
Esau, Rebecca Calendar

Monday, September 28, 2020 – Sunday, October 4, 2020

September 2020

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October 2020

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September 2020

▲ Mon, Sep 28

- 10:30 AM – 10:50 AM Elshad Hajiyev (Deputy Director) to join Equity Team Quarterly meeting
 - 11:00 AM – 12:00 PM Commissioner Ryan, Kellie Torres (Chief of Staff), Elshad Hajiyev (Deputy Director) check-in
 - 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
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▲ Tue, Sep 29

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
 - 10:00 AM – 11:30 AM Special Mandatory Management Team Training re: COVID-19: Outbreak: Providing Leadership During Uncertain Times
 - 11:30 AM – 12:00 PM Directors: community/economic development (Zoom link included)
 - 2:00 PM – 2:30 PM Gabby Bruya (Analyst I) one on one
 - 2:30 PM – 2:45 PM Emily Sandy (Code & Policy Development staff) one on one
 - 3:00 PM – 4:00 PM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:00 PM Elshad Hajiyev (Deputy Director), Leesha Posey (Equity, & Policy, Communications Manager), Ken Ray (Public Information Officer) meeting
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▲ **Wed, Sep 30**

- 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 September Development Directors Meeting
 - 2:30 PM – 3:00 PM Dave Tebeau (Residential Inspection Services Manager) one on one
 - 3:00 PM – 4:30 PM Equity Managers' Weekly Meeting
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October 2020

▲ **Thu, Oct 1**

- 10:00 AM – 11:00 AM Results Based Accountability 2020 Cohort Session 5 - Group A
 - 11:00 AM – 11:15 AM Chris Warner, Bureau of Transportation Director RE: Monthly Check-in
 - 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
 - 2:00 PM – 3:00 PM Bureau of Development Services Financial Situation & Voluntary Options to Reduce Expenditures Bureauwide Event
 - 3:00 PM – 3:30 PM Elshad Hajiyev (Deputy Director), Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) Debrief Bureauwide Event
 - 3:30 PM – 4:00 PM Gabby Bruya (Analyst I) one on one
 - 4:15 PM – 4:30 PM Elshad Hajiyev (Deputy Director), Colleen Poole (Customer Service & Outreach Coordinator) re: Quick follow-up question
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▲ **Fri, Oct 2**

- 9:00 AM – 10:00 AM David Kuhnhausen (Permitting Services Manager) one on one
 - 10:00 AM – 10:30 AM Leesha Posey (Equity & Policy and Communications Manager) one on one
 - 10:30 AM – 11:30 AM Prosper Portland Quarterly Meeting
 - 2:30 PM – 3:00 PM Colleen Poole (Customer Service & Outreach Coordinator) re: Discuss voluntary options matrix
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Esau, Rebecca Calendar
Monday, October 5, 2020 – Sunday, October 11, 2020

October 2020
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October 2020

▲ **Mon, Oct 5**

- 9:30 AM – 9:45 AM Customer Success Team
- 11:00 AM – 12:00 PM Commissioner Ryan, Kellie Torres (Chief of Staff), Chariti Montez (Bureau of Development Services Liaison), Elshad Hajiyev (Deputy Director) check-in
- 2:00 PM – 2:30 PM Commissioner Ryan, Kellie Torres (Chief of Staff), Chariti Montez (Bureau of Development Services Liaison) to attend Senior Manager Meeting
- 2:30 PM – 3:00 PM Senior Managers 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, Oct 6**

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
- 10:30 AM – 11:00 AM Gabby Bruya (Analyst I) one on one
- 11:30 AM – 11:50 AM David Kuhnhaussen (Permitting Services Manager meet-up
- 1:00 PM – 2:00 PM Inspections Bi-weekly Tactical Meeting
- 4:00 PM – 4:45 PM City Bureau Directors Check-in
- 5:00 PM – 5:30 PM Elshad Hajiyev (Deputy Director) Check in

▲ **Wed, Oct 7**

- 9:00 AM – 9:30 AM Doug Morgan (Plan Review Services Manager) one on one

- 10:00 AM – 11:00 AM Special Management Team Meeting: Discuss management roles when approving voluntary options to reduce expenditures
 - 1:00 PM – 2:00 PM Leesha Posey (Equity & Policy and Communications Manager) one on one
 - ▨ 1:30 PM – 3:00 PM Bureau of Development Services Labor Management Committee Meeting
 - 4:00 PM – 4:15 PM Gabe Solmer (Water Bureau Director) Check-in
 - 4:30 PM – 5:00 PM Elshad Hajiyev (Deputy Director), Leesha Posey (Equity & Policy and Communications Manager), & Ken Ray (Public Information Officer) meeting
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▲ Thu, Oct 8

- 8:30 AM – 9:00 AM travel to Jacob's Center
 - 9:00 AM – 10:00 AM Bureau of Technology Services re: Install missing component on laptop
 - 10:00 AM – 10:30 AM travel home
 - 11:00 AM – 11:30 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
 - 2:00 PM – 2:20 PM Andy Peterson (Special Projects Manager) meet-up
 - 2:30 PM – 3:00 PM Gabby Bruya (Analyst I) one on one
 - 4:00 PM – 4:45 PM City Bureau Directors Check-in
 - 4:30 PM – 5:00 PM Union Representatives, Elshad Hajiyev (Deputy Director) re: Bureau of Development Services Budget Discussion
 - 5:00 PM – 5:30 PM City Attorney Meeting
 - 5:30 PM – 6:00 PM Elshad Hajiyev (Deputy Director) Check in
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▲ Fri, Oct 9

■ All Day Flex Day

Esau, Rebecca Calendar
Monday, October 12, 2020 – Sunday, October 18, 2020

October 2020
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October 2020

▲ **Mon, Oct 12**

■ All Day Vacation (return on 10/19/20)

▲ **Tue, Oct 13**

■ All Day Vacation (return on 10/19/20)

▲ **Wed, Oct 14**

■ All Day Vacation (return on 10/19/20)

▲ **Thu, Oct 15**

■ All Day Vacation (return on 10/19/20)

▲ **Fri, Oct 16**

■ All Day Vacation (return on 10/19/20)

Esau, Rebecca Calendar

Monday, October 19, 2020 – Sunday, October 25, 2020

October 2020

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October 2020

▲ Mon, Oct 19

- 10:00 AM – 10:15 AM Leanne Torgerson (Executive Assistant) re: Calendar and other items
 - 11:00 AM – 12:00 PM St. John's Village Project
 - 2:00 PM – 3:00 PM Senior Manager Meeting
 - 3:00 PM – 4:30 PM Permitting & Technology Coordination meeting
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▲ Tue, Oct 20

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
 - 10:00 AM – 12:00 PM 2020 Management Team Meeting
 - 1:00 PM – 2:00 PM Inspections Bi-weekly Tactical Meeting
 - 2:00 PM – 2:30 PM Gabby Bruya (Analyst I) one on one
 - 2:30 PM – 3:00 PM personnel issue
 - 3:00 PM – 3:30 PM Beth Benton (Property Compliance Inspections Manager) one on one
 - 3:30 PM – 3:50 PM Mike Liefeld (Zoning, Nuisance, & Site Inspections Manager) meet-up
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:00 PM Leesha Posey (Equity & Policy, Communications Manager), Ken Ray (Public Information Manager) meeting
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▲ Wed, Oct 21

- 8:00 AM – 8:30 AM Director's Racial Equity Sub-Group

- 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 – 11:30 AM 10:15 TC, BDS Fee Change Ordinance at City Council
 - 11:30 AM – 11:45 AM Emily Sandy (Code & Policy staff) re: Memorandum of Understanding Project update
 - 1:00 PM – 2:00 PM Leesha Posey (Equity & Policy, Communications Manager) one on one
 - 2:00 PM – 2:30 PM Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one
 - 2:30 PM – 2:45 PM City Attorney Monthly meeting
 - 2:45 PM – 3:00 PM David Kuhnhausen (Permitting Services Manager), Doug Morgan (Plan Review Services Manager) re: Solar Permits
 - 3:00 PM – 4:00 PM Regional Partners Election Demonstration Planning meetings
 - 4:30 PM – 5:00 PM David Kuhnhausen (Permitting Services Manager), Doug Morgan (Plan Review Services Manager), Rochelle Hunter James (Permitting Services Manager) re: Solar Permits
 - 5:00 PM – 5:30 PM DevHub Go-Live Timing
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▲ **Thu, Oct 22**

- 9:00 AM – 2:30 PM Flex
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▲ **Fri, Oct 23**

- 11:00 AM – 12:00 PM Elshad Hajiyev (Deputy Director) one on one
 - 3:00 PM – 4:00 PM Regional Partners Election Demonstration Planning meetings
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Esau, Rebecca Calendar

Monday, October 26, 2020 – Sunday, November 1, 2020

October 2020

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November 2020

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October 2020

▲ Mon, Oct 26

- 8:00 AM – 1:30 PM Forrest Gill's Memorial Service
 - 1:30 PM – 1:50 PM Rebecca and Jeff Baer re: TOC report at City Council
 - 2:00 PM – 3:00 PM Senior Manager Meeting
 - 3:00 PM – 4:30 PM Permitting & Technology Coordination meeting
 - 4:30 PM – 5:00 PM Chariti Montez (Commissioner of Public Works Liaison)
 - 5:00 PM – 5:45 PM Elshad Hajiyev (Deputy Director) check-in
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▲ Tue, Oct 27

- 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
 - 10:30 AM – 11:30 AM Andy Peterson (Special Projects Manager) one on one
 - 11:30 AM – 12:00 PM Via Zoom: Directors: community/economic development - open invite for link
 - 1:30 PM – 2:00 PM Gabby Bruya (Analyst I) one on one
 - 3:00 PM – 4:00 PM Commissioner Ryan (Public Works) re: Bureau of Development Services Data Review Meeting
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:00 PM Elshad Hajiyev (Deputy Director), Leesha Posey (Equity & Policy, Communications Manager), Ken Ray (Public Information Officer) meeting
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▲ Wed, Oct 28

- 9:00 AM – 9:30 AM Doug Morgan (Plan Review Services Manager) one on one
 - 10:00 AM – 12:00 PM City Council
 - 1:00 PM – 2:00 PM Leesha Posey (Equity & Policy, Communications Manager) one on one
 - 2:15 PM – 2:45 PM Bureau Equity Committee to brief Bureau of Development Services Director
 - 3:00 PM – 4:00 PM Regional Partners Election Demonstration Planning meetings
 - 4:00 PM – 4:45 PM Bureau of Planning & Sustainability check-in
 - 5:00 PM – 5:30 PM Elshad Hajiyev (Deputy Director) Check in
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▲ Thu, Oct 29

- 10:00 AM – 10:20 AM Doug Morgan (Plan Review Services Manager) meet-up
 - 10:30 AM – 11:00 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator) meeting
 - 11:30 AM – 12:00 PM Beth Benton (Property Compliance Inspections Manager) one on one
 - 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 (Analyst I) one on one
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ Fri, Oct 30

- 8:00 AM – 5:00 PM No meetings (catch up with email and projects)
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Esau, Rebecca Calendar

Monday, November 2, 2020 – Sunday, November 8, 2020

November 2020

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November 2020

▲ Mon, Nov 2

- 9:00 AM – 9:30 AM HR Issue
 - 2:00 PM – 3:00 PM Senior Manager Meeting
 - 3:00 PM – 4:00 PM Regional Partners Election Demonstration Planning meetings
 - 4:15 PM – 5:15 PM Elshad Hajiyev (Deputy Director) one on one
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▲ Tue, Nov 3

- 9:30 AM – 10:30 AM Commissioner Dan Ryan check-in
 - 11:30 AM – 12:00 PM Via Zoom: Directors: community/economic development - open invite for link
 - 1:00 PM – 2:00 PM Inspections Bi-weekly Tactical Meeting
 - 2:00 PM – 2:30 PM Rebecca and Gabby one on one
 - 2:30 PM – 2:50 PM Kareen Perkins (Bureauwide Projects staff) meet-up
 - 4:00 PM – 4:30 PM Elshad Hajiyev (Deputy Director), Leesha Posey (Equity & Policy, Communication Manager), Ken Ray (Public Information Officer) meeting
 - 5:00 PM – 6:30 PM City of Portland Leadership
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▲ Wed, Nov 4

- 10:00 AM – 11:00 AM Leesha Posey (Equity & Policy, Communication Manager) one on one
- 11:00 AM – 11:20 AM Beth Benton (Property Compliance Inspections Manager) meet-up
- 11:30 AM – 12:00 PM Leanne Torgerson (Executive Assistant) meeting

- 2:00 PM – 2:30 PM Gabby Bruya (Analyst I) one on one
 - 4:00 PM – 5:00 PM Kim Tallant (Principal Planner) one on one
 - 5:00 PM – 5:30 PM Elshad Hajiyev (Deputy Director) Check in
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▲ **Thu, Nov 5**

- 9:00 AM – 9:30 AM Andy Peterson (Special Projects Manager) one on one follow up
 - 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
 - 1:00 PM – 1:30 PM Building Official's Meeting
 - 1:30 PM – 1:45 PM BDS & Water Bureau Director Check-in
 - 4:30 PM – 5:00 PM Elshad Hajiyev (Deputy Director), Brenda Fahey (Technology & Continuous Improvement Manager) re: Appointment Plus next steps
 - 5:30 PM – 6:00 PM Elshad Hajiyev (Deputy Director) Check in
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▲ **Fri, Nov 6**

- All Day Flex Day
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Esau, Rebecca Calendar

Monday, November 9, 2020 – Sunday, November 15, 2020

November 2020

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November 2020

▲ Mon, Nov 9

- 9:15 AM – 10:00 AM Results Based Accountability Homework Session
 - 10:00 AM – 10:30 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Services & Outreach Coordinator) meeting
 - 2:00 PM – 3:00 PM Senior Manager Meeting
 - 3:00 PM – 4:30 PM Permitting & Technology Coordination meeting
 - 4:15 PM – 5:15 PM Rebecca and Elshad one on one
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▲ Tue, Nov 10

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
- 10:00 AM – 10:15 AM Emily Sandy (Code & Policy Development staff) re: Homebuilders Association and Mayor's Office request re: Tree Code
- 10:30 AM – 11:00 AM Beth Benton (Property Compliance Inspections Manager) one on one
- 11:00 AM – 11:30 AM Doug Morgan (Plan Review Services Manager) one on one
- 11:30 AM – 12:00 PM Elshad Hajiyev (Deputy Director), Chloe Massarello (Bureauwide Projects), Stephanie Yao Long (Communications Team) re: 360 Committee Update
- 1:00 PM – 2:00 PM Veterans Appreciation Celebration - Tuesday, November 10, 2020
- 2:00 PM – 4:00 PM Results Based Accountability Session 6.2 -- one on one meeting
- 4:30 PM – 5:00 PM Elshad Hajiyev (Deputy Director), Leesha Posey (Equity & Policy, Communications Manager), Ken Ray (Public Information Officer) meeting

■ 5:00 PM – 6:00 PM Elshad Hajiyev (Deputy Director), Leesha Posey (Equity & Policy, Communications Manager) re: Communications Team Organization

▲ **Wed, Nov 11**

■ All Day Veterans Day Holiday

▲ **Thu, Nov 12**

■ All Day No meetings – catch up on projects

▲ **Fri, Nov 13**

■ All Day No meetings – catch up on projects

Esau, Rebecca Calendar

Monday, November 16, 2020 – Sunday, November 22, 2020

November 2020

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November 2020

▲ Mon, Nov 16

- 9:30 AM – 9:45 AM Customer Success Team
 - 10:00 AM – 10:30 AM Elshad Hajiyev (Deputy Director) Check in
 - 10:30 AM – 10:55 AM POPS vendor - Granicus Introduction
 - 11:00 AM – 12:00 PM Commissioner Dan Ryan, Chariti Montez (BDS Liaison), Elshad Hajiyev (Deputy Director) meeting
 - 1:00 PM – 1:30 PM Elshad Hajiyev (Deputy Director, Colleen Poole (Customer Service & Outreach Coordinator) re: Employee recognition event check-in
 - 1:30 PM – 2:30 PM Commissioner Dan Ryan, charity Montez (BDS Liaison) to attend Bureau of Development Services Senior Managers Meeting
 - 2:30 PM – 3:00 PM Senior Manager Meeting
 - 3:00 PM – 4:30 PM Permitting & Technology Coordination meeting
 - 4:30 PM – 5:30 PM Elshad Hajiyev (Deputy Director) one on one
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▲ Tue, Nov 17

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
- 10:00 AM – 12:00 PM 2020 Management Team Meeting
- 1:00 PM – 2:00 PM Inspections Bi-weekly Tactical Meeting
- 2:00 PM – 3:00 PM 5 & 10 Year Employee Recognition Celebration
- 3:00 PM – 3:30 PM Gabby Bruya (Analyst I) one on one
- 3:30 PM – 3:50 PM Elshad Hajiyev (Deputy Director) meet-up
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

- 4:30 PM – 5:00 PM Elshad Hajiyev (Deputy Director), Leesha Posey (Equity & Policy, Communications Manager), Ken Ray (Public Information Officer) meeting
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▲ **Wed, Nov 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), Elshad Hajiyev (Deputy Director) meeting
 - 10:00 AM – 11:30 AM Bureau of Development Services Budget Advisory Committee (BAC) Meeting #1
 - 11:30 AM – 12:00 PM Leanne Torgerson (Executive Assistant) meeting
 - 1:00 PM – 2:00 PM Leesha Posey (Equity & Policy, Communications Manager) one on one
 - 2:00 PM – 3:00 PM 15, 20 & 25+ Years of Service Celebration
 - 4:00 PM – 5:00 PM Andy Peterson (Special Projects Manager) one on one
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▲ **Thu, Nov 19**

- 8:00 AM – 10:00 AM Development Review Advisory Committee
 - 10:00 AM – 12:00 PM Results Based Accountability 2020 Cohort Session 7 Final - Group A
 - 1:00 PM – 1:30 PM Building Official's Meeting
 - 2:00 PM – 3:30 PM Bureau of Development Service - Finance Advisory Committee (FAC) Meeting
 - 3:30 PM – 4:00 PM Gabby Bruya (Analyst I) one on one
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 4:45 PM Leanne Torgerson (Executive Assistant) re: access to PC
 - 4:45 PM – 5:00 PM Kim Tallant (Principal Planner) Check-in
 - 5:30 PM – 6:00 PM Elshad Hajiyev (Deputy Director) Check in
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▲ **Fri, Nov 20**

- All Day Flex
 - 9:00 AM – 9:30 AM City Attorney
 - 10:30 AM – 11:00 AM Leanne Torgerson (Executive Assistant), Philip Wafula (Technology Team) re: Rebecca's computer
 - 3:30 PM – 4:00 PM Elshad Hajiyev (Deputy Director) Check in
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Esau, Rebecca Calendar

Monday, November 23, 2020 – Sunday, November 29, 2020

November 2020

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November 2020

▲ Mon, Nov 23



9:00 AM – 6:30 PM No meetings – catch up on projects

▲ Tue, Nov 24



9:00 AM – 6:30 PM No meetings – catch up on projects

▲ Wed, Nov 25



All Day Furlough Day

▲ Thu, Nov 26



All Day Thanksgiving Holiday

▲ Fri, Nov 27



All Day Thanksgiving Holiday

Esau, Rebecca Calendar

Monday, November 30, 2020 – Sunday, December 6, 2020

November 2020

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December 2020

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November 2020

▲ Mon, Nov 30

- 9:30 AM – 9:45 AM Customer Success Team
 - 10:00 AM – 10:30 AM Cathy Henson (BHR Manager), Keith Hathorne (BHR Business Partner) re: Meet and Greet
 - 10:30 AM – 11:00 AM BDS Budget Advisory Committee: meeting with Commissioner Ryan and staff
 - 11:00 AM – 12:00 PM Commissioner Dan Ryan, Chariti Montez (BDS Liaison), Elshad Hajiyev (Deputy Director) meeting
 - 2:00 PM – 3:00 PM Senior Manager Meeting
 - 3:00 PM – 4:30 PM Permitting & Technology Coordination meeting
 - 4:30 PM – 5:30 PM Elshad Hajiyev (Deputy Director) one on one
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December 2020

▲ Tue, Dec 1

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
- 10:30 AM – 11:30 AM Leesha Posey (Equity & Policy, Communications Manager) one on one
- 1:00 PM – 2:00 PM Inspections Bi-weekly Tactical Meeting
- 2:00 PM – 2:30 PM Gabby Bruya (Analyst I) one on one
- 2:30 PM – 2:50 PM Douglas Hardy (Land Use Services Manager) meet-up
- 3:00 PM – 3:30 PM Colleen Poole (Customer Service & Outreach Coordinator) one on one
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

- 4:30 PM – 5:00 PM Elshad Hajiyev (Deputy Director), Leesha Posey (Equity & Policy, Communications Manager), Ken Ray (Public Information Manager) meeting
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▲ Wed, Dec 2

- 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
 - 10:30 AM – 10:50 AM James Byrant (Plan Review Manager) meet-up
 - 11:00 AM – 11:30 AM Tom Rinehart (Chief Administrative Officer) Monthly Meeting
 - 1:30 PM – 2:00 PM Labor Management Committee meeting - attend just first 30 minutes
 - 3:00 PM – 3:30 PM Meeting with Union Reps
 - 3:30 PM – 5:00 PM Kari Guy (Audit Services Director) and staff, Elshad Hajiyev (Deputy Director), Andy Peterson (Special Projects Manager) re: Development Review Audit: Findings Meeting
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▲ Thu, Dec 3

- 8:30 AM – 9:00 AM Darryl Godsby (Commercial Inspection Services Manager) Check in Meeting
 - 9:00 AM – 10:00 AM Leesha Posey (Equity & Policy, Communications Manager), Ross Caron (Bureauwide Projects Manager), Colleen Poole (Customer Service & Outreach Coordinator), and Kareen Perkins (Customer Success Team) re: Discuss Customer Success Team roles, responsibilities and immediate project goals
 - 10:00 AM – 10:45 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator), Gabby Bruya (Analyst I) meeting
 - 11:00 AM – 11:20 AM Duane Whitehurst (Portland Online Permitting System Manager) meet-up
 - 11:45 AM – 12:00 PM Chris Warner (Bureau of Transportation Director) RE: Monthly Check-in
 - 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
 - 1:00 PM – 1:30 PM Building Officials Meeting
 - 2:30 PM – 3:00 PM Gabby Bruya (Analyst I) one on one
 - 3:00 PM – 4:00 PM Andy Peterson (Special Projects Manager) one on one
 - 4:00 PM – 4:30 PM Beth Benton (Property Compliance Inspections Manager) one on one
 - 5:30 PM – 6:30 PM Elshad Hajiyev (Deputy Director) Check in
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▲ Fri, Dec 4



All Day Flex Day



Esau, Rebecca Calendar

Monday, December 7, 2020 – Sunday, December 13, 2020

December 2020

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December 2020

▲ Mon, Dec 7

- 10:00 AM – 10:30 AM Leesha Posey (Equity & Policy, Communications Manager) re: Continuing Equity conversation at Sr. Managers Mtg.
 - 11:30 AM – 11:45 AM Terry Whitehill (Building Official) meeting
 - 2:00 PM – 3:00 PM Senior Manager Meeting
 - 3:00 PM – 4:30 PM Permitting & Technology Coordination meeting
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▲ Tue, Dec 8

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
 - 10:30 AM – 12:00 PM [EIM] Equity in Motion
 - 1:00 PM – 2:00 PM Commissioner Dan Ryan, Chariti Montez (BDS Liaison), Elshad Hajiyev (Deputy Director) meeting
 - 2:00 PM – 3:00 PM Development Review Advisory Committee Agenda Planning Meeting
 - 3:00 PM – 3:30 PM Gabby Bruya (Analyst I) one on one
 - 3:30 PM – 4:00 PM Beth Benton (Property Compliance Inspections 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), Leesha Posey (Equity & Policy, Communications Manager), Ken Ray (Public Information Officer) meeting
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▲ Wed, Dec 9

- 3:45 PM – 4:00 PM PREP: Community & Economic Development Panel with New Commissioners
 - 4:00 PM – 5:00 PM Bureau of Planning & Sustainability check-in
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▲ Thu, Dec 10

- 9:30 AM – 9:50 AM Mark Feters (Facilities & Safety Manager) meet-up
 - 10:00 AM – 10:30 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator), Gabby Bruya (Analyst I) meeting
 - 10:30 AM – 12:00 PM Planning & Development Directors Monthly 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 Gabby Bruya (Analyst I) one on one
 - 3:30 PM – 4:00 PM Elshad Hajiyev (Deputy Director) Check in
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▲ Fri, Dec 11

- 9:00 AM – 10:30 AM New Commissioner Panel re: Community & Economic Development
 - 1:00 PM – 1:30 PM City Attorney Meeting
 - 3:00 PM – 4:00 PM Home Builders Association and Portland Alliance Meeting re: BDS Budget
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Esau, Rebecca Calendar

Monday, December 14, 2020 – Sunday, December 20, 2020

December 2020

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December 2020

▲ Mon, Dec 14

- 9:45 AM – 10:15 AM Colleen Poole (Customer Service & Outreach Coordinator) Discuss BDS Family Gathering Event Details
 - 10:30 AM – 11:00 AM Leanne Torgerson (Executive Assistant), Colleen Poole (Customer Service & Outreach Coordinator), Gabby Bruya (Analyst I) meeting
 - 12:00 PM – 1:00 PM Commissioner Dan Ryan, Chariti Montez (BDS Liaison), Elshad Hajiyev (Deputy Director)
 - 1:30 PM – 1:50 PM Joe Disciascio (Residential Inspections Manager) meet-up
 - 2:00 PM – 3:00 PM Senior Manager Meeting
 - 3:00 PM – 4:30 PM Permitting & Technology Coordination meeting
 - 4:30 PM – 5:30 PM Elshad Hajiyev one on one
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▲ Tue, Dec 15

- 9:00 AM – 9:30 AM Potential System Development Charges Legislation (Internal)
 - 10:00 AM – 12:00 PM 2020 Management Team Meeting
 - 2:00 PM – 3:00 PM Virtual 2020 BDS Family Gathering & Employee Appreciation Event
 - 3:30 PM – 4:00 PM Gabby Bruya (Analyst I) one on one
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 5:00 PM Elshad Hajiyev (Deputy Director), Leesha Posey (Equity & Policy, Communications Manager), Ken Ray (Public Information Officer) meeting
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▲ **Wed, Dec 16**

- 9:00 AM – 9:30 AM Doug Morgan (Plan Review Services Manager) one on one
 - 10:00 AM – 11:30 AM Budget Advisory Committee (BAC) Meeting
 - 1:00 PM – 2:00 PM Leesha Posey (Equity & Policy, Communications Manager) one on one
 - 2:00 PM – 3:00 PM Ross Caron (Bureauwide Projects Manager), Chloe Massarello (Bureauwide Projects staff), Elshad Hajiyev (Deputy Director) meeting
 - 3:00 PM – 4:00 PM December Development Directors Meeting
 - 4:00 PM – 5:00 PM Monthly Home Builders Association Meeting
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▲ **Thu, Dec 17**

- 11:00 AM – 11:30 AM Rachel Whiteside (ProTech Representative) 2020 Regular Quarterly Check-in
 - 11:30 AM – 12:00 PM Darryl Godsby (Commercial Inspection Services Manager) Monthly one on one
 - 1:00 PM – 1:30 PM Building Officials Meeting
 - 2:30 PM – 3:00 PM Elshad Hajiyev (Deputy Director), Chloe Massarello (Bureauwide Projects staff), Stephanie Yao Long (Communications staff) re: 360 Committee Update
 - 3:00 PM – 3:30 PM Gabby Bruya (Analyst I) one on one
 - 3:30 PM – 4:00 PM Potential Legislation Regarding System Development Charges
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 4:30 PM – 4:55 PM Elisabeth Reese Cadigan (Environmental Services Manager) meeting
 - 5:00 PM – 6:00 PM Elshad Hajiyev (Deputy Director)
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▲ **Fri, Dec 18**

- All Day Flex
 - 3:30 PM – 4:00 PM Commissioner Ryan & Chief Administrative Officer Tom Rinehart monthly (Dir. Esau will only join 3:30-4:00)
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Esau, Rebecca Calendar

Monday, December 21, 2020 – Sunday, December 27, 2020

December 2020

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December 2020

▲ Mon, Dec 21

■ All Day Furlough Day

▲ Tue, Dec 22

■ All Day Vacation (returning on 12/28/20)

▲ Wed, Dec 23

■ All Day Vacation (returning on 12/28/20)

▲ Thu, Dec 24

■ All Day Vacation (returning on 12/28/20)

▲ Fri, Dec 25

■ All Day Christmas Day Holiday

Esau, Rebecca Calendar

Monday, December 28, 2020 – Sunday, January 3, 2021

December 2020

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January 2021

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December 2020

▲ Mon, Dec 28

■ 4:30 PM – 5:30 PM Elshad Hajiyev (Deputy Director) one on one

▲ Tue, Dec 29

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
 - 10:00 AM – 10:20 AM Alice Nielsen (Process Management Manager) meet-up
 - 10:30 AM – 11:00 AM Tom Rinehart (Chief Administrative Officer) Monthly Meeting
 - 1:00 PM – 2:00 PM Inspections Bi-weekly Tactical Meeting
 - 2:00 PM – 2:30 PM Gabby Bruya (Analyst I) one on one
 - 3:00 PM – 3:15 PM Private Appointment
 - 3:15 PM – 3:30 PM Private Appointment
 - 3:30 PM – 3:45 PM Private Appointment
 - 4:30 PM – 5:00 PM Elshad Hajiyev (Deputy Director), Ken Ray (Public Information Officer) meeting
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▲ Wed, Dec 30

- 10:30 AM – 11:00 AM Beth Benton (Property Compliance Inspections Manager) re: Discuss Illegal Signs/Banners
 - 2:00 PM – 2:15 PM Private Appointment
 - 2:30 PM – 3:00 PM Andy Peterson (Special Projects Manager) one on one
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▲ Thu, Dec 31

- 10:00 AM – 11:45 AM Colleen Poole (Customer Service & Outreach Coordinator) meeting

January 2021

▲ **Fri, Jan 1**



All Day Flex Day / New Year's Day Holiday
