
Scarlett, Paul Calendar

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

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				1	2	3	4
8	9	10	11	12	13	14	5	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	30	31					26	27	28				

January 2017

▲ 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

February 2017

▲ **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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