1:00 PM – 1:45 PM Andrea Durbin / Michele Crim, City of Portland - Priorities with Kresge & Summit Foundations
 -  2:00 PM – 2:45 PM Portland Sustainability Commission Zoom practice run
 -  2:00 PM – 3:00 PM Portland Sustainability Commission Trial Run
 -  3:00 PM – 4:00 PM Meeting with Andria Jacob/ Kimberly Branam regarding Broadway Corridor
 -  4:00 PM – 4:30 PM Meeting with Fritz Johnson
 -  4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira
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Tue, Apr 28

-  9:00 AM – 10:30 AM Leadership Team
 -  10:30 AM – 11:30 AM Andrea/ Donnie Oliveira weekly check in
 -  11:30 AM – 12:00 PM Directors: Community/Economic Development meeting
Callahan, Shannon
 -  1:00 PM – 2:00 PM Andrea/ Joe Zehnder check in
 -  1:00 PM – 2:00 PM Prosper Portland's Check in with the Mayor's Office
Branam, Kimberly
 -  2:00 PM – 2:30 PM Haulers/Solid Waste Conversation
 -  3:00 PM – 6:00 PM Portland Sustainability Commission Meeting
 -  4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
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Wed, Apr 29

-  10:00 AM – 11:00 AM Check in: Michele Crim
-  11:00 AM – 11:15 AM Planning & Development Directors Meeting

-  12:00 PM – 1:00 PM Smart Growth Agenda Update Webinar
Diaz, Samuel
-  1:00 PM – 2:00 PM Bureau of Planning and Sustainability / Mayor’s Office Check-in
-  2:00 PM – 3:00 PM Monthly Directory meeting with Commission Amanda Fritz
-  3:00 PM – 3:30 PM Sam Baraso/ Andrea Check In
-  3:30 PM – 4:00 PM Donnie Oliveira/ Andrea Check in
-  4:00 PM – 4:30 PM Joe Zehnder/ Andrea Check in
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Thu, Apr 30**

- 9:00 AM – 10:00 AM Bureau of Planning & Sustainability All Staff meeting
-  10:00 AM – 10:30 AM Potential Employee Relations Issue
Sharp, Kathy
-  11:00 AM – 11:30 AM Check in: Tony DeFalco, Verde
-  11:30 AM – 12:00 PM Fritz Johnson/ Andrea Check in
-  12:30 PM – 2:00 PM Portland Sustainability Commission Officers meeting
-  1:30 PM – 2:00 PM Regional Disaster Preparedness Organization
Hanson, Laura
-  2:00 PM – 3:00 PM Meeting with Sustainable Manager
Crim, Michele
-  3:00 PM – 4:00 PM Peer City Directors' Phone Call
Assefa, Samuel
- 4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Fri, May 1**

-  9:00 AM – 11:00 AM Economic Impact & Intervention Task Force
Branam, Kimberly
-  11:00 AM – 12:00 PM Bureau of Planning and Sustainability Check-in
Eudaly, Chloe
-  3:00 PM – 4:30 PM Disaster Policy Council
Emergency Communications Center Manager
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Mon, May 4**

-  9:00 AM – 10:00 AM [Bureau of Development Services / Bureau of Planning & Sustainability check-in](#)
-  10:00 AM – 11:00 AM [Leadership Team](#)
- 11:00 AM – 12:00 PM Economic Impact Action Committee
Branam, Kimberly
-  2:00 PM – 3:00 PM Andrea/Donnie Oliveira weekly check in



 **Tue, May 5**

-  9:30 AM – 11:30 AM [City Council: Spring BUMP Budget Session](#)
Durbin, Andrea
-  11:30 AM – 12:00 PM [Portland Clean Energy Fund Staff monthly check-in](#)
- 1:00 PM – 1:45 PM Management Team meeting
-  2:00 PM – 3:00 PM [Meeting with Portland Bureau of Transportation](#)
-  3:00 PM – 3:45 PM [Planning Managers Check in](#)
-  3:45 PM – 4:00 PM Andrea/Joe Zehnder check in
- 4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Wed, May 6**

-  9:00 AM – 10:30 AM Big City Planning Directors Institute Zoom Meeting
Ann Dillemoth
-  10:30 AM – 11:00 AM [Directors: Community/Economic Development](#)
Callahan, Shannon
-  11:00 AM – 12:00 PM [CARES Act Recommendations](#)
-  1:00 PM – 2:00 PM [Bureau of Planning and Sustainability / Mayor's Office check-in](#)
-  3:00 PM – 4:00 PM [Climate Emergency Update](#)
Crim, Michele
-  4:00 PM – 4:30 PM [Meeting with Columbia Riverkeeper](#)
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira
-  5:00 PM – 6:00 PM Check in with the Mayor's Office
Diaz, Samuel



 **Thu, May 7**

-  10:30 AM – 11:00 AM Fritz Johnson/ Andrea Check in
-  11:00 AM – 11:30 AM [Check-In: Community Interest Committee Meeting on 5/12/20](#)
Phillips, Nikoyia

-  11:30 AM – 12:00 PM Mayor's Budget Press Conference
-  12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
Rinehart, Tom
-  1:00 PM – 2:30 PM City Bureau & Metro Quarterly Check-In
Branam, Kimberly
-  1:30 PM – 3:00 PM COVID-19 Regional Recovery Coordination
Hanson, Laura
-  2:30 PM – 3:00 PM Bureau of Planning and Sustainability All Staff meeting
-  3:00 PM – 4:00 PM Andrea/Michele Crim Check in
- 4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
-  4:00 PM – 4:30 PM Regional Recovery Meeting
Laura Hanson



 **Fri, May 8**

-  All Day Andrea's Furlough Day (#1)
Durbin, Andrea



 **Mon, May 11**

-  10:00 AM – 11:00 AM Leadership Team
- 11:00 AM – 12:00 PM Economic Impact Action Committee
Branam, Kimberly
-  2:00 PM – 3:00 PM Andrea/ Joe Zehnder check in
-  4:00 PM – 5:00 PM Andrea/ Donnie Oliveira check in
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Tue, May 12**

-  9:30 AM – 11:30 AM City Council: 2020-21 Budget Session
- 11:30 AM – 12:00 PM Directors: Community. Economic Development meeting
Callahan, Shannon
-  11:45 AM – 12:00 PM Office of Equity and Human Rights and Bureau of Planning and Sustainability Check-in
Diaz, Samuel
-  12:30 PM – 4:00 PM Planning and Sustainability Commission
-  3:30 PM – 4:15 PM Mayor's Council Briefing
Wheeler, Ted
- 4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira

 5:00 PM – 6:30 PM Community Involvement Committee Meeting
Phillips, Nikoyia

 6:30 PM – 8:30 PM Council Community Budget Meeting

Wed, May 13

 9:00 AM – 9:30 AM Quick Check in: Clean Air
Christine Kendrick/ Kyle Diesner

9:15 AM – 10:00 AM Command & General Staff Briefing
Portland Bureau of Emergency Management

 9:45 AM – 10:45 AM City Council: Spring Bump Vote for Budget

10:00 AM – 11:00 AM Portland Bureau of Transportation/Bureau of Planning
and Sustainability alignment and funding opportunities
Crim, Michele

 11:00 AM – 11:45 AM Andrea, Bureau of Planning and Sustainability /
Elisabeth Perez, Office for Community Technology /
Chris Warner and Noah Siegal, Portland Bureau of
Transportation regarding the Office of Community
Technology

 11:00 AM – 11:45 AM Portland Bureau of Transportation/Bureau of Planning
& Sustainability alignment and funding opportunities

 11:30 AM – 12:00 PM Check in: Tom Rinehart

 12:00 PM – 1:00 PM Portland Clean Energy Fund follow up

1:00 PM – 2:00 PM Bureau of Planning and Sustainability / Mayor's Office
check-in

 2:00 PM – 2:30 PM Check in Charter Commission
Oppenheim, Shoshanah

 2:30 PM – 3:00 PM Andrea - Clark Brockman catch up

 3:30 PM – 4:00 PM Fossil Fuels Check in
Armstrong, Tom

4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira

Thu, May 14

9:00 AM – 10:00 AM Bureau of Planning and Sustainability All Staff meeting

 10:30 AM – 12:00 PM May Planning & Development Directors Meeting

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

 1:30 PM – 2:00 PM Quick check in Megan Shuler

 2:00 PM – 3:30 PM Council: Expanding Opportunities for Affordable
Housing

4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom

4:30 PM – 5:00 PM Daily Check-Out Call

Executive Team/ Donnie Oliveira



Fri, May 15

-  9:00 AM – 11:00 AM Economic Recovery Task Force
Branam, Kimberly
-  3:00 pm – 3:30 pm Check in: Sam Diaz
-  3:30 PM – 4:00 PM Fritz Johnson/ Andrea Check in
-  4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



Mon, May 18

-  8:30 AM – 9:15 AM Meet: Smart Growth Meeting with Mayor Wheeler
-  11:00 AM – 12:00 PM Economic Impact Action Committee
Branam, Kimberly
-  1:00 PM – 2:00 PM Andrea /Joe Zehnder check in
-  4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



Tue, May 19

-  8:30 AM – 9:00 AM Check in: Sam Diaz
-  9:00 AM – 10:00 AM Leadership Team
-  10:00 AM – 10:45 AM Andrea/ Michele Crim check in
-  10:45 AM – 11:30 AM Andrea/ Donnie Oliveira check in
-  11:30 AM – 12:00 PM Directors: Community/Economic Development meeting
-  1:00 PM -1:45 PM Management Team meeting
Jill Winsor
-  2:00 PM – 3:00 PM Portland Sustainability Commission Officers check-in
Sam Diaz
-  3:30 PM – 4:00 PM Check in: Jill Winsor
-  4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
-  4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira
-  5:00 PM – 5:30 PM Check in: Cathy Bless



Wed, May 20

-  9:30 AM – 11:30 AM Council Session Recovery Resolution
-  11:00 AM – 12:00 PM Speakers for COVID-19 Resolution Council Item 381
Diaz, Samuel

-  1:00 PM – 2:00 PM [Bureau of Planning and Sustainability/ Mayor’s Office check-in](#)
-  2:00 PM – 2:30 PM Check in: [Tom Armstrong](#)
-  2:00 PM – 5:00 PM [City Council: Budget Session](#)
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Thu, May 21**

- 10:00 AM – 10:30 AM Fritz Johnson – Andrea Check in
-  10:30 AM – 11:00 AM [Check in on Anti-Displacement Plans](#)
-  11:00 AM – 12:00 PM Executive Team/ Donnie Oliveira [Meeting](#)
-  11:15 AM – 12:15 PM [City Council Work Session: Multnomah County Reopening Briefing](#)
-  2:00 PM – 3:00 PM [Expanding Opportunities for Affordable Housing Continued at City Council \(Amendments\)](#)
-  4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Fri, May 22**

-  All Day [Andrea D: Furlough Day \(#2\)](#)



 **Mon, May 25**

-  All Day [Memorial Day](#)



 **Tue, May 26**

-  8:00 AM – 8:30 AM [South Reach Check in](#)
Zehnder, Joe
-  9:00 AM – 9:30 AM [Check in call with Portland Sustainability Commission Chair](#)
Eli Spevak, Sam Diaz, Sallie Edmunds
-  9:30 AM – 11:30 AM [CARES Act prioritization at Council](#)
-  11:30 AM – 12:00 PM [Directors: Community/Economic Development](#)
Callahan, Shannon
-  2:00 PM – 3:00 PM [Sustainability meeting with Tony DeFalco/ Mary Peveto](#)
-  3:00 PM – 4:00 PM Andrea/ Joe Zehnder check in
- 4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom

4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira

 5:00 PM – 8:00 PM Planning and Sustainability Commission

Wed, May 27

 8:00 AM – 9:00 AM Webinar: The 15 Minute City: A vision for Healthy and Sustainable Neighborhoods

 9:00 AM – 10:00 AM Bureau of Planning and Sustainability/Prosper Portland Monthly Meeting
Branam, Kimberly

 10:00 AM – 11:00 AM Leadership Team

 11:00 AM – 11:30 AM Check in: Joe Zehnder/Eric Engstrom/ Donnie Oliveira

 11:30 AM – 12:00 PM Andrea/ Donnie Oliveira weekly check in

 12:30 PM – 1:00 PM Residential Infill Project Preparation
Wood, Sandra

 2:00 PM – 3:00 PM City Council: Expanding Opportunities for Affordable Housing Amendments/Vote

 3:00 PM – 3:30 PM Check-in Oliveira, Donnie

 3:30 PM – 4:30 PM Andrea/ Michele Crim check in

4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira

Thu, May 28

9:00 AM – 10:00 AM Bureau of Planning & Sustainability All Staff meeting

 10:30 AM – 10:45 AM Planning & Development Directors Meeting Check-in

 11:00 AM – 12:00 PM Economic Impact Action Committee
Branam, Kimberly

 12:30 PM – 2:00 PM Portland Sustainability Commission Officers Meeting

 2:00 PM – 5:00 PM City Council: Central City 2035 Hearing

4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom

4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira

Fri, May 29

 9:00 AM – 11:00 AM Economic Recovery Task Force
Branam, Kimberly

 11:30 AM – 12:00 PM Meeting with Suzanne Geary, Healy Foundation

 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira

June 2020

Mon, Jun 1

-  9:30 AM – 10:00 AM Check in call: Jill Winsor/Donnie Oliveira
- 10:00 AM – 11:00 AM Andrea / Donnie weekly check-in
- 11:00 AM – 12:00 PM Economic Impact Action Committee
Branam, Kimberly
- 2:00 PM – 3:00 PM Andrea/ Michele Crim check in
-  2:00 PM – 2:45 PM Residential Infill Project Check-in
Oliveira, Donnie
-  4:00 PM – 4:30 PM Andrea/ Joe Zehnder check in
-  4:00 PM – 4:30 PM Residential Infill Project Check-in
Oliveira, Donnie

Tue, Jun 2

- 9:00 AM – 10:00 AM Leadership Team meeting
-  11:00 AM – 12:00 PM Peer Cities Check In: Vancouver (Gil Kelley) and Seattle (Sam Assefa)
-  11:00 AM – 12:30 PM Local Relief Fund Task Force
Rinehart, Tom
-  11:30 AM – 12:00 PM Metro check in
Zehnder, Joe
-  12:30 PM – 1:30 PM Meeting: Climate Framework
Edwards, Elizabeth
-  1:00 PM – 1:45 PM Management Team Meeting
-  1:30 PM – 2:00 PM Portland Clean Energy Fund-Monthly Check-in
Baraso, Sam
-  2:00 PM – 2:30 PM Bureau of Planning and Sustainability Check-in
Commissioner Eudaly
-  2:30 PM – 3:30 PM Meet: Chris Warner, Portland Bureau of Transportation Director / Andrea Durbin, Bureau of Planning and Sustainability Director Monthly Check-In
- 4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira

Wed, Jun 3

-  9:00 AM – 9:30 AM Check in Sam Diaz

-  10:00 AM – 11:00 AM Bias Awareness for [Interview Preparation](#)
Jill Winsor
-  11:00 AM – 11:45 AM Metro/ Bureau of Planning and Sustainability check-in
-  1:00 PM – 2:00 PM Bureau of Planning and Sustainability / Mayor’s Office check-in
-  2:30 PM – 5:00 PM Residential Infill Project amendments at Council
-  5:00 PM – 5:30 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Thu, Jun 4**

-  8:30 AM – 10:00 AM Local Relief Fund Task Force #2
Rinehart, Tom
- 10:00 AM – 10:30 AM Fritz-Andrea Check In
-  10:30 AM – 11:15 AM Bureau of Planning and Sustainability Human Resources needs
Cathy Bless
-  1:00 PM – 1:30 PM Design Overlay Zoning Amendment
Wood, Sandra, Zehnder, Joe
-  1:00 PM – 1:30 PM Mayor Press Conference
-  1:30 PM – 2:00 PM Clean Air Check In
Christine Kendrick/ Kyle Diesner
-  3:00 PM – 3:30 PM Check in: Donnie Oliveira
-  3:30 PM – 4:00 PM Sustainability Priorities Check-in
Crim, Michele
- 4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
- 4:15 PM – 4:45 PM Digital Divide: Warm-up for KGW Interview
-  5:00 PM – 5:30 PM KGW interview regarding Digital Divide
Christine Pitawanich, KGW)
-  5:30 PM – 6:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Fri, Jun 5**

-  8:00 AM – 9:30 AM Local Relief Fund Task Force #3
Rinehart, Tom
-  12:00 PM – 1:00 PM Mayor Press Conference
-  2:30 PM – 3:00 PM Directors: Community/Economic Development
Callahan, Shannon



 **Mon, Jun 8**

-  8:00 AM – 9:00 AM Carbon Neutral Cities Alliance All-Alliance Call: Making Temporary COVID Policies

Michael Battista (Urban Sustainability Directors Network)

- 9:00 AM – 10:00 AM Podcast interview - Portland's Equity & Climate Lens for COVID-19 Recovery
-  10:00 AM – 10:30 AM Andrea/ Donnie Oliveira check in
-  10:30 AM – 11:00 AM Check in: Michelle DePass
-  11:00 AM – 12:00 PM Economic Impact Action Committee
Branam, Kimberly
-  12:00 PM – 12:30 PM Mayor Press Conference
-  1:45 PM – 2:30 PM Check-in: Alan DeLaTorre & Andrea
-  4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira
-  5:30 PM – 6:00 PM Mayor's Office Check In



 **Tue, Jun 9**

-  9:00 AM – 10:30 AM Check in meeting with Executive Team/ Donnie Oliveira
-  11:00 AM – 12:00 PM Planning Managers Review Workplan
Zehnder, Joe
- 11:30 AM – 12:00 PM Directors: Community/Economic Development
Callahan, Shannon)
-  12:30 PM – 3:45 PM Portland Planning and Sustainability meeting
- 1:30 PM – 3:00 PM Local Relief Fund Task Force #4
Rinehart, Tom
-  1:30 PM – 2:00 PM 2pm- Mayors Press Conference
- 4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
-  5:00 PM – 5:30 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Wed, Jun 10**

-  9:00 AM – 10:00 AM Big Cities Planning Directors Institute Zoom Call: Public Realm
Ann Dillemath
-  10:00 AM – 10:30 AM Sustainability Program Priorities
Kane, Alisa
-  2:00 PM – 2:30 PM Meeting with Fletcher Beaudoin from Portland State University
-  3:30 PM – 4:00 PM Leadership Team check-in
-  4:00 PM – 5:00 PM Bureau of Planning and Sustainability Racial Justice Action
Oliveira, Donnie
-  5:00 PM – 5:30 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira

 **Thu, Jun 11**

-  9:00 AM – 10:00 AM [Bureau of Planning and S All Staff Meeting](#)
- 10:00 AM – 10:30 AM Fritz Johnson/ Andrea Check in
-  10:30 AM – 12:00 PM [Planning & Development Directors Monthly Meeting](#)
-  12:30 PM – 2:00 PM [Portland Sustainability Commission Officers Meeting](#)
-  2:00 PM – 2:45 PM [Local Relief Fund Task Force #7](#)
Rinehart, Tom
- 4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira

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 **Fri, Jun 12**

-  9:00 AM – 11:00 AM [Economic Recovery Task Force](#)
Branam, Kimberly
-  11:00 AM – 12:00 PM Meeting with Tony DeFalco, Verde
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira

 **Mon, Jun 15**

-  8:30 AM – 9:15 AM [Meet: Smart Growth w/ Commissioner Eudaly Wheeler, Ted](#)
-  9:00 AM – 9:30 AM [Check in with Mayor's Team/Community Development Directors](#)
- 10:00 AM – 11:00 AM Andrea / Donnie weekly check-in
-  11:00 AM – 11:30 AM [Digital Divide Check In](#)
Kevin Martin
-  12:00 PM – 1:00 PM [Interview with Future Works/Sustainability Team Kathryn Jarrell](#)
-  2:00 PM – 3:00 PM Andrea/ Michele Crim check in
-  2:00 PM – 3:00 PM [Sustainability Project/Program Priorities](#)
Crim, Michele
-  4:00 PM – 4:30 PM Andrea/ Joe Zehnder check in
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira

 **Tue, Jun 16**

- 9:00 AM – 10:30 AM Leadership Team meeting

-  10:30 AM – 11:30 AM Portland Sustainability Commission check-in
-  12:00 PM – 1:00 PM Sustainability Program Priorities
Crim, Michele
-  1:00 PM – 1:45 PM Management Team Meeting
-  2:00 PM – 4:00 PM Climate, Land Use Planning, and Resilience
- 4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira
-  5:00 PM – 5:30 PM Digital Divide Check In
Christine Kendrick



 **Wed, Jun 17**

- 9:20 AM – 11:00 AM Equity Manager interviews
-  10:45 AM – 11:15 AM City Council: Expanding Opportunities for Affordable Housing final vote
-  1:00 PM – 2:00 PM Clean Energy Initiative Hub Resilience Ordinance
Myers, Mike
-  2:00 PM – 3:00 PM Bureau of Planning and Sustainability/Bureau of Development Services check-in
-  3:00 PM – 3:30 PM Check In: Eli Spevak/Chris Smith
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira



 **Thu, Jun 18**

-  8:00 AM – 8:30 AM Preparation for Resilience Resolution Meeting
Watson, Amanda
-  9:45 AM – 10:30 AM Sustainability Program Check In
Michele Crim
-  10:30 AM – 12:00 PM Equity Manager Interview
Winsor, Jill
-  12:00 PM – 1:30 PM Local Relief Fund Task Force #8
Rinehart, Tom
-  1:00 PM – 2:00 PM Check in: Peer Cities Meeting (Gil Kelley – Vancouver and Sam Assefa – Seattle)
-  2:00 PM – 5:00 PM Residential Infill Project 1st reading of amended at Council
-  3:00 PM – 3:30 PM Check in with Office of Equity and Human Rights
Smith, Markisha
-  4:00 PM – 4:15 PM City Directors Check-in Opportunity
Rinehart, Tom
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira

5:30 PM – 8:30 PM Anti-Racist Unlearning Panel

 **Fri, Jun 19**



All Day Furlough Day

 **Mon, Jun 22**



9:00 AM – 10:00 AM Bureau of Planning and Sustainability/ Portland Housing Bureau check in



10:00 AM – 10:30 AM Andrea/ Donnie Oliveira check in



10:30 AM – 11:00 AM Andrea/ Joy Alise Davis check in

11:00 AM – 12:00 PM Andrea/ Joe Zehnder check in

11:00 AM – 12:00 PM Economic Impact Action Committee



1:00 PM – 1:30 PM Planning work plan presentation preparation
Zehnder, Joe



1:30 PM – 2:00 PM Fritz Johnson-Andrea check in

2:00 PM – 3:00 PM Andrea/ Michele Crim check in



3:00 PM – 4:30 PM Clean freight strategy
Christine Kendrick

4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira

 **Tue, Jun 23**



8:30 AM – 9:30 AM Check in: Portland Sustainability Commission Chair, Eli Spevak



9:30 AM – 11:00 AM Equity Manager interview
Winsor, Jill

11:30 AM – 12:00 PM Directors: community/Economic Development



1:00 PM – 1:30 PM West Portland Town Center Plan briefing
Engstrom, Eric



1:30 PM – 3:00 PM Leadership Team



3:30 PM – 4:00 PM Check In: Prep for BPS Staff Meeting and Equity Toolkit Training
Donnie Oliveira



4:00 PM – 5:00 PM Portland Sustainability Commission - Committing to Racial Justice Discussion
Wood, Sandra



4:00 PM – 7:00 PM Planning and Sustainability Commission

 **Wed, Jun 24**

-  8:30 AM – 9:00 AM Check in: Tom Rinehart/Kimberly Branam
-  9:00 AM – 10:00 AM Planners All Staff monthly meeting
- 9:15 AM – 10:00 AM Command & General Staff Briefing
Portland Bureau of Emergency Management
-  10:00 AM – 10:30 AM Fritz Johnson-Andrea check in
-  10:30 AM – 11:30 AM Daily Chiefs Check-in
Schmanski, Sonia
-  11:30 AM – 11:50 AM Andrea / Julie Ocken check-in
-  1:00 PM – 2:00 PM Bureau of Planning and Sustainability / Mayor's Office check-in
-  2:00 PM – 2:30 PM Tom Rinehart/Andrea Monthly Check-in
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira

 **Thu, Jun 25**

-  8:30 AM – 9:30 AM Anti-Displacement Check in with The Portland African American Leadership Forum
Joy Alise
-  9:00 AM – 10:00 AM Bureau of Planning and Sustainability All Staff meeting

 **Fri, Jun 26**

-  All Day Andrea: Furlough Day
Durbin, Andrea

 **Mon, Jun 29**

-  8:30 AM – 9:15 AM River Plan / South Reach media request
Sallie Edmunds
-  9:15 AM – 9:45 AM Facial recognition policy briefing (Leadership Team)
Martin, Kevin
-  9:45 AM – 10:30 AM Meeting with Bureau of Planning and Sustainability/Commissioner Hardesty
-  11:00 AM – 12:00 PM Racial Equity Small Group
Rinehart, Tom
-  1:00 PM – 2:00 PM Andrea / Donnie weekly check-in
-  2:00 PM – 2:15 PM Climate Emergency Declaration Check in
Watson, Amanda
-  2:00 PM – 3:00 PM Andrea / Michele check-in
-  3:00 PM – 4:30 PM Andrea / Joe Zehnder check-in
-  4:30 PM – 6:30 PM Resiliency Committee Meeting (Mayor's Office)

 **Tue, Jun 30**

-  9:00 AM – 10:30 AM Leadership Team meeting
- 9:15 AM – 10:00 AM Command & General Staff Briefing
Portland Bureau of Emergency Management
-  10:30 AM – 11:30 AM Big Cities Planning Directors Institute Antiracism Activity
Amy Cotter
- 11:30 AM – 12:00 PM Directors: Community/Economic Development
Callahan, Shannon
-  1:00 PM – 1:45 PM Management Team meeting
Winsor, Jill
-  2:00 PM – 3:00 PM Meet: Chris Warner, Portland Bureau of Transportation Director Monthly Check-In
-  3:00 PM – 4:00 PM Video Conference with Vince Bertoni, Los Angeles Planning Director
- 4:30 PM – 5:00 PM Daily Check-Out Call
Executive Team/ Donnie Oliveira
-  5:00 PM – 5:30 PM Donnie Oliveira/ Andrea check in
-  6:30 PM – 8:30 PM City Council Climate Emergency