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## Calendar

**Leah Treat, Director, Portland Bureau of Transportation**

Saturday, October 01, 2016 – Saturday, December 31, 2016

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### October 2016

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### December 2016

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 Busy

 Tentative

 Free

 Out of Office

 Working Elsewhere

 Outside of Working Hours

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October 2016

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 **Sat, Oct 1**

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▲ Sun, Oct 2

■ 11:00 AM – 4:00 PM ATTEND: Sunday Parkways- Sellwood/Milwaukie

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▲ Mon, Oct 3

- 9:45 AM – 10:00 AM TRAVEL TIME
  - 10:00 AM – 11:00 AM MEET: Powell-Division Project Team RE: Project Scope
  - 11:00 AM – 11:15 AM TRAVEL TIME
  - 11:30 AM – 12:00 PM MEET: John Brady and Teresa Boyle RE: Prep for Rail~Volution
  - 12:00 PM – 12:30 PM MEET: John Brady RE: Prep for 10/6 Rachel's Network on Portland's Sustainable Transportation System Tour
  - 1:00 PM – 1:55 PM MEET: Commissioner Novick RE: Recurring Check-In
  - 2:00 PM – 2:25 PM MEET: Commissioner Novick and staff RE: PSI Board Meeting Briefing
  - 2:30 PM – 3:00 PM MEET: City Attorney's Office RE: Confidential Settlement
  - 3:15 PM – 3:45 PM TRAVEL TIME
  - 4:00 PM – 6:30 PM ATTEND: Powell-Division Steering Committee meeting
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▲ Tue, Oct 4

- 9:00 AM – 9:30 AM MEET: Dave Benson RE: Parking Group Manager Recurring Check-In
- 9:30 AM – 10:30 AM MEET: Jamie Waltz of Office of Management and Finance and Dave Benson RE: 1st and Jefferson Garage
- 10:30 AM – 11:00 AM TRAVEL TIME
- 11:00 AM – 12:00 PM MEET: Liz Kaufman
- 12:00 PM – 12:30 PM TRAVEL TIME
- 1:00 PM – 1:30 PM MEET: Zan Gibbs RE: Equity and Inclusion Recurring Check-In
- 2:30 PM – 3:00 PM MEET: Art Pearce RE: Policy Planning and Projects Group Manager Recurring Check-In
- 3:00 PM – 3:30 PM MEET: Staff RE: Hawthorne Evaluation Report

■ 4:00 PM – 4:30 PM MEET: Ron Sarazin RE: Office of Management and Finance Strategic Stakeholder Interview

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▲ **Wed, Oct 5**

☐ 7:30 AM – 9:00 AM FYI: PSI Board of Directors

■ 8:40 AM – 10:00 AM ATTEND: International Walk + Bike to School Day Meet at Springwater Commons, SE 128th and Foster

■ 10:00 AM – 10:30 AM TRAVEL TIME

■ 11:00 AM – 11:30 AM MEET: Pia Welch and Raihana Ansary RE: Portland Freight Committee

■ 12:00 PM – 1:00 PM ATTEND: OMF Speaker Series: Stacy Cross, Planned Parenthood

■ 1:00 PM – 1:30 PM MEET: Mark Lear and Shoshana Cohen Re: Legislative and Resource Development Team Recurring Check-In

■ 2:00 PM – 3:00 PM MEET: Kimberly Branam, Director, Portland Development Commission RE: Check-In

■ 3:30 PM – 4:00 PM MEET: Steve Townsen RE: Engineering Group Manager Recurring Check-In

■ 4:30 PM – 5:00 PM TRAVEL TIME

■ 5:00 PM – 8:00 PM ATTEND/SPEAK: Fixing Our Streets East Portland Outreach Event

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▲ **Thu, Oct 6**

▨ 7:30 AM – 9:30 AM FYI/ATTEND: Portland Freight Committee Meeting

■ 9:30 AM – 10:00 AM MEET: Mark and Shoshana Re: Legislative and Resource Development Weekly Check-In

■ 11:00 AM – 11:30 AM TRAVEL TIME

■ 11:30 AM – 1:00 PM ATTEND: Center for Women's Leadership Power Lunch Portland Art Museum – Kridel Grand Ballroom 1219 SW Park Avenue

■ 1:00 PM – 1:15 PM TRAVEL TIME

■ 1:30 PM – 3:30 PM ATTEND: PBOT Director's Team Meeting

■ 3:30 PM – 4:00 PM TRAVEL TIME

- 4:00 PM – 5:00 PM SPEAK: Rachel's Network Fall Retreat RE: Portland's Sustainable Transportation System Tour  
Meet at Collaborative Life Sciences Building by the South Waterfront/SW Moody MAX station
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▲ **Fri, Oct 7**

- 9:30 AM – 10:00 AM MEET: Suzanne Kahn, Maintenance Operations Group Manager RE: Portland Progress
  - 10:00 AM – 10:30 AM PHONE: Shared Mobility Summit Panel Prep Call: Connecting the DOTs
  - 2:15 PM – 2:45 PM MEDIA: Interview with Dan Grossman RE: Portland's non-auto transportation
  - 3:30 PM – 4:00 PM MEET: Staff RE: Prep for Vision Zero at Council 10/12
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▲ **Sat, Oct 8 - Sun, Oct 9**

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▲ **Mon, Oct 10**

- All Day Leah Treat- Out of Office for Rail~Volution
  - 8:30 AM – 10:00 AM Airport
  - 10:05 AM – 12:00 PM FLIGHT: Alaska Airlines Flight Number: 0382 Depart: 10:05 AM Arrive: 12:00 PM
  - 2:00 PM – 3:30 PM FYI/ATTEND: Afternoon Workshops
  - 4:00 PM – 5:00 PM FYI/ATTEND: Afternoon Workshops
  - 5:30 PM – 8:00 PM FYI/ATTEND: Nelson\Nygaard and Perkins+Will happy hour
  - 6:30 PM – 8:30 PM FYI/ATTEND: ZGF Blumenauer Event
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▲ **Tue, Oct 11**

- All Day Leah Treat- Out of Office for Rail~Volution
- 8:00 AM – 9:30 AM FYI/ATTEND: Plenary Sessions
- 10:00 AM – 11:30 AM FYI/ATTEND: Morning Workshops

- 1:45 PM – 2:00 PM Prep for Panel
- 2:00 PM – 3:30 PM SPEAK: Panel- Building the Model City DOT: Not Easy, But Worth It
- 4:00 PM – 5:30 PM FYI/ATTEND: Afternoon Workshops
- ▨ 4:00 PM – 6:00 PM FYI/ATTEND: PORTLAND ONLY (and Metro...and TriMet of course) happy hour
- 6:00 PM – 7:00 PM Travel to airport
- ▨ 6:00 PM – 8:00 PM FYI: Bicycle Advisory Committee Meeting
- 7:00 PM – 8:30 PM Airport
- 8:30 PM – 10:08 PM FLIGHT: Alaska Airlines Flight Number: 0223 Depart: 08:30 PM Arrive: 10:08 PM

### ▲ Wed, Oct 12

- 9:00 AM – 9:30 AM MEET: City Attorney’s Office RE: Confidential Matter
- 10:00 AM – 11:00 AM CONFERENCE CALL: Planning call for NIST Global City Teams Challenge (GCTC) “Super Action Cluster”  
Workshop on Smart Transportation in late January of 2017
- 11:30 AM – 12:30 PM ATTEND: 2017 Federal Legislative Agenda Meeting
- 1:00 PM – 1:30 PM MEET: John Brady RE: Prep for Portland State University Transportation Class
- 2:00 PM – 2:30 PM MEET: Staff RE: Prep for Bureau and Budget Advisory Committee Meeting

### ▲ Thu, Oct 13

- 9:30 AM – 10:00 AM MEET: Art Pearce RE: Policy Planning and Projects Group Manager Recurring Check-In
- 10:30 AM – 12:00 PM ATTEND: Planning and Development Directors Meeting
- 12:00 PM – 1:00 PM ATTEND: OMF Speaker Series: Steven Bass, OPB
- 1:30 PM – 3:30 PM ATTEND: PBOT Director's Team Meeting
- 4:00 PM – 4:30 PM MEET: Mark and Shoshana Re: Legislative and Resource Development Weekly Check-In
- ▨ 5:30 PM – 6:30 PM FYI/ATTEND: Pre-class Meet-up

- 6:00 PM – 6:30 PM TRAVEL TIME
  - 6:30 PM – 8:30 PM SPEAK: Portland State University Transportation Class
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▲ **Fri, Oct 14**

- 10:00 AM – 11:00 AM MEET: Karin Kolodziejski of MetaSkills
  - At 11:30 AM TRAVEL TIME
  - 11:30 AM – 1:00 PM ATTEND: Portland Business Journal Corporate Philanthropy Awards Luncheon  
Hilton, 921 SW 6th Ave, Portland
  - 1:00 PM – 1:30 PM TRAVEL TIME
  - 2:00 PM – 3:00 PM DEEP Leadership Development Program Mentorship Session with Mentee
  - 3:30 PM – 4:00 PM MEET: Risk and City Attorney's Office RE: Pre-Trial Meeting
  - 4:30 PM – 5:00 PM MEET: Neighborhood Representatives RE: Hawthorne Next Steps
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▲ **Sat, Oct 15 - Sun, Oct 16**

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▲ **Mon, Oct 17**

- All Day Leah Treat- Out of Office for 2016 National Shared Mobility Summit in Chicago
  - 8:30 AM – 10:30 AM Airport
  - 10:45 AM – 4:42 PM FLIGHT: Alaska Airlines Flight Number: 0686 Depart: 10:45 AM Arrive: 04:42 PM
  - 5:00 PM – 6:00 PM Travel to hotel
  - 6:00 PM – 8:00 PM FYI/ATTEND: Welcome Reception
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▲ **Tue, Oct 18**

- All Day Leah Treat- Out of Office for 2016 National Shared Mobility Summit in Chicago
- 7:30 AM – 8:30 AM Registration

- 8:30 AM – 10:30 AM FYI/ATTEND: Welcome / Opening Plenary Session / Introduction of Keynote Speaker / Opening Keynote Session
- 10:30 AM – 11:15 AM FYI/ATTEND: Coffee Break & Visit the Expo
- 11:15 AM – 12:30 PM FYI/ATTEND: (John Brady's Panel) From Smart Cities to Smart Regions: Life after the Smart Cities Challenge
- 12:30 PM – 12:45 PM Presentation Prep (Arrive by at least 12:30)
- 12:45 PM – 2:00 PM SPEAK: Lunch Panel: Connecting the DOTs – City Commissioners on Shared Mobility
- 1:30 PM – 2:15 PM MEET: John Kwant of Ford RE: Introductory Meeting
- 2:30 PM – 3:30 PM FYI/ATTEND: Afternoon Breakout Sessions I
- 4:15 PM – 5:15 PM FYI/ATTEND: Afternoon Breakout Sessions II

▲ **Wed, Oct 19**

- **All Day** Leah Treat- Out of Office for 2016 National Shared Mobility Summit in Chicago
- 8:30 AM – 10:15 AM FYI/ATTEND: Welcome and Opening Keynote Session: Transforming Cities
- 10:15 AM – 10:45 AM FYI/ATTEND: Coffee Break and Visit the Expo
- 10:45 AM – 12:15 PM FYI/ATTEND: Morning Breakout Session
- 12:15 PM – 1:00 PM Lunch Break
- 1:00 PM – 2:00 PM FYI/ATTEND: Lunch Panel: Friend or Foe? Automakers in the Mobility Space
- 3:00 PM – 4:00 PM Travel to airport
- 4:00 PM – 5:45 PM Airport
- 5:45 PM – 8:10 PM FLIGHT: Alaska Airlines Flight Number: 0687 Depart: 05:45 PM Arrive: 08:10 PM

▲ **Thu, Oct 20**

- ▨ 7:30 AM – 9:00 AM FYI/ATTEND: JPACT
- 9:30 AM – 10:00 AM MEET: Mark and Shoshana Re: Legislative and Resource Development Weekly Check-In

- 10:30 AM – 11:00 AM MEET: Staff RE: Prep for 10/24 Streetcar PEG Meeting
  - 11:30 AM – 1:00 PM ATTEND: Bureau Directors Meeting
  - 12:00 PM – 1:30 PM FYI: Portland Mall Management Inc Board Meeting
  - 1:00 PM – 2:00 PM PHONE: White House / Department of Transportation  
RE: Smart Cities Intro and Demo
  - 2:15 PM – 3:30 PM ATTEND: PBOT Director's Team Meeting
  - ▨ 4:00 PM – 6:00 PM ATTEND: PBOT Bureau and Budget Advisory Committee Meeting
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▲ **Fri, Oct 21**

- 7:30 AM – 8:00 AM TRAVEL TIME
  - 8:00 AM – 9:30 AM ATTEND: Columbia Corridor Association Board Meeting  
Pacific Corp Board Room 20D- 825 NE Multnomah St.
  - 9:30 AM – 10:00 AM TRAVEL TIME
  - 10:30 AM – 11:00 AM TRAVEL TIME
  - 11:00 AM – 1:00 PM VIDEO / INTERVIEW: Korean documentary on the  
elements that make a "Future City"  
BIKETOWN station at Nike- 2650 NE Martin Luther King  
Blvd.
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▲ **Sat, Oct 22 – Sun, Oct 23**

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▲ **Mon, Oct 24**

- 9:00 AM – 9:30 AM MEET: Steve Townsen RE: Engineering Group Manager  
Recurring Check-In
  - 9:45 AM – 10:15 AM MEET: Staff RE: Prep for Powell-Division Steering  
Committee Meeting
  - 10:30 AM – 11:30 AM MEET: Christine Moody of Procurement RE: Coffee  
Check-In
  - 1:00 PM – 2:30 PM ATTEND: Streetcar PEG Meeting
  - 2:30 PM – 3:25 PM MEET: Commissioner Novick RE: Recurring Check-In
  - 4:00 PM – 6:30 PM ATTEND: Powell-Division Steering Committee meeting
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▲ **Tue, Oct 25**

- 9:00 AM – 10:30 AM ATTEND: Portland Building: Returning Workgroups
  - 1:30 PM – 2:00 PM MEET: John Brady RE: Communications Team Recurring Check-in
  - 2:00 PM – 2:30 PM MEET: Dave Benson RE: Parking Group Manager Recurring Check-In
  - 3:00 PM – 3:30 PM MEET: Art Pearce RE: Policy Planning and Projects Group Manager Recurring Check-In
  - 4:00 PM – 4:30 PM MEET: Portland Fire and Rescue Chief Mike Myers RE: Meet and Greet
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▲ **Wed, Oct 26**

- 7:30 AM – 9:00 AM ATTEND: Columbia Corridor Association Breakfast Forum - Homeless in the Corridor
  - 9:00 AM – 9:30 AM TRAVEL TIME
  - 10:00 AM – 11:30 AM SPEAK/ATTEND: City Council RE: Salmon Safe
  - 11:30 AM – 12:00 PM TRAVEL TIME
  - 11:30 AM – 1:30 PM ATTEND: DJC Women of Vision Luncheon Sentinel Hotel- Governor Ballroom, 614 SW 11th Ave
  - 1:30 PM – 2:00 PM TRAVEL TIME
  - 2:00 PM – 3:00 PM MEET: Rian Windsheimer RE: PBOT / ODOT R1 Recurring Monthly Meeting
  - 3:00 PM – 3:30 PM TRAVEL TIME
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▲ **Thu, Oct 27**

- 9:00 AM – 10:00 AM MEET: Susan Anderson, Director, Bureau of Planning and Sustainability RE: Monthly Check-In
- 12:00 PM – 1:00 PM ATTEND: OMF Speaker Series: John Brady Horvick, Davis Hibbets
- 1:30 PM – 3:30 PM ATTEND: Director's Team Meeting
- 4:00 PM – 4:30 PM MEET: Zan Gibbs RE: Equity and Inclusion Manger Recurring Check-In

- 4:30 PM – 5:00 PM MEET: Mark and Shoshana Re: Legislative and Resource Development Weekly Check-In
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▲ **Fri, Oct 28**

- 9:30 AM – 11:00 AM MEET: Mayor's Office RE: Nob Hill Recovery
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▲ **Sat, Oct 29 – Sun, Oct 30**

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▲ **Mon, Oct 31**

- 1:00 PM – 1:55 PM MEET: Commissioner Novick RE: Recurring Check-In
  - 2:30 PM – 3:30 PM Karin Kolodziejski of MetaSkills
  - 4:00 PM – 4:30 PM MEET: Maurice Henderson, Assistant Director RE: Departure Check-In
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**November 2016**

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▲ **Tue, Nov 1**

- 9:30 AM – 10:00 AM MEET: Staff RE: Smart Cities Transition
  - 10:00 AM – 10:30 AM MEET: Art Pearce RE: Policy Planning and Projects Group Manager Recurring Check-In
  - 11:00 AM – 11:30 AM MEET: Steve Townsen RE: Engineering Group Manager Recurring Check-In
  - 1:45 PM – 4:30 PM INTERVIEWS: Assistant Director's Administrative Assistant Position
  - 4:30 PM – 5:30 PM MEET: April Rinne RE: Introductory Meeting / Sharing Economy
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▲ **Wed, Nov 2**

- 7:30 AM – 9:00 AM PSI Board of Directors
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▲ **Thu, Nov 3**

- 7:30 AM – 9:30 AM FYI/ATTEND: Portland Freight Committee Meeting
  - 9:30 AM – 10:00 AM MEET: Mark and Shoshana Re: Legislative and Resource Development Weekly Check-In
  - 10:00 AM – 10:20 AM MEET: Christine Leon RE: Development Permitting and Transit Group Manager Check-In
  - 10:30 AM – 11:00 AM MEET: Emily Tritsch RE: Asset Management Recurring Check-in
  - 11:30 AM – 1:00 PM ATTEND: Bureau Directors Meeting
  - 1:30 PM – 3:30 PM ATTEND: PBOT Director's Team Meeting
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▲ **Fri, Nov 4**

All Day Leah- Out of Office

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▲ **Sat, Nov 5**

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▲ **Sun, Nov 6**

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▲ **Mon, Nov 7**

- 9:00 AM – 9:30 AM MEET: Staff RE: Prep for 11/7 Powell-Division Steering Committee
  - 9:30 AM – 10:00 AM MEET: Art Pearce RE: Policy Planning and Projects Group Manager Recurring Check-In
  - 11:00 AM – 12:00 PM MEET: City Staff / ATT / GE / Intel RE: Spotlight Cities
  - 3:15 PM – 3:45 PM TRAVEL TIME
  - 4:00 PM – 6:30 PM ATTEND: Powell-Division Steering Committee meeting
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▲ **Tue, Nov 8**

- 10:30 AM – 11:00 AM MEET: Staff RE: Design Standards
- 11:00 AM – 11:30 AM MEET: Zan and Irene RE: Bureau and Budget Advisory Committee Prep

- 1:00 PM – 1:15 PM MEET: Staff RE: Building Space
  - 1:15 PM – 1:30 PM MEET: Christine Leon RE: Prep for Planning and Development Directors Meeting
  - 1:30 PM – 2:00 PM MEET: John Brady RE: Communications Team Recurring Check-in
  - 2:30 PM – 3:00 PM MEET: Mike Abbate RE: Parks/PBOT Check-In
  - 3:00 PM – 4:00 PM MEET: Maurice Henderson RE: Assistant Director/ Director Recurring Check-In
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▲ **Wed, Nov 9**

- 9:00 AM – 9:30 AM MEET: Bryant Enge, Internal Business Services Director RE: Check-In
  - 10:00 AM – 12:30 PM INTERVIEWS: Fixing Our Streets Manager
  - 12:30 PM – 12:45 PM MEET: Commissioner and Fixing Our Streets Candidate
  - 2:00 PM – 2:30 PM MEET: Mark Lear and Shoshana Cohen Re: Legislative and Resource Development Team Recurring Check-In
  - 3:30 PM – 4:00 PM MEET: Dave Benson RE: Parking Services Recurring Check-in
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▲ **Thu, Nov 10**

- 9:00 AM – 9:45 AM MEET: Mayor-elect Wheeler
  - 9:30 AM – 10:00 AM MEET: Mark and Shoshana Re: Legislative and Resource Development Weekly Check-In
  - 10:30 AM – 12:00 PM ATTEND: Planning and Development Directors Meeting
  - ▨ 12:00 PM – 1:00 PM FYI/ATTEND: OMF Speaker Series: Jim Mark, Melvin Mark Co.
  - 1:45 PM – 3:15 PM ATTEND: PBOT Director's Team Meeting
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▲ **Fri, Nov 11**

■ All Day HOLIDAY: Veteran's Day- City Closed

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▲ Sat, Nov 12 – Sun, Nov 13

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▲ Mon, Nov 14

- 9:00 AM – 11:00 AM ATTEND: SW Corridor Steering Committee
  - 11:00 AM – 11:30 AM TRAVEL TIME
  - 1:00 PM – 1:55 PM MEET: Commissioner Novick RE: Recurring Check-In
  - 2:00 PM – 2:30 PM MEET: Chris Warner RE: Assistant Director Recurring Check-In
  - 2:40 PM – 3:00 PM MEET: Leah and Margi RE: Prep for Region 1 ACT Meeting
  - 4:00 PM – 4:30 PM MEET Commissioner Fritz RE: PBOT bi-monthly meeting
  - 5:00 PM – 5:30 PM TRAVEL TIME
  - 5:30 PM – 7:30 PM Region 1 ACT Meeting  
ODOT Region 1, Room A/B, 123 NW Flanders St
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▲ Tue, Nov 15

- All Day SPEAK/ATTEND: Aspen Institute Center for Urban Innovation (5:30-9:00 PM)
  - 8:22 AM – 11:50 AM Flight: UNITED AIRLINES 714 Departs 8:22am Arrives 11:50am
  - 2:54 PM – 3:42 PM Flight: UNITED AIRLINES 5500 Operated by: /SKYWEST DBA UNITED EXPRESS- Departs 2:54pm Arrives 3:42pm
  - 4:00 PM – 5:00 PM SHUTTLE to hotel
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▲ Wed, Nov 16

- All Day SPEAK/ATTEND: Aspen Institute Center for Urban Innovation (7:00-5:30 and Dinner 7:15-10:00)
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▲ Thu, Nov 17

- All Day SPEAK/ATTEND: Aspen Institute Center for Urban Innovation (7:00-5:30 and Dinner 6:30-9:00)
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▲ **Fri, Nov 18**

- All Day Aspen Institute Center for Urban Innovation
  - 10:00 AM – 11:00 AM Shuttle
  - 11:00 AM – 12:30 PM Airport
  - 12:50 PM – 1:47 PM Flight: UNITED AIRLINES 5869 Operated by: /SKYWEST  
DBA UNITED EXPRESS- Departs 12:50pm
  - 3:35 PM – 5:21 PM Flight: UNITED AIRLINES 416- Departs 3:35pm
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▲ **Sat, Nov 19 - Sun, Nov 20**

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▲ **Mon, Nov 21**

- 9:00 AM – 9:30 AM TRAVEL TIME
  - 9:45 AM – 10:30 AM SPEAK/MEDIA EVENT: Art on the Box Celebration and  
Ribbon Cutting
  - 10:30 AM – 11:00 AM TRAVEL TIME
  - 12:30 PM – 1:00 PM MEET: Director's Team RE: Portland Progress v2.0
  - 1:00 PM – 1:30 PM MEET: Erika Nebel
  - 2:00 PM – 2:30 PM MEET: Steve Townsen RE: Engineering Group Manager  
Recurring Check-In
  - 3:00 PM – 3:30 PM MEET: Art Pearce RE: Policy Planning and Projects  
Group Manager Recurring Check-In
  - 3:30 PM – 4:00 PM MEET: Staff RE: Prep for Federal Highway  
Administration 12/6 visit
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▲ **Tue, Nov 22**

- 9:00 AM – 10:00 AM MEET: Mike Abbaté RE: Parks & Recreation / PBOT  
Monthly Check-in
- 10:30 AM – 11:30 AM PHONE: Emily Han of Eno Center for Transportation RE:  
NACTO professional development programs
- 1:30 PM – 2:00 PM MEET: Chris Warner RE: Assistant Director Recurring  
Check-In
- 2:00 PM – 2:15 PM MEET: Staff RE: Budget/Forecast

■ 3:30 PM – 4:30 PM MEET: Karin Kolodziejski of MetaSkills

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▲ **Wed, Nov 23**

■ 9:00 AM – 10:00 AM DEEP Leadership Development Program Mentorship Session

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▲ **Thu, Nov 24**

■ All Day HOLIDAY: Thanksgiving Day and Day After- City Closed

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▲ **Fri, Nov 25**

■ All Day HOLIDAY: Thanksgiving Day and Day After- City Closed

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▲ **Sat, Nov 26 - Sun, Nov 27**

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▲ **Mon, Nov 28**

■ 9:30 AM – 10:00 AM MEET: Chris Warner RE: Assistant Director Recurring Check-In

■ 10:30 AM – 11:00 AM MEET: Sierra Stringfield, Executive Assistant RE: Recurring Check-in

■ 1:00 PM – 1:55 PM MEET: Commissioner Novick RE: Recurring Check-In

■ 2:00 PM – 2:30 PM MEET: Steve Townsen RE: Engineering Group Manager Recurring Check-In

■ 3:00 PM – 3:30 PM MEET: Art Pearce RE: Policy Planning and Projects Group Manager Recurring Check-In

■ 4:00 PM – 5:00 PM MEET: Zan Gibbs, Equity and Inclusion Manager RE: Review Racial Equity Plan

■ 5:00 PM – 5:15 PM MEET: Staff RE: Prep for Space and Teleworking Meeting

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▲ **Tue, Nov 29**

■ 10:00 AM – 10:30 AM MEET: staff RE: Prep for 12/12 Fixing Our Streets Oversight Committee Meeting

- 11:00 AM – 11:30 AM MEET: OMF and staff RE: Temp Spacing/Mobile Working Planning
  - 12:30 PM – 1:00 PM MEET: John Brady RE: Communications Team Recurring Check-in
  - 1:30 PM – 2:30 PM MEET: Rian Windsheimer RE: PBOT / ODOT R1 Recurring Monthly Meeting
  - 3:00 PM – 3:30 PM CONFERENCE CALL: Josh Weisman of Chariot
  - 4:00 PM – 4:30 PM MEET: Lee Weinstein RE: Portland Development Commission Feedback
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▲ **Wed, Nov 30**

- 6:30 AM – 10:00 AM Visit Swan Island Crash Site
  - 2:00 PM – 2:45 PM MEET: Suzanne Kahn RE: Maintenance Operations Recurring Check-in
  - 4:00 PM – 4:15 PM PHONE: Chris Warner and Christine Leon RE: Staffing
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**December 2016**

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▲ **Thu, Dec 1**

- ▨ 7:30 AM – 9:30 AM FYI/ATTEND: Portland Freight Committee Meeting
  - 7:45 AM – 1:45 PM ATTEND: Bureau Directors off-site  
121 SW Salmon, 2 World Trade Center, Skybridge A&B,
  - 1:45 PM – 2:00 PM TRAVEL TIME
  - 3:00 PM – 5:20 PM Time Certain: Vision Zero Action Plan
  - ▨ 5:15 PM – 6:15 PM FYI/ATTEND: PSU Pre-Class Discussion
  - 6:40 PM – 8:40 PM ATTEND: PSU Class Final Presentations
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▲ **Fri, Dec 2**

- 8:15 AM – 12:00 PM ATTEND: METRO Regional Transportation Plan Forum 3  
“Connecting our vision to our priorities”  
Oregon Convention Center, Rooms F149-152- 777  
NE Martin Luther King Jr. Blvd.



- ▨ 11:30 AM – 12:00 PM ATTEND EVENT/MEDIA: Positively Fourth (Bob Dylan Sign Caps)
  - 12:00 PM – 12:30 PM TRAVEL TIME
  - 1:00 PM – 4:00 PM INTERVIEW PANEL: Supervising Bridge Engineer
  - 6:00 PM – 6:30 PM TRAVEL TIME
  - 6:00 PM – 9:00 PM ATTEND: Oregon Walk's Weston Awards  
The Treasury Ballroom: 326 SW Broadway, Portland, OR 97205
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▲ **Sat, Dec 3 - Sun, Dec 4**

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▲ **Sun, Dec 4**

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▲ **Mon, Dec 5**

- 10:00 AM – 10:30 AM MEET: Chris Warner RE: Assistant Director Recurring Check-In
  - 10:30 AM – 11:00 AM MEET: Art Pearce RE: Policy Planning and Projects Group Manager Recurring Check-In
  - 1:00 PM – 1:55 PM MEET: Commissioner Novick RE: Recurring Check-In
  - 2:00 PM – 2:25 PM BRIEFING: PSI Board Meeting
  - 2:00 PM – 2:30 PM MEET: Steve Townsen RE: Engineering Group Manager Recurring Check-In
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▲ **Tue, Dec 6**

- 9:30 AM – 11:00 AM MEET/TOUR: David Kim, Deputy Administrator at the Federal Highway Administration
  - 1:00 PM – 2:00 PM ATTEND: Executive Equity Committee - Quarterly Meeting
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▲ **Wed, Dec 7**

- 7:30 AM – 9:00 AM PSI Board of Directors
- 9:00 AM – 9:30 AM TRAVEL TIME

- 10:00 AM – 10:30 AM MEET: Suzanne Kahn RE: Maintenance Operations  
Recurring Check-In
  - 11:00 AM – 11:30 AM ATTEND: TESC Future
  - 12:00 PM – 1:00 PM ATTEND: OMF Speaker Series- Margaret Hunt, CEO  
Special Olympics of Oregon
  - 1:30 PM – 2:00 PM MEET: Staff RE: General Fund Cuts and Forecast
  - 2:00 PM – 2:30 PM MEET: Amy Bowles and Elliot Levin RE: PTE Local 17  
Check-in
  - 3:00 PM – 5:00 PM Council Time Certain: Powell-Division LPA
  - 8:15 PM – 8:45 PM Disaster Policy Council Meeting  
Conference Call
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▲ **Thu, Dec 8**

- All Day City Offices Closed to Non-Essential Employees
  - 1:30 PM – 2:30 PM PHONE: Mayor and team Re: Traffic Crashes  
Conference Call
  - 8:00 PM – 8:30 PM Disaster Policy Council Meeting  
Conference Call
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▲ **Fri, Dec 9**

- 10:30 AM – 11:00 AM MEET: Staff RE: Prep for 12/15 Bureau and Budget  
Advisory Committee
  - 11:00 AM – 11:30 AM MEET: Zan Gibbs RE: Equity and Inclusion Manger  
Recurring Check-In
  - 3:00 PM – 3:30 PM MEET: Caitlin Reff RE: PBOT Position  
Ristretto Roasters
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▲ **Sat, Dec 10 – Sun, Dec 11**

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▲ **Mon, Dec 12**

- 8:00 AM – 9:00 AM TRAVEL TIME
- 9:00 AM – 11:00 AM ATTEND: SW Corridor Steering Committee  
Tigard Town Hall, 13125 SW Hall Blvd, Tigard, OR 97223

- 11:00 AM – 11:30 AM TRAVEL TIME
  - 12:30 PM – 1:00 PM MEET: Chris Warner RE: Assistant Director Recurring Check-In
  - 1:30 PM – 2:25 PM MEET: Commissioner Novick RE: Recurring Check-In
  - 2:30 PM – 3:00 PM MEET: Steve Townsen RE: Engineering Group Manager Recurring Check-In
  - ▨ 3:30 PM – 3:55 PM FYI: Novick Briefing: Regional Transportation / JPACT
  - 4:00 PM – 6:00 PM ATTEND: Fixing Our Streets Oversight Committee Meeting
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▲ **Tue, Dec 13**

- 9:00 AM – 11:00 AM ATTEND: PBOT Management Team Meeting
  - 11:15 AM – 12:15 PM MEET: Chris Warner / Staff RE: Livable Streets Briefing
  - 2:00 PM – 2:30 PM MEET: Art Pearce RE: Policy Planning and Projects Group Manager Recurring Check-In
  - 2:30 PM – 3:30 PM MEET: Staff RE: Smart Cities Check-in
  - ▨ 6:00 PM – 8:00 PM FYI: Bicycle Advisory Committee Meeting
  - ▨ 6:00 PM – 8:30 PM FYI/ATTEND: Spirit of Portland Awards
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▲ **Wed, Dec 14**

- 8:15 AM – 1:00 PM INTERVIEWS: PBOT Sr Business Operations Manager
  - 9:30 AM – 9:40 AM ATTEND: Council Pre-gavel: recognizing PBOT crew
  - 1:30 PM – 2:00 PM MEET: Business Services Managers RE: Interviews Debrief
  - 10:00 PM – 10:30 PM Disaster Policy Council - Inclement Weather Call Conference Call
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▲ **Thu, Dec 15**

- All Day City Late Opening- 10:00 a.m. for Non-Essential Employees
- All Day Leah Sick Day

- 4:30 AM – 5:00 AM Disaster Policy Council - Inclement Weather Call
  - 10:00 AM – 10:30 AM CONFERENCE CALL: City Staff and White House RE: Smart Cities in the Next Administration
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▲ **Fri, Dec 16**

- 9:20 AM – 11:20 AM INTERVIEWS: Capital Projects Division Manager
  - 11:30 AM – 12:00 PM TRAVEL TIME
  - 12:00 PM – 2:00 PM ATTEND: Columbia Corridor Association 30th Annual Meeting Luncheon  
Sheraton PDX, 8235 NE Airport Way
  - 2:15 PM – 2:30 PM Columbia Corridor Association Board Meeting  
Sheraton PDX, 8235 NE Airport Way
  - 2:30 PM – 3:00 PM TRAVEL TIME
  - 3:15 PM – 4:00 PM INTERVIEW: Capital Projects Division Manager
  - 5:30 PM – 8:30 PM Commissioner/Bureau Directors reception  
Mayor's and First Lady's residence
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▲ **Sat, Dec 17 – Sun, Dec 18**

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▲ **Mon, Dec 19**

- 8:30 AM – 9:00 AM MEET: Staff RE: Storm Response After Action
  - 9:00 AM – 9:30 AM MEET: Chris Warner RE: Assistant Director Recurring Check-In
  - 10:30 AM – 11:00 AM MEET: Art Pearce RE: Policy Planning and Projects Group Manager Recurring Check-In
  - 1:00 PM – 1:30 PM MEET: Staff RE: Budget
  - 2:00 PM – 2:30 PM MEET: Steve Townsen RE: Engineering Group Manager Recurring Check-In
  - 2:30 PM – 3:00 PM MEET: Commissioner Novick RE: Weekly Check in
  - 3:00 PM – 3:30 PM TRAVEL TIME
  - 3:30 PM – 5:30 PM ATTEND: Send off for Government Relations Director Martha Pellegrino
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▲ **Tue, Dec 20**

- 9:30 AM – 10:00 AM PHONE: Staff RE: Prep for Media
  - 10:00 AM – 10:30 AM PHONE/MEDIA INTERVIEW: Daniel C. Vock, of GOVERNING Magazine RE: Vision Zero
  - 2:30 PM – 4:00 PM ATTEND: Commissioner Novick Send Off / Bake Off for PBOT Staff
  - 5:00 PM – 5:30 PM TRAVEL TIME
  - 5:30 PM – 7:30 PM ATTEND: Hales' Send Off Happy Hour Eastside Exchange, 123 NE 3rd, Portland 97232
  - ▨ 6:00 PM – 8:00 PM FYI/ATTEND: Pedestrian Advisory Committee Meeting
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▲ **Wed, Dec 21**

- 9:30 AM – 10:00 AM MEET: Multnomah County Representatives RE: PBOT 1st & Jefferson Parking Garage
  - 10:15 AM – 11:00 AM ATTEND/SPEAK: Council 10:15 Time Certain RE: Outer Division Safety
  - 12:00 PM – 1:00 PM ATTEND: OMF Speaker Series: Charlie Hales
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▲ **Thu, Dec 22**

- 9:00 AM – 9:15 AM MEET: Staff RE: Budget
  - 10:00 AM – 11:00 AM DEEP Leadership Development Program Mentorship Session with Mentee
  - 12:00 PM – 1:00 PM MEET: Karin Kolodziejski of MetaSkills
  - 1:00 PM – 2:00 PM MO Storm Response Recognition
  - 2:00 PM – 2:30 PM MEET: Suzanne Kahn RE: Maintenance Operations Recurring Check-In
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▲ **Fri, Dec 23**

■ All Day Leah- Out of Office

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▲ **Sat, Dec 24 - Sun, Dec 25**

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▲ **Mon, Dec 26**

■ All Day HOLIDAY: Christmas (Observed)- City Closed

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▲ **Tue, Dec 27**

■ 2:00 PM – 2:55 PM MEET: Commissioner Novick RE: Recurring Check-In

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▲ **Wed, Dec 28**

- 10:00 AM – 10:30 AM TRAVEL TIME
  - 10:30 AM – 11:00 AM ATTEND/MEDIA: Sign Installation  
South side of E Burnside, west of SE 32nd
  - 11:00 AM – 11:30 AM TRAVEL TIME
  - 12:00 PM – 1:30 PM ATTEND: Fred Miller Talk followed by informal coffee
  - 2:00 PM – 2:30 PM MEET: Staff RE: Prep for 1/17 WTS Luncheon on Smart Cities
  - 2:40 PM – 3:00 PM TRAVEL TIME
  - 3:00 PM – 4:00 PM ATTEND: Helicopter Ride with Oregon Helicopters RE:  
Possible Use of Smart Park Garage
  - 4:00 PM – 4:30 PM TRAVEL TIME
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▲ **Thu, Dec 29**

- 9:50 AM – 10:30 AM MEDIA/SPEAK: Fixing Our Streets Milestone Event  
SE Milwaukie and Ramona Streets
  - 10:30 AM – 11:00 AM TRAVEL TIME
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▲ **Fri, Dec 30**

- 9:15 AM – 9:45 AM TRAVEL TIME
- 9:45 AM – 10:30 AM MEDIA/SPEAK: Vision Zero New Year's Eve Press Event  
1500 SE 122nd Ave- Fire Station #7
- 10:30 AM – 11:00 AM TRAVEL TIME
- 11:30 AM – 11:45 AM MEET: Marshall Runkel, Chief of Staff to Mayor-elect  
Eudaly

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▲ Sat, Dec 31

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