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## Esau, Rebecca Calendar

Monday, May 08, 2017 – Sunday, May 14, 2017

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### May 2017

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7	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	
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28	29	30	31				

May 2017

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#### ▲ Mon, May 8

- 7:30 AM – 8:00 AM [donuts with Commercial Inspectors at CH2M](#)
  - 9:00 AM – 9:30 AM [HR issues](#)  
Rebecca's Office  
Torgerson, Leanne
  - 11:00 AM – 11:30 AM [Marshall Runkel \(Commissioner of Public Safety Chief of Staff\) one on one](#)  
Marshall's Office  
Torgerson, Leanne
  - 2:00 PM – 3:00 PM [Deborah Sievert Morris \(Business Operations & Finance Services Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
  - 2:00 PM – 3:00 PM [TRACs Moratorium](#)  
Director's Conf. Room  
Torgerson, Leanne
  - 3:00 PM – 4:00 PM [Kim Tallant \(Interim Principal Planner\)](#)
  - 4:30 PM – 5:30 PM [Looking at Mayor's Budget, discussion with Elshad Hajihev \(Finance Manager\), discussion with Nancy Thorington \(Sr. Code & Policy Analyst\)](#)
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#### ▲ Tue, May 9

- 9:00 AM – 10:00 AM [Kim Tallant \(Interim Principal Planner\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
- 10:30 AM – 11:30 AM [2017 Senior Managers Meeting](#)  
**BDS Conf 5e (10)**  
Torgerson, Leanne

- 11:30 AM – 12:00 PM [BHR Director Anna Kanwit and Assistant BHR Director David to join BDS Senior Managers Meeting](#)  
BDS Conf 5E  
Torgerson, Leanne
  - 2:30 PM – 3:00 PM [check-in with Dan Coté \(Facility Permit Program Manager\)](#)  
Rebecca's office  
Esau, Rebecca
  - 3:00 PM – 3:30 PM [Andy Peterson \(Plan Review & Permitting Services Manager\), Kareen Perkins \(Permitting Services Manager\), Nancy Thorington \(Sr. Code & Policy Analyst\), Tim Heron \(Sr. City Planner\), Meriam Rahali \(Land Use staff\) Pre-meeting re: signs](#)  
Director's Conf. Room  
Torgerson, Leanne
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▲ **Wed, May 10**

- 10:15 AM – 10:30 AM [Ross Caron \(Public Information & Enforcement Services Manager\), Emily Sandy \(Code & Policy Analyst\), Elshad Hajiyev \(Finance Manager\) re: fees](#)  
Rebecca's Office  
Torgerson, Leanne
  - 10:30 AM – 11:00 AM [Ross Caron \(Public Information & Enforcement Services Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
  - 11:00 AM – 12:00 PM [Laurie Levý \(Portland Online Permitting System Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
  - 2:00 PM – 3:00 PM [Mitch Nickolds \(Inspections Services Manager\)](#)  
Rebecca's Office  
Torgerson, Leanne
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▲ **Thu, May 11**

- 9:00 AM – 10:00 AM [Leanne Torgerson \(Executive Assistant\), Colleen Poole \(Customer Service & Outreach Coordinator\) meeting](#)  
Rebecca's Office  
Torgerson, Leanne
- 10:30 AM – 12:00 PM [Planning & Development Directors Meeting](#)  
Bull Run Room -- Portland Building, 5th Floor, Water Bureau  
Dacanay, Radcliffe

- 2:30 PM – 3:30 PM HR Meeting
  - 3:30 PM – 4:30 PM [City Attorney](#)  
Rebecca's Conf. Room  
Torgerson, Leanne
- 

▲ **Fri, May 12**

- 10:30 AM – 11:00 AM [Andy Peterson \(Plan Review & Permitting Services Manager\), Elshad Hajiyev \(Finance Services Manager\), Kim Tallant \(Interim Principal Planner\), Shannon Carney \(City Budget Office\), Jess Eden \(City Budget Office\) re: Monthly Reports for Development Director Meetings](#)  
BDS Conf 5b (14)  
Esau, Rebecca
  - 11:00 AM – 12:00 PM [Bureau of Environmental Services Director Mike Jordan meet and greet](#)  
Rebecca's office  
Jordan, Michael
- 

**Details**

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**Monday, May 08, 2017**

- ▲ **Time** 7:30 AM – 8:00 AM  
**Subject** donuts with CO Inspectors at CH2M  
**Show Time** Busy  
**As**

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  - ▲ **Time** 9:00 AM – 9:30 AM  
**Subject** HR issues  
**Location** Rebecca's Office  
**Show Time** Busy  
**As**

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  - ▲ **Time** 11:00 AM – 11:30 AM  
**Subject** Rebecca and Marshall one on one  
**Location** Marshall's Office  
**Show Time** Busy  
**As**
- | <b>Attendees</b> | <b>Name &lt;E-mail&gt;</b>                                 | <b>Attendance</b> |
|------------------|--|-------------------|
|                  | Torgerson, Leanne<br><Leanne.Torgerson@portlandoregon.gov> | Organizer         |
|                  | Esau, Rebecca<br><Rebecca.Esau@portlandoregon.gov>         | Required          |

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

Chisek, Kyle Required  
<Kyle.Chisek@portlandoregon.gov>

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▲ **Time** 2:00 PM – 3:00 PM  
**Subject** Rebecca and Deborah one on one  
**Location** Rebecca's Office  
**Recurrence** Occurs every Monday effective 5/8/2017 until 5/8/2017  
from 2:00 PM to 3:00 PM  
**Show Time** Busy  
**As**  
**Attendees**

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required

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▲ **Time** 2:00 PM – 3:00 PM  
**Subject** TRACs Moratorium  
**Location** Director's Conf. Room  
**Show** Busy  
**Time As**  
**Attendees**

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Required
Appleyard, Richard <Richard.Appleyard@portlandoregon.gov>	Required
Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Required
Walker Jr, Robert	Required

<Robert.Walker@portlandoregon.gov>

Baumgartner, Lori  
<Lori.Baumgartner@portlandoregon.gov>

Optional

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▲ **Time** 3:00 PM – 4:00 PM  
**Subject** Kim Tallant  
**Show Time** Busy  
**As**

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▲ **Time** 4:30 PM – 5:30 PM  
**Subject** Looking at Mayor's Budget, discussion with Elshad,  
discussion with Nancy T  
**Show Time** Busy  
**As**

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**Tuesday, May 09, 2017**

▲ **Time** 9:00 AM – 10:00 AM  
**Subject** Rebecca and Kim one on one  
**Location** Rebecca's Office  
**Recurrence** Occurs every Tuesday effective 5/9/2017 until 5/9/2017  
from 9:00 AM to 10:00 AM  
**Show Time** Busy  
**As**  
Kim – I set your one on one with Rebecca every Tuesday  
at 9:00 but we can adjust, if needed.

Leanne  
X37937

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

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

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

Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Required
BDS Division Managers <BDSManagers@portlandoregon.gov>	Required
Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Optional
Caron, Ross <Ross.Caron@portlandoregon.gov>	Optional
Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Optional
Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Optional
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Optional
Perry, Dora <Dora.Perry@portlandoregon.gov>	Optional
Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Optional

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▲ **Time** 11:30 AM – 12:00 PM

**Subject** Anna and David to join BDS Senior Managers Meeting

**Location** BDS Conf 5E

**Show** Busy

**Time As**

BHR Director Anna Kanwit and Assistant Director David Rhys would like to meet with us for 30 minutes to discuss BHR's service to BDS and what they can do to continue to improve and obtain feedback from BDS Senior Managers. Anna and David will join the last 30 minutes of our Senior Managers meeting on 5/9/17 from 11:30 to noon.

The results from BHR's Customer Survey from Fall 2016 have been posted at: <https://www.portlandoregon.gov/bhr/> <<https://www.portlandoregon.gov/bhr/63968>> along with the comment feedback themes. You are welcome to share this information with your managers and staff.

**Attendees Name <E-mail>**

**Attendance**

Torgerson, Leanne

Organizer

<Leanne.Torgerson@portlandoregon.gov>

Kanwit, Anna <Anna.Kanwit@portlandoregon.gov>	Required
Rhys, David <David.Rhys@portlandoregon.gov>	Required
BDS Division Managers <BDSManagers@portlandoregon.gov>	Required
Nickolds, Mitch <Mitch.Nickolds@portlandoregon.gov>	Optional
Caron, Ross <Ross.Caron@portlandoregon.gov>	Optional
Morris, Deborah Sievert <Deborah.SievertMorris@portlandoregon.gov>	Optional
Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Optional
Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Optional
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Optional
Perry, Dora <Dora.Perry@portlandoregon.gov>	Optional
Scarlett, Paul <Paul.Scarlett@portlandoregon.gov>	Optional

▲ **Time** 2:30 PM – 3:00 PM  
**Subject** check-in with Dan Cote  
**Location** Rebecca's office  
**Show Time** Busy  
**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Organizer
	Cote, Dan <Dan.Cote@portlandoregon.gov>	Required

▲ **Time** 3:00 PM – 3:30 PM  
**Subject** Rebecca, Andy, Kareen, Nancy, Tim, Meriam Pre-

meeting re: signs

**Location** Director's Conf. Room

**Show Time** Busy

**As**

This is an opportunity to meet and brief Rebecca prior to the NWSC/International Sign Association Meeting on 5/15/17 at 1:00.

Thanks,  
Leanne

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
	Perkins, Kareen <Kareen.Perkins@portlandoregon.gov>	Required
	Thorington, Nancy <Nancy.Thorington@portlandoregon.gov>	Required
	Heron, Tim <Tim.Heron@portlandoregon.gov>	Required
	Rahali, Meriam <Meriam.Rahali@portlandoregon.gov>	Required

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**Wednesday, May 10, 2017**

▲ **Time** 10:15 AM – 10:30 AM

**Subject** Rebecca, Ross, Emily re: fees

**Location** Rebecca'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
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required



Sandy, Emily  
<Emily.Sandy@portlandoregon.gov> Required

Hajiyev, Elshad  
<Elshad.Hajiyev@portlandoregon.gov> Optional

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▲ **Time** 10:30 AM – 11:00 AM  
**Subject** Rebecca and Ross one on one  
**Location** Rebecca's Office  
**Show Time** Busy  
**As**  
**Attendees**

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Caron, Ross <Ross.Caron@portlandoregon.gov>	Required

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▲ **Time** 11:00 AM – 12:00 PM  
**Subject** Rebecca and Laurie one on one  
**Location** Rebecca's Office  
**Show Time** Busy  
**As**  
Extending this meeting to 1 hour.  
**Attendees**

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Levy, Laurie <Laurie.Levy@portlandoregon.gov>	Required

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▲ **Time** 2:00 PM – 3:00 PM  
**Subject** Rebecca and Mitch  
**Location** Rebecca's Office  
**Recurrence** Occurs the second Wednesday of every 1 month(s)  
effective 5/10/2017 until 5/10/2017 from 2:00 PM to  
3:00 PM  
**Show Time** Busy  
**As**

2nd and 4th Wed from 2:00 to 3:00. This series is for the 2nd Wed.

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

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### Thursday, May 11, 2017

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▲ **Time** 9:00 AM – 10:00 AM  
**Subject** Rebecca, Leanne, and Colleen meeting  
**Location** Rebecca's Office  
**Recurrence** Occurs every Thursday effective 5/11/2017 until 5/11/2017 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
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Poole, Colleen <Colleen.Poole@portlandoregon.gov>	Required

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▲ **Time** 10:30 AM – 12:00 PM  
**Subject** FW: P&D Directors Meeting  
**Location** Bull Run Room -- Portland Buidling, 5th Floor, Water Bureau  
**Show Time** Busy  
**As**

-----Original Appointment-----  
From: Dacanay, Radcliffe  
Sent: Monday, November 21, 2016 10:16 AM  
To: Dacanay, Radcliffe; Abbate, Mike; Anderson, Susan; Branam, Kimberly; Creager, Kurt; Jordan, Michael; Kepler, Richard; Merlo, Carmen; Myers, Mike; Reeve, Tracy; Rinehart, Tom; Scarlett, Paul; Scott, Andrew; Stuhr, Michael  
Cc: Ames, Betsy; Armstrong, Tom; Bacchieri, Jane; Edmunds, Sallie; Horner, Brett; Armstrong, Michael;

Braaten, Jane; Crail, Tim; Gibson-Hartnett, Susan; Lisle, Karl; Uchiyama, Dawn; Walkiewicz, Marie; Chatman, Rich; Villalvazo, Ramiro; Whitaker, Mark  
Subject: P&D Directors Meeting  
When: Occurs the second Thursday of every 1 month(s) effective 1/12/2017 until 12/14/2017 from 10:30 AM to 12:00 PM (UTC-08:00) Pacific Time (US & Canada).  
Where: Bull Run Room -- Portland Buidling, 5th Floor, Water Bureau

Meeting announcement for 2017.

This is the MAIN MEETING for the P&D directors.  
We meet the 2nd Thursday of every month.

A supplementary meeting will be scheduled for the 4th Thursday every month, if necessary.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Dacanay, Radcliffe <Radcliffe.Dacanay@portlandoregon.gov>	Organizer
	Branam, Kimberly <BranamK@pdc.us>	Required
	Kepler, Richard <Richard.Kepler@portlandoregon.gov>	Required
	Stuhr, Michael <Michael.Stuhr@portlandoregon.gov>	Required
	Abbate, Mike <Mike.Abbate@portlandoregon.gov>	Required
	Anderson, Susan <Susan.Anderson@portlandoregon.gov>	Required
	Creager, Kurt <Kurt.Creager@portlandoregon.gov>	Required
	Jordan, Michael <Mike.Jordan@portlandoregon.gov>	Required
	Merlo, Carmen <Carmen.Merlo@portlandoregon.gov>	Required
	Myers, Mike <Mike.J.Myers@portlandoregon.gov>	Required
	Reeve, Tracy <Tracy.Reeve@portlandoregon.gov>	Required

Rinehart, Tom <Tom.Rinehart@portlandoregon.gov>	Required
Scott, Andrew <Andrew.Scott@portlandoregon.gov>	Required
Chatman, Rich <Rich.Chatman@portlandoregon.gov>	Optional
Villalvazo, Ramiro <Ramiro.Villalvazo@portlandoregon.gov>	Optional
Whitaker, Mark <Mark.Whitaker@portlandoregon.gov>	Optional
Boyle, Teresa <Teresa.Boyle@portlandoregon.gov>	Optional
Ames, Betsy <Betsy.Ames@portlandoregon.gov>	Optional
Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>	Optional
Bacchieri, Jane <Jane.Bacchieri@portlandoregon.gov>	Optional
Edmunds, Sallie <Sallie.Edmunds@portlandoregon.gov>	Optional
Horner, Brett <Brett.Horner@portlandoregon.gov>	Optional
Armstrong, Michael <Michael.Armstrong@portlandoregon.gov>	Optional
Braaten, Jane <Jane.Braaten@portlandoregon.gov>	Optional
Crail, Tim <Tim.Crail@portlandoregon.gov>	Optional
Gibson-Hartnett, Susan <Susan.Hartnett@portlandoregon.gov>	Optional
Lisle, Karl <Karl.Lisle@portlandoregon.gov>	Optional
Uchiyama, Dawn	Optional

<Dawn.Uchiyama@portlandoregon.gov>

Walkiewicz, Marie                                  Optional  
<Marie.Walkiewicz@portlandoregon.gov>

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

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▲        **Time** 3:30 PM – 4:30 PM  
          **Subject** City Attorney  
          **Location** Rebecca's Conf. Room  
          **Show Time** Busy  
          **As**

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**Friday, May 12, 2017**

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▲        **Time** 10:30 AM – 11:00 AM  
          **Subject** discuss monthly reports that would be needed for new  
                        Dev Directors meetings (see below)  
          **Location** BDS Conf 5b (14)  
          **Show Time** Busy  
          **As**

Hi Rebecca,

I wanted to check in and see if there's any additional data you'd like us to pull together for this meeting in addition to what you and Andy sent out already. In particular, you had asked for some additional data points on staffing levels in the permitting work groups.

Additionally - for the meeting, I'd like to propose that the group adopt a set of measures that it reports on monthly, that will track the effect of the various actions implemented. Here are some of the measures that I would propose to include. Most of these are already being tracked, and some of them we gathered for the previous report/GATR sessions:

- \* Permit process timelines measures (choose a few from the report you provided).
- \* Backlog of project folders
- \* Vacancies in work groups involved in the permitting process (and perhaps land use?)
- \* OT for positions involved in the permitting process
- \* Total permits processed (and delineated between OTC/non-OTC, commercial, residential, process managed)
- o Ultimately, would like to use this to create a measure of "# hrs staff time/permit produced".
- \* Avg number of days to process non-OTC permits (if possible from TRACs)

\* Timelines for land use review

What do you think? We could start pulling these together in advance if the list seems reasonable. If you have time, it would also be great to meet in advance of the 18th about how we can best support. Let me know if you can spare an hour and I'll set it up.

Thanks,  
Shannon

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Organizer
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
	Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Required
	Carney, Shannon <Shannon.Carney@portlandoregon.gov>	Required
	Eden, Jess <Jessica.Eden@portlandoregon.gov>	Required
	BDS Conf 5b (14) <BDS5b@portlandoregon.gov>	Resource

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▲ **Time** 11:00 AM – 12:00 PM  
**Subject** Meet and Greet w Rebecca and Mike Jordan  
**Location** Rebecca's office  
**Show Time** Busy  
**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Jordan, Michael <Mike.Jordan@portlandoregon.gov>	Organizer
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required

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