## Week of: 9/19/11

| Mon 9-19              | Tue 9-20                                     | Wed 9-21                     | Thu 9-22                                     | Fri 9-23                                  | Sat 9-24 | Sun 9-25             |
|-----------------------|--|------------------------------|--|---|----------|----------------------|
| 12:00 AM - 12:00 AM - | 1:00 PM - 2:00 PM -                          | 8:30 AM - 9:00 AM -          | 8:30 AM - 9:30 AM -                          | 8:30 AM - 9:30 AM -                       |          | 12:00 PM - 5:00 PM - |
| Tom- Out of Office    | MEET: Change Order                           | TRAVEL TIME                  | OFFICE TIME                                  | OFFICE TIME                               |          | Sunday Parkways- NE  |
| loc: (Sick)           | Review Committee                             | loc: (to Maintenance)        |  |   |          |                      |
|                       | (CORC) with Carter                           |                              | 9:30 AM - 10:00 AM -                         | 9:30 AM - 10:00 AM -                      |          |                      |
|                       | MacNichol                                    | 9:00 AM - 10:00 AM -         | MEET: Jody/ Greg/ Paul                       | TRAVEL TIME                               |          |                      |
|                       | loc: (Tom's Office)                          | ATTEND: Maintenance          | RE: HWY 43                                   | 40.00.004                                 |          |                      |
|                       | 0.00 004 0.00 004                            | Operations Expanded          | loc: (Tom's Office)                          | 10:00 AM - 11:00 AM -                     |          |                      |
|                       | 2:00 PM - 2:30 PM -                          | Staff Meeting                | 10.1E AM 10.4E AM                            | ATTEND: 2011-12 Snow                      |          |                      |
|                       | MEET: Dan/ Dan/ Sarah<br>RE: Bike Share prep | loc: (Corlett Training Room) | <b>10:15 AM - 10:45 AM</b> - ATTEND: Parking | & Ice preplanning meeting for this coming |          |                      |
|                       | loc: (Tom's Office)                          | ROOM)                        | Enforcement Staff                            | winter operations                         |          |                      |
|                       | loc. (Tom's Office)                          | 10:00 AM - 11:00 AM -        | Meeting                                      | loc: (BOM - Conf, Corlett                 |          |                      |
|                       | 3:00 PM - 3:45 PM -                          | MEET: Tom/ Suzanne/          | loc: (7th Floor)                             | Training Room)                            |          |                      |
|                       | MEET: Ashforth Pacific                       | Eric/ David/ Larry Re:       | 100. (711111001)                             | Training Room)                            |          |                      |
|                       | Inc. RE: NE Holladay                         | Disaster Policy Council      | 10:30 AM - 12:00 PM -                        | 11:00 AM - 11:30 AM -                     |          |                      |
|                       | loc: (Tom's Office)                          | Exercise Prep                | ATTEND: Planning &                           | TRAVEL TIME                               |          |                      |
|                       |  | loc: (Maintenance)           | Development Directors                        |   |          |                      |
|                       | 4:00 PM - 5:00 PM -                          |                              | meeting                                      | 11:30 AM - 1:30 PM -                      |          |                      |
|                       | MEET: PBOT/ Mayor's                          | 11:00 AM - 11:30 AM -        | loc: (Portland Building,                     | LUNCH/ OFFICE TIME                        |          |                      |
|                       | Office RE: Bike Share                        | TRAVEL TIME                  | 5th Floor, Water Bureau,                     |   |          |                      |
|                       | loc: (Tom's Office)                          |                              | Bull Run Conference                          | 1:30 PM - 2:00 PM -                       |          |                      |
|                       |  | 11:30 AM - 1:00 PM -         | Room)  | MEET: Christine Leon                      |          |                      |
|                       | 5:00 PM - 5:00 PM -                          | OFFICE TIME/ LUNCH           |  | loc: (Christine's Office)                 |          |                      |
|                       | End of day review                            |                              | 12:00 PM - 1:30 PM -                         |   |          |                      |
|                       |  | 1:00 PM - 3:00 PM -          | OFFICE TIME/ LUNCH                           | 2:00 PM - 3:00 PM -                       |          |                      |
|                       | 7:00 PM - 9:00 PM -                          | ATTEND: PDOT LMC             |  | MEET: Catherine RE:                       |          |                      |
|                       | ATTEND: Pedestrian                           | loc: (Rose Room)             | 1:30 PM - 3:30 PM -                          | Weekly Check-In                           |          |                      |
|                       | Advisory committee                           | 0.00.014                     | ATTEND: Directors Work                       | loc: (Catherine's Office)                 |          |                      |
|                       | loc: (City Hall Pettygrove                   | 3:30 PM - 4:30 PM -          | Session                                      |   |          |                      |
|                       | Room, 2nd Floor)                             | TRAVEL TIME                  | loc: (Broadway Room)                         |   |          |                      |
|                       |  | 4:30 PM - 6:00 PM -          | 3:30 PM - 4:30 PM -                          |   |          |                      |
|                       |  | ATTEND: Oregon               | MEET: Lavinia Gordon                         |   |          |                      |
|                       |  | Transportation               | RE: Weekly Check-In                          |   |          |                      |
|                       |  | Commission Recpetion         | loc: (Tom's Office)                          |   |          |                      |
|                       |  | loc: (Aloft Portland         |  |   |          |                      |
|                       |  | Airport at Cascade           | 4:30 PM - 5:00 PM -                          |   |          |                      |
|                       |  | Station- 9920 NE             | MEET: Dawn Jansen RE:                        |   |          |                      |
|                       |  | Cascades Parkway,            | HR Check-In                                  |   |          |                      |
|                       |  | Portland, Oregon, 97220)     | loc: (Tom's Office)                          |   |          |                      |
|                       |  | 6:00 PM - 7:00 PM -          | 5:00 PM - 5:00 PM -                          |   |          |                      |
|                       |  | TRAVEL TIME                  | End of day review                            |   |          |                      |
|                       |  |                              |  |   |          |                      |