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**Scarlett, Paul Calendar**  
Monday, April 03, 2017 – Sunday, April 09, 2017

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**April 2017**

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

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▲ **Mon, Apr 3**

- 8:45 AM – 9:45 AM [Leanne Torgerson \(Executive Assistant\) one on one](#)  
Paul's Office  
Torgerson, Leanne
- 9:00 AM – 9:30 AM [Laurie Levý \(Portland Online Permitting System\), Jeff Baer \(Chief Technology Officer\) Check-in](#)  
Paul's Office  
Baer, Jeff
- 11:00 AM – 12:00 PM [Marshall Runkell \(Commissioner Eudaly's Office BDS Liaison\) one on one](#)
- 12:15 PM – 1:00 PM [City Attorney](#)  
City Attorney's office  
Torgerson, Leanne
- 1:45 PM – 2:00 PM [Andy Peterson \(Plan Review & Permitting Services Manager\) one on one](#)  
Paul's Office  
Torgerson, Leanne
- 2:00 PM – 2:15 PM [Kathy Sharp \(BHR Business Partner\) re: Voluntary Retirement Incentive Program](#)  
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, Apr 4**

All Day [Out Sick](#)

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▲ **Wed, Apr 5**

- 11:00 AM – 11:30 AM [Janell Piercy \(Residential Inspections Manager\) 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
  - 1:30 PM – 2:30 PM [LMC Meeting re: Strategic Plan](#)  
1900 Building - 2nd floor - Room 2500A  
Torgerson, Leanne
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▲ **Thu, Apr 6**

- 9:00 AM – 10:00 AM [Leanne Torgerson \(Director's Executive Assistant\) one on one](#)  
Paul's Office  
Torgerson, Leanne
  - 11:00 AM – 11:15 AM [Tom Rinehart \(Chief Administrative Officer\) monthly meeting](#)  
Tom's Office, TPB, Rm 1250  
Rinehart, Tom
  - 11:30 AM – 1:00 PM [Bureau Directors Meeting](#)  
Lovejoy Room, City Hall  
Rinehart, Tom
  - 2:00 PM – 2:30 PM [Colleen Poole \(Customer Services & Outreach Coordinator\), Elshad, Greg at Combined Finance, Training & Workforce Development, and other Section Meeting](#)  
5A  
Torgerson, Leanne
  - 5:00 PM – 7:30 PM [Residential Permit Night](#)
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▲ **Fri, Apr 7**

- 10:15 AM – 11:15 AM [Marshall Runkel \(Commissioner Eudaly's Office, BDS Liaison\), Dave Austin \(Commissioner Eudaly's Office\) re: Communications](#)  
Commissioner Eudaly's Office  
Runkel, Marshall
- 2:00 PM – 2:30 PM [Dan Coté to join Mitch's one on one](#)  
Paul's Office  
Torgerson, Leanne
- 2:30 PM – 3:00 PM Mitch Nickolds (Inspection Services Manager) one on one  
Paul's Office

Torgerson< Leanne

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Details

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**Monday, April 03, 2017**

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▲ **Time** 8:45 AM – 9:45 AM  
**Subject** Paul and Leanne one on one  
**Location** Paul's Office  
**Recurrence** Occurs every Monday effective 4/3/2017 until 4/3/2017 from 8:45 AM to 9:45 AM  
**Show Time As** Busy

<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** 9:00 AM – 9:30 AM  
**Subject** Paul S/Laurie Check-in  
**Location** Paul's Office  
**Recurrence** Occurs every 2 week(s) on Monday effective 4/3/2017 until 4/3/2017 from 9:00 AM to 9:30 AM  
**Show Time As** Busy

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

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▲ **Time** 11:00 AM – 12:00 PM  
**Subject** Paul Scarlett and Marshall Runkell one on one  
**Show Time As** Busy

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▲ **Time** 12:15 PM – 1:00 PM  
**Subject** City Attorney  
**Location** City Attorney's office  
**Show Time As** Busy

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▲ **Time** 1:45 PM – 2:00 PM  
**Subject** Paul and Andy one on one  
**Location** Paul's Office  
**Show Time As** Busy

<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

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▲ **Time** 2:00 PM – 2:15 PM  
**Subject** Paul and Kathy S re: VRIP  
**Location** Paul's Office  
**Show Time As** Busy

<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
	Sharp, Kathy <Kathy.Sharp@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 4/3/2017 until 4/3/2017 from 2:15 PM to 3:15 PM  
**Show Time As** Busy  
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 <Paul.Scarlett@portlandoregon.gov>	Required
	Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required

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**Tuesday, April 04, 2017**

▲ **Time** All Day  
**Subject** Out Sick  
**Show Time As** Out of Office

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**Wednesday, April 05, 2017**

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▲ **Time** 11:00 AM – 11:30 AM  
**Subject** Paul and Janell one on one  
**Location** Paul's Office  
**Recurrence** Occurs the first Wednesday of every 1 month(s) effective 4/5/2017 until 4/5/2017 from 11:00 AM to 11:30 AM  
**Show Time As** Busy  
This meeting series is for the 1st Wed. of each month at 11:00 beginning in February 2017. We can update as needed.

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
	Piercy, Janell <Janell.Piercy@portlandoregon.gov>	Required

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▲ **Time** 11:00 AM – 11:30 AM  
**Subject** Paul and Ross one on one  
**Location** Paul's Office  
**Recurrence** Occurs every 2 week(s) on Wednesday effective 4/5/2017 until 4/5/2017 from 11:00 AM to 11:30 AM  
**Show Time As** Tentative

<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** 1:30 PM – 2:30 PM  
**Subject** LMC Meeting re: Strategic Plan  
**Location** 1900 Building - 2nd floor - Room 2500A  
**Importance** High  
**Show Time As** Busy  
Hi, Marshall –

This is to follow up on my voicemail to you this afternoon. Mark Fulop, our consultant for the BDS Strategic Plan, will be briefing the Labor Management Committee for the first hour of the 4/5/17 LMC meeting. Paul thought you might be interested in hearing about the Strategic Plan and asked that I invite you to come, if you can.

The LMC meeting runs from 1:30 to 3:00 if you would like to stay for the full meeting you are welcome to do so. Hope to see you on Wednesday.

Best,  
Leanne  
X37937

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

**Thursday, April 06, 2017**

▲ **Time** 11:00 AM – 11:15 AM  
**Subject** Paul/Tom monthly meeting  
**Location** Tom's Office, TPB, Rm 1250  
**Show Time As** Busy  
 Update: Meeting time change

Recurring monthly meeting with CAO, Tom Rinehart for 2017.

Katy Schnoor  
 Director's Executive Assistant  
 3-5160

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

▲ **Time** 11:30 AM – 1:00 PM  
**Subject** Bureau Directors Meeting  
**Location** Lovejoy Room, City Hall  
**Show Time As** Busy  
 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
	St. Helen, Lisa <Lisa.StHelen@portlandoregon.gov>	Required
	Branam, Kimberly <BranamK@pdc.us>	Optional
	Marshman, Michael <Michael.Marshman@portlandoregon.gov>	Optional
	Chatman, Rich <Rich.Chatman@portlandoregon.gov>	Optional
	Rust, Ken <Ken.Rust@portlandoregon.gov>	Optional
	Scott, Andrew <Andrew.Scott@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
	Braaten, Jane <Jane.Braaten@portlandoregon.gov>	Optional
	Scarlett, Paul <Paul.Scarlett@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.Eng@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
Ocken, Julie <Julie.Ocken@portlandoregon.gov>	Optional
Treat, Leah <Leah.Treat@portlandoregon.gov>	Optional
Ames, Betsy <Betsy.Ames@portlandoregon.gov>	Optional
Alarcon Morris, Amalia <Amalia.AlarconMorris@portlandoregon.gov>	Optional
Landis, Sarah <Sarah.Landis@portlandoregon.gov>	Optional
Edwards, Elizabeth <Elizabeth.Edwards@portlandoregon.gov>	Optional
Wells, Kristin <Kristin.Wells@portlandoregon.gov>	Optional



**Time** 2:00 PM – 2:30 PM

**Subject** Paul, Colleen, Elshad, Greg at Combined Finance, TWD, and other Section Meeting

**Location** 5A

**Show Time As** Busy

This meeting will be in 5A. I've included Dora's team as well.

This is an opportunity for Paul to connect with staff at the 2:00 Combined Finance, TWD, Special Projects, Emergency Management & Safety, Facilities, and Equity Section Meeting on 4/6/17. Colleen will be attending with Paul.

Thanks,  
Leanne  
X37937

P.S. Elshad – I have scheduled the room for your group for 30 minutes prior to the combined meeting.

<b>Attendees</b>	<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
Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Required
Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
Wolley, Greg <Greg.Wolley@portlandoregon.gov>	Required
Fetters, Mark <Mark.Fetters@portlandoregon.gov>	Required
Roth, Kathy <Kathy.Roth@portlandoregon.gov>	Required
Salazar, Katie <Katie.Salazar@portlandoregon.gov>	Required
Padian, Brian <Brian.Padian@portlandoregon.gov>	Required
Perry, Dora <Dora.Perry@portlandoregon.gov>	Required
Maris, Peter <Peter.Maris@portlandoregon.gov>	Required
Singh-Ji, Hakim <Hakim.Singh-Ji@portlandoregon.gov>	Required

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▲ **Time** 5:00 PM – 7:30 PM  
**Subject** Residential Permit Night  
**Show Time As** Busy

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**Friday, April 07, 2017**

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▲ **Time** 10:00 AM – 10:30 AM  
**Subject** travel  
**Show Time As** Busy

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▲ **Time** 10:15 AM – 11:15 AM  
**Subject** Communications  
**Location** Commissioner Eudaly's Office  
**Show Time As** Busy  
Paul, Dave,

I hope this time works for a quick check in about communications issues.

Thanks,  
Marshall

**Attendees** **Name <E-mail>**

**Attendance**

Runkel, Marshall  
<Marshall.Runkel@portlandoregon.gov> Organizer

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

Austin, David <David.Austin@portlandoregon.gov> Required

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▲ **Time** 2:00 PM – 2:30 PM  
**Subject** Dan to join Paul and Mitch one on one  
**Location** Paul's Office  
**Show Time As** Busy  
Dan – Mitch asked that you join the first 15-30 minutes of his one on one with Paul at 2:00 on 4/7/17.

**Attendees**

Name <E-mail>	Attendance
Leanne Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Required
Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required
Cote, Dan <Dan.Cote@portlandoregon.gov>	Required

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▲ **Time** 2:30 PM – 3:00 PM  
**Subject** Paul and Mitch 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
Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Required

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