
Oliveira, Donnie Calendar

Sunday, January 1, 2023 – Friday, March 31, 2023

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

(Adjusted for Daylight Saving Time)

January 2023

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29	30	31				

February 2023

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March 2023

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▲ [New Year's Day Observed](#)

Mon, Jan 2

[Donnie / Magan Reed EOweekly](#)

Microsoft Teams Meeting

Mon, Jan 2

10:30 AM – 11:00 AM

[Donnie / Sam Baraso weekly](#)

Microsoft Teams Meeting

12:30 PM – 1:00 PM



[Carmen Rubio, Kurt Krueger, Donnie Oliveira & Jillian Schoene](#)

Rubio Office at City Hall

Tue, Jan 3

9:00 AM – 10:00 AM

[BPS Executive Team](#)

Microsoft Teams Meeting

10:00 AM – 11:00 AM

[Donnie / Christa McDermott CES reconnect](#)

Vanport: 1810 SW 5th Ave, Suite 710

1:00 PM – 1:45 PM

[Budget Check In](#)

3:30 PM – 4:00 PM

[Patricia Diefenderfer/Donnie Oliveira Check Out Call](#)

Phone Call

4:30 PM – 5:00 PM

▲ [Wade Lange Coffee](#)

Wed, Jan 4

10:00 AM – 11:00 AM

[Donnie / Andria Jacob weekly](#)

Microsoft Teams Meeting

11:00 AM – 12:00 PM

CONFIRMED: Metro-Local Governments Solid Waste Director's meeting - RMA

Zoom

3:00 PM – 5:00 PM

Wed, Jan 5

Confirmed: Meeting Donnie Oliveira and Waste Management

In Person; Thorn Run Partners; Suite 1008

9:00 AM – 10:00 AM

Lunch with Directors: Rebecca Esau, Molly Rogers, Kimberly Branam

11:45 AM – 1:15 PM

Donnie / Vania Fong 1:1 intro meeting

Microsoft Teams Meeting

1:30 PM – 2:00 PM

Donnie / Eric Engstrom weekly

Microsoft Teams Meeting

2:30 PM – 3:30 PM

Donnie Oliveira / Michael Colgrove

Microsoft Teams Meeting

4:00 PM – 4:45 PM

Donnie / Kellie Torres

Fri, Jan 6

8:30 AM – 9:00 AM

BPS / Prosper monthly check-in

Microsoft Teams Meeting

9:00 AM – 10:00 AM

Coffee Shah Smith

Microsoft Teams Meeting

11:00 AM – 12:00 PM

MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan Beyer)

Zoom link in invite

12:00 PM – 1:00 PM

MHCRC relationship maintenance follow up

1:00 PM – 2:00 PM

Donnie / Elizabeth Stover 1:1 intro check-in

Microsoft Teams Meeting

2:00 PM – 2:30 PM

DO / JO check-in

phone

2:30 PM – 3:00 PM

Director's Office Scrum

Microsoft Teams Meeting

10:00 AM – 10:30 AM

DNS: Q4 calendar review

10:30 AM – 11:30 AM

Donnie/Kevin Martin check in

11:30 AM – 12:00 PM

PC Recruitment

Microsoft Teams Meeting

12:00 PM – 12:30 PM

Donnie / Sam Baraso weekly

Microsoft Teams Meeting

12:30 PM – 1:00 PM

MEET: Cmr. Rubio/Exec Dir. Kimberly Branam, Prosper Portland (Jillian/Angela)

Cmr. Rubio's office

1:00 PM – 2:00 PM

Council Coordination check-in

Microsoft Teams Meeting

2:00 PM – 2:30 PM

MEET: Cmr. Rubio/Dir. Rebecca Esau, Bureau of Development Services (BDS)/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS) (Jillian)

Cmr. Rubio's office

2:00 PM – 3:00 PM

HOLD: Rubio Planning

City Hall

3:00 PM – 4:00 PM

MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS) and staff retreat (Jillian/Megan)	4:00 PM – 5:00 PM
Cmr. Rubio's office	
MEET: Nik Blosser & D.Oliveira	5:00 PM – 5:30 PM
TBD	

Tue, Jan 10

Hold for potential briefing with Commissioner Mapps	2:30 PM – 3:00 PM
Coalition Letter, re: LUCS	3:00 PM – 3:45 PM
Hybrid, Cmr. Ryan's office & MS Teams	
Smart City PDX/Digital Equity meeting w/Donnie & Eric Engstrom	3:00 PM – 4:00 PM

Wed, Jan 11

Planning Managers PLUS	9:00 AM – 10:00 AM
Microsoft Teams Meeting	
Donnie & Eric Engstrom join Climate Team Mtg	10:00 AM – 11:00 AM
in person @ Vanport	
PCEF Contract Support	11:30 AM – 12:00 PM
Microsoft Teams Meeting	
 MEET: Greg Peden & D. Oliveira	 5:00 PM – 6:30 PM
Location: TBD	

Thu, Jan 12

DO/Jill Ocken check-in	9:30 AM – 10:00 AM
phone	
Donnie / Jill Winsor EOWeekly	10:30 AM – 11:00 AM
Microsoft Teams Meeting	
 FPDR / Data Governance	 11:00 AM – 11:30 AM
Microsoft Teams Meeting	
Bureau Directors Meeting	11:30 AM – 1:00 PM
Zoom	
Office of Community Technology Public Records Request By Verizon Meeting	1:00 PM – 1:30 PM
Microsoft Teams Meeting	
Donnie / Eric weekly	2:00 PM – 3:00 PM
Microsoft Teams Meeting	
BFM Training #2: Reporting, Tech Checks, and Form Uploads	2:00 PM – 3:00 PM
Microsoft Teams Meeting	
Donnie & Eric check-in with Ops & Finance teams	3:00 PM – 4:00 PM
Microsoft Teams Meeting	
Comm Rubio's Office/BPS Smart City PDX monthly check-in	4:30 PM – 5:00 PM

Fri, Jan 13

BPS BAC mtg #4	9:00 AM – 10:30 AM
Calls	10:00 AM – 11:00 AM
Quick chat Magan Reed	11:40 AM – 12:00 PM
MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan/Christina)	12:00 PM – 1:00 PM
Zoom link invite	

▲ [Martin Luther King Jr. Day](#)

Mon, Jan 16

▲ [BPS Executive Team](#)

Tue, Jan 17

10:00 AM – 11:00 AM

Microsoft Teams Meeting

[Donnie / Magan EWeekly](#)

11:30 AM – 12:00 PM

Microsoft Teams Meeting

[Management Team](#)

1:00 PM – 2:00 PM

[BFM/PADS Drop-in Session #1](#)

2:00 PM – 3:00 PM

Microsoft Teams Meeting

[Bureau Director meeting](#)

4:00 PM – 4:30 PM

Zoom

[Zenith / Community Discussion](#)

4:30 PM – 5:00 PM

Lovejoy Conference Room

[Zenith mtg](#)

4:30 PM – 5:00 PM

Lovejoy Conference Room - City Hall

▲ [Planning Managers PLUS](#)

Wed, Jan 18

9:00 AM – 10:00 AM

Microsoft Teams Meeting

[TRAVEL](#)

10:30 AM – 11:00 AM

[Donnie / Andria weekly](#)

11:00 AM – 12:00 PM

Microsoft Teams Meeting

[Lunch with new hires](#)

12:00 PM – 1:30 PM

[TRAVEL](#)

1:30 PM – 2:00 PM

[PC Code at Council](#)

2:00 PM – 4:00 PM

Microsoft Teams Meeting



Thu, Jan 19

[BPS BIPOC group - regular meeting](#)

9:00 AM – 10:00 AM

Microsoft Teams Meeting

[BFM/PADS Drop-in Session #2](#)

10:00 AM – 11:00 AM

Microsoft Teams Meeting

[All Planners - January Mtg ZOOM](#)

10:00 AM – 11:30 AM

Zoom

[DO/JO check-in](#)

11:00 AM – 11:30 AM

phone

[Donnie & James McGrath](#)

12:00 PM – 1:00 PM

Bridge City Cafe - Essex House

[PSC Officers check-in](#)

1:30 PM – 2:30 PM

[Donnie / Eric weekly](#)

2:30 PM – 3:30 PM

Microsoft Teams Meeting

[City Communicators After Hours](#)

5:00 PM – 7:00 PM



MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan)	Fri, Jan 20	9:00 AM – 10:00 AM
Zoom link in invite		
Jessica Yang/Donnie 1:1		10:30 AM – 11:15 AM
Microsoft Teams Meeting		
Briefing on the Houselessness project		12:00 PM – 1:00 PM
Microsoft Teams Meeting		
Whiteboard Session shifted to Teams instead of in person		1:30 PM – 2:00 PM
Microsoft Teams Meeting		
check in Polk & Oliveira		4:00 PM – 4:30 PM
Microsoft Teams Meeting		
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▲ CNCA Monthly North American Regional Call (January)	Mon, Jan 23	8:00 AM – 9:00 AM
Director's Office Scrum		10:00 AM – 10:30 AM
Microsoft Teams Meeting		
Donnie / Sam Baraso weekly		12:30 PM – 1:00 PM
Microsoft Teams Meeting		
Donnie & Eric check-in w Comms Team		2:00 PM – 3:00 PM
Teams		
IEDS		3:00 PM – 4:00 PM
Microsoft Teams Meeting		
State Legislative Planning/Coordination		4:00 PM – 5:00 PM
Microsoft Teams Meeting		
MHCRC Regular Meeting - NEW Zoom Link		6:30 PM – 9:00 PM
Hybrid - Open Signal or Zoom		
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▲ Donnie / Jill EOWeekly	Tue, Jan 24	9:30 AM – 10:00 AM
Microsoft Teams Meeting		
ALL STAFF Prep		11:00 AM – 12:30 PM
Donnie & Eric join utility team check-in		1:00 PM – 1:30 PM
Microsoft Teams Meeting		
EOA EOW check-in		1:30 PM – 2:00 PM
Microsoft Teams Meeting		
EOA with DO		1:30 PM – 2:00 PM
BPS VB Conf Rm 710B		
MEET: Directors' Cabinet		2:00 PM – 3:00 PM
Hybrid: Mayor's Conference Room & Teams		
Donnie / Nikoyia Phillips weekly		3:30 PM – 4:00 PM
Microsoft Teams Meeting		
Intro Utility License Manager		4:00 PM – 5:00 PM
Microsoft Teams Meeting		
confirmed: PSC thank you		5:00 PM – 7:00 PM
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▲ Planning Managers PLUS	Wed, Jan 25	9:00 AM – 10:00 AM
Microsoft Teams Meeting		
PCCA 2nd reading		9:30 AM – 10:15 AM
Council		

ROW code briefing		10:00 AM – 10:50 AM
Microsoft Teams Meeting		
All Staff Content		12:30 PM – 1:00 PM
Microsoft Teams Meeting		
Introductions: New City Auditor/New City Ombudsman		1:00 PM – 1:30 PM
Simone's Office		
Discuss BPS-BDS Funding IAA		3:00 PM – 3:30 PM
DO/JO check-in		3:30 PM – 4:00 PM
phone		
BPS / BDS monthly check-in		4:00 PM – 5:00 PM
Microsoft Teams Meeting		
MPAC		5:30 PM – 8:30 PM
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▲ Metro-Local Governments Solid Waste Directors work group	Thu, Jan 26	8:00 AM – 10:30 AM
Zoom		
Coffee: Donnie + Ezra		8:15 AM – 9:15 AM
Guilder on 24th		
All Staff		10:30 AM – 12:00 PM
Directors Retreat Day 1		12:00 PM – 5:00 PM
TPB Room 100 day 1		
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▲ Directors Retreat Day 2	Fri, Jan 27	8:00 AM – 5:00 PM
TPB room 108 day 2		
MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan/Christina)		12:00 PM – 1:00 PM
Zoom link in invite		
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▲ Kid Drop Off	Mon, Jan 30	7:00 AM – 10:00 AM
Director's Office Scrum		10:00 AM – 10:30 AM
Microsoft Teams Meeting		
Donnie / Magan EOweekly		10:30 AM – 11:00 AM
Microsoft Teams Meeting		
Eastbank Crescent Plan		11:00 AM – 11:30 AM
Microsoft Teams Meeting		
New Council project		12:00 PM – 12:30 PM
Microsoft Teams Meeting		
Donnie / Sam weekly		12:30 PM – 1:00 PM
Microsoft Teams Meeting		
hold: Portland/Metro Quarterly meeting		2:00 PM – 3:30 PM
Prosper/Portland Bureaus/Metro quarterly check-in		2:00 PM – 3:30 PM
MEET: Cmr Ryan / SmartCity PDX (Darion)		4:00 PM – 4:30 PM
In-person @ Commssioner Ryan's Office		
CALL: Willie Levinson		4:30 PM – 5:00 PM
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▲	Tue, Jan 31	

<u>Citywide Infrastructure Investments: Findings and Recommendations Work Session</u>		9:30 AM – 11:30 AM
City Hall Council Chambers / Zoom		
<u>BPS Executive Team</u>		10:00 AM – 11:00 AM
Microsoft Teams Meeting		
<u>Shelter to Housing Continuum 2</u>		11:30 AM – 12:00 PM
Microsoft Teams Meeting		
<u>Decon Next Steps</u>		12:00 PM – 12:30 PM
Microsoft Teams Meeting		
TRAVEL		12:30 PM – 1:30 PM
<u>Christina Ghan/ BPS monthly check-in</u>		1:30 PM – 2:00 PM
<u>Work Session Planning- round 1</u>		2:00 PM – 2:30 PM
Microsoft Teams Meeting		
<u>MEET: Directors' Cabinet</u>		2:00 PM – 3:00 PM
Hybrid: Mayor's Conference Room & Teams		
<u>Donnie & Eric team check-in</u>		3:00 PM – 4:00 PM
Microsoft Teams Meeting		
<u>planning commission</u>		5:00 PM – 5:15 PM
Microsoft Teams Meeting		
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▲ <u>BPS / Prosper monthly check-in</u>	Wed, Feb 1	9:00 AM – 10:00 AM
Microsoft Teams Meeting		
<u>Donnie / Andria weekly</u>		11:00 AM – 12:00 PM
Microsoft Teams Meeting		
<u>Lunch with Vivian Satterfield</u>		12:00 PM – 1:00 PM
<u>HOLD: Surveillance policy at City Council</u>		1:30 PM – 4:00 PM
<u>Surveillance technologies policy hearing</u>		1:30 PM – 4:00 PM
zoom		
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▲	Thu, Feb 2	4:00 AM – 4:30 AM
<u>RQ Safety Workshop Prep</u>		8:00 AM – 8:30 AM
Microsoft Teams Meeting		
<u>Vivian Satterfield kick-off conversation</u>		9:00 AM – 10:00 AM
<u>M4 Monthly Meeting - 2023 Version</u>		10:00 AM – 11:00 AM
Microsoft Teams Meeting		
<u>DO/JO check-in</u>		11:00 AM – 11:30 AM
phone		
<u>Planning Commission interview: Erica Thompson</u>		12:15 PM – 12:30 PM
<u>Planning Commission interview: Iain MacKenzie</u>		12:35 PM – 12:50 PM
<u>Donnie / Nikoyia weekly</u>		1:00 PM – 1:30 PM
Microsoft Teams Meeting		
<u>Donnie / Eric weekly</u>		2:30 PM – 3:30 PM
Microsoft Teams Meeting		
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	Fri, Feb 3	

	MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan) *resch'd	9:00 AM – 9:30 AM
	Zoom link in invite	
	Bureau Check-Ins-Housing & Economic Development	11:30 AM – 12:00 PM
	Microsoft Teams Meeting	
	Call Kimiko Matsuda	12:00 PM – 1:00 PM
	Introduction: Nikesh Patel & Oliveira	1:00 PM – 2:00 PM
	Check in Satterfield & Oliveira	3:30 PM – 4:30 PM
	Microsoft Teams Meeting	
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▲	MHCRC Retreat Lunch	Sat, Feb 4
	Portland Building, Room 216	12:30 PM – 1:30 PM
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▲	Prep for Clean Industry Advisory Meeting	Mon, Feb 6
	Microsoft Teams Meeting	9:00 AM – 9:30 AM
	Director's Office Scrum	10:00 AM – 10:30 AM
	Microsoft Teams Meeting	
	Planning Commission interview: 1.	10:30 AM – 10:45 AM
	Planning Commission interview: 2.	10:50 AM – 11:05 AM
	[11:15 AM] MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS) Planning Commission interview: Michael Alexander	11:15 AM – 11:30 AM
	Zoom link in invite	
	Planning Commission interview: 3.	11:30 AM – 12:00 PM
	BAC meeting #5	12:00 PM – 1:00 PM
	Donnie / Sam weekly	12:30 PM – 1:00 PM
	Microsoft Teams Meeting	
	Pre-Submittal Meeting for 128945 - BPS RFP 00002059	1:30 PM – 2:00 PM
	Microsoft Teams Meeting	
	Inclusive Economic Development Leadership Roundtable *Confirmed	2:00 PM – 3:30 PM
	Zoom	
	Planning Commission interview: 4.	4:00 PM – 4:15 PM
	Planning Commission interview: 5.	4:20 PM – 4:35 PM
	Planning Commission interview: 6.	4:40 PM – 4:55 PM
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▲	Division Project / BPS	Tue, Feb 7
	Microsoft Teams Meeting	9:00 AM – 9:30 AM
	Donnie / Jill EOWeekly	9:30 AM – 10:00 AM
	Microsoft Teams Meeting	
	Donnie & Eric team check-in (Sandra & Tom's teams) w/TEAMS link	10:00 AM – 11:00 AM
	BPS VB Conf Rm	
	Quarterly Procurement Training	10:00 AM – 11:30 AM
	Microsoft Teams Meeting	
	EOA EOW check-in	11:00 AM – 11:30 AM
	Microsoft Teams Meeting	
	Donnie/Kevin check in	11:30 AM – 12:00 PM
	Donnie/Patricia weekly	12:00 PM – 12:30 PM
	Microsoft Teams Meeting	

Rose Quarter Safety Workshop – Meeting #3		1:00 PM – 5:00 PM
Planning Commission interview: 7.		1:30 PM – 1:45 PM
Planning Commission interview: 8.		1:50 PM – 2:05 PM
MEET: Directors' Cabinet Hybrid: Mayor's Conference Room & Teams		2:00 PM – 3:00 PM
MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS)/TriMet Leadership (Megan) *resch'd from 1/18 Zoom link in invite		2:30 PM – 3:00 PM
Budget review		3:30 PM – 4:30 PM
Donnie / Nikoyia weekly Microsoft Teams Meeting		4:30 PM – 5:00 PM
350PDX		5:30 PM – 7:30 PM
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▲ Montoya & Oliveira 1:1 Microsoft Teams Meeting	Wed, Feb 8	8:00 AM – 8:45 AM
PSU Presidential Candidate B - Community Forum (In-Person) 1800 SW 6th Avenue, Portland, Oregon 97201 (ASRC Building Room 515)		9:00 AM – 9:45 AM
Planning Managers PLUS Microsoft Teams Meeting		9:00 AM – 10:00 AM
Donnie & Eric to join E&E Teams		10:00 AM – 11:00 AM
BPS / Capital Projects BPS Vanport Building Conference Room 710A		1:10 PM – 2:00 PM
PCEF team/BPS leadership discussion session		2:00 PM – 3:00 PM
Temp Alternative Shelter comms meeting Microsoft Teams Meeting		2:30 PM – 3:00 PM
Tech Services team meeting with Donnie/Eric BPS VB Conf Rm 710D AV & Video Camera (16		3:30 PM – 4:30 PM
Donnie/Art Pearce Happy Hour TBD		5:00 PM – 6:00 PM
MEET: Alex Cousins		7:00 PM – 9:00 PM
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▲ CBO ?'s about solid waste fund Microsoft Teams Meeting; BPS VB Conf Rm	Thu, Feb 9	8:30 AM – 9:00 AM
Clean Industry Advisory Group Meeting		9:00 AM – 11:00 AM
TASS Outreach		11:00 AM – 11:30 AM
Bureau Directors Meeting Zoom; Room 201 in person		11:30 AM – 1:00 PM
ROW comms plan Microsoft Teams Meeting		1:00 PM – 2:00 PM
DO/JO check-in phone		2:00 PM – 2:30 PM
1:1 Satterfield & Oliveira Microsoft Teams Meeting		3:30 PM – 4:30 PM
Donnie / Eric weekly Microsoft Teams Meeting		4:30 PM – 5:30 PM

Fri, Feb 10

MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan) *resch'd Zoom link in invite	9:00 AM – 10:00 AM
MEET: Cmr. Rubio/Directors Branam, Prosper Portland; Esau, Bureau of Development Services (BDS); Oliveira, Bureau of Planning & Sustainability (BPS); and Rogers, Portland Housing Bureau (PHB) (Jillian) Zoom link in invite	10:00 AM – 10:30 AM
Donnie/Eben Polk weekly Microsoft Teams Meeting	10:30 AM – 11:30 AM
Donnie / Marcos 1:1 intro meeting Microsoft Teams Meeting	11:00 AM – 11:30 AM
Bureau Check-Ins-Housing & Economic Development Microsoft Teams Meeting	11:30 AM – 12:00 PM
Meeting (Vivian Satterfield, Eben Polk) Microsoft Teams Meeting	12:05 PM – 12:35 PM
Inclusive Economic Development Steering Committee *Confirmed Zoom	1:00 PM – 2:30 PM
pt. 2 Eben Polk & Oliveira Microsoft Teams Meeting	4:00 PM – 4:30 PM

Mon, Feb 13

CNCA Monthly North American Regional Call (February) https://us02web.zoom.us/j/82078930552	8:00 AM – 9:30 AM
PSU Presidential Candidate C - Community Forum (In-Person) 1800 SW 6th Avenue, Portland, Oregon 97201 (ASRC Building Room 515)	9:00 AM – 9:45 AM
Glasses	11:40 AM – 12:40 PM
Budget Work Sessions slide deck preview Microsoft Teams Meeting	12:00 PM – 12:30 PM
Code and Charter Match - Bureau Representatives Meeting Microsoft Teams Meeting	3:00 PM – 4:00 PM
Comm Rubio's Office/BPS Smart City PDX monthly check-in Microsoft Teams Meeting	3:30 PM – 4:00 PM
Jillian Schoene and Donnie	5:00 PM – 5:30 PM

Tue, Feb 14

MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability/delegate obo Prosper Portland/1000 Friends (Megan) Zoom link in invite	9:30 AM – 10:00 AM
Planning Commission Interview: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS)/Michael Pouncil Zoom link in invite	10:00 AM – 10:15 AM
BPS Executive Team Microsoft Teams Meeting	10:00 AM – 11:00 AM
Planning Commission Interview: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS)/Nakesh Patel Zoom link in invite	11:00 AM – 11:15 AM
Donnie / Sam weekly Microsoft Teams Meeting	1:00 PM – 1:30 PM

Donnie/Eric/Magan connect Microsoft Teams Meeting	1:30 PM – 2:00 PM
BPS & PSU Donnie's office: Vanport Building, 7th floor	3:00 PM – 4:00 PM

▲ CALL: Transition Huddle phone call	Wed, Feb 15	8:30 AM – 9:00 AM
Planning Managers PLUS Microsoft Teams Meeting		9:00 AM – 10:00 AM
Donnie / Magan EOweekly Microsoft Teams Meeting		10:00 AM – 10:30 AM
Discuss next steps on Pearl RFP		10:30 AM – 11:00 AM
Donnie / Andria weekly Microsoft Teams Meeting		11:00 AM – 12:00 PM
EPA EJ Grants Microsoft Teams Meeting (or 710B for those in the office)		11:30 AM – 12:00 PM
Donnie/Vivian weekly Microsoft Teams Meeting		1:00 PM – 2:00 PM
Donnie / Nikoyia weekly Microsoft Teams Meeting		2:00 PM – 2:30 PM
Temp Alternative Shelter comms meeting Microsoft Teams Meeting		2:30 PM – 3:00 PM
TRAVEL		5:00 PM – 5:30 PM
Dinner with Donnie, Kevin Neely & Cynthia Gomez		5:30 PM – 7:00 PM

▲	Thu, Feb 16	
Donnie/Patricia weekly Microsoft Teams Meeting		9:00 AM – 10:00 AM
BPS BIPOC group - regular meeting Microsoft Teams Meeting		9:00 AM – 10:00 AM
Computer settings and software meeting Microsoft Teams Meeting		10:00 AM – 10:15 AM
All Planners Monthly Meeting Microsoft Teams Meeting		10:00 AM – 11:30 AM
Terminal 2 Tour - (LOGISTICS in body of message) Terminal 2, 3556 NW Front Avenue, Portland, OR		11:30 AM – 12:30 PM
TRAVEL		12:30 PM – 1:00 PM
Spring BMP Microsoft Teams Meeting		1:00 PM – 1:30 PM
CALLS		1:30 PM – 2:00 PM
Employee Town Hall on City Transition Zoom link has been added		2:00 PM – 3:00 PM
Donnie / Eric weekly Microsoft Teams Meeting		2:30 PM – 3:30 PM
Donnie & Rebecca Esau check-in Microsoft Teams Meeting		3:30 PM – 4:00 PM
Congressional earmarks Microsoft Teams Meeting		4:00 PM – 4:30 PM
DO/JO check-in phone		4:30 PM – 5:00 PM

▲	MEET: Dr. Holt & Dir. Oliveira	Fri, Feb 17	8:30 AM – 9:30 AM
	TRAVEL		9:30 AM – 10:00 AM
	Clean Industry Team Update Microsoft Teams Meeting		10:00 AM – 10:30 AM
	Donnie/Eben weekly Microsoft Teams Meeting		10:30 AM – 11:30 AM
	Bureau Check-Ins-Housing & Economic Development Microsoft Teams Meeting		11:30 AM – 12:00 PM
	MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan/Christina) Zoom link in invite		12:00 PM – 1:00 PM
	check in Adriana Miranda & Oliveira Microsoft Teams Meeting		1:00 PM – 1:30 PM
▲	Presidents' Day	Mon, Feb 20	
	Director's Office Scrum Microsoft Teams Meeting	Mon, Feb 20	10:00 AM – 10:30 AM
	Donnie / Sam weekly Microsoft Teams Meeting		12:30 PM – 1:00 PM
▲	check in cont. Diefenderfer & Oliveira Microsoft Teams Meeting	Tue, Feb 21	9:00 AM – 9:30 AM
	Donnie / Jill EOWeekly Microsoft Teams Meeting		9:30 AM – 10:00 AM
	Computer Swap Out Vanport 7th Floor (donnie's office)		10:00 AM – 10:30 AM
	check in H. Church & D. Oliveira Microsoft Teams Meeting		10:30 AM – 11:00 AM
	EOA EOW check-in Microsoft Teams Meeting		11:00 AM – 11:30 AM
	Donnie / Tunde 1:1 intro meeting Microsoft Teams Meeting		11:30 AM – 12:00 PM
	PCEF/PHB Check-in Microsoft Teams Meeting		12:00 PM – 12:30 PM
	phb mtg BPS VB Conf Rm 720A AV & Video Camera (8)		12:00 PM – 12:30 PM
	BPS Management Team Zoom		1:00 PM – 2:00 PM
	MEET: Directors' Cabinet Hybrid: Mayor's Conference Room & Teams		2:00 PM – 3:00 PM
	Donnie/Vivian weekly check-in Microsoft Teams Meeting		4:30 PM – 5:00 PM
▲	Planning Managers PLUS Microsoft Teams Meeting	Wed, Feb 22	9:00 AM – 10:00 AM

Planning Commission appointments		9:30 AM – 10:30 AM
City Council		
Donnie / Nikoyia weekly		2:00 PM – 2:30 PM
Microsoft Teams Meeting		
Christina Ghan / BPS monthly check-in		2:30 PM – 3:15 PM
Jessica Yang /Donnie 1:1		3:30 PM – 4:00 PM
Microsoft Teams Meeting		
BPS / BDS monthly check-in		4:00 PM – 5:00 PM
Microsoft Teams Meeting		
Shawn Wood Sendoff!		5:00 PM – 7:00 PM
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▲ Metro-Local Governments Solid Waste Directors work group	Thu, Feb 23	8:00 AM – 10:30 AM
Zoom		
TOUR		8:30 AM – 10:30 AM
Bureau Directors Meeting		11:30 AM – 1:00 PM
In person meeting room 201; Zoom		
Donnie/Patricia weekly		1:00 PM – 2:00 PM
Microsoft Teams Meeting		
Donnie / Harrison 1:1 intro meeting		2:00 PM – 2:30 PM
Microsoft Teams Meeting		
Donnie / Eric weekly		2:30 PM – 3:30 PM
Microsoft Teams Meeting		
DO/JO check-in		4:00 PM – 4:30 PM
phone		
follow up chat		4:30 PM – 5:00 PM
Microsoft Teams Meeting		
<hr/>		
▲	Fri, Feb 24	
Sam/Donnie 1:1		8:45 AM – 9:00 AM
Microsoft Teams Meeting		
MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS)/Dir. Rebecca Esau, Bureau of Development Services (BDS) & Christe Carlson White, Radler White Parks Alexander LLP (Jillian)		9:00 AM – 9:45 AM
Zoom link in invite		
Donnie / Brian Reyes 1:1 intro meeting		10:00 AM – 10:30 AM
Microsoft Teams Meeting		
Donnie/Eben weekly		10:30 AM – 11:30 AM
Microsoft Teams Meeting		
Bureau Check-Ins-Housing & Economic Development		11:30 AM – 12:00 PM
Microsoft Teams Meeting		
(UPDATED) MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Jillian)		12:00 PM – 12:30 PM
Zoom link in invite		
Hydropower Briefing		1:00 PM – 2:00 PM
Microsoft Teams Meeting		
State of Montana et al v. City - Lawsuit Discussion		3:00 PM – 4:00 PM
Microsoft Teams Meeting		
Report Next Steps		4:00 PM – 4:30 PM
Microsoft Teams Meeting		
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▲ [Donnie O / Debbie Raphael connect](#)

Microsoft Teams Meeting

Mon, Feb 27

8:30 AM – 9:30 AM

[Director's Office Scrum](#)

Microsoft Teams Meeting

10:00 AM – 10:30 AM

[Donnie / Magan EOweekly](#)

Microsoft Teams Meeting

10:30 AM – 11:00 AM

[EPA EJ grants check-in](#)

Microsoft Teams Meeting

11:00 AM – 11:30 AM

[Donnie/Vivian weekly](#)

Microsoft Teams Meeting

11:30 AM – 12:30 PM

[Donnie O / Kristin Dennis connect](#)

via MS Teams

1:00 PM – 1:45 PM

[Employee Town Hall on City Transition](#)

Zoom link has been added

1:00 PM – 2:00 PM

[Donnie / Anthony 1:1 welcome check-in](#)

Microsoft Teams Meeting

2:00 PM – 2:30 PM

[Donnie / Kate 1:1 welcome check-in](#)

Microsoft Teams Meeting

2:30 PM – 3:00 PM

[BPS / Prosper monthly check-in](#)

Microsoft Teams Meeting

3:00 PM – 4:00 PM

[Qtrly. Citywide Climate Change Preparation Team Mtg.](#)

Microsoft Teams Meeting

3:00 PM – 4:15 PM

[Donnie / Sam weekly](#)

Microsoft Teams Meeting

4:00 PM – 4:30 PM

Tue, Feb 28

▲ [HAP / BPS](#)

BPS VB Conf Rm 720A AV & Video Camera (8)

9:00 AM – 10:00 AM

[BPS Executive Team](#)

Microsoft Teams Meeting

10:00 AM – 11:00 AM

[BPS/PHB monthly check-in](#)

Microsoft Teams Meeting

11:00 AM – 12:00 PM

[BPS / Lloyd connect](#)

BPS Vanport Building

1:00 PM – 1:50 PM

[TRAVEL](#)

2:00 PM – 2:30 PM

[\[ZOOM LINK\] BPS <> TST Meet & Greet](#)

3:15 PM – 4:00 PM

[The Street Trust / BPS](#)

BPS VB Conf Rm 710A AV (8)

3:15 PM – 4:00 PM

[Mike Jordan & Donnie Oliveira check-in](#)

Microsoft Teams Meeting

4:35 PM – 5:00 PM

▲ [Rose Quarter Check in](#)

Microsoft Teams Meeting

Wed, Mar 1

8:30 AM – 9:00 AM

[Emails/Calls](#)

9:00 AM – 10:30 AM

[Donnie / Whitney 1:1 welcome check-in](#)

Microsoft Teams Meeting

10:30 AM – 11:00 AM

Donnie / Andria weekly Microsoft Teams Meeting	11:00 AM – 12:00 PM
Budget Docs	12:00 PM – 1:00 PM
Lunch	1:00 PM – 2:00 PM
Donnie / Nikoyia weekly Microsoft Teams Meeting	2:00 PM – 2:30 PM
Temp Alternative Shelter comms meeting Microsoft Teams Meeting	2:30 PM – 3:00 PM
Public Works / Infrastructure Bureau Directors Bi-Weekly Check-in Microsoft Teams Meeting	3:30 PM – 4:00 PM

Thu, Mar 2

Donnie/Patricia weekly Microsoft Teams Meeting	9:00 AM – 10:00 AM
Emergency Management Steering Committee	9:00 AM – 10:30 AM
Portland PCC Workgroup Discussion	9:15 AM – 10:15 AM
M4 Monthly Meeting - 2023 Version Microsoft Teams Meeting	10:00 AM – 11:00 AM
DO/JO check-in phone	10:30 AM – 11:00 AM
BPS / PP&R check-in Microsoft Teams Meeting	11:00 AM – 12:00 PM
LUNCH	12:00 PM – 1:30 PM
Donnie / Stephen 1:1 welcome check-in Microsoft Teams Meeting	2:00 PM – 2:30 PM
Donnie / Eric weekly Microsoft Teams Meeting	2:30 PM – 3:30 PM
Office Mtg (Fritz Johnson, Eric Engstrom) Microsoft Teams Meeting	3:30 PM – 4:00 PM

Fri, Mar 3

Biz Group Next Steps Microsoft Teams Meeting	9:00 AM – 9:45 AM
Donnie/Eben weekly Microsoft Teams Meeting	10:30 AM – 11:30 AM
Bureau Check-Ins-Housing & Economic Development Microsoft Teams Meeting	11:30 AM – 12:00 PM
MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan/Christina) VIRTUAL- Zoom link in invite	12:00 PM – 1:00 PM
DO / JO check-in if necessary by phone	1:00 PM – 1:30 PM
Brainstorm pt. 2 Microsoft Teams Meeting	1:30 PM – 2:00 PM
Spring BMP Kick-Off Microsoft Teams Meeting	2:00 PM – 3:00 PM
City Rose Quarter Strategy Microsoft Teams Meeting	3:30 PM – 4:15 PM

Emails	Mon, Mar 6	9:00 AM – 10:00 AM
Director's Office Scrum		10:00 AM – 10:30 AM
Microsoft Teams Meeting		
MEET: Cmr. Rubio/Dir. Oliveira, Bureau of Planning & Sustainability (BPS)/John Russell, Russell Development/Ethan Seltzer, PSU Emeritus Professor/Rick Michaelson, Inner City Properties, Inc. President, recurring (Jillian) *rsch'd from 2/3		10:30 AM – 11:30 AM
Cmr. Rubio's conference room		
TRAVEL		11:30 AM – 12:00 PM
Megan-Eric Check-in		2:00 PM – 2:30 PM
hold: Rubio directors		4:30 PM – 5:00 PM
MEET: Cmr. Rubio/Dirs. Kimberly Branam, Rebecca Esau, Donnie Oliveira & Molly Rogers (Jillian)		4:30 PM – 5:00 PM
VIRTUAL- Zoom link in invite		
Brainstorm	Tue, Mar 7	9:00 AM – 9:30 AM
Microsoft Teams Meeting		
GBP Light Pollution Reduction Audubon		9:30 AM – 10:00 AM
Microsoft Teams Meeting		
TRAVEL		10:00 AM – 10:30 AM
Donnie/Kevin Kartin check in		11:30 AM – 12:00 PM
Donnie / Jill EOWeekly		12:00 PM – 12:30 PM
Microsoft Teams Meeting		
project update: community green tariff		1:00 PM – 1:45 PM
Donnie/Vivian weekly		4:00 PM – 4:30 PM
Microsoft Teams Meeting		
Quick Conversation		4:30 PM – 5:00 PM
Microsoft Teams Meeting		
Planning Managers PLUS	Wed, Mar 8	9:00 AM – 10:00 AM
Microsoft Teams Meeting		
discuss waste franchise review		10:00 AM – 10:50 AM
Microsoft Teams Meeting		
Sustainability/Climate Managers Meeting		11:00 AM – 12:00 PM
Microsoft Teams Meeting		
Lunch + Work Planning prep		12:00 PM – 1:00 PM
HOLD: Pre-Trip Delegation Briefing for Grand Ronde Visit		1:30 PM – 2:15 PM
Microsoft Teams Meeting		
Temp Alternative Shelter comms meeting		2:00 PM – 2:30 PM
Microsoft Teams Meeting		

	Donnie / Nikoyia weekly		2:30 PM – 3:00 PM
	Microsoft Teams Meeting		
	Angie Onboarding Brainstorm		3:30 PM – 4:00 PM
	Microsoft Teams Meeting		
	Federal Funding Landscape presentation		4:00 PM – 5:00 PM
	Microsoft Teams Meeting		
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▲	MEET: Directors' Cabinet	Thu, Mar 9	8:00 AM – 9:00 AM
	Hybrid: Mayor's Conference Room & Teams		
	Donnie/Patricia weekly		9:00 AM – 10:00 AM
	Microsoft Teams Meeting		
	HR 2.02 Workplace Harassment, Discrimination and Retaliation Prevention for Managers and Sups (FV)		10:00 AM – 12:00 PM
	Web based classroom. (Zoom Room BHR 1)		
	Regional PIO WG Meeting		10:30 AM – 12:00 PM
	Zoom		
	Bureau Directors Meeting		11:30 AM – 1:00 PM
	Zoom		
	Budget Presentation prep (with directors)		1:00 PM – 2:30 PM
	Microsoft Teams Meeting		
	Senator Jama - SB 8590		1:30 PM – 1:45 PM
	Microsoft Teams Meeting		
	Donnie / Eric weekly		2:30 PM – 3:30 PM
	Microsoft Teams Meeting		
	DO/JO check-in		4:00 PM – 4:30 PM
	phone		
	Community Engagement		4:30 PM – 5:00 PM
	Microsoft Teams Meeting		
	City Communicators After Hours		5:00 PM – 7:00 PM
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▲	MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan) *rsch'd	Fri, Mar 10	9:00 AM – 10:00 AM
	VIRTUAL- Zoom link in invite		
	Home Forward/Commissioner Rubio's Office		9:30 AM – 10:15 AM
	Donnie/Eben weekly		10:30 AM – 11:30 AM
	Microsoft Teams Meeting		
	Bureau Check-Ins-Housing & Economic Development		11:30 AM – 12:00 PM
	Microsoft Teams Meeting		
	Rose Quarter Update		12:00 PM – 12:30 PM
	Microsoft Teams Meeting		
	Rose Quarter Strategy 2		1:30 PM – 2:00 PM
	Microsoft Teams Meeting		
	Mitigation Banking report review		2:00 PM – 2:45 PM
	Microsoft Teams Meeting		
	HOLD: Bailey Broxson		3:00 PM – 4:00 PM
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▲	Directors Move	Mon, Mar 13	
	Microsoft Teams Meeting		

[\(leave by 7:40 AM\) TRAVEL: 1.5-2 hrs drive to Confederate Tribes of Grande Ronde](#)

Chachalu Museum and Cultural Center, 9615 Grand Ronde Road

[Portland Delegation to Confederated Tribes of Grand Ronde](#)

Portland to Grand Ronde

[Director's Office Scrum](#)

Microsoft Teams Meeting

Mon, Mar 13

7:30 AM – 9:30 AM

7:45 AM – 3:45 PM

10:00 AM – 10:30 AM

Tue, Mar 14

[BPS Executive Team](#)

Microsoft Teams Meeting

[Planning and Sustainability Commission](#)

Vanport large conference room

[MEET: Directors' Cabinet](#)

Hybrid: Mayor's Conference Room & Teams

[Spring BMP Drop-in Session](#)

Microsoft Teams Meeting

[BPS & PSU](#)

Office of the President, 1600 SW Fourth Ave., Suite 850 (Neuberger Center)

[Planning Managers PLUS](#)

Microsoft Teams Meeting

[Lunch with Angie](#)

Microsoft Teams Meeting

[Quick check-in](#)

Microsoft Teams Meeting

[Donnie / Nikoyia weekly](#)

Microsoft Teams Meeting

[Temp Alternative Shelter comms meeting](#)

Microsoft Teams Meeting

[EPA EJ grants check-in](#)

Microsoft Teams Meeting

Wed, Mar 15

9:00 AM – 10:00 AM

12:00 PM – 1:00 PM

1:00 PM – 1:20 PM

2:00 PM – 2:30 PM

2:30 PM – 3:00 PM

4:00 PM – 4:30 PM

Thu, Mar 16

[Donnie/Patricia weekly](#)

Microsoft Teams Meeting

[BPS BIPOC group - regular meeting](#)

Microsoft Teams Meeting

[All Planners Monthly Meeting](#)

Microsoft Teams Meeting

[DO/JO check-in](#)

phone

[Donnie and Angie](#)

Microsoft Teams Meeting

[Planning Commission officer mtg](#)

9:00 AM – 10:00 AM

9:00 AM – 10:00 AM

10:00 AM – 11:30 AM

11:00 AM – 11:30 AM

11:30 AM – 12:30 PM

1:15 PM – 2:00 PM

Service Area Assessment		2:00 PM – 3:00 PM
Microsoft Teams Meeting		
Manager/Supervisor Townhall - Hybrid, Remote and In-Person Work		2:00 PM – 3:00 PM
Zoom Link Provided within the email		
Donnie / Eric weekly		3:00 PM – 4:00 PM
Microsoft Teams Meeting		
Donnie / Magan EOWeekly		4:15 PM – 5:00 PM
Microsoft Teams Meeting		
MRED+MURP+CD Final Project Presentation		6:00 PM – 9:00 PM
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▲ Rose Quarter Strategy 3	Fri, Mar 17	8:30 AM – 9:00 AM
Microsoft Teams Meeting		
Donnie/Vivian weekly		9:30 AM – 10:00 AM
Microsoft Teams Meeting		
ROW council prep meeting		10:00 AM – 10:45 AM
Microsoft Teams Meeting		
Manager/Supervisor Townhall - Hybrid, Remote and In-Person Work		10:00 AM – 11:00 AM
Zoom link provided within email		
Donnie/Eben weekly		10:30 AM – 11:30 AM
Microsoft Teams Meeting		
MEET: Cmr. Rubio/Dir. Branam, Esau, Oliveira & Rogers, weekly (Jillian)		11:30 AM – 12:00 PM
VIRTUAL- Zoom link in invite		
Bureau Check-Ins-Housing & Economic Development		11:30 AM – 12:00 PM
Microsoft Teams Meeting		
MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS), weekly (Megan) *updated time		1:00 PM – 2:00 PM
VIRTUAL- Zoom link in invite		
MEET: Elisabeth Perez & Cmr. Gonzalez - Legal briefing		2:00 PM – 2:45 PM
In person - City Hall - Conference Room		
Donnie / Sam weekly		2:30 PM – 3:00 PM
Microsoft Teams Meeting		
Budget check in		3:30 PM – 4:00 PM
Microsoft Teams Meeting		
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▲ CNCA Monthly North American Regional Call (March)	Mon, Mar 20	8:00 AM – 9:30 AM
Manager/Supervisor Townhall - Hybrid, Remote and In-Person		8:30 AM – 9:30 AM
zoom link provided within		
Calls		9:30 AM – 10:00 AM
Director's Office Scrum		10:00 AM – 10:30 AM
Microsoft Teams Meeting		
Community Technology Org Planning		10:30 AM – 12:00 PM
Microsoft Teams Meeting		
quick call		12:00 PM – 12:30 PM
Microsoft Teams Meeting		

Donnie / Sam weekly Microsoft Teams Meeting	1:00 PM – 1:30 PM
Donnie-Andrew Microsoft Teams Meeting	4:00 PM – 4:30 PM
SB 895 Microsoft Teams Meeting	5:00 PM – 5:30 PM
MHCRC Meeting Hybrid: Zoom and MetroEast	6:30 PM – 8:30 PM

Tue, Mar 21

EOA EOW check-in Microsoft Teams Meeting	11:00 AM – 11:30 AM
Donnie/Vivian weekly Microsoft Teams Meeting	12:00 PM – 1:00 PM
MEET: Cmr. Rubio/Dirs. Esau and Oliveira/City Attorneys (Jillian) VIRTUAL- Zoom link in invite	12:30 PM – 1:00 PM
MEET: Cmr. Rubio/Dirs. Branam, Esau & Oliveira (Jillian) VIRTUAL- Zoom link in invite	1:00 PM – 2:00 PM
BPS Management Team Zoom	1:00 PM – 2:00 PM
MEET: Directors' Cabinet Hybrid: Mayor's Conference Room & Teams	2:00 PM – 3:00 PM
Christina Ghan / BPS monthly check-in	3:00 PM – 3:45 PM
BPS PCEF Update Microsoft Teams Meeting	4:30 PM – 5:00 PM
Budget Listening Session #1	6:30 PM – 8:30 PM

Wed, Mar 22

PHB State of Housing Report at Council	Wed, Mar 22	
Service Area Assessment Next Steps Microsoft Teams Meeting	Wed, Mar 22	8:30 AM – 9:00 AM
Planning Managers PLUS Microsoft Teams Meeting		9:00 AM – 10:00 AM
Placeholder, 10:05 Council Resolution		9:00 AM – 10:50 AM
Sustainability/Climate Managers Meeting Microsoft Teams Meeting		11:00 AM – 12:00 PM
DO/JO check-in phone		12:30 PM – 1:00 PM
Donnie / Mahria 1:1 intro check-in Microsoft Teams Meeting		1:00 PM – 1:30 PM
MEET: Cmr. Rubio/Dirs. Esau, Bureau of Development Services (BDS) and Oliveira, Bureau of Planning & Sustainability (BPS)/Sean Colletta, Prologis Vice President Market Officer, et al. Cmr. Rubio's conference room		2:00 PM – 2:30 PM
TRAVEL		2:30 PM – 3:00 PM
PBOT / BPS Directors and Staff RE: Monthly Check-in Teams		3:00 PM – 3:50 PM
BPS / BDS monthly check-in Microsoft Teams Meeting		4:00 PM – 5:00 PM

▲	SALEM	Thu, Mar 23	8:00 AM – 9:00 AM
	Metro-Local Governments Solid Waste Directors work group		8:00 AM – 10:30 AM
	Zoom		
	Donnie/Patricia weekly		9:00 AM – 10:00 AM
	Microsoft Teams Meeting		
	MEET: Jillian/Donnie/Nik *rsch'd from 3/22		10:00 AM – 10:30 AM
	Microsoft Teams Meeting		
	All Staff Mtg		10:30 AM – 12:00 PM
	In person - Bureau Directors Meeting		11:30 AM – 1:00 PM
	Zoom; In person - room 201		
	HOLD: budget work session		2:00 PM – 5:00 PM
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▲	MEET: ReOrg Kick Off Meeting	Fri, Mar 24	9:30 AM – 12:30 PM
	Cmr. Rubio's conference room		
	Bureau Check-Ins-Housing & Economic Development		11:30 AM – 12:00 PM
	Microsoft Teams Meeting		
	Donnie / Eric weekly		12:45 PM – 1:30 PM
	Microsoft Teams Meeting		
	ISRQ Sync		1:30 PM – 2:30 PM
	Portland City Hall, Suite 210; Mapps Conference Room		
	Donnie/Eben weekly		2:30 PM – 3:00 PM
	Microsoft Teams Meeting		
	Donnie / Nate 1:1 intro check-in		3:30 PM – 4:00 PM
	Microsoft Teams Meeting		
	Check out Meeting		4:00 PM – 4:30 PM
	Microsoft Teams Meeting		
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▲	Portz & Oliveira	Mon, Mar 27	9:15 AM – 10:00 AM
	Microsoft Teams Meeting		
	Director's Office Scrum		10:00 AM – 10:30 AM
	Microsoft Teams Meeting		
	Travel		10:45 AM – 11:00 AM
	Microsoft Teams Meeting		
	MEET: Cmr. Rubio/Dir. Donnie Oliveira, Bureau of Planning & Sustainability (BPS) (Jillian/Megan) *rsch'd from 3/24		11:00 AM – 12:00 PM
	Cmr. Rubio's office		
	Travel		12:00 PM – 12:15 PM
	Microsoft Teams Meeting		
	Donnie / Sam weekly		12:30 PM – 1:00 PM
	Microsoft Teams Meeting		
	Donnie / Lauren 1:1 intro check-in		2:00 PM – 2:30 PM
	Microsoft Teams Meeting		
	Donnie/Vivian weekly		2:45 PM – 3:45 PM
	Microsoft Teams Meeting		
	Donnie / Kiel 1:1 intro check-in		4:00 PM – 4:30 PM
	Microsoft Teams Meeting		

▲	<u>COMPLETE & CERTIFY TIMESHEET IN ESS - DUE END-OF-PAY-PERIOD WEDNESDAY</u>	Tue, Mar 28	5:30 AM – 6:00 AM
	Your computer		
	<u>Noah/Donnie</u>		8:30 AM – 9:30 AM
	Caffe Destino1339 NE Fremont St, Portland, OR 97212, United States		
	<u>Donnie / Magan EWeekly</u>		9:30 AM – 10:00 AM
	Microsoft Teams Meeting		
	 <u>TRAVEL</u>		11:30 AM – 12:00 PM
	<u>Columbia Bus Base tour</u>		12:00 PM – 1:30 PM
	Columbia Blvd. and 42nd Ave.		
	<u>TRAVEL</u>		1:30 PM – 2:00 PM
	<u>MEET: Cmr. Rubio/Dir. Oliveira, Bureau of Planning & Sustainability (BPS)/Scrub the Hub Coalition (Jillian/Megan) *DO NOT RESCHEDULE</u>		3:00 PM – 3:45 PM
	Cmr. Rubio's office		
	<u>Labor Management Committee Meeting</u>		3:00 PM – 4:00 PM
	Microsoft Teams Meeting; BPS VB Conf Rm 710B AV & Video Camera (28)		
	 <u>Bureau Director meeting</u>		4:00 PM – 4:30 PM
	Zoom		

▲		Wed, Mar 29	8:30 AM – 9:00 AM
	<u>CFEC</u>		
	Microsoft Teams Meeting		
	<u>Planning Managers PLUS</u>		9:00 AM – 10:00 AM
	Microsoft Teams Meeting		
	<u>Donnie / Andria weekly</u>		11:00 AM – 12:00 PM
	Microsoft Teams Meeting		
	<u>Lunch</u>		12:00 PM – 1:00 PM
	Microsoft Teams Meeting		
	<u>Unified Comms Lunch & Learn: Intro to Adobe Express</u>		12:00 PM – 1:00 PM
	Zoom		
	<u>Donnie / Idil 1:1 intro check-in</u>		1:00 PM – 1:30 PM
	Microsoft Teams Meeting		
	<u>DO/JO check-in</u>		1:30 PM – 2:00 PM
	phone		
	<u>Donnie / Nikoyia weekly</u>		2:00 PM – 2:30 PM
	Microsoft Teams Meeting		
	<u>Donnie / Angie / julie check-in</u>		4:00 PM – 4:45 PM
	Donnie's office		

▲		Thu, Mar 30	
	<u>Donnie/Patricia weekly</u>		9:00 AM – 10:00 AM
	Microsoft Teams Meeting		
	 <u>Portland City Laborers Contract Changes Review - Option #1</u>		1:00 PM – 2:00 PM
	Zoom Link Below		

[Hold for Work Planning prep session](#)

BPS VB Conf Rm 726A AV (16)

1:00 PM – 4:00 PM

[Donnie and Jillian](#)

Phone

4:00 PM – 4:30 PM

▲ [Justice40 Overview](#)

Microsoft Teams Meeting

Fri, Mar 31

9:15 AM – 10:00 AM

[Calls](#)

10:00 AM – 10:30 AM

[Travel](#)

10:30 AM – 11:00 AM

[Stop Food Waste Day discussion](#)

Microsoft Teams Meeting

11:00 AM – 11:30 AM

[Bureau Check-Ins-Housing & Economic Development](#)

Microsoft Teams Meeting

11:30 AM – 12:00 PM

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

VIRTUAL- Zoom link in invite

12:00 PM – 1:00 PM

[Donnie / Eric weekly](#)

Microsoft Teams Meeting

1:00 PM – 2:00 PM

[Donnie / Eli 1:1 intro check-in](#)

Microsoft Teams Meeting

2:00 PM – 2:30 PM

[Donnie / Mary 1:1 intro check-in](#)

Microsoft Teams Meeting

2:30 PM – 3:00 PM

[Patricia/Donnie call](#)

Microsoft Teams Meeting

3:45 PM – 4:00 PM