

---

**Esau, Rebecca Calendar**  
Monday, August 06, 2018 – Sunday, August 12, 2018

---

**August 2018**  
Su Mo Tu We Th Fr Sa

			1	2	3	4
5	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>
<a href="#">12</a>	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

---

**August 2018**

---

▲ **Mon, Aug 6**

- 8:30 AM – 9:00 AM [travel](#)
  - 9:00 AM – 10:00 AM [BDS/Prosper Portland Quarterly Check-In](#)  
222 NW 5th/7th Fl. Love Portland CR  
Branam, Kimberly
  - 10:00 AM – 10:30 AM [travel](#)
  - 10:30 AM – 11:00 AM [Portland Online Permitting System \(POPS\) Program Status](#)  
Congress Center Rm 507  
Rinehart, Tom
  - 11:15 AM – 11:45 AM [Marshall Runkel \(Chief of Staff for Commissioner of Public Safety\) one on one](#)  
Marshall's Office  
Torgerson, Leanne
  - 1:30 PM – 2:00 PM [Dan Coté \(Interim Portland Online Permitting System & Inspection Services Manager\), Mike Liefeld \(Enforcement Program Manager\) meeting](#)  
Rebecca's Office  
Torgerson, Leanne
  - 3:00 PM – 3:30 PM [Brenda Fahey \(Internal Services Manager\) to join Elshad Hajiyev \(Business Operations & Finance Services Manager\) re: Succession Planning Update](#)  
Rebecca's Office  
Torgerson, Leanne
  - 3:30 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 [meeting with Enforcement Program Managers: Mike Liefeld, Megan Greenauer, Steve Kass and Lisa Dibert](#)
-

▲ Tue, Aug 7

- 9:00 AM – 9:30 AM [Ross Caron \(Bureauwide Projects Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
  - 9:30 AM – 10:00 AM [travel](#)
  - 10:00 AM – 11:00 AM [Director focus group Office of Equity & Human Rights Strategic outreach Director's focus group](#)  
OEHR 421 SW 6th, 5th floor  
Mowry, Judith
  - 11:00 AM – 11:30 AM [travel](#)
  - 1:00 PM – 1:40 PM [Dora Perry \(Equity & Policy Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
  - 1:40 PM – 2:00 PM [Karen Guillen-Chapman \(Equity staff\) to join Dora Perry's \(Equity & Policy Manager\) one on one re: Prioritizing Equity: Advancing Housing & Economic Opportunity](#)  
Rebecca's Office  
Torgerson, Leanne
  - 2:00 PM – 3:00 PM [New Development Review Advisory Committee Member Orientation](#)  
1900 SW 4th Ave., 5th Floor, Director's Conference Room  
Fetters, Mark
  - 4:00 PM – 4:15 PM [Sonia Schmanski \(Chief Staff for Commissioner of Public Works\) one on one](#)  
Via Phone  
Torgerson, Leanne
- 

▲ Wed, Aug 8

- 9:00 AM – 10:00 AM [Andy Peterson \(Plan Review Services Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
- 10:00 AM – 11:00 AM [Kim Tallant \(Principal Planner\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
- 11:00 AM – 12:00 PM [Weekly Portland Online Permitting System Executive meeting](#)  
1900 SW 4th Ave, - 5th floor - Director's Conf. Room  
Torgerson, Leanne
- 1:30 PM – 2:00 PM [Darryl Godsby \(Commercial Inspections Manager\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne

- 2:00 PM – 2:30 PM [City Attorney Meeting](#)  
1900 SW 4th, 5th floor, Director's Conf. Room  
Torgerson, Leanne
- 4:00 PM – 5:00 PM [Kareen Perkins \(Portland Online Permitting System staff\) one on one](#)  
Rebecca's Office  
Torgerson, Leanne
- 5:00 PM – 5:30 PM [Elshad Hajiyev \(Business Operations & Finance Services Manager\), Dan Coté \(Interim Portland Online Permitting System & Inspection Services Manager\) re: strategize on email announcements](#)  
Director's Conf. Room  
Torgerson, Leanne

▲ Thu, Aug 9

- 8:00 AM – 8:30 AM [Field Issuance Remodel/Facility Permit Program Changes](#)  
BDS Conf 3a (16)  
Gill, Lisa
- 8:30 AM – 9:00 AM [Dan Coté \(Interim Portland Online Permitting System & Inspection Services Manager\) to join the Enforcement Team Meeting](#)  
Lincoln Room  
Torgerson, Leanne
- 9:00 AM – 10:00 AM [Leanne Torgerson \(Executive Assistant\), Colleen Poole \(Customer Service & Outreach Coordinator\) meeting](#)  
Rebecca's Office  
Torgerson, Leanne
- 11:00 AM – 11:30 AM [travel](#)
- 11:30 AM – 1:00 PM [Bureau Directors Meeting](#)  
Congress Center, Rm 513, Floor 5, 32-36 ppl  
Rinehart, Tom
- 1:00 PM – 1:30 PM [travel](#)
- 1:30 PM – 2:00 PM [BHR Consultation](#)  
Rebecca's Office  
Torgerson, Leanne
- 2:00 PM – 2:30 PM [Ross Caron \(Bureauwide Projects Manager\), Mieke Keenan \(Code & Policy Development staff\), Nancy Thorington \(Code & Policy Development staff\), Kim Tallant \(Principal Planner\)re: Sign Code Amendments](#)  
Director's Conf. Room  
Torgerson, Leanne
- 2:30 PM – 3:00 PM [BHR Consultation](#)  
Rebecca's Office  
Torgerson, Leanne
- 3:00 PM – 3:30 PM [Dan Coté \(Interim Portland Online Permitting System & Inspection Services Manager\) one on one](#)

- Rebecca's Office  
Torgerson, Leanne
- 3:30 PM – 4:00 PM [Kim Freeman, Alison Belter \(Portland Online Permitting System staff\) to join Dan and Rebecca's one on one re: Portland Online Permitting System Advisory Committee](#)  
Director's Conf. Room  
Torgerson, Leanne
- 

▲ **Fri, Aug 10**

- 9:30 AM – 10:15 AM [HR Issue](#)  
Director's Conf. Room  
Torgerson, Leanne
- 11:00 AM – 12:00 PM [Margie Solinger \(Ombudsman\), Dan Coté \(Interim Portland Online Permitting System & Inspection Services Manager\), Dave Tebeau \(Residential Inspections Manager\), Darryl Godsby \(Commercial Inspection Services Manager\)re: BDS and Ombudsman Meet and Greet](#)  
1900 SW 4th, 5th floor, Director's Conf. Room  
Torgerson, Leanne
- 2:00 PM – 3:00 PM [Dan Coté \(Interim Portland Online Permitting System & Inspection Services Manager\) meeting](#)
- 

Details

---

**Monday, August 06, 2018**

---

- ▲ **Time** 8:30 AM – 9:00 AM  
**Subject** travel  
**Show Time As** Busy
- 

- ▲ **Time** 9:00 AM – 10:00 AM  
**Subject** BDS/Prosper Portland Quarterly Check-In  
**Location** 222 NW 5th/7th Fl. Love Portland CR  
**Show Time As** Busy  
Update 7.16.18: Moving to the morning hour due to conflicts in the afternoon.

Pam

Pam Micek  
Sr. Executive Assistant to the Executive Director  
Executive Department  
PDC is now PROSPER PORTLAND  
p: 503-823-3224  
a: 222 NW 5th Ave. Portland OR 97209

w: prosperportland.us <http://prosperportland.us> e:  
 micekp@prosperportland.us <mailto:micekp@prosperportland.us>  
 <https://twitter.com/prosperportland>  
 <https://facebook.com/prosperportland>  
 <http://linkedin.com/in/pammicek/>  
 <https://youtube.com/pdxdevelopmentcomm>  
 <https://flickr.com/pdxdevelopmentcomm>

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Branam, Kimberly <BranamK@ProsperPortland.us>	Organizer
	Straussman, Kyra <straussmank@prosperportland.us>	Required
	Esau, Rebecca <EsauR@portlandoregongov.mail.onmicrosoft.com>	Required
	Tallant, Kimberly <ParsonsK@portlandoregongov.mail.onmicrosoft.com>	Required
	Peterson, Andy <PetersonA@portlandoregongov.mail.onmicrosoft.com>	Required
	Kuhnhausen, David <dkuhnhausen@portlandoregongov.mail.onmicrosoft.com>	Required
	Cote, Dan <DCOTE@portlandoregongov.mail.onmicrosoft.com>	Required
	Prosper-R7 Love Portland (12) <Prosper-R7LovePortland@ProsperPortland.us>	Resource

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

▲ **Time** 10:30 AM – 11:00 AM  
**Subject** Portland Online Permitting System Program Status  
**Location** Congress Center Rm 507  
**Recurrence** Occurs every 2 week(s) on Monday effective 8/6/2018 until 8/6/2018 from 10:30 AM to 11:00 AM  
**Show Time As** Busy

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

Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Cote, Dan <Dan.Cote@portlandoregon.gov>	Required
Bauer, Dan <Dan.Bauer@portlandoregon.gov>	Required
Whitehurst, Duane <Duane.Whitehurst@portlandoregon.gov>	Required
Waraich, Saby <Saby.Waraich@portlandoregon.gov>	Optional
Schnoor, Katy <Katy.Schnoor@portlandoregon.gov>	Optional

▲ **Time** 11:15 AM – 11:45 AM  
**Subject** Rebecca and Marshall one on one  
**Location** Marshall's Office  
**Show Time As** Busy  
Moving start time to 11:15 to allow travel time for Rebecca.

**Attendees**

Name <E-mail>	Attendance
Leanne X37937	
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Runkel, Marshall <Marshall.Runkel@portlandoregon.gov>	Required

▲ **Time** 1:30 PM – 2:00 PM  
**Subject** Rebecca, Dan, Mike L meeting  
**Location** Rebecca's Office  
**Show Time As** Busy

**Attendees**

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Cote, Dan <Dan.Cote@portlandoregon.gov>	Required
Liefeld, Michael <Michael.Liefeld@portlandoregon.gov>	Required

---

▲ **Time** 3:00 PM – 3:30 PM  
**Subject** Brenda to join Rebecca and Elshad re: Succession Planning Update  
**Location** Rebecca's Office  
**Show Time As** Busy  
Brenda – Please plan on joining Rebecca and Elshad’s one on one to update Rebecca on the Succession Planning project.

Thanks,  
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
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
	Fahey, Brenda <Brenda.Fahey@portlandoregon.gov>	Required

---

▲ **Time** 3:00 PM – 4:00 PM  
**Subject** Rebecca and Elshad one on one  
**Location** Rebecca's Office  
**Show Time As** Busy  
Moving back to the regular time.

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

---

▲ **Time** 4:00 PM – 4:30 PM  
**Subject** meeting with Enforcement Program managers: Mike L, Megan, Steve and Lisa D  
**Show Time As** Busy

---

## Tuesday, August 07, 2018

---

▲ **Time** 9:00 AM – 9:30 AM  
**Subject** Rebecca and Ross one on one  
**Location** Rebecca's Office

<b>Show Time As</b>	Busy	
<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

▲ **Time** 9:30 AM – 10:00 AM  
**Subject** travel  
**Show Time As** Busy

▲ **Time** 10:00 AM – 11:00 AM  
**Subject** Director focus group OEHR Strategic outreach Director's focus group  
**Location** OEHR 421 SW 6th, 5th floor  
**Show Time As** Busy  
 Hi all,

We've scheduled this additional director's focus group hoping it will work with those we've missed in the other two. Hope it works for you

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Mowry, Judith <Judith.Mowry@portlandoregon.gov>	Organizer
	Selley, Kia <Kia.Selley@portlandoregon.gov>	Required
	Hutchison, Sam <Sam.Hutchison@portlandoregon.gov>	Required
	kris@kristinasmockconsulting.com <kris@kristinasmockconsulting.com>	Required
	Patterson, Courtney <Courtney.Patterson@portlandoregon.gov>	Required
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Required
	Campuzano, Claudio <Claudio.Campuzano@portlandoregon.gov>	Required
	Summers-McGee, Serilda <Serilda.Summers-McGee@portlandoregon.gov>	Required
	Lam, Trang <Trang.Lam@portlandoregon.gov>	Required



Haman, Diane <Diane.Haman@portlandoregon.gov> Optional

---

▲ **Time** 11:00 AM – 11:30 AM

**Subject** travel

**Show Time As** Busy

---

▲ **Time** 1:00 PM – 2:00 PM

**Subject** Rebecca & Dora one on one

**Location** Rebecca's Office

**Recurrence** Occurs every 2 week(s) on Tuesday effective 8/7/2018 until 8/7/2018 from 1:00 PM to 2:00 PM

**Show Time As** Busy

New series every other Tuesday at 1:00 starting 4/17/18.

Leanne

X37937

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
------------------	----------------------------	-------------------

	Torgerson, Leanne	Organizer
--	-------------------	-----------

	<Leanne.Torgerson@portlandoregon.gov>	
--	---------------------------------------	--

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

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

---

▲ **Time** 1:40 PM – 2:00 PM

**Subject** Karen to join Rebecca and Dora's one on one re: Prioritizing Equity: Advancing Housing & Economic Opportunity

**Location** Rebecca's Office

**Show Time As** Busy

Karen – Please plan on joining the last 20 minutes of Rebecca and Dora's one on one re: Prioritizing Equity: Advancing Housing & Economic Opportunity.

Best,

Leanne

X37937

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
------------------	----------------------------	-------------------

	Torgerson, Leanne	Organizer
--	-------------------	-----------

	<Leanne.Torgerson@portlandoregon.gov>	
--	---------------------------------------	--

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

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

	Guillen-Chapman, Karen <Karen.Guillen-Chapman@portlandoregon.gov>	Required
--	---	----------

---

▲ **Time** 2:00 PM – 3:00 PM  
**Subject** New DRAC Member Orientation  
**Location** 1900 SW 4th Ave., 5th Floor, Director's Conference Room  
**Show Time As** Busy  
Paul & Shea, please come to BDS main reception on the 5th floor of the 1900 Building. We look forward to meeting with you!

Mark Feters  
Senior Management Analyst  
Bureau of Development Services  
(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
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	pd@bremik.com <pd@bremik.com>	Required
	sfbetin@haciendacdc.org <sfbetin@haciendacdc.org>	Required
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Optional

---

▲ **Time** 4:00 PM – 4:15 PM  
**Subject** Rebecca and Sonia one on one  
**Location** Via Phone  
**Show Time As** Busy  
Rebecca and Sonia –

It looks like this is the best time for both of you - I wasn't sure if you wanted to meet via phone or in person? Let me know and I'll update the meeting request. (via phone per Rebecca)

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
	Schmanski, Sonia <Sonia.Schmanski@portlandoregon.gov>	Required

---

**Wednesday, August 08, 2018**

▲ **Time** 9:00 AM – 10:00 AM  
**Subject** Rebecca and Andy one on one  
**Location** Rebecca's Office  
**Recurrence** Occurs every 2 week(s) on Wednesday effective 8/8/2018 until 8/8/2018 from 9:00 AM to 10:00 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
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Peterson, Andy <Andy.Peterson@portlandoregon.gov>	Required

---

▲ **Time** 10:00 AM – 11:00 AM  
**Subject** Rebecca and Kim one on one  
**Location** Rebecca's Office  
**Show Time As** Busy  
Moving this meeting only 8/8/18 at 10:00 due to a calendar conflict.

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

---

▲ **Time** 11:00 AM – 12:00 PM  
**Subject** Rebecca, Dan C, Elshad, Dan B, Saby re: Weekly POPS meeting  
**Location** 1900 SW 4th Ave, - 5th floor - Director's Conf. Room  
**Recurrence** Occurs every Wednesday effective 8/8/2018 until 8/8/2018 from 11:00 AM to 12:00 PM  
**Importance** High  
**Show Time As** Busy  
This is a weekly meeting regarding POPS. I hope this time works for all.

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>

<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
	Cote, Dan <Dan.Cote@portlandoregon.gov>	Required
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
	Waraich, Saby <Saby.Waraich@portlandoregon.gov>	Required
	Whitehurst, Duane <Duane.Whitehurst@portlandoregon.gov>	Optional
	Bauer, Dan <Dan.Bauer@portlandoregon.gov>	Required
	Baer, Jeff <Jeff.Baer@portlandoregon.gov>	Optional

---

▲ **Time** 1:30 PM – 2:00 PM  
**Subject** Rebecca, Darryl one on one  
**Location** Rebecca's Office  
**Recurrence** Occurs every 2 week(s) on Wednesday effective 8/8/2018 until 8/8/2018 from 1:30 PM to 2:00 PM  
**Show Time As** Busy  
This meeting series is every other Wed. at 1:30 for 30 minutes. We can adjust, as needed, if calendar a conflict arises.

Best,  
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
	Godsby, Darryl <Darryl.Godsby@portlandoregon.gov>	Required

---

▲ **Time** 2:00 PM – 2:30 PM  
**Subject** City Attorney Meeting  
**Location** 1900 SW 4th, 5th floor, Director's Conf. Room  
**Show Time As** Busy

---

▲ **Time** 4:00 PM – 5:00 PM  
**Subject** Rebecca, Kareen one on one  
**Location** Rebecca's Office  
**Show Time As** Busy  
 Topics:  
 \* Follow-up from Alanna meeting  
 \* Risk Management Duties  
 \* Health and Trust

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

---

▲ **Time** 5:00 PM – 5:30 PM  
**Subject** Rebecca, Elshad, Dan re: strategize on email announcements  
**Location** Director's Conf. Room  
**Show Time As** Busy

<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
	Hajiyev, Elshad <Elshad.Hajiyev@portlandoregon.gov>	Required
	Cote, Dan <Dan.Cote@portlandoregon.gov>	Required

---

**Thursday, August 09, 2018**

---

▲ **Time** 8:00 AM – 8:30 AM  
**Subject** FW: FIR/FPP Changes  
**Location** BDS Conf 3a (16)  
**Show Time As** Busy

-----Original Appointment-----  
 From: Gill, Lisa  
 Sent: Wednesday, August 08, 2018 2:12 PM  
 To: Gill, Lisa; BDS FPP Team; BDS FIR Team; Godsby, Darryl; Tebeau, David; Torgerson, Leanne; Cote, Dan

Cc: Donnelly, Jeff; Kilduff, Kevin  
Subject: FIR/FPP Changes  
When: Thursday, August 09, 2018 8:00 AM-9:00 AM (UTC-08:00)  
Pacific Time (US & Canada).  
Where: BDS Conf 3a (16)

Staff:

The Director and the Division Managers need some of our time to discuss upcoming changes to FIR and FPP.

Please make it a priority to attend to this meeting.

Thanks!

Lisa

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Gill, Lisa <Lisa.Gill@portlandoregon.gov>	Organizer
	BDS FPP Team <BOB_FP@portlandoregon.gov>	Required
	BDS FIR Team <BDSFIRTeam@portlandoregon.gov>	Required
	Godsby, Darryl <Darryl.Godsby@portlandoregon.gov>	Required
	Tebeau, David <David.Tebeau@portlandoregon.gov>	Required
	Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Required
	Cote, Dan <Dan.Cote@portlandoregon.gov>	Required
	Donnelly, Jeff <Jeff.Donnelly@portlandoregon.gov>	Optional
	Kilduff, Kevin <Kevin.Kilduff@portlandoregon.gov>	Optional
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Optional
	Quattlebaum, Brian <Brian.Quattlebaum@portlandoregon.gov>	Optional
	Heimann, Carrie <Carrie.Heimann@portlandoregon.gov>	Optional
	Rauer, Mark <Mark.Rauer@portlandoregon.gov>	Optional
	Bird Jr, Wesley <Wesley.Bird@portlandoregon.gov>	Optional
	Parke, Diane <Diane.Parke@portlandoregon.gov>	Optional

Scranton, David <David.Scranton@portlandoregon.gov> Optional  
Botkin, Joseph <Joseph.Botkin@portlandoregon.gov> Optional  
Jenkins, Dee Dee <Deirdre.Jenkins@portlandoregon.gov> Optional

---

▲ **Time** 8:30 AM – 9:00 AM  
**Subject** Rebecca, Dan to join the Enforcement Team Meeting  
**Location** Lincoln Room  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Torgerson, Leanne <Leanne.Torgerson@portlandoregon.gov>	Organizer
Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
Cote, Dan <Dan.Cote@portlandoregon.gov>	Required
Liefeld, Michael <Michael.Liefeld@portlandoregon.gov>	Required

---

▲ **Time** 9:00 AM – 10:00 AM  
**Subject** Rebecca, Leanne, and Colleen meeting  
**Location** Rebecca's Office  
**Recurrence** Occurs every Thursday effective 8/9/2018 until 8/9/2018 from 9:00 AM to 10:00 AM  
**Show Time As** Busy  
**Attendees**

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

---

▲ **Time** 11:00 AM – 11:30 AM  
**Subject** travel  
**Show Time As** Busy

---

▲ **Time** 11:30 AM – 1:00 PM  
**Subject** Bureau Directors Meeting  
**Location** Congress Center, Rm 513, Floor 5, 32-36 ppl  
**Show Time As** Busy

Please note the updated location for the August 9 rescheduled meeting. Thanks. -Diana

Thank you to everyone for being flexible and for P&D Directors staff agreeing that their meeting could be canceled due to lack of agenda. Please notice the change in location for this date. If you have any questions, please let me know. Thanks! -Diana

<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
	Merlo, Carmen <Carmen.Merlo@portlandoregon.gov>	Optional
	Anderson, Susan <Susan.Anderson@portlandoregon.gov>	Optional
	Jordan, Michael <Mike.Jordan@portlandoregon.gov>	Optional
	Outlaw, Danielle <Danielle.Outlaw@portlandoregon.gov>	Optional
	Baer, Jeff <Jeff.Baer@portlandoregon.gov>	Optional
	Hutchison, Sam <Sam.Hutchison@portlandoregon.gov>	Optional
	Rhee, Suk <Suk.Rhee@portlandoregon.gov>	Optional
	Reeve, Tracy <Tracy.Reeve@portlandoregon.gov>	Optional
	Treat, Leah <Leah.Treat@portlandoregon.gov>	Optional
	Stuhr, Michael <Michael.Stuhr@portlandoregon.gov>	Optional
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Optional
	Landis, Sarah <Sarah.Landis@portlandoregon.gov>	Optional
	Scott, Andrew <Andrew.Scott@portlandoregon.gov>	Optional
	St. Helen, Lisa <Lisa.StHelen@portlandoregon.gov>	Optional
	Ames, Betsy <Betsy.Ames@portlandoregon.gov>	Optional
	James, Angel <Angel.James@portlandoregon.gov>	Optional



Summers-McGee, Serilda <Serilda.Summers-McGee@portlandoregon.gov>	Optional
Cooperman, Jennifer <Jennifer.Cooperman@portlandoregon.gov>	Optional
Dessou, Koffi <Koffi.Dessou@portlandoregon.gov>	Optional
Callahan, Shannon <Shannon.Callahan@portlandoregon.gov>	Optional
Henderson, Maurice <Maurice.Henderson@portlandoregon.gov>	Optional
Patterson, Courtney <Courtney.Patterson@portlandoregon.gov>	Optional
Clayton, Letimya <Letimya.Clayton@portlandoregon.gov>	Optional
Edwards, Elizabeth <Elizabeth.Edwards@portlandoregon.gov>	Optional
Storm, Janet <Janet.Storm@portlandoregon.gov>	Optional
Hendrie, David <David.Hendrie@portlandoregon.gov>	Optional
Uehara, Chris <Chris.Uehara@portlandoregon.gov>	Optional
Selley, Kia <Kia.Selley@portlandoregon.gov>	Optional
Warner, Chris <Chris.Warner@portlandoregon.gov>	Optional
Campuzano, Claudio <Claudio.Campuzano@portlandoregon.gov>	Optional
Cozzie, Bob <Robert.Cozzie@portlandoregon.gov>	Optional
Spitler, Lester <Lester.Spitler@portlandoregon.gov>	Optional
Lamb, Amanda <Amanda.Lamb@portlandoregon.gov>	Optional
Novak, Erin <Erin.Novak@portlandoregon.gov>	Optional
Branam, Kimberly <BranamK@prosperportland.us>	Optional



**Subject** travel  
**Show Time As** Busy

---

▲ **Time** 1:30 PM – 2:00 PM  
**Subject** Rebecca, Kathy - Consultation  
**Location** Rebecca'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
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Sharp, Kathy <Kathy.Sharp@portlandoregon.gov>	Required

---

▲ **Time** 2:00 PM – 2:30 PM  
**Subject** Rebecca, Ross, Mieke, Nancy, Kim re: Sign Code Amendments  
**Location** Director's Conf. Room  
**Show Time As** Busy

The Code and Policy Team has received an initial set of Sign Code amendment priorities from BDS staff. This list includes both administrative related amendments as well as substantial policy requests. The Code and Policy Team would like to discuss the next steps of the project including partnering with BPS and phasing options.

Best,  
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
	Caron, Ross <Ross.Caron@portlandoregon.gov>	Required
	Keenan, Mieke <Mieke.Keenan@portlandoregon.gov>	Required
	Thorington, Nancy <Nancy.Thorington@portlandoregon.gov>	Required
	Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>	Optional

---

▲ **Time** 2:30 PM – 3:00 PM

**Subject** Rebecca, Kathy Consultation  
**Location** Rebecca'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
	Esau, Rebecca <Rebecca.Esau@portlandoregon.gov>	Required
	Sharp, Kathy <Kathy.Sharp@portlandoregon.gov>	Required

---

▲ **Time** 3:00 PM – 3:30 PM  
**Subject** Rebecca, Dan one on one  
**Location** Rebecca's Office  
**Recurrence** Occurs every Thursday effective 8/9/2018 until 8/9/2018 from 3:00 PM to 4:00 PM  
**Show Time As** Busy

<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
	Cote, Dan <Dan.Cote@portlandoregon.gov>	Required

---

▲ **Time** 3:30 PM – 4:00 PM  
**Subject** Kim and Alison to join Dan and Rebecca's one on one re: POPS Advisory Committee  
**Location** Director's Conf. Room  
**Show Time As** Busy  
Kim and Alison will be joining the last 30 minutes of Dan and Rebecca's one on one at 3:30 to discuss the POPS Advisory Committee and next steps.

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
	Cote, Dan <Dan.Cote@portlandoregon.gov>	Required

Freeman, Kimberly  
<Kimberly.Freeman@portlandoregon.gov> Required

Belter, Alison <Alison.Belter@portlandoregon.gov> Required

---

## Friday, August 10, 2018

---

▲ **Time** 9:30 AM – 10:15 AM  
**Subject** HR Issue  
**Location** Director's Conf. Room  
**Show Time As** Busy

---

▲ **Time** 11:00 AM – 12:00 PM  
**Subject** Rebecca, Margie, Dan, Dave, Darryl re: BDS and Ombudsman Meet and Greet  
**Location** 1900 SW 4th, 5th floor, Director's Conf. Room  
**Show Time As** Busy  
This is an opportunity for BDS and the Ombudsman to meet.

BDS attendees:  
Director Rebecca Esau  
POPS & Inspections Services Manager Dan Coté  
Residential Inspections Manager Dave Tebeau  
Commercial Inspections Manager Darryl Godsby

Ombudsman attendee:  
City Ombudsman Margie Sollinger

Best,  
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
	Sollinger, Margie <Margie.Sollinger@portlandoregon.gov>	Required
	Cote, Dan <Dan.Cote@portlandoregon.gov>	Required
	Tebeau, David <David.Tebeau@portlandoregon.gov>	Required
	Godsby, Darryl <Darryl.Godsby@portlandoregon.gov>	Required

---

---

▲ **Time** 2:00 PM – 3:00 PM  
**Subject** Dan Côté  
**Show Time As** Busy

---