

CFO Michelle Kirby Calendar

October 1 – December 31, 2020

- Busy
- Out of Office
- ▨ Tentative
- ▤ Working Elsewhere

October 2020

▲ Thu, Oct 1

- ▨ 10:30 AM – 12:00 PM Citywide COVID-19 Information Coordination Meeting
- 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
- 1:30 PM – 2:00 PM Risk Manager/ CFO Check-in
- 2:00 PM – 3:00 PM Sr. Operational Accounting Supervisor/ City Controller/ CFO Check-in
- 3:00 PM – 4:30 PM ITS Steering Committee Meeting
- 4:00 PM – 4:15 PM CFO/ CAO Quick Check-in

▲ Fri, Oct 2

- 9:30 AM – 9:45 AM Chief Procurement Officer/ CFO/ CAO Check-in
- 1:00 PM – 4:00 PM OMF Strategic Plan Refresh Retreat

▲ Mon, Oct 5

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 12:00 PM – 1:00 PM COVID-19 Workplace Guidance Townhall #2 - for employees primarily teleworking
- 3:00 PM – 3:30 PM Chief Procurement Officer/ OMF Bus. Ops. Manager/ Financial Analyst/ CFO
- 3:30 PM – 4:00 PM CFO/ CAO Check-in
- 4:00 PM – 4:30 PM Risk Manager/ CFO Check-in

▲ Tue, Oct 6

- 8:30 AM – 10:00 AM OGFOA conf./Economic Update Webinar
- 9:30 AM – 11:30 AM Council Work Session Re: Western States Training, Part 2
- 11:30 AM – 12:30 PM Debt Management Weekly Check-In Meeting
- 1:00 PM – 2:30 PM OGFOA conf./Diversity and Ethics
- 2:30 PM – 3:00 PM Moss Adams staff/ BRFS staff

- 3:30 PM – 3:45 PM Chief Procurement Officer/ CFO/ CAO - Council item prep
 - 4:00 PM – 4:45 PM City Bureau Directors Check-in
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▲ **Wed, Oct 7**

- 9:00 AM – 10:00 AM City Controller/ CFO Check-in
 - 10:00 AM – 10:30 AM Chief Procurement Officer/ CFO Check-in
 - 12:00 PM – 12:30 PM BOLT Meeting
 - 1:00 PM – 2:00 PM City Treasurer/ CFO Check-in
 - 3:00 PM – 4:00 PM Quarterly Performance Report Briefing
 - 4:00 PM – 4:30 PM OMF HR Business Partner/ OMF Administrative Supervisor/ Chief Procurement Officer/ CFO
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▲ **Thu, Oct 8**

- 10:00 AM – 12:00 PM OAME Virtual Trade Show & Luncheon
 - 2:00 PM – 2:30 PM City Controller/ CFO Check-in
 - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
 - 4:00 PM – 4:45 PM City Bureau Directors Check-in
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▲ **Fri, Oct 9**

- 8:30 AM – 9:30 AM Follow-up on Broadway Corridor LOC and IGA (City and Prosper Portland staff)
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▲ **Mon, Oct 12**

- 3:00 PM – 3:30 PM Risk Manager/ CFO Check-in
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▲ **Tue, Oct 13**

- 8:30 AM – 10:00 AM OGFOA conf./Post COVID Bond Mkt. Webinar
 - 10:15 AM – 11:00 AM City Controller/ CFO Check-in
 - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
 - 1:00 PM – 2:00 PM City Treasurer/ CFO Check-in
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▲ **Wed, Oct 14**

- 10:30 AM – 11:30 AM Council Meeting Re: Loss Prevention Policy
- 1:00 PM – 2:00 PM Election Planning w/ PP&R, PBEM, PBOT, & OMF
- 2:00 PM – 2:30 PM City Economist/ CBO Director/ CFO Check-in

- 2:30 PM – 3:00 PM CBO Director/ CFO Check-in
 - 3:00 PM – 4:00 PM CFO/DCAO Check-in
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▲ **Thu, Oct 15**

- ▨ 9:00 AM – 10:00 AM OMF Labor Management Committee meeting
 - ▨ 10:30 AM – 12:00 PM Citywide COVID-19 Information Coordination Meeting
 - 12:00 PM – 1:15 PM Travel Portland State of the Industry: Navigating the Now
 - ▨ 2:00 PM – 2:30 PM COEP prep for Council
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Fri, Oct 16**

- 10:00 AM – 12:00 PM PERS Employer Advisory Group
 - 1:00 PM – 1:30 PM CFO/ CAO Check-in
 - 1:30 PM – 3:00 PM VDF Finance Review Team – City/ Travel Portland/ Metro
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▲ **Mon, Oct 19**

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 10:00 AM – 2:00 PM GFOA Webcast - General Continuing Disclosure Considerations for Municipal Securities Issuers Including Those Related to COVID-19 Financial Matters
 - 2:00 PM – 2:30 PM Chief Procurement Officer/ CFO/ CAO
 - 2:30 PM – 3:00 PM Risk Manager/ CFO Check-in
 - 4:00 PM – 4:30 PM Entrance meeting - fines and collections audit
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▲ **Tue, Oct 20**

- 10:00 AM – 2:00 PM GFOA Webcast - Municipal Securities Considerations from Washington, DC: Hearing from Policy Makers
 - 2:00 PM – 3:00 PM Chief Procurement Officer/ CFO Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Oct 21**

- 9:00 AM – 9:30 AM City Controller/ CFO Check-in
- 10:00 AM – 2:00 PM GFOA Webcast - Putting Capital Markets into Context: Issuers & Credit Rating Agencies

- 11:00 AM – 11:30 AM City Council re: PBOT LID
 - 12:00 PM – 12:30 PM BOLT Meeting
 - 3:00 PM – 4:30 PM ITS Steering Committee Meeting
 - 4:30 PM – 5:30 PM Chief Deputy City Attorney (3)/ Chief Procurement Officer/ CFO Discussion
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▲ **Thu, Oct 22**

- 10:00 AM – 11:30 AM October Disaster Policy Council
 - 11:30 AM – 12:00 PM Chief Procurement Officer/ CFO Check-in
 - 2:00 PM – 3:30 PM City Council re: Audit reports
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
 - 5:00 PM – 5:30 PM Deputy CFO/ CFO Check-in
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▲ **Fri, Oct 23**

■ All Day out of office

▲ **Mon, Oct 26**

- 10:00 AM – 11:00 AM BHR Director/ City Treasurer/ Sr. Deputy City Attorney/ Benefits Manager/ BHR Analyst/ CFO
 - 1:00 PM – 1:30 PM Risk Manager/ CFO Check-in
 - 2:00 PM – 2:30 PM Sr. Operational Accounting Supervisor/ City Controller/ CFO
 - 2:30 PM – 3:00 PM City Economist/ CBO Director/ OMF Communications Management Analyst/ CFO
 - 3:30 PM – 4:00 PM CFO/ CAO Check-in
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▲ **Tue, Oct 27**

- 8:30 AM – 10:00 AM OGFOA Webinar: CaresACT and Single Audit Implications
 - 10:00 AM – 11:00 AM City Controller/ CFO Check-in
 - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
 - 1:00 PM – 2:30 PM OGFOA conf.
 - 2:30 PM – 3:30 PM City Treasurer/ CFO Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Oct 28**

- 9:30 AM – 10:30 AM City Council Meeting Re: Lien Foreclosures

- 10:00 AM – 11:30 AM Accounting Advisory Committee Meeting
- 12:00 PM – 12:30 PM BOLT Meeting
- 2:00 PM – 2:30 PM Filming for Ames leadership award
- 3:00 PM – 4:00 PM Monthly Procurement Staff Meeting

▲ **Thu, Oct 29**

- 10:30 AM – 11:30 AM Council Execs Meeting
- ▨ 10:30 AM – 12:00 PM Citywide COVID-19 Information Coordination Meeting
- 11:30 AM – 12:00 PM COEP Presentation review/prep
- 1:00 PM – 1:30 PM OMF Bus. Ops. Manager/ Financial Analyst/ Administration Supervisor/ CFO Check-in
- 1:30 PM – 2:00 PM PHB Director/ CFO Check-in
- 2:30 PM – 3:00 PM Chief Procurement Officer/OMF Bus. Ops. Manager/ Financial Analyst/ Procurement Financial Analyst/ CFO Check-in
- 3:00 PM – 4:00 PM BRFS Division Managers Meeting
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ **Fri, Oct 30**

- 9:00 AM – 9:30 AM Quick City Controller/ CFO Check-in
- 10:00 AM – 10:30 AM Principal Financial Analyst/ City Controller/ CFO Check-in

November 2020

▲ **Mon, Nov 2**

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 2:00 PM – 2:30 PM Deputy CFO/ CFO Check-in
- 2:30 PM – 3:00 PM CFO/ CAO Check-in

▲ **Tue, Nov 3**

- 9:00 AM – 10:00 AM BRFS Technology Liaison Meeting
- 10:00 AM – 11:00 AM City Controller/ CFO Check-in
- 12:00 PM – 1:00 PM Debt Management Weekly Check-In Meeting
- 2:00 PM – 3:00 PM Chief Procurement Officer/ CFO Check-in
- 5:00 PM – 11:00 PM City Leadership Election Protest Coordination Room

▲ **Wed, Nov 4**

- 9:00 AM – 9:15 AM City Controller/ Audit Services Director/ CFO
- 9:30 AM – 11:00 AM City Council Meeting Re: COEP Code and Admin Rules
- 11:00 AM – 11:30 AM BHR Director/ CFO Check-in
- 12:00 PM – 12:30 PM BOLT Meeting
- 3:00 PM – 3:15 PM OMF Leadership Team Quick Check-in
- 3:30 PM – 4:00 PM OMF Bus. Ops. Manager/ Financial Analyst/ Administration Supervisor/ CFO Check-in
- 5:00 PM – 5:30 PM Chief Procurement Officer/ CFO Check-in
- 5:00 PM – 11:00 PM City Leadership Election Protest Coordination Room

▲ **Thu, Nov 5**

- 10:00 AM – 11:00 AM City Controller/ Accounting Supervisor/ CFO
- 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
- 3:00 PM – 4:00 PM BRFS Division Managers Meeting
- 4:00 PM – 4:30 PM Design & Construction Procurement Manager/ CFO Check-in
- 7:00 PM – End of Day City Leadership Election Protest Coordination Room

▲ **Fri, Nov 6**

- 10:00 AM – 10:30 AM Chief Procurement Officer/ Principal Financial Analyst/ Procurement Supervisor/ Procurement Good & Services Manager/ CFO
- 1:00 PM – 2:00 PM Thomas Larkin, Rayna Keller and Tyler Howell - Steward Sokol & Larkin, LLC/ Carlie Moore, Iron Horse, LLC/ Chief Deputy City Attorney (2)/ CFO
- 3:00 PM – 3:30 PM Principal Financial Analyst/ CFO Check-in
- 3:30 PM – 4:00 PM Procurement Goods & Services Manager/ CFO Check-in

▲ **Mon, Nov 9**

- 10:00 AM – 10:30 AM CFO/ CAO Check-in
- 11:00 AM – 12:00 PM Economic Impact Action Committee
- 1:00 PM – 1:30 PM Risk Manager/ CFO Check-in

- 2:00 PM – 2:30 PM OMF HR Business Partner/ CFO Check-in
- 3:00 PM – 4:00 PM City Economist/ CBO Director/ OMF Communications Management Analyst/ CFO

▲ **Tue, Nov 10**

- 10:00 AM – 11:00 AM City Controller/ CFO Check-in
- 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
- 12:45 PM – 1:00 PM Strategic Communications Manager/ OMF PIO/ Chief Procurement Officer/ CFO
- 1:00 PM – 2:00 PM City Treasurer/ CFO Check-in
- 2:30 PM – 3:00 PM Procurement Financial Analyst/ CFO check-in

▲ **Wed, Nov 11**

■ All Day Veterans Day Holiday

▲ **Thu, Nov 12**

- ▨ 9:30 AM – 11:30 AM City Council Meeting
- 10:00 AM – 10:30 AM OMF Bus. Ops. Manager/ Financial Analyst/ City Controller/ Principal Financial Analyst/ CFO
- ▨ 10:30 AM – 12:00 PM Citywide COVID-19 Information Coordination Meeting
- 11:30 AM – 12:30 PM Chief Procurement Officer/ Design & Construction Procurement Manager/ CFO Check-in
- 1:30 PM – 2:00 PM Accounting Supervisor/ City Controller/ CFO Check-in
- 2:00 PM – 3:00 PM Accounting Supervisor/ City Controller/ Debt Manager/ Principal Debt Analyst/ Debt Financial Analyst/ CFO
- 3:00 PM – 4:30 PM ITS Steering Committee Meeting
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ **Fri, Nov 13**

- 10:00 AM – 12:00 PM Eric Arellano, Brian Kennedy – Metro/ Sarah Chisholm – Travel Portland, Strategic Projects Manager/ CFO
- 1:00 PM – 1:30 PM Principal Financial Analyst/ CFO Check-in
- 2:00 PM – 2:30 PM City Controller/ CFO Check-in

▲ **Mon, Nov 16**

- 10:00 AM – 11:00 AM OMF Leadership Team meeting
- 11:00 AM – 11:30 AM Chief Procurement Officer/ OMF Bus. Ops. Manager/ Financial Analyst/ CFO Check-in
- 1:00 PM – 1:30 PM Deputy CFO/ CFO Check-in
- 1:30 PM – 2:00 PM CFO/ CAO Check-in
- 2:30 PM – 4:00 PM New Commissioner Information Panel re: Budgeting, Financial Planning, and Economic Forecast

▲ **Tue, Nov 17**

- 10:00 AM – 11:00 AM City Controller/ CFO Check-in
- 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
- ▨ 12:00 PM – 1:00 PM Privacy work group meeting - November 2020
- 2:00 PM – 3:00 PM Chief Procurement Officer/ CFO Check-in
- 3:00 PM – 4:00 PM Chief Deputy City Attorney/ Chief Procurement Officer/ Design & Construction Procurement Manager/ CFO
- 4:00 PM – 4:30 PM City Bureau Directors Check-in
- 4:30 PM – 6:00 PM Portland State Center for Women's Leadership: Election 2020: Results, Reflections, Ruminations

▲ **Wed, Nov 18**

- 11:30 AM – 12:00 PM Design & Construction Procurement Manager /OMF Bus. Ops. Manager/ Financial Analyst/ Procurement Financial Analyst/ CFO Check-in
- 12:00 PM – 12:45 PM BOLT Meeting
- 2:00 PM – 2:30 PM OMF HR Business Partner/ CFO Check-in

▲ **Thu, Nov 19**

- ▨ 9:00 AM – 10:00 AM OMF Labor Management Committee
- 9:30 AM – 11:00 AM November Disaster Policy Council
- 1:00 PM – 2:00 PM City Controller/ Accounting Supervisor/ CFO
- 2:00 PM – 3:00 PM Design & Construction Procurement Manager/ Chief Procurement Officer/ CFO
- 3:00 PM – 4:00 PM BRFS Division Managers Meeting
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ **Fri, Nov 20**

- 11:00 AM – 12:00 PM CFO/DCAO Check-in
- ▨ 1:00 PM – 2:00 PM All Procurement Staff - Virtual Sendoff for Chief Procurement Officer

▲ **Mon, Nov 23**

- 11:30 AM – 12:00 PM Comm. Hardesty/ CFO/ CAO
- 1:00 PM – 1:30 PM Risk Manager/ CFO Check-in
- 1:30 PM – 2:00 PM DCAO/ CFO Check-in
- 2:30 PM – 3:00 PM CFO/ Interim Chief Procurement Officer/ OEHR Sr. Policy Advisor/ CAO
- 3:30 PM – 4:00 PM CFO/ CAO Check-in
- 4:00 PM – 4:30 PM Interim Chief Procurement Officer/ CFO Check-in

▲ **Tue, Nov 24**

- 9:00 AM – 10:00 AM City Treasurer/ CFO Check-in
- 10:00 AM – 11:00 AM City Controller/ CFO Check-in
- 11:00 AM – 11:30 AM Council Chiefs of Staff Check-in
- 11:30 AM – 12:00 PM Debt Management Weekly Check-In Meeting
- 1:00 PM – 2:00 PM COVID-19 Workplace Safety
- 2:00 PM – 2:30 PM Deputy CFO/ CFO Check-in
- 3:00 PM – 3:30 PM City Controller/ CFO Check-in

▲ **Wed, Nov 25**

- 3:00 PM – 4:00 PM Chief Procurement Officer/ OMF Bus. Ops. Manager/ Financial Analyst/ Administration Supervisor/ CFO Check-in

▲ **Thu, Nov 26**

- All Day Thanksgiving Holiday

▲ **Fri, Nov 27**

- All Day Day After Thanksgiving Holiday

▲ **Mon, Nov 30**

- 9:00 AM – 9:30 AM City Controller/ CFO Check-in

- 11:00 AM – 11:30 AM Spectator Venues Program Manager/ CFO Check-in
- 1:00 PM – 2:00 PM Interim Chief Procurement Officer/ Mayor’s Policy Rep./ Procurement Financial Analyst/ CFO Check-in
- 2:00 PM – 2:30 PM Deputy CFO/ CFO Check-in
- 2:30 PM – 3:00 PM Risk Manager/ CFO Check-in
- 3:30 PM – 4:00 PM CFO/ CAO Check-in

December 2020

▲ Tue, Dec 1

- 10:00 AM – 11:00 AM City Controller/ CFO Check-in
- 11:00 AM – 2:00 PM Community Equity and Inclusion Committee Meeting
- 11:30 AM – 12:30 PM Debt Management Weekly Check-In Meeting
- 4:00 PM – 4:30 PM City Bureau Directors Check-in

▲ Wed, Dec 2

- 10:00 AM – 10:30 AM BHR Director/ CFO Check-in
- 11:00 AM – 11:30 AM Judy Clarke – Team HR/ CFO
- 12:30 PM – 1:30 PM Accounting Supervisor/ City Controller/ CFO Check-in
- 2:00 PM – 3:00 PM City Council Presentation Re: CAFR
- 5:00 PM – 6:30 PM Female Bureau Directors Meeting

▲ Thu, Dec 3

- 9:00 AM – 10:00 AM Interim Chief Procurement Officer/ CFO Check-in
- 10:00 AM – 2:00 PM GAAP Update Training
- 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
- ▨ 2:00 PM – 4:00 PM Fiscal Year 2021-22 Budget Kick-off
- 3:00 PM – 4:00 PM BRFS Division Managers Meeting

▲ Fri, Dec 4

- 10:00 AM – 12:00 PM Eric Arellano, Brian Kennedy – Metro/ Sarah Chisholm – Travel Portland, Strategic Projects Manager/ CFO

- 1:30 PM – 2:00 PM Financial Analyst/ OMF Bus. Ops. Manager/ City Controller/ Interim Chief Procurement Officer/ Deputy CFO/ CFO
 - 4:00 PM – 4:30 PM Grants Management Financial Analyst/ CFO
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▲ **Mon, Dec 7**

- 10:30 AM – 11:00 AM BOEC Director/ CFO/ PHB Director/ Mayor's Policy Advisor/ Chief Deputy Auditor/ CAO
 - 1:00 PM – 1:30 PM Risk Manager/ CFO Check-in
 - 1:30 PM – 2:00 PM CFO/ CAO Check-in
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▲ **Tue, Dec 8**

- 10:00 AM – 11:00 AM City Controller/ CFO Check-in
 - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
 - 2:00 PM – 3:00 PM City Treasurer/ CFO Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Dec 9**

- 9:00 AM – 9:30 AM Financial Analyst/ OMF Bus. Ops. Manager/ OMF Financial Analyst/ BHR Director/ DCAO/ CFO
 - 9:45 AM – 10:15 AM Travel Portland's Annual Presentation to City Council
 - 10:45 AM – 11:30 AM City Council Meeting
 - 12:00 PM – 12:30 PM BOLT Meeting
 - 1:00 PM – 1:30 PM SPOT Manager/ CFO
 - 2:00 PM – 3:00 PM Accounting Supervisor/ City Controller/ Debt Manager/ Principal Debt Analyst/ Debt Financial Analyst/ City Treasurer/ CFO
 - 3:00 PM – 4:00 PM CFO Check in
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▲ **Thu, Dec 10**

- ▣ 10:30 AM – 12:00 PM Citywide COVID-19 Information Coordination Meeting
- 1:00 PM – 2:00 PM Interim Chief Procurement Officer/ CFO Check-in
- 2:30 PM – 3:00 PM BES Director/ Prosper Portland Director/ CFO/ CAO
- 3:00 PM – 4:30 PM ITS Steering Committee Meeting

■ 7:00 PM – 8:30 PM Disaster Policy Council Meeting

▲ **Fri, Dec 11**

- 8:30 AM – 9:30 AM VDF Board Meeting
 - 11:00 AM – 11:30 AM Deputy CFO/ CFO Check-in
 - 1:00 PM – 2:00 PM Quarterly Spectator Venues Financial Advisory Group Meeting
 - 3:00 PM – 3:30 PM OMF HR Business Partner/ CFO Check-in
 - 3:30 PM – 4:00 PM Financial Analyst/ OMF Bus. Ops. Manager/ CBO Director/ CBO Financial Analyst/ CFO Check-in
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▲ **Mon, Dec 14– Fri, Dec 18**

■ All Day Vacation

▲ **Mon, Dec 21**

- 10:00 AM – 11:00 AM CFO/DCAO Check-in
 - 11:00 AM – 11:30 AM City Controller/ CFO Check-in
 - 11:30 AM – 12:00 PM Debt Manager/ Principal Debt Analyst/ City Treasurer/ Sr. Deputy City Attorney/ Spectator Venues Program Manager/ CFO
 - 1:00 PM – 2:00 PM Risk Manager/ CFO Check-in
 - 2:00 PM – 2:30 PM Deputy CFO/ CFO Check-in
 - 3:30 PM – 4:00 PM CFO/ CAO Check-in
 - 4:00 PM – 5:00 PM Keith Simovic, Jim Lanzarotta, and Amanda McCleary-Moore – Moss Adams/ City Controller/ Accounting Supervisor/ Audit Services Director/ Performance Auditor/ CFO
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▲ **Tue, Dec 22**

- 1:00 PM – 2:00 PM City Treasurer/ CFO Check-in
 - 4:00 PM – 4:30 PM City Bureau Directors Check-in
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▲ **Wed, Dec 23**

- 9:00 AM – 10:00 AM Principal Financial Analyst/ CFO Check-in
 - 1:30 PM – 2:00 PM Strategic Projects Manager/ CFO Check-in
 - 3:00 PM – 4:00 PM OMF Bus. Ops. Manager/ Financial Analyst/ Administration Supervisor/ CFO Check-in
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▲ **Thu, Dec 24**

▲ **Fri, Dec 25**

■ All Day HOLIDAY

▲ **Mon, Dec 28**

- 12:00 PM – 1:00 PM GFOA Local Government Forum
 - 2:00 PM – 2:30 PM Deputy CFO/ CFO Check-in
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▲ **Tue, Dec 29**

- 10:00 AM – 11:00 AM City Controller/ CFO Check-in
 - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
 - 1:00 PM – 1:30 PM Judy Clarke, Team HR/ CFO Check-in
 - 2:00 PM – 2:30 PM BTS Director/ CFO Check-in
 - 3:00 PM – 3:30 PM CFO/ CAO Check-in
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▲ **Wed, Dec 30**

- 9:00 AM – 9:30 AM Purchasing Leadership Meeting
 - 10:00 AM – 11:00 AM Interim Chief Procurement Officer/ CFO Check-in
 - 1:00 PM – 2:00 PM Risk Manager/ CFO Check-in
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▲ **Thu, Dec 31**

- 11:00 AM – 11:30 AM Strategic Projects Manager/ CFO Check-in
 - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
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