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

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**February 2020**  
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**February 2020**

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▲ **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
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▲ **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
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▲ **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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