
Kuhnhausen, David Calendar

David.Kuhnhausen@portlandoregon.gov

Tuesday, October 1, 2024 – Thursday, October 31, 2024

October 2024

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October 2024

▲ Tue, Oct 1

- 10:00 AM – 11:00 AM Donnie Oliveira (Community & Economic Development, Deputy City Administrator) weekly one on one
- 11:00 AM – 11:20 AM Terri Theisen (Permit Improvement, Analyst IV) re: FY25/26 Budget
- 1:30 PM – 2:30 PM Elshad Hajiyev (PP&D Deputy Director) weekly one on one
- 2:30 PM – 3:30 PM Colleen Poole (PP&D Customer Support Supervisor & Executive Assistant, Analyst IV), Gabby Bruya (PP&D Analyst II) bi-weekly one on one

▲ Wed, Oct 2

- 9:00 AM – 10:00 AM Alice Nielsen (PP&D Customer Support & Permitting Services, Manager II) bi-weekly one on one
- 10:00 AM – 11:00 AM Terri Theisen (Permit Improvement, Analyst IV), Kira Higgs (Consultant) Check In
- 2:30 PM – 3:00 PM Kyle O'Brien (PP&D Budget and Finance, Manager I), Elshad Hajiyev (PP&D Deputy Director) re: PP&D Overhead Presentation Prep
- 3:00 PM – 4:00 PM Alan Yoder (City Attorney, Deputy), Keith Hathorne (Human Resources Generalist), Elshad Hajiyev (Deputy Director) re: Labor & Employment monthly meeting

▲ Thu, Oct 3

- 8:30 AM – 12:00 PM Ellen Weeks (Permit Improvement, Analyst III), Lila Pigott (PP&D Digital Services, Manager I), Anna Navarro (PP&D Business Systems Analyst III, Digital Business Services), Kevin Martin (Technical Services, Manager I),

Ian Swanson (Business Solutions Information Systems, Manager III)

Re: Digital Services Exec Comm Workshop

- 1:00 PM – 3:30 PM Kira Higgs (Consultant), Kris Calvert (PP&D Water Development, Supervisor II), Toni Akerill (PP&D Right of Way Lateral Permits, Supervisor II), Stephen Himes (PP&D Public Infrastructure Development Review, Manager III), Kurt Krueger (PP&D Public Works Permitting Review, Engineering Manager), Briana Lovell (PP&D Development Planning, Planner Supervisor), Casey Jogerst (Permitting & Regulation, Manager I), Terri Theisen (Permit Improvement, Analyst IV) re: Discuss successful PI Transition
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▲ **Fri, Oct 4**

- 10:30 AM – 11:00 AM Terri Theisen (Permit Improvement, Analyst IV), Lila Pigott (PP&D Digital Services, Manager I), Ellen Weeks (Permit Improvement, Analyst III) re: Public Works ProjectDox workflow implementation
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▲ **Mon, Oct 7**

- 9:30 AM – 10:00 AM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Eric Engstrom (Planning & Sustainability, Director II), Helmi Hisserich (Portland Housing Bureau, Director II), Shea Flaherty Betin (Economic Development, Director II), Julie Ocken (Analyst II), Kelly Brown (Community & Economic Development Service Area, Administrative Specialist III), Angela Rico re: DCA Office Scrum
 - 10:00 AM – 10:30 AM Terri Theisen (Permit Improvement, Analyst IV) bi-weekly one on one
 - 11:00 AM – 11:30 AM Lila Pigott (PP&D Digital Services, Manager I) weekly one on one
 - 11:30 AM – 12:00 PM Terri Theisen (Permit Improvement, Analyst IV), Helmi Hisserich (Portland Housing Bureau, Director II) re: Pro-Housing Discussion
 - 2:00 PM – 3:00 PM Donnie Oliveira (Community & Economic Development, Deputy City Administrator) weekly one on one
 - 3:00 PM – 4:00 PM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Terri Theisen (Permit Improvement, Analyst IV), Elshad Hajiyev (PP&D Deputy Director), Kyle O'Brien (PP&D Budget and Finance, Manager I), Ruth Levine (City Budget Office, Director I) Budget Note: PP&D Overhead
 - ▨ 3:30 PM – 4:30 PM PP&D Permitting & Technology Coordination Meeting
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▲ **Tue, Oct 8**

- 9:00 AM – 9:30 AM Kimberly Tallant (PP&D Land Use Services, Principal Planner) Bi-weekly Check-in
 - 10:00 AM – 10:30 AM PP&D Senior Managers Weekly Meeting
 - 2:00 PM – 2:30 PM Samuel Miller (Development Review Advisory Committee Chair), Sean Green (Development Review Advisory Committee Chair), Ross Caron (PP&D Policy, Communications, Facilities Analyst III), Elshad Hajiyev (PP&D Deputy Director) re: Development Review Advisory Committee (DRAC) agenda planning meeting
 - 4:30 PM – 5:00 PM Matt Rozzell (PP&D Building Official, Analyst IV), Alana Cox (State of Oregon) re: Accessory Short-Term Rental (ASTR) Code Interpretation
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▲ **Wed, Oct 9**

- 9:00 AM – 9:30 AM Doug Morgan (PP&D Building Permit Review, Engineering Manager) bi-weekly one on one
 - 10:00 AM – 11:30 AM Job Shadow: PP&D Permit Engineering Review
 - 1:00 PM – 1:30 PM David Tebeau (PP&D Building Permit Inspections, Manager II) bi-weekly one on one
 - 1:30 PM – 2:00 PM Matt Rozzell (PP&D Building Official, Analyst IV) bi-weekly one on one
 - 2:00 PM – 2:30 PM Rob Yamachika (City Attorney, Senior Deputy) monthly meeting
 - 3:00 PM – 4:00 PM Doug Morgan (PP&D Building Permit Review, Engineering Manager), Alice Nielsen (PP&D Customer Support & Permitting Services, Manager II), Stephen Himes (PP&D Public Infrastructure Development Review, Manager III), Kurt Krueger (PP&D Public Works Permitting Review, Engineering Manager), Kimberly Tallant (PP&D Land Use Services, Principal Planner), Anna Navarro (PP&D DevHub & Electronic Plan Review, Analyst III), John McCabe (PP&D Project Manager) re: Project Sponsors - ePlans and DevHub PP&D-wide projects (2024 Q3/Q4)
 - 4:00 PM – 5:00 PM Elshad Hajiyev (PP&D Deputy Director) weekly one on one
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▲ **Thu, Oct 10**

- 10:30 AM – 11:00 AM Lila Pigott (PP&D Digital Services, Manager I) weekly one on one
 - 11:30 AM – 1:00 PM Monthly Executive Leadership Team meeting
 - 1:00 PM – 1:30 PM Stephen Himes (PP&D Public Infrastructure Development Review, Manager III) weekly one on one
 - 1:30 PM – 2:00 PM PP&D Building Official's Meeting
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▲ **Fri, Oct 11**

▲ **Mon, Oct 14**

- 8:30 AM – 9:00 AM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Terri Theisen (Permit Improvement, Analyst IV) re: PP&D Business Process Analysis Kick Off
 - 9:30 AM – 10:00 AM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Eric Engstrom (Planning & Sustainability, Director II), Helmi Hisserich (Portland Housing Bureau, Director II), Shea Flaherty Betin (Economic Development, Director II), Julie Ocken (Analyst II), Kelly Brown (Community & Economic Development Service Area, Administrative Specialist III), Angela Rico re: DCA Office Scrum
 - 11:00 AM – 11:30 AM Kimberly Tallant (PP&D Land Use Services, Principal Planner), Christina Ghan (Commissioner Rubio's Office), Jillian Schoene (Commissioner Rubio's Office), Connect re: Priority Permitting Concept
 - 11:30 AM – 12:15 PM Donnie Oliveira (Community & Economic Development, Deputy City Administrator) weekly one on one
 - 1:00 PM – 2:00 PM Colleen Poole (PP&D Customer Support Supervisor & Executive Assistant, Analyst IV), Gabby Bruya (PP&D Analyst II) bi-weekly one on one
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▲ **Tue, Oct 15**

- 10:00 AM – 11:30 AM BPS, PHB, PP&D, Permit Improvement Team All Staff re: 100 Day Community & Economic Development Service Area (CEDSA) Town Hall
 - 2:00 PM – 3:00 PM Elshad Hajiyev (PP&D Deputy Director) weekly one on one
 - 3:00 PM – 4:00 PM DAM - Bureau Directors/Finance Managers Meeting - Q4 CSG
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▲ **Wed, Oct 16**

- 8:00 AM – 9:00 AM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Matt Rozzell (PP&D Building Official, Analyst IV), Jody Orrison (PP&D Analyst III) re: Transient Lodging Title Changes
 - 9:00 AM – 10:00 AM Alice Nielsen (PP&D Customer Support & Permitting Services, Manager II) bi-weekly one on one
 - 11:00 AM – 11:30 AM Lila Pigott (PP&D Digital Services, Manager I) weekly one on one
 - 1:00 PM – 2:00 PM Job Shadow: Development Planning
 - 2:30 PM – 3:30 PM October Monthly PP&D Drop-in Session
 - 3:45 PM – 4:45 PM Elshad Hajiyev (PP&D Deputy Director), David Tebeau (PP&D Building Permit Inspections, Manager II), Mark (IBEW) re: PP&D/DCTU Quarterly Check-in
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▲ **Thu, Oct 17**

■ 10:00 AM – 6:00 PM Timberlab Presentation, Lunch, & Tour

▲ **Fri, Oct 18**

■ 10:00 AM – 10:30 AM Terri Theisen (Permit Improvement, Analyst IV) bi-weekly one on one

■ 10:30 AM – 11:00 AM Elshad Hajiyev (PP&D Deputy Director), Doug Morgan (PP&D Building Permit Review, Engineering Manager) re: Scan Drive Attestation and Guidance

▨ 11:00 AM – 11:30 AM Kurt Krueger (PP&D Public Works Permitting Review, Engineering Manager), Stephen Himes (PP&D Public Infrastructure Development Review, Manager III), Lila Pigott (PP&D Digital Services, Manager I), Anna Navarro (PP&D Digital Business Services, Business Systems Analyst III) re: Public Works ProjectDox Sponsors

■ 3:00 PM – 3:30 PM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Terri Theisen (Permit Improvement, Analyst IV), Elshad Hajiyev (PP&D Deputy Director), Kyle O'Brien (PP&D Budget and Finance, Manager I), Ruth Levine (City Budget Office, Director I) re: Budget Note: PP&D Overhead

▲ **Mon, Oct 21**

■ 9:00 AM – 9:30 AM Shelter Permitting and Temporary Conditional Use

■ 9:30 AM – 10:00 AM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Eric Engstrom (Planning & Sustainability, Director II), Helmi Hisserich (Portland Housing Bureau, Director II), Shea Flaherty Betin (Economic Development, Director II), Julie Ocken (Analyst II), Kelly Brown (Community & Economic Development Service Area, Administrative Specialist III), Angela Rico re: DCA Office Scrum

■ 10:00 AM – 11:00 AM Elshad Hajiyev (PP&D Deputy Director), Tim Morris (PP&D Commercial Inspections, Supervisor II), Kimberly Tallant (PP&D Land Use Services, Principal Planner), Brenda Fahey (PP&D Operations & Administration, Manager III) re: Update on Bargaining July 2024-2025

■ 11:00 AM – 11:30 AM Lila Pigott (PP&D Digital Services, Manager I) weekly one on one

■ 11:30 AM – 12:00 PM Public Works Permitting Review Division Meeting with Director Kuhnhausen

■ 1:00 PM – 1:50 PM Dawn Uchiyama (Bureau of Environmental Services, Director III), Stephen Himes (PP&D Public Infrastructure Development Review, Manager III), Kurt Krueger (Public Works Permitting Review, Engineering Manager), Ellen Weeks (Permit Improvement, Analyst III), Terri Theisen (Permit Improvement, Analyst IV), Amber Clayton (Collection System, Manager II) re:

Easement/Encroachment Business Process Analysis
Recommendations

- 3:00 PM – 3:30 PM Public Infrastructure Development Review Division Meeting with Director Kuhnhausen
 - 3:30 PM – 4:30 PM Doug Morgan (PP&D Building Permit Review, Engineering Manager), Alice Nielsen (PP&D Customer Support & Permitting Services, Manager II), Stephen Himes (PP&D Public Infrastructure Development Review, Manager III), Kurt Krueger (PP&D Public Works Permitting Review, Engineering Manager), Kimberly Tallant (PP&D Land Use Services, Principal Planner), Anna Navarro (PP&D DevHub & Electronic Plan Review, Analyst III), John McCabe (Project Manager) re: Project Sponsors - ePlans and DevHub PP&D-wide projects (2024 Q3/Q4)
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▲ **Tue, Oct 22**

- 9:00 AM – 9:30 AM Kimberly Tallant (PP&D Land Use Services, Principal Planner) bi-weekly one on one
 - 9:30 AM – 10:00 AM Jake Wiser (PP&D Permitting Engineering Review, Engineer II) Check-in
 - 10:00 AM – 11:30 AM PP&D Senior Managers Weekly Meeting
 - 11:30 AM – 12:00 PM Travel Time
 - 12:00 PM – 1:00 PM Permit Improvement Task Force Lunch Meeting
 - 1:30 PM – 2:00 PM Colleen Poole (PP&D Customer Support Supervisor & Executive Assistant, Analyst IV), Gabby Bruya (PP&D Analyst II) re: Contact Us webpage & outreach
 - 2:00 PM – 3:00 PM Elshad Hajiyev (PP&D Deputy Director) weekly one on one
 - 3:00 PM – 3:30 PM Terri Theisen (Permit Improvement, Analyst IV) one on one
 - 3:30 PM – 4:00 PM Shawn Campbell (Legal Records Management Project Support, Systems Analyst), Jenifer Johnston (Environmental & Public Records, City Attorney, Senior Deputy), Lisa Baumgartner (PP&D Development Services Technician III), Janette Cook (PP&D Solar, Trades, Addressing & Residential Specialty (STARS)), Kyle O'Brien (PP&D Budget and Finance, Manager I), Alice Nielsen (PP&D Customer Support & Permitting Services, Manager II) re: PP&D Pre-Paid Estimated Fees Follow-Up Meeting
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▲ **Wed, Oct 23**

- 9:00 AM – 9:30 AM Doug Morgan (PP&D Building Permit Review, Engineering Manager) bi-weekly one on one
- 10:00 AM – 10:30 AM Colleen Poole (PP&D Customer Support Supervisor & Executive Assistant) re: Front Desk Team check-in

- 11:00 AM – 11:50 AM Donnie Oliveira (Community & Economic Development, Deputy City Administrator) weekly one on one
 - 1:00 PM – 1:30 PM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Sonia Schmanski (Vibrant Communities Service Area, Deputy City Administrator), PGE Staff: PGE Harborton Reliability Project Update
 - 2:00 PM – 2:30 PM David Tebeau (PP&D Building Permit Inspections, Manager II) bi-weekly one on one
 - 4:00 PM – 5:00 PM BPS/PP&D monthly check-in
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▲ **Thu, Oct 24**

- 9:00 AM – 11:30 AM Residential Electrical Inspector Ride-Along with Jack Maynard (PP&D Senior Electrical Inspector)
 - 12:00 PM – 1:00 PM City Bureau Internal Coordination
 - 1:00 PM – 1:30 PM Stephen Himes (PP&D Public Infrastructure Development Review, Manager III) weekly one on one
 - 2:00 PM – 2:15 PM Doug Morgan (PP&D Building Permit Review, Engineering Manager) re: Structural Engineer Recall
 - 3:00 PM – 3:30 PM Christopher Wier (PP&D Engineering Supervisor) re: Permit Engineering Review
 - 3:30 PM – 4:00 PM Matt Rozzell (PP&D Building Official, Analyst IV) bi-weekly one on one
 - 4:00 PM – 4:20 PM Brenda Fahey (PP&D Operations & Administration, Manager III), Elshad Hajiyev (PP&D Deputy Director), Ross Caron (PP&D Policy, Communications, Facilities Analyst III) re: DRAC recruitment plan update
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▲ **Fri, Oct 25**

- ▨ 1:30 PM – 2:30 PM Community & Economic Development Service Area (CEDSA) Kitchen Cabinet
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▲ **Mon, Oct 28**

- 9:30 AM – 10:00 AM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Eric Engstrom (Planning & Sustainability, Director II), Helmi Hisserich (Portland Housing Bureau, Director II), Shea Flaherty Betin (Economic Development, Director II), Julie Ocken (Analyst II), Kelly Brown (Community & Economic Development Service Area, Administrative Specialist III), Angela Rico re: DCA Office Scrum
- 10:00 AM – 11:00 AM Elshad Hajiyev (PP&D Deputy Director) weekly one on one
- 11:00 AM – 11:30 AM Lila Pigott (PP&D Digital Services, Manager I) weekly one on one
- 11:30 AM – 12:30 PM Terri Theisen (Permit Improvement, Analyst IV), Kurt Abe (PP&D Analyst III), Brenda Fahey (PP&D Operations

- & Administration, Manager III), Elshad Hajiyev (PP&D Deputy Director) re: Data Workplan Proposal
 - 1:30 PM – 2:00 PM Terri Theisen (Permit Improvement, Analyst IV) bi-weekly one on one
 - 3:00 PM – 4:00 PM Employee Townhall
 - 4:00 PM – 4:30 PM GF reductions
 - 4:30 PM – 5:00 PM Kyle O’Brien (PP&D Budget and Finance, Manager I), Alice Nielsen (PP&D Customer Support & Permitting Services, Manager II), Janette Cook (PP&D Solar, Trades, Addressing & Residential Specialty (STARS) re: Discuss Records Conversion fee study
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▲ **Tue, Oct 29**

- 9:00 AM – 9:30 AM ProjectDox Rollout weekly sponsor meeting (2024 Q3/Q4)
 - 10:00 AM – 11:30 AM PP&D Senior Managers Weekly Meeting
 - 1:30 PM – 2:00 PM Elshad Hajiyev (PP&D Deputy Director), Leesha Posey (PP&D Hiring, Equity & Policy Development, Analyst IV), Elliot Akwai-Scott (Equity Committee Co-chair), Rachael Ventura (Equity Committee Co-chair), Hakim Callier (Coordinator II) re: Equity Committee to brief PP&D Director
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▲ **Wed, Oct 30**

- 11:00 AM – 11:30 AM Lila Pigott (PP&D Digital Services, Manager I) weekly one on one
 - 11:30 AM – 12:00 PM Rochelle Hunter James (P&D Residential Permitting, Supervisor II), Rob Leasure (PP&D Development Services Technician III) re: ODOT Billboard Signs approvals and/or denials
 - 1:00 PM – 3:00 PM Managers & Supervisors Reasonable Suspicion Training
 - 3:30 PM – 4:30 PM Leesha Posey (PP&D Hiring, Equity & Policy Development, Analyst IV), Elshad Hajiyev (PP&D Deputy Director) re: Bureaus Equity Work & Community Engagement Monthly Check-in
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▲ **Thu, Oct 31**

- ▨ 8:30 AM – 9:25 AM ProjectDox Rollout: Core Stakeholders and Project Delivery work session
- 10:00 AM – 11:00 AM Mike Liefeld (PP&D Zoning, Nuisance & Site Inspections, Supervisor II), Beth Benton (PP&D Property Compliance, Manager II), Elshad Hajiyev (PP&D Deputy Director) re: Accessory Short Term Rental Enforcement
- 11:00 AM – 12:00 PM Donnie Oliveira (Community & Economic Development, Deputy City Administrator) weekly one on one

- 1:00 PM – 1:30 PM Stephen Himes (PP&D Public Infrastructure Development Review, Manager III) weekly one on one
 - 1:30 PM – 2:00 PM PP&D Building Official's Meeting
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Kuhnhausen, David Calendar

David.Kuhnhausen@portlandoregon.gov

Friday, November 1, 2024 – Friday, November 29, 2024



November 2024

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November 2024

▲ Fri, Nov 1

-  1:30 PM – 2:30 PM Community & Economic Development Service Area (CEDSA) Kitchen Cabinet
-  2:30 PM – 3:30 PM Elshad Hajiyev (PP&D Deputy Director), Kyle O’Brien (PP&D Budget and Finance, Manager I)re: Weekly check-in

▲ Mon, Nov 4

-  9:30 AM – 10:00 AM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Eric Engstrom (Planning & Sustainability, Director II), Helmi Hisserich (Portland Housing Bureau, Director II), Shea Flaherty Betin (Economic Development, Director II), Julie Ocken (Analyst II), Kelly Brown (Community & Economic Development Service Area, Administrative Specialist III), Angela Rico re: DCA Office Scrum
-  11:00 AM – 11:30 AM Lila Pigott (PP&D Digital Services, Manager I) Weekly Check-in
-  1:00 PM – 1:45 PM Mieke Keenan (Permitting Improvement, Analyst III), Terri Theisen (Permit Improvement, Analyst IV), Ellen Weeks (Permit Improvement, Analyst III), Erika Lopez (Permitting Improvement, Analyst III) re: Business Process Analysis results and Code/Policy project
-  2:00 PM – 3:00 PM Donnie Oliveira (PP&D Community & Economic Development, Deputy City Administrator) weekly one on one
-  3:00 PM – 4:00 PM Elshad Hajiyev (PP&D Deputy Director) weekly one on one

- ▨ 3:30 PM – 4:30 PM Doug Morgan (Building Permit Review, Engineering Manager), Alice Nielsen (Customer Support & Permitting Services, Manager II), Stephen Himes (Public Infrastructure Development Review, Manager III), Kurt Krueger (Public Works Permitting Review, Engineering Manager), Kimberly Tallant (Land Use Services, Principal Planner), Anna Navarro (DevHub & Electronic Plan Review, Analyst III), John McCabe (Project Manager) re: Project Sponsors - ePlans and DevHub PP&D-wide projects (2024 Q3/Q4)
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▲ **Tue, Nov 5**

- 9:00 AM – 9:30 AM Kimberly Tallant (PP&D Land Use Services, Principal Planner) bi-weekly one on one
 - 10:00 AM – 11:30 AM PP&D Senior Managers Weekly Meeting
 - 1:00 PM – 1:45 PM Colleen Poole (PP&D Customer Support Supervisor & Executive Assistant, Analyst IV), Gabby Bruya (PP&D Analyst II) bi-weekly one on one
 - 2:00 PM – 2:30 PM Samuel Miller (Development Review Advisory Committee Chair), Sean Green (Development Review Advisory Committee Chair), Ross Caron (Policy, Communications, Facilities Analyst III), Elshad Hajiyev (Deputy Director) re: Development Review Advisory Committee (DRAC) agenda planning meeting
 - 2:30 PM – 3:00 PM Kurt Krueger (PP&D Public Works Permitting Review, Engineering Manager) bi-weekly one on one
 - 3:00 PM – 3:30 PM Elshad Hajiyev (PP&D Deputy Director), Kyle O'Brien (PP&D Budget and Finance, Manager I) re: Reserve Policy
 - 3:30 PM – 4:00 PM Elshad Hajiyev (PP&D Deputy Director), Brenda Fahey (PP&D Operations & Administration, Manager III), Terri Theisen (Permit Improvement, Analyst IV), Ross Caron (PP&D Policy, Communications, Facilities Analyst III) re: Overlap in public attendance from DRAC, NAIOP/BOMA, & PITSC
 - 4:00 PM – 5:00 PM Doug Morgan (PP&D Building Permit Review, Engineering Manager)
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▲ **Wed, Nov 6**

- 10:00 AM – 11:00 AM Intake Meeting (Manager I)
- 11:00 AM – 11:30 AM Lila Pigott (PP&D Digital Services, Manager I) weekly one on one
- 1:00 PM – 1:30 PM David Tebeau (PP&D Building Permit Inspections, Manager II) bi-weekly one on one
- 1:30 PM – 2:00 PM Matt Rozzell (PP&D Building Official, Analyst IV) bi-weekly one on one
- 1:30 PM – 3:00 PM PP&D Labor Management Committee Meeting

- 3:00 PM – 4:00 PM Alan Yoder (City Attorney, Deputy), Keith Hathorne (Human Resources Generalist), Elshad Hajiyev (Deputy Director) re: Labor & Employment monthly meeting
 - 4:00 PM – 4:45 PM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Elshad Hajiyev (PP&D Deputy Director), Kyle O’Brien (PP&D Budget and Finance, Manager I) re: PP&D | DCA check in
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▲ **Thu, Nov 7**

- 9:00 AM – 9:30 AM PP&D Veteran's Day Celebration
 - 10:00 AM – 10:30 AM Oretha Storey (PP&D Administrative Specialist II), Elshad Hajiyev (PP&D Deputy Director), Elizabeth Duncan (PP&D Labor Management Co-chair), Bryan Tierney (PP&D Labor Management Co-chair), Leesha Posey (PP&D Hiring, Equity & Policy Development, Analyst IV), Kendall Rudolph (PP&D Business Systems Analyst I), Kevin White (PP&D Engineer-Structural), Sara Flores Garduno (PP&D, Administrative Specialist II), Keith Hathorne (Human Resources Generalist) re: Special LMC Hiring Subcommittee meeting
 - 2:00 PM – 2:30 PM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Steven Hultberg (Constituent)
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▲ **Fri, Nov 8**

- 9:30 AM – 11:00 AM Erik Wahgren (Constituent) re: Tenant Improvement - 8523 N Lombard
 - ▨ 12:30 PM – 2:00 PM Community & Economic Development Service Area (CEDSA) Kitchen Cabinet
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▲ **Mon, Nov 11**

■ All Day Veteran's Day - City Office Closed

▲ **Tue, Nov 12**

- 9:30 AM – 10:00 AM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Eric Engstrom (Planning & Sustainability, Director II), Helmi Hisserich (Portland Housing Bureau, Director II), Shea Flaherty Betin (Economic Development, Director II), Julie Ocken (Analyst II), Kelly Brown (Community & Economic Development Service Area, Administrative Specialist III), Angela Rico re: DCA Office Scrum
- 10:00 AM – 11:30 AM PP&D Senior Managers Weekly Meeting
- ▨ 3:00 PM – 3:30 PM Kyle O’Brien (PP&D Budget and Finance, Manager I)

re: Review scenarios

▲ **Wed, Nov 13**

- 9:00 AM – 10:00 AM Alice Nielsen (PP&D Customer Support & Permitting Services, Manager II) bi-weekly one on one
 - 11:00 AM – 11:30 AM Lila Pigott (PP&D Digital Services, Manager I) weekly one on one
 - 1:00 PM – 2:30 PM PP&D Equity In Motion
 - 2:00 PM – 2:30 PM Rob Yamachika (City Attorney, Senior Deputy) monthly meeting
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▲ **Thu, Nov 14**

- 9:30 AM – 10:30 AM Donnie Oliveira (PP&D Community & Economic Development, Deputy City Administrator) weekly one on one
 - 11:00 AM – 11:30 AM Mieke Keenan (Permitting Improvement, Analyst III), Kimberly Tallant (PP&D Land Use Services, Principal Planner) Tracy Morgan (BPS Planner, Sr City-Land Use), Terri Theisen (Permit Improvement, Analyst IV) re: Code Alignment Project
 - 11:30 AM – 1:00 PM Monthly Executive Leadership Team meeting
 - 1:30 PM – 2:00 PM PP&D Building Official's Meeting
 - 2:30 PM – 3:00 PM Kurt Krueger (PP&D Public Works Permitting Review, Engineering Manager) bi-weekly one on one
 - 3:00 PM – 3:30 PM Stephen Himes (PP&D Public Infrastructure Development Review, Manager III), Lila Pigott (PP&D Digital Services, Manager I), Terri Theisen (Permit Improvement, Analyst IV), Ellen Weeks (Permit Improvement, Analyst III) re: Discuss the recommendations of the Commercial "End-to-End" BPA
 - 4:30 PM – 5:00 PM Stephen Himes (PP&D Public Infrastructure Development Review, Manager III) weekly one on one
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▲ **Fri, Nov 15**

- 9:00 AM – 9:55 AM Community & Economic Development | Oregon Government Relation (OGR) Monthly Check-in
- 10:00 AM – 11:00 AM Ellen Weeks (Permit Improvement, Analyst III), Jaclyn Snyder (Human Resources Analyst II), Ian Swanson (Business Solutions Information Systems, Manager III) re: Information Session for Digital Services Manager Recruitment
- 11:30 AM – 11:45 AM Ken Ray (PP&D Public Information Officer) re: Reporter talking points
- ▨ 1:30 PM – 2:30 PM Community & Economic Development Service Area (CEDSA) Kitchen Cabinet

▲ **Mon, Nov 18**

- 10:00 AM – 11:00 AM Elshad Hajiyev (PP&D Deputy Director), Tim Morris (PP&D Commercial Inspections, Supervisor II), Kimberly Tallant (PP&D Land Use Services, Principal Planner), Brenda Fahey (PP&D Operations & Administration, Manager III) re: Update on Bargaining July 2024-2025
 - 11:00 AM – 11:30 AM Lila Pigott (PP&D Digital Services, Manager I) weekly one on one
 - ▨ 12:00 PM – 12:45 PM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Linly Rees (City Attorney, Chief Deputy), Michael Jordan (City Administrator), Alice Nielsen (PP&D Customer Support & Permitting Services, Manager II), Sara Morrissey (City Operations Service Area, Deputy City Administrator) re: Sobering Center
 - 2:30 PM – 3:00 PM Donnie Oliveira (PP&D Community & Economic Development, Deputy City Administrator) weekly one on one
 - 3:00 PM – 4:00 PM Elshad Hajiyev (PP&D Deputy Director) weekly one on one
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▲ **Tue, Nov 19**

- 9:00 AM – 9:30 AM Public Works ProjectDox - PP&D Kick-off
 - ▨ 9:30 AM – 10:00 AM Kimberly Tallant (PP&D Land Use Services, Principal Planner) bi-weekly one on one
 - 10:00 AM – 12:00 PM PP&D Management Team Meeting
 - 1:00 PM – 1:30 PM Terri Theisen (Permit Improvement, Analyst IV) bi-weekly one on one
 - 2:00 PM – 3:30 PM PP&D Financial Advisory Committee Meeting
 - 3:30 PM – 4:30 PM Colleen Poole (PP&D Customer Support Supervisor & Executive Assistant, Analyst IV), Gabby Bruya (PP&D Analyst II) bi-weekly one on one
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▲ **Wed, Nov 20**

- 12:00 PM – 1:00 PM PP&D Years of Service Recognition & Celebration Luncheon
- 1:00 PM – 1:30 PM Donnie Oliveira (PP&D Community & Economic Development, Deputy City Administrator) Check-in
- 1:30 PM – 2:00 PM Matt Rozzell (PP&D Building Official, Analyst IV) bi-weekly one on one
- 2:30 PM – 4:00 PM NAIOP Commercial Real Estate Development Association – Oregon Chapter | Building Owners & Managers Association of Oregon

|City Meeting

- 4:00 PM – 5:00 PM PP&D Staff re: ProjectDox Commercial Customer Request for Assistance and Information Triage Process
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▲ **Thu, Nov 21**

- 8:00 AM – 10:00 AM Development Review Advisory Committee Monthly Meeting
 - 11:30 AM – 12:00 PM David Tebeau (PP&D Building Permit Inspections, Manager II) bi-weekly one on one
 - 12:00 PM – 1:00 PM PP&D Years of Service Recognition & Celebration Luncheon
 - 1:30 PM – 2:00 PM PP&D Building Official's Meeting
 - 2:30 PM – 3:00 PM Brenda Fahey (PP&D Operations & Administration, Manager III), Elshad Hajiyev (PP&D Deputy Director), Terri Theisen (Permit Improvement, Analyst IV), Lila Pigott (PP&D Digital Services, Manager I) Monthly Permit Improvement Team & PP&D coordination meeting
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▲ **Fri, Nov 22**

- 11:00 AM – 11:30 AM Stephen Himes (PP&D Public Infrastructure Development Review, Manager III), Kurt Krueger (PP&D Public Works Permitting Review, Engineering Manager), Lila Pigott (PP&D Digital Services, Manager I), Ellen Weeks (Permit Improvement, Analyst III), Anna Navarro (PP&D Digital Business Services, Business Systems Analyst III) re: Public Works ProjectDox Sponsors
 - 1:00 PM – 1:30 PM Terri Theisen (Permit Improvement, Analyst IV), Alice Nielsen (PP&D Customer Support & Permitting Services, Manager II), Kimberly Tallant (PP&D Land Use Services, Principal Planner), Kara Fioravanti (PP&D Planner Supervising), Kurt Abe (PP&D Analyst III), Erika Lopez (Permitting Improvement, Analyst III) re: Land Use Business Process Analysis Recommendations
 - ▨ 1:30 PM – 2:30 PM Community & Economic Development Service Area (CEDSA) Kitchen Cabinet
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▲ **Mon, Nov 25**

- 9:30 AM – 10:00 AM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Eric Engstrom (Planning & Sustainability, Director II), Helmi Hisserich (Portland Housing Bureau, Director II), Shea Flaherty Betin (Economic Development, Director II), Julie Ocken (Analyst II), Kelly Brown (Community & Economic Development Service Area, Administrative Specialist III), Angela Rico re: DCA Office Scrum
- 10:30 AM – 11:00 AM Brenda Fahey (PP&D Operations & Administration, Manager III), Elshad Hajiyev (PP&D Deputy Director),

- Kurt Abe (PP&D Analyst III), Rob Layne (PP&D, Coordinator III) re: Review Transition Focus Group Feedback (Prep for 12/2 Seniors meeting)
- 11:30 AM – 12:00 PM Terri Theisen (Permit Improvement, Analyst IV), Ellen Weeks (Permit Improvement, Analyst III) re: ProjectDox
 - 1:00 PM – 1:30 PM Terri Theisen (Permit Improvement, Analyst IV) bi-weekly one on one
 - 2:00 PM – 3:00 PM Donnie Oliveira (PP&D Community & Economic Development, Deputy City Administrator) weekly one on one
 - 3:00 PM – 4:00 PM Elshad Hajiyev (PP&D Deputy Director) weekly one on one
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▲ **Tue, Nov 26**

- 10:00 AM – 10:30 AM Ellen Weeks (Permit Improvement, Analyst III), Ian Swanson (Business Solutions Information Systems, Manager III), Lisa Gill (PP&D Manager I), Anna Navarro (PP&D Digital Business Services, Business Systems Analyst III), Stephen Himes (PP&D Public Infrastructure Development Review, Manager III) re: Bias Discussion: Manager I-Digital Services
 - 11:00 AM – 11:30 AM Jody Orrison (PP&D, Analyst III), Gabby Bruya (PP&D Analyst II), Matt Rozzell (PP&D Building Official, Analyst IV) re: Review Title 24.31 Admin Rules (draft attached)
 - 2:30 PM – 3:00 PM Brenda Fahey (PP&D Operations & Administration, Manager III), Stephen Himes (PP&D Public Infrastructure Development Review, Manager III), Kurt Krueger (PP&D Public Works Permitting Review, Engineering Manager), Ross Caron (PP&D Policy, Communications, Facilities Analyst III) re: Review transition feedback related to Public Infrastructure and Public Works divisions
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▲ **Wed, Nov 27**

- 1:00 PM – 1:45 PM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Gabby Bruya (PP&D Analyst II), Matt Rozzell (PP&D Building Official), Magan Reed (BPS Public Information Manager) re: Title 24 Council ROS Walkthrough
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▲ **Thu, Nov 28**

■ All Day Thanksgiving – City Office Closed

▲ **Fri, Nov 29**



All Day Thanksgiving – City Office Closed -

Kuhnhausen, David Calendar

David.Kuhnhausen@portlandoregon.gov

Sunday, December 1, 2024 – Tuesday, December 31, 2024

December 2024

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December 2024

▲ Mon, Dec 2

- 9:00 AM – 9:30 AM Alice Nielsen (PP&D Customer Support & Permitting Services, Manager II), Lila Pigott (PP&D Digital Services, Manager I), Kimberly Tallant (PP&D Land Use Services, Principal Planner), Stephen Himes (PP&D Public Infrastructure Development Review, Manager III) Kurt Krueger (PP&D Public Works Permitting Review, Engineering Manager), Terri Theisen (Permit Improvement, Analyst IV), Ellen Weeks (Permit Improvement, Analyst III) re: Batch Permit Business Process Analysis Recommendations
 - 9:30 AM – 10:00 AM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Eric Engstrom (Planning & Sustainability, Director II), Helmi Hisserich (Portland Housing Bureau, Director II), Shea Flaherty Betin (Economic Development, Director II), Julie Ocken (Analyst II), Kelly Brown (Community & Economic Development Service Area, Administrative Specialist III), Angela Rico re: DCA Office Scrum
 - 10:15 AM – 10:30 AM Alice Nielsen (PP&D Customer Support & Permitting Services, Manager II), Ken Ray (PP&D Public Information Officer), Matt Rozzell (PP&D Building Official) re: Permit abandonment, Cancellation requirements, Communication plan
 - 11:00 AM – 11:30 AM Lila Pigott (PP&D Digital Services, Manager I) weekly one on one
 - 11:30 AM – 12:00 PM Kimberly Tallant (PP&D Land Use Services, Principal Planner) bi-weekly one on one
 - 3:00 PM – 4:00 PM Elshad Hajiyev (PP&D Deputy Director) weekly one on one
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▲ Tue, Dec 3

- 10:00 AM – 11:30 AM PP&D Senior Managers Weekly Meeting
 - 12:30 PM – 1:00 PM Magan Reed (Communications, Public Information Manager), Matt Rozzell (PP&D Building Official, Analyst IV), Gabby Bruya (PP&D Analyst II), Angela Rico (Permit Improvement Project) re: Title 24
 - 2:00 PM – 2:30 PM Samual Miller (Development Review Advisory Committee Chair), Sean Green (Development Review Advisory Committee Chair), Ross Caron (Policy, Communications, Facilities Analyst III), Elshad Hajiyev (Deputy Director) re: Development Review Advisory Committee (DRAC) Agenda Planning Meeting
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▲ Wed, Dec 4

- 9:00 AM – 9:30 AM Doug Morgan (PP&D Building Permit Review, Engineering Manager) bi-weekly one on one
 - 11:00 AM – 11:30 AM Lila Pigott (PP&D Digital Services, Manager I) weekly one on one
 - 1:00 PM – 1:30 PM David Tebeau (PP&D Building Permit Inspections, Manager II) bi-weekly one-on-one
 - 1:30 PM – 2:00 PM Matt Rozzell (PP&D Building Official, Analyst IV) bi-weekly one-on-one
 - 3:00 PM – 4:00 PM Alan Yoder (City Attorney, Deputy), Keith Hathorne (Human Resources Generalist), Elshad Hajiyev (Deputy Director) re: Labor & Employment monthly meeting
 - 4:00 PM – 4:45 PM Jody Orrison (PP&D, Analyst III), Gabby Bruya (PP&D Analyst II), Matt Rozzell (PP&D Building Official) re: Title 24
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▲ Thu, Dec 5

- 9:00 AM – 10:00 AM Employee Town Hall
- 10:00 AM – 10:30 AM Ellen Weeks (Permit Improvement, Analyst III), Anna Navarro (PP&D Digital Business Services, Business Systems Analyst III), Stephen Himes (PP&D Public Infrastructure Development Review, Manager III) Kurt Krueger (PP&D Public Works Permitting Review, Engineering Manager), Lila Pigott (PP&D Digital Services, Manager I) re: Public Works ProjectDox Sponsors
- 10:30 AM – 11:00 AM Leesha Posey (PP&D Hiring, Equity & Policy Development, Analyst IV) re: Bureaus Equity Work & Community Engagement Monthly Check-in
- 11:00 AM – 12:30 PM Planning & Development Directors Meeting
- 1:30 PM – 2:00 PM PP&D Building Official's Weekly Meeting

- 2:30 PM – 3:00 PM Ross Caron (PP&D Policy, Communications, Facilities Analyst III), Ken Ray (PP&D Public Information Officer), Brenda Fahey (PP&D Operations & Administration, Manager III), Elshad Hajiyev (PP&D Deputy Director) re: Discuss Ken’s Communication Proposal
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▲ **Fri, Dec 6**

- 9:00 AM – 10:00 AM Colleen Poole (PP&D Customer Support Supervisor & Executive Assistant, Analyst IV), Gabby Bruya (PP&D Analyst II) bi-weekly one on one
 - 12:15 PM – 12:30 PM Brenda Fahey (PP&D Operations & Administration, Manager III) re: Labor Action Meeting debrief
 - ▨ 1:00 PM – 2:00 PM Community & Economic Development Service Area (CEDSA) Kitchen Cabinet
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▲ **Mon, Dec 9**

- 8:00 AM – 3:00 PM Ellen Weeks (Permit Improvement, Analyst III), Lisa Gill (PP&D Public Works Administration, Supervisor II), Anna Navarro (PP&D Digital Business Services, Business Systems Analyst III), Ian Swanson (Business Solutions Information Systems, Manager III) re: Interview Manager I-Digital Services
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▲ **Tue, Dec 10**

- 8:30 AM – 9:00 AM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Matt Rozzell (PP&D Building Official, Analyst IV), Gabby Bruya (PP&D Analyst II), Angela Rico (Permit Improvement Project), Magan Reed (Communications, Public Information Manager) re: Title 24 Next Steps
 - 10:00 AM – 11:30 AM PP&D Senior Managers Weekly Meeting
 - 1:00 PM – 1:30 PM Terri Theisen (Permit Improvement, Analyst IV) bi-weekly one on one
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▲ **Wed, Dec 11**

- 9:00 AM – 10:00 AM Alice Nielsen (PP&D Customer Support & Permitting Services, Manager II) bi-weekly one on one
 - 11:00 AM – 11:30 AM Lila Pigott (PP&D Digital Services, Manager I) weekly one on one
 - 2:00 PM – 2:30 PM Rob Yamachika (City Attorney, Senior Deputy) monthly meeting
 - 2:30 PM – 3:30 PM December PP&D Drop-in Session
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▲ **Thu, Dec 12**

- 11:30 AM – 1:00 PM Monthly Executive Leadership Team meeting
 - 2:30 PM – 3:00 PM Kurt Krueger (PP&D Public Works Permitting Review, Engineering Manager) bi-weekly one on one
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▲ **Fri, Dec 13**

- 9:00 AM – 10:00 AM BPS/PP&D monthly check-in
 - 10:00 AM – 10:30 AM Brenda Fahey (PP&D Operations & Administration, Manager III) re: Labor Action Debrief
 - 11:00 AM – 11:30 AM Stephen Himes (PP&D Public Infrastructure Development Review, Manager III) weekly one on one
 - 12:45 PM – 1:30 PM Donnie Oliveira (PP&D Community & Economic Development, Deputy City Administrator) weekly one on one
 - ▨ 1:30 PM – 2:30 PM Community & Economic Development Service Area (CEDSA) Kitchen Cabinet
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▲ **Mon, Dec 16**

- 9:30 AM – 10:00 AM Donnie Oliveira (Community & Economic Development, Deputy City Administrator), Eric Engstrom (Planning & Sustainability, Director II), Helmi Hisserich (Portland Housing Bureau, Director II), Shea Flaherty Betin (Economic Development, Director II), Julie Ocken (Analyst II), Kelly Brown (Community & Economic Development Service Area, Administrative Specialist III), Angela Rico (Permit Improvement Project) re: DCA Office Scrum
- 10:00 AM – 11:00 AM Elshad Hajiyev (PP&D Deputy Director), Tim Morris (PP&D Commercial Inspections, Supervisor II), Kimberly Tallant (PP&D Land Use Services, Principal Planner), Brenda Fahey (PP&D Operations & Administration, Manager III) re: Update on Bargaining July 2024-2025
- 11:00 AM – 11:30 AM Lila Pigott (PP&D Digital Services, Manager I) weekly one on one
- 1:00 PM – 1:30 PM Terri Theisen (Permit Improvement, Analyst IV) bi-weekly one on one
- 1:00 PM – 1:45 PM Colleen Poole (PP&D Customer Support Supervisor & Executive Assistant, Analyst IV), Gabby Bruya (PP&D Analyst II), Elshad Hajiyev (PP&D Deputy Director), Stephen Himes (PP&D Public Infrastructure Development Review, Manager III), Kurt Krueger (PP&D Public Works Permitting Review, Engineering Manager), Clark Moss (PP&D Business Systems Analyst I) re: Spotlight Award Overview
- 1:30 PM – 1:55 PM Sonia Schmanski (Vibrant Communities, Deputy City Administrator), Sara Morrissey (City Operations, Deputy City Administrator), Millicent Williams (Bureau of Transportation, Director III), Adena Long (Portland

- 3:00 PM – 4:00 PM Parks & Recreation, Director III), Priya Dhanapal (Public Works, Deputy City Administrator), Sylvester Donelson (Procurement Services, Manager III) re: Darcelle Project
Elshad Hajiyevev (PP&D Deputy Director) weekly one on one
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▲ Tue, Dec 17

- 9:00 AM – 10:00 AM PP&D Holiday Gathering (Light refreshments provided)
 - 10:00 AM – 11:00 AM Zenith Energy Briefing - Option 1
 - 10:00 AM – 12:00 PM PP&D Management Team Meeting (In-person)
 - 2:00 PM – 2:30 PM David, Robert Irving (Urban Forestry, Supervisor I) re: In-person meet and greet
 - 3:00 PM – 3:45 PM Elshad Hajiyevev (PP&D Deputy Director), Stephen Himes (PP&D Public Infrastructure Development Review, Manager III), Kurt Krueger (PP&D Public Works Permitting Review, Engineering Manager) re: Public Infrastructure reporting structure
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▲ Wed, Dec 18

- 8:30 AM – 9:00 AM Donnie Oliveira (PP&D Community & Economic Development, Deputy City Administrator) weekly one on one
 - 9:00 AM – 9:30 AM Doug Morgan (PP&D Building Permit Review, Engineering Manager) bi-weekly one on one
 - ▨ 10:00 AM – 11:00 AM Zenith Energy Briefing - Option 2
 - 11:00 AM – 11:45 AM Colleen Poole (PP&D Customer Support Supervisor & Executive Assistant, Analyst IV), Gabby Bruya (PP&D Analyst II) bi-weekly one on one
 - 1:00 PM – 1:30 PM David Tebeau (PP&D Building Permit Inspections, Manager II) bi-weekly one on one
 - 1:30 PM – 2:30 PM 2024 PP&D/Home Builders Association Monthly Meeting
 - 3:30 PM – 4:30 PM Leesha Posey (Hiring, Equity & Policy Development, Analyst IV), Elshad Hajiyevev (Deputy Director) re: Bureau equity work & community engagement monthly meeting
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▲ Thu, Dec 19

- 8:00 AM – 10:00 AM Development Review Advisory Committee Monthly meeting
- 10:30 AM – 11:00 AM Eryn Mitchell (State Government Relations 2, Government Relations Specialist III), Sam Chase (Office of Government Relations, Director I), Donnie Oliveira (Community & Economic Development, Deputy City

Administrator) re: PP&D Advice for Oregon Government Relations

- 11:00 AM – 11:15 AM Elshad Hajiyev (PP&D Deputy Director), Brenda Fahey (PP&D Operations & Administration, Manager III) re: Debrief AFSCME Bargaining and Strike Prep
 - 1:00 PM – 1:30 PM Stephen Himes (PP&D Public Infrastructure Development Review, Manager III) weekly one on one
 - 2:30 PM – 3:00 PM Elshad Hajiyev (PP&D Deputy Director), Brenda Fahey (PP&D Operations & Administration, Manager III), Terri Theisen (Permit Improvement, Analyst IV), Lila Pigott (PP&D Digital Services, Manager I) re: Permit Improvement Team & PP&D coordination monthly meeting
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▲ **Fri, Dec 20**

- 9:00 AM – 9:55 AM Community & Economic Development | Oregon Government Relations Monthly Check-in
 - 1:30 PM – 2:30 PM Eric Engstrom (Planning & Sustainability, Director II) Shea Flaherty Betin (Economic Development, Director II), Helmi Hisserich (Portland Housing Bureau, Director II), Megan Cummings (Finance & Contracts, Manager I) re: Community & Economic Development Service Area (CEDSA) Directors
 - 2:30 PM – 3:30 PM Community & Economic Development Service Area (CEDSA) Communicators Kickoff Meeting
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▲ **Mon, Dec 23**

- 10:00 AM – 10:30 AM Elshad Hajiyev (Deputy Director), Leesha Posey (Hiring, Equity & Policy Development, Analyst IV), Elliot Akwai-Scott (Equity Committee Co-chair), Rachael Ventura (Equity Committee Co-chair), Hakim Callier (Coordinator II) re: Bureau Equity Committee to brief PP&D Director
 - 10:30 AM – 11:00 AM Elshad Hajiyev (PP&D Deputy Director), Kyle O'Brien re: (PP&D Budget and Finance, Manager I) re: Financial Outlook
 - 11:30 AM – 12:15 PM Terri Theisen (Permit Improvement Team, Analyst IV) Ken Ray (PP&D Communications - Public Information Officer), Elliott Kozuch (Portland Housing Bureau, Communications - Public Information Manager) re: Onboarding Prep
 - 1:00 PM – 1:30 PM Terri Theisen (Permit Improvement, Analyst IV) bi-weekly one on one
 - 2:00 PM – 3:00 PM Donnie Oliveira (PP&D Community & Economic Development, Deputy City Administrator) weekly one on one
 - 3:00 PM – 4:00 PM Elshad Hajiyev (PP&D Deputy Director) weekly one on one
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▲ **Tue, Dec 24**

■ All Day Out of Office (12/24 - 12/31; return 1/2/25)

▲ **Wed, Dec 25**

■ All Day City Closed – Christmas Holiday

▲ **Thu, Dec 26**

■ All Day Out of Office (12/24 - 12/31; return 1/2/25)

▲ **Fri, Dec 27**

■ All Day Out of Office (12/24 - 12/31; return 1/2/25)

▲ **Mon, Dec 30**

■ All Day Out of Office (12/24 - 12/31; return 1/2/25)

▲ **Tue, Dec 31**

■ All Day Out of Office (12/24 - 12/31; return 1/2/25)
