
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
-

▲ **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
-

▲ **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
-

Details

Monday, January 30, 2017

- ▲ **Time** 9:30 AM – 10:30 AM
Subject Paul and Leanne one on one

Location Paul's Office

Show Time Busy

As

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 – 12:00 PM

Subject Prep Meeting with BDS

Location Conf, Commissioner Eudaly

Show Time Busy

As

Attendees	Name <E-mail>	Attendance
	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

▲ **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.

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

<Paul.Scarlett@portlandoregon.gov>

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

▲ **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

Attendees	Name <E-mail>	Attendance
	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

Tuesday, January 31, 2017

▲ **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

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne	Organizer

<Leanne.Torgerson@portlandoregon.gov>

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

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

▲ **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

Attendees	Name <E-mail>	Attendance
	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

▲ **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>

Attendees	Name <E-mail>	Attendance
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Patrick Quinton <patrickquintonpdx@gmail.com>	Required

Wednesday, February 01, 2017

▲ **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

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

▲ **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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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** 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

Attendees	Name <E-mail>	Attendance
	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

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

Name <E-mail>	Attendance
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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

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
	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.

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

Thursday, February 02, 2017

▲ **Time** 9:00 AM – 9:15 AM

Subject Paul, Doug M to introduce new employee

Location Paul's Office

Show Time Busy

As

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

▲ **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

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** 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

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

▲ **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>

Attendees	Name <E-mail>	Attendance
	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>

Attendees	Name <E-mail>	Attendance
	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

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

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

▲ **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

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
