
Esau, Rebecca Calendar

Monday, January 6, 2020 – Sunday, January 12, 2020

January 2020

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January 2020

▲ Mon, Jan 6

■ All Day Out Sick

▲ Tue, Jan 7

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
 - 10:10 AM – 10:30 AM Ross Jonak (TRACS Support Manager) meet-up
 - 1:00 PM – 2:00 PM Dora Perry (Equity & Policy Manager) one on one
 - 2:30 PM – 3:00 PM Cupid Alexander (Mayor's Office) via phone re: updates and status on permitting
 - 3:00 PM – 3:30 PM Leonard McDowell (Commercial Inspection staff) re: Master Permit Program
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▲ Wed, Jan 8

- 9:00 AM – 9:30 AM Doug Morgan (Plan Review Services Manager) one on one
 - 9:30 AM – 10:00 AM Ross Caron (Bureauwide Projects Manager) one on one
 - 10:00 AM – 11:00 AM Andy Peterson (Special Projects Manager) one on one
 - 11:00 AM – 12:00 PM Weekly Portland Online Permitting System Executive meeting
 - 1:00 PM – 2:00 PM Weekly Portland Online Permitting System Change Management & Communications Meeting
 - 2:00 PM – 2:30 PM Mike Liefeld (Zoning, Nuisance, & Site Inspections Manager) one on one
 - 2:30 PM – 2:50 PM Jill Grenda (Planning & Zoning Manager) meet-up
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▲ **Thu, Jan 9**

- 9:15 AM – 9:45 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
 - 9:45 AM – 10:00 AM Mark Feters (Facilities & Safety Manager), Chris Woo (Safety Officer) re: Online Residential Inspector Route Slips
 - 11:30 AM – 12:00 PM Travel
 - 12:00 PM – 1:30 PM BDS Financial Advisory Committee Meeting #2
 - 1:30 PM – 2:00 PM Travel
 - 1:45 PM – 2:00 PM Alex Cousins (Communications Manager) Check-in
 - 2:00 PM – 3:00 PM David Kuhnhausen (Permitting Services Manager) one on one
 - 3:00 PM – 4:00 PM Ron Zito (Bureau of Human Resources Employee Relations Manager) Quarterly Check-In
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▲ **Fri, Jan 10**

- 10:00 AM – 12:00 PM Ride-along with Eric Gessner (Commercial Structural/Mechanical Senior Building Inspector)
 - 12:30 PM – 1:00 PM Terry Whitehill (Building Official) and Doug Morgan (Plan Review Services Manager) re: Energy Code - 101
 - 2:30 PM – 3:30 PM Development Review Advisory Committee Agenda Planning Meeting
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Esau, Rebecca Calendar

Monday, January 13, 2020 – Sunday, January 19, 2020

January 2020

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January 2020

▲ Mon, Jan 13

- 8:30 AM – 9:15 AM MEET: Smart Growth (Tia Williams & Sam Diaz Mayor's Office)
 - 11:30 AM – 12:00 PM Sam Diaz (Office of Mayor Wheeler) - Weekly Check-in via phone
 - 2:00 PM – 3:30 PM 2019 Weekly Senior Manager Meetings
 - 3:30 PM – 3:45 PM Elshad Hajiyev (Deputy Director), Alex Cousins (Communications Manager) check-in
 - 3:45 PM – 4:45 PM Elshad Hajiyev (Deputy Director) one on one
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▲ Tue, Jan 14

- 8:30 AM – 9:00 AM City Attorney Meeting
 - 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
 - 10:10 AM – 10:30 AM Darryl Godsby (Commercial Services Inspection Manager) meet-up
 - 12:00 PM – 1:30 PM Budget Advisory Committee
 - 1:30 PM – 2:30 PM Inspections Bi-weekly Tactical meeting
 - 2:30 PM – 3:00 PM travel
 - 3:00 PM – 4:00 PM Office of Management & Finance Advisory Committee - FY 2019-20 meeting series
 - 4:00 PM – 4:30 PM travel
 - 4:30 PM – 5:00 PM Nancy Thornton (Code & Policy Development) one on one
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▲ Wed, Jan 15

- 8:30 AM – 9:00 AM Nancy Thorington (Code & Policy Development), Dave Tebeau (Residential Services Inspections Manager), Jason Butler-Brown (Site Development Manager) re: Hold Harmless
 - 9:30 AM – 10:00 AM Ross Caron (Bureauwide Projects Manager) one on one
 - 10:30 AM – 11:00 AM Josh Binkley (Change Management) one on one
 - 11:00 AM – 11:30 AM Chris Dennis (Quality Assurance Consultant) to join the Portland Online Permitting System Executive Meeting
 - 11:30 AM – 12:00 PM Weekly Portland Online Permitting System Executive Meeting
 - 1:00 PM – 1:30 PM Dora Perry (Equity & Policy Manager), Leesha Posey (Specialized Permitting), Dory Robinson (Small Business Coordinator) re: prepare for 1/27/20 meeting with the Mayor
 - 1:30 PM – 2:00 PM Beth Benton (Property Compliance Inspections Manager) one on one
 - 2:00 PM – 3:00 PM Interim POPS Governance Structure Development meeting
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▲ Thu, Jan 16

- 8:00 AM – 10:00 AM Development Review Advisory Committee meeting
 - 11:00 AM – 11:30 AM travel
 - 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
 - 1:00 PM – 1:30 PM travel
 - 1:30 PM – 2:00 PM Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one
 - 2:00 PM – 3:00 PM Bureau of Planning & Sustainability Director and staff check-in
 - 3:00 PM – 3:30 PM David Kuhnhausen one on one
 - 3:30 PM – 3:45 PM Elshad Hajiyev (Deputy Director), Alex Cousins (Communications Manager) Check-in
 - 4:00 PM – 4:15 PM Emily Sandy (Code & Policy Development staff) one on one
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▲ Fri, Jan 17

■ All Day Out of the office

Esau, Rebecca Calendar

Monday, January 20, 2020 – Sunday, January 26, 2020

January 2020

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January 2020

▲ Mon, Jan 20

■ All Day MLK Jr Day Holiday

▲ Tue, Jan 21

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
 - 10:00 AM – 12:00 PM 2019 BDS Management Team Meeting
 - 11:30 AM – 12:00 PM Kara Fioravanti (Design & Historic Resources Manager), Alice Nielsen (Process Management Manager) re: prep for 1/27/20 meeting with the Mayor
 - 1:00 PM – 2:00 PM Dora Perry (Equity& Policy Manager) one on one
 - 2:00 PM – 2:30 PM Elshad Hajiyev (Deputy Director), David Kuhnhausen (Permitting Services Manager), Chris Corr (Records Conversion) re: Quarterly Digitization Meeting
 - 2:30 PM – 3:00 PM Elshad Hajiyev (Deputy Director) one on one
 - 3:00 PM – 3:30 PM Rebecca Esau, Dora Perry, Kymberly Horner (Portland Community Reinvestment Initiatives Home Executive Director) meet & greet
 - 4:00 PM – 4:30 PM Rescheduled Development Review Audit: End of Planning Meeting
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▲ Wed, Jan 22

- 11:00 AM – 12:00 PM Weekly Portland Online Permitting System Executive meeting
 - 3:30 PM – 4:00 PM Duane Whitehurst (Portland Online Permitting System Manager) one on one
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▲ **Thu, Jan 23**

- 9:00 AM – 3:30 PM Interviews
 - 3:30 PM – 3:45 PM Elshad Hajiyev (Deputy Director), Alex Cousins (Communications Manager) Check-in
 - 4:00 PM – 4:15 PM Emily Sandy (Code & Policy Development) re: one on one
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▲ **Fri, Jan 24**

- 9:30 AM – 10:00 AM Dora Perry (Equity & Policy Manager) one on one
 - 10:40 AM – 11:00 AM Rochelle Hunter-James (Permitting Services Manager) meet-up
 - 1:00 PM – 2:00 PM David Kuhnhausen (Permitting Services Manager) one on one
 - 2:00 PM – 2:30 PM Ross Caron (Bureauwide Projects Manager) one on one
 - 2:30 PM – 3:00 PM Darryl Godsby (Commercial Inspection Services Manager) one on one
 - 3:00 PM – 3:30 PM Doug Morgan (Plan Review Services Manager) one on one
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Esau, Rebecca Calendar

Monday, January 27, 2020 – Sunday, February 2, 2020

January 2020

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February 2020

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January 2020

▲ Mon, Jan 27

- 8:45 AM – 9:30 AM MEET: Anti-Displacement (Sam Diaz, Office of the Mayor)
- 11:30 AM – 12:00 PM Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
- 1:00 PM – 1:30 PM HR Issue
- 2:00 PM – 3:30 PM 2020 Senior Managers Meeting
- 3:30 PM – 3:45 PM Elshad, Alex check-in
- 4:00 PM – 4:30 PM Travel
- 4:30 PM – 6:30 PM Technology Oversight Committee meeting

▲ Tue, Jan 28

- 8:30 AM – 9:00 AM Tom Rinehart (Chief Administrative Officer) Monthly Meeting
- 10:00 AM – 10:30 AM Dave Tebeau (Residential Inspection Services Manager) Monthly one on one
- 10:40 AM – 11:00 AM Janette Silleck (Permitting Services Manager) meet-up
- 1:00 PM – 2:00 PM Inspections Bi-weekly Tactical meeting

▲ Wed, Jan 29

- 11:00 AM – 12:00 PM Weekly Portland Online Permitting System Executive meeting
- 1:00 PM – 2:00 PM Weekly Portland Online Permitting System Change Management & Communications Meeting

- 2:30 PM – 2:40 PM Emily Sandy (Code & Policy Development) to join the Home Builders Association Meeting
 - 2:40 PM – 3:00 PM Nancy Thorington (Code & Policy Development), Mike Liefeld (Zoning Nuisance & Site Inspections Manager), Beth Benton (Property Compliance Inspections Manager) to join the Home Builders Association meeting
 - 3:00 PM – 3:30 PM Monthly Home Builders Association Meeting
 - 3:30 PM – 4:00 PM Doug Morgan (Plan Review Services Manager) one on one
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▲ **Thu, Jan 30**

- 8:30 AM – 9:00 AM travel
 - 9:00 AM – 10:00 AM Matt Wickstrom (Business Process Improvement), House Speaker Tina Kotek
 - 10:00 AM – 10:30 AM travel
 - 11:30 AM – 12:00 PM travel
 - 12:00 PM – 1:00 PM Chris Warner, Portland Bureau of Transportation Director Lunch meeting
 - 1:00 PM – 1:30 PM travel
 - 1:30 PM – 2:30 PM Kim Tallant (Principal Planner) one on one
 - 2:30 PM – 3:00 PM David Kuhnhausen (Permitting Services Manager) one on one
 - 3:00 PM – 3:30 PM Colleen Poole (Customer Service & Outreach Coordinator) meeting
 - 3:30 PM – 3:45 PM Elshad Hajiyev (Deputy Director), Alex Cousins (Communication Manager) Check-in
 - 4:00 PM – 4:15 PM Emily Sandy (Code & Policy Development) one on one
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▲ **Fri, Jan 31**

■ All Day Working Remotely

Esau, Rebecca Calendar
Monday, February 3, 2020 – Sunday, February 9, 2020

February 2020
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February 2020

▲ **Mon, Feb 3**

- 8:30 AM – 9:15 AM MEET: Development/Economic Opportunity (Cupid Alexander – Mayor’s Office)
- 11:30 AM – 12:00 PM Sam Diaz (Office of Mayor Wheeler) Weekly Check-in
- 2:00 PM – 3:30 PM 2020 Senior Managers Meeting
- 3:45 PM – 4:45 PM Elshad Hajiyev (Deputy Director) one on one
- 4:45 PM – 5:00 PM Elshad Hajiyev (Deputy Director), Alex Cousins (Communications Manager) check-in

▲ **Tue, Feb 4**

- 9:30 AM – 11:30 AM City Council Executive Session
- 1:00 PM – 2:00 PM Dora Perry (Equity & Policy Manager) one on one
- 2:00 PM – 2:30 PM David Kuhnhausen (Permitting Services Manager) one on one
- 3:30 PM – 4:00 PM Matt Wickstrom (Business Process Improvement), Terry Whitehill (Building Official), Nate Takara (Fire Marshal) re: State Legislative session

▲ **Wed, Feb 5**

- 9:00 AM – 9:30 AM Doug Morgan (Plan Review Services Manager) one on one
- 10:00 AM – 11:00 AM Andy Peterson (Special Projects Manager) one on one
- 11:00 AM – 12:00 PM Weekly Portland Online Permitting System Executive meeting

- 2:00 PM – 2:30 PM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
 - 3:30 PM – 4:00 PM Ross Caron (Bureauwide Projects Manager) one on one
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▲ **Thu, Feb 6**

- 11:00 AM – 11:30 AM travel
 - 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
 - 1:00 PM – 1:30 PM travel
 - 2:30 PM – 3:00 PM Travel to Proposer Office
 - 3:00 PM – 4:00 PM Prosper Portland Quarterly meeting
 - 4:00 PM – 4:30 PM Travel from Proposer Portland Office
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▲ **Fri, Feb 7**

- 10:30 AM – 10:55 AM Sponsor Validation Status Update 1
 - 11:00 AM – 12:00 PM Mark Feters (Development Review Advisory Committee (DRAC) coordinator), Paul Delsman (DRAC Chair), Martha Williamson (DRAC Vice Chair) DRAC Agenda Planning Meeting via phone
 - 2:00 PM – 2:25 PM Sponsor Validation Status Update 2
 - 4:00 PM – 5:00 PM AMANDA 7 Deployment Decision
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Esau, Rebecca Calendar

Monday, February 10, 2020 – Sunday, February 16, 2020

February 2020

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February 2020

▲ Mon, Feb 10

- 7:00 AM – 7:30 AM Jeff Bauer (Chief Technology Officer) re: AMANDA Kick-Off
 - 7:30 AM – 11:00 AM Amanda Go Live 2020 in the Permit Center
 - 11:45 AM – 1:00 PM Bureau of Development Services & Interagency Employee Appreciation Lunch & Debrief
 - 3:45 PM – 4:45 PM Daily AMANDA Debrief
-

▲ Tue, Feb 11

■ All Day Out Sick

▲ Wed, Feb 12

- 9:00 AM – 9:30 AM Doug Morgan (Plan Review Services Manager) one on one
 - 9:30 AM – 10:00 AM Ross Caron (Bureauwide Projects Manager) one on one
 - 11:00 AM – 11:30 AM Chris Dennis (Quality Assurance Consultant) to join the Portland Online Permitting System Executive meeting
 - 11:30 AM – 12:00 PM Weekly Portland Online Permitting System meeting
 - 1:00 PM – 2:00 PM Weekly Portland Online Permitting System Change Management & Communications Meeting
 - 2:00 PM – 2:30 PM Bureau Equity Committee to brief Bureau of Development Services Director
 - 2:30 PM – 2:45 PM Josh Binkley (Change Management) one on one
 - 3:00 PM – 4:00 PM Confirmed February Development Directors Meeting
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▲ **Thu, Feb 13**

- 8:30 AM – 9:00 AM Elshad Hajiyev (Deputy Director), Doug Morgan (Plan Review Services Manager), Angie Tomlinson (Electronic Plan Review Manager), David Kuhnhausen (Permitting Services Manager) re: Status of ePlans and Discuss Next Phases
 - 10:00 AM – 10:30 AM travel
 - 10:30 AM – 12:00 PM P&D Directors Meeting
 - 12:00 PM – 12:30 PM travel
 - 1:30 PM – 1:45 PM Emily Sandy (Code & Policy Development) one on one
 - 2:00 PM – 2:30 PM Leanne Torgerson (Executive Assistant) meeting
 - 2:30 PM – 3:00 PM David Kuhnhausen (Permitting Services Manager) one on one
 - 3:45 PM – 4:15 PM Elshad Hajiyev (Deputy Director), Duane Whitehurst (Portland Online Permitting System Manager) re: Update on Manager 2 Recruitment
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▲ **Fri, Feb 14**

- All Day Vacation (Return 2/18/19)
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Esau, Rebecca Calendar
Monday, February 17, 2020 – Sunday, February 23, 2020

February 2020
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February 2020

▲ **Mon, Feb 17**

■ All Day President's Day Holiday

▲ **Tue, Feb 18**

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
 - 10:00 AM – 12:00 PM 2019 BDS Management Team Meeting
 - 1:30 PM – 2:00 PM travel
 - 2:00 PM – 3:00 PM Technology Executive Steering Committee Meeting
 - 3:00 PM – 3:30 PM travel
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▲ **Wed, Feb 19**

- 9:00 AM – 9:30 AM Doug Morgan (Plan Review Services Manager) one on one
 - 9:30 AM – 10:00 AM Ross Caron (Bureauwide Projects Manager) one on one
 - 10:00 AM – 11:00 AM Andy Peterson (Special Projects Manager) one on one
 - 11:00 AM – 12:00 PM Weekly Portland Online Permitting Services Executive meeting
 - 2:00 PM – 3:00 PM Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one
 - 3:00 PM – 3:30 PM Beth Benton (Property Compliance Inspections Manager) one on one
 - 3:30 PM – 4:00 PM Mieke Keenan (Code & Policy Development) re: Sign Team
 - 4:00 PM – 4:15 PM HR Issue
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▲ **Thu, Feb 20**

- 8:00 AM – 10:00 AM Development Review Advisory Committee
 - 10:30 AM – 11:00 AM Leanne Torgerson (Executive Assistant) meeting
 - 11:30 AM – 12:00 PM Dora Perry (Equity & Policy Manager), Cassandra Scholte (Art Empowerment Program), Leesha Posey (Specialized Permitting Program) re: clarification meeting
 - 2:00 PM – 2:20 PM David Kuhnhausen (Permitting Services Manager) one on one
 - 2:30 PM – 4:00 PM Employee Appreciation Event - AMANDA Go-Live Success!
 - 4:00 PM – 4:15 PM Emily Sandy (Code & Policy Development) one on one
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▲ **Fri, Feb 21**

- 2:45 PM – 3:00 PM Tracy Nistler (Permitting Services Manager) one on one
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Esau, Rebecca Calendar

Monday, February 24, 2020 – Sunday, March 1, 2020

February 2020

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March 2020

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February 2020

▲ Mon, Feb 24

- 8:45 AM – 9:15 AM MEET: Anti-Displacement (Sam Diaz – Mayor’s Office)
- 9:15 AM – 10:00 AM City Attorney Meeting
- 10:00 AM – 10:30 AM travel
- 10:30 AM – 11:30 AM Communication & Training on next phase of E-plans
- 11:30 AM – 12:00 PM Sam Diaz - Office of Mayor Wheeler - Weekly Check-in
- 1:30 PM – 2:00 PM Dave Tebeau (Residential Inspection Services Manager) Monthly one on one
- 2:00 PM – 3:30 PM 2020 Senior Managers Meeting
- 4:00 PM – 4:30 PM travel
- 4:30 PM – 6:30 PM Technology Oversight Committee meeting

▲ Tue, Feb 25

- 7:30 AM – 8:00 AM Light refreshments and sign-in starting at 7:30
- 8:00 AM – 3:30 PM LEAD Program Kick-Off Invitation
- 3:30 PM – 4:00 PM travel

▲ Wed, Feb 26

- 9:15 AM – 9:45 AM Doug Morgan (Plan Review Services Manager) one on one
- 9:45 AM – 10:00 AM Ross Caron (Bureauwide Projects Manager) one on one
- 11:00 AM – 12:00 PM Weekly Portland Online Permitting System Executive meeting

- 2:30 PM – 2:40 PM Kim Tallant (Principal Planner) to join the Home Builders Association meeting re: Title 11, Trees in Development Situations
 - 2:40 PM – 2:50 PM Kim Tallant (Principal Planner) to attend the Home Builders Association meeting re: FCC Shot Clock and Rules Governing Moving Private Infrastructure in the ROW
 - 2:50 PM – 3:05 PM Nancy Thorington (Code & Policy Development), Mieke Keenan (Code & Policy Development & Terry Whitehill (Building Official) to attend Home Builder Association Meeting re: The Building Code and the Draft Climate Emergency Declaration
 - 3:05 PM – 3:30 PM Home Builders Association Meeting
 - 3:30 PM – 4:00 PM Duane Whitehurst (Portland Online Permitting System Manager) one on one
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▲ Thu, Feb 27

- 10:00 AM – 10:30 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
 - 11:15 AM – 11:30 AM Terry Whitehill (Building Official), Kim Tallant (Principal Planner) re: Post Office Project
 - 11:30 AM – 12:00 PM travel
 - 12:00 PM – 1:00 PM Chris Warner (Portland Bureau of Transportation Director) Lunch Meeting
 - 1:00 PM – 1:30 PM travel
 - 1:30 PM – 2:00 PM Building Officials Meeting
 - 2:00 PM – 3:00 PM Kim Tallant (Principal Planner) one on one
 - 3:10 PM – 4:00 PM David Kuhnhausen (Permitting Services Manager) one on one
 - 4:00 PM – 4:15 PM Alex Cousins (Communications Manager) Check-in
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▲ Fri, Feb 28

- 9:00 AM – 11:00 AM Ride-along with Leonard McDowell (Electrical Master Permit Program Sr. Electrical Inspector)
 - 1:00 PM – 1:30 PM Unreinforced Masonry Discussion
 - 1:45 PM – 2:30 PM City Attorney Meeting
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Esau, Rebecca Calendar
Monday, March 2, 2020 – Sunday, March 8, 2020

March 2020
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March 2020

▲ **Mon, Mar 2**

■ All Day Work Remotely

▲ **Tue, Mar 3**

■ All Day Out of the Office

▲ **Wed, Mar 4**

■ All Day Out of the Office

▲ **Thu, Mar 5**

- 9:00 AM – 9:30 AM Leanne Torgerson (Executive Assistant) meeting
 - 9:30 AM – 10:00 AM Nancy Thorington (Code & Policy Development), Mike Liefeld (Zoning, Nuisance & Site Inspections Manager), Beth Benton (Property Compliance Inspections Manager) re: Demolition
 - 11:00 AM – 11:30 AM travel
 - 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
 - 1:00 PM – 1:30 PM travel
 - 3:00 PM – 3:15 PM Shannon Callahan (Portland Housing Bureau Director) re: Inclusionary Housing and the proposed plan for a market analysis via phone
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▲ **Fri, Mar 6**

- 8:30 AM – 9:00 AM Kim Tallant (Principal Planner), Kara Fioravanti (Design & Historic Resource Manager), Andy Peterson (Special Projects Manager), David Kuhnhausen (Permitting Services Manager) re: Inclusionary Housing
 - 9:00 AM – 10:00 AM Labor Management Committee Hiring Subcommittee Meeting
 - 11:00 AM – 12:00 PM Mark Feters (Development Review Advisory Committee (DRAC) coordinator), Paul Delsman (DRAC Chair), Martha Williamson (DRAC Vice Chair) Agenda Planning Meeting via phone
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Esau, Rebecca Calendar

Monday, March 9, 2020 – Sunday, March 15, 2020

March 2020

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March 2020

▲ Mon, Mar 9

- 8:30 AM – 9:20 AM Smart Growth - No Mayor – Kim Tallant (Principal Planner)
 - 9:00 AM – 9:30 AM travel
 - 10:00 AM – 11:00 AM Andrea Durbin, Planning & Sustainability Director and staff, Kim Tallant (Principal Planner) check-in
 - 11:30 AM – 12:00 PM Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
 - 2:00 PM – 3:30 PM 2020 Senior Managers Meeting
 - 3:30 PM – 3:45 PM Elshad Hajiyev (Deputy Director), Alex Cousins (Communications Manager) check-in
 - 3:45 PM – 4:45 PM Elshad Hajiyev (Deputy Director) one on one
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▲ Tue, Mar 10

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
 - 10:30 AM – 11:00 AM Beth Benton (Property Compliance Inspections Manager) one on one
 - 11:10 AM – 11:35 AM Elshad Hajiyev (Deputy Director), Chloe Massarello (Joint BEC/LMC Subcommittee), Stephanie Yao Long (Joint BEC/LMC Subcommittee) re: 360-Degree Feedback - Workstream Three (Leadership Model)
 - 11:35 AM – 12:10 PM Elshad Hajiyev (Deputy Director) one on one
 - 1:00 PM – 2:00 PM Inspections Bi-weekly Tactical meeting
 - 2:00 PM – 2:15 PM Terry Whitehill (Building Official) one on one
 - 4:00 PM – 5:45 PM Discuss COOP Plan
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▲ **Wed, Mar 11**

■ All Day Working from home

▲ **Thu, Mar 12**

- 9:00 AM – 10:00 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
 - 10:00 AM – 11:00 AM David Kuhnhausen (Permitting Services Manager), Doug Morgan (Plan Review Services Manager), Andy Peterson (Special Projects Manager) re: Review Windows
 - 11:00 AM – 11:40 AM City Attorney Meeting
 - 11:30 AM – 12:00 PM travel
 - 12:00 PM – 1:00 PM Bureau Directors ASAP Meeting (COVID-19)
 - 1:00 PM – 1:30 PM travel
 - 1:30 PM – 4:00 PM COOP Planning Meeting
 - 4:00 PM – 4:30 PM Office Space Code Guide (BOMA/NAIOP response) and next steps
 - 4:30 PM – 5:30 PM Continued COOP Planning Meeting
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▲ **Fri, Mar 13**

- 9:30 AM – 10:00 AM William Guzman (Hearing Officer) re: Land Use Hearings COVID 19
 - 10:00 AM – 10:30 AM David Kuhnhausen (Permitting Services Manager) one on one
 - 10:30 AM – 11:00 AM Ross Caron (Bureauwide Projects Manager), Elshad Hajiyev (Deputy Director) meeting
 - 2:30 PM – 3:00 PM Priscilla Partch (Permitting Services staff check-in)
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Esau, Rebecca Calendar
Monday, March 16, 2020 – Sunday, March 22, 2020

March 2020

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March 2020

▲ **Mon, Mar 16**

- 9:00 AM – 9:30 AM Building Closures Conference Call
 - 10:15 AM – 10:45 AM Dave Tebeau (Residential Inspection Services Manager) Darryl Godsby (Commercial Inspections Services Manager), Beth Benton (Property Compliance Inspection Manager) meeting
 - 11:30 AM – 12:45 PM Doug Morgan (Plan Review Services Manager), David Kuhnhausen (Permitting Services Manager), Andy Peterson (Special Projects Manager), Robert Walker (Technology Services Manager) re: pandemic
 - 1:00 PM – 1:30 PM Kim Tallant (Principal Planner) re: pandemic
 - 2:00 PM – 2:30 PM Building Closure Conference Call
 - 3:30 PM – 3:45 PM Elshad Hajiyev (Deputy Director), Alex Cousins (Communication Manager) check-in
 - 4:00 PM – 4:15 PM City Directors check-in opportunity Conference Call
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▲ **Tue, Mar 17**

- 11:00 AM – 12:00 PM Kim Tallant (Principal Planner) one on one via phone
 - 1:00 PM – 2:00 PM Dora Perry (Equity & Policy Manager) one on one via phone
 - 4:00 PM – 4:15 PM City Directors check-in opportunity Conference Call
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▲ **Wed, Mar 18**

- 9:00 AM – 9:30 AM Doug Morgan (Plan Review Services Manager) one on one via phone

- 10:00 AM – 11:00 AM Andy Peterson (Special Projects Manager) one on one via phone
 - 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 3:00 PM – 4:00 PM Elshad Hajiyev (Deputy Director) one on one via phone
 - 4:00 PM – 4:15 PM City Directors check-in opportunity Conference Call
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▲ **Thu, Mar 19**

- 11:30 AM – 12:00 PM Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one via phone
 - 1:30 PM – 2:00 PM Doug Morgan (Plan Review Services Manager) one on one via phone
 - 2:00 PM – 3:00 PM David Kuhnhausen (Permitting Services Manager) one on one via phone
 - 4:00 PM – 4:15 PM City Directors check-in opportunity Conference Call
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▲ **Fri, Mar 20**

- 9:00 AM – 11:00 AM Economic Impact & Intervention Task Force
 - 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 4:00 PM – 4:15 PM City Directors check-in opportunity Conference Call
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▲ **Sat, Mar 21**

- 4:00 PM – 4:15 PM City Directors check-in opportunity Conference Call
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Esau, Rebecca Calendar
Monday, March 23, 2020 – Sunday, March 29, 2020

March 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

March 2020

▲ **Mon, Mar 23**

- 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 4:00 PM – 4:15 PM City Directors check-in opportunity
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▲ **Tue, Mar 24**

- All Day Working from home
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▲ **Wed, Mar 25**

- 9:00 AM – 9:30 AM Doug Morgan (Plan Review Services Manager) one on one via phone
 - 10:00 AM – 10:30 AM Beth Benton (Property Compliance Inspections Manager) Monthly one on one via phone
 - 10:30 AM – 11:00 AM Kim Tallant (Principal Planner) one on one via phone
 - 11:00 AM – 12:00 PM Weekly Portland Online Permitting System Executive meeting via phone
 - 12:45 PM – 1:00 PM Leanne Torgerson (Executive Assistant) via phone
 - 3:30 PM – 4:00 PM Duane Whitehurst (Portland Online Permitting System Manager) one on one via phone
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▲ **Thu, Mar 26**

- 10:00 AM – 10:40 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) Meeting via teleconference
- 11:30 AM – 12:00 PM Tom/Rebecca Monthly Meeting

- 1:00 PM – 2:00 PM Building Official's Meeting via teleconference
 - 2:30 PM – 3:00 PM David Kuhnhausen (Permitting Services Manager) one on one via phone
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▲ **Fri, Mar 27**

- 10:00 AM – 12:00 PM Disaster Policy Council
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