
Esau, Rebecca Calendar
Rebecca.Esau@portlandoregon.gov
Monday, January 2, 2023 – Tuesday, January 31, 2023

January 2023
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January 2023

▲ **Mon, Jan 2**

 All Day All City Offices Closed: Observed New Year's Day

▲ **Tue, Jan 3**

-  10:00 AM – 10:30 AM David Kuhnhausen Check-in
 -  10:30 AM – 11:30 AM BDS Staff: Just Culture - Debrief demo eLearn and discuss next steps
 -  11:30 AM – 12:00 PM Senior Managers Meeting: Future of Work – Update and First Steps
 -  3:00 PM – 3:30 PM Development Review Advisory Committee (DRAC) Agenda Planning Meeting
 -  4:00 PM – 4:30 PM Bureau Directors Meeting
 -  4:30 PM – 5:30 PM Elshad Hajiyev Check in
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▲ **Wed, Jan 4**

-  10:00 AM – 11:00 AM Andy Peterson Check-in
 -  11:00 AM – 12:00 PM Monthly meeting: Discuss bureau's equity work & community engagement
 -  2:00 PM – 2:50 PM Mike Jordan Check-in
 -  3:00 PM – 4:00 PM BDS L&E Monthly Check-In
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▲ **Thu, Jan 5**

- 10:00 AM – 10:45 AM Commissioner Rubio, Jillian Schoene, and Elshad Hajiyev Check-in
 - 11:00 AM – 11:30 AM Doug Moran Check-in
 - 11:45 AM – 1:15 PM Director Oliveira, Bureau of Planning & Sustainability
Director Rogers, Portland Housing Bureau & Kimberly Branam
 - 1:30 PM – 3:00 PM Financial Advisory Committee Meeting
 - 3:30 PM – 4:00 PM Christina Ghan Monthly Check-in
 - 4:00 PM – 5:00 PM Gabby Bruya: Bureau Workplan 2022 into 2023 Review
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▲ **Fri, Jan 6**

- 9:00 AM – 9:30 AM Training: Records Management Elected and Directors
 - 10:00 AM – 10:30 AM Constituent Mary Peveto
 - 1:30 PM – 2:00 PM Matt Rozzell Check-in
 - 2:30 PM – 3:00 PM Director Michael Montoya, Community & Civic Life Check-in
 - 3:30 PM – 4:30 PM Permit Task Force briefing
 - 4:30 PM – 5:00 PM Beth Benton, & Kyle O'Brien: Direction from the Mayor's Office
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▲ **Mon, Jan 9**

- 9:30 AM – 10:00 AM Matt Rozzell Check-in
 - 11:00 AM – 11:30 AM BDS Staff: Prepare for Home Builders Association (HBA) event - Identify issues/challenges & solutions to encourage middle housing
 - 11:30 AM – 12:00 PM David Kuhnhausen Check-in
 - 1:00 PM – 2:00 PM BDS Staff: Discuss transfer of three Regulatory Programs from Civic Life to BDS (Noise, Liquor & Cannabis)
 - 1:30 PM – 2:00 PM Simone Rede and Jennifer Croft: Introductions of new City Auditor/New City Ombudsman
 - 2:00 PM – 3:00 PM City Staff: Commissioner Rubio, Director Donnie Oliveira, Bureau of Planning & Sustainability (BPS), Jillian Schoene, Terri Theisen
 - 3:30 PM – 4:30 PM Permitting & Technology Coordination Weekly Meeting
 - 4:30 PM – 5:00 PM BDS Staff: Concept Discussion - Small Business/Tenant Improvement support; SDCs for housing projects
 - 4:45 PM – 5:45 PM Elshad Hajiyev Weekly Check-in
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▲ **Tue, Jan 10**

- 10:00 AM – 11:30 AM Senior Managers Weekly Meeting

- 2:00 PM – 2:30 PM Michael Montoya, Community & Civic Life & Kimberly Branam
 - 3:00 PM – 3:45 PM City Staff: Coalition Letter - Land Use Compatibility Statement
 - 4:00 PM – 4:30 PM Gabby Bruya Check-in
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▲ **Wed, Jan 11**

- 9:00 AM – 9:30 AM Doug Morgan Bi-weekly Check-in
 - 9:30 AM – 10:00 AM Ross Caron and Elshad Hajiyev Monthly Meeting
 - 10:00 AM – 11:30 AM Budget Advisory Committee Meeting
 - 1:00 PM – 1:30 PM BDS Staff: Prep for Virtual Drop-in
 - 1:30 PM – 2:30 PM January all Bureau Virtual Drop-in with Rebecca and Elshad
 - 3:00 PM – 5:00 PM Home Builders Association Event - How to Encourage Middle Housing?
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▲ **Thu, Jan 12**

- 9:30 AM – 10:00 AM Leesha Posey, Yoshi Onda, & Elshad Hajiyev: Vision/expectations for Yoshi's rule and review work plan
 - 11:00 AM – 11:30 AM Kimberly Tallant
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
 - 1:30 PM – 2:00 PM BDS Building Official's Meeting
 - 2:00 PM – 2:30 PM BDS City Attorney Monthly Meeting
 - 4:30 PM – 5:00 PM January Virtual Drop-in Debrief
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▲ **Fri, Jan 13**

- 8:00 AM – 9:00 AM Elshad Hajiyev and Gabby Bruya: Review Future of Work Submissions
 - 9:00 AM – 9:30 AM Doug Morgan: Floodplain Resilience Council Staff Briefing
 - 9:30 AM – 10:00 AM BDS Staff: Middle Housing permits
 - 10:30 AM – 11:15 AM Commissioner Rubio and Jillian Schoene Weekly Meeting
 - 1:30 PM – 2:30 PM Site Visit: PDX Terminal Core Redevelopment Project
 - 3:40 PM – 4:10 PM Terri Theisen, Erika Lopez, and Jillian Schoene: Small Business Tenant Improvement Next Steps
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▲ **Mon, Jan 16**

All Day City Offices Closed - Observed Martin Luther King Jr Day

▲ **Tue, Jan 17**

- 8:30 AM – 9:00 AM City Staff: Discuss SDC Payment Timing Change Proposal
 - 9:00 AM – 9:30 AM BDS Staff: Bureau Equity Committee briefing
 - 10:00 AM – 12:00 PM 2023 Management Team Meetings
 - 1:30 PM – 2:00 PM Discuss SDC Payment Timing Change Proposal
 - 2:00 PM – 2:30 PM David Kuhnhausen, Andy Peterson, and Terri Theisen: Permit Task Force agenda - Housing production goals
 - 3:00 PM – 4:00 PM BDS Staff: Discuss transfer of three Regulatory Programs from Civic Life to BDS (Noise, Liquor & Cannabis)
 - 4:00 PM – 4:30 PM Bureau Director meeting
 - 4:30 PM – 5:00 PM City Staff: Zenith and Community Discussion
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▲ **Wed, Jan 18**

- 9:30 AM – 9:45 AM Carmen Merlo Check-in
 - 10:00 AM – 11:00 AM Andy Peterson Check-in
 - 11:00 AM – 11:30 AM City Staff: Task Force Housing Data and Goals
 - 1:30 PM – 2:00 PM Dave Tebeau Bi-weekly Check-in
 - 2:30 PM – 4:00 PM NAIOP and BOMA City Meeting
 - 4:00 PM – 5:00 PM BDS Staff: 2022 Multi-family permit assistance and outreach
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▲ **Thu, Jan 19**

- 8:00 AM – 10:00 AM Development Review Advisory Committee
 - 10:00 AM – 10:30 AM Colleen Poole and Gabby Bruya: Director's Office Bi-weekly Check-in
 - 1:30 PM – 2:00 PM Building Official's Meeting
 - 2:00 PM – 3:00 PM David Kuhnhausen Check-in
 - 4:00 PM – 4:30 PM Development Director's Monthly Meeting
 - 4:30 PM – 5:00 PM Kurt Krueger and Terri Theisen: Task Force Prep
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▲ **Fri, Jan 20**

- 10:30 AM – 12:00 PM Permit Task Force Meeting
- 12:00 PM – 1:00 PM Briefing on the Houselessness project

- 1:30 PM – 2:00 PM City Staff: Whiteboard session
 - 2:30 PM – 3:15 PM Commissioner Rubio and Jillian Schoene Check-in
 - 3:30 PM – 4:30 PM Elshad Hajiyev Check in
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▲ **Mon, Jan 23**

- 3:30 PM – 4:30 PM Permitting & Technology Coordination
 - 4:45 PM – 5:45 PM Elshad Hajiyev Weekly Check-in
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▲ **Tue, Jan 24**

- 9:00 AM – 9:30 AM Kimberly Tallant Check-in
 - 10:00 AM – 11:30 AM Senior Managers Weekly Meeting
 - 3:00 PM – 3:30 PM Walk through Internal Dashboards
 - 4:00 PM – 5:00 PM BDS Survey Strategy
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▲ **Wed, Jan 25**

- 11:00 AM – 12:00 PM City Staff: Campsite Assessment
 - 2:30 PM – 3:15 PM Task Force Debrief and Next Steps
 - 3:30 PM – 4:00 PM City of Roses - waste related use/recycling
 - 4:00 PM – 5:00 PM Bureau of Planning and Sustainability Monthly Check-in
 - ▨ 5:00 PM – 5:30 PM Elshad Hajiyev Check-in
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▲ **Thu, Jan 26**

- 9:30 AM – 10:00 AM Terri Theisen Check-in
 - 11:00 AM – 11:30 AM Doug Morgan Bi-weekly Check-in
 - 12:00 PM – 5:00 PM Directors Retreat: Day 1
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▲ **Fri, Jan 27**

- 8:00 AM – 5:00 PM Directors Retreat: Day 2
 - ▨ 9:30 AM – 10:00 AM Resolution Communication Plan - Development Community and Development Review Staff
 - 10:30 AM – 11:15 AM Commissioner Rubio and Jillian Schoene
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▲ **Mon, Jan 30**

- 9:00 AM – 9:30 AM Matt Rozzell: Prep for Matt's update to Directors' Cabinet on Houselessness

- 9:30 AM – 10:00 AM BDS Staff: Discuss tenant relocation assistance
 - 10:00 AM – 10:30 AM Kurt Krueger Weekly Check-in
 - 11:00 AM – 12:00 PM City Staff: Restructuring for IA Partners / New IA Team
 - 1:00 PM – 2:00 PM City Staff: Discuss Single Point of Contact, Process Management expansion, and mandatory early conversations
 - 2:00 PM – 2:30 PM Terri Theisen Bi-weekly Check-in
 - 2:30 PM – 3:00 PM Human Resource Issue
 - 3:30 PM – 4:30 PM Permitting & Technology Coordination
 - 4:45 PM – 5:45 PM Elshad Hajiyev Weekly Check-in
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▲ **Tue, Jan 31**

- 10:00 AM – 11:30 AM Senior Managers Weekly Meeting
 - 11:30 AM – 12:00 PM City Staff: Shelter to Housing Continuum Project (S2HC)
 - 1:30 PM – 2:00 PM Matt Rozzell Bi-weekly Check-in
 - 4:00 PM – 5:00 PM Erika Lopez and Terri Theisen: Review PITT Small Business Project Charter
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Esau, Rebecca Calendar
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Wednesday, February 1, 2023 – Tuesday, February 28, 2023

February 2023
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February 2023

▲ **Wed, Feb 1**

- 10:00 AM – 11:00 AM Andy Peterson Check-in
- 11:00 AM – 12:00 PM Elshad Hajiyev and Leesha Posey: Monthly Bureau's Equity Work & Community Engagement Meeting
- 1:30 PM – 2:00 PM Dave Tebeau Bi-weekly Check-in
- 3:00 PM – 4:00 PM Elshad Hajiyev, Keith Hathorne, and Alan Yoder Monthly Check-In

▲ **Thu, Feb 2**

- 9:00 AM – 10:00 AM Colleen Poole and Gabby Bruya: Director's Office Bi-weekly Check-in
- 10:00 AM – 11:00 AM Colleen Poole: Admin Support Team
- 1:30 PM – 2:00 PM Building Official's Meeting
- 2:00 PM – 3:00 PM David Kuhnhausen Check-in

▲ **Fri, Feb 3**

- 9:15 AM – 9:30 AM Mike Jordan and Beth Benton: Manashe Building at SW 4th and Washington
- 9:30 AM – 10:00 AM Office of Commissioner Rubio, Jillian Schoene, Kurt Kreuger, and Terri Theisen: Biweekly City-wide Permit Improvement check-in
- 11:00 AM – 11:30 AM Kimberly Tallant and Teresa Montalvo: OHSU Zoning Conf Letter
- 1:30 PM – 2:00 PM Christina Ghan Check-in

- 2:00 PM – 2:30 PM Tracy Nistler Check-in
 - 4:30 PM – 5:00 PM City Staff and Constituents: OHSU parking
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▲ Mon, Feb 6

- 10:00 AM – 10:30 AM Kurt Krueger Weekly Check-in
 - 11:00 AM – 12:00 PM BDS Staff: Empowerment Program Coordinators Quarterly Meeting
 - 2:00 PM – 3:30 PM City Staff: Inclusive Economic Development Leadership Roundtable
 - 3:30 PM – 4:30 PM Permitting & Technology Coordination
 - 4:45 PM – 5:45 PM Elshad Hajiyev Weekly Check-in
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▲ Tue, Feb 7

- 9:00 AM – 9:30 AM Kimberly Tallant Check-in
 - 9:30 AM – 10:00 AM Mike Jordan Check-in
 - 1:30 PM – 2:00 PM Constituent Meeting: Inspections feedback
 - 3:00 PM – 3:30 PM City Staff and Board Chairs: Development Review Advisory Committee Agenda Planning Meeting
 - 3:30 PM – 4:00 PM Gabby Bruya Check-in
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▲ Wed, Feb 8

- 9:00 AM – 9:30 AM Doug Morgan Bi-weekly Check-in
 - 9:30 AM – 10:00 AM Ross Caron and Elshad Hajiyev
 - 11:30 AM – 12:15 PM Colleen Poole, David Kuhnhausen, Elshad Hajiyev: Admin Support Team Roles & Responsibilities
 - 1:30 PM – 2:00 PM Terri Theisen and Kurt Krueger: Priority list of projects
 - 2:00 PM – 2:30 PM BDS City Attorney Monthly Meeting
 - 4:00 PM – 5:00 PM City Staff: Safety Meeting
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▲ Thu, Feb 9

- ▨ 9:00 AM – 10:30 AM Gabby Bruya: Review Bureau Workplan
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
 - 12:00 PM – 1:30 PM Lunch
 - 2:30 PM – 3:15 PM Commissioner Rubio and Jillian Schoene Check-in
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▲ Fri, Feb 10

- 10:00 AM – 10:30 AM Commissioner Rubio's Office and Directors Check-in

- 2:30 PM – 3:00 PM Doug Morgan and Jason Butler-Brown: Cut and fill and Title 24 amendments
 - 3:00 PM – 4:00 PM Terri Theisen, Erika Lopez, and Dory Robinson: Review Small Business Support Charter
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▲ Mon, Feb 13

- 10:00 AM – 10:30 AM Kurt Kreuger Weekly Check-in
 - 1:30 PM – 2:00 PM City Staff: Customer Survey Development Bureaus Management Team Follow-up
 - 2:00 PM – 2:30 PM Office of Commissioner Rubio, Jillian Schoene, Kurt Krueger, Terri Theisen: City-wide Permit Improvement check-in
 - 2:30 PM – 3:00 PM Doug Morgan, Ellen Weeks and Terri Theisen: Life Safety BPA Draft Report
 - 3:30 PM – 4:30 PM Permitting & Technology Coordination
 - 4:30 PM – 5:00 PM BDS, Fire, and City Attorney
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▲ Tue, Feb 14

- 9:30 AM – 10:00 AM Matt Rozzell Bi-weekly Check-in
 - 10:00 AM – 11:30 AM Senior Managers Weekly Meeting
 - 4:00 PM – 4:30 PM Bureau Directors Meeting
 - 4:30 PM – 5:30 PM Gabby Bruya and Kurt Abe: Customer Survey
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▲ Wed, Feb 15

- 9:30 AM – 10:00 AM BDS Staff: Survey Data Extract
 - 10:00 AM – 11:00 AM Andy Peterson Check-in
 - 11:00 AM – 11:45 AM Mark Feters and Development Review Advisory Committee Member: Orientation
 - 2:00 PM – 2:30 PM Dave Tebeau Bi-weekly Check-in
 - 2:30 PM – 3:00 PM Doug Morgan Check-in
 - 4:00 PM – 4:30 PM City Staff: Permitting Pinch Points
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▲ Thu, Feb 16

- 8:00 AM – 10:00 AM Development Review Advisory Committee
- 10:15 AM – 11:45 AM Development Review Advisory Committee Process Improvement & Technology Subcommittee
- 1:30 PM – 2:00 PM Building Official's Meeting
- 2:00 PM – 3:00 PM David Kuhnhausen Check-in
- 3:30 PM – 4:00 PM Donnie Oliveira Check-in

- 4:00 PM – 5:30 PM Director's Office Bi-weekly Check-in
 - 5:30 PM – 6:00 PM Brenda Fahey Check-in
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▲ **Fri, Feb 17**

- 11:30 AM – 12:30 PM Gabby Bruya: Future of Work - Review Final Remote Submissions
 - 2:00 PM – 2:45 PM Commissioner Rubio and Jillian Schoene
 - 3:30 PM – 4:00 PM Keith Hawthorne: Staffing Concerns
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▲ **Mon, Feb 20**

- All Day All City Offices Closed – Observed President's Day
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▲ **Tue, Feb 21**

- All Day Out of Office
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▲ **Wed, Feb 22**

- 9:00 AM – 9:30 AM Doug Morgan Bi-weekly Check-in
 - 9:30 AM – 10:00 AM Public Environment Management Office (PEMO), Bureau of Development Services (BDS) & Mayor's Office: How PEMO items relate to BDS
 - 10:15 AM – 10:30 AM Kyle O'Brien and Beth Benton Check-in
 - 1:00 PM – 1:30 PM Travel Time
 - 1:30 PM – 2:00 PM City Staff: Regulatory Position Transfer
 - 2:00 PM – 2:30 PM Travel Time
 - 2:30 PM – 3:30 PM Home Builders Association Monthly Meeting
 - 4:00 PM – 5:00 PM Bureau of Planning and Sustainability Monthly Check-in
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▲ **Thu, Feb 23**

- 10:00 AM – 10:30 AM Jenn Cairo: Heritage tree
 - 10:30 AM – 11:00 AM Kimberly Tallant Check-in
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
 - 1:30 PM – 2:00 PM Building Official's Meeting
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▲ **Fri, Feb 24**

- 9:00 AM – 9:45 AM Commissioner Rubio's Office, City Staff and Developers: Zidell Yards

■ 10:00 AM – 10:45 AM Commissioner Rubio and Jillian Schoene Weekly Check-in

▲ **Mon, Feb 27**

■ All Day Out of Office

▲ **Tue, Feb 28**

All Day In-Office Day

■ 10:00 AM – 10:30 AM Kimberly Tallant, Doug Morgan, and Jason Butler-Brown: Floodplain meeting debrief

■ 10:30 AM – 11:30 AM Elshad Hajiyev Check-in

■ 11:30 AM – 12:00 PM Rebecca and Christina Ghan

■ 1:00 PM – 2:00 PM Brenda Fahey and Constituent: BDS Related to Continuous Improvement

■ 3:00 PM – 3:30 PM BDS Staff and IBEW Local 48 Business Partnership meeting

■ 3:30 PM – 4:00 PM Brenda Fahey and Elshad Hajiyev: Discuss PACI team

■ 4:00 PM – 4:30 PM David Kuhnhausen: Prep for Home Builders Association meeting

Esau, Rebecca Calendar
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Wednesday, March 1, 2023 – Friday, March 31, 2023

March 2023
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March 2023

▲ **Wed, Mar 1**

- 9:00 AM – 10:00 AM Portland Builders and Urban Development Meeting
- 10:00 AM – 11:00 AM Andy Peterson Check-in
- 11:00 AM – 12:00 PM Bureau’s equity work & community engagement monthly meeting
- 1:30 PM – 2:00 PM Dave Tebeau Bi-weekly Check-in
- 2:00 PM – 2:50 PM Mike Jordan Check-in
- 3:00 PM – 4:00 PM BDS L&E Monthly Check-In

▲ **Thu, Mar 2**

- 11:00 AM – 11:30 AM Cannabis Tax Fund: BDS, Civic Life, City Attorney & Prosper Portland
- 11:30 AM – 12:00 PM Kimberly Tallant: Development Project
- 1:30 PM – 2:00 PM Building Official's Meeting
- ▨ 2:00 PM – 2:45 PM City Staff: Communication during emergencies
- 3:00 PM – 4:00 PM BDS Staff: Office Conversions Pilot Project

▲ **Fri, Mar 3**

- 11:30 AM – 12:00 PM Commissioner Rubio, Jillian Schoene, and Megan Beyer
 - 2:30 PM – 3:00 PM Matt Rozzell Bi-weekly Check-in
 - 3:00 PM – 4:00 PM Colleen Poole and Gabby Bruya: Director's Office Bi-weekly Check-in
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▲ **Mon, Mar 6**

- 9:30 AM – 10:00 AM Jillian Schoene and Kimberly Tallant: University of Oregon Sports Field
 - 1:00 PM – 1:30 PM City Staff: Customer Survey Development Bureaus Management Team Follow-up
 - 1:30 PM – 2:00 PM Gabby Bruya Check-in
 - 2:00 PM – 3:00 PM Gabby Bruya, Ken Ray, and Kurt Abe: Review Survey Results PowerPoint
 - 3:00 PM – 4:00 PM City Staff: Bureau of Development Services, Bureau of Planning and Sustainability, Prosper Portland - Floodplain
 - 3:30 PM – 4:30 PM Permitting & Technology Coordination
 - 4:30 PM – 5:00 PM Commissioner Rubio's Office and City Staff Weekly Check-in
 - 5:00 PM – 6:00 PM Elshad Hajiyev Weekly Check-in
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▲ **Tue, Mar 7**

- 9:00 AM – 9:30 AM Kimberly Tallant Check-in
 - 10:00 AM – 11:30 AM Senior Managers Weekly Meeting
 - 3:00 PM – 3:30 PM Development Review Advisory Committee Agenda Planning Meeting
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▲ **Wed, Mar 8**

- 9:00 AM – 9:30 AM Doug Morgan Bi-weekly Check-in
 - 9:30 AM – 10:00 AM Ross Caron and Elshad Hajiyev Meeting
 - 2:00 PM – 2:30 PM BDS City Attorney Monthly Meeting
 - 3:00 PM – 3:30 PM City Staff: Discuss Small Business owner project
 - 4:00 PM – 4:30 PM Erika Lopez: Review Small Business Kickoff: Run of Show & Agenda
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▲ **Thu, Mar 9**

- 9:30 AM – 10:00 AM Travel Time
- 10:00 AM – 12:00 PM City Staff: Small Business Support Kick-Off
- 12:00 PM – 12:30 PM Travel Time
- 12:30 PM – 1:00 PM City Staff and City Attorney's Office: Floodplain Questions
- 1:00 PM – 2:30 PM City Staff: Budget Presentation Prep
- 2:30 PM – 3:00 PM Gabby Bruya: Smartsheet Review

- 3:00 PM – 3:30 PM Terri Theisen and Erika Lopez: Small Business Work Group Debrief
 - 3:30 PM – 4:00 PM BDS Staff: Housing Regulations Survey PowerPoint Review
 - 4:30 PM – 5:00 PM Kurt Krueger and Terri Theisen: Meeting Prep
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▲ **Fri, Mar 10**

- 9:00 AM – 10:00 AM Commissioner Rubio's Office and City Staff
 - 10:30 AM – 11:15 AM Commissioner Rubio, Jillian Schoene, Megan Beyer
 - 1:00 PM – 2:00 PM City Staff: Housing Survey Communication and Presentation
 - 2:00 PM – 3:00 PM Kyle O'Brien and Elshad Hajiyev: Budget Presentation
 - 3:00 PM – 3:30 PM Review Patricia's draft
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▲ **Mon, Mar 13**

- 11:45 AM – 12:00 PM BDS and City Staff: Permitting and Plan Review Major Projects Smartsheet
 - 1:30 PM – 2:00 PM City Staff: Small Business Support Workgroup Debrief and Next Steps
 - 2:00 PM – 2:30 PM Commissioner Rubio's Office and City Staff: Biweekly City-wide Permit Improvement Check-in
 - 2:30 PM – 3:30 PM Jason Butler-Brown Check-in
 - 3:30 PM – 4:30 PM Permitting & Technology Coordination
 - 4:45 PM – 5:45 PM Elshad Hajiyev Weekly Check-in
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▲ **Tue, Mar 14**

- 9:00 AM – 9:45 AM Keith Hawthorne: Personnel Issue
 - 10:00 AM – 11:30 AM Senior Managers Weekly Meeting
 - 11:45 AM – 12:15 PM BDS Staff: Discuss Accessory Short Term Rentals Backlog and Improvements
 - 1:30 PM – 2:00 PM Matt Rozzell Bi-weekly Check-in
 - 3:00 PM – 3:30 PM Terri Theisen Bi-weekly Check-in
 - 3:30 PM – 4:00 PM Travel Time
 - 4:00 PM – 5:00 PM Bureau Directors Meeting
 - 5:00 PM – 5:30 PM Travel Time
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▲ **Wed, Mar 15**

- 9:00 AM – 9:30 AM Chief Boone Check-in

- 2:00 PM – 2:30 PM Customer Survey Development Bureaus Management Team Follow-up
 - 2:30 PM – 4:00 PM City Staff and NAIOP & BOMA Monthly Meeting
 - 4:00 PM – 4:30 PM Jason Butler-Brown and Doug Morgan: Discuss Floodplain Resilience
 - 4:30 PM – 5:00 PM Kimberly Tallant, David Kuhnhausen, and Jillian Schoene: Blanchet House
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▲ Thu, Mar 16

- 8:00 AM – 10:00 AM Development Review Advisory Committee
 - 9:30 AM – 10:00 AM Travel time
 - 10:00 AM – 11:00 AM Commissioner Rubio
 - 11:00 AM – 11:30 AM Travel time
 - 12:30 PM – 1:00 PM City Staff: Blanchet House
 - 1:00 PM – 1:30 PM BDS and Fire staff: Project management help for shelter sites
 - 1:30 PM – 2:00 PM Building Official's Meeting
 - 2:00 PM – 3:00 PM Manager/Supervisor Townhall - Hybrid, Remote and In-Person Work
 - 3:00 PM – 4:00 PM Floodplain Resilience Discussion-Table of Options
 - 5:30 PM – 6:00 PM Elshad Hajiyev Check in
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▲ Fri, Mar 17

- 10:00 AM – 10:45 AM Commissioner Rubio's Office Weekly Check-in
 - 11:30 AM – 12:00 PM Commissioner Rubio's Office and City Staff
 - 1:30 PM – 2:00 PM Collen Poole and Gabby Bruya: Director's Office Bi-weekly Check-in
 - 2:30 PM – 3:00 PM Dave Tebeau Bi-weekly Check-in
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▲ Mon, Mar 20

- 9:30 AM – 10:00 AM BDS Staff: Sign Issue
- 11:00 AM – 11:30 AM Doug Morgan and Jason Butler-Brown: Floodplain questions
- 1:00 PM – 1:30 PM BDS Staff: Office to residential conversion
- 1:30 PM – 2:00 PM City Staff: Customer Survey Development Bureaus Management Team Follow-up
- 2:00 PM – 2:30 PM Elshad Hajiyev & Beth Benton Monthly Check-in
- 2:30 PM – 3:30 PM Dave Tebeau, Elshad Hajiyev, Diane Parke: Field Issuance Remodel Program Expansion Strategy
- 4:45 PM – 5:45 PM Elshad Hajiyev Weekly Check-in

▲ **Tue, Mar 21**

- 9:00 AM – 9:30 AM Kimberly Tallant Check-in
- 10:00 AM – 12:00 PM BDS Monthly Management Team Meeting
- 12:30 PM – 1:00 PM Commissioner Rubio’s Office, Director Oliveira, and City Attorneys
- 1:00 PM – 2:00 PM Commissioner Rubio’s Office, Director Oliveira, Director Branam
- 2:00 PM – 2:30 PM Gabby Bruya Check-in
- 3:00 PM – 3:30 PM Kurt Krueger and Terri Theisen: Prep Meeting
- 4:00 PM – 4:30 PM City Staff: House Bill 3569
- 4:30 PM – 5:00 PM Doug Morgan, Ross Caron, and Matt Rozzell: Discuss Analyst Positions

▲ **Wed, Mar 22**

- 9:00 AM – 9:30 AM Doug Morgan Biweekly Check-in
- 9:30 AM – 10:30 AM Andy Peterson Check-in
- 1:30 PM – 2:00 PM Travel time
- 2:00 PM – 2:30 PM Commissioner Rubio’s Office, Director Oliveira, Bureau of Planning & Sustainability (BPS) and Project Developer: Prologis meeting
- 2:00 PM – 2:30 PM Prologis meeting
- 2:30 PM – 3:00 PM Travel time
- 3:00 PM – 3:30 PM Home Builders Association Monthly Meeting
- 4:00 PM – 5:00 PM Bureau of Planning and Sustainability Monthly Check-in

▲ **Thu, Mar 23**

- 11:00 AM – 11:30 AM Travel time
- 11:30 AM – 1:00 PM Bureau Directors Meeting
- 2:00 PM – 5:00 PM Community and Economic Development Budget Work Session

▲ **Fri, Mar 24**

- 9:00 AM – 9:30 AM Travel Time
- 9:30 AM – 12:30 PM Commissioner Rubio’s Office and City Staff: Reorganization Kick Off Meeting
- 12:30 PM – 1:00 PM Travel Time
- 1:00 PM – 2:00 PM City Staff: Small Business Group Follow-up

- 4:00 PM – 4:30 PM City Staff: Potential funding from the State for permitting improvements for housing production
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▲ **Mon, Mar 27**

- 2:00 PM – 2:30 PM Commissioner Rubio's Office and City Staff: Biweekly City-wide Permit Improvement Check-in
 - 4:45 PM – 5:45 PM Elshad Hajiyev Weekly Check-in
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▲ **Tue, Mar 28**

- 10:00 AM – 10:30 AM Senior Managers Weekly Meeting
 - 10:30 AM – 11:00 AM Optional Drop-In Session: Future of Work Q&A
 - 1:30 PM – 2:00 PM Terri Theisen and Kurt Krueger: Debrief and next steps
 - 2:00 PM – 2:15 PM Terri Theisen: 2023 Customer Survey
 - 4:00 PM – 4:30 PM Bureau Director meeting
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▲ **Wed, Mar 29**

- 9:00 AM – 11:30 AM SAP SuccessFactors
 - 11:30 AM – 12:00 PM Kurt Krueger and Rich Eisenhauer: Prep for SDC 24-Month Deferral Ordinance
 - 2:00 PM – 2:30 PM Joe Disciascio Check-in.
 - 3:00 PM – 3:30 PM David Kuhnhausen: Hyatt Extension
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▲ **Thu, Mar 30**

- 10:00 AM – 11:00 AM Colleen Poole and Gabby Bruya: Director's Office Bi-weekly Check-in
 - 11:00 AM – 12:00 PM City Staff: Small Business Group Follow-up
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▲ **Fri, Mar 31**

- 10:30 AM – 11:15 AM Commissioner Rubio's Office Weekly Check-in
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