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**Esau, Rebecca Calendar**  
Monday, May 6, 2019 – Sunday, May 12, 2019

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**May 2019**

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**May 2019**

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▲ **Mon, May 6**

- 9:45 AM – 10:00 AM Elshad Hajiyev (Business Operations & Finance Services Manager), Dan Coté (Interim Portland Online Permitting System Manager), Kathy Robertson (Budget & Finance staff) re: Discuss Org Chart and bureau changes
- 10:30 AM – 11:00 AM travel
- 11:00 AM – 11:30 AM Kyle Chisek (BDS Liaison at the Mayor's Office) one on one
- 11:30 AM – 12:00 PM travel
- 2:00 PM – 3:30 PM 2019 Weekly Senior Manager Meetings
- 3:30 PM – 4:00 PM travel
- 4:00 PM – 5:00 PM Chris Warner (Bureau of Transportation Director), Jeff Baer (Chief Technology Officer), staff re: Portland Online Permitting System

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▲ **Tue, May 7**

- 9:00 AM – 10:00 AM Kim Tallant (Principal Planner) one on one
  - 10:00 AM – 11:00 AM Dora Perry (Equity & Policy Manager) one on one
  - 11:00 AM – 12:00 PM Elshad Hajiyev (Business Operation & Finance Services Manager) one on one
  - 1:00 PM – 1:30 PM Mandatory Training Team Meeting
  - 4:00 PM – 5:00 PM Planning & Sustainability Director and staff, Kim Tallant (Principal Planner) check-in
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▲ **Wed, May 8**

- 10:00 AM – 10:30 AM Carol Brune (Bureau of Technology Services Consultant) re: Portland Online Permitting System Governance Project
  - 10:30 AM – 11:00 AM David Kuhnhausen (Permitting Services Manager) meeting
  - 11:00 AM – 12:00 PM Chris Dennis (Quality Assurance Consultant) to attend Weekly Portland Online Permitting System Executive Meeting to present Technology Oversight Committee Report
  - 2:00 PM – 2:30 PM Portland Online Permitting System Team Recognition Event
  - 3:00 PM – 4:30 PM Special Bureau of Development Service Management Team Meeting
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▲ **Thu, May 9**

- 9:00 AM – 9:30 AM Surface Pro training
  - 9:30 AM – 10:00 AM Leanne Torgerson (Director's Executive Assistant) Colleen Poole (Customer Service Coordinator) meeting
  - 1:00 PM – 1:30 PM Development Overlay Zone Amendments Equity Recommendations
  - 1:30 PM – 2:00 PM Bureau Equity Committee to brief Bureau of Development Services Director
  - 2:00 PM – 2:30 PM Alex Cousins (Communications Manager) one on one
  - 2:30 PM – 3:00 PM David Kuhnhausen (Permitting Services Manager) one on one
  - 3:00 PM – 4:00 PM Dan Coté (Interim Portland Online Permitting System) one on one
  - 4:00 PM – 4:30 PM City Attorney Monthly meeting
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▲ **Fri, May 10**

- 11:30 AM – 12:00 PM Josh Binkley (Portland Online Permitting System staff) re: Change Management and Portland Online Permitting System)
  - 1:30 PM – 2:00 PM Doug Morgan (Plan Review Services Manager) one on one
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