Esau, Rebecca Calendar
Monday, March 30, 2020 – Sunday, April 5, 2020

March 2020

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April 2020

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March 2020

▲ Mon, Mar 30

■	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
■	3:45 PM – 4:45 PM	Elshad Hajiyev (Deputy Director) one on one via phone

▲ Tue, Mar 31

■	9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one via phone
■	1:00 PM – 2:00 PM	Dora Perry (Equity & Policy Manager) one on one
■	3:00 PM – 3:30 PM	Jeff Baer (Chief Technology Officer) Check In - Tokens Laptops
■	3:30 PM – 4:00 PM	March Development Directors Meeting

April 2020

▲ Wed, Apr 1

■	9:00 AM – 9:30 AM	Doug Morgan (Plan Review Services Manager) one on one via phone
■	9:30 AM – 9:40 AM	Ross Caron (Bureauwide Projects Manager) one on one
■	10:00 AM – 11:00 AM	Andy Peterson (Special Projects Manager) one on one via phone
■	11:00 AM – 12:00 PM	Weekly Portland Online Permitting System issues, remote access to Amanda and electronic plan submission and review meeting

▲ Thu, Apr 2

■	9:30 AM – 9:45 AM	Tom Rinehart (Chief Administrative Officer) Jeff Baer (Chief Technology Officer) re: Bureau of Development Services Options
■	10:00 AM – 10:30 AM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
■	11:30 AM – 12:30 PM	Bureau Directors Monthly Meeting
■	1:00 PM – 2:00 PM	Building Officials Meeting
■	2:00 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one via phone
■	3:00 PM – 3:15 PM	Tom Rinehart (Chief Administrative Officer) Jeff Baer (Chief Technology Officer) re: Bureau of Development Services Options

▲ Fri, Apr 3

■	9:30 AM – 10:00 AM	Beth Benton (Property Compliance Inspections Manager) one on one
■	1:30 PM – 2:00 PM	Elshad Hajiyev (Deputy Director), Priscilla Lim (Technology & Continuous Improvement Manager) meeting
■	2:30 PM – 3:30 PM	Development Review Advisory Committee Agenda Planning Meeting

Esau, Rebecca Calendar
Monday, April 6, 2020 – Sunday, April 12, 2020

April 2020

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April 2020

▲ Mon, Apr 6

◾	11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
◾	2:00 PM – 4:00 PM	2020 Senior Managers Meeting
◾	3:45 PM – 4:45 PM	Elshad Hajiyev (Deputy Director) one on one

▲ Tue, Apr 7

◾	9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
◾	11:30 AM – 12:00 PM	Directors community/economic development meeting (via skype)
◾	1:00 PM – 2:00 PM	Inspections Bi-weekly Tactical meeting
◾	2:00 PM – 2:15 PM	Kurt Krueger (Bureau of Transportation Manager) Check - in

▲ Wed, Apr 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
◾	11:00 AM – 12:00 PM	Remote Access meeting BTS/BDS
◾	2:00 PM – 2:30 PM	City Attorney Monthly meeting
◾	2:30 PM – 3:00 PM	Bureau of Development Services Equity Committee to brief Director
◾	3:00 PM – 3:30 PM	Doug Morgan (Plan Review Services Manager)

Thu, Apr 9

▪	10:00 AM – 11:00 AM	Home Builders Association Government Affairs Committee Meeting
▪	11:00 AM – 11:30 AM	Kim Tallant (Principal Planner) re: land use hearings and resources being assigned/distributed to LUS
▪	1:00 PM – 2:00 PM	Building Official's Meeting
▪	2:30 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) check-in
▪	3:00 PM – 3:30 PM	Ron Zito (Bureau of Human Resources Manager) check-in

Fri, Apr 10

▪	10:00 AM – 10:30 AM	Rachel Whiteside (Union Representative) 2020 regular Quarterly Check-in
▪	3:45 PM – 4:45 PM	Virtual MEET: Oregon Smart Growth (Sam)

Esau, Rebecca Calendar
Monday, April 13, 2020 – Sunday, April 19, 2020

April 2020

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April 2020

Mon, Apr 13

■	10:00 AM – 10:30 AM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) Meeting
■	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 – 4:00 PM	Elshad Hajiyev (Deputy Director), David Kuhnhausen (Permitting Services Manager) meeting

Tue, Apr 14

■	9:00 AM – 10:00 AM	Rebecca and Kim one on one
■	10:00 AM – 10:30 AM	Rebecca and Beth one on one
■	11:00 AM – 11:30 AM	Andrea Durbin (Planning & Sustainability Director) check-in
■	11:30 AM – 12:00 PM	Directors meeting: community/economic development (via skype)
■	1:00 PM – 2:00 PM	Dora Perry (Equity & Policy Manager) one on one

Wed, Apr 15

■	All Day	Out

Thu, Apr 16

■	8:00 AM – 10:00 AM	Development Review Advisory Committee
■	1:00 PM – 2:00 PM	Building Official's Meeting

	2:00 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
	3:30 PM – 4:00 PM	Doug Morgan (Plan Review Services Manager) one on one

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▲ **Fri, Apr 17**

	10:00 AM – 10:30 AM	Elshad Hajiyev (Deputy Director), Kathy Sharp (HR Partner) re: Furlough Discussion
	1:00 PM – 1:30 PM	Kurt Krueger (Bureau of Transportation Manager) re: Pepsi
	3:30 PM – 4:15 PM	Virtual Meeting: Housing Oregon Quarterly Meeting (Mayor's Office)

Esau, Rebecca Calendar
Monday, April 20, 2020 – Sunday, April 26, 2020

April 2020

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April 2020

▲ Mon, Apr 20

■	9:00 AM – 9:30 AM	Long-term resilience/recovery framework discussion
■	11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
■	1:45 PM – 2:00 PM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) re: Discuss Leadership Team meeting
■	2:00 PM – 3:30 PM	2020 Senior Managers Meeting
■	3:45 PM – 4:45 PM	Elshad Hajiyev (Deputy Director) one on one

▲ Tue, Apr 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
■	1:00 PM – 2:00 PM	Inspections Bi-weekly Tactical Meeting

▲ Wed, Apr 22

■	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 – 10:30 AM	Beth Benton (Property Compliance Inspections Manager) one on one
■	11:00 AM – 12:00 PM	Revised Remote Access to City Network Meeting
■	1:00 PM – 2:00 PM	April Development Directors Meeting
■	3:30 PM – 4:00 PM	Elshad Hajiyev (Deputy Director) meeting

Thu, Apr 23

■	10:00 AM – 10:30 AM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
■	1:00 PM – 2:00 PM	Building Official's Meeting
■	2:30 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
■	3:30 PM – 4:00 PM	Tom Rinehart (Chief Administrative Officer) Monthly Meeting

Fri, Apr 24

■	11:00 AM – 12:00 PM	Dora Perry (Equity & Policy Manager) one on one
■	3:15 PM – 4:00 PM	Elshad Hajiyev (Deputy Director) Check in

Esau, Rebecca Calendar
Monday, April 27, 2020 – Sunday, May 3, 2020

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May 2020						
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April 2020

▲ Mon, Apr 27

▮	11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
▮	2:00 PM – 3:30 PM	Senior Managers Meeting
▮	3:45 PM – 4:45 PM	Elshad Hajiyev (Deputy Director) one on one

▲ Tue, Apr 28

▮	9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
▮	10:00 AM – 10:30 AM	Dave Tebeau (Residential Inspection Services Manager) one on one
▮	11:30 AM – 12:00 PM	Directors: community/economic development (skype)
▮	3:00 PM – 3:30 PM	Safety Issue
▮	3:30 PM – 4:00 PM	Andy Peterson (Special Projects Manager) one on one

▲ Wed, Apr 29

▮	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), Elshad Hajiyev (Deputy Director), Darryl Godsby (Commercial Inspection Services Manager), Doug Morgan (Plan Review Services Manager), Kim Tallant (Principal Planner) re: Commercial Tenant Improvement's going through Facility Permit Program or Hybrid-Facility Permit Program-like Program

	11:00 AM – 12:00 PM	Revised Remote Access to City Network Meeting
	12:30 PM – 1:00 PM	Urgent Safety Issue
	1:00 PM – 2:30 PM	Equity in Motion - Building Community - Staying Connected While Distancing
	3:00 PM – 3:30 PM	Elshad Hajiyev (Deputy Director), Priscilla Lim (Technology & Continuous Improvement Manager) meeting
	3:30 PM – 4:30 PM	Revised April Home Builders Association Meeting
	4:30 PM – 5:00 PM	Mike Stuhr Water Bureau Director, Mike Myers Emergency Management Director Meeting

▲ **Thu, Apr 30**

	10:00 AM – 10:30 AM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
	1:00 PM – 2:00 PM	Building Official's Meeting
	2:00 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
	3:30 PM – 4:00 PM	Elshad Hajiyev (Deputy Director) Check in

May 2020

▲ **Fri, May 1**

	11:00 AM – 12:00 PM	DRAC Agenda Planning Meeting
	1:00 PM – 2:00 PM	Inspector App Tour
	3:00 PM – 4:30 PM	Disaster Policy Council

Esau, Rebecca Calendar
Monday, May 4, 2020 – Sunday, May 10, 2020

May 2020

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May 2020

▲ Mon, May 4

■	9:00 AM – 10:00 AM	Andrea Durbin (Bureau of Planning & Sustainability Director) & staff, Kim Tallant (Principal Planner) check-in
■	10:00 AM – 11:00 AM	Follow-up Carol Johnson (Multnomah County Planning Director), Jaime Waltz (Multnomah County Deputy Director), Andy Peterson (Special Projects Manager), Elshad Hajiyev (Deputy Director) follow-up Multnomah County Meeting
■	11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
■	2:00 PM – 3:30 PM	Senior Managers Meeting via Zoom
■	3:45 PM – 4:45 PM	Elshad Hajiyev (Deputy Director) one on one

▲ Tue, May 5

■	9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
■	1:00 PM – 2:00 PM	Inspections Bi-weekly Tactical Meeting
■	3:30 PM – 4:00 PM	City Attorney meeting
■	4:30 PM – 5:00 PM	HR Issue

▲ Wed, May 6

| ■ | 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 |

	10:30 AM – 11:00 AM	new date/time: Directors: community/economic development (skype)
	11:00 AM – 12:00 PM	Remote Access to the City Network
	4:00 PM – 4:30 PM	Elshad Hajiyev (Deputy Director) Check in
	4:30 PM – 5:00 PM	David Kuhnhausen (Permitting Services Manager), Alice Nielsen (Process Management Manager) meeting

Thu, May 7

	9:00 AM – 11:00 AM	Governance Structure Initiative Steering Committee Meeting #12
	12:00 PM – 1:00 PM	Bureau Directors Monthly Meeting
	1:00 PM – 2:00 PM	Building Official's Meeting
	2:15 PM – 3:00 PM	Elshad Hajiyev (Deputy Director) Check in
	3:30 PM – 4:00 PM	Unreinforced Masonry Data Base

Fri, May 8

	8:30 AM – 5:30 PM	Furlough Day (out of the office)

May 2020

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May 2020

▲ Mon, May 11

■	9:30 AM – 10:00 AM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Services & Outreach Coordinator) meeting
■	10:00 AM – 10:45 AM	Elshad Hajiyev (Deputy Director), Alex Cousins (Communications Manager), Ken Ray (Public Information Officer) re: The City's Communication Structure
■	11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
■	2:00 PM – 3:30 PM	Senior Managers Meeting via Zoom
■	3:45 PM – 4:45 PM	Elshad Hajiyev (Deputy Director) one on one

▲ Tue, May 12

■	9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
■	10:00 AM – 11:30 AM	Safety/Property Compliance Issue
■	11:30 AM – 12:00 PM	Directors: community/economic development (skype)
■	1:00 PM – 2:00 PM	Dora Perry (Equity & Policy Manager) one on one
■	3:30 PM – 4:00 PM	Elshad Hajiyev (Deputy Director), Chloe Massarello (Bureauwide Projects staff), Stephanie Yao Long (Communications staff) re: 360 Committee Update
■	4:00 PM – 4:15 PM	City Bureau Directors Check-in

▲ Wed, May 13

	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), Elshad Hajiyev (Deputy Director) one on one
	10:00 AM – 11:00 AM	Andy Peterson (Special Projects Manager) one on one
	2:00 PM – 2:30 PM	City Attorney Monthly meeting
	2:30 PM – 3:00 PM	Beth Benton (Property Compliance Inspection Manager) one on one
	3:00 PM – 3:30 PM	Elshad Hajiyev (Deputy Director), Priscilla Lim (Technology & Continuous Improvement Services Manager) meeting

▲ Thu, May 14

	9:00 AM – 9:30 AM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
	9:30 AM – 9:45 AM	Emily Sandy (Code & Policy Development) one on one
	10:00 AM – 10:30 AM	Doug Morgan (Plan Review Services Manager) re: new permitting process and Delaris
	10:30 AM – 12:00 PM	May Planning & Development Directors Meeting
	1:00 PM – 2:00 PM	Building Official's Meeting
	3:15 PM – 4:00 PM	Elshad Hajiyev (Deputy Director) Check in
	4:30 PM – 5:00 PM	David Kuhnhausen (Permitting Services Manager) one on one

▲ Fri, May 15

	8:30 AM – 5:30 PM	Furlough

May 2020

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May 2020

▲ Mon, May 18

	8:30 AM – 9:15 AM	MEET with the Mayor's Office re: Smart Growth (Sonia)
	11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
	2:00 PM – 3:30 PM	Senior Managers Meeting via Zoom
	3:45 PM – 4:45 PM	Elshad Hajiyev (Deputy Director) one on one

▲ Tue, May 19

	9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
	10:00 AM – 12:00 PM	2019 BDS Management Team Meeting
	1:00 PM – 2:00 PM	Inspections Bi-weekly Tactical Meeting
	2:00 PM – 2:30 PM	Darryl Godsby (Commercial Inspection Services Manager Monthly one on one

▲ Wed, May 20

	9:00 AM – 10:30 AM	Safety/Property Compliance Issue
	1:00 PM – 2:00 PM	Planning & Sustainability and Mayor's Office check-in
	3:00 PM – 3:30 PM	Ross Caron (Bureauwide Projects Manager) one on one
	3:30 PM – 4:00 PM	Sam Diaz (Mayor's Office Liaison) via phone
	4:00 PM – 4:30 PM	Doug Morgan (Plan Review Services Manager) one on one

Thu, May 21

■	8:00 AM – 10:00 AM	Development Review Advisory Committee
■	10:30 AM – 11:00 AM	Tom Rinehart (Chief Administrative Officer) Check-in
■	11:00 AM – 11:30 AM	Leanne Torgerson (Director's Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
■	1:00 PM – 1:30 PM	Building Officials Meeting
■	1:30 PM – 2:30 PM	Ron Zito (BHR Employee Relations Manager) Bargaining Touch Base
■	4:00 PM – 4:15 PM	City Bureau Directors Check-in

Fri, May 22

■	3:15 PM – 4:00 PM	Elshad Hajiyev (Deputy Director) Check in

Esau, Rebecca Calendar
Monday, May 25, 2020 – Sunday, May 31, 2020

May 2020

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May 2020

▲ Mon, May 25

■	All Day	Memorial Day Holiday

▲ Tue, May 26

■	9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
■	10:00 AM – 10:30 AM	Dave Tebeau (Residential Inspection Services Manager) one on one
■	11:30 AM – 12:00 PM	Directors: community/economic development (skype)
■	1:00 PM – 2:00 PM	Dora Perry (Equity & Policy Manager) one on one
■	3:00 PM – 3:30 PM	Beth Benton (Property Compliance Inspections Manager) one on one
■	4:00 PM – 4:15 PM	City Bureau Directors Check-in

▲ Wed, May 27

■	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
■	11:30 AM – 12:00 PM	Elshad Hajiyev (Deputy Director), Priscilla Lim (Technology & Continuous Improvement Manager) meeting
■	1:30 PM – 2:00 PM	City Attorney Meeting
■	2:00 PM – 3:00 PM	PROTEC-17 Follow Up Meeting Proposal Topics
■	3:30 PM – 4:00 PM	Senior Managers re: Telework Survey Questions
■	4:00 PM – 5:00 PM	Elshad Hajiyev (Deputy Director) one on one

Thu, May 28

■	1:00 PM – 1:30 PM	Building Official Meeting
■	2:00 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
■	4:00 PM – 4:15 PM	City Bureau Directors Check-in

Fri, May 29

■	8:30 AM – 5:30 PM	Furlough

June 2020

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June 2020

▲ Mon, Jun 1

■	11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
■	2:00 PM – 3:30 PM	Senior Managers Meeting via Zoom
■	3:45 PM – 4:45 PM	Elshad Hajiyev (Deputy Director) one on one

▲ Tue, Jun 2

■	9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
■	10:00 AM – 10:30 AM	Protec 17 Issues
■	1:00 PM – 2:00 PM	Inspections Bi-weekly Tactical Meeting
■	3:00 PM – 3:30 PM	Daily Disaster Policy Briefing (Mayor's Office)
■	4:00 PM – 4:15 PM	City Bureau Directors Check-in

▲ Wed, Jun 3

■	10:00 AM – 11:00 AM	Priscilla Lim (Technology & Continuous Improvement Services Manager) one on one
■	11:00 AM – 12:00 PM	June 25th bureau wide meeting planning
■	1:00 PM – 1:30 PM	Daily Disaster Policy Briefing (Mayor's Office)
■	4:00 PM – 5:00 PM	Business Process Improvement for Commercial Permits for new construction - New direction
■	5:00 PM – 5:30 PM	Elshad Hajiyev (Deputy Director) Check in

▲ Thu, Jun 4

	8:00 AM – 9:00 AM	Special Senior Managers Work Session
■	9:00 AM – 10:00 AM	Bureau of Development Services Management Team re: Flex Schedules & Work Share
■	10:00 AM – 10:30 AM	HR Issue
■	11:00 AM – 11:20 AM	Jeff Baer (Chief Technology Officer) re: Portland Online Permitting System Check in
■	1:00 PM – 1:30 PM	Building Official Meeting
■	2:00 PM – 2:30 PM	Leanne Torgerson (Director's Executive Assistant), Colleen Poole (Customer Services & Outreach Coordinator) meeting
■	3:00 PM – 3:30 PM	Daily Disaster Policy Briefing (Mayor's Office)
■	4:00 PM – 4:30 PM	Phone call with Leesha Posey (Empowered Communities Program staff)

▲ **Fri, Jun 5**

	11:00 AM – 11:30 AM	Leesha Posey (Empowered Communities Program staff) check-in
■	2:30 PM – 3:00 PM	Directors: community/econ. development (skype)
■	3:00 PM – 4:30 PM	Disaster Policy Council

June 2020

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June 2020

▲ Mon, Jun 8

■	9:00 AM – 10:00 AM	DRAC Agenda Planning Meeting
■	11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
■	2:00 PM – 3:00 PM	Senior Manager Meeting
■	3:00 PM – 3:30 PM	Permitting/LUS/DSC Services meeting
■	3:45 PM – 4:45 PM	Elshad Hajiyev (Deputy Director) one on one

▲ Tue, Jun 9

■	9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
■	10:00 AM – 10:30 AM	Beth Benton (Property Compliance Inspections Manager) check-in
■	11:30 AM – 12:00 PM	Directors: community/economic development (skype)
■	2:00 PM – 4:00 PM	Special Senior Managers Work Session #2
■	4:00 PM – 5:00 PM	City Bureau Directors Check-in

▲ Wed, Jun 10

■	9:00 AM – 9:30 AM	Doug Morgan (Plan Review Services Manager) one on one
■	9:30 AM – 10:00 AM	travel
■	10:00 AM – 11:30 AM	Emails in the office
■	11:30 AM – 12:00 PM	Edgar Bolden (Housing staff) one on one
■	12:00 PM – 12:30 PM	travel
■	2:30 PM – 3:00 PM	Bureau Equity Committee to brief Director

	3:00 PM – 3:30 PM	Elshad Hajiyev (Deputy Director), Priscilla Lim (Technology & Continuous Improvement Manager) meeting
	3:30 PM – 4:00 PM	Bureau of Development Services Modified Work Situation Survey discussion
	4:00 PM – 4:30 PM	Beth Benton (Property Compliance Inspections Manager)
	4:45 PM – 5:15 PM	Elshad Hajiyev (Deputy Director) Check in

▲ Thu, Jun 11

	9:00 AM – 9:30 AM	Dave Tebeau (Residential Inspection Services Manager) check in
	9:30 AM – 9:45 AM	Emily Sandy (Code & Policy Development staff) one on one
	10:30 AM – 12:00 PM	Planning & Development Directors Monthly Meeting
	1:00 PM – 1:30 PM	Building Official Meeting
	2:00 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
	3:15 PM – 3:30 PM	Colleen Poole (Customer Service & Outreach Coordinator) Check-in
	4:00 PM – 4:15 PM	City Bureau Directors Check-in
	4:30 PM – 5:30 PM	Leesha Posey (Empowered Communities Program Coordinator) re: BDS Services for Black Community members

▲ Fri, Jun 12

	10:00 AM – 11:30 AM	listening session invitation from Tom Peavey (Mayor's Office) via Sam Diaz (Liaison from the Mayor's Office

June 2020

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June 2020

▲ Mon, Jun 15

■	8:30 AM – 9:15 AM	Meeting re: Smart Growth w/Commissioner Eudaly (Sonia Schmanski, Mayor's Office)
■	10:00 AM – 10:30 AM	Leanne Torgerson (Director's Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
■	11:00 AM – 11:30 AM	Equity Team meeting
■	11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
■	2:00 PM – 3:00 PM	Senior Manager Meeting
■	3:00 PM – 3:30 PM	Permitting/LUS/DSC Services meeting
■	3:45 PM – 4:45 PM	Elshad Hajiyev (Deputy Director) one on one

▲ Tue, Jun 16

■	9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
■	10:00 AM – 12:00 PM	2020 Management Team Meeting
■	2:00 PM – 4:00 PM	Climate, Land Use Planning, and Resilience
■	4:00 PM – 4:15 PM	City Bureau Directors Check-in
■	4:30 PM – 5:00 PM	Pre-meeting re: Customer Issue

▲ Wed, Jun 17

| ■ | 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), Elshad Hajiyev (Deputy Director) one on one |

	10:00 AM – 11:00 AM	Priscilla Lim (Technology & Continuous Improvement Manager), Elshad Hajiyev (Deputy Director) re: Reviewing proposed org charts
	11:00 AM – 11:30 AM	Elshad Hajiyev (Deputy Director), Chloe Massarello (Bureauwide Projects staff), Stephanie Yao Long (Communications staff) re: 360 Committee Update
	11:30 AM – 12:00 PM	Elshad Hajiyev (Deputy Director), Colleen Poole (Customer Service & Outreach Coordinator), Darren Wegener (Training & Workforce Development staff), Taylor Barnes (Training & Workforce Development staff) re: June 25 bureau wide event check-in
	1:00 PM – 1:30 PM	Critical Energy Infrastructure Hub Meeting
	2:00 PM – 3:00 PM	Bureau of Planning & Sustainability Director and staff, Kim Tallant (Principal Planner) check-in

▲ Thu, Jun 18

	8:00 AM – 10:00 AM	Development Review Advisory Committee
	10:30 AM – 11:00 AM	Kim Tallant (Principal Planner), Emily Sandy (Code & Policy Development staff) re: Discuss Tree Code
	1:30 PM – 2:00 PM	Terry Whitehill (Building Official), David Kuhnhausen (Permitting Services Manager), Dave Tebeau (Residential Inspection Services Manager), Nancy Thorington (Code & Policy Development staff) re: implementing the Accessory Dwelling Unit System Development Charges waiver extension resolution
	2:00 PM – 2:30 PM	Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one
	3:00 PM – 4:00 PM	Dory Robinson (Small business Empowerment Program staff), Ken Ray (Public Information Officer), Ami Fitzgerald (Empowering Neighborhoods Program staff), Peter Maris (Equity & Policy Development staff), Karen Guillen-Chapman (Equity & Policy Development staff) staff) Check-in on Equity Issues
	4:00 PM – 4:15 PM	City Bureau Directors Check-in
	4:30 PM – 5:00 PM	Follow up on customer issues

▲ Fri, Jun 19

	All Day	Juneteenth Holiday

Esau, Rebecca Calendar
Monday, June 22, 2020 – Sunday, June 28, 2020

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30				

June 2020

▲ Mon, Jun 22

■	9:30 AM – 10:00 AM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
■	10:00 AM – 11:00 AM	Bureauwide Meeting Presentation Prep meeting
■	11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
■	1:00 PM – 2:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
■	2:00 PM – 3:00 PM	Senior Manager Meeting
■	3:00 PM – 3:30 PM	Permitting/LUS/DSC Services meeting
■	3:45 PM – 4:45 PM	Elshad Hajiyev (Deputy Director) one on one
■	4:30 PM – 6:30 PM	Technology Oversight Committee meeting

▲ Tue, Jun 23

■	9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
■	10:00 AM – 10:30 AM	Dave Tebeau (Residential Inspection Services Manager) one on one
■	11:30 AM – 12:00 PM	Directors: community/economic development (skype)
■	1:00 PM – 2:00 PM	Inspections Bi-weekly Tactical Meeting
■	2:00 PM – 3:00 PM	City Attorney meeting
■	4:00 PM – 4:15 PM	City Bureau Directors Check-in

▲ Wed, Jun 24

	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 – 10:30 AM	Beth Benton (Property Compliance Inspections Manager) one on one
	11:00 AM – 12:00 PM	Andy Peterson (Special Projects Manager) one on one
	1:00 PM – 1:30 PM	Chris Dennis (Quality Assurance Contractor) Portland Online Permitting System Quality Assurance Check In: 90-Day Post-Implementation Interview
	1:30 PM – 2:00 PM	Leesha Posey (Equity & Policy Manager) one on one
	2:30 PM – 3:30 PM	Monthly Home Builders Association Meeting
	4:00 PM – 4:15 PM	Kurt Krueger (Bureau of Transportation Manager), David Kuhnhausen (Permitting Services Manager) re: 1900 Building Facilities

▲ Thu, Jun 25

	9:00 AM – 10:00 AM	HR Issue
	10:00 AM – 10:30 AM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
	10:30 AM – 10:45 AM	Emily Sandy (Code & Policy Development staff) one on one
	11:30 AM – 12:00 PM	Tom Rinehart (Chief Administrative Officer) Monthly Meeting
	1:30 PM – 3:00 PM	BDS Bureauwide Meeting
	3:30 PM – 4:00 PM	Elshad Hajiyev (Deputy Director) Check in
	4:00 PM – 4:15 PM	City Bureau Directors Check-in

▲ Fri, Jun 26

	All Day	Furlough