

▲ **Fri, Apr 1**

Before 8:00 AM

8:00 AM – 8:30 AM

8:30 AM – 9:00 AM Facilities Meeting - Bob Tessmer

9:00 AM – 9:30 AM Gender Neutral Restrooms

9:30 AM – 10:00 AM

10:00 AM – 11:00 AM Administrative Work
AM

11:00 AM – 12:00 PM Improving Contracting for Minority &
PM Women Businesses/City Policies

12:00 PM – 1:00 PM

1:00 PM – 2:00 PM Atrium Lighting

2:00 PM – 3:00 PM Property Meeting

3:00 PM – 3:30 PM Gender Neutral Restrooms

3:00 PM – 5:00 PM Administrative Work

After 5:00 PM

▲ **Mon, Apr 4**

- Before 8:00 AM**
 - 8:00 AM – 9:30 AM**
 - 9:30 AM – 10:00 AM Data Center Project Check-in
 - 10:00 AM – 11:30 AM**
 - 11:30 AM – 1:00 PM Time
 - 12:30 PM – 1:00 PM Retail Lockbox Check-in
 - 1:00 PM – 2:00 PM**
 - 2:00 PM – 3:00 PM Check-in EAA
 - 3:00 PM – 4:00 PM**
 - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
 - 4:50 PM – 5:00 PM**
 - After 5:00 PM**
-

▲ **Tue, Apr 5**

-
- Before 8:00 AM**
- 8:00 AM – 8:30 AM**
- 8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)
- 9:30 AM – 10:30 AM Printing & Distribution Check-in
- 10:30 AM – 12:00 PM**
- 12:00 PM – 1:00 PM Lunch - David O'longaigh
- 1:00 PM – 3:00 PM Fwd: Crime insurance

3:00 PM – 3:30 PM OCIP vs CCIP Meeting

3:30 PM – 5:00 PM

After 5:00 PM

▲ **Wed, Apr 6**

Before 8:00 AM

8:00 AM – 8:15 AM

8:15 AM – 9:15 AM Portland Building Renovation Project:
Project Planning

9:15 AM – 9:30 AM

9:30 AM – 11:00 AM Joint Facilities Project Management
Updates Meeting

11:00 AM – 12:00 PM Custodial Contracts - Performance
Measures

12:00 PM – 1:00 PM Lunch

1:00 PM – 3:30 PM FW: Portland Police Bureau Active Shooter
Training

3:30 PM – 4:30 PM SMA/Director Check-in

4:30 PM – 5:00 PM Property Manager Check-in

After 5:00 PM

▲ **Thu, Apr 7**

J

Before 7:00 AM

7:00 AM – 8:00 AM Private Appointment

8:00 AM – 9:00 AM

9:00 AM – 10:00 AM Coffee Meeting - Michelle Harper

10:00 AM – 11:30 AM Portland Property Management Team Meeting (Re-occurring)

10:10 AM – 11:10 AM Coffee Meeting - Tony Jones

11:30 AM – 1:00 PM Bureau Directors Meeting

1:00 PM – 1:30 PM Projects

1:30 PM – 2:00 PM

2:00 PM – 3:00 PM City Risk Check-in

3:00 PM – 3:30 PM Projects

3:30 PM – 4:00 PM FW: Fred/Bryant check-in

4:00 PM – 7:00 PM Mayoral Debate

After 7:00 PM

▲ **Fri, Apr 8**

Before 8:00 AM

8:00 AM – 8:30 AM

8:30 AM – 9:00 AM Portland Building Check-in Mtg

9:00 AM – 10:00 AM BIBS Budget

10:00 AM – 10:30 AM Projects

10:30 AM – 11:00 AM Contracts Manager Check-in

11:00 AM – 1:00 PM

1:00 PM – 6:00 PM OUT OF OFFICE

After 6:00 PM

▲ **Mon, Apr 11**

Before 8:00 AM

8:00 AM – 10:30 AM Out of Office

9:00 AM – 11:00 AM OMF Leadership Team

11:00 AM – 11:30 AM

11:30 AM – 1:00 PM Time

1:00 PM – 2:00 PM Electric Vehicle Charging Stations

2:00 PM – 3:00 PM

3:00 PM – 4:00 PM Security Meeting

4:00 PM – 4:30 PM

4:30 PM – 5:00 PM OMF Check-in with Mayor's Office Chief of Staff

After 5:00 PM

▲ **Tue, Apr 12**

Before 8:00 AM

8:00 AM – 8:30 AM

8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)

9:30 AM – 10:30 AM

- 10:30 AM – 11:00 AM Go over a few items after meeting with CBO - R2DToo and City Hall security
 - 11:00 AM – 12:00 PM BHR 2nd Monthly Check - In
 - 12:00 PM – 3:00 PM
 - 3:00 PM – 4:30 PM OMF Advisory Committee Meeting - Series
 - 4:30 PM – 5:00 PM
 - After 5:00 PM
-

▲ **Wed, Apr 13**

- Before 8:00 AM
 - 8:00 AM – 8:15 AM
 - 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
 - 9:00 AM – 5:00 PM NFBPA
 - After 5:00 PM
-

▲ **Thu, Apr 14**

- Before 8:00 AM
- 8:00 AM – 9:00 AM Active Shooter Training Prep
- 9:00 AM – 10:00 AM
- 10:00 AM – 11:00 AM Police/Facilities Pre-meeting
- 11:00 AM – 12:00 PM Re-Occurring Green Team mtg
- 12:00 PM – 1:00 PM

- 1:00 PM – 1:30 PM Labor Relations Meeting
 - 1:30 PM – 2:00 PM**
 - 2:00 PM – 3:00 PM City Risk Check-in
 - 3:00 PM – 3:30 PM Homeless issues
 - 3:30 PM – 4:00 PM Decal Tech Specifications
 - 4:00 PM – 4:50 PM Fwd: Meeting request for Enge, Bryant:
Invitation: Dan Zalkow/Bryant Enge @ Thu
Apr 14, 2016 4pm - 4:50pm
(zalkowd@pdx.edu)
 - 4:50 PM – 5:00 PM**
 - 5:00 PM – 7:00 PM**
 - 7:00 PM – 10:00 PM NFBPA Host Chapter Event
 - After 10:00 PM**
-

▲ **Fri, Apr 15**

- Before 8:00 AM**
 - 8:00 AM – 9:00 AM**
 - 9:00 AM – 10:00 AM Property Meeting
 - 10:00 AM – 11:30 AM**
 - 11:30 AM – 12:00 PM Fred/Bryant check-in
 - 12:00 PM – 1:00 PM OMF General Information Session with Fred Miller
 - 1:00 PM – 5:00 PM Out of Office
 - After 5:00 PM**
-

▲ **Mon, Apr 18**

- Before 8:00 AM**
- 8:00 AM – 9:30 AM**
- 9:30 AM – 10:00 AM Data Center Project Check-in
- 10:00 AM – 11:30 AM**
- 11:30 AM – 1:00 PM Time
- 1:00 PM – 2:00 PM**
- 2:00 PM – 3:00 PM Police/Facilities Meeting
- 3:00 PM – 3:30 PM**
- 3:30 PM – 4:30 PM Portland Oregon Sign Mtg
- 4:30 PM – 5:00 PM**
- After 5:00 PM**

▲ **Tue, Apr 19**

- Before 8:00 AM**
- 8:00 AM – 8:30 AM**
- 8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)
- 9:30 AM – 10:30 AM**
- 10:30 AM – 12:00 PM FW: Risk Management Staff Meeting
- 10:30 AM – 12:00 PM Risk Management Staff Meeting

12:00 PM – 5:00 PM

After 5:00 PM

▲ **Wed, Apr 20**

Before 8:00 AM

8:00 AM – 8:15 AM

8:15 AM – 9:15 AM Portland Building Renovation Project:
Project Planning

9:15 AM – 9:30 AM

9:30 AM – 10:30 AM Printing & Distribution Check-in

10:30 AM – 11:00
AM

11:00 AM – 11:30 AM City Hall Security Improvements
AM

11:30 AM – 3:00 PM

3:00 PM – 4:00 PM BIBS Extended & Core Leadership Team
Meeting

4:00 PM – 4:30 PM MEET: Josh/Diana and Bryant re: ECPC

4:30 PM – 5:00 PM

After 5:00 PM

▲ **Thu, Apr 21**

Before 7:00 AM

7:00 AM – 8:00 AM Private Appointment

8:00 AM – 10:00 AM

- 10:00 AM – 11:00 AM BIBS Budget
 - 11:00 AM – 12:00 PM SMA/Director Check-in
 - 12:00 PM – 1:00 PM**
 - 1:00 PM – 2:00 PM Check-in EAA
 - 2:00 PM – 2:30 PM**
 - 2:30 PM – 3:30 PM City Risk Check-in
 - 3:30 PM – 4:00 PM Fred/Bryant check-in
 - 4:00 PM – 5:00 PM**
 - 5:00 PM – 5:30 PM**
 - 5:30 PM – 8:00 PM BIBS-ECPC Monthly Meeting
 - After 8:00 PM**
-

▲ **Fri, Apr 22**

- Before 8:00 AM**
- 8:00 AM – 9:15 AM**
- 9:15 AM – 9:45 AM Belated Birthday Surprise for Tawnya
- 9:45 AM – 10:00 AM**
- 10:00 AM – 11:00 AM Contracts Manager Check-in
- 11:00 AM – 11:45 AM Property Coordinator Check-in
- 11:45 AM – 1:00 PM**
- 1:00 PM – 1:30 PM Gender Neutral Restrooms meeting
- 1:30 PM – 1:45 PM**

- 1:45 PM – 2:00 PM TRAVEL TIME
 - 2:00 PM – 3:30 PM Lunch
 - 3:30 PM – 4:30 PM RETURN FROM TRIP
 - 4:30 PM – 5:00 PM
 - After 5:00 PM
-
-

▲ Mon, Apr 25

- Before 8:00 AM
 - 8:00 AM – 9:00 AM
 - 9:00 AM – 11:00 AM OMF Leadership Team
 - 11:00 AM – 11:30 AM
 - 11:30 AM – 1:00 PM Time
 - 12:00 PM – 1:00 PM Model Employer Resolution
 - 1:00 PM – 2:00 PM
 - 2:00 PM – 3:00 PM Operations and Maintenance Check-in
 - 3:00 PM – 4:00 PM
 - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
 - 4:50 PM – 5:00 PM
 - After 5:00 PM
-

▲ Tue, Apr 26

Before 8:00 AM

8:00 AM – 8:30 AM

8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)

9:30 AM – 11:30 AM

11:30 AM – 12:00 PM Travel time

12:00 PM – 1:00 PM Lunch w/Mark

1:00 PM – 1:30 PM Return Travel

1:30 PM – 2:00 PM

2:00 PM – 3:00 PM Active Shooter Working Group

3:00 PM – 4:00 PM

4:00 PM – 4:30 PM Decal Survey

4:30 PM – 5:00 PM

After 5:00 PM

▲ Wed, Apr 27

Before 8:00 AM

8:00 AM – 8:15 AM

8:15 AM – 9:15 AM Portland Building Renovation Project:
Project Planning

9:15 AM – 11:00 AM

11:00 AM – 12:00 PM HR Business Partner/BIBS Director Meeting

12:00 PM – 1:00 PM

1:00 PM – 1:30 PM Portland Building Check-in Mtg

1:30 PM – 4:00 PM

4:00 PM – 5:00 PM Google Fiber Team Meeting

After 5:00 PM

▲ **Thu, Apr 28**

Before 8:00 AM

8:00 AM – 9:00 AM

9:00 AM – 10:30 AM

10:30 AM – 11:00 AM Conference call - Rafael

11:00 AM – 11:30 AM Fred/Bryant check-in

11:30 AM – 1:00 PM

1:00 PM – 2:00 PM Check-in EAA

2:00 PM – 3:00 PM City Risk Check-in

3:00 PM – 5:00 PM

After 5:00 PM

▲ **Fri, Apr 29**



Out of Office



May 2016

▲ **Mon, May 2**



Before 8:00 AM



8:00 AM – 9:00 AM Meeting Melissa Lang



9:00 AM – 9:30 AM



9:30 AM – 10:00 AM Data Center Project Check-in



10:00 AM – 10:30 AM



10:30 AM – 11:00 AM King School Conf. Call



11:00 AM – 12:00 PM ECPC Meeting - Commissioner Dan Saltzman



12:00 PM – 1:00 PM Facilities Team Luncheon



1:00 PM – 3:00 PM



3:00 PM – 4:00 PM Amendment to Resolution #37107



4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff



4:50 PM – 5:00 PM



After 5:00 PM

▲ **Tue, May 3**



Before 8:00 AM



8:00 AM – 9:00 AM CityFleet Check-in (Bryant's Office)



9:00 AM – 10:00 AM Facilities Services Meeting



9:30 AM – 10:00 AM *MEET: Re: 1% OMF/OEHR (Josh) 9:30 am



**10:00 AM – 12:00
PM**



12:00 PM – 1:00 PM BIBS Leadership Team Luncheon



1:00 PM – 1:30 PM



1:30 PM – 5:00 PM Out of Office



After 5:00 PM

▲ **Wed, May 4**



Before 8:00 AM



8:00 AM – 8:15 AM



8:15 AM – 9:15 AM Portland Building Renovation Project:
Project Planning



9:15 AM – 9:30 AM



9:30 AM – 11:00 AM Joint Facilities Project Management
Updates Meeting



10:30 AM – 11:30
AM Printing & Distribution Check-in

11:30 AM – 1:00 PM

1:00 PM – 1:30 PM Portland Building Check-in Mtg

1:30 PM – 2:00 PM Bryant/Dave SmartPark Garage meeting

2:00 PM – 3:00 PM City Risk Check-in

3:00 PM – 4:00 PM SMA/Director Check-in

4:00 PM – 6:00 PM

After 6:00 PM

▲ **Thu, May 5**

Before 7:00 AM

7:00 AM – 8:00 AM Private Appointment

8:00 AM – 9:00 AM

9:00 AM – 10:00 AM One Percent for Community Opportunities and Enhancements

10:00 AM – 11:30 AM Facilities Services Check-in

10:00 AM – 11:30 AM Portland Property Management Team Meeting (Re-occurring)

11:30 AM – 1:00 PM

1:00 PM – 2:00 PM Gender Neutral Restrooms Meeting

2:00 PM – 3:00 PM Overnight Facilities Dispatch Meeting

3:00 PM – 3:30 PM

3:30 PM – 4:00 PM FW: Fred/Bryant check-in

4:00 PM – 4:30 PM Travel Time

4:30 PM – 5:30 PM Meet with Raimore Construction

After 5:30 PM

▲ **Fri, May 6**

Before 8:00 AM

8:00 AM – 10:30 AM

10:30 AM – 11:30 AM Access Card Management
AM

11:30 AM – 2:00 PM

2:00 PM – 3:00 PM SMA Check in

3:00 PM – 4:00 PM BIBS Budget

4:00 PM – 5:00 PM

After 5:00 PM

▲ **Mon, May 9**

Before 8:00 AM

8:00 AM – 9:00 AM

9:00 AM – 11:00 AM OMF Leadership Team

11:00 AM – 11:30 AM BHR Check-in
AM

- 11:30 AM – 1:30 PM Screen Door - Lunch w/T
 - 1:30 PM – 2:00 PM
 - 2:00 PM – 3:00 PM Project Accounting and Tracking
 - 3:00 PM – 5:00 PM
 - After 5:00 PM
-

▲ Tue, May 10

- Before 8:00 AM
 - 8:00 AM – 8:30 AM
 - 8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)
 - 9:30 AM – 10:30 AM
 - 10:30 AM – 11:00 AM Blazed Alder
 - 11:00 AM – 12:00 PM Hold: ECPC Interview
 - 12:00 PM – 2:00 PM
 - 2:00 PM – 3:00 PM Hold: ECPC Interview
 - 3:00 PM – 4:30 PM OMF Advisory Committee Meeting - Series
 - 3:30 PM – 4:30 PM Police MM Pre-meeting
 - 4:30 PM – 5:00 PM
 - 5:00 PM – 7:00 PM
 - 7:00 PM – 8:00 PM Multnomah Neighborhood Association Meeting - Sears Update
 - After 8:00 PM
-

▲ **Wed, May 11**

- J
 - Before 8:00 AM**
 - 8:00 AM – 8:15 AM**
 - 8:15 AM – 9:15 AM Portland Building Renovation Project:
Project Planning
 - 9:15 AM – 1:00 PM**
 - 1:00 PM – 1:30 PM Portland Building Check-in Mtg
 - 1:30 PM – 3:00 PM**
 - 3:00 PM – 4:00 PM Check-in EAA
 - 4:00 PM – 5:00 PM BHR 2nd Monthly Check - In
 - After 5:00 PM**
-

▲ **Thu, May 12**

- Before 8:00 AM**
 - 8:00 AM – 9:00 AM**
 - 9:00 AM – 10:00 AM Paul, Deborah, Bryant re: 2500 Remodel
and Active Shooter Training
 - 9:00 AM – End of
Day
 - 9:30 AM – 10:30 AM Portland Building Information Session
 - 11:00 AM – 12:00 PM Re-Occurring Green Team mtg
 - 1:00 PM – 2:00 PM 1% Community Enhancement Meeting
 - 2:00 PM – 3:00 PM City Risk Check-in
 - 3:30 PM – 4:00 PM FW: Fred/Bryant check-in
-

▲ **Fri, May 13**

■ Start of Day – 9:30
AM

9:30 AM – 10:00 AM

■ 10:00 AM – 11:00 AM Equitable Contracting & Purchasing
Commissioner

■ 11:00 AM – 12:00 PM ECPC Interviews - Theo

12:00 PM – 1:00 PM

■ 1:00 PM – 2:00 PM Sears Building - History from Bob

2:00 PM – 2:30 PM

■ 2:30 PM – 3:30 PM SMA/Director Check-in

3:30 PM – 5:00 PM

After 5:00 PM

▲ **Mon, May 16**

Before 8:00 AM

8:00 AM – 8:15 AM

■ 8:15 AM – 9:00 AM Input for ECPC Discussion on 1%
Community and Enhancement Fund

9:00 AM – 10:00 AM

- 10:00 AM – 11:30 AM FW: Cell Tower Zoning: Operating within the Federal Law, FCC Regulations, and Court Decisions
 - 10:00 AM – 12:00 PM BIBS Organization Planning
 - 11:30 AM – 1:00 PM Time
 - 12:00 PM – 1:00 PM Lunch w/ Theodore Poole
 - 1:00 PM – 2:00 PM BTS Memo
 - 2:00 PM – 4:00 PM**
 - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
 - 4:50 PM – 5:00 PM**
 - After 5:00 PM**
-

▲ **Tue, May 17**

-
- Before 8:00 AM**
- 8:00 AM – 8:30 AM**
- 8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)
- 9:30 AM – 10:00 AM Project Accounting and Tracking
- 10:00 AM – 10:30 AM**
- 10:30 AM – 11:30 AM City Risk Check-in
- 10:30 AM – 12:00 PM FW: Risk Management Staff Meeting
- 11:30 AM – 12:00 PM Project Accounting and Tracking

- 12:00 PM – 12:15 PM**
 - 12:15 PM – 1:15 PM BIBS Organization
 - 1:00 PM – 2:30 PM Projects.
 - 2:00 PM – 3:00 PM Facilities Check-in
 - 3:00 PM – 4:00 PM**
 - 4:00 PM – 5:00 PM ECPC Pre-Discussion
 - After 5:00 PM**
-

▲ **Wed, May 18**

- Before 8:00 AM**
- 8:00 AM – 8:15 AM**
- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
- 9:15 AM – 9:30 AM**
- 9:30 AM – 10:30 AM Printing & Distribution Check-in
- 10:30 AM – 11:00 AM**
- 11:00 AM – 11:30 AM Project Accounting and Tracking
- 11:30 AM – 1:00 PM
- 1:00 PM – 1:30 PM Portland Building Check-in Mtg
- 1:30 PM – 2:00 PM**
- 2:00 PM – 3:00 PM Meet n Greet - Roberta Hunte
- 3:00 PM – 3:30 PM**
- 3:30 PM – 4:30 PM Sears Building Strategic Planning meeting

4:30 PM – 5:00 PM

After 5:00 PM

▲ **Thu, May 19**

Before 7:00 AM

7:00 AM – 8:00 AM Private Appointment

8:00 AM – 10:00 AM

10:00 AM – 11:00 SMA/Director Check-in
AM

11:00 AM – 12:30 P&F Bureau Approver Session
PM

11:30 AM – 1:00 PM Bureau Directors Meeting

1:00 PM – 4:00 PM ECPC Prep

3:00 PM – 3:30 PM Project Accounting and Tracking

4:00 PM – 5:00 PM Prep ECPC Meeting

5:00 PM – 6:00 PM

6:00 PM – 7:30 PM ECPC Meeting

After 7:30 PM

▲ **Fri, May 20**

Before 8:00 AM

8:00 AM – 9:00 AM

■ 9:00 AM – 9:50 AM Updated Invitation: Dan Zalkow/Bryant Enge: Quarterly Check In @ Fri May 20, 2016 9am - 9:50am (zalkowd@pdx.edu)

□ 9:50 AM – 10:00 AM

■ 10:00 AM – 11:00 AM Contracts Manager Check-in

■ 11:00 AM – 12:00 PM Ordinance: ADM 13.01

□ 12:00 PM – 2:30 PM

■ 2:30 PM – 3:00 PM Fred/Bryant check-in

■ 3:00 PM – 4:00 PM BIBS Budget

■ 4:00 PM – 5:00 PM EAA Check-in

□ After 5:00 PM

▲ Mon, May 23

□

□ Before 8:00 AM

□ 8:00 AM – 9:00 AM

■ 9:00 AM – 11:00 AM OMF Leadership Team

■ 11:00 AM – 11:30 AM Update on SAP Enterprise Asset Management

■ 11:30 AM – 1:00 PM

▨ 11:30 AM – 1:00 PM Lunch with Ernest Warren

□ 1:00 PM – 2:00 PM

■ 2:00 PM – 2:30 PM Daycare Ordinance

■ 2:00 PM – 3:00 PM BIBS Technical Committee Meeting

3:00 PM – 4:30 PM P&F Bureau Approver Session

4:30 PM – 5:00 PM

After 5:00 PM

▲ Tue, May 24

Before 8:00 AM

8:00 AM – 8:30 AM

8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)

9:30 AM – 10:30 AM BIBS Leadership Team Meeting (2)

10:30 AM – 1:30 PM

1:30 PM – 4:00 PM Portland Building Visioning with Fred Miller

4:00 PM – 5:00 PM Check-in EAA

After 5:00 PM

▲ Wed, May 25

Before 8:00 AM

8:00 AM – 8:15 AM

8:15 AM – 9:15 AM Portland Building Renovation Project:
Project Planning

9:00 AM – 11:00 AM 14th / 15th Floor TPB & County

9:30 AM – 10:30 AM Printing & Distribution Check-in

11:00 AM – 12:00 PM HR Business Partner/BIBS Director Meeting
PM

12:00 PM – 1:00 PM

- 1:00 PM – 1:30 PM BTS Roles- Portland Building Renovation Project
 - 1:30 PM – 2:00 PM projects
 - 2:00 PM – 3:00 PM Surplus Property Policy - 1 Year Follow Up
 - 3:00 PM – 4:00 PM SMA/Director Check-in
 - 4:00 PM – 5:00 PM Facilities Check-in
 - After 5:00 PM**
-

▲ **Thu, May 26**

- Before 8:00 AM**
 - 8:00 AM – 8:30 AM**
 - 8:30 AM – 9:30 AM Portland Oregon Sign Prep
 - 9:30 AM – 4:00 PM Copy: Interviews: Operations & Maint. Supervisor
 - 10:00 AM – 11:30 AM Stakeholders qtrly mtg campsite cleanup program
 - 12:00 PM – 1:00 PM OMF Speaker Series: Aaron Hurst, Imperative Oregon
 - 2:00 PM – 2:30 PM Portland Sign meeting (Josh) 2 pm
 - 2:30 PM – 3:30 PM City Risk Check-in
 - 3:30 PM – 4:00 PM FW: Fred/Bryant check-in
 - 4:00 PM – 5:00 PM**
 - After 5:00 PM**
-

▲ **Fri, May 27**

- Before 8:00 AM**
 - 8:00 AM – 9:00 AM**
 - 9:00 AM – 10:00 AM Electric Charging Stations Meeting
 - 10:00 AM – 10:30 AM**
 - 10:30 AM – 11:00 AM Portland Oregon Sign - Commissioner Fish's Office
 - 11:00 AM – 11:30 AM**
 - 11:30 AM – 12:00 PM Hold the date
 - 12:00 PM – 1:00 PM OMF-General Information Session
 - 1:00 PM – 2:00 PM**
 - 2:00 PM – 2:30 PM ECPC: Portland Building Reconstruction Project Minority and Women Contracting and Workforce Planning
 - 2:30 PM – 5:00 PM**
 - After 5:00 PM**
-
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▲ **Mon, May 30**

- Memorial Day**
 - 11:30 AM – 1:00 PM Time
-

▲ **Tue, May 31**

- Before 8:00 AM**

- 8:00 AM – 8:30 AM**
 - 8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)
 - 9:30 AM – 10:00 AM**
 - 10:00 AM – 12:00 PM Vulnerability Assessment
 - 11:30 AM – 12:00 PM Travel to appt
 - 12:00 PM – 1:00 PM BIBS Newsletter Luncheon
 - 1:00 PM – 1:30 PM Return from Appt
 - 1:00 PM – 3:00 PM After Assessment - Active Shooter
 - 3:00 PM – 4:00 PM FW: CH2M Hill Building Ste. 190 Walkthrough
 - 4:00 PM – 5:00 PM**
 - After 5:00 PM**
-

June 2016

▲ **Wed, Jun 1**

- Before 8:00 AM**
- 8:00 AM – 8:15 AM**
- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
- 9:15 AM – 9:30 AM**
- 9:30 AM – 11:00 AM Joint Facilities Project Management Updates Meeting
- 11:00 AM – 12:00 PM Contracts Manager Check-in

- 12:00 PM – 1:00 PM
 - 1:00 PM – 1:30 PM**
 - 1:30 PM – 2:30 PM Check-in EAA
 - 2:30 PM – 3:00 PM**
 - 3:00 PM – 4:00 PM SMA/Director Check-in
 - 4:00 PM – 5:00 PM Portland Oregon Sign Meeting
 - After 5:00 PM**
-

▲ **Thu, Jun 2**

- Before 7:00 AM**
 - 7:00 AM – 8:00 AM Private Appointment
 - 7:45 AM – 2:00 PM Bureau Directors Meeting
 - 2:00 PM – 3:00 PM City Risk Check-in
 - 3:00 PM – 3:30 PM**
 - 3:30 PM – 4:00 PM FW: Fred/Bryant check-in
 - 4:00 PM – 5:00 PM Privilege Discussion with Steven Holt, Try Excellence
 - After 5:00 PM**
-

▲ **Fri, Jun 3**

- Before 8:00 AM**
- 8:00 AM – 8:30 AM**
- 8:30 AM – 9:00 AM Kinesiology Training - Button
- 9:00 AM – 10:00 AM BIBS Budget

- 9:00 AM – 10:00 AM Review R2Dtoo permit drawings
 - 10:00 AM – 10:30 AM Printing & Distribution Check-in
 - 10:30 AM – 11:00 AM
 - 11:00 AM – 11:30 AM prep for houseless meeting
 - 11:30 AM – 1:00 PM .
 - 1:00 PM – 2:00 PM Executive Equity Committee - Quarterly Meeting
 - 2:00 PM – 3:00 PM Active Shooter.
 - 3:00 PM – 4:00 PM Houseless Management
 - 4:00 PM – 5:00 PM BHR/EAA Check-in
 - After 5:00 PM**
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-

▲ **Mon, Jun 6**

- Tee's Flex Day
- Before 8:00 AM**
- 8:00 AM – 9:00 AM**
- 9:00 AM – 11:00 AM OMF Leadership Team
- 11:00 AM – 12:00 PM After Assessment - 1900 Bldg.
- 11:30 AM – 1:00 PM Time
- 1:00 PM – 1:30 PM**
- 1:30 PM – 2:00 PM Block 25 - OTCT District Parking
- 2:00 PM – 2:30 PM**

2:30 PM – 3:30 PM Facilities/PHB Coordination

3:30 PM – 4:00 PM

4:00 PM – 5:00 PM Check-in

After 5:00 PM

▲ **Tue, Jun 7**

Before 8:00 AM

8:00 AM – 9:00 AM CityFleet Check-in (Bryant's Office)

9:00 AM – 10:30 AM EnergyCAP Demo

10:30 AM – 11:00 AM Bryant Check-in
AM

11:00 AM – 12:00 PM OMF Check-in with Mayor's Office Chief of Staff (Tera Pierce)

11:00 AM – 1:00 PM CityFleet Safety Recognition Day

11:30 AM – 1:00 PM CityFleet's Safety Recognition Event

1:00 PM – 1:30 PM Return Travel

1:30 PM – 2:30 PM

2:30 PM – 3:30 PM Facilities Check-in

3:30 PM – 4:30 PM Portland Oregon Sign Meeting

4:30 PM – 5:00 PM

After 5:00 PM

▲ **Wed, Jun 8**

Before 8:00 AM

- 8:00 AM – 5:00 PM Out of Office
 - 8:15 AM – 9:15 AM Portland Building Renovation Project:
Project Planning
 - 12:00 PM – 1:00 PM Lunch
 - 2:00 PM – 3:00 PM Portland Building Information Session
 - After 5:00 PM**
-

▲ **Thu, Jun 9**

- - Before 8:00 AM**
 - 8:00 AM – 5:00 PM
 - 9:30 AM – 11:00 AM Portland Property Management Team
Meeting (Re-occurring)
 - 11:00 AM – 12:00 Re-Occurring Green Team mtg
PM
 - 3:00 PM – 4:00 PM Meet OEHR w/BIBS to discuss ECPC
 - After 5:00 PM**
-

▲ **Fri, Jun 10**

- Before 8:00 AM**
- 8:00 AM – 10:30 AM**
- 10:30 AM – 11:00 BIBS Policies, rules and City Code
AM
- 11:00 AM – 12:00 City Risk Check-in
PM
- 12:00 PM – 1:00 PM Check-in EAA

- 1:00 PM – 1:30 PM**
 - 1:30 PM – 3:30 PM Portland Oregon Sign Program: OTB/COP Meeting
 - 3:30 PM – 4:00 PM Check in on Mayor-Elect briefing book request
 - 4:00 PM – 5:00 PM**
 - After 5:00 PM**
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▲ **Mon, Jun 13**

- Before 8:00 AM**
 - 8:00 AM – 9:00 AM**
 - 9:00 AM – 11:00 AM Performance Evaluations
 - 10:00 AM – 10:15 AM BIBS Organization - Rafael Colon
 - 11:00 AM – 11:30 AM 1st and Jeffereson
 - 11:30 AM – 1:00 PM Time
 - 1:00 PM – 2:00 PM BHR 2nd Monthly Check - In
 - 2:00 PM – 3:00 PM Sears Approach
 - 3:00 PM – 3:30 PM G4S Security Check-in
 - 3:30 PM – 4:00 PM**
 - 4:00 PM – 5:00 PM Budget Check-in
 - After 5:00 PM**
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▲ Tue, Jun 14

- Fuchsia Davis Out
 - Before 8:00 AM**
 - 8:00 AM – 8:30 AM**
 - 8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)
 - 9:30 AM – 11:00 AM**
 - 11:00 AM – 12:00 PM BIBS Annual All Staff Meeting
 - 12:00 PM – 1:00 PM
 - 1:00 PM – 2:00 PM**
 - 2:00 PM – 2:30 PM Travel to NE Airport way to meet with Captain Parman
 - 2:30 PM – 5:00 PM**
 - After 5:00 PM**
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▲ Wed, Jun 15

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- Before 8:00 AM**
- 8:00 AM – 9:00 AM**
- 9:00 AM – 10:30 AM Touch base w/BE
- 10:30 AM – 11:30 AM Printing & Distribution Check-in
- 11:30 AM – 1:00 PM BIBS Organization - Debrief
- 1:00 PM – 1:30 PM Portland Building Check-in Mtg
- 1:30 PM – 2:00 PM Travel to Appt.
- 2:00 PM – 3:00 PM Portland Oregon Sign Program Meeting

3:00 PM – 3:30 PM Return from appt.

3:30 PM – 5:00 PM

After 5:00 PM

▲ Thu, Jun 16

Before 7:00 AM

7:00 AM – 8:00 AM Private Appointment

8:00 AM – 8:30 AM

8:30 AM – 9:00 AM Internal Brokerage Services

9:00 AM – 11:30 AM Projects

11:30 AM – 1:00 PM

1:00 PM – 2:30 PM

2:30 PM – 3:00 PM Houseless Meeting

3:00 PM – 3:30 PM Houseless Meeting

3:30 PM – 4:00 PM SAP Project - Enterprise Asset Management
sponsor briefing

4:00 PM – 5:30 PM Meeting

After 5:30 PM

▲ Fri, Jun 17

Before 8:00 AM

- 8:00 AM – 9:00 AM**
 - 9:00 AM – 10:00 AM Contracts Manager Check-in
 - 10:00 AM – 12:00 PM**
 - 12:00 PM – 1:30 PM
 - 1:30 PM – 2:00 PM
 - 2:00 PM – 3:00 PM SMA/Director Check-in
 - 3:00 PM – 4:00 PM**
 - 4:00 PM – 4:30 PM Check in
 - 4:30 PM – 5:00 PM Check-in
 - After 5:00 PM**
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▲ **Mon, Jun 20**

- Before 8:00 AM**
- 8:00 AM – 9:00 AM**
- 9:00 AM – 11:00 AM OMF Leadership Team
- 11:00 AM – 11:30 AM**
- 11:30 AM – 1:00 PM Time

- 1:00 PM – 2:00 PM BIBS Budget
 - 2:00 PM – 3:00 PM Police/Facilities Meeting
 - 3:00 PM – 3:30 PM**
 - 3:30 PM – 4:00 PM Legislative briefing - 2016 wrap up; 2017 look ahead
 - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
 - 4:50 PM – 5:00 PM**
 - 5:00 PM – 6:00 PM**
 - 6:00 PM – 7:30 PM ECPC Meeting
 - 6:00 PM – 7:30 PM Equitable Contracting and Purchasing Commission (ECPC)
 - After 7:30 PM**
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▲ **Tue, Jun 21**

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- Before 8:00 AM**
- 8:00 AM – 10:30 AM**
- 10:30 AM – 12:00 PM FW: Risk Management Staff Meeting
- 11:00 AM – 12:00 PM Facilities Operations & Maint. Supervisor Interviews
- 12:00 PM – 1:00 PM BIBS Impact Committee Luncheon
- 1:00 PM – 1:30 PM Return from Appointment
- 1:30 PM – 2:00 PM**
- 2:00 PM – 3:00 PM Facilities Check-in
- 3:00 PM – 4:30 PM**

4:30 PM – 6:30 PM Josh Alpert's Farewell Gathering 4:30-6:30 pm

After 6:30 PM

▲ **Wed, Jun 22**

Before 8:00 AM

8:00 AM – 8:15 AM

8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning

9:00 AM – 11:00 AM Out of office

11:00 AM – 12:00 PM HR Business Partner/BIBS Director Meeting

12:00 PM – 2:00 PM

2:00 PM – 3:00 PM Prep for PPB/Active Shooter Meeting

3:00 PM – 4:00 PM SMA/Director Check-in

4:00 PM – 5:00 PM

After 5:00 PM

▲ **Thu, Jun 23**

Before 7:00 AM

7:00 AM – 7:30 AM

7:30 AM – 8:00 AM

- 8:00 AM – 10:30 AM**
 - 10:30 AM – 11:00 AM Travel to Appt.
AM
 - 11:00 AM – 12:00 PM Active Shooter Assessment (Reschedule)
PM
 - 12:00 PM – 12:30 PM Return from appt.
PM
 - 12:30 PM – 1:00 PM**
 - 1:00 PM – 2:00 PM Check-in EAA
 - 2:00 PM – 3:30 PM**
 - 3:30 PM – 4:00 PM FW: Fred/Bryant check-in
 - 4:00 PM – 5:00 PM**
 - After 5:00 PM**
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▲ **Fri, Jun 24**

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- Before 8:00 AM**
- 8:00 AM – 11:00 AM**
- 11:00 AM – 12:00 PM Audit Meeting: Portland Building
PM Reconstruction
- 12:00 PM – 1:00 PM**
- 1:00 PM – 2:00 PM City Risk Check-in
- 1:00 PM – 2:00 PM Paul Enge's Introduction
- 2:00 PM – 3:00 PM Water Testing Contract meeting
- 3:00 PM – 3:30 PM**

3:30 PM – 5:00 PM

After 5:00 PM

▲ **Mon, Jun 27**

Before 8:00 AM

8:00 AM – 9:30 AM

9:30 AM – 10:00 AM Data Center Project Check-in

9:30 AM – 10:00 AM Travel Time

10:00 AM – 11:00 AM Meeting: Vanport Square Building
AM

11:00 AM – 11:30 AM Return Travel
AM

11:30 AM – 1:00 PM Time

1:00 PM – 2:00 PM BLT Prep - Check-In

2:00 PM – 3:00 PM Reconciliation of Land Between Accounting
and Prop Mgmt

3:00 PM – 4:00 PM

4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of
Staff

4:50 PM – 5:00 PM

After 5:00 PM

▲ **Tue, Jun 28**

<input type="checkbox"/>	Before 8:00 AM	
<input type="checkbox"/>	8:00 AM – 8:30 AM	
<input checked="" type="checkbox"/>	8:30 AM – 9:30 AM	CityFleet Check-in (Bryant's Office)
<input checked="" type="checkbox"/>	9:30 AM – 10:30 AM	BIBS Leadership Team Meeting (2)
<input type="checkbox"/>	10:30 AM – 12:00 PM	
<input checked="" type="checkbox"/>	12:00 PM – 1:30 PM	
<input type="checkbox"/>	1:30 PM – 2:00 PM	
<input checked="" type="checkbox"/>	2:00 PM – 3:00 PM	Facilities Check-in
<input type="checkbox"/>	3:00 PM – 3:30 PM	
<input checked="" type="checkbox"/>	3:30 PM – 4:00 PM	Security Issues
<input type="checkbox"/>	4:00 PM – 5:00 PM	
<input type="checkbox"/>	After 5:00 PM	

▲ **Wed, Jun 29**

<input type="checkbox"/>		
<input type="checkbox"/>	Before 6:30 AM	
<input checked="" type="checkbox"/>	6:30 AM – 7:00 AM	City Hall Auditor Improvements
<input type="checkbox"/>	7:00 AM – 8:00 AM	
<input type="checkbox"/>	8:00 AM – 8:15 AM	
<input checked="" type="checkbox"/>	8:15 AM – 9:15 AM	Portland Building Renovation Project: Project Planning
<input type="checkbox"/>	9:15 AM – 9:30 AM	
<input checked="" type="checkbox"/>	9:30 AM – 10:30 AM	Printing & Distribution Check-in

- 10:30 AM – 11:00 AM**
 - 11:00 AM – 12:00 PM Meeting: Sharon Thomas
 - 12:00 PM – 12:15 PM**
 - 12:15 PM – 12:45 PM Hold: Facilities Services Meeting
 - 12:30 PM – 1:30 PM Check-in w/Bryant
 - 1:00 PM – 2:00 PM Check-in
 - 2:00 PM – 3:00 PM**
 - 3:00 PM – 4:00 PM SMA/Director Check-in
 - 4:00 PM – 5:00 PM**
 - After 5:00 PM**
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▲ **Thu, Jun 30**

- Before 7:00 AM**
- 7:00 AM – 8:00 AM Private Appointment
- 8:00 AM – 9:00 AM**
- 9:00 AM – 10:00 AM Business Operations Division staff recognition
- 10:00 AM – 10:30 AM Contracts Manager Check-in
- 10:30 AM – 11:30 AM Vendor for security assessment KROLL
- 11:30 AM – 1:00 PM**
- 1:00 PM – 2:00 PM EAA _Check-in
- 2:00 PM – 3:00 PM City Risk Check-in

3:00 PM – 3:30 PM

3:30 PM – 4:00 PM FW: Fred/Bryant check-in

4:00 PM – 5:00 PM Security Consultant - JLG

After 5:00 PM