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## Scarlett, Paul Calendar

Monday, November 28, 2016 – Sunday, December 04, 2016

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### November 2016

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	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>			

### December 2016

Su	Mo	Tu	We	Th	Fr	Sa
				<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>
<a href="#">4</a>	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

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## November 2016

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### ▲ Mon, Nov 28

- 9:00 AM – 10:00 AM [Leanne Torgerson \(Executive Assistant\) one on one](#)  
Paul's Office  
Torgerson, Leanne
  - 2:15 PM – 3:15 PM [Deborah Seivert Morris \(Business Operations & Finance Services Manager\) one on one](#)  
Paul's Office  
Torgerson, Leanne
  - 2:30 PM – 3:00 PM [AirBnB Discussion](#)  
OMF, Conf 12 Horizon Rm (12-15)  
Rinehart, Tom
  - 2:30 PM – 3:00 PM [Confirm Mike L. to join Paul at AirBnB meeting](#)  
OMF, Conf 12 Horizon Room  
Torgerson, Leanne
  - 3:00 PM – 4:00 PM Commissioner Dan Saltzman  
Saltzman, Dan
- 

### ▲ Tue, Nov 29

- 8:30 AM – 11:30 AM [gender equity workshop - leadership team](#)  
Lincoln Room - CH2M Building  
Esau, Rebecca
- 12:00 PM – 1:30 PM [BDS Budget Advisory Committee](#)  
1900 SW 4th Ave., 2nd Floor, Room 2500A  
Fetters, Mark
- 2:00 PM – 3:00 PM [Meeting with PBOT / BDS / BIBS RE: CH2m Space](#)  
Meet at 1900 SW 4th Ave, 5th floor, Conf. Room 5E  
from to 2:00 to 2:30 (walk over to CH2M for the tour at 2:30)  
Warner, Chris
- 3:30 PM – 3:45 PM [Hillary Adam \(Land Use Services staff\) re: Historic](#)

[Landmarks Commission appointments](#)

Paul's Office  
Torgerson, Leanne

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▲ **Wed, Nov 30**

- 10:00 AM – 11:00 AM [Leanne Torgerson \(Executive Assistant\) one on one](#)  
Paul's Office  
Torgerson, Leanne
  - 11:00 AM – 11:30 AM [Ross Caron \(Public Information & Enforcement Services Manager\) one on one](#)  
Paul's Office  
Torgerson, Leanne
  - 11:30 AM – 12:00 PM [Mitch Nickolds \(Inspection Services Manager\), Fred Deis \(FPP/FIR Manager\) meeting](#)  
Director's Conf. Room  
Torgerson, Leanne
  - 2:00 PM – 3:00 PM [Andy Peterson \(Plan Review & Permitting Services Manager, Vic Remmers \(Development Customer\) meeting](#)  
1900 SW 4th Ave, 5th floor, Director's Conf. Room  
Torgerson, Leanne
  - 3:00 PM – 4:00 PM [Andy Peterson \(Plan Review & Permitting Services Manager\) one on one](#)  
Paul's Office  
Torgerson, Leanne
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December 2016

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▲ **Thu, Dec 1**

- 7:45 AM – 2:00 PM [Bureau Directors off-site](#)  
121 SW Salmon, 2 World Trade Center, Skybridge A&B, Level 3  
Braaten, Jane
  - 2:30 PM – 3:15 PM [Mark Feters \(Business Operations staff\), Maryhelen Kincaid \(DRAC Chair\), Rob Humphrey \(DRAC Vice-Chair\) re: 2016 DRAC Agenda Planning](#)  
1900 SW 4th Ave, - 5th floor  
Torgerson, Leanne
- 

▲ **Fri, Dec 2**

- 9:00 AM – 10:00 AM [LMC Hiring Subcommittee Meeting](#)  
Conference Room 5b (except Feb 12 and Mar 11 will be in Conf Rm 5a)  
Erlandsen, Linda

- 10:00 AM – 11:00 AM [Bureau Committee Discussion](#)  
Conf 5a  
Storey, Oretha
- 11:00 AM – 12:00 PM [Paul Scarlett, Brad Malsin, Jonathan Malsin Meeting](#)  
1900 SW 4th Ave, 5th Floor, Director's Conf. Room  
Torgerson, Leanne
- 2:30 PM – 3:00 PM [Diane Parke \(FPP staff\): discuss Oregon Permit Technician Association](#)  
Paul's Office  
Poole, Colleen

## Details

**Monday, November 28, 2016**

▲ **Time** 9:00 AM – 10:00 AM  
**Subject** Paul and Leanne one on one  
**Location** Paul's Office  
**Show Time As** Busy  
**Attendees**

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

▲ **Time** 2:15 PM – 3:15 PM  
**Subject** Paul and Deborah one on one  
**Location** Paul's Office  
**Recurrence** Occurs every Monday effective 11/28/2016 until 11/28/2016 from 2:15 PM to 3:15 PM  
**Show Time As** Busy  
 Ending this series and will send a new with at the new starting time.

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required

▲ **Time** 2:30 PM – 3:00 PM  
**Subject** AirBnB Discussion  
**Location** OMF, Conf 12 Horizon Rm (12-15)  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Rinehart, Tom <Tom.Rinehart@portlandoregon.gov>	Organizer
	Henderson, Maurice <Maurice.Henderson@portlandoregon.gov>	Required
	Rust, Ken <Ken.Rust@portlandoregon.gov>	Required
	Lannom, Thomas <Thomas.Lannom@portlandoregon.gov>	Required
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Pierce, Tera <Tera.Pierce@portlandoregon.gov>	Optional

▲ **Time** 2:30 PM – 3:00 PM  
**Subject** Confirm Mike L. to join Paul at AirBnB meeting  
**Location** OMF, Conf 12 Horizon Room  
**Importance** High  
**Show Time As** Busy  
Mike,

This is to confirm that you should attend this meeting with Paul. Other attendees are Tom Rinehart, Ken Rust, Maurice Henderson, and Thomas Lannom to discuss AirBnB.

Leanne  
X37937

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

▲ **Time** 3:00 PM – 4:00 PM  
**Subject** BDS DIRECTOR PAUL SCARLETT CHECK-IN 2016 c-leanne x-7937 (res from 11/21) (NOTE TIME ADJUSTMENT)  
**Show Time As** Busy

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

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

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**Tuesday, November 29, 2016**

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▲ **Time** 8:30 AM – 11:30 AM  
**Subject** gender equity workshop - leadership team  
**Location** Lincoln Room - CH2M Building  
**Show Time As** Busy

**Attendees**

<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Organizer
BDS Division & Section Managers <BDS-M&S@portlandoregon.gov>	Required
Maris, Peter <Peter.Maris@portlandoregon.gov>	Optional
Perkins, Kareen <Kareen.Perkins@portlandoregon.gov>	Optional
Piercy, Janell <Janell.Piercy@portlandoregon.gov>	Optional
Liefeld, Michael <Michael.Liefeld@portlandoregon.gov>	Optional
Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Optional
Sharp, Kathy <Kathy.Sharp@portlandoregon.gov>	Optional
Whitehill, Terry <Terry.Whitehill@portlandoregon.gov>	Optional
Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Optional
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Optional
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Optional
Fetters, Mark <Mark.Fetters@portlandoregon.gov>	Optional
Caron, Ross <Ross.Caron@portlandoregon.gov>	Optional
Morris, Tim <Tim.Morris@portlandoregon.gov>	Optional
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Optional

Meyer, Cindy <Cindy.Meyer@portlandoregon.gov>	Optional
Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Optional
Wolley, Greg <Greg.Wolley@portlandoregon.gov>	Optional
Deis, Fred <Fred.Deis@portlandoregon.gov>	Optional
Marihart, Ed <Ed.Marihart@portlandoregon.gov>	Optional
Appleyard, Richard <Richard.Appleyard@portlandoregon.gov>	Optional
Morgan, Douglas <Douglas.Morgan@portlandoregon.gov>	Optional

▲ **Time** 12:00 PM – 1:30 PM  
**Subject** BDS Budget Advisory Committee  
**Location** 1900 SW 4th Ave., 2nd Floor, Room 2500A  
**Show Time As** Busy  
All,

We are scheduling Budget Advisory Committee (BAC) meetings for the FY 2017-18 budget season. This is the first of 3 BAC meetings; you will receive additional invitations to meetings in December and January. Lunch will be provided at all the meetings.

Please contact me if you have any questions, and let me know if there are other staff who should be invited.

Mark Feters  
BDS Business Operations  
x3-1028

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Feters, Mark <Mark.Feters@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required

Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
O'Brien, Kyle <Kyle.O'Brien@portlandoregon.gov>	Required
Grumm, Matt <Matt.Grumm@portlandoregon.gov>	Required
Le, Doug <Doug.Le@portlandoregon.gov>	Required
Andre Baugh <Andre@groupagb.com>	Required
bkarnes@reachcdc.org <bkarnes@reachcdc.org>	Required
Carder, Claire <claire.s.carder@odot.state.or.us>	Required
Scherzcarder <schertzcarder@comcast.net>	Required
Schneider, Joe <joe.schneider@skanska.com>	Required
Cristina Palacios <crisrina@oregoncat.org>	Required
Steward, Susan <susan@bomaoregon.org>	Required
Myrick, Charles <Charles.Myrick@portlandoregon.gov>	Required
Torres, Raul <Raul.Torres@portlandoregon.gov>	Required
Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Required
Whiteside, Rachel <Rachel.Whiteside@portlandoregon.gov>	Required
Denney, Ariana <Ariana.Denney@portlandoregon.gov>	Optional
Liefeld, Michael <Michael.Liefeld@portlandoregon.gov>	Optional
Marihart, Ed <Ed.Marihart@portlandoregon.gov>	Optional
Galinat, Ray <Ray.Galinat@portlandoregon.gov>	Optional



**Time** 2:00 PM – 3:00 PM

**Subject** Meeting with PBOT / BDS / BIBS RE: CH2m Space  
**Location** Meet at 1900 SW 4th Ave, 5th floor, Conf. Room 5E from to 2:00 to 2:30 (walk over to CH2M for the tour at 2:30)  
**Show Time As** Busy  
Hello, all-

Details have been confirmed. Thanks for your patience!

Best,  
Sierra

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Please hold this time and we will confirm ASAP. If I am missing required attendees, please let me know.

Thanks,  
Sierra

.....  
Sierra Stringfield | Director's Executive Assistant  
Portland Bureau of Transportation  
1120 SW 5th Avenue, Suite 800  
Portland, OR 97204  
503.823.9194

sierra.stringfield@portlandoregon.gov  
<mailto:sierra.stringfield@ci.portland.or.us>

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<<http://www.twitter.com/PBOTinfo>> | facebook  
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<<http://www.publicalerts.org/>>

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<<https://www.portlandoregon.gov/transportation/article/534391>>  
to contribute to a safer, healthier Portland.

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From: Torgerson, Leanne  
Sent: Monday, November 14, 2016 1:05 PM  
To: Wells, Kristin <[Kristin.Wells@portlandoregon.gov](mailto:Kristin.Wells@portlandoregon.gov)> <<mailto:Kristin.Wells@portlandoregon.gov>> >; Stringfield, Sierra <[Sierra.Stringfield@portlandoregon.gov](mailto:Sierra.Stringfield@portlandoregon.gov)> <<mailto:Sierra.Stringfield@portlandoregon.gov>> >  
Cc: Leon, Christine <[Christine.Leon@portlandoregon.gov](mailto:Christine.Leon@portlandoregon.gov)> <<mailto:Christine.Leon@portlandoregon.gov>> >; Floberg, Charlie



<Charlie.Floberg@am.jll.com <mailto:Charlie.Floberg@am.jll.com> >;  
Morris, Deborah Sievert  
<Deborah.SievertMorris@portlandoregon.gov  
<mailto:Deborah.SievertMorris@portlandoregon.gov> >; Salazar,  
Katie <Katie.Salazar@portlandoregon.gov  
<mailto:Katie.Salazar@portlandoregon.gov> >; Selleck, Randi  
<Randi.Selleck@portlandoregon.gov  
<mailto:Randi.Selleck@portlandoregon.gov> >  
Subject: RE: CH2m meeting

Hi, Sierra –

Thanks for your email and phone call last Thursday. I spoke with Paul this morning and he would like the meeting invitation to include himself, Deborah Sievert Morris, Katie Salazar (BDS Facilities Coordinator) and Randi Selleck (BIBS Project Manager) in the meeting/tour.

Below are some possible dates/times for a 1-hour meeting/tour:

Mon, 11/21/16 at 10:00 or 11:00

Mon, 11/28/16 at 9:00, 10:00, or 11:00

Tues, 11/29/16 at 2:00

I'll watch for your meeting invite or I'd be glad to look at other dates/times, if necessary.

I'm looking forward to hearing from you soon.

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>

From:

Sent: Thursday, November 10, 2016 4:00 PM

To: Wells, Kristin <Kristin.Wells@portlandoregon.gov  
<mailto:Kristin.Wells@portlandoregon.gov> >; Torgerson, Leanne  
<Leanne.Torgerson@portlandoregon.gov  
<mailto:Leanne.Torgerson@portlandoregon.gov> >

Cc: Leon, Christine <Christine.Leon@portlandoregon.gov  
<mailto:Christine.Leon@portlandoregon.gov> >; Floberg, Charlie  
<Charlie.Floberg@am.jll.com <mailto:Charlie.Floberg@am.jll.com> >

Subject: RE: CH2m meeting

Hi Kristin,

Thanks for following up. Leanne and I chatted and Director Scarlett's schedule is pretty impossible next week. We're not yet sure if he will be in the week of 11/21. If he is, we will look at 11/21 as that is the only date Christine is in. If not, we'll have to look at the week of 11/28. She and I are going to connect again on Monday to determine the best option.

Have a great weekend!

Warmly,  
Sierra

.....  
Sierra Stringfield | Director's Executive Assistant  
Portland Bureau of Transportation  
1120 SW 5th Avenue, Suite 800  
Portland, OR 97204  
503.823.9194

sierra.stringfield@portlandoregon.gov  
<mailto:sierra.stringfield@ci.portland.or.us>

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<<http://www.publicalerts.org/>>

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<<https://www.portlandoregon.gov/transportation/article/534391>>  
to contribute to a safer, healthier Portland.

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From: Wells, Kristin  
Sent: Thursday, November 10, 2016 3:53 PM  
To: Torgerson, Leanne <[Leanne.Torgerson@portlandoregon.gov](mailto:Leanne.Torgerson@portlandoregon.gov)> >; Stringfield, Sierra <[Sierra.Stringfield@portlandoregon.gov](mailto:Sierra.Stringfield@portlandoregon.gov)> >  
<<mailto:Sierra.Stringfield@portlandoregon.gov>> >  
Cc: Leon, Christine <[Christine.Leon@portlandoregon.gov](mailto:Christine.Leon@portlandoregon.gov)> >; Floberg, Charlie

<Charlie.Floberg@am.jll.com <mailto:Charlie.Floberg@am.jll.com> >  
Subject: CH2m meeting


Leanne and Sierra –

I wanted to check in on getting a meeting set up with Paul, Christine, Chris, and the other couple people we discussed earlier this week. JLL, our broker, would like to join us to discuss options and we can combine it with a building tour of the available spaces. Is there any way we can have that happen in the next week or two? Please let me know.

Thank you!  
Kristin Wells  
Project Manager  
City of Portland, Facilities Services  
Office: 503.823.1181  
Cell: 503.823.1869  
Kristin.Wells@portlandoregon.gov  
<mailto:Kristin.Wells@portlandoregon.gov>

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Warner, Chris <Chris.Warner@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required
	Salazar, Katie <Katie.Salazar@portlandoregon.gov>	Required
	Selleck, Randi <Randi.Selleck@portlandoregon.gov>	Required
	Wells, Kristin <Kristin.Wells@portlandoregon.gov>	Required
	Floberg, Charlie <Charlie.Floberg@am.jll.com>	Required
	Leon, Christine <Christine.Leon@portlandoregon.gov>	Required
	Gamboa, Paul <Paul.Gamboa@portlandoregon.gov>	Optional

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	<b>Time</b>	3:30 PM – 3:45 PM
	<b>Subject</b>	Paul, Hillary re: HLC appointments
	<b>Location</b>	Paul's Office
	<b>Show Time As</b>	Busy
	<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

Adam, Hillary <Hillary.Adam@portlandoregon.gov> Required

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

**Wednesday, November 30, 2016**

▲ **Time** 10:00 AM – 11:00 AM  
**Subject** Paul and Leanne one on one  
**Location** Paul's Office  
**Show Time As** Busy

<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

▲ **Time** 11:00 AM – 11:30 AM  
**Subject** Updated: Paul and Ross one on one  
**Location** Paul's Office  
**Recurrence** Occurs every 2 week(s) on Wednesday effective 11/30/2016 until 11/30/2016 from 11:00 AM to 11:30 AM  
**Show Time As** Busy  
 When: Occurs every 2 weeks on Wednesday effective 3/12/2014 from 11:00 AM to 11:30 AM (UTC-08:00) Pacific Time (US & Canada).  
 Where: Paul's Office

Note: The GMT offset above does not reflect daylight saving time adjustments.

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<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** 11:30 AM – 12:00 PM  
**Subject** Paul, Mitch, Fred meeting  
**Location** Director's Conf. Room

**Show Time As** Busy

<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
	Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required
	Deis, Fred <Fred.Deis@portlandoregon.gov>	Required

▲ **Time** 2:00 PM – 3:00 PM  
**Subject** Paul, Andy, Vic Remmers meeting  
**Location** 1900 SW 4th Ave, 5th floor, Director's Conf. Room  
**Show Time As** Busy  
 Vic –

Please check-in at the 5th floor reception when you arrive. Also, let us know if there is a specific project or topic you would like to discuss.

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
	Vic Remmers <vic@everetthomesnw.com>	Required

▲ **Time** 3:00 PM – 4:00 PM  
**Subject** Paul and Andy one on one  
**Location** Paul's Office  
**Show Time As** Busy  
 Rescheduling due to calendar conflict.

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
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required

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**Thursday, December 01, 2016**

▲ **Time** 7:45 AM – 2:00 PM  
**Subject** Bureau Directors off-site  
**Location** 121 SW Salmon, 2 World Trade Center, Skybridge A&B, Level 3  
**Show Time As** Out of Office  
Bureau Directors and invited assistant directors/equivalents –

This email a) updates your Outlook appointment with the location of the session and b) provides an agenda timeline.

Please remember to forward this appointment to your assistant director/equivalent, as we will use acceptances as the number of attendees.

We will send an additional email with the topics for the small group discussions as we get closer to the date.

Agenda timeline  
7:45 Doors open for coffee  
8:00 Welcome, introductions; Mayor-elect Wheeler  
9:30 Discussion in small groups  
11:30 Pick up working lunch  
12:00 Small groups report out; large group discussion  
1:20 Wrap up  
1:30 Session closes

Thanks. Jane.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Braaten, Jane <Jane.Braaten@portlandoregon.gov>	Organizer
	Abbate, Mike <Mike.Abbate@portlandoregon.gov>	Required
	Alarcon Morris, Amalia <Amalia.AlarconMorris@portlandoregon.gov>	Required
	Ames, Betsy <Betsy.Ames@portlandoregon.gov>	Required
	Anderson, Susan <Susan.Anderson@portlandoregon.gov>	Required

Baer, Jeff <Jeff.Baer@portlandoregon.gov>	Required
Branam, Kimberly <BranamK@pdc.us>	Required
Creager, Kurt <Kurt.Creager@portlandoregon.gov>	Required
Enge, Bryant <Bryant.Engel@portlandoregon.gov>	Required
Hutchison, Sam <Sam.Hutchison@portlandoregon.gov>	Required
James, Dante <Dante.James@portlandoregon.gov>	Required
Jordan, Michael <Mike.Jordan@portlandoregon.gov>	Required
Kanwit, Anna <Anna.Kanwit@portlandoregon.gov>	Required
Landis, Sarah <Sarah.Landis@portlandoregon.gov>	Required
Marshman, Michael <Michael.Marshman@portlandoregon.gov>	Required
Merlo, Carmen <Carmen.Merlo@portlandoregon.gov>	Required
Miller, Fred <Fred.Miller@portlandoregon.gov>	Required
Myers, Mike <Mike.J.Myers@portlandoregon.gov>	Required
Pellegrino, Martha <Martha.Pellegrino@portlandoregon.gov>	Required
Reeve, Tracy <Tracy.Reeve@portlandoregon.gov>	Required
Rust, Ken <Ken.Rust@portlandoregon.gov>	Required
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Scott, Andrew <Andrew.Scott@portlandoregon.gov>	Required
Stuhr, Michael <Michael.Stuhr@portlandoregon.gov>	Required
Treat, Leah <Leah.Treat@portlandoregon.gov>	Required
Turley, Lisa <Lisa.Turley@portlandoregon.gov>	Required
Bessee, Dominique <Dominique.Bessee@portlandoregon.gov>	Optional

Bristol, Elonda <Elonda.Bristol@portlandoregon.gov>	Optional
Clayton, Letimya <Letimya.Clayton@portlandoregon.gov>	Optional
Dhliwayo, Chido <Chido.Dhliwayo@portlandoregon.gov>	Optional
Dietz, Susan <Susan.Dietz@portlandoregon.gov>	Optional
Dirks, Megan <Megan.Dirks@portlandoregon.gov>	Optional
Haman, Diane <Diane.Haman@portlandoregon.gov>	Optional
Harris, Tawnya <Tawnya.Harris@portlandoregon.gov>	Optional
Lim, Maria <Maria.Lim@portlandoregon.gov>	Optional
Miner, Peggy <Peggy.Miner@portlandoregon.gov>	Optional
Moore, Janice <Janice.Moore@portlandoregon.gov>	Optional
Ocken, Julie <Julie.Ocken@portlandoregon.gov>	Optional
Pfaffle, Carey <Carey.Pfaffle@portlandoregon.gov>	Optional
Sao, Piset <Piset.Sao@portlandoregon.gov>	Optional
Schnoor, Katy <Katy.Schnoor@portlandoregon.gov>	Optional
Stringfield, Sierra <Sierra.Stringfield@portlandoregon.gov>	Optional
Sweeney, Ellen <Ellen.Sweeney@portlandoregon.gov>	Optional
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Optional
Tuttle, Amy <Amy.Tuttle@portlandoregon.gov>	Optional
Wolf, Sharon <Sharon.Wolf@portlandoregon.gov>	Optional
James, Angel <Angel.James@portlandoregon.gov>	Optional
Rinehart, Tom <Tom.Rinehart@portlandoregon.gov>	Optional



Patton, Jeramy <Jeramy.Patton@portlandoregon.gov>	Optional
Zehnder, Joe <Joe.Zehnder@portlandoregon.gov>	Optional
Armstrong, Michael <Michael.Armstrong@portlandoregon.gov>	Optional
Warner, Chris <Chris.Warner@portlandoregon.gov>	Optional
Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Optional
Uchiyama, Dawn <Dawn.Uchiyama@portlandoregon.gov>	Optional
Uehara, Chris <Chris.Uehara@portlandoregon.gov>	Optional
Wagenknecht, Mathew <Mathew.Wagenknecht@portlandoregon.gov>	Optional
Leloff, Mike <Mike.Leloff@portlandoregon.gov>	Optional
Rhys, David <David.Rhys@portlandoregon.gov>	Optional
Bauer, Dan <Dan.Bauer@portlandoregon.gov>	Optional
Rosenberg, Elyse <Elyse.Rosenberg@portlandoregon.gov>	Optional

▲ **Time** 2:30 PM – 3:15 PM  
**Subject** Paul, Mark, Maryhelen, Rob re: 2016 DRAC Agenda Planning  
**Location** 1900 SW 4th Ave, - 5th floor  
**Recurrence** Occurs the first Thursday of every 1 month(s) effective 12/1/2016 until 12/1/2016 from 2:30 PM to 3:15 PM  
**Show Time As** Busy  
Acceptance of this meeting series will add the 2016 DRAC Agenda meetings to your calendar on the first Thursday of each month from March 2016 through January 2017. The purpose of this 45-minute meeting is to draft the DRAC agenda for each month.

Best,  
Leanne  
503.823.7937

<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
Fetters, Mark <Mark.Fetters@portlandoregon.gov>	Required
Mh Kincaid <jamasu88@msn.com>	Required
rob@fasterpermits.com <rob@fasterpermits.com>	Required

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**Friday, December 02, 2016**

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▲ **Time** 9:00 AM – 10:00 AM  
**Subject** LMC Hiring Subcommittee Meeting  
**Location** Conference Room 5b (except Feb 12 and Mar 11 will be in Conf Rm 5a)  
**Recurrence** Occurs every 2 week(s) on Friday effective 12/2/2016 until 12/2/2016 from 9:00 AM to 10:00 AM  
**Show Time As** Busy  
 LMC Hiring Subcommittee Members,

Please accept this invitation to add the scheduled LMC Hiring Subcommittee meeting dates to your calendar for 2016.

I have reserved Conference Room 5B for all of these dates, with the exception of February 12 and March 11 which will be in 5A.

The 2016 LMC Hiring Subcommittee meeting dates are:

January 15 and 29  
 February 12 and 26 (note: Feb 12 will be in Conf Rm 5a, instead of 5b)  
 March 11 and 25 (note: Mar 11 will be in Conf Rm 5a, instead of 5b)  
 April 8 and 22  
 May 6 and 20  
 June 3 and 17  
 July 1, 15, and 29  
 August 12 and 26  
 September 9 and 23  
 October 7 and 21  
 November 4 and 18  
 December 2, 16, 30

Division Managers and T&WD key staff have been included on this invite to “optionally” add these dates to your calendars, too.

Thank you.

Linda Erlandsen, x35764  
 LMC Support backup - Kathy Robertson, x37358

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

<Linda.Erlandsen@portlandoregon.gov>	
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Duncan, Elizabeth <Elizabeth.Duncan@portlandoregon.gov>	Required
Jones, Connie <Connie.Jones@portlandoregon.gov>	Required
Partch, Priscilla <Priscilla.Partch@portlandoregon.gov>	Required
Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required
Whiteside, Rachel <Rachel.Whiteside@portlandoregon.gov>	Required
Sharp, Kathy <Kathy.Sharp@portlandoregon.gov>	Required
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Optional
Caron, Ross <Ross.Caron@portlandoregon.gov>	Optional
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Optional
Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Optional
Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Optional
Edwards, Adrienne <Adrienne.Edwards@portlandoregon.gov>	Optional
Wolley, Greg <Greg.Wolley@portlandoregon.gov>	Optional
Robertson, Kathy <Kathy.Robertson@portlandoregon.gov>	Optional
Storey, Oretha <Oretha.Storey@portlandoregon.gov>	Optional
Quattlebaum, Brian <Brian.Quattlebaum@portlandoregon.gov>	Optional



**Subject** Bureau Committee Discussion  
**Location** Conf 5a  
**Show Time As** Busy  
Committee Chairs/co-chairs/subcommittee volunteers:

This meeting is being set-up at the request of the LMC to discuss standardizing bureau committees i.e.: term limits, chair rotations, processes etc. Your attendance in this discussion is appreciated.

Please let me know if you have questions and/or concerns,

Oretha Storey  
Sr. Administrative Specialist  
BDS Budget & Finance Section  
City of Portland – 1900 SW 4th Avenue, Suite 5000  
Portland, OR 97201  
Phone: 503/823-5764  
Fax: 503/865-3475  
Oretha.Storey@portlandoregon.gov  
<mailto:Oretha.Storey@portlandoregon.gov>

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Storey, Oretha <Oretha.Storey@portlandoregon.gov>	Organizer
	Butler-Brown, Jason <Jason.Butler-Brown@portlandoregon.gov>	Required
	Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Required
	Roth, Kathy <Kathy.Roth@portlandoregon.gov>	Required
	Salazar, Katie <Katie.Salazar@portlandoregon.gov>	Required
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Whiteside, Rachel <Rachel.Whiteside@portlandoregon.gov>	Required
	Morris, Tim <Tim.Morris@portlandoregon.gov>	Required
	Duran, John <John.Duran@portlandoregon.gov>	Required
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Optional
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Optional
	Perry, Dora <Dora.Perry@portlandoregon.gov>	Optional

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▲ **Time** 11:00 AM – 12:00 PM  
**Subject** Paul Scarlett, Brad Malsin, Jonathan Malsin Meeting  
**Location** 1900 SW 4th Ave, 5th Floor, Director's Conf. Room  
**Show Time As** Busy  
Brad and Jonathan –

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

Feel free to contact me should something come up between now and 12/2/16.

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
	Brad Malsin (brad@beamdevelopment.com) <brad@beamdevelopment.com>	Required
	Jonathan Malsin <Jonathan@beamdevelopment.com>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required

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▲ **Time** 2:30 PM – 3:00 PM  
**Subject** Paul and Diane: discuss OPTA  
**Location** Paul's Office  
**Show Time As** Busy

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

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