

**Portland Development Commission (PDC)  
Executive Director Calendar**

These weekly calendars represent Executive Director, Bruce Warner's, regular schedule of meetings plus any additional special meetings. The Director is often double-booked and his calendar may change on short notice.

**Week of June 29 – July 3, 2009**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>9:30 – 10:30 a.m. Warner/Staff 1:1</p> <p>11:30 a.m. – 1:30 p.m. Small Business Town Hall Meeting</p> <p>1:30 – 5:00 p.m. Manager Training</p>	<p>10:00 a.m. – 12:30 p.m. Ride Along I-205 Portland Mall Light Rail Line</p> <p>3:30 – 4:30 p.m. CAWS Board Meeting</p>	<p>10:00 – 11:00 a.m. Streetcar Unveiling: First Oregon Manufactured Streetcar</p> <p>11:30 – 12:00 p.m. Employee Exit Interview</p> <p>1:30 – 2:00 p.m. Initial Staff Performance Review</p> <p>2:00 – 2:30 p.m. Initial Staff Performance Review</p> <p>3:00 – 4:30 p.m. City Hall Small Business Event</p>	<p>9:00 – 10:00 a.m. Streetcar Corridor Financing Meeting</p> <p>10:30 – 11:00 a.m. Warner w/ Commissioners Ferran and Wilhoite</p> <p>11:30 – Noon Initial Staff Performance Review</p> <p>1:00 – 1:30 p.m. Initial Staff Performance Review</p> <p>3:00 – 3:30 p.m. Warner/Staff 1:1</p> <p>3:30 – 4:00 p.m. Initial Staff Performance Review</p>	<p>Holiday – PDC Closed</p>

**Week of July 6 – 10, 2009**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>8:00 a.m. – 10:00 a.m. Performance Evaluation Completion</p> <p>10:00 – 10:30 a.m. Initial Staff Performance Review</p> <p>10:30 – 11:00 a.m. Project Meeting</p> <p>12:00 – 1:00 p.m. Warner/Harold Williams, Sr.</p> <p>3:00 – 4:00 p.m. Warner/Commissioner Fish Monthly</p>	<p>7:00 – 8:00 a.m. Warner/Margaret Van Vliet</p> <p>8:30 – 11:30 a.m. Executive Team Meeting</p> <p>1:00 – 3:00 p.m. Personal Appointment</p> <p>4:00 – 5:00 p.m. Warner/Mayor Adams Weekly 1:1</p>	<p>8:00 – 11:00 a.m. Performance Evaluation Completion</p> <p>11:00 – 11:30 a.m. Initial Staff Performance Review</p> <p>11:30 – 12:00 p.m. Warner Project Meeting</p> <p>1:00 – 2:00 p.m. Warner/Staff 1:1</p> <p>2:00 – 2:30 p.m. Initial Staff Performance Review</p> <p>3:30 – 5:00 p.m. Economic Development Strategy City Hall</p>	<p>9:00 – 9:30 a.m. Warner/Staff 1:1</p> <p>10:30 – 11:00 a.m. Initial Staff Performance Review</p> <p>11:30 – Noon Initial Staff Performance Review</p>	<p>Vacation</p>

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**Week of July 27 – 31, 2009**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>9:00 – 9:30 a.m. Warner/Staff 1:1</p> <p>9:30 – 10:00 a.m. Final Performance Review 1:1</p> <p>10:30 – 11:30 a.m. Warner/Staff 1:1</p> <p>1:30 – 2:00 p.m. Final Performance Review 1:1</p> <p>3:00 – 3:30 p.m. Warner/Chair Andrews 1:1</p> <p>Warner/Commissioner Saltzman Monthly</p>	<p>9:00 – 9:30 a.m. Final Performance Review 1:1</p> <p>10:00 – 10:30 a.m. Final Performance Review 1:1</p> <p>10:30 – 11:00 a.m. Warner/Staff 1:1</p> <p>12:30 – 2:30 p.m. Executive Team Meeting</p> <p>3:00 – 3:30 p.m. Project Management</p>	<p>9:00 – 10:00 a.m. Streetcar Corridor Financing</p> <p>10:00 – 11:00 a.m. Freeway Land Discussion</p> <p>11:30 – 12:30 p.m. Project Meeting</p> <p>1:00 – 5:00 p.m. Manager Training III</p>	<p>8:30 – 9:30 a.m. All Employee Staff Meeting</p> <p>10:30 – 11:00 a.m. Warner/Staff 1:1</p> <p>11:00 – Noon Final Performance Review 1:1</p> <p>12:30 – 1:30 p.m. Warner &amp; Mayor</p> <p>2:30 – 3:00 p.m. Final Performance Review 1:1</p> <p>3:30 – 4:30 p.m. Warner Project Meeting</p> <p>4:30 – 5:00 p.m. Final Performance Review 1:1</p>	<p>9:00 – 10:00 a.m. Warner/Staff 1:1</p> <p>12:00 – 5:00 p.m. Vacation PDC Golf Tournament</p>

**Week of August 3 – 7, 2009**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>11:30 – 12:30 p.m. Central City URA Evaluation</p> <p>3:00 – 5:00 p.m. Managers Meeting</p>	<p>8:30 – 9:30 a.m. Warner/Oppenheim 1:1</p> <p>9:30 – 10:00 a.m. Disparity Study Discussion</p> <p>1:30 – 2:30 p.m. Portland Business Journal</p> <p>4:00 – 4:30 p.m. Final Performance Review 1:1</p> <p>4:30 – 5:00 p.m. Warner/Staff 1:1</p>	<p>10:00 – 10:30 a.m. Warner/Staff 1:1</p> <p>10:30 – Noon Executive Team Meeting</p> <p>12:00 – 1:00 p.m. Warner/Chair Andrews 1:1</p> <p>1:00 – 1:30 p.m. Project Meeting</p> <p>4:30 – 5:00 p.m. Personnel Issue</p>	<p>Vacation</p>	<p>Vacation</p>

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**Week of August 10 – 14, 2009**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>9:30 – 10:30 a.m. Commissioner Briefing</p> <p>10:30 – 11:00 a.m. Warner w/ Staff Prep for Commissioner Meetings</p> <p>11:00 – 12:00 p.m. Commissioner Briefing</p> <p>12:00 – 12:30 p.m. Warner/Staff 1:1</p> <p>1:00 – 2:00 p.m. High Speed Rail Meeting</p> <p>2:30 – 3:00 p.m. Warner/Chair Prep for Commissioner</p> <p>3:00 – 4:00 p.m. Warner/Commissioner Fish Monthly 1:1</p>	<p>8:30 – 9:00 a.m. Warner/Staff 1:1</p> <p>9:00 – 9:30 a.m. Warner/Staff 1:1</p> <p>10:00 – 11:00 a.m. Commissioner Briefing</p> <p>11:00 – 11:30 a.m. Speech Prep</p> <p>3:00 – 4:00 p.m. Warner/Mayor Weekly 1:1</p>	<p>8:30 – 9:00 a.m. Warner/Staff 1:1</p> <p>10:30 – 11:30 a.m. UDD Project/Program Forum</p> <p>1:00 – 2:00 p.m. Burnside &amp; Couch Couplet Ground Breaking</p> <p>3:00 – 6:00 p.m. Commission Meeting</p>	<p>10:30 – 12:00 p.m. Planning and Development Directors Meeting</p> <p>1:00 – 5:00 p.m. Managers Training Session #4</p>	

**Week of August 17 – 21, 2009**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>10:00 – 11:00 a.m. Director's Transition Advisory</p> <p>2:30 – 3:00 p.m. Warner/Chair Prep for Fritz Meeting</p> <p>3:00 – 4:00 p.m. Warner/Commissioner Fritz Monthly 1:1</p>	<p>8:00 – 9:00 a.m. Warner/Staff 1:1</p> <p>2:00 – 4:00 p.m. Housing Project Review</p>	<p>8:00 – 9:00 a.m. Project Meeting</p> <p>10:00 – 10:30 a.m. Speech Prep for Naito Event</p> <p>12:00 – 1:00 p.m. Warner/Chair Bi-Weekly</p> <p>4:00 – 5:00 p.m. Warner/Commissioner Leonard Monthly 1:1</p>	<p>12:00 – 1:00 p.m. Warner Speech @ Bill Naito Legacy Fountain Event</p>	<p>9:00 – 10:00 a.m. Warner/Staff 1:1</p> <p>1:00 – 2:00 p.m. Warner with Carrol Investments</p>

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**Week of August 24 - 28, 2009**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>9:00 – 9:30 a.m. Warner/Commissioner &amp; Chair</p> <p>9:30 – 10:30 a.m. Commissioner Briefing</p> <p>10:30 – 11:00 a.m. Warner/Commissioner</p> <p>11:00 – 12:00 p.m. Commissioner Briefings</p> <p>12:00 – 12:30 p.m. Warner/Commissioner</p> <p>2:00 – 2:30 p.m. Warner/Staff 1:1</p> <p>3:30 – 4:30 p.m. Warner/Staff 1:1</p>	<p>8:30 – 9:00 a.m. Warner &amp; Susan Anderson</p> <p>3:00 – 3:30 p.m. Warner/Chair prep for Mayor Mtg</p> <p>3:30 – 4:30 p.m. Warner/Mayor Weekly 1:1</p>	<p>8:00 a.m. – Noon Board of Commissioners Meeting</p> <p>11:00 – 11:30 a.m. Project Meeting</p> <p>12:30 – 1:30 p.m. Warner/Sue Keil Permitting Centers</p> <p>2:00 – 3:00 p.m. Warner/Staff 1:1</p> <p>3:30 – 4:00 p.m. Warner/Staff 1:1</p>	<p>8:30 – 10:00 a.m. All Employee Staff Meeting</p> <p>10:30 – 12:00 p.m. Planning &amp; Development Directors Meeting</p> <p>2:30 – 4:00 p.m. Policy &amp; Strategy Forum Downtown Retail Strategy</p>	<p>8:30 – 9:00 a.m. Warner/Staff Prep for Project</p> <p>9:00 – 10:00 a.m. Warner/Staff 1:1</p> <p>12:00 – 1:30 p.m. Warner &amp; Ward Hubbell, Green Building Initiative</p>

**Week of August 31 – September 4, 2009**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>7:30 – 8:30 a.m. Warner/Margaret Van Vliet 1:1</p> <p>2:00 – 3:00 p.m. Warner &amp; Sue Keil Economic Development Strategy</p>	<p>10:30 – 11:00 a.m. Warner w/ Pam Neal Green Building Initiative</p> <p>3:00 – 3:30 p.m. Warner w/ Staff Green Building Initiative</p>	<p>9:00 – 10:00 a.m. Warner/Staff Block 49</p> <p>12:00 – 1:00 p.m. Warner/Chair Bi-Weekly 1:1</p> <p>2:00 – 2:30 p.m. Warner/Staff Personnel Issue</p>	<p>12:00 – 1:00 p.m. Brownbag</p> <p>3:00 – 4:00 p.m. Strategic Planning Meeting</p> <p>4:00 – 5:00 p.m. Interview</p>	<p>Vacation</p>

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**Week of September 7 – 11, 2009**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Labor Day Holiday	8:00 – 9:00 a.m. Commissioner Briefing  11:00 – 12:00 p.m. Commissioner Briefing  12:00 – 1:00 p.m. Warner & Staff Brief Chair  3:30 – 4:00 p.m. Warner/Chair prep for Mayor Mtg  4:00 – 5:00 p.m. Warner/Mayor Weekly Meeting	8:00 – 9:00 a.m. Warner & Staff Rose Project  9:30 – 10:30 a.m. Warner/Jeanne Nyquist Retreat Planning  11:00 – 12:00 p.m. Warner/Staff 1:1  1:30 – 2:00 p.m. Warner/Staff 1:1  2:00 – 3:00 p.m. Warner & Staff Discuss Sponsorships & Memberships  3:00 – 6:00 p.m. Board of Commissioners Meeting	10:30 – 12:00 p.m. Planning & Development Directors  2:00 – 2:30 p.m. Warner/Staff 1:1  3:30 – 4:30 p.m. Warner w/ Piculellgroup  6:00 – 9:00 p.m. Hispanic Heritage Month Celebration Dinner	8:00 – 9:30 a.m. Mayor Retail Strategy Town Hall  11:00 – 11:30 a.m. Silent Auction  12:30 – 1:30 p.m. City Club Legislative "New Hands" Assess the Session 2009  3:00 – 4:00 p.m. Warner/Staff 1:1  5:00 – 7:00 p.m. General Managers Reception

**Week of September 14 - 18, 2009**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
7:30 – 8:30 a.m. Warner/Margaret Van Vliet 1:1  10:00 – 12:00 p.m. Personal  3:00 – 4:00 p.m. Warner/Commissioner Fish Monthly 1:1	10:30 a.m. – 2:30 p.m. Executive Team Offsite Retreat  3:30 – 4:30 p.m. Warner/Mayor Weekly 1:1  6:00 – 8:00 p.m. Sustainable Development & Green Building Event	7:30 – 9:00 a.m. PBA Board Meeting  10:00 – 10:30 a.m. Strategic Planning w/ Staff  12:00 – 1:00 p.m. Warner/Chair Bi-Weekly 1:1  2:00 – 2:30 p.m. Warner/Staff 1:1  4:00 – 5:00 p.m. Warner/Commissioner Leonard Monthly 1:1	10:00 – 11:00 a.m. Warner & Susan Anderson 1:1  1:30 – 2:30 p.m. Warner/Don Mazziotti 1:1	10:00 – 10:30 a.m. Warner/Business Journal  11:30 – 1:00 p.m. Mayor's Oregon Sustainability Center Sponsorship Group  1:30 – 2:00 p.m. Warner/Staff 1:1  3:00 – 3:30 p.m. Warner/Staff 1:1

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**Week of September 21 – 25, 2009**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30 – 9:00 a.m. Warner/Staff 1:1	8:30 – 9:30 a.m. Managers Meeting	8:00 a.m. – Noon Commission Meeting	7:00 – 11:30 a.m. ULI Oregon, Central City Commercial Development Symposium	8:00 – 10:00 a.m. Mayor's Retail Strategy Town Hall
9:30 – 10:30 a.m. Commissioner Briefing	9:30 – 10:00 a.m. Warner/Commissioner	11:30 – Noon Warner/Staff Issue	10:30 – Noon Planning & Development Directors Meeting	10:30 – 11:00 a.m. Warner w/ Julie Harrelson for Strategic Summit Planning
11:00 – 12:00 p.m. Commissioner Briefing	11:00 – Noon USGBC Leed Gold Event	1:00 – 5:00 p.m. Manager Training Session #5	2:00 – 2:30 p.m. Prep for Delegation Visit w/ Staff	1:00 – 1:30 p.m. Warner/Staff Columbia River Crossing
12:30 – 1:00 p.m. Grant Warehouse Meeting	3:00 – 3:30 p.m. Warner/Chair Prep for Mayor Meeting		5:30 – 8:00 p.m. OEN Awards Dinner	2:00 – 3:00 p.m. Warner/Staff 1:1
1:30 – 2:00 p.m. Warner/Chair Prep for Commissioner Saltzman Meeting	3:30 – 4:30 p.m. Warner/Mayor Weekly 1:1			3:30 – 4:00 p.m. Warner/Business Journal
2:00 – 3:00 p.m. Warner/Commissioner Saltzman Monthly 1:1	5:00 – 8:00 p.m. Tuesday Forum			
3:30 – 4:30 p.m. Warner/Margaret Van Vliet 1:1				

**Week of September 28 – October 2, 2009**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Out of Office	Out of Office	Out of Office	10:00 – 10:30 a.m. Warner/Staff Community Center	8:30 – 9:30 a.m. Warner Meet with Michael Manchak, Economic Vitality Corp of San Luis Obispo County
			11:30 – 1:00 p.m. Bureau Directors Lunch	9:30 – 10:00 a.m. Warner/Staff Prep for Project Meeting
			2:00 – 2:30 p.m. Warner/Julie Harrelson Strategic Planning Session	10:00 – 11:30 a.m. Executive Forum – One Waterfront Place
			4:30 – 7:00 p.m. Martha Washington Partnership Celebration	12:00 – 1:00 p.m. 92 <sup>nd</sup> & Harold
				3:00 – 3:30 p.m. Grant Warehouse
				3:30 – 4:30 p.m. Grant Warehouse