
Kinard, Jessica Calendar

Jessica.Kinard@portlandoregon.gov

Monday, October 01, 2018 – Monday, December 31, 2018

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

(Adjusted for Daylight Saving Time)

October 2018

Su Mo Tu We Th Fr Sa

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November 2018

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December 2018

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 Busy Tentative Free

■ Out of Office

▣ Working Elsewhere

■ Outside of Working Hours

October 2018

▲ Mon, Oct 1

- 9:00 AM – 9:30 AM [Admin Meeting](#)
Jessica's office
Martin, Alexandra
 - 12:00 PM – 12:30 PM [Budget Issues; Mayor's Office](#)
Rinehart, Tom
 - 2:00 PM – 3:00 PM [MEET: Claudio Campuzano, and Jessica Kinard](#)
Office of Commissioner Eudaly, Conference Room-
1221 SW 4th Ave, Ste 210
Eudaly, Chloe
 - 4:00 PM – 5:00 PM [Budget Process Changes Discussion](#)
Columbia Square, Rm 503, Floor 5
Martin, Alexandra
-

▲ Tue, Oct 2

- 9:30 AM – 11:30 AM [Policy Issues for Budget Direction, Part 1](#)
Council Chambers
Ford, Jane Marie
- 1:00 PM – 1:30 PM [FW: Tom Rinehart, CAO \(OMF\) \(monthly\) \(Tim\)](#)
Commissioner Fritz's Office
Fritz, Amanda
- ▨ 1:00 PM – 2:00 PM [FW: Executive Equity Committee Quarterly Meeting](#)
Facilities - City Hall - Lovejoy
Foster, Kapuanani

- 2:00 PM – 4:00 PM [Fall BMP Balancing Meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Ford, Jane Marie
 - 4:00 PM – 5:00 PM [CBO Management Meeting](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Martin, Alexandra
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▲ **Wed, Oct 3**

▲ **Thu, Oct 4**

▲ **Fri, Oct 5**

▲ **Sat, Oct 6 – Sun, Oct 7**

▲ **Mon, Oct 8**

- 9:00 AM – 9:30 AM [Admin Meeting](#)
Jessica's office
Martin, Alexandra
- 9:30 AM – 10:30 AM [CBO Management Meeting](#)
Columbia Square, Rm 529, Floor 5
Martin, Alexandra

- 3:00 PM – 4:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 10-12 ppl
Martin, Alexandra

 - 4:00 PM – 5:00 PM [Budget Process Changes Discussion](#)
Columbia Square, Rm 503, Floor 5, 10-12 ppl
Martin, Alexandra
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▲ Tue, Oct 9

- ▨ 9:00 AM – 10:00 AM [PHB Housing Investment Committee](#)
PHB Broadway Conf Rm (20)

 - 9:30 AM – 11:30 AM [Policy Issues for Budget Direction, Part 2](#)
Council Chambers
Ford, Jane Marie

 - 12:00 PM – 1:00 PM [Financial aspects of an Enterprise Asset Management approach](#)
Congress Center, Rm 508, Floor 5, 10-12 ppl
Cooperman, Jennifer

 - ▨ 1:15 PM – 2:45 PM [BMP forms](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Eden, Jess

 - 3:00 PM – 4:00 PM [Decisions on BMP forms](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Eden, Jess

 - ▨ 4:00 PM – 4:30 PM [Update Councilor Briefing Booklet](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Martin, Alexandra
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▲ Wed, Oct 10

- 10:00 AM – 10:45 AM [FW: Discuss Civic Life Budget](#)
Civic City Hall Conference Room
Rhee, Suk
 - 1:30 PM – 2:00 PM [BMP Briefing Prep](#)
Jessica's Office
Ford, Jane Marie
 - 3:00 PM – 4:00 PM [PBOT budget briefing](#)
City Hall, Room 210
Martin, Alexandra
 - ▨ 4:15 PM – 4:45 PM [FW: Utility Board Check-In \(with Claudio\)](#)
Columbia Square, Rm 517, Floor 5, 4-6 ppl
Martin, Alexandra
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▲ Thu, Oct 11

- 9:30 AM – 10:00 AM [FW: TW attending Fall BMP proposed decisions \(Kristin\)](#)
Mayor's Conference Room
Wheeler, Ted
 - 10:00 AM – 11:00 AM [Business Operations Leadership Team](#)
City Hall, Rose Room
Stewart, Paul
 - 3:30 PM – 4:00 PM [Admin meeting](#)
Claudio's office
Martin, Alexandra
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▲ Fri, Oct 12

- 11:30 AM – 11:40 AM [Briefing Execs on BMP 11:30-11:40](#)
Commissioner Saltzman's conference room
Martin, Alexandra
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▲ Sat, Oct 13 – Sun, Oct 14

▲ **Mon, Oct 15**

- 9:00 AM – 9:30 AM [Admin Meeting](#)
Jessica's office
Martin, Alexandra

 - 9:30 AM – 10:30 AM [CBO Management Meeting](#)
Columbia Square, Rm 529, Floor 5
Martin, Alexandra

 - 11:30 AM – 12:00 PM [FIN 2.06 - Revenue Projections, Surpluses and Shortfalls](#)
CBO
Reiland, Catherine

 - 12:00 PM – 12:30 PM [Budget Issues](#)
Mayor's Office
Rinehart, Tom

 - 1:00 PM – 1:30 PM [GFOA Award Submission](#)
Jessica's Office
Bellduboset, Asha

 - 1:30 PM – 3:00 PM [Reporting in BFM](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Eden, Jess

 - 3:00 PM – 4:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 10-12 ppl
Martin, Alexandra

 - 4:00 PM – 5:00 PM [Budget Process Changes Discussion](#)
Columbia Square, Rm 503, Floor 5, 10-12 ppl
Martin, Alexandra
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▲ **Tue, Oct 16**

- 9:00 AM – 11:30 AM [BMP reviews](#)
 - 1:30 PM – 2:00 PM [TW attending FINAL decisions Fall BMP \(Kristin\)](#)
Mayor's Conference Room
Wheeler, Ted
 - ▨ 2:00 PM – 3:00 PM [FW: TESC Meeting](#)
Congress Center, Rm 513, Floor 5, 32-36 ppl
Storm, Janet
 - 2:00 PM – 3:30 PM [Prep for BAC Open Houses](#)
Civic City Hall Conference Room
Rodriguez, Michelle (Civic Life)
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▲ **Wed, Oct 17**

- ▨ 8:30 AM – 12:00 PM [HOLD: BAC STAFF OPEN HOUSE](#)
TBD
Rodriguez, Michelle (Civic Life)
 - ▨ 8:40 AM – 8:55 AM [CBO Huddle](#)
CBO Huddle Space
Martin, Alexandra
 - 9:00 AM – 10:30 AM [BAC open house](#)
8th floor conference room
Kinard, Jessica
 - ▨ 9:00 AM – 10:30 AM [Budget Advisory Committee Info Session](#)
Columbia Square, 8th floor conference room
Martin, Alexandra
 - 11:45 AM – 12:15 PM [Coffee Meeting](#)
Exchange Grocer & Goods Coffee Shop
Rinehart, Tom
 - ▨ 12:30 PM – 1:00 PM [P4 freeze communications](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Eden, Jess
 - 3:00 PM – 3:30 PM [PUB Transition Meeting](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Martin, Alexandra
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▲ **Thu, Oct 18**

- 11:00 AM – 1:00 PM [FW: PUB meeting](#)
Portland State University Student Union, Room 298,
1825 SW Broadway
Merrell, Melissa
 - 1:30 PM – 2:00 PM [TW 1:1 w/Jessica Kinard\(CBO\) \(KRISTIN\)](#)
Mayor's Office-Ceremonial Room
Wheeler, Ted
 - 3:30 PM – 4:00 PM [Staff meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra
 - 4:00 PM – 6:00 PM [FW: The PBOT Bureau and Budget Advisory Committee Monthly meeting](#)
Room 513, 5TH Floor of the Congress Building (1001
SW 5th Avenue, Portland Or 97204)
Abiodun, Tosin
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▲ **Fri, Oct 19**

- 10:00 AM – 10:30 AM [Change Manager Meeting with Directors CBO](#)
15th floor Congress
Ladd, Michelle
 - 2:00 PM – 3:30 PM [BAC open house](#)
Columbia Square 8th floor conference room
Kinard, Jessica
 - ▨ 2:00 PM – 3:30 PM [Room hold for Budget Advisory Committee Info Session](#)
Columbia Square 8th floor conference room
Martin, Alexandra
 - ▨ 2:00 PM – 4:30 PM [HOLD for BAC Staff Open House](#)
TBD
Rodriguez, Michelle (Civic Life)
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▲ **Sat, Oct 20 – Sun, Oct 21**

▲ **Mon, Oct 22**

- 9:00 AM – 9:30 AM [Admin Meeting](#)
Jessica's office
Martin, Alexandra

- 9:30 AM – 10:30 AM [CBO Management Meeting](#)
Columbia Square, Rm 529, Floor 5
Martin, Alexandra

- 12:00 PM – 12:30 PM [Budget Issues](#)
Mayor's Office
Rinehart, Tom

- 3:00 PM – 4:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 10-12 ppl
Martin, Alexandra

▲ **Tue, Oct 23**

- ▨ 3:00 PM – 4:00 PM [PUB meeting](#)
Columbia Square 111 SW Columbia Street Room 503
Merrell, Melissa

▲ **Wed, Oct 24**

- ▨ 8:45 AM – 9:30 AM [CBO Huddle](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Martin, Alexandra

- 11:30 AM – 12:30 PM [Community Budget Forums Planning](#)
Civic City Hall Conference Room
Rhee, Suk

- 1:00 PM – 1:30 PM [Shannon F- JK Check-in](#)
my office
Kinard, Jessica
 - 4:00 PM – 4:30 PM [Collaborating on citywide capital/asset work](#)
Congress Center, Rm 508, Floor 5, 10-12 ppl
Kinard, Jessica
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▲ Thu, Oct 25

- 11:00 AM – 12:00 PM [Kea Performance Review](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Kinard, Jessica
 - 12:00 PM – 12:30 PM [BMP reporting quick call](#)
Call
Eden, Jess
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▲ Fri, Oct 26

- 10:30 AM – 1:00 PM [Program Offer review](#)
 - 1:00 PM – 2:00 PM [Portland Harbor check-in #2 - RESCHEDULED](#)
BES Conf, PT: Pioneer Room (20)
Biery, Jonas
 - 2:30 PM – 3:30 PM [managing positions between spring bmp and adopted](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Eden, Jess
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▲ Sat, Oct 27 – Sun, Oct 28

▲ Mon, Oct 29

- 9:30 AM – 10:30 AM [CBO Management Meeting](#)
Columbia Square, Rm 529, Floor 5
Martin, Alexandra

 - ▨ 11:00 AM – 11:30 AM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra

 - 12:00 PM – 12:30 PM [Budget Issues](#)
Mayor's Office
Rinehart, Tom

 - 4:00 PM – 4:30 PM [MEET: City Budget Office, Capital Set Aside process, rankings, and the Fall BMP Briefing](#)
Office of Commissioner Eudaly, 1221 SW 4th Ave, STE 210, Conference Room
Eudaly, Chloe

 - 4:30 PM – 5:00 PM [BMP Material Review](#)
Jessica's Office
Ford, Jane Marie
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▲ Tue, Oct 30

- 9:00 AM – 11:30 AM [Fall BMP Work Session & Budget Retreat](#)
Council Chambers
Ford, Jane Marie

 - ▨ 12:00 PM – 1:00 PM [Budget Process Changes - Constraint Discussion for Non-General Fund Bureaus](#)
CBO to call Jeramy
Cannon, Kea
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▲ Wed, Oct 31

- ▨ 11:30 AM – 12:00 PM [Prep for Community Insights Survey meetings](#)
Columbia Square, Rm 517, Floor 5, 4-6 ppl
Martin, Alexandra

- 3:00 PM – 3:30 PM [Admin Meeting](#)
Jessica's office
Martin, Alexandra
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November 2018

▲ Thu, Nov 1

- 10:00 AM – 10:30 AM [CBO/Kristin](#)
Mayor's Office
Martin, Alexandra
 - 1:30 PM – 1:45 PM [Computer replacement check-in](#)
Jessica's office
Martin, Alexandra
 - 4:00 PM – 5:00 PM [Budget Process Changes Discussion](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Martin, Alexandra
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▲ Fri, Nov 2

- 10:30 AM – 11:30 AM [Capital set-aside check-in](#)
Jessica's office
Fairchild, Shannon
 - 3:30 PM – 4:00 PM [Jessica Kinard, City Budget Office \(CBO\) Interim Director, monthly \(Tim\)](#)
Comm. Fritz's office, City Hall Suite 220
Fritz, Amanda
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▲ Sat, Nov 3 – Sun, Nov 4

▲ **Mon, Nov 5**

- 9:00 AM – 9:30 AM [Admin Meeting](#)
Jessica's office
Martin, Alexandra
 - ▨ 9:30 AM – 11:00 AM [CBO Management Meeting](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra
 - 12:45 PM – 1:45 PM [MEET: City Budget Office- SS](#)
Fish Office
Fish, Nick
 - 3:00 PM – 4:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 10-12 ppl
Martin, Alexandra
 - 4:00 PM – 4:30 PM [City Budget Office, re: Community Insights Survey \(Tim\)](#)
Comm. Fritz's office, City Hall, Suite 220
Fritz, Amanda
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▲ **Tue, Nov 6**

- 9:30 AM – 11:30 AM [Long Term Financial Planning work session](#)
council chambers
 - 10:00 AM – 11:00 AM [Program Offer meeting with CBO](#)
CBO to come to Civic Life
Cannon, Kea
 - ▨ 11:30 AM – 12:00 PM [Community Insights Survey meeting](#)
City Hall - Commissioner Saltzman's office
Martin, Alexandra
 - 1:00 PM – 1:30 PM Phone Call: Jessica Kinard & Elizabeth Edwards
Edwards, Elizabeth
 - 3:00 PM – 3:10 PM [P-Card reconciliation and forms](#)
Jessica's office
Martin, Alexandra
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▲ **Wed, Nov 7**

- 9:30 AM – 10:30 AM [Program Offer discussion with CBO](#)
Congress Center, Rm 512, Floor 5, 6-8 ppl
Cannon, Kea
 - 11:00 AM – 12:00 PM [Program Offer meeting with CBO](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Cannon, Kea
 - 2:00 PM – 3:00 PM [Fall BMP Hearing: New Time Certain](#)
Council Chambers
Ford, Jane Marie
 - 3:00 PM – 4:00 PM [Q&A Hold](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Eden, Jess
 - ▨ 4:30 PM – 5:00 PM [Performance Check-ins](#)
Jessica's Office
Carney, Shannon
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▲ **Thu, Nov 8**

- 9:00 AM – 9:30 AM [JK JE Check In](#)
starbucks
Eden, Jess
 - 10:00 AM – 11:00 AM [Business Operations Leadership Team](#)
City Hall, Rose Room
Stewart, Paul
 - 10:30 AM – 12:00 PM [P&D Directors Meeting](#)
400 Bldg, 400 SW 6th Ave, Rm 311, 3rd Floor
Hughes, Jena
 - ▨ 1:00 PM – 1:20 PM [CBO/Kristin](#)
Mayor's Office
Martin, Alexandra
 - 1:30 PM – 2:15 PM [Jessica/Tom check-in](#)
Tom's huddle room, Congress Center, FI22
Rinehart, Tom
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▲ **Fri, Nov 9**

- 9:30 AM – 10:30 AM [11/13 work session run through](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Martin, Alexandra
 - 11:00 AM – 12:00 PM [Budget Process Work Plan](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Ford, Jane Marie
 - 2:00 PM – 2:30 PM [Personnel Discussion](#)
Jessica's Office
Lane, Anita
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▲ **Sat, Nov 10 – Sun, Nov 11**

▲ **Mon, Nov 12**

▲ **Tue, Nov 13**

- ▨ 10:00 AM – 11:00 AM [CBO Management Meeting](#)
Columbia Square, Rm 517, Floor 5, 4-6 ppl
Martin, Alexandra
 - ▨ 11:00 AM – 11:30 AM [Requested Budget Submittal Documents](#)
Jessica's office
Ouyang, Yung
 - 1:00 PM – 1:30 PM [MEET: Jessica Kinard, CBO Interim Director- SS](#)
Fish Office
Fish, Nick
 - 3:00 PM – 4:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra
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▲ **Wed, Nov 14**

- ☒ All Day [Hold for Final CBO Staff Training in BFM](#)
Eden, Jess
 - ☒ 7:00 AM – 7:30 AM [No recording, videotaping, or photographing Proposed Rule with the November 14th date.](#)
Columbia Bldg. BHR, Risk & Budget Suite/Conference Rooms 111 SW Columbia
Warren, William
 - 11:00 AM – 3:00 PM ["end user" training](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Eden, Jess
 - 2:30 PM – 3:00 PM [Robert-Jessica Check in](#)
Columbia Square, Rm 517, Floor 5, 4-6 ppl
Kinard, Jessica
 - ☒ 3:00 PM – 3:30 PM [MEET: Jessica Kinard, CBO / Chris Warner, PBOT](#)
Chris' Office- Sixth+Main Building (formerly Congress Center), 1001 SW 5th Avenue, Room 418
Warner, Chris
 - 3:30 PM – 4:00 PM [Meeting w Kristin](#)
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▲ **Thu, Nov 15**

- ☒ All Day [Hold for Final CBO Staff Training in BFM](#)
Eden, Jess
- 9:00 AM – 9:15 AM [CBO special huddle](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Kinard, Jessica
- 9:00 AM – 11:00 AM [Desk time with BFM](#)
your desk(s)
Eden, Jess
- 11:00 AM – 1:00 PM [PUB meeting](#)
Portland State University Smith Memorial Student Union Room 327, 1825 SW Broadway
Merrell, Melissa

- 11:30 AM – 2:00 PM [BFM training- Tech Checks](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Eden, Jess
 - ▨ 2:00 PM – 2:30 PM [Admin Meeting](#)
Jessica's office
Martin, Alexandra
 - 2:30 PM – 5:00 PM [Hold for BFM training CBO Staff- accessing reporting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Eden, Jess
 - ▨ 4:30 PM – 6:00 PM [HGAC/Robert Half Informational Session](#)
Koin Tower 2nd Floor Conference Room - 222 SW
Columbia Street, Portland, OR 97201
Sturm, Cole (03600)
 - 5:00 PM – 5:30 PM [questions due to Jess for Friday 11/16](#)
Eden, Jess
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▲ Fri, Nov 16

- ▨ All Day [Hold for Final CBO Staff Training in BFM](#)
Eden, Jess
 - 9:30 AM – 12:30 PM [administrative training in BFM](#)
Room 503
Eden, Jess
 - ▨ 11:00 AM – 12:00 PM [Budget Recommendations](#)
Columbia Square, Rm 518, Floor 5,
Rinehart, Tom
 - ▨ 1:00 PM – 2:00 PM [Community Budget Forums Planning Meeting](#)
Civic City Hall Conference Room
Rhee, Suk
 - ▨ 1:00 PM – 4:00 PM [Sherpa q&a](#)
Room 503
Eden, Jess
-

▲ Sat, Nov 17 – Sun, Nov 18

▲ **Mon, Nov 19**

- 9:00 AM – 9:30 AM [Admin Meeting](#)
Jessica's office
Martin, Alexandra
- ▨ 9:30 AM – 11:00 AM [CBO Management Meeting](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra
- 11:00 AM – 11:45 AM [Jessica and Melissa meeting with PUB chairs](#)
Columbia Square, Rm 517, Floor 5, 4-6 ppl
Martin, Alexandra
- 2:00 PM – 2:45 PM [MEET: City Budget Office to discuss Community Insights Survey](#)
Office of Commissioner Eudaly, 1221 SW 4th Ave, STE 210, Conference Room
Eudaly, Chloe
- 3:00 PM – 4:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 10-12 ppl
Martin, Alexandra
- 4:00 PM – 5:00 PM [Budget Process Changes Discussion](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra

▲ **Tue, Nov 20**

- 9:30 AM – 10:00 AM [check-in on policy team briefing](#)
JK office
Shifley, Katie

- 11:00 AM – 12:00 PM [Asha's performance check-in](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Kinsella, Ryan
 - 12:00 PM – 12:30 PM [Mayor's Policy Team briefing](#)
Mayor's Office
Kinard, Jessica
 - 1:00 PM – 2:00 PM [FW: CBO/Mayor's/PPB Budget Meeting](#)
PPB Chief's Office Conference Room
Davis, Chris
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▲ **Wed, Nov 21**



- 10:00 AM – 11:00 AM [Exit interview](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra
 - ▨ 11:00 AM – 11:30 AM [FAQ final review before posting](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Cannon, Kea
 - 2:00 PM – 2:30 PM [Performance Check-ins](#)
Jessica's Office
Carney, Shannon
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▲ **Thu, Nov 22 – Fri, Nov 23**




▲ **Sat, Nov 24 – Sun, Nov 25**

▲ **Mon, Nov 26**

- 9:00 AM – 10:00 AM [CBO Management Meeting](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra





-  10:00 AM – 5:00 PM [BFM End User Training](#)
CH2M Conf. Lincoln Room - 2020 SW 4th Ave. It's the CH2M building on the corner of Lincoln and 4th Ave.
Eden, Jess
 -  3:30 PM – 4:00 PM [Admin Meeting](#)
Jessica's office
Martin, Alexandra
-

▲ Tue, Nov 27

-  9:00 AM – 10:00 AM [Staff Meeting](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Martin, Alexandra
 -  10:00 AM – 11:00 AM [Budget](#)
City Hall, 3rd floor, suite 310 (Mary's office)
Lamb, Amanda
 -  10:00 AM – 5:00 PM [BFM End User Training](#)
CH2M Conf. Lincoln Room - 2020 SW 4th Ave. It's the CH2M building on the corner of Lincoln and 4th Ave.
Eden, Jess
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▲ Wed, Nov 28

▲ Thu, Nov 29

-  8:30 AM – 9:15 AM [Adopted Budget doc troubleshooting](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Kinard, Jessica
-  10:30 AM – 11:00 AM [Financial planning in Budget Manual](#)
-  11:00 AM – 11:30 AM [Budget Kickoff agenda](#)
-  11:00 AM – 1:00 PM [FW: Asset Management Fundamentals Class](#)
Congress Center, Rm 513, Floor 5, 32-36 ppl
Fairchild, Shannon

- 1:00 PM – 2:00 PM [Budget conversation](#)
City Hall, 1st floor, Sutie 110/120 large conference room
Lamb, Amanda
 - 2:30 PM – 3:00 PM [review financial plan report](#)
 - ▨ 4:00 PM – 5:00 PM [Budget Process Changes Discussion](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra
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▲ **Fri, Nov 30**

- 10:00 AM – 11:00 AM [Budget Equity Tool pre-meeting](#)
Columbia Square, Rm 517, Floor 5, 4-6 ppl
Kinard, Jessica
 - 11:00 AM – 11:30 AM [Review PYPR work session deck](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Carney, Shannon
 - 11:30 AM – 12:00 PM [Budget/HR Check-In Meeting](#)
Jessica's Office
Lane, Anita
 - 12:15 PM – 12:45 PM [FIN 2.03 and FIN 2.04](#)
Jessica's office
Cooperman, Jennifer
 - 12:15 PM – 12:45 PM [Fin policy meeting](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Kinard, Jessica
 - 1:30 PM – 2:00 PM [Merit Pay Discussion](#)
HR, Conf 534 (HR ONLY) 8-10 ppl
Zito, Ronald
 - ▨ 2:00 PM – 2:15 PM [PYPR continued](#)
Jessica's office
Carney, Shannon
 - 3:00 PM – 4:00 PM [BACs and Small Bureaus](#)
Civic City Hall Conference Room
Horne, Ashley
-

December 2018

▲ Sat, Dec 1 – Sun, Dec 2

▲ Mon, Dec 3

- 9:00 AM – 9:30 AM [Admin Meeting](#)
Jessica's office
Martin, Alexandra
 - ▨ 9:30 AM – 11:00 AM [CBO Management Meeting](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra
 - 10:15 AM – 10:45 AM [Dec 11 Council Work Session, final prep](#)
Jessica's office (except Tom, by phone)
Rinehart, Tom
 - 11:00 AM – 11:45 AM [Meeting with Budget/OEHR on Program Offers](#)
City Hall Rm 220
Martin, Alexandra

 - 3:00 PM – 4:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 10-12 ppl
Martin, Alexandra
 - 4:00 PM – 5:00 PM [Budget Process Changes Discussion](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra
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▲ Tue, Dec 4

- 8:30 AM – 9:00 AM [Jessica/Kea check-in](#)
Jessica's Office
Martin, Alexandra
 - 10:45 AM – 2:00 PM [PMA interviews \(Skype and in-person\)](#)
Jessica's office
Martin, Alexandra
 - 2:00 PM – 2:30 PM [Jessica/Carmen - Gateway transfer](#)
Carmen will call Jessica
Merlo, Carmen
 - ▨ 4:00 PM – 6:30 PM [PUB Meeting](#)
1900 building, Room 2500C
Martin, Alexandra
-

▲ Wed, Dec 5

- 9:00 AM – 10:00 AM [FW: Portland Building Facilities and Operations Expectations](#)
Congress Center, Rm 513, Floor 5, 32-36 ppl
Rinehart, Tom
 - ▨ 9:10 AM – 9:25 AM [CBO Huddle](#)
CBO Huddle Space
Martin, Alexandra
 - 2:30 PM – 3:00 PM [OGR/CBO Budget Discussion](#)
GR Conf
Dietz, Susan
 - 3:00 PM – 4:00 PM [Gateway center IGA at Council](#)
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▲ Thu, Dec 6

- 9:00 AM – 9:30 AM [Meeting with CBO on Prior Year Performance and Forecast Preview work session](#)
City Hall, Com. Fish Office Conference Room
Martin, Alexandra
- 10:00 AM – 10:30 AM [Meeting with CBO on Prior Year Performance and Forecast Preview work session](#)

City Hall - Com. Fritz Conf. Room
Martin, Alexandra

- 10:30 AM – 11:00 AM [CBO/Kristin](#)
Mayor's Office
Martin, Alexandra
 - 1:30 PM – 2:00 PM [MEET: Community Insights Survey/CBO \(Andrea\)](#)
Mayor's Conference Room
Wheeler, Ted
-

▲ **Fri, Dec 7**

- 9:00 AM – 12:00 PM [Results Based Accountability using a Racial Equity Lens](#)
OEHR Steel/Bridge Rooms
Mowry, Judith
 - 1:00 PM – 1:30 PM [Asha-JK check in](#)
JK office
Kinard, Jessica
 - 2:00 PM – 2:30 PM [Meeting with CBO on Prior Year Performance and Forecast Preview work session](#)
City Hall - Mayor's Office
Martin, Alexandra
 - 3:00 PM – 4:00 PM [Ryan's Performance Review](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Kinsella, Ryan
-

▲ **Sat, Dec 8 – Sun, Dec 9**

▲ **Mon, Dec 10**

- ▣ 9:30 AM – 11:00 AM [CBO Management Meeting](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra

- 11:00 AM – 11:30 AM [PUB Chairs / Budget Director Check-in](#)
Columbia Square, Rm 518, Floor 5, 10-12 ppl
Martin, Alexandra
 - 12:00 PM – 12:30 PM [Check-in on PUB](#)
Commissioner Fish's Office
Kinard, Jessica
 - 12:30 PM – 1:00 PM [Budget Issues](#)
Mayor's Office
Rinehart, Tom
 - 2:00 PM – 4:00 PM [Budget Kick-off](#)
1900 Building, 2500C
Martin, Alexandra
 - 4:00 PM – 5:00 PM [Work Session Prep](#)
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▲ Tue, Dec 11

- 9:30 AM – 11:30 AM [WORK SESSION: Prior Year Performance and Forecast Preview](#)
City Hall Council Chambers
Wheeler, Ted
- 12:00 PM – 12:15 PM [check-in on budget/community presentation](#)
Suk will call Jessica at 3-6963
Rhee, Suk
- 1:00 PM – 2:00 PM [Debrief Racial Equity-Centered Results-Based Accountability training](#)
Jessica's Office
Cannon, Kea
- 2:00 PM – 3:00 PM [Infrastructure Analyst final round meeting](#)
111 SW Columbia Street, 5th floor (CBO offices)
Kinard, Jessica
- 3:00 PM – 4:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra
- 4:15 PM – 4:30 PM [Suk and Jessica meeting with Com. Fish on community involvement](#)
Fish Office
Martin, Alexandra

▲ **Wed, Dec 12**

<input type="checkbox"/>	Before 8:00 AM	Free
<input type="checkbox"/>	10:00 AM – 11:00 AM	Budget Process Changes Briefing Columbia Square, Rm 529, Floor 5, 6-8 ppl Martin, Alexandra
<input type="checkbox"/>	11:00 AM – 12:00 PM	pbot functional areas youroffice Eden, Jess
<input type="checkbox"/>	12:00 PM – 1:00 PM	Shannon Performance Evaluation Columbia Square, Rm 517, Floor 5, 4-6 ppl Kinard, Jessica
<input type="checkbox"/>	1:00 PM – 1:30 PM	Admin Meeting Jessica's office Martin, Alexandra
<input type="checkbox"/>	3:00 PM – 3:30 PM	Check In-- Jessica and Michelle Jessica's Office Rubin, Michelle

▲ **Thu, Dec 13**

<input type="checkbox"/>	12:15 PM – 12:45 PM	Update Commissioner Eudaly: Community Engagement Suite 210 Rhee, Suk
<input type="checkbox"/>	1:00 PM – 1:30 PM	Community involvement planning meeting with Budget Office and Civic Life Civic Life Conference Room, City Hall, 110 Martin, Alexandra
<input type="checkbox"/>	4:00 PM – 5:00 PM	Budget Process Changes Columbia Square, Rm 503, Floor 5, 19-23 ppl Martin, Alexandra

▲ **Fri, Dec 14**

- 11:00 AM – 11:45 AM [Rescheduled Check-In with Ryan](#)
Kinsella, Ryan
 - 11:45 AM – 12:45 PM [Exit Interview](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra
 - 1:00 PM – 1:30 PM [MEET: Jessica Kinard & Suk Rhee- JD](#)
Fish Office
Fish, Nick
 - 3:00 PM – 3:30 PM [Budget/HR Check-In Meeting](#)
Jessica's Office
Lane, Anita
 - 4:00 PM – 4:30 PM [Jessica Kinard, City Budget Office \(CBO\) Interim Director, monthly \(Tim\)](#)
Comm. Fritz's office, City Hall Suite 220
Fritz, Amanda
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▲ **Sat, Dec 15 – Sun, Dec 16**

▲ **Mon, Dec 17**

- 8:30 AM – 9:00 AM [PUB support check in](#)
Phone call
Kinard, Jessica
- 9:00 AM – 9:30 AM [Admin Meeting](#)
Jessica's office
Martin, Alexandra
- ▨ 9:30 AM – 10:30 AM [CBO Management Meeting](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra

- 11:00 AM – 12:00 PM [Staff Meeting](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Martin, Alexandra
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▲ Tue, Dec 18

- 10:00 AM – 11:00 AM Second Interview with PFA Candidate
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra
 - 11:00 AM – 12:00 PM Second PFA Interview
Columbia Square, Rm 517, Floor 5, 4-6 ppl
Martin, Alexandra
 - 1:00 PM – 2:00 PM [CBO/Mayor's/PPB Budget Meeting](#)
PPB Conf 15th Flr Justice-Strategic Svc Div LARGE (15)
Davis, Chris
 - 2:15 PM – 3:00 PM [PUB support check in](#)
TBD
Kinard, Jessica
 - ▨ 3:45 PM – 3:50 PM [FW: Mayor briefing on Item 1313: AT&T](#)
Mayor's office
Plambeck, Michelle
-

▲ Wed, Dec 19

- 1:00 PM – 2:30 PM [PFA interview](#)
Columbia Square, Rm 503, Floor 5, 19-23 ppl
Kinard, Jessica
- 2:30 PM – 3:30 PM [Discuss assignments](#)
Jessica's Office
Cannon, Kea
- 4:00 PM – 5:00 PM Second PFA interview
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Martin, Alexandra

5:00 PM – 5:30 PM [Mgmt check in before holidays](#)
Columbia Square, Rm 529, Floor 5, 6-8 ppl
Kinard, Jessica

▲ **Thu, Dec 20**

- 11:00 AM – 1:00 PM [PUB Meeting](#)
1825 SW Broadway, PSU Smith Memorial Student
Union, Room 327
Martin, Alexandra
 - 1:30 PM – 2:00 PM [Suk and Jessica meeting on Budget Forums with
Mayor's Office \(Kristin\)](#)
Mayor's Office-Ceremonial Room
Martin, Alexandra
 - ▨ 1:30 PM – 2:00 PM [TW meeting with Jessica Kinard/CBO \(Andrea\)](#)
Mayor's Office-Ceremonial Room
Wheeler, Ted
 - ▨ 2:15 PM – 2:30 PM [Quick check in on survey next steps](#)
Jessica's office
Carney, Shannon
 - 4:15 PM – 4:45 PM [Meeting w/ Jessica Kinard](#)
Kimberly's office
Branam, Kimberly
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▲ **Fri, Dec 21**

- 1:00 PM – 2:00 PM [PUB Support Check In](#)
TBD
Kinard, Jessica
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▲ **Sat, Dec 22 – Sun, Dec 23**

▲ **Mon, Dec 24**

▲ **Tue, Dec 25 – Wed, Dec 26**

▲ **Thu, Dec 27**

- 2:00 PM – 3:00 PM [Jessica-Cinthia check in](#)
Jessica's office
Kinard, Jessica
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▲ **Fri, Dec 28**

- 10:00 AM – 11:00 AM [Discuss CBO Budget](#)
Kinsella, Ryan
 - 11:30 AM – 12:00 PM [Budget/HR Check-In Meeting](#)
Jessica's Office
Lane, Anita
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▲ **Sat, Dec 29 – Sun, Dec 30**

▲ **Mon, Dec 31**
