
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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