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**Esau, Rebecca Calendar**  
Monday, December 11, 2017 – Sunday, December 17, 2017

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**December 2017**  
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**December 2017**

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▲ **Mon, Dec 11**

- 8:30 AM – 8:45 AM Dan Coté (Facility Permit Program/Field Issuance Remodel Manager) one on one
- 9:00 AM – 9:30 AM [Jeff Baer \(Chief Technology Officer\), Laurie Levý \(Portland Online Permitting System Manager\) Check-in](#)  
Rebecca's Office  
Baer, Jeff
- 11:00 AM – 11:30 AM [Marshall Runkel \(Chief of Staff, Commissioner of Public Safety Office\) one on one](#)  
Marshall's Office  
Torgerson, Leanne
- 1:00 PM – 1:45 PM [Building Developers Mid-December Monthly Meeting with BDS Director Rebecca Esau](#)  
1900 SW 4th Ave - 5th floor - Director's Conf. Room  
Torgerson, Leanne
- 2:00 PM – 3:00 PM [Colleen Poole \(Customer Service & Outreach Coordinator\), Leanne Torgerson \(Executive Assistant\) meeting](#)  
Rebecca's Office  
Torgerson, Leanne
- 3:00 PM – 4:00 PM [Elshad Hajiyev \(Business Operations & Finance Services Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
- 4:00 PM – 4:30 PM [Kim Tallant \(Interim Principal Planner\), Elshad Hajiyev \(Business Operations & Finance Services Manager\) re: LUS Cost Recovery](#)  
Director's Conf. Room  
Torgerson, Leanne

- 5:30 PM – 6:30 PM [Info Session: Residential Inspection Division Manager](#)  
BDS Conf 5a (14)  
BDS Recruitment Activity Calendar
  - 5:30 PM – 6:30 PM [Skype INFO SESSION Residential Inspection Division Manager](#)  
Skype Meeting  
Garduno, Sara Flores
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▲ Tue, Dec 12

- All Day [Work from home](#)
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▲ Wed, Dec 13

- All Day [Sick](#)
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▲ Thu, Dec 14

- 11:30 AM – 12:00 PM HR Issue
  - 1:00 PM – 2:00 PM [Short-term rentals audit: Check-in meeting](#)  
Commissioner Eudaly's Office - Conference Room  
Gonta, Tenzin
  - 2:30 PM – 3:00 PM [Leanne Torgerson \(Executive Assistant\), Colleen Poole \(Customer Service & Outreach Coordinator\) meeting](#)  
Rebecca's Office  
Torgerson, Leanne
  - 3:00 PM – 3:30 PM [Dan Coté \(Portland Online Permitting System & Inspections Services Manager one on one](#)
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▲ Fri, Dec 15

- 8:00 AM – 5:00 PM [Vacation \(Return 12/18/17\)](#)
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