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## Scarlett, Paul Calendar

Monday, January 30, 2017 – Sunday, February 05, 2017

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January 2017							February 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>
8	9	10	11	12	13	14	<a href="#">5</a>	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	<a href="#">30</a>	<a href="#">31</a>					26	27	28				

### January 2017

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#### ▲ Mon, Jan 30

- 9:30 AM – 10:30 AM [Leanne Torgerson \(Executive Assistant\) one on one](#)  
Paul's Office  
Torgerson, Leanne
- 11:00 AM – 12:00 PM [Chloe Eudaly \(Commissioner of Public Safety\), Marshall Runkel \(BDS Liaison\) Prep Meeting with BDS](#)  
Conf, Commissioner Eudaly  
McGee, Travis
- 2:15 PM – 3:15 PM [Deborah Sievert Morris \(Business Operations & Finance Services Manager\) one on one](#)  
Paul's Office  
Torgerson, Leanne
- 2:30 PM – 3:00 PM [Katie Salazar \(BDS Facilities Coordinator\), Deborah Sievert Morris \(Business Operations & Finance Services Manager\), Elshad Hajiyev \(Finance Manager\), and Randi Selleck \(BIBS Project Manager\) re: 2500 Room project discussion](#)  
Paul's Conference Room  
Poole, Colleen

#### ▲ Tue, Jan 31

- 10:30 AM – 12:20 PM [Rebecca Esau \(Principal Planner\) one on one](#)  
Paul's Office  
Torgerson, Leanne
- 10:45 AM – 11:30 AM [Kara Firovanti \(Land Use Services - Section Manager\) to join Paul and Rebecca's one on one re: Design Commission State of the City](#)

[Report to Council](#)

Director's Conf. Room

Torgerson, Leanne

- 2:45 PM – 3:50 PM [Patrick Quinton \(XXXX\) meeting](#)  
1900 SW 4th Ave, 5th floor, Director's Conf. Room  
Torgerson, Leanne

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February 2017

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▲ **Wed, Feb 1**

- 9:00 AM – 9:20 AM [Kate Green \(Land Use Services staff\) re: BDS Green Team and ACE Mentor Program](#)  
Paul's Office  
Torgerson, Leanne
  - 10:00 AM – 10:30 AM [Ross Caron \(Public Information & Enforcement Services Manager\) one on one](#)  
Paul's office  
Torgerson, Leanne
  - 10:30 AM – 10:50 AM [Rebecca Esau \(Principal Planner\), Ross Jonak \(Land Use Services Section Manager\), Leanne Torgerson \(Executive Assistant\) re: Commissioners Assistants Briefing and Commissioner Standard Operating Procedures](#)  
Paul's office  
Torgerson, Leanne
  - 11:30 AM – 12:00 PM [Laurie Levý \(Portland Online Permitting System Manager\) one on one](#)  
Paul's Office  
Torgerson, Leanne
  - 2:00 PM – 2:30 PM [Andy Peterson \(Plan Review & Permitting Services Manager\), Rebecca Esau \(Principal Planner\), Deborah Sievert Morris \(Business Operations & Finance Services Manager\), Mitch Nickolds \(Inspection Services Manager\), Elshad Hajiyev \(Finance Services Manager\) re: Affordable housing and Development Fees \(Draft Resolution\)](#)  
Director's Conf. Room  
Torgerson, Leanne
  - 3:00 PM – 3:30 PM [Dora Perry \(Equity & Policy Manager\) one on one](#)  
Paul's office  
Torgerson, Leanne
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▲ **Thu, Feb 2**

- 9:00 AM – 9:15 AM [Doug Morgan \(Engineering Plan Review Manager\) to introduce new employee](#)  
Paul's Office  
Torgerson, Leanne
  - 9:00 AM – 10:00 AM [Leanne Torgerson \(Executive Assistant\) one on one](#)  
Paul's Office  
Torgerson, Leanne
  - 10:00 AM – 11:00 AM [Ross Caron \(Public Information & Enforcement Services Manager\), Leanne Torgerson \(Executive Assistant\) and Colleen Poole \(Customer Service & Outreach Coordinator\) re: Duties & Responsibilities](#)  
Director's Conf. Room  
Torgerson, Leanne
  - 11:30 AM – 1:00 PM [Bureau Directors Meeting](#)  
Lovejoy Room, City Hall  
Rinehart, Tom
  - 2:30 PM – 3:15 PM [Mark Jackson \(REAP, Inc. Executive Director\) meeting](#)  
1900 SW 4th Ave, 5th floor, Director's Conf. Room  
Torgerson, Leanne
  - 3:15 PM – 4:15 PM [Deborah Sievert Morris \(Business Operations & Finance Services Manager\) re: Commissioner's List](#)  
Paul's Office  
Torgerson, Leanne
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▲ **Fri, Feb 3**

- 8:00 AM – 10:00 AM [Inclement Weather \(Late Opening- 10:00 start\)](#)
  - 2:30 PM – 3:30 PM [Ross Caron \(Public Information & Enforcement Services Manager\) re: Organization Dev. in the Customer Service & Communication Section](#)  
Paul's Office  
Torgerson, Leanne
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Details

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**Monday, January 30, 2017**

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- ▲ **Time** 9:30 AM – 10:30 AM  
**Subject** Paul and Leanne 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
	Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Required

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▲ **Time** 11:00 AM – 12:00 PM

**Subject** Prep Meeting with BDS

**Location** Conf, Commissioner Eudaly

**Show Time** Busy

**As**

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

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▲ **Time** 2:15 PM – 3:15 PM

**Subject** Paul and Deborah one on one

**Location** Paul's Office

**Recurrence** Occurs every Monday effective 1/30/2017 until 1/30/2017  
from 2:15 PM to 3:15 PM

**Show Time** Busy

**As**

Moving the time back to 2:15 due to Commissioner meeting.

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

<Paul.Scarlett@portlandoregon.gov>

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

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▲ **Time** 2:30 PM – 3:00 PM

**Subject** Paul, Katie, Deborah, Elshad, and Randi re: 2500 Room project discussion

**Location** Paul's Conference Room

**Show** Busy

**Time As**

<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
	Salazar, Katie <Katie.Salazar@portlandoregon.gov>	Required
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required
	Selleck, Randi <Randi.Selleck@portlandoregon.gov>	Required

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**Tuesday, January 31, 2017**

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▲ **Time** 10:30 AM – 12:20 PM

**Subject** Paul and Rebecca E. one on one

**Location** Paul's Office

**Show Time** Busy

**As**

Adjusting to show the actual length of time you met.

Bumping the start time to 10:30 for the 1/31/17 meeting only. Will send a separate email for Kara to join for the first 20 minutes.

Leanne  
X37937

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

<Leanne.Torgerson@portlandoregon.gov>

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

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

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▲ **Time** 10:45 AM – 11:30 AM  
**Subject** Kara to join Paul and Rebecca's one on one re: Design Commission State of the City Report to Council  
**Location** Director's Conf. Room  
**Show Time** Busy  
**As**  
Adjusting to show the actual time you met.

Kara – Please plan on joining the first 20 minutes of Paul and Rebecca's one on one to discuss some feedback from BOMA regarding the design review regs. and how the commission operates.

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

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▲ **Time** 2:45 PM – 3:50 PM  
**Subject** Paul Scarlett and Patrick Quinton meeting  
**Location** 1900 SW 4th Ave, 5th floor, Director's Conf. Room  
**Show Time** Busy  
**As**  
Patrick – Please check-in at the 5th floor reception when you arrive. Please feel free to contact me should something come up between now and 1/31/17.

Best,

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
	Patrick Quinton <patrickquintonpdx@gmail.com>	Required

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### Wednesday, February 01, 2017

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▲ **Time** 9:00 AM – 9:20 AM

**Subject** Paul, Kate Green re: BDS Green Team and ACE Mentor Program

**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
	Green, Kate <Kate.Green@portlandoregon.gov>	Required

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▲ **Time** 10:00 AM – 10:30 AM

**Subject** Paul and Ross one on one

**Location** Paul's office

**Recurrence** Occurs every 2 week(s) on Wednesday effective 2/1/2017 until 2/1/2017 from 10:00 AM to 10:30 AM

**Show Time** Busy

**As**

When: Occurs every 2 weeks on Wednesday effective 3/19/2014 from 10:00 AM to 10:30 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

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▲ **Time** 10:30 AM – 10:50 AM  
**Subject** Paul, Rebecca, Ross J. re: CAB and Commissioner SOP  
**Location** Paul's office  
**Importance** High  
**Show Time** Busy  
**As**  
Rebecca and Ross –

Paul would like to discuss the Commissioner's Assistants Briefing and Commissioner SOP. I hope this time works for all.

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

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▲ **Time** 11:30 AM – 12:00 PM  
**Subject** Paul and Laurie one on one  
**Location** Paul's Office  
**Show Time** Busy  
**As**  
**Attendees**

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

▲ **Time** 2:00 PM – 2:30 PM  
**Subject** Paul, Andy, Rebecca, Deborah, Mitch, Elshad re: Affordable housing and Development Fees (Draft Resolution)  
**Location** Director's Conf. Room  
**Show** Busy  
**Time As** Sending again to include Mitch.

This meeting will be to review the draft resolution so there is good understanding as to how it will impact the various workgroups and bureau and the resources needed to implement it.

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
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
	Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required

▲ **Time** 3:00 PM – 3:30 PM

**Subject** Paul and Dora one on one

**Location** Paul's office

**Show Time** Busy

**As**

Shortening to 30 minutes 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
	Perry, Dora <Dora.Perry@portlandoregon.gov>	Required

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**Thursday, February 02, 2017**

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▲ **Time** 9:00 AM – 9:15 AM

**Subject** Paul, Doug M to introduce new employee

**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
	Morgan, Douglas <Douglas.Morgan@portlandoregon.gov>	Required

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▲ **Time** 9:00 AM – 10:00 AM

**Subject** Paul and Leanne one on one

**Location** Paul's Office

**Recurrence** Occurs every Thursday effective 2/2/2017 until 2/2/2017 from 9:00 AM to 10:00 AM

**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

Poole, Colleen  
<Colleen.Poole@portlandoregon.gov> Required

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▲ **Time** 10:00 AM – 11:00 AM  
**Subject** Paul, Ross, Leanne and Colleen re: Duties & Responsibilities  
**Location** Director's Conf. Room  
**Show Time** Busy  
**As**  
Just moving this out one week due to a calendar conflict. I hope this time works for all.

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

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▲ **Time** 11:30 AM – 1:00 PM  
**Subject** Bureau Directors Meeting  
**Location** Lovejoy Room, City Hall  
**Recurrence** Occurs the first Thursday of every 1 month(s) effective 2/2/2017 until 2/2/2017 from 11:30 AM to 1:00 PM  
**Show Time** Busy  
**As**  
Monthly Bureau Directors meeting series for the calendar year 2017.

Thank you,  
Katy Schnoor  
Director's Executive Assistant for

CAO and CFO  
City of Portland, OR | Office of Management and Finance  
503.823.5160 | Katy.Schnoor@PortlandOregon.gov  
<mailto:Katy.Schnoor@PortlandOregon.gov>

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

City Bureau Directors <CitywideBurDirDistList@portlandoregon.gov>	Required
Scott, Andrew <Andrew.Scott@portlandoregon.gov>	Optional
Miller, Fred <Fred.Miller@portlandoregon.gov>	Optional
Merlo, Carmen <Carmen.Merlo@portlandoregon.gov>	Optional
Anderson, Susan <Susan.Anderson@portlandoregon.gov>	Optional
Creager, Kurt <Kurt.Creager@portlandoregon.gov>	Optional
Clayton, Letimya <Letimya.Clayton@portlandoregon.gov>	Optional
Turley, Lisa <Lisa.Turley@portlandoregon.gov>	Optional
Branam, Kimberly <BranamK@pdc.us>	Optional
Braaten, Jane <Jane.Braaten@portlandoregon.gov>	Optional
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Optional
Marshman, Michael <Michael.Marshman@portlandoregon.gov>	Optional
Hutchison, Sam <Sam.Hutchison@portlandoregon.gov>	Optional
Baer, Jeff <Jeff.Baer@portlandoregon.gov>	Optional
Jordan, Michael <Mike.Jordan@portlandoregon.gov>	Optional
Abbate, Mike <Mike.Abbate@portlandoregon.gov>	Optional
Enge, Bryant <Bryant.Engel@portlandoregon.gov>	Optional

Reeve, Tracy <Tracy.Reeve@portlandoregon.gov>	Optional
Pellegrino, Martha <Martha.Pellegrino@portlandoregon.gov>	Optional
James, Dante <Dante.James@portlandoregon.gov>	Optional
Kanwit, Anna <Anna.Kanwit@portlandoregon.gov>	Optional
Moore, Janice <Janice.Moore@portlandoregon.gov>	Optional

▲ **Time** 2:30 PM – 3:15 PM  
**Subject** Paul Scarlett and Mark Jackson (REAP) meeting  
**Location** 1900 SW 4th Ave, 5th floor, Director's Conf. Room  
**Show Time** Busy  
**As**  
Mark – Please check-in at the 5th floor reception when you arrive. Please feel free to contact me should something come up between now and 12/8/16 1/17/17 2/2/17. Third time is a charm! See you on 2/2/17!

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
	Mark Jackson <markj@reapusa.org>	Required

▲ **Time** 3:15 PM – 4:15 PM  
**Subject** Paul and Deborah re: Commissioner's List

**Location** Paul's Office

**Show** Busy

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

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**Friday, February 03, 2017**

▲ **Time** 8:00 AM – 10:00 AM

**Subject** Inclement Weather (Late Opening- 10:00 start)

**Show Time** Out of Office

**As**

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▲ **Time** 2:30 PM – 3:30 PM

**Subject** Paul and Ross re: Organization Dev. in the Customer Service & Communication Section

**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

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