

**Subject:** Scarlett, Paul Calendar  
**Attachments:** Scarlett Paul Calendar.ics

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**Scarlett, Paul Calendar**

Paul.Scarlett@portlandoregon.gov

Monday, September 12, 2016 – Sunday, September 18, 2016

Time zone: (UTC-08:00) Pacific Time (US & Canada)

(Adjusted for Daylight Saving Time)

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**September 2016**

Su Mo Tu We Th Fr Sa

				1	2	3
4	5	6	7	8	9	10
11	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>
<a href="#">18</a>	19	20	21	22	23	24
25	26	27	28	29	30	

Busy     Tentative     Free  
 Out of Office     Working Elsewhere     Outside of Working Hours

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**September 2016**

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▲ **Mon, Sep 12**

- Before 8:00 AM** **Free**
- 2:00 PM – 2:30 PM** [Leanne Torgerson \(Executive Assistant\)](#)  
Paul's Office  
Torgerson, Leanne
- 2:30 PM – 2:45 PM** [Deborah Sievert Morris \(Business Operations & Finance Services Manager\)](#),  
[Rafael Colon \(Communications Training Consultant\) via phone](#)  
Director's Conf. Room  
Torgerson, Leanne
- 2:45 PM – 3:00 PM** **Free**
- 3:00 PM – 3:30 PM** [Deborah Sievert Morris \(Business Operations & Finance Services Manager\)](#)  
Paul's Office  
Torgerson, Leanne
- 3:30 PM – 4:00 PM** [Deborah Sievert Morris \(Business Operations & Finance Services Manager\)](#),  
[Mark Fetters \(Business Operations staff\)](#),  
[Elshad Hajiyev \(Finance Services Manager\)](#)

[re: BAC and Budget](#)

■ 4:00 PM – 5:00 PM [Reserved](#)

□ **After 5:00 PM Free**

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▲ **Tue, Sep 13**

□ **Before 8:00 AM Free**

■ 8:30 AM – 9:00 AM [Rebecca Sponsel \(ITAP Manager\)](#)

Paul's Office  
Torgerson, Leanne

■ 9:00 AM – 10:00 AM [Rebecca Esau \(Principal Planner\)](#)

Paul's Office  
Torgerson, Leanne

■ 10:30 AM – 12:00 PM [2016 Senior Managers Meeting](#)

Director's Conf. Room  
Torgerson, Leanne

■ 2:00 PM – 3:00 PM [BDS/Metro to meet re: Convention Center Hotel next steps in Design Review Process](#)

1900 SW 4th Ave - 5th floor  
Torgerson, Leanne

■ 3:30 PM – 4:30 PM [OMF Advisory Committee - September Meeting](#)

City Hall - LoveJoy Room  
Massenburg, Julian

□ **After 8:00 PM Free**

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▲ **Wed, Sep 14**

□ **Before 8:00 AM Free**

■ 8:30 AM – 9:30 AM [ITAP Executive Steering Committee](#)

Directors Conference Room  
Sponsel, Rebecca

■ 9:30 AM – 11:30 AM [Jeff Donnelly \(Facility Permit Plan Inspector\) ride-along](#)

In the Field (meet at Paul's Office)  
Torgerson, Leanne

■ 1:00 PM – 1:30 PM [Mike Liefeld \(Enforcement Program Manager\)](#)

■ 2:00 PM – 2:30 PM [Andy Peterson \(Plan Review & Permitting Services Manager\), Rebecca Sponsel \(ITAP Manager\).](#)

Paul's Office  
Torgerson, Leanne

■ 2:30 PM – 3:00 PM [Connie Jones re: Plans Examiner and Union duties](#)

Paul's Office  
Torgerson, Leanne

■ 3:00 PM – 3:30 PM [Dora Perry \(Equity & Policy Manager\)](#)

		Paul's office Torgerson, Leanne
■	4:15 PM – 4:45 PM	<a href="#">Colleen Poole and Diane Parke re: Fun &amp; Events Committee</a>
□	<b>After 5:00 PM</b>	<b>Free</b>

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▲ **Thu, Sep 15**

□	<b>Before 8:00 AM</b>	<b>Free</b>
■	8:00 AM – 10:00 AM	<a href="#">Development Review Advisory Committee</a> 1900 Building, 2nd floor, Room 2500B Fetters, Mark
■	10:00 AM – 10:30 AM	<a href="#">Fire Drill</a>
■	10:30 AM – 11:00 AM	<a href="#">Dora Perry (Equity &amp; Policy Manager), BDS Equity Committee members re: Brief Director on BEC</a> Director's Conf. Room Torgerson, Leanne
■	11:00 AM – 11:30 AM	<a href="#">Susan Anderson (Planning &amp; Sustainability Director) monthly check-in</a> Paul's conference room, 5th floor Anderson, Susan
■	11:30 AM – 12:00 PM	<a href="#">HR Issue</a> Director's Conf. Room Torgerson, Leanne
■	2:00 PM – 2:30 PM	<a href="#">Mitch Nickolds (Inspection Services Manager)</a> Paul's Office Torgerson, Leanne
■	2:30 PM – 3:00 PM	<a href="#">Kathy Roth (BDS Emergency Coordinator), Floor Wardens re: Fire Drill debrief</a> 2500B Torgerson, Leanne
■	3:00 PM – 3:30 PM	<a href="#">Leanne Torgerson (Executive Assistant)</a> Paul's Office Torgerson, Leanne
■	3:30 PM – 4:30 PM	<a href="#">Andy Peterson (Plan Review &amp; Permitting Services Manager), Kara Fioravanti (Land Use Services Manager), Jeff Pickhardt (Development Customer) re: Energy Code Requirements</a> 1900 SW 4th Avenue - 5th floor - Director's Conf. Room Torgerson, Leanne
□	<b>After 8:00 PM</b>	<b>Free</b>

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▲ **Fri, Sep 16**

- Before 8:00 AM Free**
- 8:45 AM – 9:00 AM [Terry Whitehill \(Plan Review Manager\) to introduce 3 new employees](#)  
Paul's Office  
Torgerson, Leanne
- 9:00 AM – 9:30 AM [Ross Caron \(Public Information & Enforcement Services Manager\)](#)  
Paul's office  
Torgerson, Leanne
- 9:45 AM – 10:00 AM [Rebecca Esau \(Principal Planner\) re: contract language and Morris Marks house move](#)  
Paul's Office  
Torgerson, Leanne
- 11:00 AM – 11:30 AM [Leanne Torgerson \(Executive Assistant\), Oretha Storey \(Labor Management Committee staff\), Kathy Robertson \(Labor Management Committee staff\) re: Labor Management Committee](#)  
Director's Conf. Room  
Torgerson, Leanne
- 11:30 AM – 12:00 PM [travel](#)
- 12:00 PM – 1:30 PM [September 16, 2016 Business Diversity Institute \(BDI\) Minority Enterprise Development \(Med\) Week Luncheon](#)  
Hilton Hotel 921 SW 6th Ave, Portland OR 97204  
Penson, Tiffani
- After 5:00 PM Free**

**Details**

**Monday, September 12, 2016**

▲ **Time** 2:00 PM – 2:30 PM  
**Subject** Paul and Leanne one on one  
**Location** Paul's Office  
**Show Time** Busy  
**As**  
**Attendees**

Name <E-mail>	Attendance
Torgerson, Leanne	Organizer
<Leanne.Torgerson@portlandoregon.gov>	

▲ **Time** 2:30 PM – 2:45 PM  
**Subject** Paul, Deborah, Rafael Colon via phone

**Location** Director's Conf. Room

**Show** Busy

**Time As**

Just to get this on your calendars.

LT

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required

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▲ **Time** 3:00 PM – 3:30 PM  
**Subject** Paul and Deborah one on one  
**Location** Paul's Office

**Show Time** Busy  
**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer

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▲ **Time** 3:30 PM – 4:00 PM  
**Subject** Deborah, Mark, Elshad re: BAC and Budget

**Show Time** Busy  
**As**

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## Tuesday, September 13, 2016

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▲ **Time** 8:30 AM – 9:00 AM  
**Subject** Paul and Rebecca S one on one  
**Location** Paul's Office

**Show Time** Busy  
**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Sponsel, Rebecca	Required

<Rebecca.Sponsel@portlandoregon.gov>

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▲ **Time** 9:00 AM – 10:00 AM  
**Subject** Paul and Rebecca E. one on one  
**Location** Paul's Office  
**Recurrence** Occurs every 2 week(s) on Tuesday effective 9/13/2016 until 9/13/2016 from 9:00 AM to 10:00 AM  
**Show Time** Busy  
**As**  
New series begins March 17 – Tuesday of pay week at 9:00 a.m. Will end old series after March 2, 2:30 meeting.

Leanne  
X37937

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required

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▲ **Time** 10:30 AM – 12:00 PM  
**Subject** 2016 Senior Managers Meeting  
**Location** Director's Conf. Room  
**Recurrence** Occurs every Tuesday effective 9/13/2016 until 9/13/2016 from 10:30 AM to 12:00 PM  
**Show Time** Busy  
**As**  
Please accept this meeting series to get the 2016 Senior Managers meetings on your calendar.

Thanks,  
Leanne  
X37937

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	BDS Division Managers <BDSManagers@portlandoregon.gov>	Required
	Sponsel, Rebecca <Rebecca.Sponsel@portlandoregon.gov>	Required



503.823.7937  
503.823.7250 (fax)  
Leanne.Torgerson@portlandoregon.gov  
<mailto:Leanne.Torgerson@portlandoregon.gov>

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Stephanie.Soden@oregonmetro.gov <Stephanie.Soden@oregonmetro.gov>	Required
	Andy.Shaw@oregonmetro.gov <Andy.Shaw@oregonmetro.gov>	Required
	Grumm, Matt <Matt.Grumm@portlandoregon.gov>	Optional

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▲ **Time** 3:30 PM – 4:30 PM  
**Subject** OMF Advisory Committee - September Meeting  
**Location** City Hall - LoveJoy Room  
**Show** Busy  
**Time As**

Good afternoon,

This is a calendar hold for our upcoming OMF Advisory Committee meeting. The meeting will take place on Tuesday, September 13, 2016 from 3:30 p.m. – 4:30 p.m. in City Hall's Lovejoy Room.

Please look out for the meeting agenda, which will be sent next week.

- Julian

Julian Massenburg  
Management Analyst, Communications  
Business Operations Division  
Office of Management & Finance  
1120 SW 5th Avenue Suite 1250  
Portland, OR 97204  
503.823.7674

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Massenburg, Julian	Organizer



<Julian.Massenburg@portlandoregon.gov>	
Ball, Kelly <Kelly.Ball@portlandoregon.gov>	Required
Carroll, Bob <bob@ibew48.com>	Required
Crail, Tim <Tim.Crail@portlandoregon.gov>	Required
Greenfield, Mike <orgreenfield@comcast.net>	Required
'Janssens, Erin' <Erin.Janssens@portlandoregon.gov>	Required
Justice, Carol <Carol.Justice@portlandoregon.gov>	Required
McCullough, Robert <Robert@mresearch.com>	Required
Miller, Fred <Fred.Miller@portlandoregon.gov>	Required
Marshman, Chief <Chief.Marshman@portlandoregon.gov>	Required
OMF Leadership Team <OMFleadteam@portlandoregon.gov>	Required
Reiland, Catherine <Catherine.Reiland@portlandoregon.gov>	Required
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Alpert, Josh <Josh.Alpert@portlandoregon.gov>	Required
Bowles, Amy <amy@pte17.org>	Required
Lois Cohen <lois@loisdcohen.com>	Required
Jordan, Michael <Mike.Jordan@portlandoregon.gov>	Required
Pellegrino, Martha <Martha.Pellegrino@portlandoregon.gov>	Required
ernest@harmocity.com <ernest@harmocity.com>	Required
Braaten, Jane	Required

<Jane.Braaten@portlandoregon.gov>

Storm, Janet Required  
<Janet.Storm@portlandoregon.gov>

OMF Advisory Committee Notification List Required  
<OMFAdvisoryCommitteeNotificationList@portlandoregon.gov>

Beck, Aaron Required  
<Aaron.Beck@portlandoregon.gov>

Smith, Ralph Required  
<Ralph.Smith@portlandoregon.gov>

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### Wednesday, September 14, 2016

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▲ **Time** 8:30 AM – 9:30 AM  
**Subject** ITAP Executive Steering Committee  
**Location** Directors Conference Room  
**Show** Busy  
**Time As**  
See agenda below

Warm regards,

Rebecca Sponsel  
Manager, ITAP Capital Project  
Bureau of Development Services  
City of Portland  
1900 SW 4th Avenue  
Portland, OR, 97201  
Desk-503-823-7056 Cell-503-823-8487  
Rebecca.Sponsel@portlandoregon.gov  
<mailto:Rebecca.Sponsel@portlandoregon.gov>

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Sponsel, Rebecca <Rebecca.Sponsel@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Baer, Jeff <Jeff.Baer@portlandoregon.gov>	Required
	Henderson, Maurice <Maurice.Henderson@portlandoregon.gov>	Required
	Morris, Deborah Sievert	Required

<Deborah.SievertMorris@portlandoregon.gov>

Appleyard, Richard Required  
<Richard.Appleyard@portlandoregon.gov>

Freeman, Kimberly Required  
<Kimberly.Freeman@portlandoregon.gov>

Grumm, Matt Required  
<Matt.Grumm@portlandoregon.gov>

Schneider, Scott Required  
<Scott.Schneider@portlandoregon.gov>

Torgerson, Leanne Optional  
<Leanne.Torgerson@portlandoregon.gov>

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▲ **Time** 9:30 AM – 11:30 AM

**Subject** Paul and Jeff Donnelly ride-along

**Location** In the Field (meet at Paul's Office)

**Show Time** Out of Office

**As**

Need to shorten this ride-along from 9:30 to 11:30 as Paul has an 8:30 to 9:30 meeting. I hope that works for you, Jeff! Let me know.

Jeff –

Rescheduling to 9/14/16 due to a calendar conflict. Let's hope ~~3rd~~ 4th time is a charm!

Best,  
Leanne  
X37937

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Donnelly, Jeff <Jeff.Donnelly@portlandoregon.gov>	Required

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▲ **Time** 1:00 PM – 1:30 PM

**Subject** Mike Liefeld  
**Show Time** Busy  
**As**

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▲ **Time** 2:00 PM – 2:30 PM  
**Subject** Paul, Andy, Rebecca S.  
**Location** Paul's Office  
**Show Time** Busy  
**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
	Sponsel, Rebecca <Rebecca.Sponsel@portlandoregon.gov>	Required

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▲ **Time** 2:30 PM – 3:00 PM  
**Subject** Paul and Connie re: Plans Examiner and Union duties  
**Location** Paul's Office  
**Show Time** Busy  
**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Jones, Connie <Connie.Jones@portlandoregon.gov>	Required

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▲ **Time** 3:00 PM – 3:30 PM  
**Subject** Paul and Dora one on one  
**Location** Paul's office  
**Show Time** Busy  
**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer

Scarlett, Paul  
<Paul.Scarlett@portlandoregon.gov> Required

Perry, Dora  
<Dora.Perry@portlandoregon.gov> Required

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▲ **Time** 4:15 PM – 4:45 PM  
**Subject** Colleen and Diane re: Fun & Events Committee  
**Show Time** Busy  
**As**

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**Thursday, September 15, 2016**

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▲ **Time** 8:00 AM – 10:00 AM  
**Subject** Development Review Advisory Committee  
**Location** 1900 Building, 2nd floor, Room 2500B  
**Recurrence** Occurs the third Thursday of every 1 month(s) effective 9/15/2016 until 9/15/2016 from 8:00 AM to 10:00 AM  
**Show Time** Busy  
**As**  
City Staff,

In canceling the July DRAC meeting, it appears that Outlook also canceled all future DRAC meetings. I am sending this request to put the meetings back in your calendar.

Mark Feters  
BDS Business Operations  
(503) 823-1028  
Mark.feters@portlandoregon.gov  
<mailto:Mark.feters@portlandoregon.gov>

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Feters, Mark <Mark.Feters@portlandoregon.gov>	Organizer
	Adamsick, Claire <Claire.Adamsick@portlandoregon.gov>	Required
	Alpert, Josh <Josh.Alpert@portlandoregon.gov>	Required
	Anderson, Susan <Susan.Anderson@portlandoregon.gov>	Required
	Armstrong, Michael <Michael.Armstrong@portlandoregon.gov>	Required
	Bejarano, Alex	Required

<Alex.Bejarano@portlandoregon.gov>

Caron, Ross Required  
<Ross.Caron@portlandoregon.gov>

Collentine, Mary Ellen Required  
<MaryEllen.Collentine@portlandoregon.gov>

Dietz, Cindy Required  
<Cindy.Dietz@portlandoregon.gov>

Engstrom, Eric Required  
<Eric.Engstrom@portlandoregon.gov>

Esau, Rebecca Required  
<Rebecca.Esau@portlandoregon.gov>

Finn, Brendan Required  
<Brendan.Finn@portlandoregon.gov>

Fioravanti, Kara Required  
<Kara.Fioravanti@portlandoregon.gov>

Fish, Nick <NickFish@portlandoregon.gov> Required

Grumm, Matt Required  
<Matt.Grumm@portlandoregon.gov>

Hajiyev, Elshad Required  
<Elshad.Hajiyev@portlandoregon.gov>

Hales, Charlie Required  
<Charlie.Hales@portlandoregon.gov>

Heron, Tim <Tim.Heron@portlandoregon.gov> Required

Huggins, Sarah Required  
<Sarah.Huggins@portlandoregon.gov>

Kane, Alisa <Alisa.Kane@portlandoregon.gov> Required

Krueger, Kurt Required  
<Kurt.Krueger@portlandoregon.gov>

Lam, Trang <Trang.Lam@portlandoregon.gov> Required

Leon, Christine Required  
<Christine.Leon@portlandoregon.gov>

Martin, Lyne <Lyne.Martin@portlandoregon.gov>	Required
Morgan, Douglas <Douglas.Morgan@portlandoregon.gov>	Required
Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required
Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required
O'Brien, Kyle <Kyle.O'Brien@portlandoregon.gov>	Required
Perkins, Kareen <Kareen.Perkins@portlandoregon.gov>	Required
Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
Reese Cadigan, Elisabeth <Elisabeth.Reese@portlandoregon.gov>	Required
Saltzman, Dan <Dan.Saltzman@portlandoregon.gov>	Required
Sandy, Emily <Emily.Sandy@portlandoregon.gov>	Required
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Shriver, Katie <Katie.Shriver@portlandoregon.gov>	Required
Spencer-Hartle, Brandon <Brandon.Spencer@portlandoregon.gov>	Required
Sponsel, Rebecca <Rebecca.Sponsel@portlandoregon.gov>	Required
Starin, Nicholas <Nicholas.Starin@portlandoregon.gov>	Required

Thorington, Nancy <Nancy.Thorington@portlandoregon.gov>	Required
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Required
Torres, Raul <Raul.Torres@portlandoregon.gov>	Required
Wadsworth, Jasmine <Jasmine.Wadsworth@portlandoregon.gov>	Required
Wier, Christopher <Christopher.Wier@portlandoregon.gov>	Required
Wood, Sandra <Sandra.Wood@portlandoregon.gov>	Required
Wood, Shawn <Shawn.Wood@portlandoregon.gov>	Required

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▲ **Time** 10:00 AM – 10:30 AM  
**Subject** Fire Drill  
**Reminder** 15 minutes  
**Show Time** Busy  
**As**

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▲ **Time** 10:30 AM – 11:00 AM  
**Subject** Brief BDS Director on BEC  
**Location** Director's Conf. Room  
**Show** Busy  
**Time As**  
Rescheduling this occurrence only to start at 10:30 due to a calendar conflict.

Attendees are:  
Paul Scarlett  
Dora Perry  
Deborah Sievert Morris  
Nancy Thorington  
Rochelle Hunter-James  
Jason Butler-Brown

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required



Perry, Dora <Dora.Perry@portlandoregon.gov> Required

Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov> Required

Thorington, Nancy <Nancy.Thorington@portlandoregon.gov> Required

Hunter-James, Rochelle <Rochelle.Hunter-James@portlandoregon.gov> Required

Butler-Brown, Jason <Jason.Butler-Brown@portlandoregon.gov> Required

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▲ **Time** 11:00 AM – 11:30 AM  
**Subject** Susan / Paul monthly check-in  
**Location** Paul's conference room, 5th floor  
**Show Time** Busy  
**As**  
**Attendees**

Name <E-mail>	Attendance
Anderson, Susan <Susan.Anderson@portlandoregon.gov>	Organizer

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▲ **Time** 2:00 PM – 2:30 PM  
**Subject** Paul and Mitch one on one  
**Location** Paul's Office  
**Show Time** Busy  
**As**  
Shortening this meeting due to a calendar conflict.  
  
LT  
**Attendees**

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required

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▲ **Time** 2:30 PM – 3:00 PM  
**Subject** Paul, Kathy, Floor Wardens re: Fire Drill debrief  
**Location** 2500B

**Show Time** Busy

**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Roth, Kathy <Kathy.Roth@portlandoregon.gov>	Required

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▲ **Time** 3:00 PM – 3:30 PM

**Subject** Paul and Leanne one on one

**Location** Paul's Office

**Show Time** Busy

**As**

This meeting is shortened due to a calendar conflict.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Required

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▲ **Time** 3:30 PM – 4:30 PM

**Subject** Paul, Andy, Kara, Jeff Pickhardt re: Energy Code Requirements

**Location** 1900 SW 4th Avenue - 5th floor - Director's Conf. Room

**Show Time** Busy

**As**

Jeff – Please check-in at the 5th floor reception when you arrive.

Best regards,  
Leanne Torgerson  
Director's Executive Assistant  
Bureau of Development Services  
1900 SW Fourth Avenue, Suite 5000  
Portland, OR 97201  
503.823.7937  
503.823.7250 (fax)  
Leanne.Torgerson@portlandoregon.gov  
<mailto:Leanne.Torgerson@portlandoregon.gov>

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
	Fioravanti, Kara <Kara.Fioravanti@portlandoregon.gov>	Required
	Jeff Pickhardt <jeff@keydevelopment.net>	Required

**Friday, September 16, 2016**

▲ **Time** 8:45 AM – 9:00 AM  
**Subject** Paul, Terry to introduce 3 new employees  
**Location** Paul's Office  
**Show Time** Busy  
**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Whitehill, Terry <Terry.Whitehill@portlandoregon.gov>	Required
	Vieno, Marc <Marc.Vieno@portlandoregon.gov>	Optional
	Bartley, David <David.Bartley@portlandoregon.gov>	Optional
	Harker, Geoff <Geoffrey.Harker@portlandoregon.gov>	Optional

▲ **Time** 9:00 AM – 9:30 AM  
**Subject** Paul and Ross one on one  
**Location** Paul's office  
**Show Time** Busy  
**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required

▲ **Time** 9:45 AM – 10:00 AM  
**Subject** Paul and Rebecca E. re: contract language and Morris Marks house move  
**Location** Paul's Office  
**Show Time** Busy  
**As**  
 Rebecca – this is about the only time he has today.....hope you can make it work....looks like you have something until 10:00....but you are both in the FEMA BIOp meeting at 10:00.

Leanne

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required

▲ **Time** 11:00 AM – 11:30 AM  
**Subject** Paul, Leanne, Oretha, Kathy re: LMC  
**Location** Director's Conf. Room  
**Show Time** Busy  
**As**  
 This meeting will be to discuss LMC membership (number of positions to be filled vs. reducing the number down, adding two Non-rep. category positions, etc.), updating LMC documents, recruitment and approval of non-rep category positions.

Rachel - I have included your as optional – please feel free to attend this meeting.

Leanne

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Storey, Oretha <Oretha.Storey@portlandoregon.gov>	Required
	Robertson, Kathy <Kathy.Robertson@portlandoregon.gov>	Required
	Whiteside, Rachel <Rachel.Whiteside@portlandoregon.gov>	Optional

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▲ **Time** 11:30 AM – 12:00 PM  
**Subject** travel  
**Show Time** Busy  
**As**

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▲ **Time** 12:00 PM – 1:30 PM  
**Subject** September 16, 2016 Business Diversity Institute (BDI)  
Minority Enterprise Development (Med) Week Luncheon  
**Location** Hilton Hotel 921 SW 6th Ave, Portland OR 97204  
**Show** Busy  
**Time As**

Hello All,

On behalf of the City of Portland “We Are Better Together” Outreach Team, Bureau of Environmental Services, Bureau of Planning & Sustainability, Portland Development Commission, Portland Bureau of Transportation, Portland Water Bureau and Procurement Services, we are delighted that you will be joining us at the Business Diversity Institute MED Week Luncheon.

Luncheon Details:

Date: September 16, 2016

Time: 12:00 – 1:30pm

Location: The Hilton Hotel

921 SW 6th Ave

Portland OR 97204

Attire: Business

Keynote Speaker: Franklin Lee of Tydings & Rosenberg LLP from Baltimore, Maryland. Franklin Lee is one of the country’s leading authorities on socio-economic policies that promote the use of small, minority-owned, and woman-owned businesses in government contracting.

I will be following up guest and table assignment information.

Thank you,  
Tiffani Penson  
Minority Evaluator Program &  
Supplier Diversity Officer  
Procurement Services  
City of Portland  
1120 SW 5th Ste 750  
Portland OR 97204  
503.823.7785  
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tiffani.penson@portlandoregon.gov  
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t:@pdxTiffani  
Visit: [www.portlandoregon.gov/omf/purchasing/mep](http://www.portlandoregon.gov/omf/purchasing/mep)  
<<http://www.portlandonline.com/omf/purchasing/mep>>

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Penson, Tiffani <Tiffani.Penson@portlandoregon.gov>	Organizer
	Jordan, Michael <Mike.Jordan@portlandoregon.gov>	Required
	Gresh, Andrea <Andrea.Gresh@portlandoregon.gov>	Required
	Garcilazo, Janie <Janie.Garcilazo@portlandoregon.gov>	Required
	Ryan, Bill <BILL.RYAN@portlandoregon.gov>	Required
	Biery, Jonas <Jonas.Biery@portlandoregon.gov>	Required
	Hutchinson, Mark <MARK.HUTCHINSON@portlandoregon.gov>	Required
	Posey, Leesha <Leesha.Posey@portlandoregon.gov>	Required
	Weekley, Patricia <WeekleyP@pdc.us>	Required
	Abuaf, Lisa <AbuafL@pdc.us>	Required
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required

Edwards, Stacey <Stacey.Edwards@portlandoregon.gov>	Required
Gibbs, Zan <Zan.Gibbs@portlandoregon.gov>	Required
Duke, Courtney <Courtney.Duke@portlandoregon.gov>	Required
James Pritchett <james@morebots.com>	Required
King, Celeste <Celeste.King@portlandoregon.gov>	Required
Jackley, John <JackleyJ@pdc.us>	Required
James, Dante <Dante.James@portlandoregon.gov>	Required
Llobregat, Christine <Christine.Llobregat@portlandoregon.gov>	Required
Naim Hasan <naim@n2htec.com>	Required
Davis-McKernan, Kelly <Kelly.Davis-McKernan@portlandoregon.gov>	Optional

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