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## Scarlett, Paul Calendar

Monday, March 13, 2017 – Sunday, March 19, 2017

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### March 2017

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### March 2017

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#### ▲ Mon, Mar 13

- 9:00 AM – 10:00 AM [Building Occupancy Resumption Program \(BORP\)](#)  
BDS Conf 5e (10)  
Torgerson, Leanne
- 10:00 AM – 10:30 AM [Cliff Smith \(POPS Quality Assurance Consultant\)](#)  
1900 SW 4th Ave, 5th floor  
Torgerson, Leanne
- 10:30 AM – 11:00 AM [Leanne Torgerson \(Executive Assistant\) one on one](#)  
Paul's Office  
Torgerson, Leanne
- 11:00 AM – 12:00 PM [Dora Perry \(Equity & Policy Manager\) one on one](#)  
Paul's office  
Torgerson, Leanne
- 2:15 PM – 3:15 PM [Deborah Sievert Morris \(Business Operations & Finance Services Manager\) one on one](#)  
Paul's Office  
Torgerson, Leanne

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#### ▲ Tue, Mar 14

- 8:30 AM – 9:00 AM [Deborah Sievert Morris \(Business Operations & Finance Services Manager\), Lynda Lewis \(Recruitment & Hiring Manager\) meeting](#)  
Director's Conf. Room  
Torgerson, Leanne
- 9:00 AM – 10:00 AM [Rebecca Esau \(Principal Planner\) one on one](#)

- [one](#)
    - Paul's Office
    - Torgerson, Leanne
  - 10:30 AM – 12:00 PM [BDS Senior Managers Meeting](#)
    - BDS Conf 5e (10)
    - Torgerson, Leanne
  - 2:00 PM – 2:15 PM [Diane Parke \(Facility Permit Program staff\) re: FPP work](#)
    - Paul's Office
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▲ **Wed, Mar 15**

- 8:45 AM – 9:15 AM [Ross Caron \(Public Information & Enforcement Services Manager\) one on one](#)
    - Paul's office
    - Torgerson, Leanne
  - 11:30 AM – 12:00 PM [Laurie Levý \(Portland Online Permitting System Manager\), Kathy Sharp \(BHR Business Partner\). re: Senior Planner Positions](#)
    - Paul's Office
    - Torgerson, Leanne
  - 12:00 PM – 12:30 PM [Laurie Levý \(Portland Online Permitting System Manager\) one on one](#)
    - Paul's Office
    - Torgerson, Leanne
  - 2:30 PM – 3:00 PM [Nancy Thorington \(Sr. Code & Policy Analyst\), Terry Whitehill \(Code & Policy Manager\) re: Asbestos & Lead-based Paint](#)
    - Director's Conf. Room
    - Torgerson, Leanne
  - 3:00 PM – 3:15 PM [HR issue](#)
    - Paul's Office
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▲ **Thu, Mar 16**

- Before 8:00 AM Free**
- 8:00 AM – 10:00 AM [Development Review Advisory Committee](#)
  - 1900 Building, 2nd floor, Room 2500B
  - Fetters, Mark
- 10:45 AM – 11:45 AM [Leanne Torgerson\(Executive Assistant\) one on one](#)
  - Paul's Office
  - Torgerson, Leanne
- 2:00 PM – 2:30 PM [Colleen Poole \(Customer Service & Outreach Coordinator\), Kareen Perkins \(Permitting Services Manager\), Christy Pierce\(Permitting Services Manager\) to attend Permitting Services Section Meeting](#)

6A  
Torgerson, Leanne

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▲ **Fri, Mar 17**

- 9:00 AM – 9:30 AM [Leanne Torgerson \(Executive Assistant\) one on one](#)  
Paul's Office  
Torgerson, Leanne
  - 10:00 AM – 10:30 AM [Deborah Sievert Morris \(Business Operations & Finance Services Manager\)](#)
  - 11:00 AM – 11:15 AM [Mitch Nickolds \(Inspection Services Manager\)](#)
  - 12:00 PM – 5:00 PM [Out \(Vacation pm\)](#)
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Details

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**Monday, March 13, 2017**

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- ▲ **Time** 9:00 AM – 10:00 AM
- Subject** Building Occupancy Resumption Program (BORP)
- Location** BDS Conf 5e (10)
- Show Time** Busy
- As**

This meeting will be to discuss a potential new program – Building Occupancy Resumption Program (BORP).

FYI – This is Tony's first day back in the office – so I have included Ben Walters. Also, Amit will be out of town on Wed, Thurs, and Fri (3/15, 16 and 17).

Attached is a description of the program.

<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
	Garcia, Tony <Tony.Garcia@portlandoregon.gov>	Required
	Thorington, Nancy <Nancy.Thorington@portlandoregon.gov>	Required
	Whitehill, Terry <Terry.Whitehill@portlandoregon.gov>	Required

Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required
Meyer, Cindy <Cindy.Meyer@portlandoregon.gov>	Required
Kumar, Amit <Amit.Kumar@portlandoregon.gov>	Required
Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
Roth, Kathy <Kathy.Roth@portlandoregon.gov>	Required
Walters, Ben <Ben.Walters@portlandoregon.gov>	Required

▲ **Time** 10:00 AM – 10:30 AM  
**Subject** Paul Scarlett and Cliff Smith (POPS QA Consultant)  
**Location** 1900 SW 4th Ave, 5th floor  
**Recurrence** Occurs the second Monday of every 2 month(s)  
effective 3/13/2017 until 3/13/2017 from 10:00 AM to  
10:30 AM  
**Show Time** Busy  
**As**  
Cliff –

Please check-in at the 5th floor reception when you arrive. This series is for the one on one between you and Paul – 2nd Monday every other month from 10:00 to 10:30 beginning in May 2016. We can adjust along the way, as needed. I'll put an end date on this series of December 2019. I'll send another series that include Rebecca Sponsel for the opposite month beginning in June 2016.

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

<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>

cliff@caseassociates.com Required  
<cliff@caseassociates.com>

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▲ **Time** 10:30 AM – 11:00 AM

**Subject** Paul and Leanne one on one

**Location** Paul's Office

**Show Time** Busy

**As**

Might have to move this meeting again if Paul meets with Cliff Smith at 10:00.

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

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▲ **Time** 11:00 AM – 12:00 PM

**Subject** Paul and Dora one on one

**Location** Paul's office

**Show Time** Busy

**As**

Rescheduling this meeting only due to a calendar conflict on Wed.

Leanne

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

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

Perry, Dora Required  
<Dora.Perry@portlandoregon.gov>

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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 3/13/2017 until 3/13/2017  
from 2:15 PM to 3:15 PM

**Show Time** Busy

As

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

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

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**Tuesday, March 14, 2017**

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▲ **Time** 8:30 AM – 9:00 AM

**Subject** Paul, Deborah, Lynda meeting

**Location** Director's Conf. Room

**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
	Lewis, Lynda <Lynda.Lewis@portlandoregon.gov>	Required

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▲ **Time** 9:00 AM – 10:00 AM

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

**Location** Paul's Office

**Recurrence** Occurs every 2 week(s) on Tuesday effective 3/14/2017 until 3/14/2017 from 9:00 AM to 10:00 AM

**Show Time** Busy

**As**

New series begins March 17 – Tuesday of pay week at 9:00 a.m. Will end old series after March 2, 2:30 meeting.

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

▲ **Time** 10:30 AM – 12:00 PM  
**Subject** 2017 Senior Managers Meeting  
**Location** BDS Conf 5e (10)

**Show** Busy

**Time As**

This is meeting series is for the 2nd Tuesday of each month through 2017. Be watching for the 2nd series for the 4th Tuesday of each month.

Leanne  
X37937

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	BDS Division Managers <BDSManagers@portlandoregon.gov>	Required
	Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Optional
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Optional
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Optional
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Optional
	Perry, Dora <Dora.Perry@portlandoregon.gov>	Optional
	Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Optional
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Optional

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

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▲ **Time** 2:00 PM – 2:15 PM  
**Subject** Paul and Diane Parke re: FPP work  
**Location** Paul's Office  
**Show Time** Busy  
**As**

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**Wednesday, March 15, 2017**

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▲ **Time** 8:45 AM – 9:15 AM  
**Subject** Paul and Ross 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
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required

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▲ **Time** 11:30 AM – 12:00 PM  
**Subject** Paul, Laurie, Kathy S. re: Senior Planner Positions  
**Location** Paul's Office  
**Show Time** Busy  
**As**

To reschedule this meeting due to Laurie out of the office on 3/7/17. Struggling to find a time when you all can meet before this date/ time. :o( I hope this time works for all.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Leanne X37937 Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
	Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Required



Sharp, Kathy  
<Kathy.Sharp@portlandoregon.gov> Required

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▲ **Time** 12:00 PM – 12:30 PM

**Subject** Paul and Laurie 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
	Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Required

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▲ **Time** 2:30 PM – 3:00 PM

**Subject** Paul, Nancy, Terry re: Asbestos & Lead-based Paint

**Location** Director's Conf. Room

**Show Time** Busy

**As**

Nancy will be meeting with a Senator's office and Dan Eisenbeis on Friday on this topic and wanted to touch bases with Paul first.

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
	Thorington, Nancy <Nancy.Thorington@portlandoregon.gov>	Required
	Whitehill, Terry <Terry.Whitehill@portlandoregon.gov>	Required

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**Thursday, March 16, 2017**

▲ **Time** 8:00 AM – 10:00 AM

**Subject** Development Review Advisory Committee

**Location** 1900 Building, 2nd floor, Room 2500B  
**Recurrence** Occurs the third Thursday of every 1 month(s) effective 3/16/2017 until 3/16/2017 from 8:00 AM to 10:00 AM  
**Show Time** Busy

**As**  
City Staff,

In canceling the July DRAC meeting, it appears that Outlook also canceled all future DRAC meetings. I am sending this request to put the meetings back in your calendar.

Mark Feters  
BDS Business Operations  
(503) 823-1028  
Mark.feters@portlandoregon.gov  
<mailto:Mark.feters@portlandoregon.gov>

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Feters, Mark <Mark.Feters@portlandoregon.gov>	Organizer
	Adamsick, Claire <Claire.Adamsick@portlandoregon.gov>	Required
	Alpert, Josh <Josh.Alpert@portlandoregon.gov>	Required
	Anderson, Susan <Susan.Anderson@portlandoregon.gov>	Required
	Armstrong, Michael <Michael.Armstrong@portlandoregon.gov>	Required
	Bejarano, Alex <Alex.Bejarano@portlandoregon.gov>	Required
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required
	Collentine, Mary Ellen <MaryEllen.Collentine@portlandoregon.gov>	Required
	Dietz, Cindy <Cindy.Dietz@portlandoregon.gov>	Required
	Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required

Finn, Brendan <Brendan.Finn@portlandoregon.gov>	Required
Fioravanti, Kara <Kara.Fioravanti@portlandoregon.gov>	Required
Grumm, Matt <Matt.Grumm@portlandoregon.gov>	Required
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
Hales, Charlie <Charlie.Hales@portlandoregon.gov>	Required
Heron, Tim <Tim.Heron@portlandoregon.gov>	Required
Huggins, Sarah <Sarah.Huggins@portlandoregon.gov>	Required
Kane, Alisa <Alisa.Kane@portlandoregon.gov>	Required
Krueger, Kurt <Kurt.Krueger@portlandoregon.gov>	Required
Lam, Trang <Trang.Lam@portlandoregon.gov>	Required
Leon, Christine <Christine.Leon@portlandoregon.gov>	Required
Martin, Lyne <Lyne.Martin@portlandoregon.gov>	Required
Morgan, Douglas <Douglas.Morgan@portlandoregon.gov>	Required
Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required
Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required
O'Brien, Kyle <Kyle.O'Brien@portlandoregon.gov>	Required
Perkins, Kareen <Kareen.Perkins@portlandoregon.gov>	Required

Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
Reese Cadigan, Elisabeth <Elisabeth.Reese@portlandoregon.gov>	Required
Saltzman, Dan <Dan.Saltzman@portlandoregon.gov>	Required
Sandy, Emily <Emily.Sandy@portlandoregon.gov>	Required
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Shriver, Katie <Katie.Shriver@portlandoregon.gov>	Required
Spencer-Hartle, Brandon <Brandon.Spencer@portlandoregon.gov>	Required
Sponsel, Rebecca <Rebecca.Sponsel@portlandoregon.gov>	Required
Starin, Nicholas <Nicholas.Starin@portlandoregon.gov>	Required
Thorington, Nancy <Nancy.Thorington@portlandoregon.gov>	Required
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Required
Torres, Raul <Raul.Torres@portlandoregon.gov>	Required
Wadsworth, Jasmine <Jasmine.Wadsworth@portlandoregon.gov>	Required
Wier, Christopher <Christopher.Wier@portlandoregon.gov>	Required
Wood, Sandra <Sandra.Wood@portlandoregon.gov>	Required

Wood, Shawn  
<Shawn.Wood@portlandoregon.gov> Required

Lawrence, Asena  
<Asena.Lawrence@portlandoregon.gov> Required

Jogerst, Casey  
<Casey.Jogerst@portlandoregon.gov> Required

Faber, Rick  
<Richard.Faber@portlandoregon.gov> Required

Nameny, Phil  
<Phil.Nameny@portlandoregon.gov> Optional

Yates, Jody <Jody.Yates@portlandoregon.gov> Optional

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▲ **Time** 10:45 AM – 11:45 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** 2:00 PM – 2:30 PM

**Subject** Paul, Colleen, Kareen, Christy to attend Permitting Services Section Meeting

**Location** 6A

**Show Time** Busy

**As**

This is an opportunity for Paul to connect with staff at the 3/16/17 Permitting Services Section Meeting. Colleen will be attending with Paul.

Thanks,  
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

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

Perkins, Kareen  
<Kareen.Perkins@portlandoregon.gov> Required

Pierce, Christy  
<Christine.Pierce@portlandoregon.gov> Required

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**Friday, March 17, 2017**

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▲ **Time** 9:00 AM – 9:30 AM

**Subject** Paul and Leanne 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
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Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
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▲ **Time** 10:00 AM – 10:30 AM

**Subject** Deborah

**Show Time** Busy

**As**

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▲ **Time** 11:00 AM – 11:15 AM

**Subject** Mitch

**Show Time** Busy

**As**

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▲ **Time** 12:00 PM – 5:00 PM

**Subject** Out (Vacation pm)

**Show Time** Out of Office

**As**

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