
Kinard, Jessica Calendar

Jessica.Kinard@portlandoregon.gov

Thursday, October 01, 2020 – Thursday, December 31, 2020

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

(Adjusted for Daylight Saving Time)

October 2020

Su Mo Tu We Th Fr Sa

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

November 2020

Su Mo Tu We Th Fr Sa

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December 2020

Su Mo Tu We Th Fr Sa

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6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

 Busy

 Tentative

 Free

 Out of Office

 Working Elsewhere

 Outside of Working Hours

October 2020

▲ Thu, Oct 1

- 9:00 AM – 10:00 AM [Workforce Planning - Pilot kickoff](#)
Microsoft Teams Meeting
Cole, Michelle
 - 10:00 AM – 11:00 AM [Equity check-in](#)
Microsoft Teams Meeting
Martin, Alexandra
 - 11:30 AM – 1:00 PM [Bureau Directors Monthly Meeting](#)
Zoom
Rinehart, Tom
 - 1:00 PM – 2:00 PM [Fall BMP Balancing, Part III](#)
Microsoft Teams Meeting
Ford, Jane Marie
 - 2:00 PM – 3:00 PM [Parks TSCC Levy Hearing](#)
Microsoft Teams Meeting
Owen, Christina
 - 5:00 PM – 6:30 PM [CBA Training/Fall BMP Preparation \(second offering\)](#)
Zoom
Martin, Alexandra
-

▲ Fri, Oct 2

- ▨ 9:00 AM – 10:00 AM [Initial Planning Meeting- Budget Retreat](#)
Microsoft Teams Meeting
Owen, Christina
 - 10:30 AM – 11:30 AM [Prep for MO BMP Team Meeting](#)
Microsoft Teams Meeting
Ford, Jane Marie
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▲ **Sat, Oct 3 – Sun, Oct 4**

▲ **Mon, Oct 5**

9:30 AM – 10:30 AM [Management Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

1:00 PM – 2:00 PM [Staff Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

■ 9:00 AM – 9:15 AM [Touch base on quarterly report](#)
Microsoft Teams Meeting
Carney, Shannon

■ 11:00 AM – 12:30 PM [CBO / MO Fall BMP Briefing](#)
Microsoft Teams Meeting
Watson, Amanda

▨ 12:00 PM – 1:00 PM [COVID-19 Workplace Guidance Townhall #2 - for employees primarily teleworking](#)
Zoom (web and phone link inside)
Rinehart, Tom

■ 2:00 PM – 3:00 PM [Exec Session Prep](#)
Microsoft Teams Meeting
Zito, Ronald

■ 4:00 PM – 4:30 PM [Admin meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

▲ **Tue, Oct 6**

■ 9:00 AM – 12:00 PM [Management Team Meeting](#)
Microsoft Teams Meeting
Novak, Erin

■ 10:30 AM – 11:00 AM [PBOT / CBO RE: Quarterly Performance Report Briefing](#)
Microsoft Teams Meeting
Warner, Chris

- 1:00 PM – 1:30 PM [Meeting: Check-in w/Elizabeth Edwards & Jessica Kinard](#)
Microsoft Teams Meeting
Edwards, Elizabeth
 - 2:00 PM – 2:15 PM [Chris Warner, PBOT / Jessica Kinard, CBO](#)
Microsoft Teams Meeting
Warner, Chris
 - 2:30 PM – 3:00 PM [Weekly BHR/Budget Check In](#)
Zoom meeting
Bless, Cathy
 - ▨ 3:30 PM – 4:00 PM [CBO-ECC Finance check-in](#)
Katie to call Sheila
Shifley, Katie
 - ▨ 3:30 PM – 5:00 PM [Portland Utility Board - full board Meeting](#)
Zoom
Lindsay, Eliza
 - 4:00 PM – 4:45 PM [City Bureau Directors Check-in](#)
Via Zoom
Rinehart, Tom
 - ▨ 6:00 PM – 8:00 PM [Fall BMP Virtual Listening Session](#)
Martin, Alexandra
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▲ **Wed, Oct 7**

- ▨ 12:00 PM – 12:30 PM [BOLT Meeting](#)
Microsoft Teams Meeting
Merlo, Carmen
 - 3:00 PM – 4:00 PM [Quarterly Performance Report Briefing](#)
Microsoft Teams Meeting
Carney, Shannon
 - 4:00 PM – 4:30 PM [Utility Cuts and Pavement Life Briefing](#)
Microsoft Teams Meeting
Tritsch, Emily
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▲ **Thu, Oct 8**

- 1:00 PM – 2:00 PM [Executive Session Prep Update](#)
Microsoft Teams Meeting
Gaddis, Jerrell
 - 4:00 PM – 4:45 PM [City Bureau Directors Check-in](#)
Via Zoom
Rinehart, Tom
 - ▨ 5:00 PM – 6:30 PM [OPTIONAL: CBA Fall BMP Decisions](#)
Zoom meeting
Martin, Alexandra
-

▲ **Fri, Oct 9**

- 9:00 AM – 10:00 AM [JK-JH Check In](#)
JK Office
Kinard, Jessica
 - 9:00 AM – 10:00 AM [MEET: CBO | Briefing on Fall BMP \(Kristin\)](#)
Zoom - link in appointment
Wheeler, Ted
 - 11:00 AM – 12:00 PM [CBO / MO Fall BMP check-in](#)
Microsoft Teams Meeting
Watson, Amanda
-

▲ **Sat, Oct 10 – Sun, Oct 11**

▲ **Mon, Oct 12**

- 9:30 AM – 10:30 AM [Management Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

- 11:30 AM – 12:00 PM [Admin meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

 - 12:30 PM – 12:45 PM [CAMG Annual Report](#)
Microsoft Teams Meeting
Merlo, Carmen
-

▲ **Tue, Oct 13**

- 9:30 AM – 11:30 AM [BHR Executive Session w/ Mayor Wheeler and Commissioners](#)
Zoom link in appointment
Wheeler, Ted

 - 11:30 AM – 12:30 PM [Discuss quarterly reporting strategy](#)
Microsoft Teams Meeting
Carney, Shannon

 - 12:30 PM – 1:00 PM [Check-in - PUB/AAM](#)
Teams
Archer-Masters, Amy

 - 3:00 PM – 4:00 PM [MEET: CBO | Fall BMP pt. 2 \(Kristin\)](#)
Zoom - link in appointment
Wheeler, Ted

 - ▨ 4:00 PM – 4:30 PM [CBO-ECC Finance check-in](#)
Katie to call Sheila
Shifley, Katie

 - 4:45 PM – 5:45 PM [Com. Hardesty / Budget Office Fall BMP](#)
Microsoft Teams Meeting
Martin, Alexandra
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▲ **Wed, Oct 14**

- 9:00 AM – 9:30 AM [Check in on ECC Requests](#)
Microsoft Teams Meeting
Ford, Jane Marie
 - 9:30 AM – 10:00 AM [FA1 interview qs](#)
Microsoft Teams Meeting
Kinard, Jessica
 - 11:00 AM – 12:00 PM [CBO / MO Fall BMP check-in](#)
Microsoft Teams Meeting
Watson, Amanda
 - 1:30 PM – 2:00 PM [Workforce Planning Debrief](#)
Microsoft Teams Meeting
Cole, Michelle
 - 2:00 PM – 2:30 PM [Council Briefing Coordination \(1 of 2\)](#)
Microsoft Teams Meeting
Kirby, Michelle
 - 2:30 PM – 3:00 PM [Check-in \(Jessica/Michelle\)](#)
Microsoft Teams Meeting
Kirby, Michelle
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▲ **Thu, Oct 15**

- 9:00 AM – 11:00 AM [MEET: CBO | Fall BMP Follow-up & Finalization \(Kristin\)](#)
Zoom link in appointment
Wheeler, Ted
- ▨ 10:30 AM – 12:00 PM [P&D Directors Monthly Meeting](#)
<https://zoom.us/j/93781520918?pwd=eGpNTHV5VINwRndPQXIENmJGaStCdz09>
Durbin, Andrea
- ▨ 11:00 AM – 12:30 PM [Portland Utility Board - full Board meeting](#)
Zoom
Lindsay, Eliza
- ▨ 1:00 PM – 2:00 PM [Portland Building Health and Safety Guidelines Implementation](#)
Microsoft Teams Meeting
Wells, Kristin

- 4:30 PM – 5:00 PM [quick mgmt check in](#)
Microsoft Teams Meeting
Kinard, Jessica
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▲ **Fri, Oct 16**

- ▨ 9:00 AM – 9:30 AM [Reinvestment Check-In](#)
Microsoft Teams Meeting
Ford, Jane Marie
 - 10:00 AM – 11:00 AM [Marshall Runkel / Budget Office Fall BMP Overview](#)
Microsoft Teams Meeting
Martin, Alexandra
 - 11:00 AM – 12:00 PM [Budget Office / Com. Fritz Fall BMP Overview](#)
Zoom meeting
Martin, Alexandra
 - 12:30 PM – 1:00 PM [Reinvestment fall bmp ask](#)

Williams, Tia
 - 2:00 PM – 3:00 PM [Budget Office Meeting \(45 minutes\)](#)
Gadberry, Liz
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▲ **Sat, Oct 17**

▲ **Sun, Oct 18**

- 6:30 PM – 7:00 PM [Check in](#)
Microsoft Teams Meeting
Kinard, Jessica
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▲ **Mon, Oct 19**

- 9:30 AM – 10:30 AM [Management Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra
- 1:00 PM – 2:00 PM [Staff Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra
- 12:00 PM – 12:30 PM [Check-in](#)
Microsoft Teams Meeting
Kinard, Jessica
- 2:30 PM – 3:00 PM [Tom/ Jessica Monthly Check-in](#)
Zoom
Rinehart, Tom
- ▨ 4:00 PM – 4:30 PM [Fall BMP Check-In](#)
Microsoft Teams Meeting
Watson, Amanda
- ▨ 4:30 PM – 5:00 PM [Work Session check-in](#)
Microsoft Teams Meeting
Ford, Jane Marie
-

▲ **Tue, Oct 20**

- 8:15 AM – 8:45 AM [BMP check in](#)
Microsoft Teams Meeting
Kinard, Jessica
- 9:30 AM – 12:00 PM [Work Session Details](#)
Ford, Jane Marie
- 9:30 AM – 12:00 PM [WORK SESSION: Fall BMP](#)
Link in appointment
Wheeler, Ted
- 12:00 PM – 12:30 PM [Work Session Debrief](#)
Microsoft Teams Meeting
Kinard, Jessica
- 1:00 PM – 1:30 PM [PUB staff check-in](#)
Phone/Teams
Archer-Masters, Amy

- 3:00 PM – 4:00 PM [Equity check-in](#)
Microsoft Teams Meeting
Martin, Alexandra
 - ▨ 3:45 PM – 4:45 PM [Economic Impact Action Committee Oct. *Confirmed](#)
Zoom
Branam, Kimberly
-

▲ Wed, Oct 21

- 8:00 AM – 8:30 AM [Director's Racial Equity Sub-Group](#)
Zoom
Rinehart, Tom
 - ▨ 12:00 PM – 12:30 PM [BOLT Meeting](#)
Microsoft Teams Meeting
Merlo, Carmen
 - 2:00 PM – 2:30 PM [Kristin/Jessica](#)
Zoom meeting
Martin, Alexandra
 - 3:00 PM – 4:30 PM [Equity manager meeting w/CBO re: budget](#)
Microsoft Teams Meeting
Duong, Thuan
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▲ Thu, Oct 22

- 6:00 PM – 7:30 PM [Zoom Link - Building a More Resilient & Equitable Portland - Budget Preview](#)
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▲ Fri, Oct 23

- 11:00 AM – 12:00 PM [Budget Process Check-in](#)
Microsoft Teams Meeting
Owen, Christina
- ▨ 1:00 PM – 5:00 PM [HOLD for Budget Office Financial Analyst I interview panel](#)

Zoom meeting
Martin, Alexandra

- 2:00 PM – 3:00 PM [Com. Ryan/Budget Office Fall BMP](#)
Microsoft Teams Meeting
Martin, Alexandra
-

▲ **Sat, Oct 24 – Sun, Oct 25**

▲ **Mon, Oct 26**

9:30 AM – 10:30 AM [Management Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

1:00 PM – 2:00 PM [Staff Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

- 12:30 PM – 1:00 PM [Admin meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

- 2:00 PM – 2:30 PM [CBO/MO Fall BMP Check-In](#)
Microsoft Teams Meeting
Watson, Amanda

- 2:30 PM – 3:00 PM [New Commiss. Briefing Coordination \(Kirby, Kinard, Harwood, Massenburg\)](#)
Microsoft Teams Meeting
Kirby, Michelle
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▲ **Tue, Oct 27**

- 9:00 AM – 9:45 AM [Meeting: Follow-up re: Internal Service Equity Managers](#)
Microsoft Teams Meeting (link at the end of message)
Edwards, Elizabeth

- 12:30 PM – 2:00 PM [Com.-Elect Rubio/Budget Office Intro](#)
Zoom meeting
Martin, Alexandra
 - 3:00 PM – 3:30 PM [Check-in - PUB/AAM](#)
Teams
Archer-Masters, Amy
 - 4:15 PM – 4:45 PM [MEET: City Budget Office re: Fall BMP \(Kristin/Amanda\)](#)
Zoom link in appointment
Wheeler, Ted
-

▲ Wed, Oct 28

- ▨ 12:00 PM – 12:30 PM [BOLT Meeting](#)
Microsoft Teams Meeting
Merlo, Carmen
 - 2:00 PM – 4:00 PM [Fall BMP Budget Hearing & Adoption](#)
virtual
Kinard, Jessica
 - ▨ 2:00 PM – 4:00 PM [Fall BMP Hearing](#)
Ford, Jane Marie
-

▲ Thu, Oct 29

- 9:30 AM – 10:00 AM [Management check-in](#)
Microsoft Teams Meeting
Martin, Alexandra
- ▨ 10:30 AM – 11:00 AM [Ken Lee's Zoom Meeting](#)

Lee, Ken (Police)
- 11:30 AM – 12:30 PM [Base budget analysis for annual budget development](#)
Microsoft Teams Meeting
Martin, Alexandra
- 1:00 PM – 1:30 PM [Map App update](#)
Microsoft Teams Meeting
Martin, Alexandra

- 2:30 PM – 3:00 PM [Interstate URA MI increase](#)
Microsoft Teams Meeting
Kinard, Jessica
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▲ **Fri, Oct 30**

- ▨ 12:00 PM – 4:40 PM [FA I second interviews](#)
Zoom meeting
Martin, Alexandra
 - 1:30 PM – 2:00 PM [BMP Amendments](#)
Microsoft Teams Meeting
Watson, Amanda
 - 2:00 PM – 2:30 PM [Budget/HR Check-In](#)
Lane, Anita
-

▲ **Sat, Oct 31**

November 2020

▲ **Sun, Nov 1**

▲ **Mon, Nov 2**

- ▨ 10:00 AM – 10:30 AM [PPB proposal](#)
Microsoft Teams Meeting
Shifley, Katie
- 2:30 PM – 3:00 PM [EE-JK Check In](#)
Microsoft Teams Meeting
Kinard, Jessica

▲ **Tue, Nov 3**

- 10:00 AM – 10:30 AM [Admin Rules language for COEP](#)
Microsoft Teams Meeting
Ouyang, Yung
- 10:30 AM – 11:00 AM [Review feedback](#)
Microsoft Teams Meeting
Kinard, Jessica
- 1:00 PM – 1:30 PM [Equity group check-in](#)
Microsoft Teams Meeting
Martin, Alexandra

▲ **Wed, Nov 4**

- 8:00 AM – 9:00 AM [Meeting with CBO to go over budget amendments & analysis](#)
Zoom
Gadberry, Liz
 - ▨ 12:00 PM – 12:30 PM [BOLT Meeting](#)
Microsoft Teams Meeting
Merlo, Carmen
 - 1:00 PM – 1:30 PM [Kristin/Jessica](#)
Zoom meeting
Martin, Alexandra
 - 2:30 PM – 4:00 PM [Issues Brainstorming](#)
Microsoft Teams Meeting
Owen, Christina
 - ▨ 4:00 PM – 4:30 PM [Management check-in](#)
Microsoft Teams Meeting
Martin, Alexandra
-

▲ **Thu, Nov 5**

- 12:00 PM – 1:00 PM [Bureau Directors Monthly Meeting](#)
Zoom
Rinehart, Tom
 - 1:00 PM – 1:30 PM [BMP Hearing Part II Prep](#)
Microsoft Teams Meeting
Ford, Jane Marie
 - 2:00 PM – 5:00 PM [BMP Hearing Part II](#)
Ford, Jane Marie
 - 3:15 PM – 3:45 PM [optional BMP debrief](#)
TBD
Kinard, Jessica
-

▲ **Fri, Nov 6**

- 12:00 PM – 12:15 PM [Pre-meet and greet meeting](#)
Microsoft Teams Meeting
Martin, Alexandra
 - 1:30 PM – 2:00 PM [Equity Manager Position Discussion](#)
Skype Meeting
Hutchison, Sam
 - 2:15 PM – 4:10 PM [FA I third round interviews](#)
Zoom meeting
Martin, Alexandra
 - 4:50 PM – 5:10 PM [FA I Round 3 wrap-up](#)
Microsoft Teams Meeting
Martin, Alexandra
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▲ **Sat, Nov 7 – Sun, Nov 8**

▲ **Mon, Nov 9**

9:30 AM – 10:30 AM [Management Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

1:00 PM – 2:00 PM [Staff Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

- 11:30 AM – 12:20 PM [FA I Third Interview](#)
Zoom meeting
Martin, Alexandra
 - 3:00 PM – 4:00 PM [Commissioner Briefing Run-through](#)
Microsoft Teams Meeting
Kirby, Michelle
 - 4:00 PM – 4:15 PM [Tom/ Jessica Check-in](#)
Zoom
Rinehart, Tom
-

▲ Tue, Nov 10

- 10:30 AM – 11:00 AM [Check-in - PUB/AAM](#)
Teams
Archer-Masters, Amy
 - 1:00 PM – 2:30 PM [Annual Performance Evaluation](#)
Microsoft Teams Meeting
Owen, Christina
-

▲ Wed, Nov 11

- All Day [Veteran's Day holiday](#)
Martin, Alexandra
-

▲ Thu, Nov 12

- 8:00 AM – 8:15 AM [Tools for Budget Equity check-in](#)
Microsoft Teams Meeting
Kinard, Jessica
 - 8:15 AM – 9:00 AM [Directors' Racial Equity Subgroup](#)
Microsoft Teams Meeting
Ocken, Julie
 - ▨ 9:00 AM – 9:30 AM [Check In](#)
Microsoft Teams Meeting
Ford, Jane Marie
 - 9:30 AM – 11:30 AM [BMP Second Reading](#)
Ford, Jane Marie
 - 12:00 PM – 12:30 PM [Management check-in](#)
Microsoft Teams Meeting
Martin, Alexandra
 - 1:00 PM – 1:30 PM [Kristin/Jessica check-in](#)
Microsoft Teams Meeting
Martin, Alexandra
 - 2:00 PM – 2:30 PM [Tom/ Jessica Monthly Check-in](#)
Zoom
Rinehart, Tom
 - 2:30 PM – 3:00 PM [monthly check-in](#)
Microsoft Teams Meeting
Lindsay, Eliza
 - 3:30 PM – 4:00 PM [Katie - performance, opportunities for improvement/growth, etc.](#)
KS to call JK
Shifley, Katie
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▲ **Fri, Nov 13**

▲ **Sat, Nov 14 – Sun, Nov 15**

▲ **Mon, Nov 16**

9:30 AM – 10:30 AM [Management Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

1:00 PM – 2:00 PM [Staff Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

☒ 9:00 AM – 9:30 AM [quick check in](#)
Microsoft Teams Meeting
Carney, Shannon

■ 10:00 AM – 10:50 AM [FA I interview](#)
Microsoft Teams Meeting
Shifley, Katie

■ 10:50 AM – 11:40 AM [FA I interview](#)
Microsoft Teams Meeting
Shifley, Katie

■ 2:30 PM – 4:00 PM [New Commissioner panel re: Budgeting, Financial Planning, and Economic Forecast](#)
Zoom
Shiplot, Diana

■ 4:00 PM – 4:30 PM [FA I Debrief](#)
Microsoft Teams Meeting
Martin, Alexandra

▲ **Tue, Nov 17**

■ 9:30 AM – 11:30 AM [BHR Executive Session w/ Mayor Wheeler and Commissioners](#)
Virtual - Zoom link in appointment
Wheeler, Ted

■ 12:00 PM – 12:30 PM [Admin meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

■ 3:30 PM – 4:00 PM [CBO-ECC Finance check-in](#)
Katie to call Sheila
Shifley, Katie

▲ **Wed, Nov 18**

- 9:30 AM – 10:00 AM [Budget Calendar- finalization](#)
Microsoft Teams Meeting
Owen, Christina
 - 10:10 AM – 11:10 AM [Website update, decision points](#)
Microsoft Teams Meeting
Martin, Alexandra
 - 1:00 PM – 1:30 PM [Mayor's Office | CBO | OEHR | Civic Life: fall bump
reinvestment follow up](#)
zoom details below
Williams, Tia
 - 2:00 PM – 2:30 PM [Check-in with AM](#)
Microsoft Teams Meeting
Martin, Alexandra
 - 2:30 PM – 3:00 PM [Kristin Dennis/Jessica Kinard](#)
Microsoft Teams Meeting
Martin, Alexandra
 - 4:30 PM – 5:00 PM [Management check-in](#)
Microsoft Teams Meeting
Martin, Alexandra
-

▲ **Thu, Nov 19**

- ▨ 11:00 AM – 12:30 PM [Portland Utility Board - full Board meeting](#)
Zoom
Lindsay, Eliza
 - 2:00 PM – 2:30 PM [PUB staff check-in](#)
Phone/Teams
Archer-Masters, Amy
 - 2:30 PM – 3:00 PM [debrief OMF IA items](#)
Microsoft Teams Meeting
Owen, Christina
-

▲ **Fri, Nov 20**

- 10:30 AM – 11:00 AM [\(Conference line\) Jessica Kinard, City Budget Office \(CBO\) Director, monthly \(Cynthia\)](#)
Cmr. Fritz's conference line, Fritz, Amanda
 - 12:00 PM – 12:30 PM [Proposed Budget Docs](#)
Microsoft Teams Meeting
Owen, Christina
 - 2:30 PM – 3:00 PM [Cmr. Ryan & Director Kinard monthly check-in](#)
Microsoft Teams Meeting
Gadberry, Liz
-

▲ **Sat, Nov 21 – Sun, Nov 22**

▲ **Mon, Nov 23**

- 9:30 AM – 10:30 AM [Management Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra
 - 1:00 PM – 2:00 PM [Staff Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra
-

▲ **Tue, Nov 24**

- 9:00 AM – 9:30 AM [Check-in](#)
Microsoft Teams Meeting
Butel, Angela
- 10:30 AM – 11:00 AM [Check-in - PUB/AAM](#)
Teams
Archer-Masters, Amy
- ▨ 1:00 PM – 2:00 PM [COVID-19 Workplace Safety LOA](#)
Zoom Meeting
BHR Communications

- 2:00 PM – 2:30 PM [Jessica/Carmen - Facilities IA check-in](#)
Merlo, Carmen
 - ▨ 3:00 PM – 4:00 PM [PFR/CBO](#)
Microsoft Teams Meeting
Whitaker, Mark
 - ▨ 3:30 PM – 4:00 PM [CBO-ECC Finance check-in](#)
Katie to call Sheila
Shifley, Katie
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▲ **Wed, Nov 25**

- 1:00 PM – 1:30 PM [Kristin Dennis/Jessica Kinard](#)
Microsoft Teams Meeting
Martin, Alexandra
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▲ **Thu, Nov 26**

- All Day [Thanksgiving holidays](#)
Martin, Alexandra
-

▲ **Fri, Nov 27**

- All Day [Thanksgiving holidays](#)
Martin, Alexandra
-

▲ **Sat, Nov 28 – Sun, Nov 29**

▲ **Mon, Nov 30**

9:30 AM – 10:30 AM [Management Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

1:00 PM – 2:00 PM [Staff Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

■ 11:00 AM – 12:00 PM [Transition check in](#)
Microsoft Teams Meeting
Kinard, Jessica

■ 2:00 PM – 2:30 PM [Budget Development Roles and Responsibilities](#)
Zoom
Rinehart, Tom

December 2020

▲ Tue, Dec 1

■ 9:30 AM – 11:30 AM [WORK SESSION: Language Pay Differential Policy](#)
Link in appointment
Wheeler, Ted

■ 11:30 AM – 12:00 PM [PUB staff check-in](#)
Phone/Teams
Archer-Masters, Amy

■ 1:00 PM – 1:30 PM [Budget Retreat check in](#)
Microsoft Teams Meeting
Kinard, Jessica

■ 4:30 PM – 5:00 PM [Budget Guidance Update](#)
Microsoft Teams Meeting
Owen, Christina

▲ Wed, Dec 2

- 9:00 AM – 9:30 AM [Check-in re budget guidance](#)
Microsoft Teams Meeting
Ford, Jane Marie
 - 10:00 AM – 11:00 AM [CBO/BPS Discuss Surcharge Proposals](#)
Microsoft Teams Meeting
Rubin, Michelle
 - 1:00 PM – 1:30 PM [Kristin Dennis/Jessica Kinard](#)
Microsoft Teams Meeting
Martin, Alexandra
 - 1:30 PM – 2:30 PM [Hold- budget process materials](#)
Microsoft Teams Meeting
Owen, Christina
-

▲ Thu, Dec 3

- ▨ 12:00 PM – 1:00 PM [Bureau Directors Monthly Meeting](#)
Zoom
Rinehart, Tom
 - ▨ 1:00 PM – 1:30 PM [monthly check-in](#)
Microsoft Teams Meeting
Lindsay, Eliza
 - 2:00 PM – 4:00 PM [FY 2021-22 Budget Kick-off \[Zoom link attached\]](#)
City Budget Office
 - ▨ 2:00 PM – 4:00 PM [Budget Kick-off & equity training](#)
Owen, Christina
-

▲ Fri, Dec 4

- 10:30 AM – 11:00 AM [CityFleet's rate](#)
Microsoft Teams Meeting
Fairchild, Shannon
- 2:00 PM – 3:00 PM [Review budget retreat - performance presentation](#)
Microsoft Teams Meeting
Carney, Shannon

- 4:00 PM – 4:30 PM [Check-in w/ Jessica and Shannon](#)
Microsoft Teams Meeting
Fairchild, Shannon
-

▲ **Sat, Dec 5 – Sun, Dec 6**

▲ **Mon, Dec 7**

- 9:30 AM – 10:30 AM [Management Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra
- 1:00 PM – 2:00 PM [Staff Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

- 4:10 PM – 4:30 PM [Presentation check in](#)
Microsoft Teams Meeting
Kinard, Jessica

- 4:30 PM – 5:00 PM [Check-in on budget work session presentation](#)
Microsoft Teams Meeting
Butel, Angela
-

▲ **Tue, Dec 8**

- 9:30 AM – 11:30 AM [WORK SESSION: Budget 2021-22 Kickoff](#)
Link in appointment
Wheeler, Ted
- ▨ 11:30 AM – 12:00 PM [Debrief from work session](#)
Microsoft Teams Meeting
Martin, Alexandra
- 1:30 PM – 2:30 PM [budget check-in items](#)
Microsoft Teams Meeting
Owen, Christina

- ▨ 2:00 PM – 2:30 PM [Uploading V51_IA Base to BFM](#)
Microsoft Teams Meeting
Eden, Jess
 - 2:30 PM – 3:00 PM [Weekly BHR/Budget Check In](#)
Microsoft Teams Meeting
Bless, Cathy
 - 3:30 PM – 4:00 PM [CBO-ECC Finance check-in](#)
Katie to call Sheila
Shifley, Katie
 - 4:30 PM – 5:00 PM [Survey request development](#)
Microsoft Teams Meeting
Kinard, Jessica
-

▲ **Wed, Dec 9**

- 11:30 AM – 12:30 PM [Equity group check-in](#)
Microsoft Teams Meeting
Martin, Alexandra
 - 12:00 PM – 12:30 PM [BOLT Meeting](#)
Microsoft Teams Meeting
Merlo, Carmen
 - 12:30 PM – 1:00 PM [Budget and Bargaining Impacts](#)
Microsoft Teams Meeting
Zito, Ronald
-

▲ **Thu, Dec 10**

- ▨ 9:00 AM – 10:30 AM [Utilities & Transportation Module 1 Financial Review](#)
Microsoft Teams Meeting
Owen, Christina
- 10:30 AM – 12:00 PM [P&D Directors Monthly Meeting](#)
<https://zoom.us/j/93781520918?pwd=eGpNTHV5VINwRndPQXIENmJGaStCdz09>
Durbin, Andrea

- 2:00 PM – 2:30 PM [Tom/ Jessica Monthly Check-in](#)
Zoom
Rinehart, Tom
 - 3:30 PM – 4:00 PM [Performance work planning](#)
Microsoft Teams Meeting
Kinard, Jessica
 - 4:00 PM – 5:30 PM [PF&R BAC](#)
 - 4:00 PM – 5:30 PM [PF&R Budget Advisory Committee](#)

Moore, Janice
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▲ **Fri, Dec 11**

- 10:00 AM – 11:00 AM [Budget Update](#)
Microsoft Teams Meeting
Zito, Ronald
 - 11:30 AM – 12:00 PM [Matt/Jessica - Check-In on Broadway Corridor Debt](#)
Microsoft Teams Meeting
Gierach, Matthew
 - 12:00 PM – 12:15 PM [procurement guidance q](#)
Microsoft Teams Meeting
Shifley, Katie
 - 2:00 PM – 2:30 PM [Budget/HR Check-In](#)
Lane, Anita
 - 3:30 PM – 4:00 PM [FY 21-22 Budget Check in](#)
Microsoft Teams Meeting
Castruita, Crystal
-

▲ **Sat, Dec 12 – Sun, Dec 13**

▲ **Mon, Dec 14**

- 2:00 PM – 3:00 PM [Personnel Reporting BFM](#)
Microsoft Teams Meeting
Eden, Jess
 - 4:00 PM – 4:30 PM [\(Conference line\) Jessica Kinard, City Budget Office \(CBO\) Director, monthly \(Tim\)](#)
Cmr. Fritz's conference lineFritz, Amanda
 - ▨ 4:00 PM – 5:00 PM [LR Huddle](#)
Microsoft Teams Meeting
Anthony, Jamaal
 - ▨ 4:30 PM – 5:00 PM [JK/AM equity check-in](#)
Microsoft Teams Meeting
CBO Vacation Calendar
-

▲ **Tue, Dec 15**

- 9:30 AM – 11:30 AM [BHR Executive Session w/ Mayor Wheeler and Commissioners](#)
Zoom link in appointment
Wheeler, Ted
 - 2:00 PM – 2:30 PM [Performance assignments](#)
Microsoft Teams Meeting
Kinard, Jessica
 - 4:30 PM – 5:00 PM [Parks/Budget Office](#)
Microsoft Teams Meeting
Martin, Alexandra
 - ▨ 5:00 PM – 5:30 PM [Touch base on performance transition](#)
Microsoft Teams Meeting
Carney, Shannon
-

▲ **Wed, Dec 16**

- 9:30 AM – 10:00 AM [AM/JK check-in](#)
Microsoft Teams Meeting
Martin, Alexandra
 - 10:30 AM – 11:00 AM [check-in](#)
Microsoft Teams Meeting
Shifley, Katie
 - ▨ 12:00 PM – 1:00 PM [CAL check-in](#)
Microsoft Teams Meeting
Owen, Christina
 - 1:00 PM – 1:30 PM [Kristin Dennis/Jessica Kinard](#)
Microsoft Teams Meeting
Martin, Alexandra
 - ▨ 2:30 PM – 3:00 PM [Weekly BHR/Budget Check In](#)
Microsoft Teams Meeting
Bless, Cathy
-

▲ **Thu, Dec 17**

- 9:00 AM – 9:30 AM [check in part deux](#)
Microsoft Teams Meeting
Shifley, Katie
- ▨ 11:00 AM – 12:30 PM [Portland Utility Board - full Board meeting](#)
Zoom
Lindsay, Eliza
- 1:15 PM – 1:45 PM [Performance duties check in](#)
Microsoft Teams Meeting
Kinard, Jessica
- 1:45 PM – 2:15 PM [Performance check-in](#)
Microsoft Teams Meeting
Kinard, Jessica
- ▨ 2:30 PM – 3:30 PM [Budget Manual Highlights \[Zoom Link\]](#)
City Budget Office

▲ **Fri, Dec 18**

- 10:00 AM – 10:15 AM [Com. Fritz/Budget Office Farewell](#)
Zoom
Martin, Alexandra
 - ▨ 10:30 AM – 11:00 AM [Check-in on Performance handoff plan](#)
Microsoft Teams Meeting
Butel, Angela
 - 11:00 AM – 12:00 PM [Exit interview](#)
Microsoft Teams Meeting
Carney, Shannon

 - 2:30 PM – 3:00 PM [Cmr. Ryan & Director Kinard monthly check-in](#)
Microsoft Teams Meeting
Gadberry, Liz
 - 4:30 PM – 5:00 PM [Com.-Elect Mapps/Budget Office](#)
Microsoft Teams Meeting
Martin, Alexandra
-

▲ **Sat, Dec 19 – Sun, Dec 20**

▲ **Mon, Dec 21**

- 10:30 AM – 10:45 AM [Graffiti Check-In](#)
Microsoft Teams Meeting
Ford, Jane Marie

- 2:00 PM – 2:30 PM [Com.-Elect Rubio/Budget Office](#)
Microsoft Teams Meeting
Martin, Alexandra
 - 2:55 PM – 3:30 PM [FA I interview - confirmed](#)
zoom
Martin, Alexandra
 - 3:55 PM – 4:30 PM [FA I interview](#)
Zoom
Martin, Alexandra
-

▲ Tue, Dec 22

- 11:00 AM – 11:30 AM [PUB staff check-in](#)
Phone/Teams
Archer-Masters, Amy
 - 3:00 PM – 4:00 PM [PF&R/CBO](#)
Teams Meeting
Moore, Janice
 - ▨ 4:00 PM – 4:30 PM [City Bureau Directors Check-in](#)
Via Zoom
Rinehart, Tom
 - 4:30 PM – 5:00 PM [Rescheduled - ECC/CBO Check-In](#)
Microsoft Teams Meeting
Ford, Jane Marie
-

▲ Wed, Dec 23

▲ Thu, Dec 24

- ▨ 12:00 PM – 12:30 PM [ZOOM: Reimagine Oregon Prep Meeting](#)
Diaz, Samuel
-

▲ **Fri, Dec 25**



All Day [Christmas holiday](#)
Martin, Alexandra

▲ **Sat, Dec 26 – Sun, Dec 27**

▲ **Mon, Dec 28**

9:30 AM – 10:30 AM

[Management Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

1:00 PM – 2:00 PM

[Staff Meeting](#)
Microsoft Teams Meeting
Martin, Alexandra

▲ **Tue, Dec 29**

▲ **Wed, Dec 30**

▲ **Thu, Dec 31**
