
Scarlett, Paul Calendar

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

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	28	29	30			

December 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	28	29	30	31	

November 2016

▲ 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

▲ **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
-

December 2016

▲ **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

Attendees	Name <E-mail>	Attendance
	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

Attendees	Name <E-mail>	Attendance
	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

Attendees	Name <E-mail>	Attendance
	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

Tuesday, November 29, 2016

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

Attendees

Name <E-mail>	Attendance
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

Attendees	Name <E-mail>	Attendance
	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

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.publicalerts.org/>>

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

Attendees	Name <E-mail>	Attendance
	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

	Time	3:30 PM – 3:45 PM
	Subject	Paul, Hillary re: HLC appointments
	Location	Paul's Office
	Show Time As	Busy
	Attendees	
	Name <E-mail>	Attendance
	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

Attendees	Name <E-mail>	Attendance
	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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Attendees	Name <E-mail>	Attendance
	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

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
	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>

Attendees	Name <E-mail>	Attendance
	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

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required

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.

Attendees	Name <E-mail>	Attendance
	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

Attendees	Name <E-mail>	Attendance
	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

Friday, December 02, 2016

▲ **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

Attendees	Name <E-mail>	Attendance
	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>

Attendees	Name <E-mail>	Attendance
	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

▲ **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>

Attendees	Name <E-mail>	Attendance
	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

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

Attendees	Name <E-mail>	Attendance
	Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Parke, Diane <Diane.Parke@portlandoregon.gov>	Required
