

Durbin, Andrea Calendar

Andrea.Durbin@portlandoregon.gov

Friday, October 1, 2021 – Friday, December 31, 2021

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

(Adjusted for Daylight Saving Time)

October 2021

Su Mo Tu We Th Fr Sa

					<u>1</u>	<u>2</u>
<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>
<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>
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November 2021

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December 2021

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<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>
<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>
<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	

■ Busy

▨ Tentative

□ Free

■ Out of Office

▨ Working Elsewhere

■ Outside of Working Hours

October 2021

▲ Fri, Oct 1

■	8:30 AM – 9:30 AM	<u>Greater Brighton Climate Summit - Zoom</u> Daniel Fairman
■	10:00 AM – 10:30 AM	<u>David Grandfield Check-in</u>
■	10:30 AM – 11:00 AM	<u>Quintin Bauer Check-in</u>
■	1:30 PM – 3:30 PM	<u>West Portland Town Center Mapps Tour</u>

▲ Mon, Oct 4

	9:30 AM – 10:00 AM	<u>Bureau of Human Resources Quarterly Check-in</u> Zito, Ronald
	10:00 AM – 11:00 AM	<u>Donnie Oliveira Weekly Check-in</u>
■	11:00 AM – 11:30 AM	<u>Eric Engstrom Weekly Check-in</u>
	11:30 AM – 12:00PM	<u>Sandra Wood Weekly Check-in</u>
■	1:00 PM – 2:00 PM	<u>Planning Projects Check-in with Donnie Oliveira</u>

2:00 PM – 3:00 PM [Nikoyia Phillips Check-in](#)

3:00 PM – 3:45 PM [Andria Jacob Check-in](#)

3:45 PM – 4:30 PM [Brett Ken Cairn Check-in](#)

▲ **Tue, Oct 5**

9:00 AM – 10:30 AM All Staff Meeting

9:30 AM – 10:00 AM [Commissioner Rubio's Office BPS Smart City PDX Bi-Weekly Check-in](#)

10:30 AM – 11:00 AM [Eli Spevak Monthly Check-in](#)

1:00 PM – 2:00 PM [Executive Team Check-in](#)

2:00 PM – 3:00 PM [Management Team Meeting](#)

3:00 PM – 4:00 PM [Smart City PDX team check-in](#)
Martin, Kevin

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

▲ **Wed, Oct 6**

9:00 AM – 10:00 AM [Looking at Planning Organizations and Systems](#)

10:00 AM – 10:50 AM [Executive Team Check-in with Climate Team](#)

11:00 AM – 11:30 AM [Arianne Sperry Check-in](#)

11:30 AM – 12:00 PM [June Reyes Check-in](#)

1:00 PM – 1:30 PM [Angela Previdelli Check-in](#)

2:00 PM – 3:00 PM [Bargaining Conversation](#)

3:00 PM – 3:30 PM [Jay Richmond Check-in](#)

3:30 PM – 5:00 PM [City Bureaus and Metro Quarterly Meeting Check-in](#)
Metro Planning and Development

▲ **Thu, Oct 7**

8:00 AM – 4:55 PM [Tribal Training](#)

9:30 AM – 10:30 AM [Commissioner Rubio weekly Check-in](#)

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

▲ **Fri, Oct 8**

8:00 AM – 5:00 PM [Vacation Day](#)

▲ **Mon, Oct 11**

9:00 AM – 10:00 AM [Proposed Clean Air Program: Metro and City of Portland](#)
Metro Govt Affairs & Policy

■	10:00 AM – 11:00 AM	Donnie Oliveira Weekly Check-in
■	11:30 AM – 12:00 PM	Jaimes Valdez Check-in
■	1:00 PM – 2:00 PM	Planning Projects Check-in Donnie Oliveira
■	2:00 PM – 2:30 PM	Nikoyia Phillips Weekly Check-in
■	3:00 PM – 3:30 PM	Andria Jacob Check-in
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▲ Tue, Oct 12

■	8:00 AM – 9:00 AM	Clean Air Fee Check-in Diesner, Kyle
■	10:00 AM – 11:00 AM	Executive Team Check In
■	11:30 AM – 12:00 PM	Directors: Community and Economic Development Quarterly Meeting
■	12:00 PM – 12:30 PM	Call with Cathy Bless
■	12:30 pm – 4:30 PM	Planning and Sustainability commission Meeting
■	2:00 PM – 2:30 PM	Kevin Martin Check-in
■	4:00 PM – 4:30 PM	Directors Bi-Weekly Check-in Rinehart, Tom

▲ Wed, Oct 13

■	8:30 AM – 9:00 AM	Vinh Mason Check-in
■	9:00 AM – 9:30 AM	Kyle Diesner & Jillian Schoene Check-In
■	10:00 AM – 11:30 AM	City Council: Pricing Options Equitable Mobility Resolution
■	1:00 PM – 2:00 PM	Sam Baraso Check-in
■	2:00 PM – 3:00 PM	Andrea Jacob/ Central City Quarterly Meeting
■	4:00 PM – 5:00 PM	Andrea Jacob Check-in

▲ Thu, Oct 14

■	8:30 AM – 9:30 AM	Clean Air Fee Proposal Meeting
■	9:30 AM – 10:30 AM	Commissioner Rubio Weekly Meeting
■	10:30 AM – 11:30 AM	Planners & Directors Monthly Meeting
■	11:30 AM – 12:00 PM	Kyle Diesner & Jillian Schoene Check-in
■	12:00 PM – 12:30 PM	Call with Michael Harrison
■	12:30 PM – 2:00 PM	Planning and Sustainability Commissioner Officer's Meeting
■	2:00 PM – 2:30 PM	Janet Hammer Check-in
■	3:00 PM – 3:30 PM	Executive Team Vanport Building Tour
■	4:00 PM – 4:30 PM	Directors 2x Weekly Check-in Rinehart, Tom
■	6:00 PM – 6:30 PM	Building Standards Check In Mason, Vinh

▲ Fri, Oct 15

■	8:30 AM – 9:30 AM	Port of Portland Meeting - Overview of Port of Portland Air Quality Initiatives and Priorities
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- 9:30 AM – 10:15 AM [Office of Government Relations and Bureau of Planning & Sustainability Regarding: Federal Agenda Development](#)
 - 10:30 AM – 11:00 AM [Wendy Koelfgen Check-in](#)
 - 11:00 AM – 11:50 AM [Executive Team Meeting with Waste Team](#)
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▲ **Mon, Oct 18**

- 8:00 AM – 9:00 AM [Monthly Carbon Neutral Cities Alliance American Regional Call](#)
 - 10:00 AM – 11:00 AM [Donnie Weekly Check-in](#)
 - 10:00 AM – 10:30 AM [Motus: Recruitment Intake](#)
 - 11:00 AM – 11:45 AM [Monthly Check-in](#)
Hardesty, Jo Ann
 - 12:00 PM – 12:30 PM [Eric Engstrom Weekly Meeting](#)
 - 1:00 PM – 2:30 PM [City Climate Change Preparation Team Quarterly Meeting](#)
 - 1:15 PM – 2:00 PM [Monthly Briefing: Bureau of Planning & Sustainability](#)
Mapps, Mingus
 - 3:00 PM – 5:00 PM [Portland Clean Energy Fund Planning Session](#)
Oliveira, Donnie
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▲ **Tue, Oct 19**

- 8:30 AM – 9:00 AM [Chief Planner Recruitment](#)
Jill Winsor, Sharone Ross-Mayer
 - 9:00 AM – 9:30 AM [Portland Parks and Recreation Check-in](#)
 - ▨ 9:30 AM – 11:30 AM [Historic Resources Code Project Work Session at City Council](#)
Spencer-Hartle, Brandon
 - 10:30 AM – 11:00 AM [Portland Clean Air Protection Program](#)
Diesner, Kyle
 - 11:30 AM – 12:30 PM [Executive Team Check-in](#)
 - 1:00 PM – 1:50 PM [Executive Team / Fritz Johnson Check-in](#)
 - 2:00 PM – 3:00 PM [Management Team Meeting](#)
 - 3:00 PM – 3:50 PM [ExecutiveTeam / Portland Clean Energy Fund Check-in](#)
 - 4:00 PM – 4:30 PM [Directors 2x Weekly Check-in](#)
 - 4:30 PM – 5:15 PM [Andria Jacob Check-in](#)
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▲ **Wed, Oct 20**

- 9:30 AM – 10:00 AM [Brie Fraley Check-in](#)
 - 11:30 AM – 12:00 PM [Digital Equity Monthly Check-in](#)
 - 1:00 PM – 1:30 PM [Monthly Check-in](#)
Rinehart, Tom
 - 3:00 PM – 4:00 PM [Planning Projects Check-in](#)
Wood, Sandra
 - ▨ 5:00 PM – 5:30 PM [JoEllen Skonberg Check-in](#)
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▲ **Thu, Oct 21**

- 9:00 AM – 9:30 AM [Rukaiyah Adams Call](#)

- 10:00 AM – 12:00 PM [All Planners Meeting](#)
Engstrom, Eric
 - 11:30 AM – 12:00 PM [City of Portland Clean Air Protection Program](#)
Constantin Severe
 - 1:00 PM – 1:50 PM [Executive Team Check-in with Equity and Engagement and Communications Teams](#)
 - 2:00 PM – 3:00 PM [Commissioner Rubio Weekly Meeting](#)
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▲ **Fri, Oct 22**

- 9:00 AM – 9:45 AM [City of Portland Meeting with Public Entities regarding Clean Air Protection Program](#)
 - 11:00 AM – 11:30 AM [Neil Loehlein Check-in](#)
 - 3:30 PM – 4:00 PM [Jessica Yang Check-in](#)
 - 4:00 PM – 4:30 PM [Jillian Schoene and Kyle Diesner Check-in](#)
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▲ **Mon, Oct 25**

- 8:00 AM – 8:00 PM [Big City Planners Conference in Phoenix](#)
 - 10:00 AM – 11:00 AM [Donnie Oliveira Weekly Check-in](#)
 - 1:00 PM – 2:00 PM [Planning Projects Check-in](#)
Enstrom, Eric
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▲ **Tue, Oct 26**

- 2:00 PM – 3:00 PM [All Staff Meeting with Commissioner Rubio](#)
 - 3:00 PM – 3:30 PM [Kevin Martin Check-in](#)
 - 3:30 PM – 4:00 PM [Carmen Merlo and Tom Miller Check-in](#)
 - 5:00 PM – 8:00 PM [Planning and Sustainability Commission Meeting](#)
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▲ **Wed, Oct 27**

- 9:00 AM – 10:00 AM [Planning Managers Meeting](#)
 - 10:00 AM – 10:30 AM [Executive Team Check-in](#)
 - 10:30 AM – 11:00 AM [Nikoyia Phillis Check-in](#)
 - 12:00 PM – 1:00 PM [Clean Air Feedback - Workgroup Only](#)
Schoene, Jillian
 - 1:00 PM – 2:00 PM [Sam Baraso Check-in](#)
 - 2:30 PM – 3:30 PM [Bureau of Planning & Sustainability/Prosper Portland Check-In](#)
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▲ **Thu, Oct 28**

- 9:00 AM – 9:30 AM [Federal Grant Opportunities on Climate](#)
- 9:30 AM – 10:30 AM [Commissioner Rubio Weekly Check-in](#)
- 10:30 AM – 11:00 AM [Eli Spevak Monthly Check-in](#)
- 11:30 AM – 12:00 PM [Andria Jacob Check-in](#)
- 12:30 PM – 1:00 PM [MEET: Thriving Cities Initiative Discussion](#)
Adams, Sam
- 12:30 PM – 2:00 PM [Planning and Sustainability Commission Officer's Meeting](#)

- 2:00 PM – 3:00 PM [Clean Industry Hub Stakeholder Meeting with Prosper Portland](#)
 - 3:00 PM – 4:00 PM [Portland Housing Bureau Monthly Meeting](#)
 - 4:30 PM – 4:30 PM [Directors 2x Weekly Check-in](#)
 - 5:00 PM – 6:00 PM [Commission Rubio Weekly Meeting](#)
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▲ **Fri, Oct 29**

- 10:00 AM – 10:30 AM [An Le Check-in](#)
- 10:30 AM – 11:00 AM [Carmen Piekarski Check-in](#)
- 11:00 AM – 11:50 AM [Proposal for Infrastructure Bureau Planning Coordination](#)
Jordan, Michael
- 3:00 PM – 3:30 PM [Call with Carmen Merlo](#)

November 2021

▲ **Mon, Nov 1**

- ☐ All Day [Out of Office](#)
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▲ **Tue, Nov 2**

- ☐ All Day [Out of Office](#)
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▲ **Wed, Nov 3**

- ☐ All Day [Out of Office](#)
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▲ **Thu, Nov 4**

- ☐ All Day [Out of Office](#)
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▲ **Fri, Nov 5**

- ☐ All Day [Out of Office](#)
-

▲ **Mon, Nov 8**

- 9:30 AM – 10:00 AM [JoEllen Skonberg Check-in](#)
- 10:00 AM – 11:00 PM [Donnie Oliveira Weekly Check-in](#)
- 11:00 AM – 11:30 AM [Nikovia Phillips Check-in](#)
- 1:00 PM – 2:00 PM [Coalition of Communities of Color Regarding Portland Clean Energy Fund Program](#)
- 2:00 PM – 2:30 PM [Historic Resources Code Program Amendments Briefing](#)
Ness Zolan
- 2:30 PM – 3:30 PM [Bureau of Development Services Check-in](#)
- 3:30 PM – 4:00 PM [Strategic Plan Check-in](#)
Ocken, Julie

- 4:00 PM – 6:00 PM [Analyst Interviews](#)
Engstrom, Eric
- ▨ 4:15 PM – 4:45 PM [Interview for Equitable Development Analyst](#)
- 4:45 PM – 5:15 PM [Equitable Development Analysts](#)
- 5:15 PM – 5:45 PM [Equitable Development Analysts](#)
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▲ **Tue, Nov 9**

- 9:00 AM – 9:30 AM [Historic Resource Code Program Amendments Discussion](#)
Ocken, Julie
- 9:00 AM – 9:45 AM [Meeting: Office of Government Relations Regarding Federal Agenda](#)
Fraley, Brie
- 9:30 AM – 10:00 AM [Derek Miller Check-in](#)
- 10:00 AM – 11:00 AM [Executive Team Check-in](#)
- 11:00 AM – 11:30 AM [Kevin Martin Check-in](#)
- 11:30 AM – 12:00 PM [Krista Gust Check-in](#)
- 12:30 PM – 4:30 PM [Planning and Sustainability Commission](#)
- 2:00 PM – 3:00 PM [Commissioner Rubio Weekly Meeting](#)
- 4:00 PM – 4:30 PM [Directors 2x Weekly Check-in](#)
- 4:30 PM – 5:30 PM [Future Planning Discussion with Office of Community Technology and Portland Bureau of Transportation](#)

▲ **Wed, Nov 10**

- 9:00 AM – 10:00 AM [Planning Manager's Meeting](#)
Donnie Oliveira
- 10:00 AM – 10:30 AM [Call with Stacey Cowan and Eric Noll](#)
- 10:30 AM – 11:30 AM [Executive Team and Tech Services Check-in](#)
- 11:30 AM – 12:00 PM [Julie Hernandez Check-in](#)
- 12:00 PM – 12:30 PM [NaTasha Gaskin Check-in](#)
- 12:30 PM – 1:00 PM [Planning and Sustainability Commission Meeting Regarding Strategic Plan Check-in](#)
- 1:00 PM – 2:00 PM [Sam Baraso Check-in](#)
- 2:00 PM – 4:00 PM [Fall Budget Monitoring Process Hearing](#)
- 4:00 PM – 5:00 PM [Andria Jacob Check-in](#)


▲ **Thu, Nov 11**

- All Day [Veteran's Day](#)








▲ **Fri, Nov 12**

- 9:00 AM – 9:30 AM [Call with Fritz Johnson](#)
 - ▨ 9:00 AM – 10:00 AM [Portland's Renewable Fuel Standard Policy Update](#)
Marti Frank
 - 11:00 AM – 11:30 PM [Monthly Check in with Commissioner Ryan](#)
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▲ **Mon, Nov 15**

	5:00 AM – 5:30 AM	Rebecca Esau Check-in
	8:00 AM – 9:00 AM	Monthly Carbon Neutral Cities Allowance North American Regional Call
	9:00 AM – 9:30 AM	Sandra Wood Weekly Meeting
	10:00 AM – 11:00 AM	Donnie Oliveira Weekly Check-in
	1:15 PM – 2:00 PM	Monthly Briefing with Commissioner Mapps
	2:00 PM – 3:00 PM	Nikoyia Phillips Weekly Check-in
	3:00 PM – 3:45 PM	Andria Jacob Check-in
	4:00 PM – 5:00 PM	Adaptation Projects List Parulekar, Nishant
	5:00 PM – 5:30 PM	Rebecca Esau Check-in



▲ **Tue, Nov 16**

	9:30 AM – 10:00 AM	Smart City PDX Bi-weekly Check-in with Commissioner Rubio
	10:00 AM – 10:45 AM	Check-in with Donnie Oliveira and Nikoyia Phillips
	10:45 AM – 11:15 AM	Eric Engstrom Weekly Meeting
	11:30 AM – 12:00 PM	Jill Ocken Check-in
	12:00 PM – 1:15 PM	Planning and Sustainability Commission Input Session with Julia Thompson
	1:30 PM – 3:00 PM	Greater Portland Equitable Climate Technology Coalition Brittany Bagent
	3:00 PM – 4:00 PM	Management Team Meeting
	4:30 PM – 5:00 PM	Melissa Wolf Check-in

▲ **Wed, Nov 17**

	9:00 AM – 10:00 AM	Planning Projects Meeting Donnie Oliveira
	9:00 AM – 11:00 AM	Budget Advisory Committee Meeting #1
	11:00 AM – 11:30 AM	Meeting with Ethan Seltzer regarding 50th Anniversary of Downtown Plan
	12:00 PM – 12:45 PM	Tribal Nation Summit (Presenter Dry Run) - Session 2
	2:00 PM – 2:30 PM	Karen Lucchesi Check-in
	2:30 PM – 3:00 PM	Digital Equity Monthly Check-in
	3:00 PM – 3:30 PM	Eden Dabbs Check-in
	3:30 PM – 4:00 PM	Chris Dornan Check-in
	4:00 PM – 4:30 PM	Jason Ford Check-in
	4:30 PM – 5:00 PM	Commissioner Hardesty: Historic Resources Code Program Amendments
		

▲ **Thu, Nov 18**

	9:00 AM – 9:30 AM	Tom Armstrong and Donnie Oliveira Check-in
	9:30 AM – 10:30 AM	Commissioner Rubio Weekly Meeting

■	10:00 AM – 10:30 AM	<u>Jillian Schoene Check In</u>
▨	10:00 AM – 11:30 AM	<u>All Planners Meeting</u> Engstrom, Eric
■	11:00 AM – 11:45 AM	<u>Commissioner Rubio and Bureaus - Tribal Nations Summit</u> GR - Tribal Relations
■	11:00 AM – 11:45 AM	<u>SPEAK: Tribal Nations Summit</u> Rubio, Carmen
■	12:00 PM – 12:30 PM	<u>An Le Check-in</u>
■	12:30 PM – 2:00 PM	<u>Planning and Sustainability Commission Officer's Meeting</u>
■	2:00 PM – 3:00 PM	<u>Floorplan Strategy Session</u> Johnson, Fritz
■	3:30 PM – 4:30 PM	<u>All Sustainability Staff Meeting</u>

▲ **Fri, Nov 19**

■	9:00 AM – 10:30 AM	<u>Tribal Summit: Climate Leadership and Urban Planning</u> <u>Organized by Metro</u>
■	10:30 AM – 11:00 AM	<u>Christine Kendrick Check-in</u>
	11:00 AM – 11:30 PM	<u>Monthly Check-in</u> Rinehart, Tom
■	2:00 PM – 2:30 PM	<u>Hector Dominguez-Aguirre Check-in</u>
■	3:00 PM – 4:00 PM	<u>Donnie Oliveira Check-in</u>
■	4:00 PM – 5:00 PM	<u>Portland Clean Energy Fund Discussion</u> Baraso, Sam

▲ **Mon, Nov 22**

■	8:00 AM – 8:45 AM	<u>Greg Peden Check-in</u>
■	9:30 AM – 10:00 AM	<u>External Stakeholder Discussion</u>
	10:00 AM – 11:00 AM	<u>Donnie Oliveira Check-in</u>
■	2:00 PM – 2:30 PM	<u>Fritz Johnson Check-in</u>
■	3:00 PM – 3:30 PM	<u>Kevin Martin Check-in</u>
■	4:30 PM – 5:00 PM	<u>Office of Community Technology - Community Leads</u> <u>Discussion</u>

▲ **Tue, Nov 23**

■	9:00 AM – 9:30 AM	<u>Sam Baraso Check-in</u>
	11:15 AM – 11:45 AM	<u>Analysts Hire Decision</u> Engstrom, Eric
■	4:00 PM – 4:30 PM	<u>Directors 2x Weekly Check-in</u>

▲ **Wed, Nov 24**

<input type="checkbox"/>	All Day	Out of Office
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▲ **Thu, Nov 25**

▨	All Day	<u>Thanksgiving Day</u>
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▲ **Fri, Nov 26**



All Day Day After Thanksgiving Day

▲ **Mon, Nov 29**

- 9:00 AM – 9:30 AM Janet Hammer Regarding Clean Industry Hub
 - 9:30 AM – 10:00 AM Ingrid Fish Check-in
 - 10:00 AM – 11:00 AM Donnie Oliveira Weekly Check-in
 - 11:00 AM – 12:00 PM Chief Planner Interview Committee Kickoff
Sharone Ross-Mayer
 - 12:00 PM – 12:30 PM Eric Engstrom Weekly Meeting
 - 12:30 PM – 1:00 PM Sandra Wood Weekly mEETING
 - 1:15 PM – 1:45 PM Analyst III Recruitment Check-in
Jacob, Andria
 - 2:00 PM – 3:00 PM Nikoyia Phillips weekly Check-in
 - 3:00 PM – 4:00 PM Commissioner Rubio Weekly Meeting
 - 4:00 PM – 4:30 PM Building Standards Stakeholder Engagement
Mason, Vinh
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▲ **Tue, Nov 30**

- 8:30 AM – 9:00 AM Pam Neild Check-in
 - 9:30 AM – 10:00 AM Comm Rubio's Office/Smart City PDX Bi-weekly Check-in
 - 10:00 AM – 11:00 AM Management Team Meeting
 - 2:00 PM – 3:00 PM Build/Shift Meeting
Commissioner Rubio
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
 - 5:00 PM – 8:00 PM Planning and Sustainability Commission Meeting
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December 2021

▲ **Wed, Dec 1**

- 9:00 AM – 10:00 AM Planning Projects Meeting
Donnie Oliveira
 - 10:30 AM – 11:00 AM Harmonee Dashiell
 - 11:00 AM – 11:45 AM Baltimore Resiliency Centers
 - 12:00 PM – 12:30 PM Svetha Ambati Meeting
 - 2:00 PM – 2:30 PM Shawn Wood Check-in
 - 3:00 PM – 3:30 PM Wing Grabowski Check-in
 - 3:30 PM – 4:00 PM Meeting with Gunderson Regarding Clean Air Protection Program
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▲ **Thu, Dec 2**

- 10:00 AM – 11:00 AM [Communication's Manager Interview](#)
 - ▨ 1:00 PM – 2:00 PM [Planning and Sustainability Commission Officer's Meeting](#)
 - 2:00 PM – 2:30 PM [Kyle Diesner Check-in](#)
 - 3:00 PM – 3:30 PM [Commissioner Ryan Meeting](#)
 - 4:30 PM – 4:55 PM [Sallie Edmund Check-in](#)
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▲ **Fri, Dec 3**

- ▨ 8:30 AM – 8:45 AM [Elizabeth Kelly Check-in](#)
 - 10:00 AM – 10:30 AM [Kirksey Neumeyer Check-in](#)
 - 10:30 AM – 11:00 AM [Michelle DePass Check-in](#)
 - 11:00 AM – 12:00 PM [Prosper Portland Check-in](#)
Branam, Kimberly
 - 1:45 PM – 4:15 PM [Analyst III 2nd Interviews](#)
 - 4:30 PM – 5:00 PM [Kyle Diesner Check-In](#)
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▲ **Mon, Dec 6**

- 8:15 AM – 9:00 AM [Donnie Oliveira Weekly Check-in](#)
 - 9:00 AM – 10:00 AM [Jillian Schoene and Kyle Diesner Check-in](#)
 - 10:00 AM – 12:00 PM [Review Candidates with Motus](#)
 - 10:00 AM – 12:00 PM [Chief Planner Candidate Presentation](#)
 - 4:00 PM – 5:30 PM [Budget Advisory Committee Meeting #2](#)
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▲ **Tue, Dec 7**

- 8:30 AM – 9:00 AM [Tom Armstrong Check-in](#)
 - 9:00 AM – 10:30 AM [All Staff Meeting](#)
 - 10:30 AM – 11:30 AM [Executive Team Check-in](#)
 - 11:30 AM – 12:00 PM [Eli Spevak Monthly Check-in](#)
 - 1:00 PM – 2:00 PM [Monthly Check-In with PBOT](#)
Warner, Chris
 - 2:00 PM – 3:00 PM [Nikoyia Phillips Weekly Check-in](#)
 - 3:00 PM – 3:45 PM [Metro Quarterly Check-in](#)
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▲ **Wed, Dec 8**

- 9:00 AM – 10:00 AM [Planning Managers Meeting](#)
- 10:00 AM – 10:30 AM [Brie Fraley Check-in](#)
- 11:00 AM – 12:30 PM [Meeting Dan Eisenbeis](#)
Oliveira, Donnie
- 1:00 PM – 2:00 PM [Sam Baraso Check-in and Success Factors Check-In](#)
- 2:00 PM – 2:30 PM [Monthly Portland Housing Bureau Check-in](#)
- 2:30 PM – 3:30 PM [Commissioner Rubio Weekly Meeting](#)
- 3:30 PM – 4:00 PM [Portland Parks and Recreation Check-in](#)
- 4:00 PM – 4:30 PM [Adaptation Projects Check-In](#)
Parulekar, Nishant

- 4:30 PM – 5:00 PM [Donnie Oliveira Check in](#)
- 6:00 PM – 7:00 PM [Build-Shift Kick Off Event](#)

▲ **Thu, Dec 9**

- 10:30 AM – 12:00 PM [Planners and Directors Monthly Meeting](#)
- ▨ 2:00 PM – 3:10 PM [Town Hall Meeting: With all Permitting Employees Across All City Permitting Bureaus](#)
- 3:00 PM – 4:00 PM [Andria Jacob Success Factors and Check In](#)
- 4:00 PM – 4:30 PM [Directors 2X Weekly Check-in](#)
- 6:15 PM – 6:30 PM [Will Howell Check-in](#)

▲ **Fri, Dec 10**

- ▨ 11:00 AM – 12:30 PM [Will Howell Check-in](#)
- 12:00 PM – 2:00 PM [Planning and Sustainability Commission Input Session #2 with Julia Thompson](#)
- 2:00 PM – 2:30 PM [Jillian Schoene Check-in](#)
- 3:00 PM – 4:15 PM [Call with James Sinks](#)
- 4:00 PM – 4:30 PM [Call with Will Howell](#)

▲ **Mon, Dec 13**

- 8:00 AM – 8:30 AM [Eden Dabbs Check-in](#)
- 9:00 AM – 9:30 AM [Jillian Schoene Check-in](#)
- 9:30 AM – 10:00 AM [Clean Industry Hub Request For Proposal Hammer, Janet](#)
- 10:00 AM – 11:00 AM [Donnie Oliveira Success Factors Check-in](#)
- 11:30 AM – 12:00 PM [Sandra Wood Success Factors Check-in](#)
- 1:00 PM – 2:00 PM [JOIN Executive Committee Board Call](#)
- 1:00 PM – 2:00 PM [Portland Clean Energy Fund Coalition anissa@coalitioncommunitiescolor.org](#)
- 2:00 PM – 3:00 PM [Nikoyia Phillips Success Factors Check-in](#)
- 3:00 PM – 3:30 PM [Andria Jacobs Success Factors Check-in](#)
- 3:30 PM – 4:00 PM [Management Team Reboot Meeting Johnson, Fritz](#)

▲ **Tue, Dec 14**

- 9:00 AM – 9:30 AM [Jill Schoene Check-in](#)
- 9:30 AM – 10:00 AM [Commissioner Rubio/Smart City PDX Bi-weekly Check-in](#)
- 10:00 AM – 11:00 AM [Executive Team Check In](#)
- 11:30 AM – 12:00 PM [Directors: Community/Economic Development Quarterly Meeting Callahan, Shannon](#)
- 2:00 PM – 3:00 PM [Management Team Meeting](#)

- 3:00 PM – 3:30 PM [Anti-Displacement Action Plan Briefing](#)
Armstrong, Tom
 - 5:00 PM – 8:00 PM [Planning and Sustainability Commission Meeting](#)
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▲ **Wed, Dec 15**

- 7:00 AM – 7:30 AM [Sam Oliveira Check-in](#)
 - 11:30 AM – 12:00 PM [Digital Equity Monthly Check-in](#)
Martin, Kevin
 - 1:00 PM – 1:45 PM [Donnie Oliveira and Nikoyia Phillips Check-in](#)
 - 1:45 PM – 2:15 PM [Kevin Martin Debrief](#)
 - 2:00 PM – 4:00 PM [Historic Resources Code Project Amendments at Council](#)
 - 2:45 PM – 3:15 PM [Earth Advantage Board Meeting](#)
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▲ **Thu, Dec 16**

- 8:30 AM – 9:00 AM [Kevin Martin Check-in](#)
 - 9:00 AM – 9:30 AM [Eric Engstrom Success Factors Check-in](#)
 - 9:30 AM – 10:30 AM [Commissioner Rubio Weekly Meeting](#)
 - 10:00 AM – 11:30 AM [All Planners Meeting](#)
Engstrom, Eric
 - 11:30 AM – 12:00 PM [Kevin Martin Success Factors Check-in](#)
 - 4:30 PM – 5:00 PM [Jillian Schoene Check In](#)
 - 4:30 PM – 5:15 PM [Planning Projects Meeting](#)
Oliveira, Donnie
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▲ **Fri, Dec 17**

- 9:00 AM – 9:30 AM [Jillian Schoene Check-in](#)
 - 10:00 AM – 10:30 AM [Renewable Fuel Standard Video Interview](#)
Diesner, Kyle
 - 10:30 AM – 11:00 AM [Kyle Diesner Check-in](#)
Durbin, Andrea
 - 11:00 AM – 11:30 AM [Monthly Check-in](#)
Rinehart, Tom
 - 11:30 AM – 12:00 PM [Clean Air Briefing](#)
 - 12:00 PM – 1:30 PM [JOIN Board Meeting](#)
 - 2:15 PM – 3:00 PM [Call with Isabella Garcia from Portland Mercury](#)
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▲ **Mon, Dec 20**

- 8:30 AM – 9:00 AM [Clean Industry Hub](#)
Hammer, Janet
- 9:00 AM – 9:45 AM [Climate Discussion](#)
Jacob, Andria
- 10:00 AM – 11:00 AM [Donnie Oliveira Weekly Check-in](#)

- 11:00 AM – 11:30 AM [Agenda: Portland Clean Energy Fund, Clean Air, Schedule Surveillance](#)
- 11:00 AM – 11:45 AM [Commissioner Hardesty Monthly Meeting](#)
- 1:15 PM – 2:00 PM [Commissioner Mapps Monthly Meeting](#)
- 2:30 PM – 3:00 PM [Early 2022 Council Timing](#)
- 3:00 PM – 3:45 PM [Commissioner Rubio Weekly Meeting](#)
- 4:00 PM – 4:15 PM [High Road Advisory Council](#)
Hammer, Janet

▲ **Tue, Dec 21**

- 8:30 AM – 9:00 AM [Jillian Schoene Check-in](#)
- 1:00 PM – 3:00 PM [Budget Preparation Meeting #1](#)
- 3:00 PM – 5:30 PM [Budget Advisory Committee Meeting #3](#)
- 4:00 PM – 5:00 PM [Clean Air Discussion - Update](#)
Schoene, Jillian
- 5:00 PM – 5:15 PM [Debrief/Next Steps](#)
Jillian Schoene and Kyle Diesner

▲ **Wed, Dec 22**

- 9:00 AM – 9:30 AM [Kevin Martin Check-in](#)
- 3:00 PM – 3:45 PM [Budget Check-in](#)
Jillian Schoene and Donnie Oliveira
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▲ **Thu, Dec 23**

- ☐ All Day [Vacation](#)

▲ **Fri, Dec 24**

- ☐ All Day [Vacation](#)

▲ **Mon, Dec 27**

- ☐ All Day [Vacation](#)

▲ **Tue, Dec 28 – Thu, Dec 30**

- ☐ All Day [Vacation](#)

▲ **Fri, Dec 31**

- ☐ All Day [Vacation](#)
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