

CFO Michelle Kirby Calendar

January 1 – March 31, 2020

■ Busy ▨ Tentative
■ Out of Office ▩ Working Elsewhere

January 2020

▲ Wed, Jan 1

■ All Day New Year's Day Holiday

▲ Thu, Jan 2

■ 3:00 PM – 4:00 PM BRFS Division Managers Meeting

▲ Fri, Jan 3

□ All Day Move day back to Portland Building

▲ Mon, Jan 6

■ 10:00 AM – 11:00 AM Revenue Division Manager/ Interim CFO

■ 3:30 PM – 4:00 PM OMF Bus. Ops. Manager/ General Fund Financial Analyst/ Interim CFO

▲ Tue, Jan 7

■ 9:00 AM – 9:30 AM Assistant Controller/ Debt Manager/ Principal Debt Analyst/ Interim CFO

■ 10:00 AM – 11:00 AM Accounting 2021 Budget Development

■ 1:00 PM – 3:00 PM Portland Bldg - User Workshop

■ 3:30 PM – 4:00 PM Prep for COEP IGA Presentation to Council Execs

▲ Wed, Jan 8

■ 9:00 AM – 9:30 AM Assistant Controller/ Interim CFO

■ 1:30 PM – 2:30 PM Grants 2021 Budget Development

■ 3:00 PM – 4:00 PM OMF Bus. Ops. Manager/ General Fund Financial Analyst/ Interim CFO

▲ Thu, Jan 9

■ 2:30 PM – 3:00 PM Revenue Division Manager/ Interim CFO

■ 3:00 PM – 4:30 PM ITS Steering Committee meeting

▲ **Fri, Jan 10**

- 11:00 AM – 12:00 PM Chiefs of Staff Meeting
 - 11:10 AM – 12:00 PM COEP IGA Presentation to Council Execs
 - 3:00 PM – 3:30 PM DCAO/CAO/ Interim CFO Check-in
 - 3:00 PM – 4:00 PM OMF Bus. Ops. Manager/ General Fund Financial Analyst/ CPO/ Procurement Analyst/ Interim CFO
-

▲ **Mon, Jan 13**

- 8:00 AM – 11:00 AM BRFS Financial Analyst/ Interim CFO
 - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 11:45 AM – 12:45 PM Hybrid Fire Engine Displayed
 - 12:00 PM – 1:00 PM BRFS Financial Analyst/ Debt Manager/ Principal Debt Analyst/ Interim CFO for lunch
 - 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in
-

▲ **Tue, Jan 14**

- 9:00 AM – 9:30 AM Accounting Supervisor/ Interim CFO Check-in
 - 9:30 AM – 10:00 AM Grants Financial Analyst/ Interim CFO
 - 3:00 PM – 3:30 PM City Treasurer/ Interim CFO Check-in
 - 4:00 PM – 4:30 PM Assistant Controller/ Interim CFO Check-in
-

▲ **Wed, Jan 15**

- 10:00 AM – 11:00 AM City Council Meeting re: COEP (time certain)
 - ▨ 10:00 AM – 11:30 AM BTS Customer Stakeholder Group Meeting - 2019 Series
 - 1:00 PM – 1:30 PM Risk Manager/ Interim CFO Check-in
 - 1:30 PM – 2:00 PM OMF Bus. Ops. Manager/ Grants Manager/ Interim CFO
 - 4:00 PM – 4:30 PM Assistant Controller/ Accounting Supervisor/ Interim CFO
-

▲ **Thu, Jan 16**

- 10:30 AM – 11:00 AM BRFS Financial Analyst/ Interim CFO Check-in
 - 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
 - 1:00 PM – 1:30 PM Insurance Broker RFP Evaluation Kickoff Meeting
 - 1:30 PM – 2:30 PM CPO/ Procurement Financial Analyst/ COEP Program Manager/ Interim CFO
 - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
-

▲ **Fri, Jan 17**

- 8:30 AM – 9:00 AM Assistant Controller/ BRFS Financial Analyst/ Interim CFO

- 11:00 AM – 12:00 PM CPO/ OMF Bus. Ops. Manager/ Procurement Analyst/ Interim CFO
- 11:15 AM – 12:15 PM CFO/DCAO Check-in
- 1:00 PM – 1:30 PM Collective Bargaining Updates
- 2:00 PM – 2:30 PM CPO/ Interim CFO
- 3:00 PM – 3:30 PM Principal Financial Analyst/ Interim CFO
- 3:30 PM – 4:00 PM CPO/ Interim CFO

▲ **Mon, Jan 20**

■ All Day MLK Holiday

▲ **Tue, Jan 21**

- 9:00 AM – 9:30 AM General Fund Financial Analyst/ OMF Bus. Ops. Manager/ Interim CFO
- 10:30 AM – 11:00 AM CPO/ OMF Bus. Ops. Manager/ Procurement Analyst/ Interim CFO
- 1:00 PM – 2:00 PM City Treasurer/ Interim CFO Check-in
- 2:00 PM – 3:00 PM TESC

▲ **Wed, Jan 22**

- 11:00 AM – 11:30 AM BTS Technology Business Rep./ Interim CFO Check-in
- 1:00 PM – 1:30 PM BRFS 10th Floor Move Recap and Thank You
- 3:00 PM – 4:00 PM General Fund Financial Analyst/ Interim CFO Check-in
- 4:30 PM – 5:00 PM Denise Olson, CFO, City of Phoenix/ Interim CFO by phone

▲ **Thu, Jan 23**

- 10:00 AM – 3:00 PM Revenue All-Staff Meeting
- 3:10 PM – 4:30 PM ITS Steering Committee meeting

▲ **Fri, Jan 24**

- 11:30 AM – 12:00 PM Accounting Supervisor/ Interim CFO Check-in
- 1:00 PM – 1:30 PM Operational Accounting Supervisor/ Interim CFO Check-in

▲ **Mon, Jan 27**

- 10:00 AM – 10:30 AM Interim CFO/ CAO Check-in
- 2:00 PM – 3:00 PM Accounting Supervisor/ Interim CFO Check-in

▲ **Tue, Jan 28**

- 10:00 AM – 11:00 AM Assistant Controller/ Interim CFO Check-in

- 1:00 PM – 1:30 PM City Attorney/ Chief Deputy City Attorney/ CBO Director/ Interim CFO
- 2:00 PM – 3:00 PM CPO/ Interim CFO Check-in
- 3:00 PM – 4:00 PM Accounting Supervisor/ Assistant Controller/ Interim CFO
- 4:30 PM – 5:30 PM CFO Get Together (Metro, Multnomah Co., Port of Portland, Portland Public Schools, PERS, Prosper Portland)

▲ **Wed, Jan 29**

- 9:00 AM – 10:00 AM Principal Financial Analyst/ Interim CFO Check-in
- 11:45 AM – 12:45 PM Accounting Division's January Birthday Lunch
- 2:00 PM – 3:00 PM SW Corridor Local Match Committee
- 3:00 PM – 3:30 PM City Auditor/ Interim CFO Check-in

▲ **Thu, Jan 30**

- 7:00 AM – 9:00 AM 2020 U.S. Bank Economic Breakfast
- 11:00 AM – 11:30 AM Portland Building Directors Check-in
- 1:00 PM – 2:00 PM Executive Assistant/ Sr. Operational Accounting Supervisor/ Interim CFO
- 3:00 PM – 4:00 PM BRFS Division Managers Meeting

▲ **Fri, Jan 31**

- 9:00 AM – 10:00 AM Accounting/Grants Division Supervisors Meeting
- 1:00 PM – 1:30 PM Collective Bargaining Updates
- 1:30 PM – 2:30 PM BRFS Financial Analyst/ Principal Debt Analyst/ Interim CFO

February 2020

▲ **Mon, Feb 3**

- 10:30 AM – 11:30 AM Insurance Broker RFP-Evaluation Scoring
- 1:00 PM – 1:30 PM CPO/ Interim CFO Check-in
- 2:00 PM – 3:30 PM Accounting Advisory Committee
- 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in

▲ **Tue, Feb 4**

- 9:00 AM – 10:00 AM Assistant Controller/ Interim CFO Check-ins
 - 1:00 PM – 2:00 PM City Treasurer/ Interim CFO Check-in
 - 3:00 PM – 3:30 PM Interim BHR Director/ Interim CFO Check-in
-

▲ **Wed, Feb 5**

- 9:00 AM – 10:00 AM Assistant Controller/ Interim CFO Check-in
 - 10:00 AM – 11:00 AM Revenue Division Manager/ Interim CFO
 - 1:30 PM – 2:00 PM General Fund Financial Analyst/ OMF Financial Analyst/
Assistant Controller/ Interim CFO
 - 2:00 PM – 2:30 PM General Fund Financial Analyst/ OMF Financial Analyst/
Principal Financial Analyst/ Interim CFO
 - 3:00 PM – 4:00 PM OMF Financial Analyst/ Interim CFO Check-in
-

▲ **Thu, Feb 6**

- 9:00 AM – 10:00 AM Risk Manager/ Interim CFO Check-in
 - 10:00 AM – 11:00 AM Clackamas County Treasurer/ Interim CFO
 - 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
 - 1:30 PM – 2:30 PM James Lanzarotta, Moss Adams/ Interim CFO for Coffee
 - 3:00 PM – 4:30 PM ITS Steering Committee meeting
-

▲ **Fri, Feb 7**

- 9:30 AM – 1:45 PM Accountant IV Interviews
-

▲ **Mon, Feb 10**

- 1:00 PM – 2:00 PM Accounting/Grants division meeting
 - 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in
-

▲ **Tue, Feb 11**

- 9:00 AM – 9:30 AM Assistant Controller/ Interim CFO Check-in
 - 9:30 AM – 10:00 AM Accounting Supervisor/ Interim CFO Check-in
 - 10:00 AM – 11:00 AM Principal Financial Analyst/ Interim CFO Check-in
 - 2:00 PM – 3:00 PM CPO/ Interim CFO Check-in
 - 3:00 PM – 4:00 PM Quarterly Spectator Venues Financial Advisory Group Meeting
-

▲ **Wed, Feb 12**

- 9:00 AM – 10:00 AM ITS - SAP Planning Working Session
 - 10:30 AM – 11:00 AM BRFS Financial Analyst/ Interim CFO Check-in
 - 11:00 AM – 11:30 AM Executive Assistant/ Interim CFO Check-in
 - 12:00 PM – 1:00 PM Somer Erickson, Oregon Metro/ Interim CFO for Lunch
 - 2:00 PM – 2:30 PM Sr. Operational Accounting Supervisor/ Interim CFO Check-in
 - 4:00 PM – 4:30 PM CPO/ DCAO/ Procurement Analyst/ Interim CFO
-

▲ **Thu, Feb 13**

- 9:00 AM – 10:00 AM CBO Director/ City Attorney/ Chief Deputy City Attorney/ Interim CFO
 - 10:00 AM – 11:00 AM Business Operations Leadership Team Meeting
 - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
-

▲ **Fri, Feb 14**

- 3:00 PM – 4:00 PM Multnomah Co. COO/ Multnomah Co. CFO/ CPO/ Interim CFO/ CAO
 - 4:00 PM – 5:00 PM Meet w/Analyst III Candidate
-

▲ **Mon, Feb 17**

■ All Day President's Day Holiday

▲ **Tue, Feb 18**

- 2:00 PM – 3:00 PM TESC Meeting
-

▲ **Wed, Feb 19**

- 9:00 AM – 10:30 AM Monthly CAMG Meeting
 - 2:00 PM – 3:00 PM BTS Technology Business Rep./ Interim CFO Check-in
 - ▨ 2:00 PM – 3:00 PM SW Corridor Local Match Committee
 - 3:00 PM – 4:00 PM General Fund Financial Analyst/ Interim CFO Check-in
-

▲ **Thu, Feb 20**

- 9:00 AM – 10:00 AM OMF Labor Management Committee
 - 3:00 PM – 4:30 PM ITS Steering Committee meeting
-

▲ **Fri, Feb 21**

- 11:00 AM – 12:00 PM CFO/DCAO Check-in
 - 1:00 PM – 1:30 PM Operational Accounting Staffing Shortage Discussion
 - 2:00 PM – 2:30 PM General Fund Financial Analyst/ Assistant Controller/ OMF Financial Analyst/ Interim CFO
 - 2:30 PM – 3:00 PM General Fund Financial Analyst/ OMF Financial Analyst/ Principal Financial Analyst/ Interim CFO
 - 3:00 PM – 3:30 PM Principal Financial Analyst/ Interim CFO Check-in
-

▲ **Mon, Feb 24**

- 9:30 AM – 10:30 AM OMF Leadership Team Meetings
- 11:00 AM – 11:30 AM Strategic Communications Manager/ Interim CFO Check-in
- 2:00 PM – 3:00 PM Accounting Supervisor/ Interim CFO Check-in

■ 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in

▲ **Tue, Feb 25**

■ 8:00 AM – 3:30 PM LEAD Program Kick-Off Invitation

■ 4:30 PM – 6:30 PM Brian Doran's Goodbye

▲ **Wed, Feb 26**

■ 10:00 AM – 11:00 AM BRFS Financial Analyst/ City Economist/ Interim CFO

■ 11:00 AM – 12:00 PM City Council Meeting re: Clean Air Construction

■ 2:00 PM – 3:00 PM OMF HR Business Partner/ Interim CFO Check-in

■ 3:00 PM – 3:15 PM CPO/ Interim CFO Check-in

▲ **Thu, Feb 27**

■ 1:00 PM – 2:00 PM BRFS COOP Planning - COVID19

■ 3:00 PM – 4:00 PM BRFS Division Managers Meeting

▲ **Fri, Feb 28**

■ 9:00 AM – 9:30 AM PHB Director/ Interim CFO Check-in

■ 10:00 AM – 11:00 AM Long Range Liabilities Work Session Planning –
Presentation Preparation

March 2020

▲ **Sun, Mar 1**

■ All Day OGFOA Spring Conf.

▲ **Mon, Mar 2 – Wed, Mar 4**

■ All Day OGFOA Spring Conf.

▲ **Thu, Mar 5**

■ 9:00 AM – 10:30 AM Deferred Compensation Committee Quarterly Meeting-
rescheduled

▨ 11:00 AM – 12:30 PM COVID-19 briefing for COOP planners

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

■ 1:00 PM – 1:30 PM BDS Financial Analyst/ BDS Sr. Bus. Ops. Manager/
Executive Assistant/ Interim CFO

■ 2:30 PM – 3:45 PM Finance Review Team - Annual Meeting
(City/Multnomah County/Travel Portland/ Metro)

▲ **Fri, Mar 6**

- 9:00 AM – 10:00 AM Executive Assistant/ Interim CFO
 - 10:30 AM – 11:00 AM Interim CFO/ CAO Check-in
 - 11:30 AM – 12:30 PM ITS Cost Sharing Discussion
 - 1:00 PM – 2:00 PM Investment Officer/ City Treasurer/ Interim CFO
 - 2:00 PM – 2:30 PM BRFS Financial Analyst/ Interim CFO
 - 2:30 PM – 3:30 PM BRFS Managers
-

▲ **Mon, Mar 9**

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 11:15 AM – 12:00 PM Liabilities presentation final run-through
 - 2:00 PM – 3:00 PM Accounting Supervisor/ Interim CFO Check-in
 - 3:00 PM – 4:00 PM Council Work Session re: Special Appropriations
 - 4:00 PM – 4:30 PM Assistant Controller/ Interim CFO
-

▲ **Tue, Mar 10**

- 9:00 AM – 12:30 PM Council Budget Work Session
 - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
 - 1:30 PM – 1:45 PM OMF Bus. Ops. Manager/ Interim CFO
 - 4:00 PM – 5:00 PM Sr. Operational Accounting Supervisor/ Interim CFO
-

▲ **Wed, Mar 11**

- 10:30 AM – 11:00 AM Interim CFO/ CAO Check-in
 - 1:00 PM – 3:00 PM City Council Work Session re: Policy Revisions
 - 3:00 PM – 3:30 PM OMF Leadership Team Check-in
-

▲ **Thu, Mar 12**

- 10:00 AM – 11:00 AM Business Operations Leadership Team Meeting
 - 11:00 AM – 11:30 AM Audit Services Director/ Interim CFO Check-in
 - 12:00 PM – 1:00 PM Bureau Directors Meeting (COVID-19)
 - 1:30 PM – 2:00 PM COOP Planning - Line of Credit Discussion
 - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
-

▲ **Fri, Mar 13**

- 9:00 AM – 9:30 AM Assistant Controller/ Interim CFO Check-in
- 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
- 1:00 PM – 1:30 PM CPO/ Interim CFO Check-in
- 2:00 PM – 3:00 PM Prep for Economic Task Force
- 3:00 PM – 4:00 PM Principal Financial Analyst/ Interim CFO Check-in

▲ **Mon, Mar 16**

- 9:00 AM – 9:30 AM Bureau Directors re: Building Closures
- 10:00 AM – 10:30 AM Revenue Division Manager/ Interim CFO
- 10:30 AM – 11:00 AM City Treasurer/ Interim CFO
- 11:00 AM – 12:00 PM BRFS Managers re: essential building access
- 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
- 4:00 PM – 4:15 PM City Directors check-in opportunity

▲ **Tue, Mar 17**

- ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
- 11:30 AM – 12:00 PM Call into debt management meeting
- 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
- 1:00 PM – 1:30 PM City Treasurer/ Interim CFO Check-in
- 4:00 PM – 4:15 PM City Directors check-in opportunity

▲ **Wed, Mar 18**

- 11:00 AM – 11:30 AM Economic Impact Action Committee - Today
- 11:30 AM – 12:00 PM Debt Management staff/ Interim CFO
- 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
- 3:00 PM – 4:00 PM General Fund Financial Analyst/ OMF Bus. Ops. Manager/ Interim CFO
- 4:00 PM – 4:15 PM City Directors check-in opportunity
- 4:30 PM – 5:00 PM City Treasurer/ Debt Manager/ Interim CFO

▲ **Thu, Mar 19**

- ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
- 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
- 4:00 PM – 4:15 PM City Directors check-in opportunity
- 4:30 PM – 5:00 PM Assistant Controller/ Interim CFO Check-in

▲ **Fri, Mar 20**

- 8:30 AM – 9:00 AM BRFS Financial Analyst/ Interim CFO Check-in
- 9:00 AM – 11:00 AM Economic Impact & Intervention Task Force
- 11:00 AM – 12:00 PM CFO/DCAO Check-in
- ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee

- 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 1:30 PM – 2:00 PM Risk Manager/ Interim CFO Check-in
 - 4:00 PM – 4:15 PM City Directors check-in opportunity
-

▲ **Mon, Mar 23**

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in
 - 4:00 PM – 4:15 PM City Directors check-in opportunity
-

▲ **Tue, Mar 24**

- 10:00 AM – 10:15 AM Interim CFO/ CAO
 - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
 - ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 3:00 PM – 3:30 PM Ken Rust, former CFO/ Interim CFO by phone
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
-

▲ **Wed, Mar 25**

- 10:00 AM – 10:30 AM Assistant Controller/ Information Systems Supervisor/ Training and Development Officer/ information Systems Manager/ CFO
 - 11:30 AM – 12:00 PM Economic Impact Action Committee
 - 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 3:30 PM – 4:00 PM OMF HR Business Partner/ CFO
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
-

▲ **Thu, Mar 26**

- ▨ 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 1:00 PM – 2:00 PM Assistant Controller/ CFO
 - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
-

▲ **Fri, Mar 27**

- 10:00 AM – 12:00 PM Disaster Policy Council

- 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 1:00 PM – 1:30 PM Collective Bargaining Updates
 - 2:00 PM – 2:15 PM OMF Financial Analyst/ General Fund Financial Analyst/ Assistant Controller/ CFO
 - 2:15 PM – 2:30 PM OMF Financial Analyst/ General Fund Financial Analyst/ Principal Financial Analyst/ CFO
 - 2:30 PM – 3:00 PM CBO Director/ CFO Check-in
 - 3:30 PM – 4:00 PM City Treasurer/ CFO Check-in
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
-

▲ **Mon, Mar 30**

- 9:30 AM – 10:00 AM CFO/ CAO Check-in
 - 11:00 AM – 11:30 AM Principal Financial Analyst/ CFO
 - 11:30 AM – 12:00 PM Revenue Division Manager/ CFO
 - 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 1:00 PM – 1:30 PM Workforce Recruitment & Training Manager/ Employee Relations Manager/ CFO
 - 1:30 PM – 2:00 PM Risk Manager/ Interim CFO Check-in
 - 2:00 PM – 3:00 PM City Disaster Financial Recovery Taskforce
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
 - 4:15 PM – 4:45 PM General Fund Financial Analyst/ CPO/ Purchasing Analyst/ OMF Bus. Ops. Manager/ CFO
-

▲ **Tue, Mar 31**

- 9:30 AM – 10:00 AM Information Systems Manager/ Business Systems Analyst/ Controller/ CFO
 - 10:00 AM – 10:30 AM Controller/ CFO Check-in
 - 10:30 AM – 11:00 AM CPO/ CFO Check-in
 - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
 - 12:00 PM – 12:45 PM Business Operations Leadership Team - COVID Response
 - 1:15 PM – 1:45 PM City Treasurer/ CFO Check-in
 - 2:00 PM – 2:30 PM OMF HR Business Partner/ CFO Check-in
 - 3:30 PM – 4:00 PM CBO Director/ CFO Check-in
 - 4:00 PM – 4:15 PM City Directors Check-in Opportunity
-