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### Enge, Bryant Calendar

Bryant.Eng@portlandoregon.gov

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

Time zone: (UTC-08:00) Pacific Time (US & Canada)

(Adjusted for Daylight Saving Time)

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#### October 2016

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<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	
<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	
<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	
<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	
<u>30</u>	<u>31</u>						

#### November 2016

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<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	
<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	
<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	
<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>				

#### December 2016

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				<u>1</u>	<u>2</u>	<u>3</u>	
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	
<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	
<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	
<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	

■ Busy

▨ Tentative

□ Free

■ Out of Office

▤ Working Elsewhere

■ Outside of Working Hours

October 2016

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▲ Sat, Oct 1



▲ Sun, Oct 2

4:00 PM – 4:30 PM Bryant Check-in

**After 4:30 PM Free**

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▲ Mon, Oct 3



**Before 8:00 AM Free**

8:00 AM – 9:00 AM Check-in EAA

8:00 AM – 9:00 AM Prep

**9:00 AM – 9:30 AM Free**

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

**10:00 AM – 11:30 AM Free**

11:30 AM – 1:00 PM Lunch/Gym Time

**1:00 PM – 3:00 PM Free**

3:00 PM – 3:30 PM Portland Building Check-in Mtg

- 3:30 PM – 4:30 PM Security
  - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
  - 4:30 PM – 5:00 PM Water Bureau Agreement
  - After 5:00 PM Free**
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▲ **Tue, Oct 4**

- - Before 8:00 AM Free**
  - 8:00 AM – 9:00 AM Prep
  - 8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)
  - 9:30 AM – 10:00 AM Free**
  - 10:00 AM – 11:00 AM MSC Pro Forma AM
  - 11:00 AM – 11:30 AM Free**
  - 11:30 AM – 1:00 PM BIBS Administrative and Technical Team Meeting
  - 1:00 PM – 2:00 PM Facilities Perf. Metrics
  - 2:00 PM – 3:00 PM Facilities Check-in
  - 3:00 PM – 3:30 PM MEET: Bryant Enge-JB
  - 3:30 PM – 4:30 PM Asset Management Prep
  - 4:30 PM – 5:00 PM Free**
  - After 5:00 PM Free**
-

▲ **Wed, Oct 5**



**Before 8:00 AM Free**



8:00 AM – 9:00 AM Prep



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



**9:15 AM – 9:30 AM Free**



9:30 AM – 11:00 AM Hold: ONI Meeting



11:00 AM – 12:00 PM TIPS (Ergonomics)



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



12:30 PM – 2:30 PM 8000 NE Tillamook - Prior Banfield Pet  
Hospital Corporate offices



**2:30 PM – 5:00 PM Free**



**After 5:00 PM Free**

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▲ **Thu, Oct 6**



**Before 8:00 AM Free**



8:00 AM – 9:00 AM Prep



9:00 AM – 11:00 AM Prep for City Council



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



11:00 AM – 12:00 PM Printing & Distribution Check-in

- 12:00 PM – 2:30 PM City Council
  - 2:30 PM – 3:00 PM Free
  - 3:00 PM – 4:00 PM SMA/Director Check-in
  - 4:00 PM – 5:00 PM Free
  - After 5:00 PM Free
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▲ **Fri, Oct 7**

- - Before 8:00 AM Free
  - 8:00 AM – 9:00 AM Prep
  - 9:00 AM – 10:00 AM Free
  - 10:00 AM – 11:00 AM Debrief: City Hall Security  
AM
  - 11:00 AM – 1:15 PM Free
  - 1:15 PM – 2:00 PM Tom/Bryant meet
  - 1:30 PM – 2:30 PM New online payment service for BIBS:  
Portland Oregon Sign
  - 2:30 PM – 3:15 PM Free
  - 3:15 PM – 4:15 PM BIBS Budget
  - 4:15 PM – 5:00 PM Free
  - After 5:00 PM Free
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▲ **Sat, Oct 8 – Sun, Oct 9**

- All Day Free
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▲ **Mon, Oct 10**

<input type="checkbox"/>	<b>Before 8:00 AM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	Check-in EAA
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	Prep
<input checked="" type="checkbox"/>	9:00 AM – 11:00 AM	OMF Leadership Team
<input checked="" type="checkbox"/>	9:30 AM – 10:00 AM	Check In
<input type="checkbox"/>	<b>11:00 AM – 11:30 AM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	11:30 AM – 1:00 PM	Lunch/Gym Time
<input checked="" type="checkbox"/>	1:00 PM – 2:00 PM	BEIC: BIBS Equity and Inclusion Committee Meeting
<input type="checkbox"/>	<b>2:00 PM – 4:00 PM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	4:00 PM – 4:50 PM	OMF Check-in with Mayor's Office Chief of Staff
<input type="checkbox"/>	<b>4:50 PM – 5:00 PM</b>	<b>Free</b>
<input type="checkbox"/>	<b>After 5:00 PM</b>	<b>Free</b>

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▲ **Tue, Oct 11**

<input type="checkbox"/>	<b>Before 8:00 AM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	Prep
<input checked="" type="checkbox"/>	8:30 AM – 9:30 AM	CityFleet Check-in (Bryant's Office)
<input checked="" type="checkbox"/>	8:30 AM – 9:30 AM	Facilities All Staff Quarterly
<input type="checkbox"/>	<b>9:30 AM – 10:00 AM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	10:00 AM – 11:00 AM	Move Coordinator Discussion - BTS

- 11:00 AM – 12:00 PM PDX Bldg Feasibility Study Q&A  
PM
  - 12:00 PM – 1:00 PM Free**
  - 1:00 PM – 2:00 PM BIBS Team Meeting (New Series)
  - 2:00 PM – 3:00 PM Facilities Check-in
  - 3:00 PM – 4:30 PM OMF Advisory Committee - Series
  - 4:30 PM – 5:00 PM Free**
  - After 5:00 PM Free**
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▲ **Wed, Oct 12**

- Before 8:00 AM Free**
  - 8:00 AM – 9:00 AM Prep
  - 8:15 AM – 9:15 AM Portland Building Renovation Project:  
Project Planning
  - 8:55 AM – 9:25 AM Disability Career Fair
  - 9:25 AM – 1:00 PM Free**
  - 1:00 PM – 5:00 PM Unavailable Protest
  - After 5:00 PM Free**
- 

▲ **Thu, Oct 13**

- Before 8:00 AM Free**
- 8:00 AM – 9:00 AM Prep
- 9:00 AM – 9:30 AM Free**
- 9:30 AM – 10:30 AM PSU Invoicing

- 10:30 AM – 11:00 AM Free**
  - 11:00 AM – 12:00 PM Printing & Distribution Check-in
  - 11:00 AM – 12:00 PM Re-Occurring Green Team mtg
  - 12:00 PM – 1:00 PM City Hall Security
  - 12:00 PM – 1:00 PM OMF Speaker Series: Steven Bass, OPB
  - 1:00 PM – 1:30 PM Telephone Conf. Call w/Rafael
  - 1:30 PM – 2:30 PM Free**
  - 2:30 PM – 3:00 PM City Risk Check-in
  - 3:00 PM – 4:00 PM Portland Oregon Sign Program Mtg
  - 4:00 PM – 4:30 PM Fred/Bryant check-in
  - 4:30 PM – 5:00 PM BHR 2nd Monthly Check - In
  - After 5:00 PM Free**
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▲ **Fri, Oct 14**

- - Before 8:00 AM Free**
  - 8:00 AM – 9:00 AM Prep
  - 9:00 AM – 10:00 AM Free**
  - 10:00 AM – 11:00 AM SMA/Director Check-in
  - 11:00 AM – 5:00 PM Protest
  - After 5:00 PM Free**
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▲ Sat, Oct 15

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▲ Sun, Oct 16

All Day Free

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▲ Mon, Oct 17

- Before 8:00 AM Free
  - 8:00 AM – 9:00 AM Check-in EAA
  - 8:00 AM – 9:00 AM Prep
  - 9:00 AM – 9:30 AM INET Risk log
  - 9:30 AM – 10:00 AM Data Center Project Check-In
  - 10:00 AM – 11:30 AM HOLD THIS DATE: MEET: PGE AM
  - 10:00 AM – 11:30 AM PGE/City of Portland AM
  - 11:30 AM – 1:00 PM Harvest Festival - Grab a Chili Dog \$8.00
  - 1:00 PM – 3:00 PM Projects
  - 3:00 PM – 3:30 PM Portland Building Check-in Mtg
  - 3:30 PM – 4:30 PM City Hall Security Briefing
  - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
  - 4:50 PM – 5:00 PM Free
  - After 5:00 PM Free
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▲ **Tue, Oct 18**

<input type="checkbox"/>	<b>Before 8:00 AM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	CityFleet Check-in
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	Prep
<input checked="" type="checkbox"/>	9:00 AM – 9:30 AM	Travel Time
<input checked="" type="checkbox"/>	9:30 AM – 10:30 AM	City Hall Security
<input checked="" type="checkbox"/>	10:30 AM – 11:00 AM	Return Travel
<input checked="" type="checkbox"/>	10:30 AM – 12:00 PM	FW: Risk Management Staff Meeting
<input checked="" type="checkbox"/>	11:00 AM – 12:00 PM	G4S Meeting
<input type="checkbox"/>	<b>12:00 PM – 1:30 PM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	1:30 PM – 3:30 PM	Lunch Gym Time
<input checked="" type="checkbox"/>	2:00 PM – 3:00 PM	Facilities Check-in
<input checked="" type="checkbox"/>	3:00 PM – 4:00 PM	Backup options for City Council Meetings
<input checked="" type="checkbox"/>	4:00 PM – 5:00 PM	Projects
<input type="checkbox"/>	<b>After 5:00 PM</b>	<b>Free</b>

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▲ **Wed, Oct 19**

<input type="checkbox"/>	<b>Before 8:00 AM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	Prep
<input checked="" type="checkbox"/>	8:15 AM – 9:15 AM	Portland Building Renovation Project: Project Planning
<input checked="" type="checkbox"/>	9:00 AM – 2:00 PM	Council
<input checked="" type="checkbox"/>	12:00 PM – 1:00 PM	OMF Speaker Series: Keith Thomajan, United Way

- 12:30 PM – 2:00 PM Lunch w/T
  - ▨ 2:00 PM – 3:30 PM OMF interagency agreement workshop
  - 3:00 PM – 4:00 PM BIBS Extended & Core Leadership Team Meeting
  - 4:00 PM – 5:00 PM SMA/Director Check-in
  - After 5:00 PM Free**
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▲ **Thu, Oct 20**

- Before 8:00 AM Free**
  - 8:00 AM – 9:00 AM Prep
  - ▨ 9:00 AM – 10:00 AM OMF Labor Management Committee
  - 10:00 AM – 11:00 AM Contracts Manager Check-in
  - 11:00 AM – 11:30 AM Free**
  - 11:30 AM – 12:30 PM Invitation: Meet COP @ Thu Oct 20, 2016  
11:30am - 12:30pm (PDT)  
(philip.scott@usa.g4s.com)
  - 11:30 AM – 1:00 PM Bureau Directors Meeting
  - 1:00 PM – 2:00 PM Strategy meeting for EAM decision point - building hierarchy
  - 2:00 PM – 5:00 PM Projects
  - 3:00 PM – 3:30 PM Property Management Check-in
  - After 5:00 PM Free**
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▲ **Fri, Oct 21**

<input type="checkbox"/>	<b>Before 8:00 AM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	Prep
<input type="checkbox"/>	<b>9:00 AM – 9:30 AM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	9:30 AM – 10:00 AM	BOMA CAD project
<input checked="" type="checkbox"/>	10:00 AM – 11:30 AM	Projects
<input checked="" type="checkbox"/>	11:00 AM – 11:30 AM	Fred/Bryant check-in
<input checked="" type="checkbox"/>	11:30 AM – 1:00 PM	Lunch w/Steven Holt
<input checked="" type="checkbox"/>	12:00 PM – 1:00 PM	OMF General Information Session with Fred Miller
<input checked="" type="checkbox"/>	1:00 PM – 3:00 PM	Projects
<input checked="" type="checkbox"/>	3:00 PM – 4:00 PM	BIBS Budget
<input checked="" type="checkbox"/>	4:00 PM – 5:00 PM	Projects
<input type="checkbox"/>	<b>After 5:00 PM</b>	<b>Free</b>

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▲ **Sat, Oct 22 – Sun, Oct 23**

<input type="checkbox"/>	<b>All Day</b>	<b>Free</b>
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▲ **Mon, Oct 24**

<input type="checkbox"/>		
<input type="checkbox"/>	<b>Before 8:00 AM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	Check-in EAA
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	Prep
<input checked="" type="checkbox"/>	9:00 AM – 9:30 AM	Preparation for CHES mtg

- 9:00 AM – 11:00 AM OMF Leadership Team
  - 11:00 AM – 11:30 AM Free**
  - 11:30 AM – 1:00 PM Lunch/Gym Time
  - 1:00 PM – 1:30 PM Free**
  - 1:30 PM – 2:30 PM City Hall Public Access and Safety
  - 2:30 PM – 5:00 PM Free**
  - After 5:00 PM Free**
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▲ **Tue, Oct 25**

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- Before 8:00 AM Free**
- 8:00 AM – 9:00 AM Prep
- 8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)
- 9:00 AM – 10:30 AM Portland Building : returning workgroups
- 10:30 AM – 11:00 AM Gender Neutral Language Plan
- 11:00 AM – 11:30 AM Free**
- 11:30 AM – 1:00 PM Lunch
- 1:00 PM – 2:00 PM BTS Support for City Council
- 2:00 PM – 3:00 PM Facilities Check-in
- 2:00 PM – 3:00 PM Portland Building Information Session
- 3:00 PM – 4:00 PM TESC Meeting
- 4:00 PM – 5:00 PM Free**

**After 5:00 PM Free**

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▲ **Wed, Oct 26**

**Before 8:00 AM Free**

8:00 AM – 9:00 AM Prep

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

**9:15 AM – 9:30 AM Free**

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

10:30 AM – 11:00 AM City Hall Entry Doors improvements  
AM

11:00 AM – 11:30 AM Fred Miller, Bryant Enge, John Chandler  
AM

**11:30 AM – 12:00 PM Free**

12:00 PM – 1:00 PM Lunch

1:00 PM – 2:00 PM FW: Risk Management audit entrance  
conference

**2:00 PM – 3:00 PM Free**

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

**4:00 PM – 4:15 PM Free**

4:15 PM – 4:45 PM Security Consultant

**4:45 PM – 5:00 PM Free**

**After 5:00 PM Free**

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▲ **Thu, Oct 27**

<input type="checkbox"/>	<b>Before 8:00 AM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	Prep
<input checked="" type="checkbox"/>	8:00 AM – 3:00 PM	Safety Committee Conf.
<input checked="" type="checkbox"/>	10:00 AM – 11:30 AM	Fair Contracting Forum Meeting
<input checked="" type="checkbox"/>	12:00 PM – 1:00 PM	OMF Speaker Series: John Horvick, Davis Hibbets
<input checked="" type="checkbox"/>	2:00 PM – 3:00 PM	City Risk Check-in
<input type="checkbox"/>	<b>3:00 PM – 5:00 PM</b>	<b>Free</b>
<input type="checkbox"/>	<b>After 5:00 PM</b>	<b>Free</b>

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▲ **Fri, Oct 28**

<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>	<b>Before 8:00 AM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	Prep
<input checked="" type="checkbox"/>	9:00 AM – 10:00 AM	Security Contract
<input checked="" type="checkbox"/>	10:00 AM – 10:30 AM	Campsite Operations
<input type="checkbox"/>	<b>10:30 AM – 11:00 AM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	11:00 AM – 12:00 PM	HR Business Partner/BIBS Director Meeting
<input type="checkbox"/>	<b>12:00 PM – 3:00 PM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	3:00 PM – 4:00 PM	Continue our check in meeting
<input type="checkbox"/>	<b>4:00 PM – 5:00 PM</b>	<b>Free</b>
<input type="checkbox"/>	<b>After 5:00 PM</b>	<b>Free</b>

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▲ **Sat, Oct 29 – Sun, Oct 30**



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▲ **Mon, Oct 31**



**Before 8:00 AM Free**



8:00 AM – 9:00 AM Check-in EAA



8:00 AM – 9:00 AM Prep



**9:00 AM – 9:30 AM Free**



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



10:00 AM – 11:00 AM BES Contract for Rapid Response  
AM



**11:00 AM – 11:30 AM Free**



11:30 AM – 1:00 PM Lunch/Gym Time



**1:00 PM – 3:00 PM Free**



3:00 PM – 3:30 PM Portland Building Check-in Mtg



3:30 PM – 4:00 PM Security Meeting



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



4:00 PM – 5:00 PM County Property Meeting



**After 5:00 PM Free**

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▲ **Tue, Nov 1**

**Before 8:00 AM Free**

8:00 AM – 9:00 AM Prep

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

**9:30 AM – 10:00 AM Free**

10:00 AM – 10:30 AM BLT Photo Updates

**10:30 AM – 11:00 AM Free**

11:00 AM – 12:00 PM BIBS Administrative and Technical Team Meeting

**12:00 PM – 12:30 PM Free**

12:30 PM – 1:00 PM O&M Workgroup Check-in

1:00 PM – 2:00 PM Lunch/Gym

2:00 PM – 3:00 PM Facilities Check-in

**3:00 PM – 5:00 PM Free**

**After 5:00 PM Free**

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▲ **Wed, Nov 2**

**Before 8:00 AM Free**

8:00 AM – 9:00 AM Prep

- 8:15 AM – 9:15 AM Portland Building Renovation Project:  
Project Planning
  - 9:00 AM – 5:00 PM OUT OF OFFICE
  - 9:30 AM – 11:00 AM Joint Facilities Project Management  
Updates Meeting
  - After 5:00 PM Free**
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▲ **Thu, Nov 3**

- Before 8:00 AM Free**
  - 8:00 AM – 9:00 AM Prep
  - 9:00 AM – 10:00 AM Free**
  - 10:00 AM – 11:00 AM Contracts Manager Check-in  
AM
  - 11:00 AM – 11:30 AM Free**
  - 11:30 AM – 1:00 PM Bureau Directors Meeting
  - 1:00 PM – 2:00 PM Morrison and Hawthorne Bridgeheads
  - 2:00 PM – 2:30 PM Return travel
  - 2:30 PM – 3:30 PM Free**
  - 3:30 PM – 4:00 PM FW: Fred/Bryant check-in
  - 4:00 PM – 5:00 PM Free**
  - After 5:00 PM Free**
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▲ **Fri, Nov 4**

- Before 8:00 AM Free**

- 8:00 AM – 9:00 AM Prep
  - 9:00 AM – 10:30 AM BHR/Facilities Check-in
  - 10:30 AM – 11:00 AM Free**
  - 11:00 AM – 12:00 PM SMA/Director Check-in
  - 12:00 PM – 1:00 PM Free**
  - 1:00 PM – 2:30 PM OMF Customer and Trends Research Briefing
  - 2:30 PM – 3:00 PM BIBS Check In- Bryant Enge
  - 3:00 PM – 4:00 PM BIBS Budget
  - 4:00 PM – 5:00 PM Free**
  - After 5:00 PM Free**
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▲ **Sat, Nov 5 – Sun, Nov 6**

- All Day Free**
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▲ **Mon, Nov 7**

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- Before 8:00 AM Free**
- 8:00 AM – 9:00 AM Check-in EAA
- 8:00 AM – 9:00 AM Prep
- 9:00 AM – 11:00 AM OMF Leadership Team
- 10:30 AM – 11:30 AM Invitation: City of Portland Meeting @ Mon Nov 7, 2016 10:30am - 11:30am (PST) (philip.scott@usa.g4s.com)

- 11:30 AM – 1:00 PM Lunch/Gym Time
  - 1:00 PM – 1:30 PM Meeting: David O'Longaigh
  - 1:30 PM – 2:00 PM Free**
  - 2:00 PM – 2:30 PM EAM Updated to Prep for Project
  - 2:30 PM – 3:00 PM Free**
  - 3:00 PM – 3:30 PM Portland Building Check-in Mtg
  - 3:30 PM – 4:00 PM Free**
  - 4:00 PM – 4:30 PM Campsite Rapid Response
  - 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
  - 4:50 PM – 5:00 PM Free**
  - After 5:00 PM Free**
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▲ **Tue, Nov 8**

- Before 8:00 AM Free**
- 8:00 AM – 9:00 AM Prep
- 8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)
- 9:30 AM – 10:30 AM FW: Updated Invitation: City/County Fleet & Facilities Qtrly Mtng @ Tue Nov 8, 2016  
9:30am - 10:30am (PST)  
(sherry.j.swackhamer@multco.us)
- 10:30 AM – 11:00 AM Free**
- 11:00 AM – 12:00 PM Security
- 12:00 PM – 1:00 PM GYM/Lunch
- 1:00 PM – 2:00 PM BIBS Team Meeting (New Series)

- 2:00 PM – 3:00 PM Facilities Check-in
  - 3:00 PM – 4:30 PM OMF Advisory Committee - Series
  - 4:30 PM – 5:00 PM Free
  - After 5:00 PM Free
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▲ **Wed, Nov 9**

- Before 8:00 AM Free
  - 8:00 AM – 9:00 AM Prep
  - 8:15 AM – 9:15 AM Portland Building Renovation Project:  
Project Planning
  - 9:00 AM – 9:30 AM MEET: Bryant Enge and Leah Treat RE:  
Check-In
  - 9:00 AM – 9:30 AM Leadership
  - 9:30 AM – 10:30 AM Council Session
  - 10:30 AM – 12:00 PM Free
  - 12:00 PM – 1:00 PM Lunch/Gym
  - 1:00 PM – 1:30 PM EV Opportunity--PGE
  - 1:30 PM – 3:00 PM Free
  - 3:00 PM – 4:00 PM SMA/Director Check-in
  - 4:00 PM – 5:00 PM Free
  - After 5:00 PM Free
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▲ **Thu, Nov 10**

- Before 8:00 AM Free

- 8:00 AM – 9:00 AM Prep
  - 9:00 AM – 10:00 AM Newsletter Project
  - 10:00 AM – 11:00 AM BHR 2nd Monthly Check - In  
AM
  - 10:00 AM – 11:30 AM Portland Property Management Team  
AM Meeting (Re-occurring)
  - 10:30 AM – 1:00 PM Newsletter Project
  - 11:00 AM – 12:00 PM Re-Occurring Green Team mtg  
PM
  - 12:00 PM – 12:30 PM Security Stand-Up meeting  
PM
  - 1:00 PM – 1:30 PM Fuel Station Project
  - 1:30 PM – 2:00 PM Free**
  - 2:00 PM – 3:00 PM City Risk Check-in
  - 3:00 PM – 3:30 PM Free**
  - 3:30 PM – 4:00 PM FW: Fred/Bryant check-in
  - 4:00 PM – 5:00 PM Free**
  - After 5:00 PM Free**
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▲ **Fri, Nov 11**

- - Before 8:00 AM Free**
  - 8:00 AM – 9:00 AM Prep
  - 9:00 AM – 5:00 PM Veterans DAY
  - After 5:00 PM Free**
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▲ Sat, Nov 12 – Sun, Nov 13

All Day Free

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▲ Mon, Nov 14

Before 8:00 AM Free

8:00 AM – 9:00 AM Check-in EAA

8:00 AM – 9:00 AM Prep

8:30 AM – 9:00 AM Data Center Project Check-In

9:00 AM – 10:00 AM TPB Reconstruction Project Facilities Integration

9:30 AM – 10:00 AM Mayor Hales office & OMF BIBS Facilities re: Council

10:00 AM – 11:30 AM Free

11:30 AM – 1:00 PM Lunch/Gym Time

1:00 PM – 2:00 PM BEIC: BIBS Equity and Inclusion Committee Meeting

1:00 PM – 2:00 PM Change: OMF Check-in with Mayor's Office Chief of Staff

2:00 PM – 2:30 PM Security Check-In

2:30 PM – 5:00 PM Free

After 5:00 PM Free

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▲ Tue, Nov 15

Before 8:00 AM Free

- 8:00 AM – 9:00 AM Prep
  - 9:00 AM – 9:30 AM Free
  - 9:30 AM – 11:00 AM Projects
  - 10:30 AM – 12:00 PM FW: Risk Management Staff Meeting
  - 11:00 AM – 12:00 PM BIBS Administrative and Technical Team Meeting
  - 12:00 PM – 1:00 PM SAP Vision for Facilities
  - 1:00 PM – 2:00 PM BHR-Quarterly Check-in
  - 2:00 PM – 2:15 PM Free
  - 2:15 PM – 3:00 PM Updated Invitation: Dan Zalkow/Bryant Enge: Quarterly Check In @ Tue Nov 15, 2016 2:15pm - 3pm (PST) (zalkowd@pdx.edu)
  - 3:00 PM – 4:00 PM BIBS/CBO Monthly Meeting
  - 4:00 PM – 5:00 PM Free
  - After 5:00 PM Free
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▲ **Wed, Nov 16**

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- Before 8:00 AM Free
- 8:00 AM – 9:00 AM Prep
- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
- 9:00 AM – 10:00 AM Printing & Distribution Check-in
- 10:00 AM – 11:00 AM Facilities Check-in

- 11:00 AM – 12:00 PM Portland Oregon Sign Meeting  
PM
  - 11:30 AM – 1:00 PM Lunch/Gym
  - 12:00 PM – 1:00 PM OMF Speaker Series: Margie Harris, Energy Trust
  - 1:00 PM – 1:30 PM Free**
  - 1:30 PM – 2:30 PM Exclusion Ordinance Discussion
  - 1:30 PM – 2:30 PM Citywide Budget Kickoff
  - 2:30 PM – 3:00 PM Free**
  - 3:00 PM – 4:00 PM SMA/Director Check-in
  - 3:00 PM – 4:00 PM Portland Building Information Session
  - 4:00 PM – 5:00 PM Free**
  - After 5:00 PM Free**
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▲ **Thu, Nov 17**

- 
- Before 8:00 AM Free**
- 8:00 AM – 9:00 AM Prep
- 9:00 AM – 10:00 AM OMF Labor Management Committee
- 10:00 AM – 11:00 AM Contracts Manager Check-in  
AM
- 11:00 AM – 11:30 AM Free**
- 11:30 AM – 1:00 PM Lunch/Gym
- 1:00 PM – 2:00 PM Custodial
- 2:00 PM – 2:30 PM Construction Project

2:30 PM – 3:30 PM City Risk Check-in

3:30 PM – 4:00 PM Free

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

4:30 PM – 5:00 PM Free

After 5:00 PM Free

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▲ **Fri, Nov 18**

Before 8:00 AM Free

8:00 AM – 9:00 AM Prep

9:00 AM – 11:30 AM Free

11:30 AM – 12:00 PM Printing Water Bureau Bill During Reconstruction

11:30 AM – 1:00 PM Lunch Gym

12:00 PM – 1:00 PM OMF General Information Session with Fred Miller

1:00 PM – 2:00 PM Risk Financing Options

2:00 PM – 3:00 PM Free

3:00 PM – 4:00 PM BIBS Budget

4:00 PM – 5:00 PM Free

After 5:00 PM Free

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▲ **Sat, Nov 19**

Before 10:00 AM Free

10:00 AM – 11:30 AM COBM

After 11:30 AM Free

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▲ Sun, Nov 20

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▲ Mon, Nov 21

8:00 AM – 9:00 AM Check-in EAA

8:00 AM – 9:00 AM Prep

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

11:30 AM – 1:00 PM Lunch/Gym Time

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

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▲ Tue, Nov 22

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▲ Wed, Nov 23



▲ Thu, Nov 24



▲ Fri, Nov 25



■ 8:00 AM – 9:00 AM Prep

▲ Sat, Nov 26 – Sun, Nov 27



▲ **Mon, Nov 28**



**Before 8:00 AM Free**

8:00 AM – 9:00 AM Prep

9:00 AM – 9:30 AM City Hall Atrium Lighting

9:00 AM – 9:30 AM Mayor Hales office & OMF BIBS Facilities re:  
Council

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

10:00 AM – 11:00 AM Busy  
AM

**11:00 AM – 11:30 AM Free**

11:30 AM – 1:00 PM Lunch/Gym Time

**1:00 PM – 2:00 PM Free**

2:00 PM – 3:00 PM FMT Weekly Assignment

3:00 PM – 3:30 PM Portland Building Check-in Mtg

**3:30 PM – 4:00 PM Free**

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

**4:50 PM – 5:00 PM Free**

**After 5:00 PM Free**

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▲ **Tue, Nov 29**

**Before 8:00 AM Free**

8:00 AM – 9:00 AM Prep

- 8:30 AM – 9:30 AM CityFleet Check-in (Bryant's Office)
  - 9:00 AM – 10:00 AM Facilities Security Team Check-In
  - 10:00 AM – 12:00 PM Project Time
  - 12:00 PM – 1:00 PM Modular Building Storage
  - 1:00 PM – 2:00 PM Security Meeting
  - 2:00 PM – 3:00 PM Facilities Check-in
  - 3:00 PM – 5:00 PM Free
  - After 5:00 PM Free
- 

▲ **Wed, Nov 30**

- Before 8:00 AM Free
  - 8:00 AM – 9:00 AM Prep
  - 8:15 AM – 9:15 AM Portland Building Renovation Project:  
Project Planning
  - 9:15 AM – 9:30 AM Free
  - 9:30 AM – 10:30 AM Printing & Distribution Check-in
  - 10:30 AM – 3:00 PM Free
  - 3:00 PM – 4:00 PM SMA/Director Check-in
  - 4:00 PM – 5:00 PM Free
  - After 5:00 PM Free
- 

December 2016

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▲ Thu, Dec 1

- Before 7:45 AM Free**
  - 7:45 AM – 2:00 PM Bureau Directors off-site
  - 8:00 AM – 9:00 AM Prep
  - 10:00 AM – 11:30 AM Portland Property Management Team Meeting (Re-occurring)
  - 11:30 AM – 1:00 PM Bureau Directors Meeting
  - 2:00 PM – 3:00 PM City Risk Check-in
  - 3:00 PM – 3:30 PM Free**
  - 3:30 PM – 4:00 PM FW: Fred/Bryant check-in
  - 4:00 PM – 5:00 PM Contracts Manager Check-in
  - After 5:00 PM Free**
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▲ Fri, Dec 2

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- Before 8:00 AM Free**
- 8:00 AM – 9:00 AM Prep
- 9:00 AM – 10:00 AM Free**
- 10:00 AM – 11:00 AM BIBS Impact Committee Meeting
- 11:00 AM – 11:30 AM Safety Committee
- 11:30 AM – 12:00 PM Free**
- 12:00 PM – 1:30 PM Lunch
- 1:30 PM – 3:00 PM Free**

3:00 PM – 4:00 PM BIBS Budget

4:00 PM – 4:30 PM Bryant Check-in

4:30 PM – 5:00 PM Free

After 5:00 PM Free

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▲ Sat, Dec 3 – Sun, Dec 4

All Day Free

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▲ Mon, Dec 5

Before 8:00 AM Free

8:00 AM – 9:00 AM Check-in EAA

8:00 AM – 9:00 AM Prep

9:00 AM – 9:30 AM Mayor Hales office & OMF BIBS Facilities re:  
Council

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

11:00 AM – 11:30 AM Facilities: Strat. Planning/PBOT Info.  
AM

11:30 AM – 1:00 PM Lunch/Gym Time

1:00 PM – 3:00 PM Projects.

3:00 PM – 3:30 PM Free

3:30 PM – 4:30 PM BIBS/PPB Customer Service & Support  
Session

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

4:50 PM – 5:00 PM Free

**After 5:00 PM Free**

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▲ **Tue, Dec 6**

**Before 7:30 AM Free**

7:30 AM – 8:30 AM FMT Meeting

8:00 AM – 9:00 AM Prep

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

9:00 AM – 10:00 AM Forgotten Realms Plan of Action

**10:00 AM – 11:00 AM Free**

11:00 AM – 12:30 PM Lunch/GYM

12:30 PM – 1:00 PM Travel to City Hall

1:00 PM – 2:00 PM Cuckoo Clock Unveiling and Ribbon Cutting Ceremony

1:00 PM – 2:00 PM Executive Equity Committee - Quarterly Meeting

2:00 PM – 3:00 PM Facilities Check-in

3:00 PM – 3:30 PM Discuss EAM's Yellow Status

**3:30 PM – 5:00 PM Free**

**After 5:00 PM Free**

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▲ **Wed, Dec 7**

**Before 8:00 AM Free**

8:00 AM – 9:00 AM Prep

- 8:15 AM – 9:15 AM Portland Building Renovation Project:  
Project Planning
  - 9:15 AM – 9:30 AM Free**
  - 9:30 AM – 11:00 AM Joint Facilities Project Management  
Updates Meeting
  - 11:00 AM – 12:00 PM Confirmed: BIBS/PWB Customer Service  
Meeting
  - 11:30 AM – 12:00 PM Next Steps for EAM Contract  
PM
  - 12:00 PM – 1:00 PM OMF Speaker Series: Margaret Hunt, CEO  
Special Olympics of Oregon
  - 1:00 PM – 1:30 PM PCC HVAC Project Funding
  - 1:30 PM – 2:45 PM Camps program
  - 2:45 PM – 3:00 PM Free**
  - 3:00 PM – 4:00 PM City Risk Check-in
  - 4:00 PM – 5:00 PM SMA/Director Check-in
  - After 5:00 PM Free**
- 

▲ **Thu, Dec 8**

- 
- Before 8:00 AM Free**
- 8:00 AM – 9:00 AM Prep
- 9:00 AM – 11:00 AM Free**
- 11:00 AM – 12:00 PM Re-Occurring Green Team mtg  
PM
- 12:00 PM – 3:30 PM Free**
- 3:30 PM – 4:00 PM FW: Fred/Bryant check-in

4:00 PM – 5:00 PM Free

After 5:00 PM Free

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▲ Fri, Dec 9

Before 8:00 AM Free

8:00 AM – 9:00 AM Prep

9:00 AM – 11:00 AM Projects

11:00 AM – 12:00 PM Check-in

12:00 PM – 1:00 PM Free

1:00 PM – 2:00 PM Check-in

2:00 PM – 3:00 PM Free

3:00 PM – 4:00 PM FMT Schedule

4:00 PM – 4:30 PM Tentative

4:30 PM – 5:00 PM Free

After 5:00 PM Free

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▲ Sat, Dec 10 – Sun, Dec 11

All Day Free

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▲ Mon, Dec 12

Before 8:00 AM Free

- 8:00 AM – 9:00 AM Check-in EAA
  - 8:00 AM – 9:00 AM Prep
  - ▨ 9:00 AM – 9:30 AM Mayor Hales office & OMF BIBS Facilities re: Council
  - 9:30 AM – 10:00 AM Data Center Project Check-In
  - 10:00 AM – 11:00 AM OMF Leadership Team meeting AM
  - ▨ 11:00 AM – 12:00 PM TPB: Phase 1 w/ design team PM
  - 11:30 AM – 1:00 PM Lunch/Gym Time
  - 1:00 PM – 2:00 PM BEIC: BIBS Equity and Inclusion Committee Meeting
  - 2:00 PM – 3:00 PM BIBS/BTS Customer Service Meeting
  - 3:00 PM – 3:30 PM Portland Building Check-in Mtg
  - 3:30 PM – 4:30 PM BHR: Facilities Recruitments and Positions
  - ▨ 4:00 PM – 4:50 PM OMF Check-in with Mayor's Office Chief of Staff
  - 4:50 PM – 5:00 PM Free
  - After 5:00 PM Free
- 

▲ Tue, Dec 13

- Before 8:00 AM Free
- 8:00 AM – 9:00 AM BIBS/PP&R Customer Service Meeting
- 8:00 AM – 9:00 AM Prep
- 9:00 AM – 10:00 AM Confirmed: Worker's Comp. Meeting
- ▨ 9:00 AM – 10:00 AM Facilities Security Team Check-In

- 10:00 AM – 11:00 AM BIBS/CBO Monthly Meeting
  - 11:00 AM – 12:00 PM BIBS Administrative and Technical Team Meeting
  - 12:00 PM – 1:00 PM Lunch
  - 12:00 PM – 1:00 PM OMF Speaker Series: Gale Castillo
  - 1:00 PM – 2:00 PM BIBS Team Meeting (New Series)
  - 2:00 PM – 3:00 PM Facilities Reclassification and BHR related items
  - 3:00 PM – 4:30 PM OMF Advisory Committee - Series
  - 4:30 PM – 5:00 PM Free
  - After 5:00 PM Free
- 

▲ **Wed, Dec 14**

- Before 8:00 AM Free
- 8:00 AM – 9:00 AM Prep
- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
- 9:15 AM – 9:30 AM Free
- 9:30 AM – 10:00 AM SMA/Director Meeting
- 10:00 AM – 10:30 AM OCIP and IAA
- 10:30 AM – 11:00 AM Travel to Appt.
- 11:00 AM – 12:00 PM BDS Bi-Monthly Meeting - Customer Service Meeting
- 12:00 PM – 1:00 PM Lunch

1:00 PM – 2:00 PM Confirmed: BIBS/PPB Increased Coordination for City Events

2:00 PM – 2:30 PM Free

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

3:30 PM – 4:00 PM BIBS/BTS Meeting

4:00 PM – 5:00 PM Projects.

After 5:00 PM Free

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▲ Thu, Dec 15

Before 8:00 AM Free

8:00 AM – 9:00 AM Prep

9:00 AM – 10:00 AM OMF Labor Management Committee

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

11:00 AM – 11:30 AM City Risk Check-in  
AM

11:30 AM – 1:00 PM Lunch/Gym

1:30 PM – 3:00 PM Free

3:00 PM – 3:30 PM Travel to Appt.

3:30 PM – 5:00 PM Free

After 5:00 PM Free

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▲ Fri, Dec 16

Before 8:00 AM Free

- 8:00 AM – 10:00 AM Prep
  - 10:00 AM – 11:00 AM review decision packages
  - 11:00 AM – 11:30 AM Fred/Bryant check-in
  - 11:30 AM – 12:00 PM Free
  - 12:00 PM – 1:00 PM OMF General Information Session with Fred Miller
  - 12:00 PM – 2:00 PM Martha Pellegrino's Going Away Event
  - 2:00 PM – 3:00 PM Free
  - 3:00 PM – 4:00 PM BIBS Budget
  - 4:00 PM – 5:00 PM Free
  - 5:00 PM – 5:30 PM Free
  - 5:30 PM – 8:30 PM Commissioner/Bureau Directors reception
  - After 8:30 PM Free
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▲ Sat, Dec 17

- Before 10:00 AM Free
  - 10:00 AM – 11:30 AM COBM
  - After 11:30 AM Free
- 

▲ Sun, Dec 18

- All Day Free
-

▲ **Mon, Dec 19**

<input type="checkbox"/>	<b>Before 8:00 AM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	Check-in EAA
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	Prep
<input checked="" type="checkbox"/>	9:00 AM – 11:00 AM	OMF Leadership Team
<input checked="" type="checkbox"/>	11:00 AM – 12:00 PM	BIBS/PHB Customer Service Meeting
<input checked="" type="checkbox"/>	11:00 AM – 12:00 PM	Portland Building Information Session
<input checked="" type="checkbox"/>	11:30 AM – 1:00 PM	Lunch/Gym Time
<input checked="" type="checkbox"/>	1:00 PM – 1:30 PM	City of Portland - EV Strategy and ReachNow
<input checked="" type="checkbox"/>	1:00 PM – 1:30 PM	EV Strategy Meeting
<input type="checkbox"/>	<b>1:30 PM – 2:00 PM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	2:00 PM – 3:00 PM	Police/Facilities Meeting
<input checked="" type="checkbox"/>	3:00 PM – 3:30 PM	Portland Building Check-in Mtg
<input type="checkbox"/>	<b>3:30 PM – 4:00 PM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	4:00 PM – 4:50 PM	OMF Check-in with Mayor's Office Chief of Staff
<input checked="" type="checkbox"/>	4:00 PM – 5:00 PM	BIBS/BES Customer Service & Support Meeting
<input type="checkbox"/>	<b>After 5:00 PM</b>	<b>Free</b>

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▲ **Tue, Dec 20**

<input type="checkbox"/>		
<input type="checkbox"/>	<b>Before 8:00 AM</b>	<b>Free</b>
<input checked="" type="checkbox"/>	8:00 AM – 9:00 AM	Prep

- 8:30 AM – 9:30 AM Facilities All-Staff
  - 9:30 AM – 10:30 AM City/County Fleet and Facilities Services - Quarterly Meeting
  - 10:30 AM – 12:00 PM FW: Risk Management Staff Meeting
  - 11:30 AM – 1:00 PM Lunch/Gym
  - 12:30 PM – 1:30 PM Annual Risk Ornament Exchange
  - 1:30 PM – 2:00 PM Free**
  - 2:00 PM – 3:00 PM Facilities Check-in
  - 2:00 PM – 3:00 PM Homelessness team discussion
  - 2:00 PM – 3:00 PM BES Long-term Plan
  - 3:00 PM – 4:00 PM Safety Discussion
  - 4:00 PM – 4:30 PM Quick Update
  - 4:30 PM – 5:00 PM Free**
  - After 5:00 PM Free**
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▲ **Wed, Dec 21**

- 
- Before 8:00 AM Free**
- 8:00 AM – 9:00 AM Prep
- 8:15 AM – 9:15 AM Portland Building Renovation Project: Project Planning
- 9:15 AM – 9:30 AM Free**
- 9:30 AM – 10:30 AM Printing & Distribution Check-in
- 10:30 AM – 11:00 AM Free**

- 11:00 AM – 12:00 PM BHR 2nd Monthly Check - In
  - 12:00 PM – 1:00 PM OMF Speaker Series: Charlie Hales
  - 1:00 PM – 3:00 PM Free
  - 3:00 PM – 4:00 PM SMA/Director Check-in
  - 4:00 PM – 5:00 PM Free
  - After 5:00 PM Free
- 

▲ Thu, Dec 22

- - Before 8:00 AM Free
  - 8:00 AM – 9:00 AM Prep
  - 9:00 AM – 9:30 AM Free
  - 9:30 AM – 10:30 AM BIBS/PPB Coordination for City Events
  - 10:30 AM – 12:00 PM Scheduling FMT work
  - 12:00 PM – 2:00 PM Free
  - 2:00 PM – 3:00 PM City Risk Check-in
  - 3:00 PM – 3:30 PM EAM Contract in Red Status
  - 3:30 PM – 4:00 PM FW: Fred/Bryant check-in
  - 4:00 PM – 5:00 PM Free
  - After 5:00 PM Free
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▲ Fri, Dec 23

**Before 8:00 AM Free**

**8:00 AM – 9:00 AM Prep**

**9:00 AM – 5:00 PM Free**

**After 5:00 PM Free**

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▲ **Sat, Dec 24 – Sun, Dec 25**

**All Day Free**

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▲ **Mon, Dec 26**

**Before 8:00 AM Free**

**8:00 AM – 9:00 AM Prep**

**8:00 AM – 5:00 PM OUT OF OFFICE**

**11:30 AM – 1:00 PM Lunch/Gym Time**

**After 5:00 PM Free**

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▲ **Tue, Dec 27**

**Before 8:00 AM Free**

**8:00 AM – 9:00 AM Prep**

**9:00 AM – 5:00 PM Free**

**After 5:00 PM Free**

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▲ **Wed, Dec 28**

**Before 8:00 AM Free**

8:00 AM – 9:00 AM Prep

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

**9:15 AM – 4:30 PM Free**

4:30 PM – 6:00 PM Fred Farewell

**After 6:00 PM Free**

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▲ **Thu, Dec 29**

**Before 8:00 AM Free**

8:00 AM – 9:00 AM Prep

**9:00 AM – 5:00 PM Free**

**After 5:00 PM Free**

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▲ **Fri, Dec 30**

**Before 8:00 AM Free**

8:00 AM – 9:00 AM Prep

9:00 AM – 5:00 PM Free

After 5:00 PM Free

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▲ Sat, Dec 31

All Day Free

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