

January 2017

January 2017

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February 2017

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>Jan 2</p> <p>NEW YEAR'S</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>8:30am Check-in EAA (Bryant's Office) - Enge, Bryant</p> <p>11:30am Lunch/Gym Time - Enge, Bryant</p>	<p>3</p> <p>7:30am FMT Meeting (bear Crk) - Sorensen, Enge, Bryant</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>8:30am Council Agenda Support (Mayor's Office)</p> <p>9:00am Leadership Team Meeting (OMF, Conf 12)</p> <p>10:30am Travel to Appt.</p> <p>11:00am BTS/PCC HVAC MEETING</p> <p>12:00pm Return from</p> <p>2:00pm Facilities Check-in</p> <p>3:00pm BAC Prep Meeting</p>	<p>4</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>8:15am EAA Check-in (Office of Director)</p> <p>8:30am CityFleet Check-in (Bryant's Office)</p> <p>9:30am Printing & Distribution Check-in</p> <p>1:00pm Meet with Marshall Runkel</p> <p>5:00pm Citizen review committee (LoveJoy) -</p> <p>5:45pm City Council</p> <p>5:45pm FW: Guadalajara</p>	<p>5</p> <p>Kate Wood OOO (12 hrs)</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>9:30am BDS/BIBS Customer Service</p> <p>10:00am Return Travel</p> <p>10:00am Portland Property Management Team</p> <p>11:30am Bureau Directors Meeting (Lovejoy)</p> <p>1:30pm Discuss Enterprise</p> <p>2:00pm TRO Discussion</p> <p>4:00pm BLT Agenda -</p> <p>4:00pm Bryant/Tom</p>	<p>6</p> <p>Kate Wood OOO (8 hrs)</p> <p>Matthew Spitulski OOO (8 hrs)</p> <p>Tawnya's Telecommute Day (Pilot program for 90 days) - Enge, Bryant</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>8:00am Multnomah County speaker invite -</p> <p>1:00pm Pre-submittal Meeting (Purchasing,</p> <p>2:30pm Mayor's Press conference ADD ON</p>
<p>9</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>8:30am Check-in EAA (Bryant's Office) - Enge, Bryant</p> <p>9:00am Council Agenda Support (Mayor's Office)</p> <p>11:30am Lunch/Gym Time - Enge, Bryant</p> <p>1:00pm BEIC: BIBS Equity and Inclusion</p> <p>2:00pm Transition Team Check - In (OMF, Conf</p> <p>3:30pm BAC check-in -</p> <p>4:00pm OMF Check in</p>	<p>10</p> <p>7:30am FMT Meeting (bear Crk) - Sorensen, Enge, Bryant</p> <p>7:30am Reminder William OUT all day Tues Jan</p> <p>8:00am Prep (Office) -</p> <p>9:30am Travel to Appt.</p> <p>10:00am PGE/City of</p> <p>11:30am Prep BAC</p> <p>11:30am Bryant/Tom: 10</p> <p>11:30am Return Travel</p> <p>1:00pm BIBS Team</p> <p>2:00pm Facilities Check-in</p> <p>2:30pm Data Center</p> <p>3:00pm OMF Advisory</p>	<p>11</p> <p>Incllement Weather day</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>8:30am CityFleet Check-in (Bryant's Office) (Bryant's Office) - Enge, Bryant</p>	<p>12</p> <p>John Hunt OOO (40 hours)</p> <p>7:00am Private Appointment</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>9:00am Shelter Plan for today (2nd floor art</p> <p>10:30am Facilities Integration v2</p> <p>11:00am Re-Occurring Green Team mtg (OMF,</p> <p>2:30pm PCC Data Center</p> <p>4:00pm Discuss LDP +</p> <p>4:00pm Bryant/Tom</p>	<p>13</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>9:00am Warming Shelter Debrief (OMF, Conf 12 St Johns Rm (10)) - Enge, Bryant</p> <p>10:00am Check-in (Bryant's Office) - Enge, Bryant</p> <p>3:00pm BIBS Budget (Bryant's Office.) - Enge, Bryant</p>
<p>16</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>8:30am Check-in EAA (Bryant's Office) - Enge, Bryant</p> <p>9:00am Council Agenda Support (Mayor's Office) - Enge, Bryant</p> <p>11:30am Lunch/Gym Time - Enge, Bryant</p>	<p>17</p> <p>John Hunt OOO (40 hours)</p> <p>7:30am FMT Meeting (bear Crk) - Sorensen, Mark</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>10:30am FW: Risk Management Staff Meeting (Columbia River Room) - Purchasing, Columbia</p> <p>2:00pm Facilities Check-in (Bryant's Office) - Enge, Bryant</p>	<p>18</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>8:30am CityFleet Check-in (Bryant's Office) - Enge, Bryant</p> <p>12:00pm Catch-up Projects</p> <p>3:00pm Meet -n-Greet (Bryant's Office) - Enge, Bryant</p>	<p>19</p> <p>Kate Wood OOO (12 Hours)</p> <p>David O'Longaigh OOO (88 hrs AVAC)</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>9:00am OMF Labor Management</p> <p>10:00am Printing & Distribution Check-in</p> <p>11:15am BTS Meeting:</p> <p>1:30pm Red Status of</p> <p>2:00pm Meeting - Ron</p> <p>3:00pm Meeting - Jeremy</p> <p>4:00pm Bryant/Tom</p> <p>6:00pm Equitable</p>	<p>20</p> <p>Tawnya's Telecommute Day (Pilot program for</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>10:30am AS & PPB training conversation</p> <p>11:00am 911 Center Improvements (Bryant's</p> <p>12:00pm Security Assessment RFP</p> <p>12:00pm OMF General</p> <p>1:30pm Future of Block J</p>
<p>23</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>8:30am Check-in EAA (Bryant's Office) - Enge, Bryant</p> <p>9:00am Council Agenda Support (Mayor's Office)</p> <p>10:00am Data Center</p> <p>11:00am Meeting Request:</p> <p>11:30am Lunch/Gym</p> <p>1:30pm Expectations:</p> <p>2:00pm Portland Oregon</p> <p>3:30pm Meeting: Sonia</p> <p>4:00pm OMF Check in</p>	<p>24</p> <p>7:30am FMT Meeting (bear Crk) - Sorensen, Enge, Bryant</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>9:00am Facilities Security Team Check-In (OMF,</p> <p>10:00am BIBS Leadership Team Meeting (2)</p> <p>11:00am Leadership Team Meeting (OMF, Conf 12)</p> <p>3:00pm OMF Advisory Committee (City Hall -</p> <p>4:30pm Risk Annual</p>	<p>25</p> <p>7:30am Fleet Office Visit (CityFleet Main Office (N. Kerby))</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>8:30am CityFleet Check-in (Bryant's Office) (Bryant's Office) - Enge, Bryant</p> <p>9:00am Mayor's Office (City Hall)</p> <p>2:30pm Ten: Campsite Meeting (Bryant's Office) - Enge, Bryant</p>	<p>26</p> <p>7:00am Private Appointment</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>10:00am Contracts Manager Check-in</p> <p>11:30am Discuss Customer Service Project (Bryant's</p> <p>1:30pm BIBS/PBOT Customer Service</p> <p>2:00pm Meet with ODOT Re: Campsite Cleanup</p> <p>4:00pm Bryant/Tom</p>	<p>27</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>9:30am Portland Sign Billing Meeting (OMF,</p> <p>11:00am Printing & Distribution Check-in</p> <p>12:00pm Lunch JC Udey (TBD) - Enge, Bryant</p> <p>1:00pm Return Travel</p> <p>1:30pm Meeting: FMT Supervisor (Bryant's</p> <p>3:00pm BIBS Budget</p> <p>4:00pm R2D2 Updates:</p>
<p>30</p> <p>David O'Longaigh OOO (88 hrs AVAC)</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>8:30am Check-in EAA (Bryant's Office) - Enge, Bryant</p> <p>9:00am Council Agenda Support (Mayor's Office)</p> <p>9:30am BIBS/BTS Support Center Meeting</p> <p>12:00pm Lunch/Gym</p> <p>1:00pm Enterprise Asset</p> <p>1:30pm Local 701</p> <p>2:30pm OMF Check in</p> <p>4:00pm FW: Rescheduled:</p>	<p>31</p> <p>7:30am FMT Meeting (bear Crk) - Sorensen, Enge, Bryant</p> <p>8:00am Prep (Office) - Enge, Bryant</p> <p>10:00am Project/Work Time</p> <p>11:00am BIBS/BHR</p> <p>12:00pm Lunch</p> <p>1:30pm BATT: EAA</p> <p>2:00pm Projects</p> <p>2:30pm TPB Relocation</p> <p>3:00pm Leadership Team</p>	<p>Feb 1</p>	<p>2</p>	<p>3</p>

February 2017

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March 2017						
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jan 30	31	Feb 1	2	3
		David O'Longaigh OOO (8	8:00am Prep (Office) - Enge, Bryant	Kate Wood OOO (8 hrs)
		8:00am Prep (Office) - Enge, Bryant	9:00am Text Messaging Meeting (Bryant's Office)	Tawnya's Telecommute Day (Pilot program for 90 days) - Enge, Bryant
		8:30am CityFleet Check-in (Bryant's Office)	9:30am Check-in (Bryant's Office) - Enge, Bryant	8:00am Prep (Office) - Enge, Bryant
		9:30am Printing & Distribution Check-in	10:00am Portland Property Management Team	11:30am Lunch/Gym Time
		11:00am Event Management System	11:30am Bureau Directors Meeting (Lovejoy)	3:00pm Project/Work Time
		12:00pm Lunch/Gym Time	1:00pm Project Time	3:30pm City Hall alternate escape routes (Bryant's office) - O'Longaigh, David
		1:30pm Project/Work Time	1:00pm HR/BIBS	
		2:30pm Finalize Risk	4:00pm Bryant Check-in	
			4:00pm Bryant/Tom	
6	7	8	9	10
8:00am Prep (Office) - Enge, Bryant	7:30am FMT Meeting (bear Crk) - Sorensen,	8:00am Prep (Office) - Enge, Bryant	7:00am Private Appointment	8:00am Prep (Office) - Enge, Bryant
8:30am Check-in EAA (Bryant's Office) - Enge,	8:00am Prep (Office) - Enge, Bryant	8:30am CityFleet Check-in (Bryant's Office)	8:00am Prep (Office) - Enge, Bryant	8:30am Bryant/Tom Meeting (Tom's Office) -
9:00am Council Agenda Support (Mayor's Office)	9:00am Facilities Security Team Check-In (OMF,	9:00am PBOT/FLEet Master Plan Discussion	9:00am Project/Work Time	9:00am campsite Program Check-in (Bryant's
9:30am Project/Work Time	10:30am PBOT: Mark	9:30am Project/Work Time	10:00am Contracts Manager Check-in	10:00am Printing & Distribution Check-in
11:00am Meeting: Bob Tessmer (Bryant's Office)	11:00am BIBS	11:30am City Hall	11:00am Re-Occurring Green Team mtg (OMF,	11:00am Project/Work Time
11:30am Lunch/Gym Time - Enge, Bryant	12:00pm Lunch/Gym	12:00pm Lunch/Gym	12:00pm Lunch/Gym	12:00pm Lunch/Gym
4:30pm OMF Check in with Mayor's Chief of	1:00pm BHR 2nd Monthly	1:00pm Lead Water	1:00pm Project/Work	1:00pm Info & Referral
	2:00pm Facilities Check-in	2:00pm Facilities	2:00pm City Risk Check-in	2:00pm BIBS Budget
	3:00pm City Risk's Annual	3:00pm Portland Building	4:00pm Portland Building	2:00pm Project/Work
	3:00pm Discuss Proposed	4:00pm Project/Work		
	4:00pm City Risk Check-in			
13	14	15	16	17
8:00am Prep (Office) - Enge, Bryant	7:30am FMT Meeting (bear Crk) - Sorensen,	8:00am Prep (Office) - Enge, Bryant	Kate Wood OOO (11 hrs AVAC)	
8:30am Check-in EAA (Bryant's Office) - Enge,	8:00am Prep (Office) - Enge, Bryant	8:30am CityFleet Check-in (Bryant's Office)	Tawnya in Training OOO (PCC Climb Center)	Out of Office
9:00am Council Agenda Support (Mayor's Office)	9:00am Leadership Team Meeting (OMF, Conf 12	9:30am Printing & Distribution Check-in	8:00am Prep (Office) - Enge, Bryant	Tawnya's Telecommute Day (Pilot program for 90 days) - Enge, Bryant
10:00am Conf. Call - Rafael Colon	11:00am OMF Safety Committee Meeting	11:00am BDS Bi-Monthly Meeting (Paul's Office) -	8:30am Bryant: Evaluation	8:00am Prep (Office) - Enge, Bryant
10:30am Project/Work	12:00pm Lunch/Gym Time	12:00pm Lunch/Gym Time	9:00am OMF Labor	12:00pm Lunch/Gym Time
11:30am Lunch/Gym	1:00pm BIBS Team	12:00pm OMF Speaker Series kicks off next	10:30am Travel to Appt -	
12:00pm Lunch/Gym	2:00pm Electric	4:00pm City Risk Check-in (Bryant's Office) (12th	11:00am CityFleet- Ken	
1:00pm BEIC: BIBS	2:30pm Facilities Check-in		12:00pm Lunch/Gym	
2:00pm City Hall Safety	3:30pm Transition Project		1:00pm BIBS Impact	
4:15pm OMF Check in			2:00pm Projects	
			4:00pm Bryant/Tom	
			6:00pm Equitable	
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President's Day (Offices Closed.)	7:30am FMT Meeting (FMT Room) -	Kate Wood OOO (2.5 hours)	7:00am Private Appointment	Kate Wood OOO (3 hrs)
8:00am Prep (Office) - Enge, Bryant	8:00am Prep (Office) - Enge, Bryant	8:00am Prep (Office) - Enge, Bryant	8:00am Hold: Breakfast Appreciation Event	8:00am Prep (Office) - Enge, Bryant
8:30am Check-in EAA (Bryant's Office) - Enge, Bryant	9:00am Discuss Lockdown Procedure (Mayor's	8:30am CityFleet Check-in (Bryant's Office)	8:00am Severe Weather Warming Shelter	9:00am Fleet (CityFleet Main) - Enge, Bryant
9:00am Council Agenda Support (Mayor's Office) - Enge, Bryant	9:30am OMF Check in	8:30am Property Manager Check-in (Bryant's	9:45am Severe Weather Warming Shelter	12:00pm Lunch/Gym Time
11:30am Lunch/Gym Time - Enge, Bryant	10:30am FW: Risk	10:00am PDX Bldg Front Desk Discussion - Dutt,	11:00am Water Bureau Relocation (CoLo	12:00pm Olympic Performance (Bryant's Office) - Enge, Bryant
12:00pm Lunch/Gym Time	12:00pm Lunch/Gym	11:00am HR Business Partner/BIBS Director	12:00pm Lunch/Gym Time	1:00pm The Portland Building Reconstruction
1:00pm BIBS Budget (OMF Fremont Conf.	1:00pm Data Center	12:00pm Lunch/Gym Time	12:00pm Meeting	1:30pm Fleet Mechanics (CityFleet Main) - Enge,
2:00pm Asset Management program	1:30pm Travel To Appt.		1:00pm Fleet Mechanics	
	2:00pm Invitation: Dan			
	3:00pm Cherwell Demo			
	4:30pm Fire Inspection			
27	28	Mar 1	2	3
8:00am Prep (Office) - Enge, Bryant	7:30am FMT Meeting (FMT Room) -			
8:30am Check-in EAA (Bryant's Office) - Enge,	8:00am Prep (Office) - Enge, Bryant			
9:00am Council Agenda Support (Mayor's Office)	9:00am Leadership Team Meeting (OMF, Conf 12			
11:30am Lunch/Gym Time - Enge, Bryant	10:45am Parks: Sidewalks Meeting (Mike Abbate's			
12:00pm Lunch/Gym Time	12:00pm Lunch/Gym Time			
1:00pm BIBS Budget (OMF Fremont Conf.	1:00pm Positions (Bryant's			
2:00pm Asset Management program	2:00pm Facilities Check-in			
	3:15pm John Dutt ONI			
	4:00pm BIBS Project			

March 2017

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April 2017						
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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Feb 27	28	Mar 1	2	3
		John Hunt OOO (40 hrs)		
		8:00am Prep (Office) - Enge, Bryant	Matthew Spitulski OOO (4	Jeff Winkler OOO (8 HRS)
		8:30am CityFleet Check-in (Bryant's Office)	8:00am Prep (Office) -	Tawnya's Telecommute Day (Pilot program for
		9:30am Joint Facilities Project Management	8:30am Discuss Customer	8:00am Prep (Office) - Enge, Bryant
		12:00pm Lunch/Gym Time	10:00am Columbia 5th	9:00am Check-in (Bryant's Office) - Enge, Bryant
		12:00pm OMF SPEAKER SERIES (EBS)	10:00am Portland Property	10:00am Meet n Greet:
		1:30pm City Hall Projects: (Bryant's Office) - Enge,	10:30am Bryant/Tom	11:00am FMT: Work
		4:00pm TPB programming	11:30am Bureau Directors	12:00pm Lunch/Gym
			12:00pm Lunch/Gym	12:30pm CityFleet
			1:00pm Security Risk	12:30pm Congress 5th
			1:30pm Council	
			3:00pm Birthday Wishes!	
			3:30pm Portland Building	
			4:00pm City Risk Check-in	
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John Hunt OOO (40 hrs)		8:00am Prep (Office) - Enge, Bryant	7:00am Private Appointment	8:00am Prep (Office) - Enge, Bryant
8:00am Prep (Office) - Enge, Bryant	7:30am FMT Meeting (FMT Room) -	9:00am Council	8:00am Prep (Office) - Enge, Bryant	8:30am Learning & Development Plan
8:30am Check-in EAA (Bryant's Office) - Enge,	8:00am Prep (Office) - Enge, Bryant	11:00am Travel Portland/City MOU (Travel Portland, 100 SW Main St., Suite	9:00am Discuss Office Space Options for ONI	9:00am Check-in (Bryant's Office) - Enge, Bryant
9:00am Council Agenda Support (Mayor's Office)	9:00am Facilities Security	12:00pm Lunch/Gym Time	10:00am Contracts Manager Check-in	9:00am City of Portland Temporary Relocation -
9:30am Sr. Claims Analyst	11:00am BIBS	2:00pm Council	11:00am Re-Occurring Green Team mtg (OMF,	10:00am Printing &
11:30am Lunch/Gym	12:00pm Lunch/Gym	3:30pm City Hall Clean-Up Project (OMF, Conf 12 Skyline Rm (8)) - Enge, Bryant	12:00pm Lunch/Gym	11:00am Temp Space
12:00pm Lunch/Gym	1:00pm G4S Secure		2:00pm Hold For G4S	1:00pm Oregon Zoo
1:00pm Discuss Learning	2:00pm Facilities Check-in		3:00pm Bryant/Tom	1:30pm CONFIRMED AS
2:00pm Discuss	2:00pm Portland Building		3:30pm Bryant Check-in	2:30pm Check-in
3:30pm Visioning and	3:00pm Shoveling			
4:00pm OMF Check in	3:30pm PSU security			
13	14	15	16	17
8:00am Prep (Office) - Enge, Bryant	7:30am FMT Meeting (OMF, Conf 12 Horizon	8:00am Prep (Office) - Enge, Bryant	8:00am Prep (Office) - Enge, Bryant	Tawnya's Telecommute Day (Pilot program for
8:30am Check-in EAA (Bryant's Office) - Enge,	8:00am Prep (Office) - Enge, Bryant	8:30am CityFleet Check-in (Bryant's Office)	8:30am Bryant/Tom Meeting (Tom's Office) -	8:00am Prep (Office) - Enge, Bryant
9:00am Council Agenda Support (Mayor's Office)	8:30am Leadership Team Meeting (OMF, Conf 12	9:30am Travel To Appt.	9:00am OMF Labor Management	9:00am Check-in (Bryant's Office) - Enge, Bryant
10:00am Learning and Development Plan	10:00am BIBS/PF&R Customer Support	10:00am CityFleet (Fleet Offices.) - Enge, Bryant	10:00am Printing & Distribution Check-in	10:00am Property Management (Bryant's
10:00am Modern Flexible Work Space ideas to	12:00pm Lunch/Gym Time	12:00pm Lunch/Gym Time	12:00pm Lunch	11:00am SMA/Director
11:30am Lunch/Gym	2:00pm Facilities Check-in (Bryant's Office) - Enge,	12:00pm OMF SPEAKER SERIES (PANEL DISCUSSION) -	12:00pm Lunch/Gym	12:00pm Lunch/Gym
12:00pm Lunch/Gym	2:00pm Meet to discuss	4:00pm Out of Office.	1:00pm Return from Appt	12:00pm OMF General
1:00pm BEIC: BIBS	2:00pm Meet to discuss		2:00pm City Risk Check-in	1:15pm Insured Property
2:00pm BELT: BIBS	3:00pm FW: OMF		3:30pm Meet with Bryant	1:45pm Water Pollution
			4:00pm Project's	4:00pm Asset
20	21	22	23	24
8:00am Prep (Office) - Enge, Bryant	7:30am FMT Meeting (FMT Room) -	Kate Wood OOO (AVAC 32 hours)		
8:30am Check-in EAA (Bryant's Office) - Enge,	8:00am Prep (Office) - Enge, Bryant	8:00am Prep (Office) - Enge, Bryant	Kate Wood OOO (40 hrs)	
9:00am Council Agenda Support (Mayor's Office)	9:00am Facilities Security Team Check-In (OMF,	8:30am CityFleet Check-in (Bryant's Office)	7:00am Private Appointment	8:00am Prep (Office) - Enge, Bryant
10:00am Discuss Office Space options for ONI	9:00am FW: Meeting to	9:30am Printing & Distribution Check-in	8:00am Prep (Office) - Enge, Bryant	9:00am Check-in (Bryant's Office) - Enge, Bryant
10:00am Data Center Project Check In (OMF,	9:30am City/County Fleet	11:00am HR Business Partner/BIBS Director	9:00am EAM Check-in	10:00am BIBS Budget (Bryant's Office.) -
11:30am Lunch/Gym	10:30am FW: Risk	12:00pm Lunch/Gym Time	9:30am Fleet: 1st and	11:00am Portland Oregon Sign Check-in (OMF,
11:30am Lunch/Gym	11:00am BIBS	2:00pm Contracts	12:00pm Lunch/Gym	12:00pm Lunch/Gym Time
11:30am Lunch/Gym	12:00pm Lunch/Gym	3:00pm Portland City Hall	1:00pm Everbridge demo	1:00pm SMA/Director
11:30am Lunch (TBD) -	1:00pm City Hall Security	4:00pm Abandon	2:00pm Security	3:00pm Change
12:00pm Lunch/Gym	2:00pm Facilities Check-in		3:00pm OMF Budget	
4:00pm OMF Check in	3:00pm Coffee - Gupta,		4:00pm Bryant/Tom	
			4:30pm Out of Office	
27	28	29	30	31
Kate Wood OOO (AVAC 32 hours)				
7:30am Pre Mayor security mth (Bryant's office) -	7:30am FMT Meeting	8:00am Prep (Office) -	Diane Seaton OOO (24 HRS) To Apr 3	
8:00am Prep (Office) - Enge, Bryant	8:00am Prep (Office) - Enge, Bryant	8:30am CityFleet Check-in (Bryant's Office)	8:00am Prep (Office) - Enge, Bryant	Tawnya's Telecommute Day (Pilot program for
9:00am Council Agenda Support (Mayor's Office)	9:30am BIBS Leadership Team Meeting (2)	9:30am Printing & Distribution Check-in (Bryant's Office.) -	9:00am Check-In (Trang's office) - Lam, Trang	8:00am Prep (Office) - Enge, Bryant
9:30am Parking 1/Jefferon (Bryant's	12:00pm Lunch/Gym Time	12:00pm Lunch/Gym Time	12:00pm Lunch/Gym Time	9:00am Check-in (Bryant's Office) - Enge, Bryant
11:30am Lunch/Gym	1:00pm Leadership Team Meeting (OMF, Conf 12	1:30pm City Council (TPB, 2nd Flr Auditorium)	1:00pm SMA/Director Check - in (Bryant's Office) - Enge, Bryant	10:00am Check in w/ Rafael Colon
12:00pm Lunch/Gym	2:00pm Facilities Check-in (Bryant's Office) - Enge,	4:30pm OUT OF OFFICE	2:00pm City Risk Check-in (Bryant's Office (12th Floor)) - Enge, Bryant	10:30am Disturbance Debrief and Prep for
2:00pm Check-in EAA	3:00pm Security Check-in (OMF, Conf 12 Skyline		4:30pm OUT OF OFFICE	12:00pm Lunch/Gym Time
4:00pm OMF Check in				4:30pm OUT OF OFFICE