
Esau, Rebecca Calendar
Monday, June 29, 2020 – Sunday, July 5, 2020

June 2020							July 2020							
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June 2020

▲ **Mon, Jun 29**

- 10:00 AM – 10:30 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
 - 11:00 AM – 12:00 PM Racial Equity Small Group
 - 1:00 PM – 2:00 PM Dora Perry (Equity & Policy Manager), Leesha Posey (Equity Manager) meeting
 - 2:00 PM – 3:00 PM Senior Manager Meeting
 - 3:00 PM – 3:30 PM Permitting/Land Use Services/Development Services Center Services meeting
 - 3:45 PM – 4:45 PM Elshad Hajiyev (Deputy Director) one on one
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▲ **Tue, Jun 30**

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
 - 10:30 AM – 11:30 AM Dora Perry (Equity & Policy Manager) one on one (Exit Interview)
 - 11:30 AM – 12:00 PM Directors: community/economic development (skype)
 - 1:30 PM – 2:00 PM Tracy Nistler (Permitting Services Manager) check in
 - 2:30 PM – 3:00 PM Elshad Hajiyev (Deputy Director), Priscilla Lim (Technology & Continuous Improvement Manager) meeting
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July 2020

▲ **Wed, Jul 1**



All Day Furlough

▲ **Thu, Jul 2**



All Day Vacation (Return 7/6/20)

▲ **Fri, Jul 3**



All Day Independence Day Observed Holiday

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

July 2020
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July 2020

▲ **Mon, Jul 6**

- 11:30 AM – 12:00 PM Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
 - 1:00 PM – 1:30 PM Meeting with employee
 - 2:00 PM – 3:00 PM Senior Manager Meeting
 - 3:00 PM – 3:30 PM Permitting/LUS/DSC Services meeting
 - 3:45 PM – 4:45 PM Elshad Hajiyev (Deputy Director) one on one
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▲ **Tue, Jul 7**

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
 - 10:30 AM – 10:45 AM Connie Jones (Plan Review staff) one on one
 - 11:30 AM – 12:00 PM Directors: community/economic development (skype)
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Jul 8**

- 9:00 AM – 9:30 AM Doug Morgan (Plan Review Services Manager) one on one
- 9:30 AM – 10:00 AM Ross Caron (Bureauwide Projects Manager), Elshad Hajiyev (Deputy Director) one on one
- 10:00 AM – 11:00 AM Andy Peterson (Special Projects Manager) one on one
- 1:00 PM – 2:00 PM BDS/Prosper Portland Quarterly Meeting (with Zoom info)
- 1:30 PM – 2:00 PM Leesha Posey (Equity Manager) one on one
- 2:00 PM – 2:30 PM City Attorney Monthly meeting

- 3:00 PM – 3:30 PM Elshad Hajiyev (Deputy Director), Priscilla Lim (Technology & Continuous Improvement Manager) meeting
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▲ **Thu, Jul 9**

- 9:30 AM – 9:45 AM Emily Sandy (Code & Policy Development staff) one on one
 - 10:00 AM – 10:30 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
 - 10:30 AM – 12:00 PM Planning & Development Directors Monthly Meeting
 - 1:00 PM – 1:30 PM Rebecca, Rachel Whiteside 2020 regular Quarterly Check-in
 - 1:30 PM – 2:00 PM Building Officials Meeting
 - 2:00 PM – 3:00 PM David Kuhnhausen (Permitting Services Manager) one on one
 - 3:00 PM – 3:30 PM Racial Equity Small Group
 - 3:30 PM – 4:00 PM Davide Kuhnhausen (Permitting Services Manager) continued one on one
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Jul 10**

No meetings

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

July 2020

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July 2020

▲ **Mon, Jul 13**

■ All Day Furlough

▲ **Tue, Jul 14**

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
 - 10:30 AM – 11:00 AM Beth Benton (Property Compliance Inspections Manager) one on one
 - 11:30 AM – 12:00 PM Directors: community/economic development (skype)
 - 1:00 PM – 2:00 PM Inspections Bi-weekly Tactical Meeting
 - 2:00 PM – 2:30 PM Elshad Hajiyev (Deputy Director), Chloe Massarello (Bureauwide Projects staff), Stephanie Yao Long (Communications staff) re: 360 Committee Update
 - 3:00 PM – 4:00 PM Elshad Hajiyev (Deputy Director) one on one
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Jul 15**

- 9:00 AM – 9:30 AM Doug Morgan (Plan Review Services Manager) one on one
- 9:30 AM – 10:00 AM Ross Caron (Bureauwide Projects Manager), Elshad Hajiyev (Deputy Directors) one on one
- 11:00 AM – 11:30 AM Leanne Torgerson (Executive Director), Colleen Poole (Customer Service & Outreach Coordinator) meeting
- 1:30 PM – 2:00 PM Leesha Posey (Equity Manager) one on one
- 2:00 PM – 2:30 PM Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one

■ 5:30 PM – 6:00 PM Elshad Hajiyev (Deputy Director)

▲ **Thu, Jul 16**

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

■ 10:30 AM – 11:00 AM Tom Rinehart (Chief Administrative Officer) Monthly Meeting

■ 11:30 AM – 12:00 PM Beth Benton (Property Compliance Inspections Manager), Kim Tallant (Principal Planner), Mike Liefeld (Zoning, Nuisance & Site Inspections Manager) re: Johns Landing Homeowners Assn. Greenway Violation Case

■ 1:00 PM – 1:30 PM Elshad Hajiyev (Deputy Director) Andy Peterson (Special Projects Manager), Priscilla Lim (Technology & Continuous Improvement Manager) Roles & Responsibilities Discussion

■ 4:30 PM – 5:00 PM Elshad Hajiyev (Deputy Director) Check in

▲ **Fri, Jul 17**

■ 8:00 AM – 5:00 PM Reserved (No meetings)

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

July 2020

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July 2020

▲ **Mon, Jul 20**

- 8:30 AM – 9:15 AM MEET Mayor’s Office: Smart Growth (Sonia)
 - 10:00 AM – 10:30 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
 - 11:30 AM – 12:00 PM Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
 - 12:00 PM – 1:00 PM Racial Equity Subgroup
 - 2:00 PM – 3:00 PM Senior Manager Meeting
 - 3:00 PM – 3:30 PM Permitting & Technology Coordination meeting
 - 4:00 PM – 5:00 PM Elshad Hajiyev (Deputy Director) one on one
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▲ **Tue, Jul 21**

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner)one on one
 - 9:30 AM – 10:00 AM Prep for Management Team meeting
 - 10:00 AM – 12:00 PM 2020 Management Team Meeting
 - 2:00 PM – 3:00 PM Meeting to discuss Unreinforced Masonry workgroup future
 - 3:00 PM – 4:00 PM Kareen Perkins (Bureauwide Projects staff) re: Collaboration Wall Idea
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:30 PM Leesha Posey (Equity Manager) one on one
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▲ **Wed, Jul 22**

- 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 – 11:30 AM Beth Benton (Property Compliance Inspections Manager) one on one
 - 11:30 AM – 12:00 PM Elshad Hajiyev (Deputy Director), Priscilla Lim (Technology & Continuous Improvement Manager), Andy Peterson (Special Projects Manager) meeting
 - 1:30 PM – 2:30 PM Antiracist White Affinity Learning Circle
 - 2:30 PM – 3:30 PM Monthly Home Builders Association Meeting
 - 4:00 PM – 5:00 PM Elshad Hajiyev (Deputy Director) one on one
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▲ **Thu, Jul 23**

- 1:00 PM – 1:30 PM Building Officials Meeting
 - 2:00 PM – 3:00 PM David Kuhnhausen (Permitting Services Manager) one on one
 - 3:00 PM – 3:30 PM Gabby Bruya (Technology & Continuous Improvement Services staff) one on one
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Jul 24**

- All Day Furlough
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Esau, Rebecca Calendar

Monday, July 27, 2020 – Sunday, August 2, 2020

July 2020

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August 2020

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July 2020

▲ Mon, Jul 27

- 10:30 AM – 11:00 AM HR Issue - Continued
 - 11:30 AM – 12:00 PM Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
 - 1:30 PM – 2:00 PM Elshad Hajiyev (Deputy Director), Priscilla Lim (Technology & Continuous Improvement Manager), Gabby Bruya (Technology & Continuous Improvement staff) New Assignment
 - 2:00 PM – 3:30 PM Permitting & Technology Coordination meeting
 - 4:00 PM – 5:00 PM Elshad Hajiyev (Deputy Director) one on one
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▲ Tue, Jul 28

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
 - 10:00 AM – 10:30 AM Dave Tebeau (Residential Inspection Services Manager) one on one
 - 1:00 PM – 2:00 PM Inspections Bi-weekly Tactical Meeting
 - 2:00 PM – 2:30 PM Ron Zito (Human Resources Manager), Elshad Hajiyev (Deputy Director) re: Human Resources Business Partner Transition
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ Wed, Jul 29

- 8:30 AM – 9:00 AM new date/time: Directors: community/economic development (skype)

- 9:30 AM – 10:00 AM Ross Caron (Bureauwide Projects Manager), Elshad Hajiyev (Deputy Director) one on one
 - 10:00 AM – 10:30 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
 - 1:00 PM – 2:00 PM Continued discussion re: Deferred Submittals and Revisions via DevHub and ProjectDox
 - 2:30 PM – 3:00 PM Ross Caron (Bureauwide Projects Manager), Kareen Perkins (Bureauwide Projects staff), Colleen Poole (Customer Service & Outreach Coordinator) re: Pilot Project
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▲ **Thu, Jul 30**

- 11:30 AM – 11:45 AM Beth Benton (Property Compliance Inspections Manager), Mike Liefeld (Zoning, Nuisance & Site Inspections Manager), Nancy Thorington (Code & Policy Development staff) re: Demolition Ordinance
 - 1:00 PM – 1:30 PM Building Officials Meeting
 - 2:00 PM – 3:00 PM Leesha Posey (Equity Manager) one on one
 - 3:30 PM – 4:00 PM Gabby Bruya (Director's Office) re:Project List Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Jul 31**

- 8:00 AM – 5:00 PM Reserved – Project work
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Esau, Rebecca Calendar

Monday, August 3, 2020 – Sunday, August 9, 2020

August 2020

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August 2020

▲ Mon, Aug 3

- 9:30 AM – 10:00 AM Kareen Perkins (Bureauwide Projects) one on one
 - 10:00 AM – 10:20 AM Steve Kass (Housing Inspections & Construction Code 2 Manager) meet-up
 - 11:30 AM – 12:00 PM Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
 - 2:00 PM – 3:00 PM Senior Manager Meeting
 - 3:00 PM – 4:00 PM Permitting & Technology Coordination meeting
 - 4:00 PM – 5:00 PM Elshad Hajiyev (Deputy Director) one on one
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▲ Tue, Aug 4

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
 - 10:00 AM – 11:30 AM Bureaus of Development Services Financial Advisory Committee Meeting
 - 11:30 AM – 12:00 PM Directors: community/economic development (Zoom link included)
 - 1:00 PM – 4:00 PM Results Based Accountability Session 1: Reconnecting Covid-19 Response to Racial and Social Equity
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ Wed, Aug 5

- 11:00 AM – 12:00 PM August Development Directors Meeting
- 1:00 PM – 2:00 PM Leesha Posey (Equity Manager) one on one

- 3:00 PM – 3:30 PM Elshad Hajiyev (Deputy Director), Priscilla Lim (technology & Continuous Improvement Manager), Andy Peterson (Special Projects Manage) meeting
 - 4:00 PM – 5:00 PM Elshad Hajiyev (Deputy Director) one on one
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▲ **Thu, Aug 6**

- 10:00 AM – 10:30 AM Colleen Poole (Customer Service & Outreach Coordinator) meeting
 - 1:00 PM – 1:30 PM Building Officials Meeting
 - 1:30 PM – 1:45 PM Gabe Solmer (Water Bureau Director) Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Aug 7**

- 3:15 PM – 4:00 PM Elshad Hajiyev (Deputy Director) Check in
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Esau, Rebecca Calendar
RebeMonday, August 10, 2020 – Sunday, August 16, 2020

August 2020
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August 2020

▲ **Mon, Aug 10**

- 9:30 AM – 9:45 AM Customer Success Team
 - 11:30 AM – 12:00 PM Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
 - 2:00 PM – 3:00 PM Senior Manager Meeting
 - 3:00 PM – 4:00 PM Permitting & Technology Coordination meeting
 - 4:00 PM – 5:00 PM Elshad Hajiyev (Deputy Director) one on one
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▲ **Tue, Aug 11**

- 9:00 AM – 9:30 AM Emily Sandy (Code & Policy Development staff), Kim Tallant (Principal Planner) re: Trees in Development Situations
- 9:30 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
- 10:00 AM – 10:30 AM Elshad Hajiyev (Deputy Director), Chloe Massarello (Bureauwide Projects staff), Stephanie Yao Long (Communications staff) re: 360 Committee Update
- 10:30 AM – 11:00 AM City Attorney Meeting
- 11:00 AM – 11:30 AM Beth Benton (Property Compliance Inspections Manager) one on one
- 11:30 AM – 12:00 PM Directors: community/economic development (Zoom link included)
- 1:00 PM – 2:00 PM Inspections Bi-weekly Tactical Meeting
- 2:30 PM – 2:50 PM Josh Weeks (Commercial Inspections Manager) meet-up
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ **Wed, Aug 12**

- 9:00 AM – 9:30 AM Doug Morgan (Plan Review Services Manager) one on one
- 9:30 AM – 10:00 AM Ross Caron (Bureauwide Projects Manager) one on one
- 10:30 AM – 12:00 PM Learning Circle - White Affinity Group
- 12:00 PM – 1:00 PM City Attorney Meeting
- 1:30 PM – 2:00 PM Gabby Bruya (Analyst I) one on one
- 2:00 PM – 2:30 PM City Attorney Monthly meeting
- 2:30 PM – 3:00 PM Bureau Equity Committee to brief Bureau of Development Services Director
- 3:30 PM – 4:00 PM Ken Ray (Public Information Officer)

▲ **Thu, Aug 13**

- 9:00 AM – 9:30 AM Dave Tebeau (Residential Inspection Services Manager) one on one
- 10:00 AM – 10:30 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Services & Outreach Coordinator) meeting
- 10:30 AM – 12:00 PM Planning & Development Directors Monthly Meeting
- 12:00 PM – 1:00 PM Result Based Accountamility Session 1 Homework
- 1:30 PM – 2:00 PM Elshad Hajiyev (Deputy Director), Duane Whitehurst (Portland Online Permitting System Manager), Priscilla Lim (Technology & Continuous Improvement Manager), Robert Walker (Technology Team Manager) re: Parks Bureau Backlog
- 2:00 PM – 3:00 PM Markisha Smith (Office of Equity & Human Rights Director) meeting
- 3:00 PM – 4:00 PM HR Issue
- 4:30 PM – 5:30 PM Leesha Posey (Equity Manager) one on one

▲ **Fri, Aug 14**

- 9:00 AM – 9:30 AM Colleen Poole (Customer Service & Outreach Coordinator) one on one
 - 10:00 AM – 10:30 AM David Kuhnhausen (Permitting Services Manager) one on one
 - 3:15 PM – 4:00 PM Elshad Hajiyev (Deputy Director) one on one
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Esau, Rebecca Calendar
Monday, August 17, 2020 – Sunday, August 23, 2020

August 2020
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August 2020

▲ **Mon, Aug 17**

- 9:30 AM – 10:00 AM Kareen Perkins (Bureauwide Projects staff) one on one
 - 10:00 AM – 12:00 PM Results Based Accountability 2020 Cohort Session 2 - Group A
 - 2:00 PM – 3:00 PM Senior Manager Meeting
 - 3:00 PM – 4:00 PM Permitting & Technology Coordination meeting
 - 4:00 PM – 5:00 PM Elshad Hajiyev (Deputy Director) one on one
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▲ **Tue, Aug 18**

- 8:00 AM – 9:30 AM Continued Permitting & Technology Coordination meeting
 - 9:30 AM – 10:00 AM Gabby Bruya (Analyst I) one on one
 - 10:00 AM – 12:00 PM 2020 Management Team Meeting
 - 1:30 PM – 2:15 PM Mayor's Office Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Aug 19**

- 9:00 AM – 9:30 AM Doug Morgan (Permitting Services Manager) one on one
- 10:00 AM – 11:00 AM Andy Peterson (Special Projects Manager) one on one
- 11:30 AM – 12:00 PM Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one
- 1:00 PM – 2:00 PM Leesha Posey (Equity Manager) one on one

- 2:00 PM – 2:30 PM Leesha Posey (Equity Manager), Ken Ray (Public Information Officer) meeting
 - 4:00 PM – 4:30 PM Elshad Hajiyev (Deputy Director), Cathy Bless (Human Resources Director), Ron Zito (Employee Relations Manager), Kathy Sharp (Human Resources Business Partner), Cathy Henson (Human Resources Business Partner Manager) meeting
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▲ **Thu, Aug 20**

- 8:00 AM – 10:00 AM Development Review Advisory Committee
 - 10:00 AM – 11:00 AM Sam Diaz (Mayor’s Office Bureau of Development Services Liaison) check-in
 - 11:00 AM – 11:30 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Services & Outreach Coordinator) meeting
 - 1:00 PM – 1:30 PM Building Officials Meeting
 - 2:00 PM – 3:00 PM David Kuhnhausen (Permitting Services Manager) one on one
 - 3:00 PM – 3:30 PM Markisha Smith (Office of Equity & Human Rights Director) one on one
 - 3:30 PM – 4:00 PM Gabby Bruya (Analyst I) one on one
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Aug 21**

■ All Day Furlough

Esau, Rebecca Calendar

Monday, August 24, 2020 – Sunday, August 30, 2020

August 2020

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August 2020

▲ Mon, Aug 24

- 9:30 AM – 10:00 AM Kareen Perkins (Bureauwide Projects staff) one on one
 - 10:30 AM – 11:00 AM Kurt Krueger (Bureau of Transportation Manager) re: Custodian meeting
 - 11:30 AM – 12:00 PM Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
 - 2:00 PM – 3:00 PM Senior Manager Meeting
 - 3:00 PM – 4:00 PM Permitting & Technology Coordination meeting
 - 4:00 PM – 4:30 PM Elshad Hajiyev (Deputy Director) one on one
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▲ Tue, Aug 25

- 9:00 AM – 9:15 AM Matt Wickstrom (Land Use Services staff) to join Kim Tallant one on one
 - 9:15 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
 - 10:00 AM – 10:30 AM Dave Tebeau (Residential Inspection Services Manager) one on one
 - 11:00 AM – 11:20 AM Angie Tomlinson (Electronic Plan Review Manager) meet-up
 - 12:00 PM – 1:00 PM City Attorney Meeting
 - 1:00 PM – 2:00 PM Inspections Bi-weekly Tactical Meeting
 - 2:00 PM – 3:00 PM Rebecca and Gabby one on one
 - 4:30 PM – 5:00 PM Leesha Posey (Equity & Communications Manager & Ken Ray (Public Information Officer) meeting
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▲ **Wed, Aug 26**

- 9:00 AM – 9:30 AM Doug Morgan (Plan Review Services Manager) one on one
 - 10:00 AM – 10:30 AM Beth Benton (Property Compliance Inspections Manager) one on one
 - 11:30 AM – 12:00 PM Jeff Baer (Chief Technology Officer) one on one
 - 1:00 PM – 2:00 PM Leesha Posey (Equity & Communication Manager) one on one
 - 2:00 PM – 3:00 PM Title 21 Draft Updates
 - 4:00 PM – 4:30 PM Elshad Hajiyev (Deputy Director) one on one
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▲ **Thu, Aug 27**

- 10:00 AM – 10:30 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Services & Outreach Coordinator) meeting
 - 11:30 AM – 12:00 PM Tom Rinehart (Chief Administrative Officer) Monthly Meeting
 - 1:00 PM – 1:30 PM Building Officials Meeting
 - 3:00 PM – 3:30 PM Gabby Bruya (Analyst I) one on one
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:30 PM Elshad Hajiyev (Deputy Director), Rachel Whiteside (ProTech Representative), Bao Nguyen (DCTU Representative), Jennifer Bazner (IBEW Local 48 Representative) re: Bureau of Development Services Budget Update
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▲ **Fri, Aug 28**

- 3:15 PM – 4:00 PM Elshad Hajiyev (Deputy Director) one on one
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Esau, Rebecca Calendar

Monday, August 31, 2020 – Sunday, September 6, 2020

August 2020

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September 2020

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August 2020

▲ Mon, Aug 31

- 11:30 AM – 12:00 PM Bureau of Development Services/Office of Mayor Wheeler - Weekly Check-in
- 2:00 PM – 3:00 PM Senior Manager Meeting
- 3:00 PM – 4:00 PM Permitting & Technology Coordination meeting
- 4:00 PM – 5:00 PM Elshad Hajiyev (Deputy Director) one on one

September 2020

▲ Tue, Sep 1

- 9:00 AM – 9:15 AM Kara Fioravanti (Land Use Manager), Kim Tallant (Principal Planner)
- 9:15 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
- 10:30 AM – 11:30 AM Elshad Hajiyev (Deputy Director), Duane Whitehurst (Portland Online Permitting System Manager), Robert Walker (Technology Team Manager), Brenda Fahey (Interim Technology & Continuous Improvement Manager), Adena Long (Parks Bureau Director), Casey Jogerst (Urban Forestry Manager), Jenn Cairo (City Forester) re: Parks Bureau Technology Requests
- 11:30 AM – 12:00 PM Directors: community/economic development (Zoom link included)
- 2:00 PM – 2:30 PM Kim Tallant (Principal Planner), Chris Warner (Bureau of Transportation Director), Christine Leon (Bureau of Transportation Manager), Kurt Krueger (Bureau of Transportation Manager) re: Internal Meeting with Directors re: 410 SW Harrison

- 3:00 PM – 3:20 PM Amit Kumar (Engineering Plan Review Manager) meet-up
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:00 PM Elshad Hajiyev (Deputy Director), Ken Ray (Public Information Officer) meeting
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▲ Wed, Sep 2

- 9:30 AM – 10:00 AM Elshad Hajiyev (Deputy Director), 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 Kim Tallant (Principal Planner), Chris Warner (Bureau of Transportation Director), Kurt Krueger (Bureau of Transportation Manager), Development customers re: Discuss Senior housing project at 410 SW Harrison Street
 - 2:30 PM – 3:00 PM Michael Bidwell (Permitting Services staff) one on one
 - 3:00 PM – 3:30 PM Andy Peterson (Special Projects Manager), David Kuhnhausen (Permitting Services Manager), Duane Whitehurst (Portland Online Permitting System Manager), Brenda Fahey (Interim Technology & Continuous Improvement Manager) re: Discuss INTAKE folder process
 - 3:30 PM – 3:50 PM Brenda Fahey (Interim Technology & Continuous Improvement Manager) meet-up
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▲ Thu, Sep 3

- 9:45 AM – 10:30 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
 - 11:00 AM – 11:15 AM Chris Warner (Bureau of Transportation Director) re: Monthly Check-in
 - 12:30 PM – 1:30 PM Results Based Accountability) Group 3 work session
 - 1:30 PM – 1:45 PM Gabe Solmer (Water Bureau Director) Check-in
 - 2:00 PM – 3:00 PM David Kuhnhausen (Permitting Services Manager) one on one
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:00 PM Elshad Hajiyev (Deputy Director) Check in before holiday
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▲ Fri, Sep 4

- 3:30 PM – 4:00 PM Beth Benton (Property Compliance Inspections Manager)
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Esau, Rebecca Calendar
Monday, September 7, 2020 – Sunday, September 13, 2020

September 2020
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September 2020

▲ **Mon, Sep 7**

■ All Day Labor Day Holiday

▲ **Tue, Sep 8**

- 8:45 AM – 9:00 AM Elisabeth Perez (Office for Community Technology Manager) meeting
 - 9:00 AM – 10:00 AM Permitting & Technology Coordination meeting
 - 10:00 AM – 10:30 AM Gabby Bruya (Analyst I) one on one
 - 10:30 AM – 11:00 AM Beth Benton (Property Compliance Inspections Manager) one on one
 - 1:00 PM – 2:00 PM Kim Tallant (Principal Planner) one on one
 - 2:00 PM – 2:45 PM Kim Tallant (Principal Planner) to attend Planning and Sustainability Commission
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:00 PM Elshad Hajiyev (Deputy Director), Leesha Posey (Communications & Equity Manager), Ken Ray (Public Information Officer) meeting
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▲ **Wed, Sep 9**

- 8:30 AM – 9:00 AM Bureau of Technology tech staff re: Windows license expiring
- 9:00 AM – 9:30 AM Doug Morgan (Plan Review Services Manager) one on one
- 9:30 AM – 10:00 AM Gabby Bruya (Analyst I), Doug Morgan (Plan Review Services Manager), David Kuhnhausen (Permitting Services Manager), Kim Tallant (Principal Planner),

Andy Peterson (Special Projects Manager) re: Business Decisions Related to Business Hours

- 10:00 AM – 10:30 AM Elshad Hajiyev (Deputy Director), Chloe Massarello (Bureauwide Projects staff), Stephanie You Long (Communications staff) re: 360 Committee Update
 - 11:00 AM – 11:30 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
 - 11:30 AM – 12:00 PM Mark Feters (Development Review Advisory Committee Coordinator) re: Development Review Advisory Committee applications
 - 1:00 PM – 2:00 PM Leesha Posey (Communications & Equity Manager) one on one
 - 2:00 PM – 2:30 PM City Attorney Monthly meeting
 - 3:00 PM – 4:00 PM Inspections Bi-weekly Tactical Meeting
 - 4:00 PM – 5:00 PM Elshad Hajiyev (Deputy Director) one on one
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▲ **Thu, Sep 10**

- 9:00 AM – 9:30 AM travel
 - 9:30 AM – 12:30 AM Bureau of Technology Services Tech re: Windows license expiring
 - 12:00 PM – 12:30 PM Emergency Meeting-re: Wildfire Smoke
 - 12:30 PM – 1:00 PM travel
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Sep 11**

■ All Day Flex

Esau, Rebecca Calendar
Monday, September 14, 2020 – Sunday, September 20, 2020

September 2020
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September 2020

▲ **Mon, Sep 14**

■ All Day Furlough

▲ **Tue, Sep 15**

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
 - 10:00 AM – 12:00 PM 2020 Management Team Meeting
 - 1:30 PM – 2:00 PM Gabby Bruya (Analyst I) one on one
 - 2:00 PM – 3:00 PM City Attorney meeting
 - 3:00 PM – 4:00 PM Meet & Greet with Commissioner Ryan
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:00 PM Elshad Hajiyev (Deputy Director), Leesha Posey (Communications & Equity Manager), Ken Ray (Public Information Officer) meeting
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▲ **Wed, Sep 16**

- 9:00 AM – 9:30 AM Cathy Bless (BHR Director), Ron Zito (BHR Manager) Elshad Hajiyev (Deputy Director) re: Safety Net Ordinance
- 10:00 AM – 11:00 AM Andy Peterson (Special Projects Manager) one on one
- 11:00 AM – 11:30 AM Doug Morgan (Plan Review Services Manager) one on one
- 1:00 PM – 2:00 PM Leesha Posey (Communications & Equity Manager) one on one
- 2:00 PM – 2:30 PM Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one

- 4:00 PM – 5:00 PM Kim Tallant (Principal Planner), Andy Peterson (Special Projects Manager), Leesha Posey (Communications & Equity Manager), Beth Benton (Property Compliance Inspections Manager), Elshad Hajiyev (Deputy Director) re: Results Based Accountability manager work session on root cause analysis
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▲ **Thu, Sep 17**

- 8:00 AM – 10:00 AM Development Review Advisory Committee
 - 11:00 AM – 11:30 AM Rebecca, Leanne, Colleen meeting
 - 11:30 AM – 11:50 AM Natalie Didion (Plan Review Manager) meet-up
 - 12:30 PM – 1:00 PM Racial Equity Subgroup
 - 1:00 PM – 1:30 PM Building Official's Meeting
 - 1:30 PM – 2:00 PM Kim Tallant (Principal Planner) re: Land Use Case remanded back to Design Commission at Council yesterday
 - 3:00 PM – 3:30 PM Gabby Bruya (Analyst I) one on one
 - 4:00 PM – 5:00 PM City Bureau Directors Check-in
 - 5:30 PM – 6:00 PM Elshad Hajiyev (Deputy Director) Check in
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▲ **Fri, Sep 18**

- 9:00 AM – 9:30 AM Kurt Krueger (Bureau of Transportation Manager) check-in
 - 10:00 AM – 10:30 AM Rachel Whiteside (Union Representative), Priscilla Partch (Permitting Services staff), Elizabeth Duncan (Land Use Services staff) 2020 regular Quarterly Check-in
 - 11:30 AM – 12:00 PM Colleen Poole (Customer Services & Outreach coordinator) Check-in
 - 2:00 PM – 2:30 PM City Attorney meeting
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Esau, Rebecca Calendar

Monday, September 21, 2020 – Sunday, September 27, 2020

September 2020

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September 2020

▲ Mon, Sep 21

- 9:30 AM – 9:45 AM Customer Success Team
- 10:00 AM – 11:00 AM Results Based Accountability Session 4 - 1:1 w/Bureau of Development Services
- 1:30 PM – 2:00 PM Elshad Hajiyev (Deputy Director), Cathy Henson (BHR Partner), Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) re: Preparation for 9/23 bureau-wide meeting
- 2:00 PM – 3:00 PM Senior Manager Meeting
- 3:00 PM – 4:15 PM Permitting & Technology Coordination meeting
- 4:15 PM – 5:15 PM Elshad Hajiyev (Deputy Director) one on one

▲ Tue, Sep 22

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
- 11:30 AM – 12:00 PM Directors re: community/economic development
- 1:00 PM – 2:00 PM Inspections Bi-weekly Tactical Meeting
- 2:00 PM – 2:30 PM Gabby Bruya (Analyst I) one on one
- 3:30 PM – 4:00 PM Elshad Hajiyev (Deputy Director), Leesha Posey (Communication & Equity Manager, Ken Ray (Public Information Officer) meeting
- 4:00 PM – 5:00 PM Commissioner Dan Ryan, Kellie Torres (Chief of Staff), Elshad Hajiyev (Deputy Director) Check-in

▲ Wed, Sep 23

- 8:30 AM – 10:00 AM Bureauwide Bureau of Development Services Financial Situation & Targeted Severance Program Question & Answer A.M. Session
 - 10:00 AM – 10:30 AM Beth Benton (Property Compliance Inspections Manager) one on one
 - 10:30 AM – 12:00 PM Equity Learning Circle
 - 1:00 PM – 2:00 PM Leesha Posey (Communications & Equity Manager) one on one
 - 2:30 PM – 3:30 PM Monthly Home Builders Association Meeting
 - 3:30 PM – 4:00 PM Doug Morgan (Plan Review Services Manager) one on one
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▲ **Thu, Sep 24**

- 10:30 AM – 11:00 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
 - 11:30 AM – 12:00 PM Tom Rinehart (Chief Administrative Officer) Monthly Meeting
 - 1:00 PM – 1:30 PM Building Officials Meeting
 - 2:00 PM – 2:20 PM Tim Morris (Residential Inspections Manager) meet-up
 - 2:30 PM – 3:00 PM Discuss 2021 Legislative Session and BDS Priorities
 - 3:00 PM – 3:30 PM Gabby Bruya (Analyst I) one on one
 - 3:30 PM – 4:00 PM Ross Caron (Bureauwide Projects Manager), Elshad Hajiyev (Deputy Director) one on one
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 5:30 PM – 6:00 PM Elshad Hajiyev (Deputy Director) check in
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▲ **Fri, Sep 25**

■ All Day Flex Day
