

Esau, Rebecca Calendar
 Rebecca.Esau@portlandoregon.gov
 Monday, April 3, 2023 – Friday, April 28, 2023

April 2023

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

April 2023

▲ **Mon, Apr 3**

- 10:00 AM – 10:30 AM City Staff: Discuss fee structure for Inter-Agency partners for middle housing permits and land divisions
- 10:30 AM – 11:00 AM BDS/BPS Realignment
- 12:00 PM – 1:30 PM Lunch
- 1:30 PM – 2:00 PM Regulatory Workgroup Draft Recommendation/Proposal
- 2:00 PM – 2:30 PM Canceled: Rebecca and Terri Theisen Weekly check-in
- 2:00 PM – 3:00 PM Debrief: 3/21/23 Dev Bureaus Mgmt Team Mtg / Theme: Hand-offs
- 3:00 PM – 3:30 PM PM BREAK
- 3:30 PM – 4:00 PM Rebecca and Dave Bi-weekly Check-in
- 4:00 PM – 4:45 PM Free**
- 4:45 PM – 5:45 PM Rebecca and Elshad Weekly Check-in
- After 5:45 PM Free**

▲ **Tue, Apr 4**

- All Day Jillian out of the office
- Before 8:00 AM Free**
- 8:00 AM – 9:00 AM DO NOT SCHEDULE OVER
- 9:00 AM – 9:30 AM Rebecca and Kimberly Tallant Check-in

<input type="checkbox"/>	9:30 AM – 10:00 AM	Free
<input checked="" type="checkbox"/>	10:00 AM – 10:15 AM	Commissioner join BDS Senior Managers meeting
<input checked="" type="checkbox"/>	10:00 AM – 11:30 AM	Senior Managers Weekly Meeting
<input type="checkbox"/>	10:00 AM – 12:00 PM	Canceled: HOLD - BDS & Port of Portland Annual Meeting: Introductions and Upcoming Tenant Projects
<input checked="" type="checkbox"/>	11:30 AM – 12:00 PM	SDC deferral - part 1
<input checked="" type="checkbox"/>	12:00 PM – 1:30 PM	Lunch
<input type="checkbox"/>	1:30 PM – 2:00 PM	Free
<input checked="" type="checkbox"/>	2:00 PM – 2:30 PM	Rebecca and Gabby Check-in
<input type="checkbox"/>	2:30 PM – 3:00 PM	Free
<input checked="" type="checkbox"/>	3:00 PM – 3:30 PM	PM BREAK
<input type="checkbox"/>	3:00 PM – 3:30 PM	Canceled: DRAC Agenda Planning Meeting
<input checked="" type="checkbox"/>	3:15 PM – 4:30 PM	Reschedule: Data/Performance - Feedback Loop Proposal
<input type="checkbox"/>	4:00 PM – 4:30 PM	Canceled: Bureau Directors Meeting
<input type="checkbox"/>	4:00 PM – 4:30 PM	Canceled: Bureau Directors Meeting
<input checked="" type="checkbox"/>	4:00 PM – 4:45 PM	Bureau Directors Meeting
<input type="checkbox"/>	4:45 PM – 5:00 PM	Free
<input type="checkbox"/>	After 5:00 PM	Free

▲ Wed, Apr 5

<input type="checkbox"/>	All Day	Jillian out of the office
<input type="checkbox"/>	Before 8:00 AM	Free
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	DO NOT SCHEDULE OVER
<input checked="" type="checkbox"/>	8:00 AM – 9:30 AM	prep
<input checked="" type="checkbox"/>	9:30 AM – 10:00 AM	Travel
<input type="checkbox"/>	10:00 AM – 10:25 AM	Free
<input checked="" type="checkbox"/>	10:25 AM – 11:30 AM	24-Month SDS Deferral Ordinance Time Certain at Council
<input checked="" type="checkbox"/>	10:30 AM – 11:30 AM	hearing
<input checked="" type="checkbox"/>	11:30 AM – 12:00 PM	Travel
<input checked="" type="checkbox"/>	12:00 PM – 1:30 PM	Lunch
<input checked="" type="checkbox"/>	1:00 PM – 1:30 PM	Civic Life Programs Transfer To Do Schedule
<input checked="" type="checkbox"/>	1:30 PM – 2:00 PM	RESERVED
<input checked="" type="checkbox"/>	2:00 PM – 2:50 PM	Mike J./ Rebecca E Check-in
<input type="checkbox"/>	2:50 PM – 3:00 PM	Free
<input checked="" type="checkbox"/>	3:00 PM – 4:00 PM	BDS L&E Monthly Check-In
<input type="checkbox"/>	4:00 PM – 4:15 PM	Free
<input checked="" type="checkbox"/>	4:15 PM – 5:00 PM	Andy's Departure: Business SMEs for knowledge transfer

After 5:00 PM Free

▲ **Thu, Apr 6**

Before 8:00 AM Free

- 8:00 AM – 9:00 AM DO NOT SCHEDULE OVER
- 8:30 AM – 9:00 AM PAYDAY\$\$\$\$
- 8:30 AM – 10:00 AM Property Compliance Division All Staff Monthly Meeting
- 9:00 AM – 10:30 AM Draft agenda for Friday and Monday, see telework agreement,
- 10:30 AM – 11:00 AM Free**
- 11:00 AM – 12:30 PM CONFIRMED: Planning & Development Directors Meeting (agenda attached)
- 12:00 PM – 1:30 PM Lunch
- 1:00 PM – 2:30 PM DAM CSG - Q2 Bureau Director's Meeting
- 1:30 PM – 7:30 PM DESIGN COMMISSION HEARING - BRIEFING – Parking Compliance Amendments Project (PCAP)
- 1:30 PM – 7:30 PM DESIGN COMMISSION HEARING - LU 23-004591 DZM – Hollywood HUB Housing
- 2:00 PM – 2:30 PM DO NOT SCHEDULE OVER
- 2:30 PM – 2:45 PM Personnel Issue
- 3:00 PM – 3:30 PM PM BREAK
- 3:30 PM – 4:00 PM 2023 Monthly Check-in: Rebecca and Christina G.
- 4:00 PM – 4:30 PM Future of Work
- 4:00 PM – 5:00 PM Canceled: Bill Reviews
- 4:30 PM – 5:00 PM Rebecca, Kurt & Terri: Prep Meeting

After 7:30 PM Free

▲ **Fri, Apr 7**

All Day Colleen Flex Day

All Day Matt Rozzell Flex Day

Before 8:00 AM Free

- 8:00 AM – 9:00 AM DO NOT SCHEDULE OVER
- 9:00 AM – 10:00 AM reserved
- 10:00 AM – 10:30 AM Rebecca and Doug Morgan Bi-weekly Check-in
- 10:00 AM – 11:00 AM BDS Managers: Equity Discussion Support Group (Optional)
- 10:30 AM – 10:40 AM Join Commissioner Rubio Meeting: 60-Day status update - research & intervention on housing project permits in the pipeline

■	10:30 AM – 11:15 AM	MEET: Cmr. Rubio/Dir. Rebecca Esau, Bureau of Development Services (BDS), weekly (Megan)
□	11:15 AM – 11:30 AM	Free
■	11:30 AM – 12:00 PM	O'Bryant Square
■	12:00 PM – 1:30 PM	Lunch
■	1:30 PM – 2:00 PM	MEET: Cmr. Rubio/Dirs. Branam, Esau, Oliveira & Rogers, weekly (Jillian)
■	2:00 PM – 3:00 PM	DO NOT SCHEDULE OVER
■	2:30 PM – 3:00 PM	BDS Staff: Pre-reviewed plans
■	3:00 PM – 3:30 PM	PM BREAK
■	3:30 PM – 5:00 PM	DO NOT SCHEDULE OVER
□	After 5:00 PM	Free

▲ **Sat, Apr 8 – Sun, Apr 9**

□	All Day	Cmr. Rubio out 4/8-4/13 *virtually participating in meetings
□	Before 12:00 PM	Free
■	12:00 PM – 1:30 PM	Lunch
□	After 1:30 PM	Free

▲ **Mon, Apr 10**

□	All Day	Cmr. Rubio out 4/8-4/13 *virtually participating in meetings
□	All Day	Doug VL (4/10 - 4/21; return 4/24)
□	Before 7:30 AM	Free
■	7:30 AM – 8:00 AM	Historic Landmarks Commission hearing day
■	8:00 AM – 9:00 AM	DO NOT SCHEDULE OVER
■	9:00 AM – 10:30 AM	DO NOT SCHEDULE OVER
□	10:00 AM – 10:30 AM	Canceled: Rebecca & Kurt K Weekly Check-in
■	10:30 AM – 11:00 AM	BDS City Attorney Monthly Meeting
□	11:00 AM – 12:00 PM	Free
■	12:00 PM – 1:30 PM	Lunch
□	1:00 PM – 1:50 PM	Canceled: TESC Monthly Meeting
■	1:30 PM – 2:00 PM	Follow-up: Debrief 3/21/23 Dev Bureaus Mgmt Team Mtg / Theme: Hand-offs
■	2:00 PM – 2:30 PM	MEET: Office of Cmr. Rubio/Dir. Rebecca Esau, Bureau of Development Services (BDS), et al., biweekly City-wide Permit Improvement check-in (Jillian)
■	2:30 PM – 3:00 PM	PM BREAK
■	3:00 PM – 3:30 PM	BDS staff: Cannabis Program and CPOT

<input type="checkbox"/>	3:30 PM – 4:30 PM	Permitting & Technology Coordination
<input type="checkbox"/>	4:00 PM – 4:30 PM	Rescheduled Taskforce Prep Meeting
<input type="checkbox"/>	4:30 PM – 4:45 PM	Free
<input type="checkbox"/>	4:45 PM – 5:45 PM	Rebecca and Elshad Weekly Check-in
<input type="checkbox"/>	After 5:45 PM	Free

▲ Tue, Apr 11

<input type="checkbox"/>	All Day	Comr. Rubio out 4/8-4/13 *virtually participating in meetings
<input type="checkbox"/>	All Day	Doug VL (4/10 - 4/21; return 4/24)
<input type="checkbox"/>	Before 8:00 AM	Free
<input type="checkbox"/>	8:00 AM – 8:30 AM	TAARS
<input type="checkbox"/>	8:00 AM – 9:00 AM	DO NOT SCHEDULE OVER
<input type="checkbox"/>	9:00 AM – 10:00 AM	work on CPOT, send to City Attorney, get data from David on SPC
<input type="checkbox"/>	10:00 AM – 11:30 AM	Senior Managers Weekly Meeting
<input type="checkbox"/>	11:30 AM – 12:00 PM	Rebecca and Terri Theisen Bi-weekly Check-in
<input type="checkbox"/>	11:30 AM – 12:00 PM	Optional April Drop-In Sessions: Future of Work Q&A
<input type="checkbox"/>	12:00 PM – 1:30 PM	Lunch
<input type="checkbox"/>	1:30 PM – 2:00 PM	Rebecca & Matt R Bi-weekly Check-in
<input type="checkbox"/>	1:30 PM – 2:00 PM	Canceled: Rebecca & Matt R. 1:1
<input type="checkbox"/>	2:00 PM – 3:00 PM	Monthly meeting: Discuss bureau's equity work & community engagement
<input type="checkbox"/>	2:30 PM – 3:00 PM	MEET: Directors' Cabinet
<input type="checkbox"/>	3:00 PM – 3:30 PM	PM BREAK
<input type="checkbox"/>	3:30 PM – 4:00 PM	Rebecca and Dave Bi-weekly Check-in
<input type="checkbox"/>	4:00 PM – 5:00 PM	Cluster of Fun Follow Up
<input type="checkbox"/>	5:00 PM – 6:00 PM	DO NOT SCHEDULE OVER
<input type="checkbox"/>	After 6:00 PM	Free

▲ Wed, Apr 12

<input type="checkbox"/>	All Day	Comr. Rubio out 4/8-4/13 *virtually participating in meetings
<input type="checkbox"/>	All Day	Doug VL (4/10 - 4/21; return 4/24)
<input type="checkbox"/>	All Day	Leesha OOO (4/12 - 4/14; return 4/17/23)
<input type="checkbox"/>	Before 8:00 AM	Free
<input type="checkbox"/>	8:00 AM – 9:00 AM	DO NOT SCHEDULE OVER
<input type="checkbox"/>	9:00 AM – 9:30 AM	Discuss Survey Work: PACI & Director's Office Roles & Responsibilities

■	9:30 AM – 10:00 AM	Rebecca, Ross, & Elshad meeting
▨	10:00 AM – 11:00 AM	Rebecca and Andy one on one
■	11:00 AM – 11:30 AM	RESERVED
■	11:30 AM – 11:55 AM	SDC payment deferral - check-in
□	11:55 AM – 12:00 PM	Free
■	12:00 PM – 1:30 PM	Lunch
▨	1:00 PM – 1:30 PM	Civic Life Programs Transfer To Do Schedule
■	1:30 PM – 2:00 PM	Prep for Virtual Drop-in
■	2:00 PM – 3:00 PM	April Virtual Drop-in with Rebecca and Elshad (Optional)
□	2:00 PM – 3:00 PM	Canceled: HOLD: 2023 Virtual Monthly Drop-in Meetings with Rebecca and Elshad
■	3:00 PM – 3:30 PM	Debrief Drop-in
■	3:30 PM – 4:30 PM	Director's Office Bi-weekly Check-in
□	4:30 PM – 5:00 PM	Free
■	5:00 PM – 5:30 PM	Check in
■	5:30 PM – 6:00 PM	Free
■	6:00 PM – 7:00 PM	appointment
■	After 7:00 PM	Free

▲ **Thu, Apr 13**

□	All Day	Comr. Rubio out 4/8-4/13 *virtually participating in meetings
□	All Day	Doug VL (4/10 - 4/21; return 4/24)
□	All Day	Leesha OOO (4/12 - 4/14; return 4/17/23)
■	All Day	Rebecca out of office 4/13-17 returning 4/18 (David K is Acting Director on Friday, Elshad will cover other days)
□	All Day	Gabby OOO (4/13 - 4/14; return 4/17/23)
■	8:00 AM – 9:00 AM	DO NOT SCHEDULE OVER
■	9:00 AM – 10:00 AM	DO NOT SCHEDULE OVER
□	10:30 AM – 11:30 AM	Canceled: SWAT
□	10:30 AM – 12:00 PM	Canceled: P&D Directors Monthly Meeting
■	11:30 AM – 1:00 PM	Bureau Directors Meeting
□	11:30 AM – 1:00 PM	Canceled: Bureau Directors Meeting
■	12:00 PM – 1:30 PM	Lunch
□	2:00 PM – 3:00 PM	Canceled: Rebecca and David one on one
■	3:00 PM – 3:30 PM	PM BREAK
■	3:30 PM – 6:30 PM	DO NOT SCHEDULE OVER
□	4:00 PM – 5:00 PM	Canceled: Bill Reviews

▲ **Fri, Apr 14**

- All Day Doug VL (4/10 - 4/21; return 4/24)
- All Day Leesha OOO (4/12 - 4/14; return 4/17/23)
- All Day Rebecca out of office 4/13-17 returning 4/18 (David K is Acting Director on Friday, Elshad will cover other days)
- All Day Gabby OOO (4/13 - 4/14; return 4/17/23)
- All Day Dave T VL
- All Day Elshad out on Flex
- All Day Leesha OOO - Flex
- 8:00 AM – 9:00 AM DO NOT SCHEDULE OVER
- 8:00 AM – 5:00 PM Reserved
- 10:30 AM – 11:15 AM Canceled: MEET: Cmr. Rubio/Dir. Rebecca Esau, Bureau of Development Services (BDS), weekly (Jillian)
- 10:30 AM – 12:00 PM Canceled: MEET: Permit Task Force
- 12:00 PM – 1:30 PM Lunch
- 1:30 PM – 2:00 PM Canceled: MEET: Cmr. Rubio/Dirs. Branam, Esau, Oliveira & Rogers, weekly (Jillian)
- 2:00 PM – 4:00 PM MEET: Cmr. Rubio/Dirs. Branam, Esau, Oliveira & Rogers | ReOrg meeting (Jillian)
- 3:00 PM – 3:30 PM PM BREAK

▲ **Sat, Apr 15 – Sun, Apr 16**

- All Day Doug VL (4/10 - 4/21; return 4/24)
- All Day Rebecca out of office 4/13-17 returning 4/18 (David K is Acting Director on Friday, Elshad will cover other days)
- 12:00 PM – 1:30 PM Lunch

▲ **Mon, Apr 17**

- All Day Doug VL (4/10 - 4/21; return 4/24)
- All Day Rebecca out of office 4/13-17 returning 4/18 (David K is Acting Director on Friday, Elshad will cover other days)
- All Day Permanent appt to BDS Director - Oct. 25, 2017
- 8:00 AM – 9:00 AM DO NOT SCHEDULE OVER
- 9:00 AM – 11:00 AM DO NOT SCHEDULE OVER
- 10:00 AM – 10:30 AM Canceled: Rebecca & Kurt K Weekly Check-in
- 12:00 PM – 1:30 PM Lunch

- 1:30 PM – 3:00 PM DO NOT SCHEDULE OVER
- 3:00 PM – 3:30 PM PM BREAK

▲ **Tue, Apr 18**

- All Day Doug VL (4/10 - 4/21; return 4/24)
- Before 7:00 AM Free**
- 7:00 AM – 10:00 AM Canceled: Urban Land Institute | Downtown Recovery Panel: Can Portland Get its Mojo Back
- 8:00 AM – 9:00 AM DO NOT SCHEDULE OVER
- 9:00 AM – 11:00 AM RESERVED
- 10:00 AM – 11:30 AM Canceled: Senior Managers Weekly Meeting
- 11:00 AM – 12:00 PM 2023 Management Team Meetings
- 11:30 AM – 12:00 PM Canceled: Optional April Drop-In Sessions: Future of Work Q&A
- 12:00 PM – 1:00 PM Lunch
- 1:00 PM – 1:10 PM Quick Check-In - SDC 24-Month Deferral
- 1:10 PM – 2:00 PM Free**
- 2:00 PM – 2:30 PM Rebecca and Gabby Check-in
- 2:30 PM – 3:00 PM Rebecca & Steve Lee: Realignment Resolution
- 3:00 PM – 3:30 PM Free**
- 3:30 PM – 5:00 PM DO NOT SCHEDULE OVER
- 4:00 PM – 4:30 PM Bureau Director meeting
- 4:00 PM – 4:30 PM Canceled: Bureau Directors Meeting
- 4:45 PM – 5:45 PM Rebecca and Elshad Weekly Check-in
- After 5:45 PM Free**

▲ **Wed, Apr 19**

- All Day Doug VL (4/10 - 4/21; return 4/24)
- Before 8:00 AM Free**
- 8:00 AM – 9:00 AM DO NOT SCHEDULE OVER
- 9:00 AM – 9:30 AM Canceled: Rebecca and Doug Morgan Bi-weekly Check-in
- 9:00 AM – 12:00 PM Council SDC payment deferral ordinance
- 11:00 AM – 12:30 PM FW: Lloyd Center Redevelopment TAC Mtg.
- 12:00 PM – 1:00 PM Small Business Support Survey & Next Steps
- 12:00 PM – 1:30 PM Lunch
- 1:30 PM – 2:00 PM Free**
- 2:00 PM – 5:00 PM BHR Training on future of work (Zoom)
- 3:00 PM – 3:30 PM PM BREAK

5:00 PM – 6:30 PM DO NOT SCHEDULE OVER

After 6:30 PM Free

▲ **Thu, Apr 20**

All Day Doug VL (4/10 - 4/21; return 4/24)

All Day David K OOO 4/20 - 4/21; return 4/24/23)

Before 8:00 AM Free

8:00 AM – 9:00 AM DO NOT SCHEDULE OVER

8:00 AM – 10:00 AM Development Review Advisory Committee

8:30 AM – 9:00 AM PAYDAY\$\$\$\$

10:00 AM – 10:30 AM DO NOT SCHEDULE OVER

10:30 AM – 12:00 PM Permit Improvement Task Force

10:30 AM – 12:00 PM Canceled: PARTICIPATE: Cmr. Rubio w/ Cmr. Mapps & Ryan | Permit Improvement Task Force, quarterly/Dir. Rebecca Esau, Bureau of Development Services (BDS) (Jillian/Megan)

11:00 AM – 11:25 AM Response to Title VI inquiry (sent email to Leesha - RE can't attend)

12:00 PM – 12:30 PM Civic Life Programs Transfer To Do Schedule

12:00 PM – 1:30 PM Lunch

1:30 PM – 2:00 PM Free

2:00 PM – 2:30 PM Rebecca, Elshad, & Beth Monthly Check-in (Rebecca will join Elshad & Beth's weekly meeting)

2:30 PM – 4:30 PM Free

4:30 PM – 5:00 PM Rebecca, Kurt & Terri: Prep Meeting

5:00 PM – 5:30 PM PITSC Candidates: Interview outcome

5:30 PM – 7:30 PM DO NOT SCHEDULE OVER

After 7:30 PM Free

▲ **Fri, Apr 21**

All Day Doug VL (4/10 - 4/21; return 4/24)

All Day Colleen Flex Day

All Day Gabby VL (return 4/24)

All Day Matt Rozzell Flex Day

Before 8:00 AM Free

8:00 AM – 9:00 AM DO NOT SCHEDULE OVER

8:00 AM – 5:00 PM Reserved

8:00 AM – 5:00 PM work









■	9:00 AM – 10:00 AM	draft agenda for Monday with Comm.; draft letter; review retirement drafts; draft week's updates for Comm.
■	10:00 AM – 10:30 AM	Rebecca and Kimberly Tallant Check-in
□	10:30 AM – 10:45 AM	Canceled: HOLD Join Commissioner Rubio Meeting: BDS Permitting Services Division overview
□	10:30 AM – 11:15 AM	Canceled: Hold MEET: Cmr. Rubio/Bureau of Development Services (BDS), weekly (Jillian)
■	11:00 AM – 11:30 AM	Title VI
■	11:30 AM – 12:00 PM	psilocybin/cannabis disclosure in portlandmaps
■	12:00 PM – 1:30 PM	Lunch
■	1:30 PM – 2:00 PM	MEET: Cmr. Rubio/Dirs. Branam, Esau, Oliveira & Rogers, weekly (Jillian)
■	3:00 PM – 3:30 PM	PM BREAK
■	4:30 PM – 6:30 PM	haircut
□	After 6:30 PM	Free

▲ **Sat, Apr 22 – Sun, Apr 23**





















□	Before 12:00 PM	Free
■	12:00 PM – 1:30 PM	Lunch
□	After 1:30 PM	Free

▲ **Mon, Apr 24**

□	Before 7:30 AM	Free
■	7:30 AM – 8:00 AM	Historic Landmarks Commission hearing day
■	8:00 AM – 9:00 AM	DO NOT SCHEDULE OVER
■	9:00 AM – 11:00 AM	DO NOT SCHEDULE OVER
■	10:00 AM – 10:30 AM	Defined process to resolve customer complaints/conflicts (Prep for Auditor meeting)
□	10:00 AM – 10:30 AM	Canceled: Rebecca & Kurt K Weekly Check-in
□	10:30 AM – 1:30 PM	Canceled: HOLD - TBD RBA Cluster Session 1.5 hours
■	11:00 AM – 11:30 AM	Cannabis Program Q&A
■	11:30 AM – 12:00 PM	Ombudsman case
■	12:00 PM – 12:15 PM	15 min Good News briefing
■	12:00 PM – 1:30 PM	Lunch
■	1:30 PM – 2:00 PM	RESERVED
▨	1:30 PM – 2:30 PM	HISTORIC LANDMARKS COMMISSION HEARING - ITEMS OF INTEREST

	1:30 PM – 7:30 PM	HISTORIC LANDMARKS COMMISSION HEARING - BRIEFING – Healthy Business Permits (Street Seats/Plazas)
	2:00 PM – 2:30 PM	MEET: Office of Cmr. Rubio/Dir. Rebecca Esau, Bureau of Development Services (BDS), et al., biweekly City-wide Permit Improvement check-in (Jillian)
	2:00 PM – 2:30 PM	MEET: Office of Cmr. Rubio/Dir. Rebecca Esau, Bureau of Development Services (BDS), et al., biweekly City-wide Permit Improvement check-in (Jillian)
	2:30 PM – 3:00 PM	Rebecca and Terri Theisen Bi-weekly Check-in
	3:00 PM – 3:30 PM	PM BREAK
	3:30 PM – 4:30 PM	Permitting & Technology Coordination
	4:45 PM – 5:45 PM	Rebecca and Elshad Weekly Check-in
	After 7:30 PM	Free

▲ **Tue, Apr 25**

	Before 8:00 AM	Free
	8:00 AM – 8:30 AM	TAARS
	8:00 AM – 9:00 AM	DO NOT SCHEDULE OVER
	8:30 AM – 9:00 AM	Go to the office
	9:00 AM – 9:30 AM	Rebecca & Matt R Bi-weekly Check-in
	9:30 AM – 10:00 AM	DO NOT SCHEDULE OVER
	10:00 AM – 11:30 AM	(Virtual) Senior Managers Weekly Meeting
	11:30 AM – 12:00 PM	Travel Time
	12:00 PM – 1:00 PM	Present at Wonder Woman Awards Ceremony
	12:00 PM – 1:30 PM	Lunch
	1:00 PM – 1:30 PM	Travel Time
	1:30 PM – 2:00 PM	prep for 4/28
	1:30 PM – 2:00 PM	Canceled: Rebecca & Matt R. 1:1
	2:00 PM – 2:30 PM	Dignity Village - April electrical install
	2:00 PM – 3:00 PM	MEET: Directors' Cabinet
	2:30 PM – 3:00 PM	DO NOT SCHEDULE OVER
	3:00 PM – 3:30 PM	work on Andy & Donna's letters
	3:30 PM – 4:00 PM	PM BREAK
	4:00 PM – 5:00 PM	Free
	After 5:00 PM	Free

▲ **Wed, Apr 26**

	Before 8:00 AM	Free
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■	8:00 AM – 9:00 AM	DO NOT SCHEDULE OVER
■	9:00 AM – 10:00 AM	telework agreements & agenda for town hall
■	10:00 AM – 11:00 AM	Rebecca and Andy one on one
▨	11:00 AM – 12:00 PM	Year 2 Building Permit Review Audit Follow Up
■	12:00 PM – 1:30 PM	Lunch
□	1:00 PM – 1:30 PM	Canceled: Civic Life Programs Transfer To Do Schedule
■	1:30 PM – 2:00 PM	Rebecca and Dave Bi-weekly Check-in
■	2:00 PM – 2:30 PM	Rebecca Esau, Travis Maurer, Beth Benton, Christina Coursey: Support for the important work of the program and CPOT
■	2:00 PM – 2:30 PM	RESERVED
■	2:30 PM – 3:00 PM	2023 BDS/HBA Monthly Meeting
■	3:00 PM – 3:30 PM	lien, Ombudsman and risk claim situation
■	3:30 PM – 4:00 PM	PM BREAK
■	4:00 PM – 5:00 PM	BPS / BDS monthly check-in
□	5:00 PM – 6:00 PM	Free
■	6:00 PM – 7:00 PM	appointment
□	After 7:00 PM	Free

▲ **Thu, Apr 27**

□	All Day	Kara's birthday
□	Before 8:00 AM	Free
■	8:00 AM – 9:00 AM	DO NOT SCHEDULE OVER
■	8:00 AM – 9:00 AM	Go to office
■	9:00 AM – 9:45 AM	BDS Executive Leadership Briefing
▨	9:00 AM – 9:45 AM	Portland BDS Executive Leadership Briefing (w/ Equity & Results)
■	9:00 AM – 10:30 AM	DO NOT SCHEDULE OVER
■	10:30 AM – 11:00 AM	prep for Friday
■	11:00 AM – 11:30 AM	Travel Time for Bureau Directors Meeting
■	11:30 AM – 1:00 PM	Bureau Directors Meeting
■	12:00 PM – 1:30 PM	Lunch
■	1:00 PM – 1:30 PM	travel
■	1:30 PM – 2:00 PM	Quick Check in Before my time off
■	2:00 PM – 3:00 PM	Rebecca and David one on one
■	3:00 PM – 3:30 PM	PM BREAK
■	3:00 PM – 3:30 PM	telework agreements
□	3:30 PM – 4:00 PM	Free
□	4:00 PM – 4:30 PM	Canceled: Development Director's Monthly Meeting

<input type="checkbox"/>	4:00 PM – 5:00 PM	Canceled: Bill Reviews
<input checked="" type="checkbox"/>	4:30 PM – 6:30 PM	DO NOT SCHEDULE OVER
<input type="checkbox"/>	After 6:30 PM	Free

▲ **Fri, Apr 28**

<input type="checkbox"/>	All Day	Elshad out on Flex
<input type="checkbox"/>	All Day	Leesha OOO - Flex
<input type="checkbox"/>	Before 8:00 AM	Free
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	DO NOT SCHEDULE OVER
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	Go to office
<input checked="" type="checkbox"/>	9:00 AM – 11:00 AM	IH Calibration Study Work Group Meeting 6
<input type="checkbox"/>	10:30 AM – 11:15 AM	Canceled: MEET: Cmr. Rubio/Dir. Rebecca Esau, Bureau of Development Services (BDS), weekly (Jillian)
<input checked="" type="checkbox"/>	11:00 AM – 11:30 AM	Director's Office Bi-weekly Check-in
<input checked="" type="checkbox"/>	11:30 AM – 1:00 PM	Andy's Farewell Lunch
<input checked="" type="checkbox"/>	12:00 PM – 1:30 PM	Lunch
<input checked="" type="checkbox"/>	1:00 PM – 1:30 PM	travel
<input type="checkbox"/>	1:30 PM – 2:00 PM	Canceled: MEET: Cmr. Rubio/Dirs. Branam, Esau, Oliveira & Rogers, weekly (Jillian)
<input checked="" type="checkbox"/>	1:30 PM – 3:30 PM	ReOrg discussion (directors only)
<input checked="" type="checkbox"/>	3:00 PM – 3:30 PM	PM BREAK
<input checked="" type="checkbox"/>	3:30 PM – 4:00 PM	travel
<input checked="" type="checkbox"/>	4:00 PM – 4:30 PM	Travel
<input checked="" type="checkbox"/>	4:00 PM – 7:00 PM	Farewell retirement event for Andy P
<input checked="" type="checkbox"/>	4:30 PM – 7:00 PM	Andy P Farewell Party
<input type="checkbox"/>	After 7:00 PM	Free

Colleen Poole

Customer Success/Admin Support Supervisor and Executive Assistant | Director's Office
Bureau of Development Services | City of Portland
 1900 SW Fourth Ave, Suite 5000
 Portland, OR 97201

Read [here](#) for news about services available at the Development Services Center.

Connect at: Colleen.Poole@portlandoregon.gov

Teleworking Hours







Monday – Friday
 8:00 am — 5:30 pm

Esau, Rebecca Calendar
Rebecca.Esau@portlandoregon.gov
Monday, May 1, 2023 – Wednesday, May 31, 2023

May 2023




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	1	2	3	4	5	6
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|---|---|--|
|  Busy |  Tentative |  Free |
|  Out of Office |  Working Elsewhere |  Outside of Working Hours |

May 2023





▲ **Mon, May 1**

-  9:30 AM – 10:00 AM Meet with constituent
-  11:30 AM – 12:00 PM BDS Staff & Developer: Briefing on Modular Housing Initiative at Terminal 2
-  2:00 PM – 3:00 PM Follow up on the SDC increases discussion from April 20 DRAC meeting

▲ **Tue, May 2**

-  9:00 AM – 9:30 AM Kimberly Tallant Check-in
-  9:30 AM – 10:00 AM Brenda Fahey Check-in
-  3:00 PM – 3:30 PM Development Review Advisory Committee Agenda Planning Meeting
-  3:30 PM – 4:00 PM Gabby Bruya Check-in
-  4:30 PM – 5:00 PM Quarterly BDS/BES Directors Check-in

▲ **Wed, May 3**

-  9:00 AM – 9:30 AM Doug Morgan Bi-weekly Check-in
-  9:45 AM – 10:15 AM BDS Staff: Fee Change Ordinance and Talking Points
-  1:30 PM – 2:00 PM Quarterly Meeting: Empowerment Program Coordinators
-  2:00 PM – 2:30 PM Janette Cook: Discuss issues with addressing

■ 3:00 PM – 4:00 PM BDS L&E Monthly Check-In

▲ **Thu, May 4**

■ All Day Out of Office

▲ **Fri, May 5**

■ 1:30 PM – 2:00 PM Commissioner. Rubio, Director Branam, Director Oliveira and Director Rogers

▲ **Mon, May 8**

■ 9:00 AM – 9:30 AM BDS Staff: Discuss Building Permits

■ 2:00 PM – 2:30 PM Office of Commissioner Rubio Bi-weekly City-wide Permit Improvement Check-in

■ 3:30 PM – 4:30 PM BDS Staff: Permitting & Technology Coordination

▨ 4:30 PM – 5:00 PM BDS Staff: 2023-2024 Fee Changes

▲ **Tue, May 9**

■ 10:00 AM – 11:30 AM BDS Senior Managers Weekly Meeting

■ 11:45 AM – 12:00 PM BDS Staff: NAIOP Oregon Chapter and Building Owners Management Association

■ 2:00 PM – 2:30 PM Terri Theisen Check-in

■ 2:30 PM – 3:00 PM Dave Tebeau Bi-weekly Check-in

▨ 3:00 PM – 3:30 PM Matt Rozzell Bi-weekly Check-in

■ 3:30 PM – 4:00 PM Christina Ghan Monthly Check-in

▲ **Wed, May 10**

■ 9:00 AM – 9:30 AM Doug Morgan Check-in

■ 9:30 AM – 10:00 AM Ross Caron and Elshad Hajiyev Monthly Meeting

■ 2:00 PM – 2:30 PM BDS City Attorney Monthly Meeting

■ 2:30 PM – 3:00 PM Kim Tallant and David Kuhnhausen Check-in

■ 3:00 PM – 3:30 PM Elshad Hajiyev Check-in

■ 3:45 PM – 4:30 PM BDS Staff: Monthly bureau's equity work & community engagement

■ 4:30 PM – 5:00 PM Commissioner Rubio and staff

▲ **Thu, May 11**

■ All Day Out of Office

▲ **Fri, May 12**

■ All Day Out of Office

▲ **Mon, May 15**

■ All Day Out of Office

▲ **Tue, May 16**

■ All Day Out of Office

▲ **Wed, May 17**

■ All Day Out of Office

▲ **Thu, May 18**

■ All Day Out of Office

▲ **Fri, May 19**

■ All Day Out of Office

▲ **Mon, May 22**

■ All Day Out of Office

▲ **Tue, May 23**

■ All Day Out of Office

▲ **Wed, May 24**

■ All Day Out of Office

▲ **Thu, May 25**

■ All Day Out of Office

▲ **Fri, May 26**

■ All Day Out of Office

▲ **Mon, May 29**

■ All Day Out of Office

▲ **Tue, May 30**

■ All Day Out of Office

▲ **Wed, May 31**

■ All Day Out of Office

Esau, Rebecca Calendar
Rebecca.Esau@portlandoregon.gov
Thursday, June 1, 2023 – Friday, June 30, 2023

June 2023
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11	12	13	14	15	16	17
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June 2023

▲ **Thu, Jun 1**

■ All Day Out of Office

▲ **Fri, Jun 2**

■ All Day Out of Office

▲ **Mon, Jun 5**

- 10:00 AM – 10:30 AM Elshad Hajiyev Check-in
 - 11:00 AM – 11:45 AM Commissioner Rubio and Jillian Schoene Weekly Meeting
 - 1:00 PM – 1:30 PM Terri Theisen Bi-weekly Check-in
 - 2:00 PM – 2:30 PM Jillian Schoene: Biweekly City-wide Permit Improvement check-in
 - 2:30 PM – 3:00 PM Meet with Justin Wood
 - 3:00 PM – 3:15 PM Kurt Krueger Check-in
 - 3:30 PM – 4:30 PM Permitting & Technology Coordination Weekly Meeting
 - 4:30 PM – 5:00 PM Meet with Mark Dane
 - 4:45 PM – 5:45 PM Elshad Hajiyev Weekly Check-in
-

▲ **Tue, Jun 6**

- 9:00 AM – 10:00 AM Bureau of Development Services Results Based Accountability Executive Leadership Briefing (w/

- Equity & Results)
 - 10:00 AM – 11:30 AM Senior Managers Weekly Meeting
 - 1:30 PM – 2:00 PM Matt Rozzell Bi-weekly Check-in
 - 2:30 PM – 3:00 PM Development Review Advisory Committee Agenda Planning Meeting
 - 3:00 PM – 3:30 PM Discuss candidates for Development Review Advisory Committee membership
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▲ **Wed, Jun 7**

- 10:30 AM – 11:00 AM Christina Ghan Monthly Check-in
 - 11:00 AM – 12:00 PM Results Based Accountability - Land Use Services
 - 2:00 PM – 2:50 PM Mike Jordan BDS Check-in
 - 3:00 PM – 4:00 PM BDS L&E Monthly Check-In
 - 4:00 PM – 5:00 PM Colleen Poole and Gabby Bruya: Director's Office Bi-weekly Check-in
-

▲ **Thu, Jun 8**

- 9:00 AM – 4:00 PM City Organization Retreat
-

▲ **Fri, Jun 9**

- 9:00 AM – 10:00 AM BDS Staff: Proposed Vesting for Title 24 Compensatory Excavation
 - 11:00 AM – 12:00 PM David Kuhnhausen Check-in
 - 1:30 PM – 2:00 PM Travel time
 - 2:00 PM – 2:30 PM Commissioner Rubio's Office, Bureau of Planning and Sustainability, Portland Housing Bureau: ReOrg meeting
-

▲ **Mon, Jun 12**

- 8:15 AM – 10:15 AM City Staff: Charter Reform – Re-org Planning
 - 11:00 AM – 11:45 AM Commissioner Rubio and Jillian Schoene Weekly Meeting
 - 2:00 PM – 3:00 PM BDS Staff: Public Works - AMANDA and Project Dox
 - 3:30 PM – 4:30 PM Elshad Hajiyev and Leesha Posey: Discuss bureau's Equity Work & Community Engagement Monthly Meeting
 - 4:45 PM – 5:45 PM Elshad Hajiyev Weekly Check-in
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▲ **Tue, Jun 13**

- 9:00 AM – 9:30 AM Kimberly Tallant Check-in
 - 10:00 AM – 11:30 AM Senior Managers Weekly Meeting
 - 1:00 PM – 1:30 PM Tony Garcia, City Attorney, Beth Benton: Liquor Process Follow-up
 - 2:00 PM – 2:30 PM Gabby Bruya Check-in
 - 3:30 PM – 4:00 PM City Staff: Web Project Briefing
 - 4:00 PM – 4:30 PM Bureau Directors Meeting
 - 4:30 PM – 5:00 PM Quarterly BDS/BES Directors Check-in
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▲ **Wed, Jun 14**

- 9:00 AM – 10:00 AM Doug Morgan Bi-weekly Check-in
 - 2:30 PM – 3:00 PM BDS Staff: Time Place Manner
 - 4:00 PM – 4:30 PM BDS City Attorney Monthly Meeting
 - 4:30 PM – 5:00 PM Terri Theisen, Kurt Krueger, Jillian Abe Check-in
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▲ **Thu, Jun 15**

- 8:00 AM – 10:00 AM Development Review Advisory Committee Monthly Meeting
 - 1:30 PM – 2:00 PM BDS Building Official's Meeting
 - 2:00 PM – 2:45 PM BDS and Inter-Agency Employee Town Hall: Update on process improvements and unification of development review and permitting functions
 - 3:00 PM – 4:00 PM Elshad Hajiyev and Brenda Fahey: Discuss Technology Training Continuous Improvement project prioritization
 - 4:30 PM – 5:00 PM Kurt Krueger and Terri Theisen: Prep Meeting
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▲ **Fri, Jun 16**

- 11:00 AM – 11:30 AM Staci Monroe and Lauren King: Security Gates
 - 1:30 PM – 2:00 PM Cmr. Rubio/Dirs. Branam, Esau, Oliveira & Rogers, weekly
 - 4:30 PM – 5:00 PM Elshad Hajiyev Check-in
-

▲ **Mon, Jun 19**

■ All Day City Offices Closed: Juneteenth Holiday

▲ **Tue, Jun 20**

- 10:00 AM – 12:00 PM BDS Monthly Management Team Meeting
 - 1:00 PM – 1:30 PM City Staff: Permit Improvement Technology Priorities
 - 1:30 PM – 2:00 PM Matt Rozzell Bi-weekly Check-in
 - 2:00 PM – 2:30 PM Terri Theisen Bi-weekly Check-in
 - 3:30 PM – 4:00 PM Portland International Raceway Project Update
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▲ **Wed, Jun 21**

- 9:30 AM – 10:00 AM City Staff: Regulatory Work Group Check In
 - 10:00 AM – 11:00 AM Elshad Hajiyev Weekly Check-in
 - 1:30 PM – 2:00 PM Dave Tebeau Bi-weekly Check-in
 - 2:00 PM – 3:00 PM David Kuhnhausen Check-in
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▲ **Thu, Jun 22**

- 9:00 AM – 9:30 AM BDS Staff: Volunteer Equity Training Discussion
 - 10:00 AM – 10:30 AM Colleen Poole and Gabby Bruya Director's Office Bi-weekly Check-in
 - 12:30 PM – 1:00 PM Travel time
 - 1:00 PM – 5:00 PM City Staff: Organizational Development Design Charette
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▲ **Fri, Jun 23**

- 12:30 PM – 1:00 PM Constituent, Beth Benton, and Jillian Schoene
 - 1:30 PM – 2:00 PM Cmr. Rubio/Dirs. Branam, Esau, Oliveira & Rogers, weekly
 - 2:00 PM – 4:00 PM Commissioner Rubio's Office, Bureau of Planning and Sustainability, Portland Housing Bureau: ReOrg meeting
-

▲ **Mon, Jun 26**

■ All Day Out of Office

▲ **Tue, Jun 27**

- 9:00 AM – 9:30 AM Kimberly Tallant Check-in
- 10:00 AM – 11:30 AM BDS Senior Managers Weekly Meeting

- 2:00 PM – 2:30 PM Gabby Bruya Check-in
 - 2:30 PM – 3:00 PM Kari Schimel Check-in
 - 3:00 PM – 3:30 PM BDS and IBEW Local 48 Business Partnership meeting
 - 4:00 PM – 4:30 PM Bureau Director meeting
 - 4:45 PM – 5:45 PM Elshad Hajiyev Weekly Check-in
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▲ **Wed, Jun 28**

- 12:00 PM – 1:00 PM Service area internal services directors & managers mtg
 - 2:30 PM – 4:30 PM Leading Through Change (in-person option 2/2)
 - 4:00 PM – 5:00 PM Bureau of Planning Sustainability Monthly Check-in
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▲ **Thu, Jun 29**

- 10:30 AM – 11:00 AM Colleen Poole: SuccessFactors Check-in
 - 11:30 AM – 12:30 PM BDS Staff Retirement Party
 - 1:30 PM – 2:00 PM BDS Building Official's Meeting
 - 2:00 PM – 3:30 PM BDS Summer Employee Appreciation Event (Scavenger Hunt)
 - 4:30 PM – 5:00 PM Kurt Krueger & Terri Theisen: Prep Meeting
 - 5:00 PM – 5:30 PM Elshad Hajiyev Check in
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▲ **Fri, Jun 30**

- 10:30 AM – 11:15 AM Commissioner Rubio and Jillian Schoene Weekly Meeting
 - 1:30 PM – 2:00 PM Cmr. Rubio/Dirs. Branam, Esau, Oliveira & Rogers, Weekly Meeting
 - 2:30 PM – 3:00 PM Doug Morgan Check-in
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