March 2013

S	M	T	W	T	F	S
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Calendar

Week of Monday, April 08, 2013

April 2013

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Monday 4/8	Tuesday 4/9	Wednesday 4/10	Thursday 4/11	Friday 4/12	Saturday 4/13	Sunday 4/14
9:00 AM - 10:00 AM MEET: Alissa RE: Weekly Check-In (Toby's Office) **9:30 AM - 10:00 AM** MEET: Greg and Alissa RE: Admin Review (Toby's Office) **10:00 AM - 11:00 AM** MEET: Toby and Rob RE: Weekly Check-In (Toby's Office) **11:00 AM - 1:00 PM** OFFICE TIME **1:00 PM - 2:00 PM** MEET: Dawn/ Elizabeth RE: Bi-weekly HR check-in (Toby's Office) **2:00 PM - 3:00 PM** MEET: Suzanne RE: Weekly Check-In (Toby's Office) **3:00 PM - 4:00 PM** MEET: Greg RE: Weekly Check-in (Toby's Office) **4:00 PM - 5:00 PM** OFFICE TIME	**8:00 AM - 10:30 AM** OFFICE TIME **10:30 AM - 11:30 AM** MEET: Steve/ Brian/ Jamie (Toby's Office) **11:45 AM - 12:00 PM** TRAVEL TIME **12:00 PM - 12:45 PM** SPEAK: PBA Transportation Committee RE: PBOT Budget (PBA- 200 S.W. Market St, Suite 150) **1:00 PM - 3:00 PM** OFFICE TIME **3:00 PM - 4:00 PM** MEET: Steve RE: Weekly Check-in (Toby's Office)	**8:00 AM - 8:30 AM** OFFICE TIME **8:30 AM - 9:00 AM** MEET: Mayor's Office RE: Old Town Closure (Mayor's Office) **9:00 AM - 10:00 AM** GIS Summit: Strategic Planning and Prioritization (Fir Creek Conference Room - 3rd Floor, Portland Building) **10:00 AM - 11:00 AM** MEET: Greg/ Kathryn/ Rich RE: SDC Briefing (Toby's Office) **11:00 AM - 1:30 PM** OFFICE TIME **1:30 PM - 3:00 PM** MEET: Director's Team (Broadway Room) **3:00 PM - 4:00 PM** MEET: PBOT and City Staff RE: Asphalt (PDOT - Conf, NW Broadway, 9th flr.) **4:00 PM - 5:00 PM** OFFICE TIME	**8:00 AM - 10:30 AM** OFFICE TIME **10:30 AM - 12:00 PM** ATTEND: P&D Directors meeting (Bull Run Room -- Portland Building, 5th Floor, Water Bureau) **12:00 PM - 1:30 PM** OFFICE TIME **1:30 PM - 3:30 PM** MEET: Director's Team RE: Weekly Check-In (Broadway Room) **3:30 PM - 4:30 PM** OFFICE TIME **4:30 PM - 5:30 PM** MEET: Mayor's Office RE: Streetcar and Jasmine Blocks (Mayor's Office) **6:00 PM - 6:30 PM** TRAVEL TIME **6:30 PM - 8:30 PM** ATTEND: Community Budget Forum (Montgomery Park- 2701 NW Vaughn Street Portland, OR 97210)	**8:30 AM - 11:00 AM** OFFICE TIME **11:00 AM - 11:30 AM** MEET: Rob/ Nolan RE: Parking Enforcement (Toby's Office) **11:30 AM - 1:30 PM** OFFICE TIME **1:30 PM - 2:15 PM** MEET: Alissa/ Ken/ Barbara/ Jennifer/ Jane (Toby's Office- 9th floor) **2:30 PM - 5:00 PM** OFFICE TIME		