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

October 2023
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October 2023

▲ **Mon, Oct 2**

- 10:00 AM – 10:30 AM Dave Tebeau Bi-weekly Check-in
 - 2:00 PM – 2:25 PM Director Williams, Director Baer: PBOT Utility Permitting Software Replacement
 - 2:30 PM – 3:00 PM Debrief Accessory Short-Term Rental Processes: Related to record requests
 - 3:00 PM – 3:30 PM Review Executive Dashboard in Tableau
 - 3:30 PM – 4:30 PM Monthly meeting: Discuss bureau’s equity work & community engagement
 - 4:30 PM – 5:00 PM Jillian Schoene, Donnie Olivera, Rebecca
 - 5:00 PM – 6:00 PM Elshad Hajiyev Weekly Check-in
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▲ **Tue, Oct 3**

- 9:00 AM – 9:30 AM Gabby Bruya Check-in
 - 10:00 AM – 11:30 AM 2023-2024 BDS Racial Equity Implementation Plan (REIP) review
 - 11:30 AM – 12:00 PM Kimberly Tallant Check-in
 - 12:45 PM – 1:15 PM BDS Management Team: Recruitment and Hiring
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▲ **Wed, Oct 4**

- 9:00 AM – 9:30 AM Doug Morgan Bi-weekly Check-in
 - 11:45 AM – 12:00 PM Web Project Update
 - 3:00 PM – 4:00 PM BDS Labor & Employment Monthly Check-In
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▲ **Thu, Oct 5**

■ All Day Vacation Day

▲ **Fri, Oct 6**

■ All Day Vacation Day

Mon, Oct 9

- 10:30 AM – 11:00 AM Christina Coursey: Cannabis Policy Oversight Team (CPOT) Briefing
 - 11:00 AM – 11:15 AM Elshad Hajiyev, David Kuhnhausen, Colleen Poole: Customer Service Center Hours
 - 11:30 AM – 12:00 PM AFSCME Re-Entry ULP Discussion
 - 1:00 PM – 1:30 PM Commissioner Rubio, Jillian Schoene, Megan Beyer biweekly City-wide Permit Improvement check-in
 - 1:45 PM – 2:30 PM BDS Staff: Field Issuance Remodel Program (FIR) cost recovery, and steps to charge RS fees
 - 3:00 PM – 3:30 PM Terri Theisen Bi-weekly Check-in
 - 3:30 PM – 4:30 PM BDS Permitting & Technology Coordination
 - 4:45 PM – 5:45 PM Elshad Hajiyev Weekly Check-in
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▲ **Tue, Oct 10**

- 9:00 AM – 9:10 AM Commissioner Rubio, Jillian Schoene, Megan Beyer
 - 10:00 AM – 10:30 AM Senior Managers Weekly Meeting
 - 1:00 PM – 1:30 PM Director Baer, Skip Newberry, Jillian Schoene
 - 1:30 PM – 2:00 PM Matt Rozzell Bi-weekly Check-in
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▲ **Wed, Oct 11**

- 1:00 PM – 1:30 PM Bureau Equity Committee to brief BDS Director
 - 1:30 PM – 2:00 PM Dave Tebeau Bi-weekly Check-in
 - 2:00 PM – 3:00 PM October Virtual Monthly Drop-in Session
 - 3:00 PM – 3:50 PM Mike Jordan Check-in
 - 4:00 PM – 4:30 PM Elshad Hajiyev, Lila Pigott, Brenda Fahey: Discuss Sponsorship of the ProjectDox Rollout
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▲ **Thu, Oct 12**

- 10:00 AM – 11:00 AM Colleen Poole, Gabby Bruya: Director's Office Bi-weekly Check-in
- 2:00 PM – 3:00 PM David Kuhnhausen 1:1

- 3:00 PM – 4:30 PM Senior Managers Weekly Meeting
 - 6:00 PM – 7:30 PM Cannabis Policy Oversight Team Meeting
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▲ Fri, Oct 13

- 10:30 AM – 11:15 AM Commissioner Rubio, Jillian Schoene, Megan Beyer Weekly Check-in
 - 1:00 PM – 1:30 PM Christina Ghnan Monthly Check-in
 - 1:30 PM – 2:00 PM Commissioner Rubio, Director Branam, Director Buonocore, Director Oliveira, Jillian Schoene Weekly Check-in
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▲ Mon, Oct 16

- 10:00 AM – 10:30 AM Customer Experience Training Discussion
 - 10:30 AM – 10:45 AM Conditional Use Check-in
 - 11:00 AM – 11:30 AM BDS City Attorney Monthly Meeting
 - 11:30 AM – 12:00 PM Alice Nielsen Check-in
 - 3:00 PM – 3:45 PM Discuss Cannabis Policy Oversight Team
 - 3:45 PM – 4:00 PM Jillian Schoene Check-in
 - 4:00 PM – 4:30 PM Economic Outlook Discussion
 - 4:45 PM – 5:45 PM Elshad Hajiyev Weekly Check-in
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▲ Tue, Oct 17

- 9:00 AM – 9:30 AM Gabby Bruya Check-in
 - 10:00 AM – 12:00 PM 2023 Management Team Meetings
 - 1:30 PM – 2:00 PM Tomlinson Arbitration
 - 2:00 PM – 3:00 PM Budget Advisory Committee: Community Orientation
 - 3:30 PM – 4:00 PM Kimberly Tallant Check-in
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▲ Wed, Oct 18

- 9:00 AM – 9:30 AM Doug Morgan Bi-weekly Check-in
 - 3:00 PM – 3:30 PM Economic Outlook Discussion
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▲ Thu, Oct 19

▲ Fri, Oct 20

- 9:15 AM – 10:00 AM Kimberly Tallant, Lauren King: 1015 SW Bertha Blvd
- 10:00 AM – 11:00 AM Financial Situation

- 11:00 AM – 11:45 AM Commissioner Rubio, Jillian Schoene, Megan Beyer Weekly Meeting
 - 3:30 PM – 4:00 PM Land Use Services Financial Situation
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▲ Mon, Oct 23

- 9:30 AM – 10:00 AM David Kuhnhausen Check-in
 - 10:30 AM – 11:00 AM Economic Outlook Discussion
 - 2:00 PM – 2:30 PM Commissioner Rubio's Office: Biweekly City-wide Permit Improvement check-in
 - 3:30 PM – 4:00 PM BDS Permitting & Technology Coordination
 - 4:45 PM – 5:45 PM Elshad Hajiyev Weekly Check-in
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▲ Tue, Oct 24

- 9:15 AM – 9:45 AM Matt Rozzell Bi-weekly Check-in
 - 10:00 AM – 11:30 AM Senior Managers Weekly Meeting
 - 1:00 PM – 2:00 PM Permitting Services Racial Equity Plan
 - 3:00 PM – 4:00 PM Land Use Racial Equity Plan
 - 4:00 PM – 5:00 PM David Kuhnhausen 1:1
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▲ Wed, Oct 25

- 11:00 AM – 11:30 AM Terri Theisen Bi-weekly Check-in
 - 1:30 PM – 2:00 PM Dave Tebeau Bi-weekly Check-in
 - 2:30 PM – 3:30 PM 2023 BDS/Home Builders Association Monthly Meeting
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▲ Thu, Oct 26

- 10:00 AM – 10:30 AM Colleen Poole, Gabby Bruya: Director's Office Bi-weekly Check-in
 - 11:30 AM – 1:00 PM Bureau Directors Meeting
 - 12:30 PM – 1:00 PM Travel Time
 - 1:00 PM – 4:00 PM Team Rubio Service Area - Priorities & Planning Day!
 - 4:00 PM – 4:30 PM Travel Time
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▲ Fri, Oct 27

- 10:00 AM – 10:30 AM Regional Housing Summit: Onboarding - Permitting
 - 10:30 AM – 11:00 AM Commissioner Rubio, Jillian Schoene, Megan Beyer Weekly Meeting
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▲ Mon, Oct 30

- 9:15 AM – 9:30 AM Senior Managers Check-in
 - 9:30 AM – 9:45 AM Permitting Services Supervisors Check-in
 - 2:00 PM – 2:30 PM Constituent Lauren Jones
 - 3:00 PM – 4:30 PM PERMIT IMPROVEMENT TASK FORCE
 - 4:45 PM – 5:45 PM Elshad Hajiyev Weekly Check-in
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▲ **Tue, Oct 31**

- **Before 8:00 AM Free**
 - 10:00 AM – 11:30 AM Senior Managers Weekly Meeting
 - 1:00 PM – 2:00 PM Inspections Racial Equity Plan
 - 2:30 PM – 3:00 PM John Butler's Duties
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Esau, Rebecca Calendar

Rebecca.Esau@portlandoregon.gov

Wednesday, November 1, 2023 – Thursday, November 30, 2023

November 2023

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November 2023

▲ Wed, Nov 1

- 10:00 AM – 10:30 AM Tomlinson Arbitration - Witness Prep Meeting
 - 1:30 PM – 2:00 PM Attend LMC: Announce Interim Director appointment
 - 2:00 PM – 5:00 PM Council Item: City Management Resolution
 - 3:00 PM – 4:00 PM BDS Labor & Employment Monthly Check-In
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▲ Thu, Nov 2

▲ Fri, Nov 3

- 11:00 AM – 11:45 AM Commissioner Rubio Staff Weekly Check-in
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▲ Mon, Nov 6

- 10:30 AM – 11:00 AM Christina Ghan Monthly Check-in
 - 2:00 PM – 2:30 PM Commissioner Rubio, Jillian Schoene Bi-weekly City-wide Permit Improvement Check-in
 - 3:30 PM – 4:30 PM BDS Permitting & Technology Coordination
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▲ Tue, Nov 7

- 9:00 AM – 9:30 AM Travel time
- 9:30 AM – 11:30 AM FY 2024-25 Budget Work Session 2
- 11:30 AM – 12:00 PM Travel time
- 2:00 PM – 2:30 PM Dave Tebeau Bi-weekly Check-in

- 2:30 PM – 3:00 PM DRAC Agenda Planning Meeting
 - 3:00 PM – 3:30 PM BDS Equity Committee: Racial Equity Plan Update
 - 4:00 PM – 4:30 PM Senior Managers Weekly Meeting
 - 4:30 PM – 5:00 PM Terri Theisen Bi-weekly Check-in
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▲ **Wed, Nov 8**

- 9:00 AM – 9:15 AM Leesha Posey Check-in
 - 9:30 AM – 10:00 AM Ross Caron, Elshad Hajiyev Monthly Meeting
 - 10:00 AM – 12:00 PM BDS Budget Advisory Committee
 - 2:00 PM – 3:00 PM November BDS Virtual Monthly Drop-in Session
 - 4:00 PM – 4:30 PM BDS City Attorney Monthly Meeting
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▲ **Thu, Nov 9**

- 10:45 AM – 11:30 AM Colleen Poole, Gabby Bruya: Director's Office Bi-weekly Check-in
 - 1:30 PM – 2:00 PM BDS Staff: Building Official's Meeting
 - 2:00 PM – 2:30 PM 2023 BDS Veterans Day Celebration
 - 2:55 PM – 3:10 PM Cathy Henson, Jillian Schoene
 - 3:30 PM – 4:30 PM David Kuhnhausen 1:1
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▲ **Fri, Nov 10**

■ All Day Veterans Day Holiday – All City Offices Closed

▲ **Mon, Nov 13**

- 9:00 AM – 9:30 AM Timing of SDC payment - Legislative concepts
 - 9:30 AM – 10:20 AM ProjectDox Rollout - Leadership Kickoff
 - 10:30 AM – 11:30 AM Monthly meeting: Discuss bureau's equity work & community engagement
 - 2:00 PM – 3:30 PM Financial Advisory Committee
 - 3:30 PM – 4:00 PM Matt Rozzell Bi-weekly Check-in
 - 4:00 PM – 5:00 PM Elshad Hajiyev Weekly Check-in
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▲ **Tue, Nov 14**

- 8:00 AM – 9:00 AM SDC's Legislative Concept
 - 9:00 AM – 9:30 AM Kimberly Tallant Check-in
 - ▨ 9:30 AM – 11:30 AM FY 2024-25 Budget Work Session 3
 - 2:00 PM – 2:30 PM Gabby Bruya Check-in
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▲ **Wed, Nov 15**

■ 2:15 PM – 3:45 PM TOMLINSON Arbitration 2:15-3:45 my time slot

▲ **Thu, Nov 16**

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

■ 11:00 AM – 11:30 AM Elshad Hajiyev, Kyle O'Brien Check-in: Prep for Bureau Human Resources / Executive Session

■ 1:00 PM – 2:00 PM DCTU Layoff Update- AFSCME, Plumbers, IBEW

■ 1:30 PM – 2:00 PM Travel Time

■ 2:00 PM – 3:00 PM BHR / Executive Session

■ 3:00 PM – 3:30 PM Travel Time

■ 3:30 PM – 4:00 PM Colleen Poole Check-in

▲ **Fri, Nov 17**

■ 10:00 AM – 10:30 AM Doug Morgan Bi-weekly Check-in

■ 11:00 AM – 11:45 AM Commissioner Rubio, Jillian Schoene, Megan Beyer Weekly Check-in

■ 1:30 PM – 2:00 PM Commissioner Rubio, Director Buonocore, Director Branam, Director Oliveira, Jillian Schoene, Megan Beyer Weekly Check-in

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

▲ **Mon, Nov 20**

■ 2:00 PM – 2:30 PM Jillian Schoene Biweekly City-wide Permit Improvement Check-in

■ 2:30 PM – 3:00 PM Elshad Hajiyev Check-in

■ 4:00 PM – 4:30 PM Travel Time

■ 4:30 PM – 6:00 PM Rebecca Esau: Celebration of Service

▲ **Tue, Nov 21**

■ 9:00 AM – 10:00 AM Elshad Hajiyev Weekly Check-in

■ 4:00 PM – 4:30 PM Elshad Hajiyev, David Kuhnhausen, Leesha Posey: BDS Equity Work

▲ **Wed, Nov 22**

■ All Day Vacation Day - Out of Office

▲ **Thu, Nov 23**

■ All Day Thanksgiving Holiday – All City Offices Closed

▲ **Fri, Nov 24**

■ All Day Thanksgiving Holiday – All City Offices Closed

▲ **Mon, Nov 27**

- 9:00 AM – 10:00 AM Elshad Hajiyev Weekly Check-in
 - 2:00 PM – 2:30 PM Senior Managers Weekly Meeting
 - 2:30 PM – 3:00 PM Process to consolidate permitting
 - 4:30 PM – 6:00 PM Retirement celebration with NAIOP/BOMA
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▲ **Tue, Nov 28**

■ All Day Out of Office

▲ **Wed, Nov 29**

■ All Day Out of Office

▲ **Thu, Nov 30**

■ All Day Out of Office

Esau, Rebecca Calendar
Rebecca.Esau@portlandoregon.gov
Friday, December 1, 2023 – Monday, December 18, 2023

December 2023
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December 2023

▲ **Fri, Dec 1**

- 11:00 AM – 11:45 AM Commissioner Rubio, Jillian Schoene, Megan Beyer Weekly Meeting
- ▨ 1:30 PM – 2:00 PM Commissioner Rubio, Jillian Schoene, Director Buonocore, Director Branam, David Kuhnhausen, Director Oliveira Weekly Meeting

▲ **Mon, Dec 4**

- 11:00 AM – 12:00 PM Annual report to DRAC and Council on Customer Success portal
- 2:00 PM – 2:30 PM Commissioner Rubio biweekly City-wide Permit Improvement check-in
- 2:30 PM – 3:30 PM Monthly meeting: Discuss bureau’s equity work & community engagement
- 4:45 PM – 5:45 PM Elshad Hajiyev Weekly Check-in

▲ **Tue, Dec 5**

- 9:00 AM – 9:30 AM Audit Recommendation Status Annual Report 2023
 - 9:30 AM – 10:00 AM FIR Program Discussion
 - 10:00 AM – 11:30 AM Senior Managers Weekly Meeting
 - 11:30 AM – 12:00 PM Terri Theisen Bi-weekly Check-in
 - 1:00 PM – 1:30 PM Terri Theisen Check-in
 - 2:00 PM – 3:30 PM Budget Advisory Committee
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▲ **Wed, Dec 6**

- 10:00 AM – 10:30 AM Racial Equity Plan Update (Adoption of Racial Equity Plans)
 - 1:00 PM – 2:00 PM BPS / BDS monthly check-in
 - 2:00 PM – 2:50 PM Mike Jordan Check-in
 - 4:00 PM – 5:00 PM BDS Labor & Employment Monthly Check-In
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▲ **Thu, Dec 7**

- 9:00 AM – 9:30 AM Labor Management Committee December - Planning Session
 - 9:30 AM – 10:00 AM Dave Tebeau Bi-weekly Check-in
 - 10:15 AM – 10:30 AM Human Resources Check-in
 - 11:00 AM – 12:30 PM Planning & Development Directors Meeting
 - 1:15 PM – 1:30 PM Permit project update
 - ▨ 2:00 PM – 3:00 PM Colleen Poole, Gabby Bruya: Director's Office Bi-weekly Check-in
 - 3:00 PM – 3:30 PM Jillian Schoene, Alice Nielsen
 - 3:30 PM – 4:00 PM Christina Ghan monthly check-in
 - 4:00 PM – 4:30 PM Matt Rozzell Bi-weekly Check-in
 - 4:30 PM – 5:00 PM Human Resources Check-in
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▲ **Fri, Dec 8**

- 10:30 AM – 11:15 AM Commissioner Rubio, Jillian Schoene, Megan Beyer, David Kuhnhausen, Weekly Meeting
 - 1:30 PM – 2:00 PM Commissioner Rubio, Director Buonocore, Director Branam, David Kuhnhausen, Director Oliveira, Jillian Schoene
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▲ **Mon, Dec 11**

- 9:00 AM – 9:45 AM Eric Engstrom Check In
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▲ **Tue, Dec 12**

- 9:00 AM – 9:30 AM Kimberly Tallant Check-in
 - 10:00 AM – 11:00 AM Senior Managers Weekly Meeting
 - 11:00 AM – 12:00 PM 2023 Management Team Meetings
 - 1:30 PM – 3:00 PM BDS Labor Management Committee Meeting - Zoom Link Included (December Rescheduled)
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▲ **Wed, Dec 13**

- 8:45 AM – 9:15 AM Doug Morgan Bi-weekly Check-in
 - 9:25 AM – 10:00 AM Join council - Pre-gravel celebration
 - 10:30 AM – 11:00 AM Gabby Bruya Check-in
 - 11:00 AM – 11:30 AM Lobbying Investigation
 - 11:00 AM – 12:00 PM David Kuhnhausen, Gabby Bruya, Colleen Poole: Discuss Director Transition
 - 2:00 PM – 2:30 PM BDS City Attorney Monthly Meeting
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▲ **Thu, Dec 14**

- 9:30 AM – 10:00 AM Bureau Equity Committee to brief BDS Director
 - 10:00 AM – 10:30 AM Doug Morgan Check-in
 - 1:30 PM – 2:30 PM Rebecca Esau's Sweet Farewell Gathering
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▲ **Fri, Dec 15**

- 9:00 AM – 9:30 AM Commissioner Rubio, Director Buonocore, Director Branam, David Kuhnhausen, Director Oliveira, Weekly Check-in
 - 10:00 AM – 10:45 AM Commissioner Rubio, David Kuhnhausen Weekly Check-in
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▲ **Mon, Dec 18**

- 10:30 AM – 12:00 PM David Kuhnhausen Transition
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