Esau, Rebecca Calendar

Monday, December 31, 2018 – Sunday, January 6, 2019

December 2018

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Busy | Tentative | Free

Out of Office | Working Elsewhere | Outside of Working Hours

December 2018

Mon, Dec 31

1:00 PM – 2:00 PM	Weekly Senior Manager Meetings
3:00 PM – 4:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

January 2019

Tue, Jan 1

All Day	holiday

Wed, Jan 2

9:30 AM – 10:00 AM	Doug Morgan (Interim Plan Review Services Manager) one on one
10:00 AM – 10:30 AM	Ross Caron (Bureauwide Projects Manager) one on one
10:30 AM – 11:00 AM	Alex Cousins (Communications Manager) and Darryl Godsby (Commercial Inspection Services Manager) re: Discuss the Cannabis Program
11:00 AM – 12:00 PM	Weekly POPS Executive meeting
1:30 PM – 2:00 PM	Dave Tebeau (Residential Inspections Services Manager) one on one

■	2:00 PM – 2:30 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), Oretha Storey (LMC Support) Re: LMC Agenda/Facilitation
■	3:00 PM – 3:45 PM	Beth Benton (Property Compliance Inspections Manager) one on one - discuss Succession Program SOP
■	3:45 PM – 4:45 PM	Kim Tallant (Principal Planner) one on one

Thu, Jan 3

■	10:00 AM – 10:30 AM	Kim Tallant (Principal Planner) and Justin Wood (Development Customer) re: Discuss possible legislative changes the State could make about 2-3 parcel partitions
■	11:00 AM – 11:30 AM	Travel time
■	11:30 AM – 1:00 PM	2019 Bureau Directors Meeting
■	1:15 PM – 1:45 PM	Kyle Chisek (one on one
■	1:45 PM – 2:15 PM	Travel time
■	2:30 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
■	3:00 PM – 4:00 PM	Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager) one on one
■	4:00 PM – 4:30 PM	Bureau of Planning & Sustainablilty Director and staff Check-in

Fri, Jan 4

■	10:30 AM – 11:00 AM	Elshad Hajiyev (Business Operations & Finance Services Manager), Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager) Check-in
■	11:30 AM – 12:00 PM	Alex Cousins (Communications Manager) one on one
■	1:30 PM – 1:45 PM	Shannon Callahan (Portland Housing Bureau Manager) meeting via phone

Esau, Rebecca Calendar

Monday, January 7, 2019 – Sunday, January 13, 2019

January 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Busy | Tentative | Free

Out of Office | Working Elsewhere | Outside of Working Hours

January 2019

Mon, Jan 7

10:00 AM – 10:30 AM	travel
10:30 AM – 11:00 AM	Tom Rinehart (Chief Administrative Officer, Office of Management & Finance) Portland Online Permitting System Program Executive Team – Program Status (2019)
11:00 AM – 11:30 AM	Kyle Chisek (BDS Liaison at Mayor's Office) one on one
11:30 AM – 12:00 PM	travel
1:00 PM – 2:00 PM	Weekly Senior Manager Meetings
2:00 PM – 3:00 PM	Darryl Godsby (Commercial Inspection Services) & Lisa Gill (Facility Permit Program Manager) - RE: Wireless Facilities Permitting
3:00 PM – 4:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one
4:00 PM – 6:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) continued check in

Tue, Jan 8

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
10:00 AM – 11:00 AM	Special BDS Leadership Meeting
11:00 AM – 11:15 AM	Home Builders Association re: Mayor Wheeler Mtg Prep
3:00 PM – 4:30 PM	Office of Management & Finance Advisory Committee meeting series - FY 2018-19

Wed, Jan 9

■	9:00 AM – 9:30 AM	Doug Morgan (Interim Plan Review Services Manager) one on one
■	9:30 AM – 10:00 AM	Andy Peterson (Special Projects Manager) re: one on one
■	10:00 AM – 10:30 AM	Ross Caron (Bureauwide Projects Manager) one on one
■	11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting
■	12:00 PM – 1:30 PM	BDS Financial Advisory Committee Meeting #2
■	1:30 PM – 2:00 PM	Darryl Godsby (Commercial Inspection Services Manager) one on one
■	3:00 PM – 3:15 PM	Emily Sandy (Code & Policy Development staff) one on one re: IA Agreements Project
■	3:30 PM – 4:00 PM	Beth Benton (Property Compliance Inspections Manager) one on one

Thu, Jan 10

■	9:45 AM – 10:15 AM	Travel time
■	10:15 AM – 11:15 AM	MEET: BDS Budget Meeting - Andrea Valderrama Senior Policy Advisor, Mayor's Office), Kyle Chisek (BDS Liaison, Mayor's Office), Elisabeth Perez (Operations Director, Mayor's Office), Kristin Dennis (Interim Chief of Staff, Mayor's Office), Elshad Hajiyev (Business Operations & Finance Manager), Kyle O'Brien (Budget & Finance Manager)
■	11:15 AM – 11:45 AM	Travel time
■	1:00 PM – 2:00 PM	Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager) one on one
■	2:15 PM – 3:15 PM	City Attorney Meeting
■	2:30 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
■	3:00 PM – 4:00 PM	Ron Zito (BHR Employee Relations Manager) Quarterly BHR Check-In

Fri, Jan 11

■	9:00 AM – 9:30 AM	David Kuhnhausen (Permitting Services Manager) continued check-in
■	10:00 AM – 10:30 AM	HR Issues
■	4:00 PM – 4:30 PM	travel
■	4:30 PM – 5:15 PM	Home Builders Association meeting and Mayor

Esau, Rebecca Calendar

Monday, January 14, 2019 – Sunday, January 20, 2019

January 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Busy Tentative Free

Out of Office Working Elsewhere Outside of Working Hours

January 2019

Mon, Jan 14

All Day	Out Sick

Tue, Jan 15

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
10:00 AM – 11:30 AM	2018 BDS Management Team Meeting
12:00 PM – 1:30 PM	BDS Budget Advisory Committee Meeting #3
1:30 PM – 2:00 PM	travel
2:00 PM – 3:00 PM	January Technology Executive Steering Committee Meeting
3:00 PM – 3:30 PM	travel
3:30 PM – 4:30 PM	HR Issue
4:30 PM – 4:45 PM	Kareen Perkins (Portland Online Permitting System Development Training & Risk Management) re: Discuss Training and Testing AMANDA
5:00 PM – 5:30 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Wed, Jan 16

9:00 AM – 9:30 AM	travel
9:30 AM – 10:30 AM	Serilda Summers-McGee (BHR Director) re: BPS/Parks/PBOT Discussion

■	10:30 AM – 11:00 AM	travel
■	11:30 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting
■	1:00 PM – 1:15 PM	Emily Sandy (Code & Policy Development staff) one on one re: IA Agreements Project
■	1:30 PM – 2:00 PM	Dave Tebeau (Residential Services Manager) one on one
■	2:30 PM – 4:30 PM	Bi-Monthly NAIOP/City Meeting
■	4:30 PM – 5:30 PM	Doug Morgan (Interim Plan Review Services Manager) one on one
■	5:30 PM – 6:00 PM	Doug Morgan (Interim Plan Review Services Manager) - check-in cont'd

Thu, Jan 17

■	8:00 AM – 10:00 AM	Development Review Advisory Committee
■	11:00 AM – 11:30 AM	Donah Baribeau (Public Records Coordinator), Terry Whitehill (Building Official), Kim Tallant (Principal Planner) re: Discuss Sewer Easements at 4242 SE Milwaukie & 4107 SE Cora
■	1:00 PM – 2:00 PM	Kim Tallant (Principal Planner), Elshad Hajiyev (Business Operations & Finance Services Manager), Terry Whitehill (Building Official), Ross Caron (Bureauwide Projects Manager), Mieke Keenan (Code & Policy Development staff), Alex Cousins (Communications Manager), Beth Benton (Property Compliance Inspections Manager), Megan Greenauer (Housing Inspection & Construction Code Manager), Steve Kass (Housing Inspection & Construction Code Manager), Jim Grenda (Planning & Zoning Manager) re: Tiny House on Wheels
■	2:00 PM – 2:30 PM	BDS Bureau Equity Committee to brief BDS Director (Rescheduled 1/9 Meeting)
■	3:00 PM – 4:15 PM	Darryl Godsby (Commercial Inspection Services Manager), Lisa Gill (Facility Permit Program), David Kuhnhausen (Permitting Services Manager) re: Wireless Permitting - Where it is on the org chart
■	4:15 PM – 4:45 PM	David Kuhnhausen (Permitting Services Manager one on one

Fri, Jan 18

■	10:00 AM – 10:30 AM	Elshad Hajiyev (Business Operations & Finance Services Manager), David Kuhnhausen (Permitting Services Manager), Chris Corr (Records Conversion staff) re: Quarterly Digitization Meeting

■	10:30 AM – 12:30 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), Dan Check-in
■	11:30 AM – 11:45 AM	Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager) one on one
■	2:00 PM – 2:30 PM	Alex Cousins (Communications Manager) one on one
■	2:30 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one

Esau, Rebecca Calendar

Monday, January 21, 2019 – Sunday, January 27, 2019

January 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Busy | Tentative | Free

Out of Office | Working Elsewhere | Outside of Working Hours

January 2019

Mon, Jan 21

All Day	Martin Luther King Jr Day Holiday

Tue, Jan 22

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
11:00 AM – 11:30 AM	HR Issue
11:30 AM – 11:45 AM	Dora Perry (Equity & Policy Manager) one on one
1:00 PM – 1:30 PM	Dora Perry (Equity & Policy Manager) one on one
3:00 PM – 4:30 PM	Development Directors Meeting

Wed, Jan 23

9:00 AM – 9:30 AM	Doug Morgan (Interim Plan Review Services Manager) one on one
9:30 AM – 10:00 AM	Andy Peterson (Special Projects Manager) re: one on one
10:00 AM – 10:30 AM	Ross Caron (Bureauwide Projects) one on one
11:00 AM – 12:30 PM	Weekly Portland Online Permitting System Executive meeting
1:30 PM – 2:30 PM	UPDATE Rescheduled Special Budget Labor-Management Committee Meeting
2:30 PM – 3:30 PM	Home Builders Development Customers Monthly Meeting

Thu, Jan 24

10:30 AM – 11:00 AM	Customer Issue
11:30 AM – 12:00 PM	Douglas Hardy (Land Use Services Manager) one on one
1:00 PM – 2:00 PM	Building Official's Meeting
2:00 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
4:00 PM – 4:45 PM	Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager) one on one

Fri, Jan 25

10:00 AM – 10:30 AM	Priscilla Partch (Labor LMC Co-Chair), Oretha Storey (LMC Support) Pre-Labor Management Committee Co-Chairs Meeting
1:00 PM – 2:30 PM	Strategic Planning Consultant Meeting: Catalysis LLC
2:30 PM – 3:00 PM	Alex Cousins (Communications Manager) one on one
4:00 PM – 5:00 PM	Dora Perry (Equity & Policy Manager), and Colleen Poole (Customer Service & Outreach Coordinator) re: Planning Bureauwide Listening Sessions

Esau, Rebecca Calendar

Monday, January 28, 2019 – Sunday, February 3, 2019

January 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Busy | Tentative | Free

Out of Office | Working Elsewhere | Outside of Working Hours

January 2019

Mon, Jan 28

10:30 AM – 11:00 AM	travel
11:00 AM – 11:30 AM	Kyle Chisek (BDS Liaison, Mayor's Office) one on one
11:30 AM – 12:00 PM	travel
1:00 PM – 2:30 PM	Development Customers, Mayor Ted Wheeler, Kyle Chisek (BDS Liaison, Mayor's Office), Doug Morgan (Interim Plan Review Services Manager), David Kuhnhausen (Permitting Services Manager), Kim Tallant (Principal Planner), Elshad Hajiyev (Business Operations & Finance Services Manager), David Tebeau (Residential Inspection Services Manager), Darryl Godsby (Commercial Inspection Services Manager) Chris Warner (Portland Bureau of Transportation Director), Christine Leon (Portland Bureau of Transportation Manager) re: Development Round Table Work Session with the Mayor
4:30 PM – 5:30 PM	Technology Oversight Committee meeting

Tue, Jan 29

9:00 AM – 10:00 AM	Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager), Elshad Hajiyev (Business Operations & Finance Services Manager), Alex Cousins (Communications Manager), Andy Peterson (Special Projects Manager), Ross Caron (Bureauwide Projects Manager), Emily Sandy (Code & Policy Development

		staff) re: Process Improvement, Strategic Planning and Governance Coordination and Communication
■	10:00 AM – 10:30 AM	Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager) one on one
■	10:30 AM – 11:00 AM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one
■	11:00 AM – 11:30 AM	Development Customer re: Discuss HUD Opportunity Zones
■	1:00 PM – 2:30 PM	2019 Weekly Senior Manager Meetings
■	2:30 PM – 2:45 PM	Kim Tallant (Principal Planner) – Hold Harmless Agreement
■	3:30 PM – 4:30 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager), Duane Whitehurst (Portland Online Permitting Services Technology Capital Projects Manager), Saby Waraich (Bureau of Technology Services Manager), re: Bureau of Technology Services Support for Portland Online Permitting Services
■	4:30 PM – 7:30 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) re: Budget/Fee Changes/Financial Plan

Wed, Jan 30

■	9:00 AM – 9:30 AM	Doug Morgan (Interim Plan Review Services Manager) one on one
■	9:30 AM – 10:30 AM	Kim Tallant (Principal Planner) one on one
■	10:30 AM – 11:00 AM	Travel
■	10:45 AM – 11:15 AM	10:45 TC - Quarterly Technology Oversight Committee Report at Council
■	11:00 AM – 11:30 AM	Travel
■	1:15 PM – 1:30 PM	Emily Sandy (Code & Policy Development) one on one re: IA Agreements Project
■	1:45 PM – 2:15 PM	Travel
■	2:15 PM – 3:00 PM	Chris Warner (PBOT Director), Christine Leon (PBOT Manager), Jeff Baer (Chief Technology Officer), Jeramy Patton (PBOT Manager) re: Permitting
■	3:00 PM – 3:30 PM	Travel
■	4:00 PM – 5:30 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) Review of Financial Plan and Budget

Thu, Jan 31

■	10:00 AM – 10:30 AM	Tom Rinehart (Chief Administrative Officer) Monthly Check-in 2019

February 2019

Fri, Feb 1

9:00 AM – 10:00 AM	David Kuhnhausen (Permitting Services Manager) one on one
10:00 AM – 10:30 AM	Kim Tallant (Principal Planner) re: sign code update
10:30 AM – 10:45 AM	Oretha Storey (Labor Management Committee Coordinator) re: Labor Management Committee meeting prep
11:00 AM – 12:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), Duane Whitehurst (Portland Online Permitting System Manager), Saby Waraich (BTS Manager), Jeff Baer (Chief Technology Officer), Dan Bauer (BTS Manager), Ralph Smith (Technology Financial Services) re: Portland Online Permitting System Funding
2:00 PM – 2:15 PM	Leanne Torgerson (Director's Executive Assistant) meeting
2:30 PM – 2:45 PM	Doug Morgan (Interim Plan Review Services Manager), Alex Cousins (Communications Manager), Amit Kumar (Structural Engineering Manager) Re: Unreinforced Masonry Placarding
3:00 PM – 3:30 PM	Alex Cousins (Communications Manager) one on one
3:30 PM – 4:00 PM	HR Issue

Esau, Rebecca Calendar

Monday, February 4, 2019 – Sunday, February 10, 2019)

February 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Busy Tentative Free

Out of Office Working Elsewhere Outside of Working Hours

February 2019

Mon, Feb 4

10:30 AM – 11:00 AM	Mayor Ted Wheeler, Amit Kumar (Structural Engineering Manager) re: Unreinforced Masonry Meeting with the Mayor
11:00 AM – 11:30 AM	Kyle Chisek (BDS Liaison, Mayor's Office) one on one
11:30 AM – 12:00 PM	travel

Tue, Feb 5

5:00 AM – 5:30 AM	Disaster Policy Council conference call
8:00 AM – 10:00 AM	Delayed Opening - 10:00 Start
10:30 AM – 12:00 PM	2019 Weekly Senior Manager Meetings
1:00 PM – 2:00 PM	Dora Perry (Equity & Policy Manager) one on one
5:00 PM – 6:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Wed, Feb 6

5:00 AM – 5:30 AM	Disaster Policy Council call
9:00 AM – 9:30 AM	Doug Morgan (Interim Plan Review Services Manager) one on one
9:30 AM – 10:30 AM	Andy Peterson (Special Projects Manager) re: one on one
10:30 AM – 11:00 AM	Ross Caron (Bureauwide Projects) one on one

	11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting
	1:30 PM – 3:00 PM	Labor-Management Committee Meeting
	2:00 PM – 3:00 PM	Mike Stuhr (Water Bureau Director), Chris Warner (Portland Bureau of Transportation Director), Portland Online Permitting System staff re: Portland Online Permitting System Program Presentation

Thu, Feb 7

	9:45 AM – 10:00 AM	Leanne Torgerson (Director's Executive Assistant) meeting
	10:00 AM – 10:30 AM	Alex Cousins (Communications Manager) one on one
	11:00 AM – 11:30 AM	travel
	11:30 AM – 1:00 PM	2019 Bureau Directors Meeting
	1:00 PM – 1:30 PM	Kyle Chisek (BDS Liaison, Mayor's Office) Thursday check-in
	1:30 PM – 2:00 PM	travel
	2:45 PM – 3:15 PM	Doug Morgan (Interim Plan Review Manager), Alex Cousins (Communications Manager) re: Unreinforced Masonry
	3:15 PM – 4:00 PM	Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager) one on one
	4:00 PM – 4:30 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager) Check-in

Fri, Feb 8

	All Day	out sick

Esau, Rebecca Calendar

Monday, February 11, 2019 – Sunday, February 17, 2019

February 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

February 2019

Mon, Feb 11

10:30 AM – 11:00 AM	travel
11:00 AM – 11:30 AM	Kyle Chisek (BDS Liaison at the Mayor's Office) one on one
11:30 AM – 12:00 PM	travel
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:45 PM – 4:45 PM	Elshad Hajiyev (Business Operations & Finance Services Managers) one on one

Tue, Feb 12

8:00 AM – 9:00 AM	Discussion of Appeal 18972 Modification of all-user stall partitions
9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
10:30 AM – 11:00 AM	Mark Fetters (Development Review Advisory Committee support) re: Discuss Development Review Advisory Committee Memberships
1:00 PM – 2:00 PM	HR Issue
2:00 PM – 2:15 PM	Rebecca, Nancy, Terry, re: Discuss the BCD Conflict of Interest rules
3:00 PM – 3:30 PM	Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager), Elshad Hajiyev (Business Operations & Finance Services Manager), Brenda Fahey (Internal Business Services), Kathy Sharp (BHR Business Partner) Clarify Tasks and Classification Interpretation
3:30 PM – 4:30 PM	Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager) one on one

Wed, Feb 13

11:00 AM – 12:00 PM	Chris Dennis (QA Consultant) to attend Weekly Portland Online Permitting System Executive Meeting to present Technology Oversight Committee Report
2:00 PM – 2:30 PM	City Attorney Monthly meeting
3:00 PM – 4:00 PM	David Kuhnhausen (Permitting Services Manager), Doug Morgan (Plan Review Services Manager), Andy Peterson (Special Projects Manager), Elshad Hajiyev (Business Operations & Finance Services Manager) re: Major Projects Group, Process Management Program
5:00 PM – 5:30 PM	Justin Wood (Development customer) via phone

Thu, Feb 14

9:00 AM – 9:30 AM	Leanne Torgerson (Director's Executive Assistant) meeting
11:30 AM – 12:00 PM	HR Issue
2:00 PM – 2:30 PM	Doug Morgan (Plan Review Services Manager) one on one
2:30 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
3:00 PM – 4:00 PM	Special Senior Managers Meeting re: AMANDA Training plans

Fri, Feb 15

10:30 AM – 11:00 AM	Elshad Hajiyev (Business Operations & Finance Services Manager), Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager) Check-in
11:30 AM – 12:00 PM	Alex Cousins (Communications Manager) one on one
2:00 PM – 2:30 PM	Ross Caron (Bureauwide Projects) one on one

Esau, Rebecca Calendar

Monday, February 18, 2019 – Sunday, February 24, 2019

February 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

February 2019

Mon, Feb 18

All Day	Presidents' Day Holiday

Tue, Feb 19

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
10:00 AM – 11:30 AM	2019 BDS Management Team Meeting
1:30 PM – 2:00 PM	travel
2:00 PM – 3:00 PM	Technology Executive Steering Committee Meeting
3:00 PM – 3:30 PM	travel

Wed, Feb 20

9:00 AM – 9:30 AM	Doug Morgan (Interim Plan Review Services Manager) one on one
9:30 AM – 10:00 AM	Andy Peterson (Special Projects Manager) re: one on one
10:00 AM – 10:20 AM	travel
10:20 AM – 10:50 AM	10:20 TC, Land Use Fee Ordinance at City Council (1st reading)
10:50 AM – 11:00 AM	travel
11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting
1:15 PM – 1:30 PM	Emily Sandy (Code & Policy staff) one on one re: IA Agreements Project
1:30 PM – 2:00 PM	Darryl Godsby (Commercial Inspections Manager) Monthly one on one
2:15 PM – 3:00 PM	Doug Morgan (Interim Plan Review Services Manager), David Kuhnhausen (Permitting Services Manager) re:

		Plans Examiners needs for Specialized Permitting Programs
	3:00 PM – 4:00 PM	Bureau of Development Services/Prosper Portland Quarterly Check-In

Thu, Feb 21

8:00 AM – 10:00 AM	Development Review Advisory Committee
11:00 AM – 12:00 PM	BDS Employee Survey Presentation
1:00 PM – 1:30 PM	Kyle Chisek (BDS Liaison at the Mayor's office) Thursday check-in call
2:00 PM – 3:00 PM	(presenting) 2:00 Time Certain - The Mayor's State of Emergency Extension Ordinance
3:00 PM – 3:30 PM	travel
3:30 PM – 4:00 PM	Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager) one on one
4:00 PM – 4:30 PM	Alex Cousins (Communications Manager) one on one

Fri, Feb 22

10:00 AM – 10:30 AM	Priscilla Partch (Labor Co-Chair), Oretha Storey (Labor Management Support) Pre-Labor Management Committee Co-Chairs Meeting
10:30 AM – 11:00 AM	Elshad Hajiyev (Business Operations & Finance Services Manager), Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager) one on one Check-in
11:30 AM – 12:00 PM	Colleen Poole (Customer Service & Outreach Coordinator) one on one
1:00 PM – 2:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), Kyle O'Brien (Budget & Finance Manager) re: Budget Presentation Materials
2:00 PM – 2:45 PM	Kareen Perkins (Portland Online Permitting System Manager) one on one
3:00 PM – 4:00 PM	David Kuhnhausen (Permitting Services Manager) one on one

Sun, Feb 24

8:00 PM – 8:30 PM	Disaster Policy Council

Esau, Rebecca Calendar

Monday, February 25, 2019 – Sunday, March 3, 2019

February 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2019

Mon, Feb 25

8:00 AM – 8:30 AM	Disaster Policy Council phone conference
8:00 AM – 10:00 AM	Inclement Weather Delayed Opening
10:30 AM – 11:00 AM	travel
11:00 AM – 11:30 AM	Kyle Chisek (BDS Liaison at the Mayor's Office) one on one
11:30 AM – 12:00 PM	travel
12:30 PM – 1:00 PM	Design and Historic Landmarks Commissions Chairs re: Brief BDS Director on DC and HLC items for Meeting with the Mayor
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:45 PM – 4:45 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Tue, Feb 26

11:00 AM – 12:00 PM	David Kuhnhausen (Permitting Services FW: Specialized Permitting Quarterly Meeting with the Director
3:00 PM – 4:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), Kim Tallant (Principal Planner), Doug Morgan (Interim Plan Review Services Manager), Davide Kuhnhausen (Permitting Services Manager), Andy Peterson (Special Projects Manager) re: Concurrent Review Meeting
4:00 PM – 5:00 PM	Dora Perry (Equity & Policy Manager), Puja Bhutani (Equity staff) meeting

Wed, Feb 27

9:00 AM – 9:30 AM	Doug Morgan (Interim Plan Review Services Manager) one on one
9:40 AM – 10:10 AM	Ross Caron (Bureauwide Projects Manager) one on one
10:15 AM – 10:45 AM	Beth Benton (Property Compliance Inspections) Monthly one on one
11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting
2:30 PM – 3:15 PM	Development Customers Monthly Meeting with BDS Director Rebecca Esau
3:30 PM – 4:00 PM	Duane Whitehurst (Portland Online Permitting System Manager) one on one
4:15 PM – 5:15 PM	Kim Tallant (Principal Planner)one on one

Thu, Feb 28

All Day	Out Sick

March 2019

Fri, Mar 1

All Day	Out Sick

Esau, Rebecca Calendar

Monday, March 4, 2019 – Sunday, March 10, 2019

March 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 2019

Mon, Mar 4

9:15 AM – 9:30 AM	Ross Jonak (Portland Online Permitting System Manager) one on one
10:00 AM – 10:30 AM	travel
10:30 AM – 11:00 AM	Tom Rinehart (Chief Administrative Officer) re: Portland Online Permitting System Program Status (2019)
11:00 AM – 11:30 AM	Kyle Chisek (BDS Liaison at the Mayor's Office) one on one
11:30 AM – 12:00 PM	travel
1:00 PM – 1:30 PM	HR Issue
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:45 PM – 4:15 PM	Rebecca and Elshad one on one
4:15 PM – 4:30 PM	travel
4:30 PM – 5:30 PM	Technology Oversight Committee meeting (rescheduled)

Tue, Mar 5

All Day	Out sick

Wed, Mar 6

All Day	Out sick

Thu, Mar 7

8:00 AM – 5:00 PM	Working from home.

Fri, Mar 8

8:00 AM – 5:00 PM	Reserved time for work in the office

Esau, Rebecca Calendar

Monday, March 11, 2019 – Sunday, March 17, 2019

March 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 2019

Mon, Mar 11

9:00 AM – 9:30 AM	HR Issue
10:30 AM – 11:00 AM	Travel
11:00 AM – 11:30 AM	Kyle Chisek (BDS Liaison at the Mayor's Office) one on one
11:30 AM – 12:00 PM	Travel
1:00 PM – 2:00 PM	Dora Perry (Equity & Policy Manage3r) additional one on one
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:30 PM – 3:45 PM	HR Issue
3:45 PM – 4:00 PM	HR Issue
4:00 PM – 5:00 PM	Elshad Hajiyev (Business Operation & Finance Services Manager) one on one

Tue, Mar 12

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
10:00 AM – 10:30 AM	Andy Peterson (Special Projects Manager) one on one (Reschedule)
10:30 AM – 10:45 AM	Emily Sandy (Code & Policy Development staff) one on one re: IA Agreements Project
11:30 AM – 12:00 PM	Marguerite Feuersanger (Land Use Services staff) one on one
2:00 PM – 2:30 PM	Alice Nielsen (Process Management staff) one on one
2:30 PM – 3:00 PM	Travel
3:00 PM – 4:30 PM	Office of Management & Finance Advisory Committee meeting series - FY 2018-19
4:30 PM – 5:00 PM	Travel

Wed, Mar 13

	9:00 AM – 9:30 AM	Doug Morgan (Plan Review Services Manager) one on one
	9:30 AM – 10:00 AM	Leanne Torgerson (Executive Assistant) and Colleen Poole (Customer Service & Outreach Coordinator) meeting
	10:00 AM – 10:30 AM	Ross Caron (Bureauwide Project Manager) one on one
	11:00 AM – 12:00 PM	Chris Dennis (Quality Assurance Consultant) to attend Weekly POPS Executive Meeting to present Technology Oversight Committee Report
	1:30 PM – 2:00 PM	Alex Cousins (Communications Manager) one on one
	2:30 PM – 3:00 PM	Bureau Equity Committee to brief Bureau Development Services Director
	3:15 PM – 4:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), Ron Zito (BHR Employee Relations Manager), Kathy Sharp (BHR Business Partner) re: 360 Degree Review Process
	4:00 PM – 4:30 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one
	5:00 PM – 6:45 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) re: Budget Presentation

Thu, Mar 14

	9:00 AM – 10:00 AM	Portland Online Permitting Services and ProjectDox Avolve Executive Meeting
	11:00 AM – 11:30 AM	travel
	11:30 AM – 12:00 PM	Council Budget Work Session for Bureau of Development Services
	12:00 PM – 12:30 PM	travel
	1:00 PM – 2:00 PM	AMANDA Information Forum/Town Hall
	2:30 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
	3:00 PM – 4:00 PM	Dan Coté (Interim Portland Online Permitting System & one on one

Fri, Mar 15

	10:30 AM – 11:00 AM	Kim Tallant (Principal Planner), Emily Sandy (Code & Policy Development staff) re: Urban Forestry Commission's data request
	12:00 PM – 12:30 PM	Dan Coté (Interim Portland Online Permitting System & one on one
	12:30 PM – 12:45 PM	Dan Coté (Interim Portland Online Permitting System & Nancy Thorington (Code & Policy Development staff) meeting

Esau, Rebecca Calendar

Monday, March 18, 2019 – Sunday, March 24, 2019

March 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 2019

Mon, Mar 18

9:00 AM – 10:00 AM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one
10:00 AM – 10:30 AM	travel
10:30 AM – 11:00 AM	Portland Online Permitting System Program Status (2019)
11:00 AM – 11:30 AM	Kyle Chisek (BDS Liaison at the Mayor's Office) one on one
11:30 AM – 11:45 AM	travel
11:45 AM – 12:45 PM	Chris Warner (Bureau of Transportation Director) meeting
12:45 PM – 1:00 PM	travel
1:30 PM – 2:00 PM	Priscilla Partch (Labor Management Committee Co-chair – Labor) debrief on last Labor Management Committee meeting
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:45 PM – 4:00 PM	David Kuhnhausen (Permitting Services Manager), Darryl Godsby (Commercial Inspection Services Manager), Brett Hulstrom (Process Management staff) Kurt Krueger (Bureau of Transportation Manager) re: Oregon Health Sciences University tunnel stop work order - work started - no permit from BDS
4:00 PM – 5:00 PM	HR Issue

Tue, Mar 19

9:00 AM – 9:30 AM	travel
9:30 AM – 11:00 AM	2019 BDS Management Team Meeting
11:00 AM – 12:00 PM	Kim Tallant (Principal Planner) one on one
1:00 PM – 2:00 PM	Dora Perry (Equity & Policy Manager) one on one

	2:00 PM – 2:45 PM	Private Appointment
	3:00 PM – 3:30 PM	Bureau of Planning & Sustainability/Bureau of Development Services check-in
	4:30 PM – 5:00 PM	HR Issue

Wed, Mar 20

	9:00 AM – 9:30 AM	Doug Morgan (Plan Review Services Manager) one on one
	9:30 AM – 10:00 AM	Andy Peterson (Special Projects Manager) one on one
	10:00 AM – 11:00 AM	Elshad Hajiyev (Business Operations & Finance Services Manager), Brenda Fahey (Internal Services Manager), Taylor Barnes (Training & Workforce Development staff) re: Mentor Project Input/Feedback
	11:00 AM – 12:00 PM	Weekly Portland Online Permitting Services Executive meeting
	1:15 PM – 1:30 PM	Emily Sandy (Code & Policy Development staff) one on one re: Interagency Agreements Project
	1:30 PM – 2:15 PM	Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one
	2:30 PM – 3:30 PM	Bi-Monthly NAIOP/City Meeting
	3:30 PM – 5:00 PM	Sean Green (New DRAC Member) meeting

Thu, Mar 21

	8:00 AM – 10:00 AM	Development Review Advisory Committee
	10:30 AM – 11:00 AM	Leanne Torgerson (Director's Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
	11:30 AM – 11:45 AM	Dora Perry (Equity & Policy Manager), Oretha Storey (Labor Management Committee support), Priscilla Partch (Labor Co-Chair), Elshad Hajiyev (Business Operations & Finance Services Manager) re: Labor Management Committee meetings
	12:00 PM – 1:00 PM	Lincoln Room - Panel discussion - emotional tax and women of color in the workplace
	2:00 PM – 3:00 PM	Dora Perry (Equity & Policy Manager), Hakim Callier (Equity staff) re: Employee Engagement and Retention Project
	4:00 PM – 5:15 PM	Elshad Hajiyev (Business Operations & Finance Manager) re: Check in before your time-off

Fri, Mar 22

	All Day	Out of Office - Please see Elshad Hajiyev

Esau, Rebecca Calendar

Monday, March 25, 2019 – Sunday, March 31, 2019

March 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 2019

Mon, Mar 25

All Day Out of Office

Tue, Mar 26

All Day Out of Office

Wed, Mar 27

All Day Out of Office

Thu, Mar 28

All Day Out of Office

Fri, Mar 29

All Day Out of Office

Esau, Rebecca Calendar

Monday, April 1, 2019 – Sunday, April 7, 2019

April 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 2019

Mon, Apr 1

- 10:00 AM – 10:30 AM travel
- 10:30 AM – 11:00 AM Tom Rinehart (Office of Management & Finance) re: Portland Online Permitting System Program Status (2019)
- 11:00 AM – 11:30 AM Kyle Chisek (BDS Liaison at the Mayor's Office) one on one
- 11:30 AM – 12:00 PM travel
- 2:00 PM – 3:30 PM 2019 Weekly Senior Manager Meetings
- 3:45 PM – 4:45 PM Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Tue, Apr 2

- 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) Monthly one on one
- 11:00 AM – 11:20 AM Steve Kass (Housing Inspection & Construction Code Manager) meet-up
- 11:30 AM – 12:00 PM Mark Fetters (Special Projects staff) re: NAIOP/BOMA Minutes and Agenda Planning
- 2:00 PM – 2:30 PM Duane Whitehurst (Portland Online Permitting System Manager) one on one
- 3:15 PM – 3:45 PM Beth Benton (Property Compliance Inspections Manager) Monthly one on one
- 4:30 PM – 5:00 PM Dan Coté (Interim Portland Online Permitting System Manager), Duane Whitehurst (Portland Online Permitting System Manager) re: Portland Online Permitting System

Wed, Apr 3

9:00 AM – 9:30 AM	Doug Morgan (Plan Review Services Manager) one on one
9:30 AM – 10:30 AM	Andy Peterson (Special Projects Manager) re: one on one
10:30 AM – 11:00 AM	Ross Caron (Bureauwide Projects Manager) one on one
11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting
1:30 PM – 3:00 PM	Labor-Management Committee Meeting
3:15 PM – 3:45 PM	City Attorney Meeting
3:45 PM – 4:15 PM	Dora Perry (Equity & Policy Manager), Dory Robinson (Small Business Arts Concierge Program Coordinator) re: Equity & Clients

Thu, Apr 4

9:00 AM – 10:00 AM	Leanne Torgerson (Director's Executive Assistant) meeting
10:00 AM – 10:30 AM	Travel
10:30 AM – 11:00 AM	Tom Rinehart (Office of Management & Finance) Monthly Check-in 2019
11:00 AM – 11:30 AM	Travel
11:30 AM – 1:00 PM	2019 Bureau Directors Meeting
1:00 PM – 1:30 PM	Travel
3:00 PM – 3:30 PM	Robert Walker to join Dan Coté's (Interim Portland Online Permitting System Manager) one on one
3:30 PM – 4:00 PM	Dan Coté (Interim Portland Online Permitting System Manager) one on one
4:00 PM – 4:45 PM	David Kuhnhausen (Permitting Services Manager) one on one

Fri, Apr 5

10:00 AM – 10:30 AM	Jill Grenda (Planning & Zoning Manager) one on one
1:30 PM – 2:00 PM	David Kuhnhausen (Permitting Services Manager) continued one on one

Esau, Rebecca Calendar

Monday, April 8, 2019 – Sunday, April 14, 2019

April 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 2019

Mon, Apr 8

9:10 AM – 9:40 AM	Kara Fioravanti (Design/Historic Resources Manager), Hillary Adam (Sr. Planner), Tim Heron (Sr. Planner) re: Design Commission and Historic Landmarks Commission Reports to Council
10:30 AM – 11:00 AM	travel
11:00 AM – 11:30 AM	Kyle Chisek (BDS Liaison at the Mayor's Office) one on one
11:30 AM – 12:00 PM	travel
1:00 PM – 1:30 PM	Private Appointment
1:30 PM – 2:00 PM	Kareen Perkins (Portland Online Permitting System Manager) one on one
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:45 PM – 4:45 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Tue, Apr 9

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
11:00 AM – 12:00 PM	Adena Long (Parks Director) Meet & Greet (Reschedule)
1:00 PM – 1:30 PM	Private Appointment
2:30 PM – 3:00 PM	Travel
3:00 PM – 3:30 PM	OMF Advisory Committee meeting series - FY 2018-19
3:30 PM – 4:00 PM	Travel
4:30 PM – 5:00 PM	Kurt Krueger (Bureau of Transportation Manager), Terry Whitehill (Building Official) re: Oil Trains

Wed, Apr 10

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	Chris Dennis (Quality Assurance Consultant) to attend Weekly Portland Online Permitting System Executive Meeting to present Technology Oversight Committee Report
2:00 PM – 2:30 PM	City Attorney Monthly meeting
3:00 PM – 4:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager, Ross Caron (Bureauwide Projects Manager), Duane Whitehurst (Portland Online Permitting System Manager), Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager), Andy Peterson (Special Projects Manager), Kareen Perkins (Portland Online Permitting System Manager) re: Gantt Chart for Bureauwide Projects on the White Board
4:00 PM – 5:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), Brenda Fahey (Internal Services Manager) re: Training & Workforce Development

---

Thu, Apr 11

10:00 AM – 10:30 AM	travel
10:30 AM – 12:00 PM	Planning & Development Directors Meeting
2:00 PM – 2:30 PM	Alex Cousins (Communications Manager) one on one
2:30 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
4:00 PM – 4:45 PM	Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager) one on one

---

Fri, Apr 12

8:00 AM – 12:00 PM	Coaching - A Leadership Skill Training
1:30 PM – 2:00 PM	travel
2:00 PM – 3:30 PM	Private Appointment
3:30 PM – 4:00 PM	travel

Esau, Rebecca Calendar

Monday, April 15, 2019 – Sunday, April 21, 2019

April 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 2019

Mon, Apr 15

9:00 AM – 9:30 AM	Alex Cousins (Communications Manager) one on one
10:00 AM – 10:30 AM	travel
10:30 AM – 11:00 AM	Tom Rinehart (Chief Administrative Officer) re: Portland Online Permitting System Program Status (2019)
11:00 AM – 11:30 AM	Kyle Chisek (BDS Liaison at the Mayor's Office) one on one
11:30 AM – 12:00 PM	travel
1:00 PM – 1:30 PM	David Kuhnhausen (Permitting Services Manager) one on one
1:30 PM – 2:00 PM	Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:45 PM – 4:45 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Tue, Apr 16

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
10:00 AM – 11:30 AM	2019 BDS Management Team Meeting
11:45 AM – 12:00 PM	Luke Mason (Process Management Manager) one on one
1:00 PM – 1:15 PM	Alex Cousins (Communications Manager), Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager) re: Portland Online Permitting System
2:30 PM – 3:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

■	3:30 PM – 4:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), David Kuhnhausen (Permitting Services Manager), Christy Pierce (Permitting Services Manager), Chris Corr (Records Conversion staff) re: Quarterly Digitization Meeting

Wed, Apr 17

■	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
■	2:30 PM – 2:45 PM	Private Appointment
■	3:00 PM – 3:45 PM	Combined March/April Home Builder Development Customers Meeting

Thu, Apr 18

■	8:00 AM – 10:00 AM	Development Review Advisory Committee
■	10:30 AM – 11:00 AM	Leanne Torgerson (Director's Executive Assistant) one on one meeting
■	11:00 AM – 11:20 AM	Brenda Fahey (Internal Business Services Manager) meet-up
■	1:30 PM – 2:00 PM	Alex Cousins (Communications Manager) one on one
■	2:00 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
■	3:00 PM – 4:00 PM	Process Management Team Check-in

Fri, Apr 19

■	8:00 AM – 12:00 PM	Internal Customer Service training 8:00-noon
■	1:00 PM – 1:30 PM	David Kuhnhausen (Permitting Services Manager) check-in
■	2:00 PM – 2:30 PM	Ross Caron (Bureauwide Projects Manager) one on one

Esau, Rebecca Calendar

Monday, April 22, 2019 – Sunday, April 28, 2019

April 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 2019

Mon, Apr 22

10:30 AM – 11:00 AM	travel
11:00 AM – 11:30 AM	Kyle Chisek (BDS Liaison at the Mayor's Office) one on one
11:30 AM – 12:00 PM	travel
1:30 PM – 1:45 PM	Emily Sandy (Code & Policy Development staff) re: Temporary Suspension of Motor Vehicle Fuels Admin Rule
2:00 PM – 4:00 PM	Emily Volpert to attend Senior Manager meeting
4:00 PM – 4:30 PM	travel
4:30 PM – 6:30 PM	Technology Oversight Committee meeting

Tue, Apr 23

All Day	Out Sick

Wed, Apr 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) Monthly one on one
11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting
1:00 PM – 1:30 PM	Dave Tebeau (Residential Inspection Services Manager) Monthly one on one

■	1:30 PM – 2:00 PM	Catherine Heeb (Plan Review staff) one on one
■	3:00 PM – 3:30 PM	Mark Fetters (Development Review Ad re: DRAC Applications
■	3:30 PM – 4:00 PM	Duane Whitehurst (Portland Online Permitting System Manager) one on one
■	4:00 PM – 5:00 PM	Portland Online Permitting System Training
■	5:00 PM – 5:30 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), Doug Morgan (Plan Review Services Manager) re: Life Safety Hiring

Thu, Apr 25

■	8:00 AM – 9:00 AM	Kids at Work Day Orientation
■	9:00 AM – 10:00 AM	Leanne Torgerson (Executive Assistant) meeting
■	10:00 AM – 10:30 AM	Meeting with John Russell (Development Customer)
■	11:30 AM – 12:45 PM	Andrea Durbin (Planning & Sustainability Director) lunch meeting
■	1:00 PM – 2:00 PM	Building Official's Meeting
■	2:00 PM – 2:30 PM	Alex Cousins (Communications Manager) one on one
■	2:30 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
■	3:00 PM – 4:00 PM	Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager) one on one

Fri, Apr 26

■	10:00 AM – 10:30 AM	Pre-LMC Co-Chairs Meeting (reschedule)
■	10:30 AM – 11:00 AM	Training Transition Planning
■	11:00 AM – 12:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one
■	12:00 PM – 12:30 PM	Rebecca and Colleen one on one

Esau, Rebecca Calendar

Monday, April 29, 2019 – Sunday, May 5, 2019

April 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2019

Mon, Apr 29

10:00 AM – 10:30 AM	travel
10:30 AM – 11:00 AM	Portland Online Permitting System Program Status (2019) Tom Rinehart (Chief Administrative Officer)
11:00 AM – 11:30 AM	Kyle Chisek (BDS Liaison at the Mayor's Office) one on one
11:30 AM – 12:00 PM	travel
2:00 PM – 2:30 PM	HR Issue

Tue, Apr 30

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
10:00 AM – 10:45 AM	Beth Benton (Property Compliance Inspection Manager), Darryl Godsby (Commercial Inspection Services Manager), Dave Tebeau (Residential Inspection Services Manager), Kati Neville (Inspections Succession Planning Program staff) re: Succession Planning Program
11:00 AM – 11:30 AM	BDS Director / Downtown Neighborhood Association (DNA) Chair meeting
2:00 PM – 2:30 PM	travel
2:30 PM – 3:00 PM	Tom Rinehart (Chief Administrative Officer) Monthly Check-in 2019
3:00 PM – 3:30 PM	Travel
4:00 PM – 4:45 PM	Private Appointment

May 2019

Wed, May 1

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) one on one
11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting
1:30 PM – 3:00 PM	Labor Management Committee - Location Update for May Meeting
3:00 PM – 3:20 PM	Lisa Dibert (Property Compliance Inspections Manager) meet-up
3:30 PM – 3:45 PM	Emily Sandy (Code & Policy Development staff) one on one re: Interagency Agreements Project

Thu, May 2

9:00 AM – 9:15 AM	Dora Perry (Equity & Policy Manager), Puja Bhutani (Equity staff) re: Memo outlining equity recommendations for Design Overlay Zone Amendments
9:15 AM – 10:00 AM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Services Coordinator) meeting
10:00 AM – 10:20 AM	Joe Disciascio (Residential Inspections Manager) meet-up
10:30 AM – 11:00 AM	Chloe Massarello (Portland Online Permitting Services staff), Stephanie Yao Long (Communications staff) re: Bureau Equity Committee/Labor Management Committee Joint Subcommittee on 360 Review
11:00 AM – 11:30 AM	Travel
11:30 AM – 1:00 PM	2019 Bureau Directors Meeting
1:00 PM – 1:30 PM	Travel
2:00 PM – 2:30 PM	Dora Perry (Equity & Policy Manager)
2:30 PM – 3:30 PM	David Kuhnhausen (Permitting Services Manager) one on one
3:30 PM – 4:00 PM	Dan Coté (Interim Portland Online Permitting System & Inspection Services Manager) one on one

Fri, May 3

No meetings

Esau, Rebecca Calendar

Monday, May 6, 2019 – Sunday, May 12, 2019

May 2019

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 2019

Mon, May 6

9:45 AM – 10:00 AM	Elshad Hajiyev (Business Operations & Finance Services Manager), Dan Coté (Interim Portland Online Permitting System Manager), Kathy Robertson (Budget & Finance staff) re: Discuss Org Chart and bureau changes
10:30 AM – 11:00 AM	travel
11:00 AM – 11:30 AM	Kyle Chisek (BDS Liaison at the Mayor's Office) one on one
11:30 AM – 12:00 PM	travel
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:30 PM – 4:00 PM	travel
4:00 PM – 5:00 PM	Chris Warner (Bureau of Transportation Director), Jeff Baer (Chief Technology Officer), staff re: Portland Online Permitting System

Tue, May 7

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
10:00 AM – 11:00 AM	Dora Perry (Equity & Policy Manager) one on one
11:00 AM – 12:00 PM	Elshad Hajayev (Business Operation & Finance Services Manager) one on one
1:00 PM – 1:30 PM	Mandatory Training Team Meeting
4:00 PM – 5:00 PM	Planning & Sustainability Director and staff, Kim Tallant (Principal Planner) check-in

Wed, May 8

10:00 AM – 10:30 AM	Carol Brune (Bureau of Technology Services Consultant) re: Portland Online Permitting System Governance Project
10:30 AM – 11:00 AM	David Kuhnhausen (Permitting Services Manager) meeting
11:00 AM – 12:00 PM	Chris Dennis (Quality Assurance Consultant) to attend Weekly Portland Online Permitting System Executive Meeting to present Technology Oversight Committee Report
2:00 PM – 2:30 PM	Portland Online Permitting System Team Recognition Event
3:00 PM – 4:30 PM	Special Bureau of Development Service Management Team Meeting

---

Thu, May 9

9:00 AM – 9:30 AM	Surface Pro training
9:30 AM – 10:00 AM	Leanne Torgerson (Director's Executive Assistant) Colleen Poole (Customer Service Coordinator) meeting
1:00 PM – 1:30 PM	Development Overlay Zone Amendments Equity Recommendations
1:30 PM – 2:00 PM	Bureau Equity Committee to brief Bureau of Development Services Director
2:00 PM – 2:30 PM	Alex Cousins (Communications Manager) one on one
2:30 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
3:00 PM – 4:00 PM	Dan Coté (Interim Portland Online Permitting System) one on one
4:00 PM – 4:30 PM	City Attorney Monthly meeting

Fri, May 10

11:30 AM – 12:00 PM	Josh Binkley (Portland Online Permitting System staff) re: Change Management and Portland Online Permitting System)
1:30 PM – 2:00 PM	Doug Morgan (Plan Review Services Manager) one on one

---

Esau, Rebecca Calendar

Monday, May 13, 2019 – Sunday, May 19, 2019

May 2019

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 2019

Mon, May 13

10:00 AM – 10:30 AM	travel
10:30 AM – 11:00 AM	Tom Rinehart (Chief Administrative Officer) Portland Online Permitting System Program Status (2019)
11:00 AM – 11:30 AM	Kyle Chisek (Bureau of Development Services Liaison at the Mayor's Office) one on one
11:30 AM – 12:00 PM	Travel
1:00 PM – 2:00 PM	Andy Peterson (Special Projects Manager) one on one
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:45 PM – 4:45 PM	Elshad Hajiyev (Business Operations & Finance Manager) one on one

Tue, May 14

8:00 AM – 5:00 PM	URM litigation - represent City to hear from the Court

Wed, May 15

8:00 AM – 12:00 PM	URM Litigation - Day #2 - Represent the City to hear from the Court
1:00 PM – 5:00 PM	Sick in the pm – out of the office

Thu, May 16

All Day	Out sick

Fri, May 17

10:00 AM – 10:30 AM	Rebecca and Kathy one on one

■	10:45 AM – 11:15 AM	Jason Butler-Brown (Site Development Manager) meet-up
■	11:30 AM – 12:00 PM	Alex Cousins (Communications Manager) one on one
■	12:45 PM – 1:00 PM	Duane Whitehurst (Portland Online Permitting System Manager) one on one
■	1:30 PM – 3:00 PM	Employee Retirement Gathering
■	3:00 PM – 4:00 PM	Kim Tallant (Principal Planner) one on one

Esau, Rebecca Calendar

Monday, May 20, 2019 – Sunday, May 26, 2019

May 2019

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 2019

Mon, May 20

8:00 AM – 9:30 AM	Equity in Motion: Centering A Culture of Belonging, Part I
9:30 AM – 10:00 AM	Robert Walker (Technology Team Manager) one on one
10:30 AM – 11:00 AM	travel
11:00 AM – 11:30 AM	Kyle Chisek (Bureau of Development Services Liasison at the Mayor's Office) one on one
11:30 AM – 12:00 PM	travel
2:30 PM – 3:00 PM	HR Issue
3:15 PM – 3:45 PM	check-in with Dora Perry (Equity & Policy Manager)
3:45 PM – 4:45 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Tue, May 21

8:00 AM – 11:00 AM	URM litigation - Closing arguments - starts at 8:30
3:15 PM – 4:15 PM	HR Issue
4:00 PM – 4:30 PM	David Kuhnhausen (Permitting Services Manager), Leesha Posey (Specialized Permitting Services) re: outreach and support

Wed, May 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 – 10:45 AM	Beth Benton (Property Compliance Inspections Manager) Monthly one on one
☐	11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting
☐	1:15 PM – 1:30 PM	Emily Sandy (Code & Policy Development staff) one on one re: Interagency Agreements Project
☐	1:30 PM – 2:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
☐	2:30 PM – 3:00 PM	Kathy Sharp (Human Resources Business Partner) One-on-one

Thu, May 23

☐	10:00 AM – 11:00 AM	Terry Whitehill (Building Official), Doug Morgan (Plan Review Services Manager), Dave Tebeau (Residential Inspection Services Manager), Ross Caron (Bureauwide Projects Manager) re: Simple Bathroom Project and Building Code Appeals
☐	11:00 AM – 11:30 AM	travel
☐	11:30 AM – 12:00 PM	Tom Rinehart (Chief Administrative Officer) Monthly Check-in 2019
☐	3:00 PM – 4:00 PM	Informal gathering to remember Rick Best
☐	4:00 PM – 4:30 PM	clean up from event

Fri, May 24

☐	All Day	Work from home

Esau, Rebecca Calendar

Monday, May 27, 2019 – Sunday, June 2, 2019

May 2019

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2019

Mon, May 27

All Day	Memorial Day Holiday

Tue, May 28

8:00 AM – 9:30 AM	HR Issue
9:30 AM – 10:00 AM	Elshad Hajiyev (Business Operations & Finance Services Manager), Carmen Merlo (Deputy Chief Administrative Officer), & Pauline Goble Property Management Coordinator) re: Discuss BDS lease agreements (1900 Building & Jacob Center)
11:00 AM – 12:00 PM	Specialized Permitting Quarterly Meeting with the Director
1:00 PM – 2:00 PM	Dora Perry (Equity & Policy Manager) one on one
3:30 PM – 4:00 PM	Mark Fetters (Development Review Advisory Committee Coordinator), Dora Perry (Equity & Policy Manager), and Leesha Posey(Specialized Permitting Services) re: Barriers to people of color on the Development Review Advisory Committee

Wed, May 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 Manger) 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
■	12:00 PM – 12:15 PM	Dora Perry (Equity & Policy Manager) one on one
■	1:00 PM – 1:30 PM	Kimberly Branam (Prosper Portland Executive Director) via phone
■	1:15 PM – 1:30 PM	Emily Sandy (Code & Policy Director staff) one on one re: Interagency Agreements Project
■	1:30 PM – 2:00 PM	Duane Whitehurst (Portland Online Permitting System Manager), and Dan Coté (Interim Portland Online Permitting System Manager) re: a) roles & responsibilities; & b) brainstorm future structure for City's development review/permitting technology needs
■	3:30 PM – 4:00 PM	Alex Cousins (Communications Manager) one on one

Thu, May 30

■	9:00 AM – 9:50 AM	Kathy Sharp (BHR Business Partner) one on one
■	9:50 AM – 10:20 AM	Leanne Torgerson (Executive Assistant) meeting
■	11:00 AM – 11:50 AM	Diane Parke (Field Issuance Remodel Manager) meet-up
■	1:15 PM – 1:30 PM	Kurt Krueger (Bureau of Transportation Manager) re: 30% design requirement for CCMP (Broadway Corridor)
■	2:00 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
■	3:00 PM – 4:00 PM	Dan Coté (Interim Portland Online Permitting System Manager) one on one

Fri, May 31

■	10:00 AM – 10:30 AM	Pre-Labor Management Committee Co-Chairs Meeting

Esau, Rebecca Calendar

Monday, June 3, 2019 – Sunday, June 9, 2019

June 2019

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 2019

Mon, Jun 3

9:00 AM – 9:30 AM	Rachel Whiteside (Union Representative) one on one
10:30 AM – 11:00 AM	travel
11:00 AM – 11:30 AM	Kyle Chisek (Liaison at the Mayor's Office) one on one
11:30 AM – 12:00 PM	travel
12:30 PM – 1:00 PM	travel
1:00 PM – 1:30 PM	Kristin Dennis (Mayor's Office) Re: Director Review
1:30 PM – 2:00 PM	travel
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:45 PM – 4:45 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Tue, Jun 4

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
10:10 AM – 10:30 AM	Josh Weeks (Commercial Inspections Manager) meet-up
11:00 AM – 12:00 PM	Terry Whitehill (Building Official), Doug Morgan (Plan Review Services Manager), Darryl Godsby (Commercial Inspection Services Manager), Dave Tebeau (Residential Inspection Services Manager), Ross Caron (Bureauwide Projects Manager re: Building Code Appeals
1:00 PM – 2:00 PM	Inspections Bi-weekly Tactical meeting
2:00 PM – 2:30 PM	Mark Fetters (NAIOP/BOMA meeting coordinator) re: NAIOP/BOMA Minutes and Agenda Planning

	2:30 PM – 2:45 PM	Cassandra Scholte (Front Desk/Admin Support Manager) one on one
	3:00 PM – 3:30 PM	Leanne Torgerson (Director's Executive Assistant) meeting
	4:00 PM – 5:00 PM	Bureau of Planning & Sustainability Director and staff & Kim Tallant (Principal Planner) check-in

Wed, Jun 5

	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	Weekly Portland Online Permitting System Executive meeting
	1:00 PM – 1:30 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
	1:30 PM – 3:00 PM	Labor-Management Committee Meeting
	3:00 PM – 4:00 PM	Dan Coté (Interim Portland Online Permitting System Manager) one on one

Thu, Jun 6

	9:00 AM – 9:30 AM	travel
	9:30 AM – 10:30 AM	Bureau of Development Services/Prosper Portland Quarterly Check-In
	10:30 AM – 11:30 AM	travel
	11:30 AM – 1:00 PM	2019 Bureau Directors Meeting
	1:00 PM – 1:30 PM	travel
	1:00 PM – 2:00 PM	Duane Whitehurts (Portland Online Permitting System Manager), Dan Coté (Interim Portland Online Permitting System Manager) re: Brainstorm future org structure for technology related to the City's development review and permitting functions
	2:30 PM – 3:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), Chloe Massarello, Stephanie Yao Long re: Bureau Equity Committee/Labor Management Committee Joint Subcommittee on 360 Review
	3:00 PM – 3:30 PM	David Kuhnhausen (Permitting Services Manager) one on one
	4:00 PM – 4:15 PM	Emily Sandy (Code & Development staff) re: Interagency Agreements Project

Fri, Jun 7

	11:00 AM – 11:30 AM	Development Review Advisory Committee Agenda Planning Meeting
	12:30 PM – 2:00 PM	Ridealong with Jeff Donnelly (Facility Permit Program)
	2:30 PM – 3:00 PM	Don Schallerer (Commercial Inspection staff) one on one
	3:00 PM – 3:30 PM	Josh Binkley (Change Manager) re: communication/change/relationship meeting

Esau, Rebecca Calendar

Monday, June 10, 2019 – Sunday, June 16, 2019

June 2019

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 2019

Mon, Jun 10

10:00 AM – 10:30 AM	travel
10:30 AM – 11:00 AM	Portland Online Permitting System Program Status (2019)
11:00 AM – 11:30 AM	travel
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:45 PM – 4:45 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Tue, Jun 11

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
10:10 AM – 10:30 AM	Angie Tomlinson meet-up
11:00 AM – 12:00 PM	HBA Monthly meeting with BDS Director
12:00 PM – 12:30 PM	Tom Rinehart (Chief Administrative Officer), Alex Howard (Office of Management & Finance), Andrea Durban (Planning & Sustainability Director) re: Policy Staff discussion
1:00 PM – 2:00 PM	Dora Perry (Equity & Policy Manager) one on one
2:00 PM – 2:30 PM	Alex Cousins (Communications Manager) one on one
2:30 PM – 3:00 PM	travel
3:00 PM – 4:30 PM	Office of Management & Finance Advisory Committee meeting series - FY 2018-19
4:30 PM – 5:00 PM	travel

Wed, Jun 12

9:00 AM – 10:00 AM	Transparency Labor Management Subcommittee Open House Planning
10:00 AM – 11:00 AM	Andy Peterson (Special Projects Manager) one on one
11:00 AM – 12:00 PM	Chris Dennis (Quality Assurance Consultant) to attend Weekly Portland Online Permitting System Executive Meeting to present Technology Oversight Committee Report
1:00 PM – 1:30 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
1:30 PM – 1:45 PM	Lisa Serrano (Inspection staff) one on one
3:00 PM – 3:30 PM	Doug Morgan (Plan Review Services Manager) one on one
3:30 PM – 4:00 PM	Doug Morgan (Plan Review Services Manager), Kim Tallant (Principal Planner), David Kuhnhausen (Permitting Services Manager), Ross Caron (Bureauwide Projects Manager) re: monitoring and assessing success of Review Windows

Thu, Jun 13

9:30 AM – 10:00 AM	Leanne Torgerson (Executive Assistant) meeting
1:00 PM – 5:00 PM	Customer Service Training Session 2 (Brad Taylor)

Fri, Jun 14

10:00 AM – 10:30 AM	Emily Sandy (Code & Policy Development staff) re: Interagency Agreements Project and Erosion Control Manual Update
11:00 AM – 11:30 AM	Ross Caron (Bureauwide Projects Manager) one on one
11:30 AM – 11:45 AM	Stephanie Yao Long (Communications staff) and Chloe Massarello (Portland Online Permitting Services staff) re: 360 Joint Committee recommendation
3:10 PM – 3:30 PM	Natalie Didion meet-up

Esau, Rebecca Calendar

Monday, June 17, 2019 – Sunday, June 23, 2019

June 2019

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 2019

Mon, Jun 17

8:00 AM – 9:30 AM	[EIM] Equity in Motion (AM)
11:00 AM – 11:15 AM	Process Management Team Check-in
12:00 PM – 1:00 PM	Andrea Durbin (Bureau of Planning & Sustainability Director) lunch meeting
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:30 PM – 3:45 PM	HR Issue
3:55 PM – 4:55 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Tue, Jun 18

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 – 2:15 PM	HR Issues
3:30 PM – 4:00 PM	Bureau Equity Committee to brief BDS Director
4:00 PM – 4:30 PM	Kathy Sharp (BHR Business Partner) One on One

Wed, Jun 19

9:30 AM – 9:50 AM	Amit Kumar (Engineering Plan Review Manager) meet-up
10:00 AM – 10:30 AM	City of Portland and Bullseye Glass Meeting
11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting

■	12:00 PM – 12:20 PM	BDS/Fire Bureau Coordination meeting
■	1:00 PM – 1:30 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
■	1:30 PM – 2:00 PM	Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one
■	2:15 PM – 2:30 PM	Damon Sims (Process Management staff) one on one
■	2:30 PM – 3:00 PM	Leanne Torgerson (Director's Executive Assistant) meeting
■	3:30 PM – 4:00 PM	Alex Cousins (Communications Manager), Nancy Thorington (Code & Policy Development staff), Amit Kumar (Engineering Plan Review Manager) re: Unreinforced Masonry program and work group

▲ Thu, Jun 20

☐	**Before 8:00 AM**	**Free**
■	8:00 AM – 10:00 AM	Development Review Advisory Committee
■	11:00 AM – 11:30 AM	Kareen Perkins (Portland Online Permitting System Manager) one on one
■	1:00 PM – 2:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), David Kuhnhausen (Permitting Services Manager), Andy Peterson (Special Projects Manager), Corby Oliver (Portland Online Permitting System staff), Alex Cousins (Communications Manager), Kyle O'Brien (Budget & Finance Manager), Brenda Fahey (Recruitment & Training Manager), Duane Whitehurst (Portland Online Permitting System Manager) re: DevHub Discussion
■	2:00 PM – 2:30 PM	Alex Cousins (Communications Manager) one on one
■	2:30 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
■	3:00 PM – 3:30 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), Kathy Sharp (BHR Business Partner) re: Information Share
■	4:00 PM – 4:30 PM	Terry Whitehill (Building Official), Alex Cousins (Communications Manager) re: Zenith Project

▲ Fri, Jun 21

■	3:00 PM – 4:00 PM	David Kuhnhausen (Permitting Services Manager) one on one

Esau, Rebecca Calendar

Monday, June 24, 2019 – Sunday, June 30, 2019

June 2019

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 2019

Mon, Jun 24

9:00 AM – 9:30 AM	Josh Binkley (Portland Online Permitting System Change Management) Check in
10:00 AM – 10:30 AM	travel
10:30 AM – 11:00 AM	Tom Rinehart (Chief Administrative Officer) re: Portland Online Permitting System Program Status (2019)
11:00 AM – 11:30 AM	travel
1:30 PM – 4:00 PM	Bureau of Development Services Leadership Special Meeting
4:30 PM – 6:00 PM	Technology Oversight Committee meeting

Tue, Jun 25

9:00 AM – 10:00 AM	Development Directors Meeting
10:00 AM – 11:00 AM	Kim Tallant (Principal Planner) one on one
11:10 AM – 11:30 AM	Tim Morris meet-up
1:00 PM – 2:00 PM	Special Bureau of Development Services Management Team & Interagency Managers Meeting re: Portland Online Permitting System Training and Roadmap Presentation
2:15 PM – 3:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one
3:00 PM – 3:30 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), Beth Benton (Property Compliance Inspections Manager), Dave Tebeau (Residential Inspection Services Manager), Steve Kass (Housing & Construction Code Manager) re: Complaint to Compliance Re-Organization Proposal and Discussion
3:30 PM – 4:00 PM	Mike Myers (Portland Bureau of Emergency Management Director) via phone call
4:00 PM – 4:30 PM	Dora Perry (Equity & Policy Manager) one on one

	4:30 PM – 5:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), David Kuhnhausen (Permitting Services Manager), Dora Perry (Equity & Policy Manager), Kathy Sharp (BHR Business Partner) re: Front Desk Move to Permitting Services

Wed, Jun 26

	9:00 AM – 9:30 AM	Doug Morgan (Plan Review Services Manager) one on one
	9:30 AM – 10:00 AM	Beth Benton (Property Compliance Inspections Manager) Monthly one on one
	10:00 AM – 10:30 AM	Ross Caron (Bureauwide Projects Manager) one on one
	11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting
	1:00 PM – 1:30 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
	1:30 PM – 2:00 PM	Tom Rinehart (Chief Administrative Officer) Monthly Check-in 2019

Thu, Jun 27

	10:30 AM – 10:45 AM	Kim Tallant (Principal Planner), Kara Fioravanti (Design/Historic Resource Manager), Hillary Adam (Design & Historic Resource staff) re: settlement agreement for construction completion deadline
	12:00 PM – 1:00 PM	Chris Warner (Portland Bureau of Transportation Director) lunch meeting
	1:30 PM – 2:00 PM	Building Officials Meeting
	2:00 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
	4:00 PM – 4:45 PM	Shoshanah Oppenheim (Office of Management & Finance) Meet and Greet

Fri, Jun 28

	9:00 AM – 10:00 AM	Transparency Open House Follow-up and Preparation (Rescheduled)
	1:00 PM – 2:00 PM	Terry Whitehill (Building Official), Doug Morgan (Plan Review Services Manager), Darryl Godsby (Commercial Inspection Services Manager) Follow-up meeting re: Building Code Appeal Process
	2:30 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager), Cassandra Scholte (Front Desk/Admin Support Manager) follow-up meeting
	3:30 PM – 4:00 PM	Alex Cousins (Communications Manager) one on one

Esau, Rebecca Calendar

Monday, July 1, 2019 – Sunday, July 7, 2019

July 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 2019

Mon, Jul 1

9:30 AM – 10:30 AM	Hakim Callier (Equity & Policy staff) re: kickoff event for the Employee Retention project, project status update and discussion
10:30 AM – 11:00 AM	Dan Coté (Interim Portland Online Permitting System Manager) one on one
3:30 PM – 4:00 PM	Old Blanchet House internal meeting
4:00 PM – 5:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Tue, Jul 2

9:00 AM – 9:30 AM	Josh Binkley (Portland Online Permitting System Change Management) one on one
9:30 AM – 9:45 AM	Mieke Keenan (Code & Policy Development staff) re: brief the Director on Title 4 Ordinance
10:00 AM – 11:00 AM	Kim Tallant (Principal Planner) one on one
11:00 AM – 11:30 AM	Leanne Torgerson (Executive Assistant) and Colleen Poole (Customer Service Coordinator) meeting
11:30 AM – 12:00 PM	Dora Perry (Equity & Policy Manager), Peter Maris (Equity & Policy staff) re: Racial Equity Plan
1:00 PM – 2:00 PM	Inspections Bi-weekly Tactical meeting
2:00 PM – 2:15 PM	Leonard McDowell (Commercial Inspections) check-in
2:30 PM – 2:50 PM	Puja Bhutani (Equity & Policy staff) one on one

Wed, Jul 3

All Day Vacation (Return 7/8/19)

Thu, Jul 4

All Day Independence Day Holiday

Fri, Jul 5

All Day Vacation (Return 7/8/19)

Esau, Rebecca Calendar

Monday, July 8, 2019 – Sunday, July 14, 2019

July 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 2019

Mon, Jul 8

9:05 AM – 9:35 AM	David Kuhnhausen (Permitting Services Manager) Re: Org Plan
11:30 AM – 12:00 PM	Chloe Massarello (Portland Online Permitting System staff), Elshad Hajiyev (Business Operations & Finance Services Manager) re: Bureau Equity Committee/Labor Management Committee Joint Subcommittee on 360 Review
1:30 PM – 2:00 PM	Doug Morgan (Plan Review Services Manager), Amit Kumar (Engineering Plan Review Manager) re: June 2018 URM Resolution - Class 1 and 2 Buildings
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:45 PM – 4:45 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Tue, Jul 9

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
10:00 AM – 11:00 AM	DRAC Agenda Planning Meeting
11:00 AM – 12:00 PM	URMs re: Focus on what will need to change from the existing resolution and ordinances
1:00 PM – 2:00 PM	Dora Perry (Equity & Policy Manager) one on one
2:15 PM – 2:30 PM	Brian Crise (Commercial Electrical staff) check-in
3:00 PM – 4:00 PM	Specialized Permitting Team

Wed, Jul 10

	9:00 AM – 9:30 AM	Doug Morgan (Plan Review Services Manager) one on one
	9:30 AM – 10:30 AM	9:45 TC - Technology Oversight Committee Quarterly Update at Council
	10:30 AM – 11:00 AM	travel
	11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting
	1:00 PM – 1:30 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
	2:30 PM – 3:00 PM	Ross Caron (Bureauwide Projects Manager) one on one
	3:00 PM – 4:00 PM	Andy Peterson (Special Projects Manager) one on one

Thu, Jul 11

	9:00 AM – 9:30 AM	Leanne Torgerson (Director's Executive Assistant, Colleen Poole (Customer Service Coordinator) meeting
	9:30 AM – 9:50 AM	Janell Piercy (Residential Inspections Manager) re: Dev Hub idea
	10:00 AM – 10:30 AM	travel
	10:30 AM – 12:30 PM	P&D Directors Meeting
	12:45 PM – 1:45 PM	Mike Jordan (Bureau of Environmental Services Director) Lunch meeting
	1:30 PM – 2:00 PM	travel
	2:00 PM – 3:00 PM	Kareen Perkins (Portland Online Permitting System Manager, Josh Binkley (Change Management) meeting
	3:00 PM – 4:00 PM	Dan Coté (Interim Portland Online Permitting System Manager) one on one
	4:00 PM – 4:15 PM	Emily Sandy (Code & Policy Development staff) re: Interagency Agreements Project
	4:15 PM – 4:30 PM	Oretha Storey (Labor Management Coordinator) one on one

Fri, Jul 12

	9:00 AM – 10:00 AM	Labor Management Committee Hiring Subcommittee Meeting
	10:00 AM – 10:30 AM	Alex Cousins (Communications Manager) one on one
	12:00 PM – 3:00 PM	Ride-along with Paul Greer (Sr. Housing Inspector)

Esau, Rebecca Calendar

Monday, July 15, 2019 – Sunday, July 21, 2019

July 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 2019

Mon, Jul 15

10:00 AM – 10:30 AM	David Kuhnhausen (Permitting Services Manager) one on one
11:00 AM – 12:00 PM	Bureau of Development Services / MMDC (Development Customer) meeting re: Blanchet House
1:00 PM – 5:00 PM	out of office

Tue, Jul 16

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 – 5:00 PM	out of office

Wed, Jul 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) one on one
10:00 AM – 10:30 AM	Josh Binkley (Change Management) one on one
10:30 AM – 10:45 AM	Kim Tallant (Principal Planner) re: Property Lot Adjustment
11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting
1:00 PM – 1:30 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
1:30 PM – 2:00 PM	Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one

■	4:00 PM – 4:30 PM	Alex Cousins (Communications Manager) one on one

Thu, Jul 18

■	8:00 AM – 10:00 AM	Development Review Advisory Committee
■	11:00 AM – 11:30 AM	travel
■	11:30 AM – 1:00 PM	2019 Bureau Directors Meeting
■	1:00 PM – 1:30 PM	travel
■	1:30 PM – 3:00 PM	PolicyLink and City leadership work session
■	3:00 PM – 3:30 PM	travel

Fri, Jul 19

■	9:00 AM – 12:00 PM	PolicyLink workshop on equitable development without displacement
■	2:00 PM – 3:30 PM	Rebecca and David one on one

Esau, Rebecca Calendar

Monday, July 22, 2019 – Sunday, July 28, 2019

July 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 2019

Mon, Jul 22

8:30 AM – 10:00 AM	BDS orientation and tour Sam Diaz and Jamal Fox from the Mayor's Office
9:00 AM – 9:30 AM	Senior Managers to meet our new liaison from the Mayor's Office - Sam Diaz and Deputy Chief of Staff Jamal Fox
11:30 AM – 12:00 PM	Kim Tallant (Principal Planner), Stephanie Beckman (Land Division/Environmental Manager), Michelle Seward (Senior Planner), Beth Benton (Property Compliance Manager), Mike Liefeld (Zoning, Nuisance & Site Inspections Manager) re: Ross Island Sand and Gravel
1:30 PM – 2:00 PM	Kim Tallant (Principal Planner) discuss Title 11 changes
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:45 PM – 4:45 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Tue, Jul 23

All Day	Vacation

Wed, Jul 24

All Day	Vacation

Thu, Jul 25

9:40 AM – 10:00 AM	Tracy Nistler (Permitting Services Manager) meet-up

	10:30 AM – 11:00 AM	Beth Benton (Property Compliance Manager) Monthly one on one
	11:00 AM – 11:45 AM	Kathy Sharp re: HR Issue
	1:00 PM – 5:00 PM	Out of the office

Fri, Jul 26

	All Day	Vacation

Esau, Rebecca Calendar

Monday, July 29, 2019 – Sunday, August 4, 2019

July 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 2019

Mon, Jul 29

All Day	Out of the Office

Tue, Jul 30

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
10:00 AM – 11:00 AM	Transparency Open House Subcommittee - Follow-up
11:00 AM – 12:00 PM	Dora Perry (Equity & Policy Manager) one on one
1:00 PM – 2:00 PM	Inspections Bi-weekly Tactical meeting
2:00 PM – 2:30 PM	Dave Tebeau (Residential Inspection Services Manager) Monthly one on one
3:00 PM – 3:30 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one
3:30 PM – 4:00 PM	travel
4:00 PM – 4:45 PM	City Attorney Meeting

Wed, Jul 31

9:00 AM – 9:30 AM	Doug Morgan (Plan Review Services Manager) one on one
10:00 AM – 10:30 AM	Duane Whitehill (Portland Online Permitting System Manager) one on one
10:30 AM – 11:00 AM	Alex Cousins (Communications Manager) one on one
11:00 AM – 12:00 PM	Weekly Portland Online Permitting Service Executive meeting
1:00 PM – 1:30 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting

	1:45 PM – 2:00 PM	Peter Maris (Equity & Policy staff) one on one
	2:30 PM – 3:00 PM	Tom Rinehart (Chief Administrative Officer) Monthly Check-in 2019
	3:10 PM – 3:30 PM	Megan Greenauer (Housing Inspection & Construction Code 1 Manager) meet-up
	3:30 PM – 4:00 PM	David Kuhnhausen (Permitting Services Manager), Elshad Hajiyev (Business Operations & Finance Services Manager) re: Permitting Services Division Planning
	4:00 PM – 4:45 PM	Mark Fetters (Development Review Advisory Committee Coordinator) Development Review Advisory Committee Agenda Planning Meeting

August 2019

Thu, Aug 1

	8:00 AM – 5:00 PM	Working Remotely

Fri, Aug 2

	9:00 AM – 10:00 AM	Sam Diaz (BDS Liaison at the Office of Mayor - Weekly Check-in
	10:00 AM – 10:30 AM	travel
	11:00 AM – 1:00 PM	Ride-along with Mike Rick (Zoning, Nuisance & Site Inspections)
	2:00 PM – 2:30 PM	Leanne Torgerson (Director's Executive Assistant) meeting
	3:00 PM – 3:30 PM	Ross Caron (Bureauwide Projects Manager) one on one

Esau, Rebecca Calendar

Monday, August 5, 2019 – Sunday, August 11, 2019

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2019

Mon, Aug 5

11:00 AM – 11:30 AM	travel
11:30 AM – 12:00 PM	Sam Diaz (Liaison at the Mayor's Office) - Weekly Check-in
12:00 PM – 12:30 PM	travel
1:00 PM – 2:00 PM	Shannon Callahan (Housing Bureau Director) and staff, Beth Benton (Property Compliance Inspections Manager), Megan Greenauer (Housing Inspection & Construction Code 1 Manager) re: Rental Registration
3:45 PM – 4:45 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Tue, Aug 6

9:30 AM – 10:00 AM	Josh Binkley (Change Management) one on one
10:00 AM – 11:00 AM	Andy Peterson (Special Projects Manager) one on one
11:45 AM – 12:00 PM	Travel
12:00 PM – 1:00 PM	Chris Warner (Bureau of Transportation Director) Lunch meeting
1:00 PM – 1:15 PM	Travel
1:15 PM – 1:45 PM	Dora Perry (Equity & Policy Manager) one on one
1:45 PM – 2:00 PM	Leesha Posey (Specialized Permitting Program staff), Dora Perry (Equity & Policy Manager re: Residential Listening Session
2:00 PM – 2:30 PM	Mike Liefeld (Zoning, Nuisance, and Site Inspections Manager), Colleen Poole (Customer Service Coordinator) re: Zoning Violation Enforcement
2:30 PM – 2:50 PM	Kyle O'Brien (Budget & Finance Manager) meet-up
3:30 PM – 4:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Wed, Aug 7

9:00 AM – 9:15 AM	Darryl Godsby (Commercial Inspection Services Manager), Greg Wilken (Structural Engineer) 15-minute meeting re: Site Visit
9:30 AM – 9:45 AM	Tim Heron (Design/Historic staff) re: Central City 2035 LUBA appeal
11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting with CSDC (vendor)
1:00 PM – 1:30 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
1:30 PM – 2:15 PM	Labor-Management Committee Meeting
2:45 PM – 3:45 PM	Alex Cousins (Communications Manager) one on one
4:00 PM – 4:30 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), Chloe Massarello (Portland Online Permitting System staff), Stephanie Yao Long (Communications staff) re: Bureau Equity Committee/Labor Management Committee Joint Subcommittee on 360 Review

---

Thu, Aug 8

8:45 AM – 9:15 AM	Jay Shoemaker (Cannabis Program staff), Jill Grenda (Planning & Zoning Manager) re: Meeting with the Mayor
9:00 AM – 9:30 AM	Ron Zito (BHR Employee Relations Manager) Quarterly Bureau of Human Resources Check-In
9:30 AM – 10:00 AM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Services & Outreach Coordinator) meeting
10:00 AM – 10:30 AM	Travel
10:30 AM – 11:30 AM	Planning & Development Directors Meeting
11:30 AM – 12:00 PM	Travel
1:00 PM – 2:00 PM	DevHub Employee Appreciation event
3:00 PM – 4:00 PM	Dan Coté (Interim Portland Online Permitting System Manager) one on one

---

Fri, Aug 9

9:00 AM – 10:00 AM	Labor Management Committee Hiring Subcommittee Meeting
10:00 AM – 10:30 AM	Private Appointment
12:00 PM – 1:00 PM	Remote Video Reinspection Lunch & Learn

Esau, Rebecca Calendar

Monday, August 12, 2019 – Sunday, August 18, 2019

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2019

Mon, Aug 12

- 11:00 AM – 11:30 AM travel
- 11:30 AM – 12:00 PM Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
- 12:00 PM – 12:30 PM travel
- 1:00 PM – 2:00 PM Chris Dennis (Quality Assurance Consultant) to attend Weekly Portland Online Permitting System Meeting to present Technology Oversight Committee Report
- 2:00 PM – 3:30 PM 2019 Weekly Senior Manager Meetings
- 3:45 PM – 4:45 PM Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Tue, Aug 13

- 10:30 AM – 10:50 AM Christy Pierce (Permitting Services Manager) meet-up
- 11:00 AM – 11:30 AM Stephanie Yao Long (Communications staff) review Director's Chat video talking points
- 11:30 AM – 12:00 PM Ross Caron (Bureauwide Projects Manager) one on one
- 1:00 PM – 2:00 PM Inspections Bi-weekly Tactical meeting
- 2:00 PM – 3:30 PM End of Legislative Session Debrief

Wed, Aug 14

- 9:10 AM – 9:40 AM travel be at press conference by 9:40
- 10:00 AM – 11:00 AM Mayor's Press Conference
- 11:00 AM – 11:30 AM travel

11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting
1:00 PM – 1:30 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
1:30 PM – 1:45 PM	Oretha Storey (Labor Management Committee Coordinator) re: 360 Questionnaire
2:00 PM – 2:30 PM	travel
2:30 PM – 3:00 PM	Sam Diaz (Mayor's Office BDS Liaison), Elisabeth Perez (formerly Mayor's Office), Kim Tallant (Principal Planner), Terry Whitehill (Building Official), Corey Stanley (Portland Fire & Rescue) re: Zenith
3:00 PM – 3:30 PM	travel
3:30 PM – 5:00 PM	Up for Growth Portland Housing and Affordability Calculator Advisory Committee - Meeting #1

Thu, Aug 15

10:00 AM – 10:30 AM	Doug Morgan (Plan Review Manager) one on one
10:30 AM – 11:00 AM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
11:00 AM – 11:30 AM	Josh Binkley (Change Management) one on one
1:00 PM – 1:15 PM	CONFERENCE CALL: Bureau Directors re: Aug. 17th (Robert)
2:00 PM – 2:30 PM	Alex Cousins (Communications Manager) one on one
2:30 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
3:00 PM – 3:45 PM	Priscilla Partch (Labor Management Co-chair), Stephanie Yao Long (Communications staff) film Director's Chat Video
4:00 PM – 4:45 PM	Dan Coté (Interim Portland Online Permitting System Manager) one on one

Fri, Aug 16

All Day	Working remotely

Esau, Rebecca Calendar

Monday, August 19, 2019 – Sunday, August 25, 2019

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2019

Mon, Aug 19

8:00 AM – 9:30 AM	Equity in Motion - A Culture of Belonging in the Workplace Part III - Creating Structural Inclusion
10:00 AM – 10:30 AM	travel
10:30 AM – 11:00 AM	Tom Rinehart (Chief Administrative Officer) Portland Online Permitting System Program Status (2019)
11:00 AM – 11:30 AM	travel
11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
1:30 PM – 4:00 PM	Special Leadership Team Meeting
4:15 PM – 5:15 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Tue, Aug 20

9:00 AM – 10:00 AM	Josh Binkley (Change Management) one on one
10:00 AM – 12:00 PM	2019 BDS Management Team Meeting
1:00 PM – 1:20 PM	Janell Piercy (Residential Inspections Manager) meet-up
1:30 PM – 2:00 PM	travel
2:00 PM – 3:00 PM	Technical Executive Steering Committee Meeting
3:00 PM – 3:30 PM	travel
3:30 PM – 4:30 PM	Dora Perry (Equity & Policy Development Manager) one on one

Wed, Aug 21

	9:30 AM – 9:45 AM	Kathy Sharp (BHR Business Partner) re: Process
	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
	1:00 PM – 2:00 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
	2:00 PM – 2:30 PM	HR Issue
	2:30 PM – 3:00 PM	Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one
	3:00 PM – 4:00 PM	Prosper Portland Quarterly Check-In

Thu, Aug 22

	9:00 AM – 10:00 AM	David Kuhnhausen (Permitting Services Manager) one on one
	10:00 AM – 10:30 AM	Final: Transparency Open House Planning
	10:30 AM – 11:00 AM	Leanne Torgerson (Executive Assistant) meeting
	11:00 AM – 11:30 AM	travel
	11:30 AM – 12:00 PM	Tom Rinehart (Chief Administrative Officer) Monthly Check-in 2019
	12:00 PM – 12:30 PM	travel
	2:00 PM – 3:00 PM	Special Portland Online Permitting System Town Hall in the Lincoln Room
	3:20 PM – 4:20 PM	Kim Tallant (Principal Planner) one on one

Fri, Aug 23

	All Day	Working remotely

Esau, Rebecca Calendar

Monday, August 26, 2019 – Sunday, September 1, 2019

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

August 2019

Mon, Aug 26

9:10 AM – 9:40 AM	Alex Cousins (communications Manager) one on one
9:45 AM – 10:00 AM	Darryl Godsby (Commercial Inspection Services Manager) one on one
10:30 AM – 12:00 PM	Transparency Host - Session 1
12:30 PM – 1:00 PM	Travel
1:00 PM – 1:30 PM	Sam Diaz (BDS Liaison from Office of Mayor Wheeler) - Weekly Check-in
1:30 PM – 2:00 PM	Travel
3:45 PM – 4:45 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one
4:00 PM – 4:30 PM	Travel
4:30 PM – 6:30 PM	Technology Oversight Committee meeting
6:30 PM – 7:00 PM	Travel

Tue, Aug 27

10:00 AM – 10:50 AM	Dave Tebeau (Residential Inspection Services Manager) Monthly one on one
2:00 PM – 2:30 PM	Beth Benton (Property Compliance Inspections Manager) Monthly one on one
2:30 PM – 2:50 PM	Russ Tomka (Commercial Inspections Manager) meet-up
3:30 PM – 4:00 PM	Pre-LMC Co-Chairs Meeting
4:00 PM – 4:45 PM	Andrea Durbin (Planning & Sustainability Director and staff, Kim Tallant (Principal Planner) meet

Wed, Aug 28

8:00 AM – 9:30 AM	Transparency Host - Session 2
9:30 AM – 10:00 AM	Travel
10:00 AM – 10:30 AM	Ross Caron (Bureauwide Projects Manager) one on one
10:30 AM – 11:00 AM	Reschedule Bureau Equity Committee to Brief the Director
11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting
12:15 PM – 12:45 PM	Bureau of Human Resources Director Serilda Summers-McGee Farewell
1:00 PM – 2:00 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
2:00 PM – 2:30 PM	Doug Morgan (Plan Review Manager) one on one
2:30 PM – 3:30 PM	Monthly Home Builders Association Meeting with BDS Director Rebecca Esau

---

Thu, Aug 29

9:00 AM – 9:30 AM	David Kuhnhausen (Permitting Services Manager), Doug Morgan (Plan Review Manager), Kim Tallant (Principal Planner) re: Employee Survey Results (Performance Evaluations)
9:30 AM – 10:00 AM	Leanne Torgerson (Executive Assistant) meeting
10:00 AM – 10:15 AM	Josh Binkley (Change Management) one on one
11:00 AM – 12:00 PM	August Development Directors
1:00 PM – 1:30 PM	David Kuhnhausen (Permitting Services Manager) one on one
1:30 PM – 2:00 PM	travel
2:00 PM – 3:00 PM	Bureau of Development Services & Interagency Partner Employee Appreciation Ice Cream Social
2:00 PM – 3:30 PM	Transparency Host - Session 3
3:30 PM – 4:00 PM	travel
4:00 PM – 4:15 PM	Emily Sandy (Code & Policy Development staff) re: Interagency Agreements Project

---

Fri, Aug 30

All Day	Vacation (Return 9/3/19)

Esau, Rebecca Calendar

Monday, September 2, 2019 – Sunday, September 8, 2019

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 2019

Mon, Sep 2

All Day	Labor Day Holiday

Tue, Sep 3

11:30 AM – 12:00 PM	Special Senior Managers Meeting re: Climate Action
2:00 PM – 3:00 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
3:00 PM – 4:00 PM	Kim Tallant (Principal Planner) one on one
4:00 PM – 5:00 PM	Bureau of Planning & Sustainability Director and staff, Kim Tallant (Principal Planner) check-in

Wed, Sep 4

All Day	Work from Home 3 hours, 5 hours sick leave

Thu, Sep 5

9:00 AM – 9:30 AM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
9:30 AM – 9:45 AM	Stephanie Yao Long (Communications staff) re: Portland Online Permitting System Video for City Council
10:30 AM – 10:50 AM	Kathy Sharp (HR Business Partner) meet-up
11:00 AM – 11:30 AM	travel
11:30 AM – 1:00 PM	2019 Bureau Directors Meeting
1:00 PM – 1:30 PM	travel

	1:30 PM – 2:00 PM	Alex Cousins (Communications Manager)one on one
	2:00 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
	3:00 PM – 4:00 PM	Dan Coté (Interim Portland Online Permitting System Manager) one on one
	4:00 PM – 4:15 PM	Emily Sandy (Code & Policy Development staff) re: Interagency Agreements Project

Fri, Sep 6

	1:30 PM – 2:00 PM	Kim Tallant (Principal Planner), Doug Morgan (Plan Review Services Manager), David Kuhnhausen (Permitting Services Manager) discuss permit submittal to vest in old building code
	2:30 PM – 2:45 PM	Emily Sandy (Code & Policy Development staff) one on one

Esau, Rebecca Calendar

Monday, September 9, 2019 – Sunday, September 15, 2019

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 2019

Mon, Sep 9

11:00 AM – 11:30 AM	travel
11:30 AM – 12:00 PM	Sam Diaz (Office of Mayor Wheeler) - Weekly Check-in
12:00 PM – 12:30 PM	travel
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings

Tue, Sep 10

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
10:00 AM – 10:45 AM	HR Issue
11:30 AM – 12:00 PM	Stephanie Yao Long (Communications staff), Anne Castleton (Safety staff) re: Safety Month Photo Shoot
1:00 PM – 2:00 PM	Inspections Bi-weekly Tactical meeting
2:30 PM – 3:00 PM	travel
3:00 PM – 4:00 PM	Office of Management and Finance Advisory Committee - FY 2019-20 meeting series
4:00 PM – 4:30 PM	travel

Wed, Sep 11

9:10 AM – 9:40 AM	Doug Morgan (Plan Review Manager) one on one
9:45 AM – 9:50 AM	Ross Caron (Bureauwide Projects Manager) one on one
10:00 AM – 11:30 AM	Portland Online Permitting System & Business Operations & Finance Services Portland Online Permitting System Roadshow

11:30 AM – 12:00 PM	Chris Dennis (Quality Assurance Consultant) to attend Weekly Portland Online Permitting System Executive Meeting to present Technology Oversight Committee Report
1:00 PM – 2:00 PM	Weekly POPS Change Management & Communications Meeting
2:00 PM – 2:30 PM	City Attorney Monthly meeting
3:00 PM – 3:30 PM	David Kuhnhausen (Permitting Services Manager) one on one
3:30 PM – 4:00 PM	Alex Cousins (Communications Manager) one on one
4:00 PM – 4:30 PM	Terry Whitehill (Building Official) one on one
4:30 PM – 5:00 PM	Dan Coté (Interim Portland Online Permitting System Manager) one on one

Thu, Sep 12

7:30 AM – 9:00 AM	Legislator Roundtable
9:00 AM – 9:30 AM	travel
9:30 AM – 10:00 AM	Leanne Torgerson Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
10:00 AM – 10:30 AM	Rachel Whiteside (ProTech Representative) 2019 regular check-in
10:30 AM – 12:00 PM	September Labor Management Committee Reschedule - Please note: The start time has been adjusted
1:00 PM – 5:00 PM	Out of the office

Fri, Sep 13

All Day	Vacation (return 9/17/19)

Esau, Rebecca Calendar

Monday, September 16, 2019 – Sunday, September 22, 2019

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 2019

Mon, Sep 16

All Day	Vacation (Return 9/17/19)

Tue, Sep 17

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
10:00 AM – 12:00 PM	2019 BDS Management Team Meeting
1:30 PM – 2:00 PM	travel
2:00 PM – 3:00 PM	Technology Executive Steering Committee Meeting
3:00 PM – 3:30 PM	travel

Wed, Sep 18

9:00 AM – 9:30 AM	Doug Morgan (Plan Review Services Manager) one on one
9:45 AM – 10:00 AM	HR Issue
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
1:00 PM – 2:00 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
2:00 PM – 2:30 PM	Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one
3:30 PM – 3:50 PM	James Bryant (Plan Review Manager) meet-up
4:00 PM – 5:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one

Thu, Sep 19

	Before 8:00 AM	**Free**
	8:00 AM – 10:00 AM	Development Review Advisory Committee
	10:00 AM – 10:30 AM	discussion with Ezra Hammer (Home Builders Association) after Development Review Advisory Committee
	2:30 PM – 3:00 PM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting

Fri, Sep 20

	9:00 AM – 10:00 AM	Labor Management Committee Hiring Subcommittee Meeting
	10:00 AM – 10:30 AM	Darryl Godsby (Commercial Inspection Services Manager) re: Satellite Parking & Telecommuting
	11:00 AM – 1:00 PM	Rebecca to ride-along with Derek Berhow (FIR Sr. Building Inspector)
	2:00 PM – 3:00 PM	Dan Coté (Interim Portland Online Permitting System Manager) one on one

Esau, Rebecca Calendar

Monday, September 23, 2019 – Sunday, September 29, 2019

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 2019

Mon, Sep 23

8:00 AM – 9:30 AM	[EIM] Equity in Motion (AM)
9:30 AM – 10:00 AM	Norma Langi (Commercial Inspections staff) re: Veterans Appreciation Event on November 7, 2019
11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
1:00 PM – 1:30 PM	Kareen Perkins (Portland Online Permitting System) Check-in
1:30 PM – 1:45 PM	Dora Perry (Equity & Policy Manager) one on one
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:45 PM – 4:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) one on one
4:00 PM – 4:30 PM	travel
4:30 PM – 5:45 PM	Technology Oversight Committee meeting

Tue, Sep 24

9:00 AM – 9:30 AM	Kim Tallant (Principal Planner), Emily Sandy (Code & Policy Development staff), Jenn Cairo (City Forester), Ross Caron (Bureauwide Projects Manager) re: Title 11, Trees Amendments
9:30 AM – 10:00 AM	Duane Whitehurst (Portland Online Permitting System Manager) one on one
10:00 AM – 10:30 AM	Dan Coté (Interim Portland Online Permitting System Manager) one on one
10:30 AM – 11:00 AM	Dave Tebeau (Residential Inspection Services Manager) Monthly one on one
11:00 AM – 12:00 PM	Kim Tallant (Principal Planner) one on one

	12:45 PM – 1:15 PM	travel
	1:15 PM – 2:00 PM	Andrea Durbin (Planning & Sustainability Director) meeting
	2:00 PM – 5:00 PM	Planning & Development Directors Special Meeting: East Portland

Wed, Sep 25

	8:30 AM – 9:00 AM	Douglas Hardy (Land Use Manager), Mike Liefeld (Zoning, Nuisance & Site Inspections Manager) re: court case
	9:00 AM – 9:30 AM	Doug Morgan (Plan Review Services Manager) one on one
	9:30 AM – 10:00 AM	Alex Cousins (Communications Manager) check-in
	10:00 AM – 10:30 AM	Ross Caron (Bureauwide Projects Manager) check-in with Ross C
	10:30 AM – 11:00 AM	Andy Peterson (Special Projects Manager), Duane Whitehurst (Portland Online Permitting System Manager) check-in
	11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting
	1:00 PM – 2:00 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
	2:00 PM – 3:00 PM	Portland Online Permitting System All Staff meeting - Lincoln Room
	3:00 PM – 3:30 PM	Monthly Home Builders Association Meeting with BDS Director Rebecca Esau
	3:30 PM – 4:30 PM	Elshad Hajiyev (Business Operations & Finance Services Manager), Dan Coté (Interim Portland Online Permitting System Manager), Duane Whitehurst (Portland Online Permitting System Manager), David Kuhnhausen (Permitting Services Manager), Doug Morgan (Plan Review Services Manager), Angie Tomlinson (Electronic Plan Review Manager), Corby Oliver (Portland Online Permitting System staff) re: ePlans Update and business decisions
	4:30 PM – 5:00 PM	Elshad Hajiyev (Business Operations & Finance Services Manager) continued one on one

Thu, Sep 26

	8:00 AM – 8:30 AM	travel
	8:15 AM – 9:00 AM	City Attorney Meeting
	9:00 AM – 10:30 AM	Working Functional Oversight Team 4th Thursday meeting

	11:30 AM – 12:00 PM	Tom Rinehart (Chief Administrative Officer) Monthly Check-in 2019
	12:15 PM – 1:15 PM	Chris Warner, Portland Bureau of Transportation Director Lunch meeting
	1:15 PM – 1:30 PM	travel
	1:30 PM – 2:00 PM	Building Official's Meeting
	2:00 PM – 2:30 PM	Alex Cousins (Communications Manager) one on one
	2:30 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
	3:00 PM – 4:00 PM	Dan Coté (Interim Portland Online Permitting System Manager) one on one

Fri, Sep 27

	9:30 AM – 10:00 AM	Emily Sandy (Code & Policy Development staff) re: Tree Code changes & next steps
	10:00 AM – 10:30 AM	Alex Cousins (Communications Manager), Beth Benton (Property Compliance Inspections Manager), Andy Peterson (Special Projects Manager), Mike Liefeld (Zoning, Nuisance & Site Inspections Manager), Nancy Thorington (Code & Policy Development) re: Demolition Inspections
	11:00 AM – 1:00 PM	Ride-along with Shakhlan Garane (Site Dev. Insp. II)
	1:00 PM – 1:30 PM	Potential Employee meeting re: career opportunities at the City of Portland
	2:00 PM – 2:30 PM	Leanne Torgerson (Executive Assistant) meeting
	2:30 PM – 3:00 PM	Dora Perry (Equity & Policy Manager) one on one
	3:15 PM – 4:00 PM	Beth Benton (Property Compliance Inspections Manager) Monthly one on one

Esau, Rebecca Calendar

Monday, September 30, 2019 – Sunday, October 6, 2019

September 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2019

Mon, Sep 30

9:30 AM – 10:00 AM	Pre-LMC Co-Chairs Meeting
10:00 AM – 10:30 AM	travel
10:30 AM – 11:00 AM	Tom Rinehart (Chief Administrative Officer) re: Portland Online Permitting System Program Status (2019)
11:00 AM – 11:30 AM	travel
11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:45 PM – 4:45 PM	Elshad Hajiyev (Deputy Director) one on one

October 2019

Tue, Oct 1

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
10:00 AM – 10:15 AM	Nancy Thorington (Code & Policy Development staff), Amit Kumar (Engineering Manager) re: Unreinforced Masonry Buildings

Wed, Oct 2

All Day	Working from home

Thu, Oct 3

9:00 AM – 9:30 AM	Leanne Torgerson (Executive Assistant), Colleen poole (Customer Service & Outreach Coordinator) meeting
9:30 AM – 10:00 AM	Doug Morgan (Plan Review Services Manager) one on one
10:00 AM – 10:30 AM	Elshad Hayijev (Deputy Director), Mark Fetters (Facilities & Safety Manager) re: Customer Survey
10:30 AM – 11:00 AM	travel
11:00 AM – 11:20 AM	Bureau Directors Budget Direction from Mayor
11:30 AM – 1:00 PM	2019 Bureau Directors Meeting
1:00 PM – 1:30 PM	travel
2:30 PM – 2:45 PM	David Kuhnhausen (Permitting Services Manager), Priscilla Partch (Permitting Services staff) re: McDonald's Drive-Thru sign
3:00 PM – 4:00 PM	Andy Peterson (Special Projects Manager) one on one
4:00 PM – 4:15 PM	Emily Sandy (Code & Policy Development staff) re: IA Agreements Project and Title 11 Ordinance

Fri, Oct 4

10:00 AM – 11:00 AM	David Kuhnhausen (Permitting Services Manager) one on one
11:00 AM – 11:30 AM	(David Kuhnhausen (Permitting Services Manager), Alice Nielsen (Process Management staff), Collen Poole (Customer Service & Outreach Coordinator) re: University of Portland - de-brief on next steps and Key Milestone meeting - issues?
1:30 PM – 2:00 PM	Portland Online Permitting Services Executives: re: Finalize AMANDA UAT and Go Live Direction
2:15 PM – 2:30 PM	Archanaa Ananda (Portland Online Permitting System Risk Manager) re: R-118
3:00 PM – 3:15 PM	Elshad Hajiyev (Deputy Director), Alex Cousins (Communications Manager) check-in
3:00 PM – 3:30 PM	Elshad Hajiyev (Deputy Director), David Kuhnhausen (Permitting Services Manager) re: Supervisor II

Esau, Rebecca Calendar

Monday, October 7, 2019 – Sunday, October 13, 2019

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2019

Mon, Oct 7

11:00 AM – 11:30 AM	travel
11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
12:00 PM – 12:30 PM	travel
1:00 PM – 1:30 PM	Kim Tallant (Principal Planner) one on one
1:30 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
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
4:30 PM – 5:00 PM	travel
5:00 PM – 6:00 PM	Mike Jordan (Bureau of Environmental Services Director) Off-site Meeting

Tue, Oct 8

8:00 AM – 12:00 PM	NW Public Employee Diversity Conference
1:30 PM – 2:00 PM	Inspections Bi-weekly Tactical meeting

Wed, Oct 9

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 – 10:15 AM	Lisa Serrano (Residential Inspections staff) one on one
10:30 AM – 10:45 AM	Ross Jonak (TRACS Support Manager) re: Portland Online Permitting System

■	11:00 AM – 12:00 PM	Chris Dennis (Quality Assurance Consultant) to attend Weekly Portland Online Permitting System Executive Meeting to present Technology Oversight Committee Report
■	1:00 PM – 2:00 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
■	2:00 PM – 2:30 PM	City Attorney Monthly meeting
■	2:30 PM – 2:45 PM	Bureau Equity Committee to brief Bureau of Development Services Director
■	3:00 PM – 4:00 PM	Auditor's Office staff re: Bureau of Development Services permitting audit start
■	5:00 PM – 5:30 PM	Elshad Hajiyev (Deputy Director) re: Working Functional Oversight Team Presentation

Thu, Oct 10

■	9:00 AM – 10:30 AM	Working Functional Oversight Team 2nd Thurs Meeting
■	10:30 AM – 11:00 AM	travel
■	11:00 AM – 11:30 AM	Employee Event re: Donut Hole Delivery from Rebecca
■	11:30 AM – 12:00 PM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
■	1:00 PM – 1:30 PM	Employee Event re: Donut Delivery from Rebecca
■	1:30 PM – 1:50 PM	Kara Fioravanti (Design & Historic Resource Manager) meet-up
■	2:00 PM – 2:30 PM	Elshad Hajiyev (Deputy Director), Darryl Godsby (Commercial Inspections Manager), Dave Tebeau (Residential Inspections Manager) re: Senior Electrical Position
■	2:30 PM – 3:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
■	3:30 PM – 3:45 PM	Elshad Hajiyev (Deputy Director), Alex Cousins (Communications Manager) Check-in
■	4:00 PM – 4:15 PM	Emily Sandy (Code & Policy Development staff) re: Interagency Agreements Project

Fri, Oct 11

■	9:30 AM – 10:00 AM	Employee Event re: Donut Hole Delivery from Rebecca
■	1:00 PM – 1:45 PM	Jeff Baer (Chief Technology Officer) re: Governance Options for Portland Online Permitting System

Esau, Rebecca Calendar

Monday, October 14, 2019 – Sunday, October 20, 2019

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2019

Mon, Oct 14

9:00 AM – 9:30 AM	Sean Green (DRAC Member) re: Demolitions
9:30 AM – 10:00 AM	Rebecca and Sibonnet one on one
10:00 AM – 10:30 AM	travel
10:30 AM – 11:00 AM	Tom Rinehart (Chief Administrative Officer) Portland Online Permitting System Program Status (2019)
11:00 AM – 11:30 AM	travel
11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
12:00 PM – 12:15 PM	Mike Liefeld (Zoning, Nuisance & Site Inspections Manager) re: Demolitions
1:00 PM – 2:00 PM	October Development Directors Meeting
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
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

Tue, Oct 15

All Day	Out sick

Wed, Oct 16

All Day	Out Sick

Thu, Oct 17

	8:00 AM – 10:00 AM	Development Review Advisory Committee
	10:00 AM – 10:30 AM	Development Review Advisory Committee Process Improvement & Technology Committee (10:10-10:45)
	10:30 AM – 11:00 AM	Leanne Torgerson (Executive Assistant) meeting
	11:30 AM – 1:00 PM	Employee Recognition Luncheon
	1:00 PM – 1:30 PM	travel
	1:30 PM – 3:00 PM	Planning & Development Directors Meeting
	3:00 PM – 3:30 PM	travel
	3:30 PM – 4:00 PM	Elshad Hajiyev (Deputy Director), Duane Whitehurst (Portland Online Permitting System Manager), Saby Waraich (Portland Online Permitting System Manager) re: employee's transition to Bureau of Environment Services
	4:30 PM – 5:00 PM	Terry Whitehill (Building Official), Nancy Thorington (Code & Policy Development staff) re: Chapter 1 of the Oregon Structural Specialty Code

Fri, Oct 18

	9:45 AM – 10:00 AM	Emily Sandy (Code & Policy Development staff re: Interagency Agreements Project
	10:00 AM – 10:30 AM	Ross Caron (Bureauwide Projects Manager) one on one
	11:00 AM – 11:30 AM	Beth Benton (Property Compliance Inspections Manager) one on one
	2:00 PM – 2:45 PM	Andrea Durban (Planning & Sustainability Director)
	3:00 PM – 3:15 PM	Doug Morgan (Plan Review Services Manager) re: Unreinforced Masonry
	3:30 PM – 3:45 PM	Nancy Thorington (Code & Policy Development staff) re: Tribal Summit Details

Esau, Rebecca Calendar

Monday, October 21, 2019 – Sunday, October 27, 2019

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 2019

Mon, Oct 21

10:00 AM – 10:30 AM	Portland Online Permitting Services Management Team re: Final Review for the BTS Sustainability for the Portland Online Permitting System Program document.
10:30 AM – 11:00 AM	David Kuhnhausen (Permitting Services Manager), Kim Tallant (Principal Planner), Lisa Gill (Facilities Permit Program Manager), Elisabeth Perez (Office of Community Technology) and staff re: FCC, Small Cell Coordination, etc.
11:00 AM – 11:30 AM	travel
11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
12:00 PM – 12:30 PM	travel
1:30 PM – 2:00 PM	Beth Benton (Property Compliance Services Manager, Mike Liefeld (Zoning, Nuisance & Site Inspections Manager) re: Johns Landing Home Owners Association Greenway issue
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
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

Tue, Oct 22

9:00 AM – 9:30 AM	Kim Tallant (Principal Planner) one on one via phone
10:00 AM – 10:30 AM	Dave Tebeau (Residential Inspection Services Manager) Monthly one on one

	11:00 AM – 11:30 AM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
	1:00 PM – 2:00 PM	Beth Benton (Property Compliance Inspection Manager) one on one
	2:00 PM – 2:30 PM	Josh Binkley (Change Management) one on one
	3:00 PM – 4:00 PM	Floodplain Management Director Meeting

Wed, Oct 23

	8:00 AM – 11:00 AM	Work from Home
	11:00 AM – 5:00 PM	Vacation - Japan

Thu, Oct 24

	All Day	Vacation - Japan

Fri, Oct 25

	All Day	Vacation - Japan

Esau, Rebecca Calendar

Monday, October 28, 2019 – Sunday, November 3, 2019

October 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2019

Mon, Oct 28

All Day Vacation - Japan

Tue, Oct 29

All Day Vacation - Japan

Wed, Oct 30

All Day Vacation - Japan

Thu, Oct 31

All Day Vacation - Japan

November 2019

Fri, Nov 1

All Day Vacation - Japan

Esau, Rebecca Calendar

Monday, November 4, 2019 – Sunday, November 10, 2019

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2019

Mon, Nov 4 – Sun, Nov 10

All Day Out of Office

Esau, Rebecca Calendar

Monday, November 11, 2019 – Sunday, November 17, 2019

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2019

Mon, Nov 11

All Day	Veterans Day Holiday

Tue, Nov 12

All Day	Out of the Office

Wed, Nov 13

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) one on one
11:00 AM – 12:00 PM	Weekly Portland Online Permitting Services Executive meeting
1:00 PM – 2:00 PM	Weekly Portland Online Permitting Services Change Management & Communications Meeting
2:30 PM – 3:00 PM	Beth Benton (Property Compliance Inspections Manager) one on one
3:00 PM – 4:00 PM	Elshad Hajiyev (Deputy Director) one on one

Thu, Nov 14

All Day	Out of the Office

Fri, Nov 15

All Day	Out of the Office

Esau, Rebecca Calendar

Monday, November 18, 2019 – Sunday, November 24, 2019

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2019

Mon, Nov 18

All Day	Out of the Office

Tue, Nov 19

All Day	Out of the Office

Wed, Nov 20

9:00 AM – 10:00 AM	Portland Online Permitting System Technical and Support Costs
11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting
1:00 PM – 2:00 PM	AMANDA Go-Live Leadership Summit-Dry Run
2:00 PM – 2:30 PM	Josh Binkley (Change Management) one on one
3:00 PM – 4:00 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
4:00 PM – 4:30 PM	Tom Rinehart (Chief Administrative Officer) check-in (rescheduled from 11/18)

Thu, Nov 21

8:00 AM – 10:00 AM	Development Review Advisory Committee
10:30 AM – 11:00 AM	Elshad Hajiyev (Deputy Director), Chloe Massarello (Technology Services staff), Stephanie Yao Long (Communications staff) re: 360-feedback update

	11:00 AM – 11:30 AM	Leanne Torgerson (Director's Executive Assistant, Colleen Poole (Customer Service & Outreach Coordinator) meeting
	11:30 AM – 12:00 PM	David Kuhnhausen (Permitting Services Manager) one on one
	1:00 PM – 1:30 PM	Doug Morgan (Plan Review Services Manager) one on one
	1:40 PM – 2:00 PM	Ross Jonak (TRACS Support) meet-up
	2:00 PM – 3:30 PM	AMANDA Go-Live Leadership Summit
	3:30 PM – 5:00 PM	out of office

Fri, Nov 22

	11:30 AM – 12:00 PM	Pre-LMC Co-Chairs Meeting
	12:30 PM – 1:00 PM	travel
	1:00 PM – 2:00 PM	Urban Forestry Permitting System
	2:00 PM – 2:30 PM	travel
	2:40 PM – 3:10 PM	Elshad Hajiyev (Deputy Director), Mark Fetters (Facilities & Safety Manager) re: Development Review Advisory Committee
	3:10 PM – 3:30 PM	Elshad Hajiyev (Deputy Director) one on one
	4:00 PM – 4:30 PM	Kim Tallant (Principal Planner) one on one

Esau, Rebecca Calendar

Monday, November 25, 2019 – Sunday, December 1, 2019

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2019

Mon, Nov 25

8:30 AM – 9:15 AM	MEET: Development/Economic Opportunity (Mayor's Office)
11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
1:00 PM – 1:30 PM	Beth Benton (Property Compliance Inspection Manager) Monthly one on one
1:30 PM – 2:00 PM	Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one
3:30 PM – 3:45 PM	Elshad Hajiyev (Deputy Director), Alex Cousins (Communications Meeting) check-in
3:45 PM – 4:45 PM	Elshad Hajiyev (Deputy Director) one on one

Tue, Nov 26

10:00 AM – 10:30 AM	Dave Tebeau (Residential Inspection Services Manager) Monthly one on one
10:40 AM – 11:00 AM	Robert Walker (Technology Team Manager) meet-up
11:00 AM – 12:00 PM	Portland Public Schools meeting
12:00 PM – 12:15 PM	Shannon Callahan (Housing Bureau Director) via phone
2:00 PM – 2:40 PM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
2:40 PM – 3:15 PM	Duane Whitehurst (Portland Online Permitting Services Manager) one on one
3:15 PM – 3:45 PM	Doug Morgan (Plan Review Services Manager) one on one
3:45 PM – 4:45 PM	Andy Peterson (Special Projects Manager) one on one

Wed, Nov 27

All Day Vacation

Thu, Nov 28

All Day Thanksgiving Day Holiday

Fri, Nov 29

All Day Thanksgiving Day Holiday

Esau, Rebecca Calendar

Monday, December 2, 2019 – Sunday, December 8, 2019

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2019

Mon, Dec 2

8:30 AM – 9:15 AM	MEET with the Sam Diaz Mayor's Office re: Anti-Displacement
11:00 AM – 12:00 PM	Permitting Managers Group Meeting
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:30 PM – 3:45 PM	Elshad Hajiyev (Deputy Director), Alex Cousins (Communications Managers) check-in

Tue, Dec 3

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
11:30 AM – 1:00 PM	Budget Advisory Committee
1:00 PM – 1:15 PM	Beth Benton (Property Compliance Inspections Manager), Darryl Godsby (Commercial Inspection Services Manager), Doug Morgan (Plan Review Services Manager), Elshad Hajiyev (Deputy Director) re: discussion about Proposed improvements
1:15 PM – 2:00 PM	Inspections Bi-weekly Tactical meeting
2:30 PM – 3:00 PM	Mark Fetters (Development Review Advisory Committee Coordinator) re: Development Review Advisory Committee memberships

Wed, Dec 4

9:00 AM – 9:30 AM	Doug Morgan (Plan Review Services Manager) one on one
9:30 AM – 10:15 AM	Ross Caron (Bureauwide Projects Manager) one on one

■	11:00 AM – 12:00 PM	Chris Dennis (POPS Quality Assurance Consultant) to attend Weekly Portland Online Permitting System Executive Meeting to present Technology Oversight Committee Report
■	1:00 PM – 2:00 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
■	2:00 PM – 2:30 PM	Mike Liefeld (Zoning, Nuisance & Site Inspections Manager), Mike Dowd (constituent) re: Oregon Public Broadcasting site
■	4:00 PM – 5:00 PM	Elshad Hajiyev (Deputy Director) one on one

Thu, Dec 5

■	9:00 AM – 9:30 AM	Leanne Torgerson (Director's Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
■	10:00 AM – 11:00 AM	Mike Liefeld (Zoning, Nuisance & Site Inspections Manager), Wes Bird (Field Inspection Remodel staff), John Duran (Budget & Finance staff), Alex Cousins (Communications Manager) re: Labor Management Committee Bureauwide Communication Strategy subcommittee
■	11:00 AM – 11:30 AM	travel
■	11:30 AM – 1:00 PM	2019 Bureau Directors Meeting
■	1:00 PM – 1:30 PM	travel
■	1:30 PM – 2:30 PM	Combined Nov/Dec Monthly Bureau of Development Services/Home Builders Association meeting
■	1:30 PM – 1:40 PM	Kim Tallant (Principal Planner) to join Bureau of Development Services/Home Builders Association Meeting re: Proposed Changes to Title 11
■	1:40 PM – 1:50 PM	Mark Fetters (Development Review Advisory Committee coordinator) to join the Bureau of Development Services/Home Builders Association meeting re: Development Review Advisory Committee processes and procedures
■	1:50 PM – 2:20 PM	Nancy Thorington (Code & Policy Development staff), Mike Liefeld (Zoning, Nuisance & Site Inspections Manager) to attend the Bureau of Development Services/Home Builders Association meeting re: Demolition Ordinance and Demo Permit Application Intake Acknowledgement Form
■	3:30 PM – 3:45 PM	Elshad Hajiyev (Deputy Director), Alex Cousins (Communications Manager) Check-in
■	4:00 PM – 4:30 PM	Elshad Hajiyev (Deputy Director), Alex Cousins (Communication Manager), Duane Whitehurst (Portland Online Permitting System Manager), Saby Waraich (Bureau of Technology Manager), Stephanie

	Yao Long (Communications staff) re: Portland Online Permitting System video meeting

Fri, Dec 6

9:00 AM – 10:00 AM	Amanda eLearning
10:00 AM – 10:20 AM	Stephanie Beckman (Land Use Manager meet-up
10:30 AM – 10:55 AM	Portland Online Permitting System Workstream Scope for Feb 2020 Go Live Sponsor Decision
11:00 AM – 11:30 AM	Travel
11:30 AM – 11:50 AM	Council Execs Meeting re: Unpiloted aircraft systems
12:00 PM – 12:30 PM	Travel
1:00 PM – 1:45 PM	Doug Morgan (Plan Review Services), Darryl Godsby (Commercial Inspection Services), Alice (Process Management Manager), Carrie Heimann (Facility Permit Program staff) re: Port of Portland
1:30 PM – 2:30 PM	Emerald Bogue (Port of Portland), Jennifer Belknap Williamson (Port of Portland) re: Port of Portland projects

Esau, Rebecca Calendar

Monday, December 9, 2019 – Sunday, December 15, 2019

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2019

Mon, Dec 9

8:00 AM – 11:00 AM	Work from home
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:30 PM – 4:00 PM	travel
4:00 PM – 4:30 PM	MEET: Director Esau & Mayor (Sam & Kristin)
4:30 PM – 5:00 PM	travel

Tue, Dec 10

8:00 AM – 9:30 AM	Bureau of Development Services/Interagency Family Gathering
10:30 AM – 11:00 AM	Beth Benton (Property Compliance Inspections Manager) one on one
11:00 AM – 12:00 PM	Kim Tallant (Principal Planner) one on one
1:00 PM – 2:00 PM	Dora Perry (Equity & Policy Manager) one on one
2:10 PM – 2:30 PM	Ross Caron (Bureauwide Projects Manager) meet-up

Wed, Dec 11

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
1:00 PM – 2:00 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
2:30 PM – 3:00 PM	Bureau Equity Committee to Brief the Director
3:00 PM – 4:00 PM	December Development Directors Meeting

Thu, Dec 12

8:00 AM – 10:00 AM	Development Review Advisory Committee
10:00 AM – 10:30 AM	travel
10:30 AM – 12:00 PM	Planning & Development Directors Meeting
12:30 PM – 1:00 PM	travel
1:00 PM – 5:00 PM	Equity Lens for Structural Transformation Training

Fri, Dec 13

8:30 AM – 9:00 AM	Dave Tebeau (Residential Inspection Services Manager). re: continued discussion on the project previously discussed.
11:00 AM – 11:30 PM	Amanda eLearning
11:30 AM – 12:00 PM	Dan Coté (Interim Portland Online Permitting System Manager) meeting
12:00 PM – 5:00 PM	Vacation p.m.

Esau, Rebecca Calendar

Monday, December 16, 2019 – Sunday, December 22, 2019

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2019

Mon, Dec 16

8:30 AM – 9:15 AM	MEET with the Mayor's Office: Smart Growth (Tia)
9:00 AM – 9:30 AM	travel
9:30 AM – 10:00 AM	Dave Tebeau (Residential Inspection Services Manager), Doug Morgan (Plan Review Services Manager), Jason Butler Brown-Brown (Site Development Manager) re: prepare for City Attorney Meeting
11:00 AM – 12:00 PM	City Attorney Meeting
2:00 PM – 3:30 PM	2019 Weekly Senior Manager Meetings
3:30 PM – 4:00 PM	Process and communication discussion

Tue, Dec 17

9:00 AM – 10:00 AM	Kim Tallant (Principal Planner) one on one
10:00 AM – 10:45 AM	2019 BDS Management Team Meeting
1:00 PM – 1:30 PM	Inspections Bi-weekly Tactical meeting
1:30 PM – 2:00 PM	travel
2:00 PM – 3:00 PM	Technology Executive Steering Committee Meeting
3:00 PM – 3:30 PM	travel
3:30 PM – 4:00 PM	Kim Tallant (Principal Planner) & Mike Liefeld (Zoning, Nuisance & Site Inspections Manager) re: Adidas prep meeting

Wed, Dec 18

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
10:10 AM – 10:30 AM	Lisa Gill (Facility Permit Program Manager) meet-up
11:00 AM – 12:00 PM	Weekly Portland Online Permitting System Executive meeting

	1:00 PM – 2:00 PM	Weekly Portland Online Permitting System Change Management & Communications Meeting
	2:00 PM – 2:30 PM	Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one
	2:30 PM – 3:30 PM	BDS & Adidas meeting re: Use of houses temporarily
	3:30 PM – 4:00 PM	Dora Perry (Equity & Policy Manager), Elshad Hajiyev (Deputy Director), Hakim Callier (Equity staff), Aldo Gonzalez (Communications staff) re: Equity Topics & Talking Points Web Page
	4:00 PM – 4:30 PM	Alex Cousins (Communications Manager), Ken Ray (Public Information Officer) re: Meet and greet with Ken Ray, new BDS PIO
	4:30 PM – 5:30 PM	Elshad Hajiyev (Deputy Director) one on one
	4:45 PM – 5:00 PM	Doug Morgan (Plan Review Services Manager), Amit Kumar (Engineering Plan Review Manager) re: Unreinforced Masonry update

Thu, Dec 19

	9:00 AM – 10:00 AM	Elshad Hajiyev (Deputy Director), Ross Caron (Bureauwide Projects Manager), Josh Binkley (Change Management Coordinator) re: Permitting Manager Group/Annual Technology Workplan FY 20-21
	10:15 AM – 10:45 AM	Unreinforced Masonry Workgroup Discussion
	11:00 AM – 12:00 PM	Portland Online Permitting System Team Summit
	12:00 PM – 12:15 PM	travel
	12:15 PM – 1:15 PM	Chris Warner, Bureau of Transportation Director meeting
	1:15 PM – 1:30 PM	travel
	1:30 PM – 2:00 PM	Rachel Whiteside (ProTech 17 Union Representative) Quarterly Check-in
	2:00 PM – 2:30 PM	Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
	3:00 PM – 4:00 PM	David Kuhnhausen (Permitting Services Manager) one on one

Fri, Dec 20

	10:00 AM – 11:00 AM	Amanda eLearning
	11:00 AM – 12:00 PM	Development Review Advisory Committee Chair/Vice Chair planning
	1:30 PM – 2:30 PM	Employee Departure

Esau, Rebecca Calendar

Monday, December 23, 2019 – Sunday, December 29, 2019

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2019

Mon, Dec 23

10:00 AM – 10:30 AM	travel
10:30 AM – 11:00 AM	POPS Program Status (2019)
11:00 AM – 11:30 AM	travel
11:30 AM – 12:00 PM	Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
1:00 PM – 2:00 PM	Bureau of Planning & Sustainability check-in
2:30 PM – 3:30 PM	Elshad Hajiyev (Deputy Director) one on one
3:30 PM – 3:45 PM	Elshad Hajiyev (Deputy Director), Alex Cousins (Communications Manager) check-in

Tue, Dec 24

11:00 AM – 12:00 PM	Auditor's Office re: Development Review Audit
1:00 PM – 5:00 PM	Work from home

Wed, Dec 25

All Day	Christmas Day Holiday

Thu, Dec 26

All Day	Vacation

Fri, Dec 27

All Day	Vacation

Esau, Rebecca Calendar

Monday, December 30, 2019 – Sunday, January 5, 2020

December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December 2019

Mon, Dec 30

8:00 AM – 5:00 PM Working Remotely

Tue, Dec 31

8:00 AM – 5:00 PM Working Remotely

January 2020

Wed, Jan 1

All Day New Year's Day Holiday

Thu, Jan 2

All Day Vacation

Fri, Jan 3

All Day Vacation