

April 1, 2021

Thursday

8:45 AM - 9:00 AM

Thursday Huddle -- Microsoft Teams Meeting

9:00 AM - 10:00 AM

Monthly Equity Topic -- Zoom meeting

9:30 AM - 12:30 PM

WORK SESSION: FY 2021-22 Budget Development -- Zoom

1:00 PM - 1:30 PM

PUB staff check-in -- Phone/Teams

1:30 PM - 2:00 PM

MO-CBO Council budget conversations prep -- Microsoft Teams Meeting

2:00 PM - 3:00 PM

Regroup Outstanding BMP decisions -- Microsoft Teams Meeting

April 1, 2021 Continued

Thursday

3:00 PM - 3:30 PM

Performance Check In -- Microsoft Teams Meeting

April 2, 2021

Friday

12:00 AM - 12:00 AM

Spring BMP Reviews due to peer reviewer and BMP coordinators

8:30 AM - 9:30 AM

Bi-Weekly meeting -- Microsoft Teams Meeting

9:00 AM - 10:00 AM

Exec Session Prep -- Teams

10:00 AM - 10:30 AM

Check-in re Spring BMP briefings -- Microsoft Teams Meeting

10:30 AM - 12:30 PM

Economic Recovery Task Force *Confirmed -- ZOOM

12:00 PM - 2:00 PM

Reimagine Oregon Project Electeds Gathering

2:00 PM - 2:30 PM

Budget/HR Check-In

3:00 PM - 4:30 PM

Mayor's budget briefing #6 -- Microsoft Teams Meeting

April 3, 2021

Saturday

All Day

Spring BMP Reviews due to peer reviewer and BMP coordinators
Please See Above**April 4, 2021**

Sunday

All Day

Spring BMP Reviews due to peer reviewer and BMP coordinators
Please See Above**April 5, 2021**

Monday

12:00 AM - 12:00 AM

Spring BMP Reviews due to peer reviewer and BMP coordinators
Please See Above

April 5, 2021 Continued

Monday

9:30 AM - 11:00 AM	Mayor's budget briefing #7 -- Microsoft Teams Meeting
9:30 AM - 10:30 AM	Staff Meeting -- Microsoft Teams Meeting
10:30 AM - 11:00 AM	Admin meeting -- Microsoft Teams Meeting
11:30 AM - 1:00 PM	Economic Relief & Stimulus Coordinating Council -- Zoom - Link Updated
12:00 PM - 1:00 PM	BHR Executive Session -- Zoom
2:00 PM - 3:00 PM	Spring BMP Briefing Check In -- Microsoft Teams Meeting
3:30 PM - 4:00 PM	Bobby Lee/Jessica Kinard Weekly Meeting -- Teams

April 6, 2021

Tuesday

10:00 AM - 10:30 AM	Check-in -- Microsoft Teams Meeting
1:15 PM - 2:00 PM	Com. Hardesty Spring BMP Briefing -- Microsoft Teams Meeting
2:30 PM - 3:30 PM	Mayor's Proposed Budget Meeting #8
2:30 PM - 3:30 PM	MEET: City Budget Office Budget Planning -- Zoom
3:30 PM - 4:00 PM	ECC-CBO check-in -- Microsoft Teams Meeting
4:00 PM - 4:30 PM	Directors 2x Weekly Check-in -- Zoom

April 7, 2021

Wednesday

All Day	Power-On Wednesday
All Day	Send BMP reviews to bureaus by 9am
11:00 AM - 12:00 PM	Jessica and Sam check-in -- Zoom
12:00 PM - 1:00 PM	E-Council Process - Analyst Feedback

April 7, 2021 Continued

Wednesday

- 1:30 PM - 2:00 PM **Workforce Plan discussion -- Microsoft Teams Meeting**
- 3:45 PM - 4:15 PM **Budget meeting -- Zoom**
- 4:00 PM - 5:00 PM **Management check-in -- Microsoft Teams Meeting**

April 8, 2021

Thursday

- 8:45 AM - 9:00 AM **Thursday Huddle -- Microsoft Teams Meeting**
- 9:30 AM - 10:15 AM **MEET: Jessica Kinard, City Budget Office (CBO) Director, et al., biweekly/briefing (Adriana) -- Zoom link in invite; Passcode: CR2021!**
- 10:30 AM - 11:30 AM **P&D Directors Monthly Meeting --
<https://zoom.us/j/92945973733?pwd=REhrZ1IEYm9BUGxpQnJQYINVN1IyUT09>**
- 11:30 AM - 12:00 PM **Budget Meeting -- Zoom**
- 1:30 PM - 2:00 PM **Budget meeting -- Zoom**
- 2:00 PM - 2:30 PM **Tom/ Jessica Monthly Check-in -- Zoom**
- 3:00 PM - 3:30 PM **Performance Check In -- Microsoft Teams Meeting**
- 4:00 PM - 4:30 PM **Directors 2x Weekly Check-in -- Zoom**

April 9, 2021

Friday

- 11:15 AM - 11:55 AM **Spring BMP Briefing -- Microsoft Teams Meeting**
- 12:30 PM - 1:00 PM **Read BMP exec summary**
- 1:00 PM - 2:00 PM **Budget meeting: Sonia, Bobby, Sam and Jessica -- Microsoft Teams Meeting (or call)**
- 2:30 PM - 3:00 PM **Check-in Rescheduled -- Josh to Call Jessica**

April 9, 2021 Continued

Friday

- 4:00 PM - 5:00 PM **Mayor's Proposed Budget Meeting #9**
- 4:00 PM - 5:00 PM **MEET: Jessica Kinard | City Budget Office (Bobby/Sonia) -- Zoom**
- 5:00 PM - 5:30 PM **Internal BMP discussion -- Microsoft Teams Meeting**

April 12, 2021

Monday

- 9:30 AM - 10:30 AM **Staff Meeting -- Microsoft Teams Meeting**
- 10:30 AM - 11:00 AM **Admin meeting -- Microsoft Teams Meeting**
- 11:30 AM - 1:00 PM **Economic Relief & Stimulus Coordinating Council -- Zoom - Link Upated**
- 1:00 PM - 1:30 PM **Mayors Office-CBO briefing -- Microsoft Teams Meeting**
- 1:30 PM - 1:45 PM **Director update: employee vaccine clinic cancelled --
<https://zoom.us/j/97513463256?pwd=WIVUWCtEa0RqVGRYSkhPS0tnVVhHZz09>**
- 2:00 PM - 2:30 PM **Technical actions/plans for balancing -- Microsoft Teams Meeting**
- 3:00 PM - 3:30 PM **Monthly Meeting with Budget Office -- Microsoft Teams Meeting**
- 3:30 PM - 4:00 PM **Bobby Lee/Jessica Kinard Weekly Meeting -- Teams**
- 4:00 PM - 5:00 PM **Spring BMP briefing from CBO (switching to Zoom) -- ZOOM**
- 6:00 PM - 8:00 PM **Community Listening Session: Economic Stabilization and Recovery -- Watch on youtube**

April 13, 2021

Tuesday

- 8:30 AM - 9:00 AM **BMP Work session prep -- Microsoft Teams Meeting**
- 9:00 AM - 9:30 AM **HOLD for BMP Prep -- Zoom**
- 9:30 AM - 11:30 AM **WORK SESSION: Spring BMP -- Virtual**

April 13, 2021 Continued

Tuesday

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|-------------------|---|
| 1:30 PM - 2:00 PM | CBO-Mayor's Office Briefing -- Microsoft Teams Meeting |
| 2:15 PM - 2:45 PM | Check in on PUB items -- Microsoft Teams Meeting |
| 3:30 PM - 4:00 PM | ECC-CBO check-in -- Microsoft Teams Meeting |
| 4:00 PM - 5:00 PM | MEET: Jessica Kinard City Budget Office (Bobby/Sonia) -- Zoom |
| 4:00 PM - 4:30 PM | Directors 2x Weekly Check-in -- Zoom |

April 14, 2021

Wednesday

- | | |
|---------------------|--|
| All Day | Certify your timesheet |
| All Day | Power-On Wednesday |
| 10:00 AM - 11:00 AM | MEET: City Budget Office Proposed Budget -- Teams |
| 12:00 PM - 1:00 PM | Mayor's Office-CBO Briefing -- Microsoft Teams Meeting |
| 12:00 PM - 12:30 PM | BOLT Meeting -- Microsoft Teams Meeting |
| 3:00 PM - 3:30 PM | RV check-in with CBO --
https://us02web.zoom.us/j/88681726276?pwd=cDhzZnhhZTBmclFjRWg2bEdvR2t6UT09&from=addon |
| 3:30 PM - 3:45 PM | Check-in -- Microsoft Teams Meeting |
| 4:00 PM - 5:00 PM | Management check-in -- Microsoft Teams Meeting |

April 15, 2021

Thursday

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|---------------------|---|
| All Day | possible arb testimony |
| 8:45 AM - 9:00 AM | Thursday Huddle -- Microsoft Teams Meeting |
| 9:00 AM - 9:15 AM | Discuss Pioneer Sq BMP package -- Microsoft Teams Meeting |
| 11:00 AM - 12:30 PM | Portland Utility Board - full Board meeting -- Zoom |

April 15, 2021 Continued

Thursday

12:15 PM - 1:00 PM	CBO/Bobby/Sonia FY 2021-22 Budget -- Microsoft Teams Meeting
1:30 PM - 2:00 PM	Budget Meeting -- Zoom
2:30 PM - 3:30 PM	Mayor's Proposed Budget Meeting #10
2:30 PM - 3:30 PM	MEET: Jessica Kinard City Budget Office (Bobby/Sonia) -- Zoom
3:00 PM - 3:30 PM	Performance Check In -- Microsoft Teams Meeting
4:00 PM - 4:30 PM	Directors 2x Weekly Check-in -- Zoom
4:30 PM - 5:00 PM	Mayor's Proposed D4 run-through -- Microsoft Teams Meeting

April 16, 2021

Friday

9:00 AM - 10:00 AM	Bi-Weekly meeting -- Microsoft Teams Meeting
10:30 AM - 11:15 AM	CBO-MO Budget Finalization -- Microsoft Teams Meeting
11:15 AM - 12:00 PM	MY Proposed/Treasury guidance crosswalk -- Microsoft Teams Meeting
12:00 PM - 12:45 PM	MEET: Gun Violence Budget Meeting -- Zoom
2:00 PM - 2:30 PM	Budget/HR Check-In
2:30 PM - 3:00 PM	Cmr. Ryan & Director Kinard monthly check-in -- Microsoft Teams Meeting
3:00 PM - 4:00 PM	MEET: Final Budget Review -- Zoom
4:30 PM - 5:00 PM	OVP budget -- Microsoft Teams Meeting
5:30 PM - 6:00 PM	Outreach session planning -- Microsoft Teams Meeting

April 17, 2021

Saturday

10:00 AM - 12:00 PM	Community Listening Session - Community Safety -- Youtube/Channel 30
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April 19, 2021

Monday

- 9:30 AM - 10:30 AM Staff Meeting -- Microsoft Teams Meeting
- 10:30 AM - 11:00 AM Admin meeting -- Microsoft Teams Meeting
- 12:00 PM - 1:00 PM Prep w/ Carmen: Citywide Asset Management Council Worksession -- Microsoft Teams Meeting
- 3:30 PM - 4:00 PM Bobby Lee/Jessica Kinard Weekly Meeting -- Teams

April 20, 2021

Tuesday

- 8:45 AM - 9:30 AM GF Balancing- -- Microsoft Teams Meeting
- 9:30 AM - 10:30 AM BHR Executive Session w/ Mayor Wheeler and Commissioners -- Virtual
- 10:30 AM - 11:00 AM JK/AM check-in -- Microsoft Teams Meeting
- 11:00 AM - 11:30 AM PUB staff check-in -- Phone/Teams
- 12:00 PM - 12:30 PM Call JM
- 3:30 PM - 4:00 PM ECC-CBO check-in -- Microsoft Teams Meeting
- 4:00 PM - 4:30 PM Directors 2x Weekly Check-in -- Zoom
- 6:00 PM - 9:00 PM CoP Leadership Protest Briefing/Coordination Room

April 21, 2021

Wednesday

- 12:00 AM - 12:00 AM BFM opens to bureaus (time approximate), closes 12:00pm 4/23
- All Day Power-On Wednesday
- 8:45 AM - 9:00 AM Analyst Huddle: letting bureaus into system -- Microsoft Teams Meeting
- 10:45 AM - 11:00 AM Check in -- Microsoft Teams Meeting

April 21, 2021 Continued

Wednesday

- 2:00 PM - 5:00 PM Hold Spring BMP Hearing
- 4:00 PM - 5:00 PM Management check-in -- Microsoft Teams Meeting

6:00 PM - 11:00 PM

CoP Leadership Protest Briefing/Coordination Room

April 22, 2021

Thursday

All Day

**BFM opens to bureaus (time approximate), closes 12:00pm 4/23
Please See Above**

All Day

Bureau Fact Sheets due to AD 4:00PM

8:45 AM - 9:00 AM

Thursday Huddle -- Microsoft Teams Meeting

3:00 PM - 3:30 PM

Performance Check In -- Microsoft Teams Meeting

4:00 PM - 4:30 PM

Directors 2x Weekly Check-in -- Zoom

April 23, 2021

Friday

12:00 AM - 12:00 AM

**BFM opens to bureaus (time approximate), closes 12:00pm 4/23
Please See Above**

10:00 AM - 11:00 AM

PatternStream aka PADS Training!! -- Microsoft Teams Meeting

2:00 PM - 3:00 PM

JK-JH Check In -- JK Office

3:00 PM - 4:00 PM

citywide analyst -- Microsoft Teams Meeting

April 26, 2021

Monday

9:30 AM - 10:30 AM

Staff Meeting -- Microsoft Teams Meeting

10:30 AM - 11:00 AM

Admin meeting -- Microsoft Teams Meeting

11:30 AM - 1:00 PM

Economic Relief & Stimulus Coordinating Council -- Zoom - Link Upated

1:00 PM - 1:30 PM

**Proposed budget communications planning --
<https://us02web.zoom.us/j/84748520458?pwd=b1Y2NUNBM1lxVE1WSmRYMmNEeUJWdz09&from=addon>**

April 26, 2021 Continued

Monday

- 3:00 PM - 3:30 PM Community safety budget briefing --
<https://us02web.zoom.us/j/84469868360?pwd=QTVLbys3L2FhL21QeWlwcVRqbTliZz09&from=addon>
- 3:30 PM - 4:00 PM Bobby Lee/Jessica Kinard Weekly Meeting -- Teams
- 3:30 PM - 4:00 PM Recreational Cannabis Tax Fund resources - meeting 1 -- Microsoft Teams Meeting
- 4:00 PM - 4:30 PM Change Memo walk-through -- Microsoft Teams Meeting

April 27, 2021

Tuesday

- 8:30 AM - 9:00 AM PREP: Proposed Budget Communications -- Zoom
- 12:00 PM - 1:00 PM All Staff Check-In -- Zoom
- 3:00 PM - 3:30 PM PF&R/CBO -- Teams Meeting
- 3:30 PM - 4:00 PM Mayor's Proposed – PPB budget -- Zoom
- 4:00 PM - 5:00 PM All narrative edits complete and IN Patternstream
- 4:00 PM - 4:30 PM Directors 2x Weekly Check-in -- Zoom
- 4:00 PM - 4:30 PM MEET: Commissioner Rubio/Mayor Wheeler | Proposed Budget Preview w/ Director Kinard (Bobby) -- Zoom

April 28, 2021

Wednesday

- All Day Certify your timesheet
- All Day Power-On Wednesday
- 8:30 AM - 8:55 AM MEET: Commissioner Mapps & Mayor | Proposed Budget Preview w/ Director Kinard (Bobby) -- Zoom info in appointment
- 10:00 AM - 10:30 AM JK-DI Check In -- Microsoft Teams Meeting
- 11:00 AM - 11:30 AM ECC-CBO check-in -- Microsoft Teams Meeting
- 11:30 AM - 12:00 PM Proposed Budget Pre-Briefing (Tom/ Jessica + Sonia/ Bobby, if available) -- Zoom

April 28, 2021 Continued

Wednesday

12:30 PM - 12:50 PM	MEET: Auditor Hull Caballero & Mayor Wheeler Proposed Budget Preview w/ Director Kinard -- Zoom info in appointment
1:00 PM - 1:30 PM	MEET: Commissioner Hardesty/Mayor Wheeler Budget Preview w/ Director Kinard (Bobby) -- Zoom info in appointment
1:30 PM - 1:50 PM	MEET: Commissioner Ryan/Mayor Wheeler Proposed Budget Preview w/ Director Kinard (Bobby) -- Zoom info in appointment
2:30 PM - 3:30 PM	MEDIA: Director Kinard, CBO, Bobby and Sonia Proposed Budget Briefing -- Zoom link in appointment
4:00 PM - 5:00 PM	Management check-in -- Microsoft Teams Meeting

April 29, 2021

Thursday

8:30 AM - 8:50 AM	PREP: Budget Release -- Zoom
8:45 AM - 9:00 AM	Thursday Huddle -- Microsoft Teams Meeting
3:00 PM - 3:30 PM	Performance Check In -- Microsoft Teams Meeting
4:00 PM - 4:30 PM	Directors 2x Weekly Check-in -- Zoom

April 30, 2021

Friday

All Day	Change Memo Due
All Day	P-card sign-off and allocation due last business day of the month
9:00 AM - 10:00 AM	Bi-Weekly meeting -- Microsoft Teams Meeting
11:30 AM - 12:00 PM	MEET: Jessica Kinard, City Budget Office (CBO) Director, biweekly (Adriana) -- Commissioner's Zoom - link in invite; passcode: CR2021!
12:30 PM - 1:00 PM	Charter Revision discussion -- Microsoft Teams Meeting
1:30 PM - 2:00 PM	Check-in on Capital Set Aside -- Microsoft Teams Meeting
2:00 PM - 2:30 PM	Budget/HR Check-In

April 30, 2021 Continued

Friday

4:30 PM - 5:00 PM

equity manager check in -- Microsoft Teams Meeting

5:00 PM - 5:30 PM

CHANGE MEMO by EOD

May 3, 2021

Monday

9:30 AM - 10:30 AM	Staff Meeting -- Microsoft Teams Meeting
10:00 AM - 10:50 AM	MEET: Proposed Budget Check-in -- Zoom
10:30 AM - 11:00 AM	Admin meeting -- Microsoft Teams Meeting
11:00 AM - 11:30 AM	Cannabis Tax fund meeting planning -- Microsoft Teams Meeting
12:00 PM - 1:00 PM	Jess Exit Interview -- Microsoft Teams Meeting
1:45 PM - 2:45 PM	PREP: Budget Work Session w/ Director Kinard (Bobby/Sonia) -- Zoom
3:30 PM - 4:30 PM	Council office briefing re street response -- https://us02web.zoom.us/j/85643035085?pwd=azZjVEpwYm5ueWNRRN0ppc3BXaGVvUT09&from=addon
3:30 PM - 4:00 PM	Bobby Lee/Jessica Kinard Weekly Meeting -- Teams
4:30 PM - 5:00 PM	Recreational Cannabis Tax Fund resources - meeting 2 -- Microsoft Teams Meeting

May 4, 2021

Tuesday

9:30 AM - 11:30 AM	WORK SESSION: FY 2021-22 Budget Development -- Zoom
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Tuesday

1:30 PM - 2:00 PM

PUB staff check-in -- Phone/Teams

3:30 PM - 5:00 PM

Portland Utility Board - full board Meeting -- Zoom

May 5, 2021

Wednesday

All Day

Power-On Wednesday

11:30 AM - 12:00 PM

Admin meeting 2 -- Microsoft Teams Meeting

2:00 PM - 2:30 PM

Proposed Hearing check-in -- Microsoft Teams Meeting

3:00 PM - 4:00 PM

MEET: Commissioner Hardesty & Director Kinard | City Budget Briefing -- Zoom

4:00 PM - 5:00 PM

Management check-in -- Microsoft Teams Meeting

6:00 PM - 8:00 PM

Community Budget Meeting- Mayor's Message Mayor's Proposed

May 6, 2021

Thursday

8:45 AM - 9:00 AM

Thursday Huddle -- Microsoft Teams Meeting

9:00 AM - 10:00 AM

Monthly Equity Topic -- Zoom meeting

12:00 PM - 1:00 PM

Bureau Directors Monthly Meeting -- Zoom

3:00 PM - 3:30 PM

Performance Check In -- Microsoft Teams Meeting

3:30 PM - 4:00 PM

monthly check-in -- Microsoft Teams Meeting

Friday

9:00 AM - 10:00 AM

JK-JH Check In -- JK Office

10:00 AM - 11:00 AM

MEETING: Upcoming Interest Arbitration --
<https://zoom.us/j/92503345653?pwd=ZDVmVUtwNHVvakhJQ0ZwS3hPRUpoQT09>

4:00 PM - 4:30 PM

Recreational Cannabis Tax Fund resources - meeting 3 -- Microsoft Teams Meeting

May 10, 2021

Monday

9:30 AM - 10:30 AM

Staff Meeting -- Microsoft Teams Meeting

10:30 AM - 11:00 AM

Admin meeting -- Microsoft Teams Meeting

11:30 AM - 1:00 PM

Economic Relief & Stimulus Coordinating Council -- Zoom

1:00 PM - 1:30 PM

Approved budget check in -- Microsoft Teams Meeting

3:30 PM - 4:00 PM

Bobby Lee/Jessica Kinard Weekly Meeting -- Teams

3:30 PM - 4:00 PM

PPB budget check-in --
<https://us02web.zoom.us/j/81996861934?pwd=cjE0ZXJjdXlJU3A2VTJ6QzRzYVZtdz09&from=addon>

4:30 PM - 5:00 PM

Jessica/Bobby/Sonia check-in --
<https://us02web.zoom.us/j/88201195366?pwd=a0VVR0crM2RvTzNuc3kzck10TTRFUT09&from=addon>

May 11, 2021

Tuesday

9:00 AM - 9:30 AM

Recreational Cannabis Tax Fund resources - meeting 4 -- Microsoft Teams Meeting

12:00 PM - 1:00 PM

Charter Commission Bureau Directors Panel - Cross Bureau Support Group -- Zoom Link inside

1:00 PM - 1:30 PM

Check in on Approved Budget -- Microsoft Teams Meeting

3:30 PM - 4:00 PM

ECC-CBO check-in -- Microsoft Teams Meeting

4:30 PM - 5:00 PM

call re: run of show/amendment status -- Microsoft Teams Meeting

Wednesday

- All Day** **Certify your timesheet**
- All Day** **Power-On Wednesday**
- 9:00 AM - 9:30 AM** **Check in on Approved Budget -- Microsoft Teams Meeting**
- 10:00 AM - 11:00 AM** **AM interim assignments -- Microsoft Teams Meeting**
- 3:00 PM - 4:00 PM** **Bi-Weekly meeting -- Microsoft Teams Meeting**
- 4:00 PM - 5:00 PM** **Management check-in -- Microsoft Teams Meeting**

May 13, 2021

Thursday

- 8:45 AM - 9:00 AM** **Thursday Huddle -- Microsoft Teams Meeting**
- 9:30 AM - 10:00 AM** **PREP: Approved Budget w/ Director Kinard -- Zoom**
- 10:30 AM - 12:00 PM** **P&D Directors Monthly Meeting --**
<https://zoom.us/j/92945973733?pwd=REhrZ1IEYm9BUGxpQnJQYlNVN1lyUT09>
- 1:00 PM - 1:30 PM** **Budget/HR Check-In**
- 2:00 PM - 5:00 PM** **Hold- Council to Meet as Budget Committee to Approve Budget**

May 14, 2021

Friday

- 9:30 AM - 10:00 AM** **Debrief Approved Budget Vote & Next steps -- Microsoft Teams Meeting**
- 9:45 AM - 10:15 AM** **CBO Support from OMF -- Microsoft Teams Meeting**
- 4:00 PM - 5:00 PM** **Disaster Policy Council Meeting re: gun violence emergency --**
<https://us02web.zoom.us/j/84827072015?pwd=a3pHUWFkZ0xlVJ2akswVEozNm5mZz09>

Monday

9:30 AM - 10:30 AM	Staff Meeting -- Microsoft Teams Meeting
10:30 AM - 11:00 AM	Admin meeting -- Microsoft Teams Meeting
11:00 AM - 11:30 AM	Labor costing check in -- Microsoft Teams Meeting
11:30 AM - 1:00 PM	Economic Relief & Stimulus Coordinating Council -- Zoom
1:30 PM - 2:00 PM	ECC-CBO check-in -- Microsoft Teams Meeting
3:30 PM - 4:00 PM	Bobby Lee/Jessica Kinard Weekly Meeting -- Teams
3:30 PM - 4:00 PM	Performance check-in/transition discussion -- Microsoft Teams Meeting
4:30 PM - 5:00 PM	CBO-HRBP Check In -- Microsoft Teams Meeting

May 18, 2021

Tuesday

8:30 AM - 9:00 AM	Executive Session Check-in -- Teams
9:30 AM - 11:30 AM	BHR Executive Session w/ Mayor Wheeler and Commissioners -- Virtual
9:30 AM - 10:00 AM	CBO / JOHS Check in on ARPA funding Swap
11:45 AM - 12:00 PM	PUB staff check-in -- Phone/Teams
12:00 PM - 1:00 PM	initial conversation on PUB stipend pilot -- Microsoft Teams Meeting
1:00 PM - 1:30 PM	check-in -- Microsoft Teams Meeting

May 19, 2021

Wednesday

All Day	Power-On Wednesday
11:30 AM - 12:00 PM	Tom/ Jessica Monthly Check-in -- Zoom
12:00 PM - 1:00 PM	Budget Discussion -- Microsoft Teams Meeting

Wednesday

- 1:00 PM - 1:30 PM Check-in -- Microsoft Teams Meeting
- 1:30 PM - 2:00 PM DI-JK Check In -- Microsoft Teams Meeting
- 2:00 PM - 3:30 PM FY 2021-22 Utility Rate Hearing
- 3:30 PM - 4:00 PM CBO Support Follow Up -- Microsoft Teams Meeting
- 3:30 PM - 4:00 PM check-in -- Microsoft Teams Meeting
- 4:00 PM - 5:00 PM Management check-in -- Microsoft Teams Meeting

May 20, 2021

Thursday

- 8:45 AM - 9:00 AM Thursday Huddle -- Microsoft Teams Meeting
- 11:00 AM - 12:30 PM Portland Utility Board - full Board meeting -- Zoom
- 3:00 PM - 3:30 PM Performance Check In -- Microsoft Teams Meeting
- 4:00 PM - 4:30 PM Directors 2x Weekly Check-in -- Zoom

May 21, 2021

Friday

- 8:00 AM - 8:30 AM Budget/Compensation Discussion -- Zoom Meeting
- 9:00 AM - 10:00 AM JK-JH Check In -- JK Office
- 10:00 AM - 10:10 AM JK-AM quick check-in -- Microsoft Teams Meeting
- 11:00 AM - 11:30 AM Jessica Kinard Interim Director Budget Office - Check-In c-alexandra martin x-6925 (NOTE New Time Adjustment) Zoom Inc.
- 1:00 PM - 1:30 PM labor action communication -- Microsoft Teams Meeting
- 3:30 PM - 4:00 PM Monthly Meeting with Budget Office -- Microsoft Teams Meeting

May 24, 2021

Monday

- 9:30 AM - 10:30 AM Staff Meeting -- Microsoft Teams Meeting

Monday

- 10:30 AM - 11:00 AM** Admin meeting -- Microsoft Teams Meeting
- 1:05 PM - 1:25 PM** Private Appointment
- 1:30 PM - 3:00 PM** Equity Steering Committee Meeting -- Microsoft Teams Meeting
- 1:45 PM - 2:45 PM** Management Team Meeting on Priorities w/ Mayor -- Zoom
- 3:30 PM - 4:00 PM** Bobby Lee/Jessica Kinard Weekly Meeting -- Teams

May 25, 2021

Tuesday

- 12:00 AM - 12:00 AM** Alexandra OUT
- All Day** BFM Open for OEO
- 9:00 AM - 9:25 AM** COEP Solutions -- Microsoft Teams Meeting
- 9:30 AM - 11:30 AM** WORK SESSION: ARPA Allocation Framework -- Zoom info in appointment
- 11:30 AM - 12:00 PM** Tuesday Chiefs -- Microsoft Teams Meeting
- 1:30 PM - 2:00 PM** DI-JK Check In -- Microsoft Teams Meeting
- 2:00 PM - 4:00 PM** Economic Recovery Task Force *Confirmed -- Zoom
- 3:00 PM - 4:00 PM** PF&R/CBO -- Teams Meeting
- 4:00 PM - 4:30 PM** Directors 2x Weekly Check-in -- Zoom

May 26, 2021

Wednesday

- All Day** Alexandra OUT
Please See Above
- All Day** Certify your timesheet
- All Day** Power-On Wednesday

Wednesday

- 9:30 AM - 12:00 PM **Hold for Council- Approved Budget Item**
- 1:30 PM - 1:55 PM **COEP Funding Strategy -- Microsoft Teams Meeting**
- 2:00 PM - 3:00 PM **Performance Advisory Committee -- Zoom meeting**
- 2:00 PM - 2:30 PM **Performance Advisory Committee--Meeting on Teams 5/26! -- Microsoft Teams Meeting**
- 3:00 PM - 3:30 PM **ECC-CBO check-in -- Microsoft Teams Meeting**
- 4:00 PM - 5:00 PM **Management check-in -- Microsoft Teams Meeting**
- 5:00 PM - 5:30 PM **Change Memo entry due**

May 27, 2021

Thursday

- All Day **Alexandra OUT**
Please See Above
- 8:15 AM - 2:45 PM **2nd Interview for Small Bureaus Equity Manager --**
<https://us02web.zoom.us/j/82972279275?pwd=Vm5sdGh1UzZNRm5UUFYyT3ljOGp2dz09>
- 8:45 AM - 9:00 AM **Thursday Huddle -- Microsoft Teams Meeting**
- 1:30 PM - 2:30 PM **EXECUTIVE SESSION: PPA Bargaining -- Virtual**
- 3:00 PM - 3:30 PM **Performance Check In -- Microsoft Teams Meeting**
- 3:30 PM - 4:00 PM **Bi-Weekly meeting -- Microsoft Teams Meeting**

May 28, 2021

Friday

- All Day **JK OUT**
Please See Above

May 31, 2021

Monday

All Day

Memorial Day holiday

All Day

P-card sign-off and allocation due last business day of the month

9:30 AM - 10:30 AM

Staff Meeting -- Microsoft Teams Meeting

10:30 AM - 11:00 AM

Admin meeting -- Microsoft Teams Meeting

3:30 PM - 4:00 PM

Bobby Lee/Jessica Kinard Weekly Meeting -- Teams

June 1, 2021

Tuesday

All Day	OEO due EOD
9:30 AM - 11:00 AM	WORK SESSION: City Asset Management -- Virtual
11:00 AM - 11:30 AM	PUB staff check-in -- Phone/Teams
12:45 PM - 1:00 PM	Check in re: Grants Loan OEO -- Microsoft Teams Meeting
3:30 PM - 4:00 PM	ECC-CBO check-in -- Microsoft Teams Meeting

June 2, 2021

Wednesday

All Day	OEO Tech Checks Done by EOD
All Day	Power-On Wednesday
10:00 AM - 11:00 AM	AM Exit Interview -- Microsoft Teams Meeting
11:00 AM - 11:30 AM	Touch base on COVID Emergency Line of Credit -- Microsoft Teams Meeting
2:00 PM - 3:00 PM	OEO Analyst Check-in/Debrief -- Microsoft Teams Meeting
3:30 PM - 4:00 PM	Check in re OEO Mayor's Briefing -- Microsoft Teams Meeting
4:00 PM - 5:00 PM	Management check-in -- Microsoft Teams Meeting
5:00 PM - 5:30 PM	Job class check in -- Microsoft Teams Meeting

June 3, 2021

Thursday

8:45 AM - 9:00 AM	Thursday Huddle -- Microsoft Teams Meeting
10:00 AM - 10:30 AM	MEET: Director Kinard & CBO Over Expenditure Ordinance -- Zoom
12:00 PM - 1:00 PM	Bureau Directors Monthly Meeting -- Zoom
2:00 PM - 2:30 PM	Call JM
3:00 PM - 3:30 PM	Performance Check In -- Microsoft Teams Meeting
3:30 PM - 4:00 PM	monthly check-in -- Microsoft Teams Meeting

June 4, 2021

Friday

All Day	OEO Change Memo due by EOD
10:00 AM - 11:00 AM	Pay Equity Executive Session Prep -- Zoom Meeting

June 7, 2021

Monday

9:30 AM - 10:30 AM	Staff Meeting -- Microsoft Teams Meeting
10:30 AM - 11:00 AM	Check in on URA info requests -- Microsoft Teams Meeting
2:30 PM - 3:00 PM	Federal RFI: Equity in Budget & Community Engagement
3:30 PM - 4:00 PM	Bobby Lee/Jessica Kinard Weekly Meeting -- Teams

June 8, 2021

Tuesday

9:30 AM - 11:30 AM	TSCC Hearing on Proposed Budget -- TBD
11:00 AM - 11:30 AM	call re: pay scales/COLA -- Microsoft Teams Meeting
3:30 PM - 4:00 PM	ECC-CBO check-in -- Microsoft Teams Meeting
4:00 PM - 4:30 PM	Directors 2x Weekly Check-in -- Zoom

June 9, 2021

Wednesday

All Day	Certify your timesheet
All Day	Power-On Wednesday
10:00 AM - 12:00 PM	Prep for budget adoption hearing
2:00 PM - 5:30 PM	FY 2021-22 Adopted Budget Hearing 2:00pm Time Certain

June 10, 2021

Thursday

8:45 AM - 9:00 AM	Thursday Huddle -- Microsoft Teams Meeting
10:00 AM - 10:30 AM	JH-JK check in on URA convo -- Microsoft Teams Meeting
10:30 AM - 11:30 AM	P&D Directors Monthly Meeting -- https://zoom.us/j/92945973733?pwd=REhrZ1lEYm9BUGxpQnJQYINVN1IyUT09
11:30 AM - 11:50 AM	MEET: Jessica Kinard CBO re: URA Funds (Bobby) -- Zoom
12:00 PM - 12:30 PM	ARP & COLA/Merit -- Microsoft Teams Meeting
12:30 PM - 2:00 PM	MEETING: IAP Interest Arbitration Initial Prep with Jessica Kinard -- https://zoom.us/j/99861919158?pwd=TDFBNDdSZU1ib0hBWWho0aTMvaUU5Zz09
2:00 PM - 2:30 PM	Tom/ Jessica Monthly Check-in -- Zoom
4:00 PM - 4:30 PM	Directors 2x Weekly Check-in -- Zoom
4:30 PM - 5:00 PM	Jessica-Douglas Check In -- Microsoft Teams Meeting

June 11, 2021

Friday

9:15 AM - 10:15 AM	Bi-Weekly meeting -- Microsoft Teams Meeting
2:00 PM - 2:30 PM	Budget/HR Check-In

June 14, 2021

Monday

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| 9:30 AM - 10:30 AM | CBO Staff Meeting -- Microsoft Teams Meeting |
| 12:30 PM - 1:30 PM | June Equity Meeting -- Microsoft Teams Meeting |
| 2:00 PM - 3:00 PM | Brief Jessica on OEO -- Microsoft Teams Meeting |
| 3:30 PM - 4:00 PM | Bobby Lee/Jessica Kinard Weekly Check-in -- Microsoft Teams Meeting |
| 4:00 PM - 4:30 PM | Financial liabilities check in -- Microsoft Teams Meeting |

June 15, 2021

Tuesday

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|---------------------|--|
| 9:30 AM - 11:30 AM | BHR Executive Session w/ Mayor Wheeler and Commissioners -- Virtual |
| 11:00 AM - 12:00 PM | Tuesday Chiefs -- Microsoft Teams Meeting |
| 11:35 AM - 12:05 PM | PUB staff check-in -- Phone/Teams |
| 2:00 PM - 2:30 PM | Monthly meeting: Jessica Kinard, City Budget Director -- Microsoft Teams Meeting |
| 3:00 PM - 4:00 PM | Economic Relief and Stimulus Coordinating Council -- Zoom |

June 16, 2021

Wednesday

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| All Day | Power-On Wednesday |
| 9:45 AM - 11:00 AM | OEO/Loan Resolution Hearing -- Microsoft Teams Meeting |
| 4:00 PM - 5:00 PM | Mgmt Meeting -- Microsoft Teams Meeting |

June 17, 2021

Thursday

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| 8:45 AM - 9:00 AM | Thursday Huddle -- Microsoft Teams Meeting |
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June 17, 2021 Continued

Thursday

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| 9:00 AM - 9:30 AM | Check in on comm engagement analyst -- Microsoft Teams Meeting |
| 9:30 AM - 12:00 PM | SME Review |
| 12:00 PM - 1:00 PM | Arb Prep |
| 1:00 PM - 2:30 PM | MEETING: IAP Interest Arbitration Final Prep with Jessica Kinard --
https://zoom.us/j/95167637610?pwd=aFBkODdvcHVscjU4MXNoa1gvK1dRZz09 |
| 3:00 PM - 3:30 PM | Performance Check In -- Microsoft Teams Meeting |
| 4:00 PM - 4:30 PM | Directors 2x Weekly Check-in -- Zoom |

June 18, 2021

Friday

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| All Day | Juneteenth holiday (observed) |
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June 21, 2021

Monday

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| 9:30 AM - 10:30 AM | CBO Staff Meeting -- Microsoft Teams Meeting |
| 10:30 AM - 11:00 AM | New Position/Reclass workbook to BHR -- Microsoft Teams Meeting |
| 2:00 PM - 2:30 PM | Urban Renewal Areas/ Returning Resources -- Zoom |

June 22, 2021

Tuesday

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| 12:00 AM - 12:00 AM | IAP Interest Arbitration -- 4530 SE 67th Ave, Portland, OR 97206 |
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June 22, 2021 Continued

Tuesday

- 9:00 AM - 5:00 PM Interest Arbitration - City and PFFA --
<https://us02web.zoom.us/j/82169886009?pwd=TmlLeFdYNEV6anU4c1FWM05NcXBIZz09>
- 10:30 AM - 11:00 AM Discuss ARPA Short List Proposals -- Microsoft Teams Meeting
- 12:30 PM - 1:00 PM Adopted Budget positions report -- Microsoft Teams Meeting
- 3:00 PM - 4:00 PM Full CAMG Quarterly Meeting -- Microsoft Teams Meeting
- 3:30 PM - 4:00 PM ECC-CBO check-in -- Microsoft Teams Meeting

June 23, 2021

Wednesday

- All Day IAP Interest Arbitration -- 4530 SE 67th Ave, Portland, OR 97206
Please See Above
- All Day Certify your timesheet
- All Day Power-On Wednesday
- 9:00 AM - 5:00 PM Interest Arbitration - City and PFFA --
<https://us02web.zoom.us/j/82169886009?pwd=TmlLeFdYNEV6anU4c1FWM05NcXBIZz09>
- 9:30 AM - 12:00 PM Arbitration testimony

June 24, 2021

Thursday

- 12:00 AM - 12:00 AM IAP Interest Arbitration -- 4530 SE 67th Ave, Portland, OR 97206
Please See Above
- 8:45 AM - 9:00 AM Thursday Huddle -- Microsoft Teams Meeting
- 9:00 AM - 9:30 AM earmark for admin list review -- Microsoft Teams Meeting
- 11:00 AM - 12:00 PM Mgmt Team Meeting -- Microsoft Teams Meeting
- 1:30 PM - 2:00 PM Performance Check In -- Microsoft Teams Meeting

June 24, 2021 Continued

Thursday

2:30 PM - 4:00 PM Economic Relief & Stimulus Coordinating Council -- Zoom

4:00 PM - 4:30 PM Directors 2x Weekly Check-in -- Zoom

4:30 PM - 5:00 PM Check In -- Microsoft Teams Meeting

June 25, 2021

Friday

8:00 AM - 9:00 AM Economic Relief & Stimulus Coordination Council -- Zoom

9:00 AM - 10:00 AM Bi-Weekly meeting -- Microsoft Teams Meeting

June 28, 2021

Monday

9:30 AM - 10:15 AM Houseless Budget Evaluation -- Zoom info in appointment

10:00 AM - 10:30 AM CBO Staff Meeting -- Microsoft Teams Meeting

10:15 AM - 10:45 AM MEET: Houseless Ordinance and ARPA Funding Proposal -- Zoom

11:00 AM - 12:00 PM DF-Portland interview re Equity Policy

1:30 PM - 2:00 PM Parameters around BDS Budget Note for ARPA Funding -- Microsoft Teams Meeting

3:30 PM - 4:00 PM Bobby Lee/Jessica Kinard Weekly Check-in -- Microsoft Teams Meeting

4:00 PM - 4:30 PM BES Personnel/Operating Needs and Fall BMP -- Microsoft Teams Meeting

June 29, 2021

Tuesday

9:30 AM - 10:00 AM PUB staff check-in -- Phone/Teams

10:00 AM - 3:30 PM Calendar hold for CBO strategic planning -- Portland Building- 10th Floor

