

CFO Michelle Kirby Calendar

January 1 – March 31, 2021

■ Busy

▨ Tentative

■ Out of Office

▤ Working Elsewhere

January 2021

▲ Fri, Jan 1

■ All Day HOLIDAY

▲ Mon, Jan 4

- 9:00 AM – 9:30 AM CAO/ CFO Check-in
- 1:00 PM – 1:30 PM CFO/ Risk Manager Check-in
- 3:30 PM – 5:00 PM Social Equity in Contracting Work Session Discussion

▲ Tue, Jan 5

- 10:00 AM – 10:30 AM CFO/ City Controller Check-in
- 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
- 1:00 PM – 2:00 PM CFO/ City Treasurer Check-in
- 3:00 PM – 4:00 PM CFO/ Judy Clarke, Team HR, LLC
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
- 4:30 PM – 5:00 PM CFO/ Debt Manager/ CBO Director/ City Economist Check-in

▲ Wed, Jan 6

- 10:00 AM – 11:00 AM Procurement FY 21-22 budget cut options
- 11:00 AM – 11:45 AM CFO/ Risk Manager/ OMF Business Operations Manager/ BRFS Financial Analyst
- 12:00 PM – 12:30 PM BOLT Meeting
- 2:00 PM – 3:00 PM P-Card Audit end of fieldwork meeting

▲ Thu, Jan 7

- 10:00 AM – 10:30 AM CFO/ BRFS Deputy Director Check-in
- 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
- 1:00 PM – 2:00 PM CFO/ Interim Chief Procurement Officer Check-in
- 3:00 PM – 4:30 PM ITS Steering Committee Meeting
- 4:30 PM – 5:30 PM Farewell Event for Dir. Elizabeth Edwards

▲ Fri, Jan 8

- 10:00 AM – 12:00 PM FRT Bi-weekly Meeting

- 3:00 PM – 3:30 PM CFO/ Interim Chief Procurement Officer/ Audit Services Director/ Chief Deputy City Attorney
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▲ **Mon, Jan 11**

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 11:00 AM – 12:00 PM Economic Impact Action Committee
 - 1:00 PM – 1:15 PM CFO/ Risk Manager/ Mayor's Deputy CoS
 - 3:00 PM – 3:30 PM CFO/ Interim Chief Procurement Officer/ Chief Deputy City Attorney
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
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▲ **Tue, Jan 12**

- 9:00 AM – 9:30 AM River District/LOC IGA Follow-up (Prosper Portland & BRFS Staff)
 - 9:30 AM – 11:30 AM Council Work Session - CARES Act Update and CAA, 2021 Overview
 - 10:00 AM – 10:30 AM CFO/ City Controller Check-in
 - 11:30 AM – 12:30 PM Debt Management Weekly Check-In Meeting
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Jan 13**

- 9:30 AM – 10:30 AM City Council Meeting - TOC (ITS project) report
 - 11:00 AM – 12:00 PM CFO/ Interim Chief Procurement Officer/ BRFS Financial Analyst/ OMF Bus. Ops. Manager/ OMF Financial Analyst
 - 12:00 PM – 12:30 PM BOLT Meeting
 - 3:00 PM – 4:00 PM CFO/DCAO Check-in
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▲ **Thu, Jan 14**

- ▣ 9:00 AM – 10:00 AM CFO/ Interim Chief Procurement Officer/ Procurement Compliance Specialist/ Procurement Analyst/ BRFS Financial Analyst
 - 9:30 AM – 11:00 AM January Disaster Policy Council Meeting
 - 11:00 AM – 12:00 PM P&D Directors Monthly Meeting
 - 1:00 PM – 2:00 PM CFO/ Interim Chief Procurement Officer Check-in
 - 3:00 PM – 4:00 PM BRFS Division Mgrs. Meeting
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
 - 4:30 PM – 5:30 PM CFO/ Strategic Projects Manager Check-in
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▲ **Fri, Jan 15**

- 9:30 AM – 10:00 AM CAO/ BOEC Director/ PHB Director/ CFO/ City Attorney
- 10:00 AM – 12:00 PM PERS Empl. Advisory Group Meeting

- 12:30 PM – 1:00 PM CFO/ Grants Program Manager/ Minority Evaluator Program & Supplier Diversity Officer
- 1:30 PM – 2:00 PM CFO/ Grants Program Manager/ City Controller
- 2:00 PM – 2:30 PM CFO/ Risk Manager
- 3:00 PM – 4:00 PM CFO/ Judy Clarke, Team HR, LLC
- 4:00 PM – 4:30 PM CFO/ Risk Manager/ City Controller/ City Treasurer/ Interim Chief Procurement Officer

▲ **Mon, Jan 18**

■ All Day HOLIDAY

▲ **Tue, Jan 19**

- 8:30 AM – 9:00 AM CFO/ BES Director/ City Debt Manager
- 10:00 AM – 10:30 AM CFO/ City Controller Check-in
- 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
- 1:00 PM – 2:00 PM CFO/ City Treasurer Check-in
- 2:00 PM – 2:30 PM CAO/ CFO Quick Check-in
- 3:00 PM – 3:30 PM CFO/ Sr. Financial Analyst
- 4:00 PM – 4:30 PM CFO/ Interim Chief Procurement Officer Check-in

▲ **Wed, Jan 20**

- 9:30 AM – 10:00 AM CAO/ CFO Check-in
- 12:00 PM – 12:30 PM BOLT Meeting
- 1:15 PM – 1:30 PM CAO/ CFO/ Strategic Projects Manager Quick Check-in
- 2:00 PM – 4:00 PM BRFS All Staff Meeting
- 3:00 PM – 10:00 PM City of Portland Inauguration Day Virtual Situation Room

▲ **Thu, Jan 21**

- 9:00 AM – 9:30 AM CFO/ BRFS Human Resources Business Partner Check-in
- 11:30 AM – 12:30 PM Prep for Fair Contracting Forum and Council Work Session
- 1:30 PM – 2:00 PM CFO/ Interim Chief Procurement Officer Check-in
- 2:00 PM – 4:00 PM City Council Work Session: Council Priorities
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Fri, Jan 22**

- 9:00 AM – 9:30 AM CFO/ Audit Services Director Check-in
- 10:00 AM – 12:00 PM FRT Bi-weekly Meeting
- 1:00 PM – 1:30 PM CFO/ Judy Clarke, Team HR

- 1:30 PM – 2:30 PM CFO/ Sr. Deputy City Attorney/ Spectator Venues Program Manager/ Strategic Projects Manager/ Debt Manager
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▲ **Mon, Jan 25**

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 2:30 PM – 3:00 PM CFO/ Risk Manager Check-in
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
 - 4:30 PM – 5:00 PM CFO/ Interim Chief Procurement Officer/ Procurement Analyst/ BRFS Financial Analyst
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▲ **Tue, Jan 26**

- 9:30 AM – 10:00 AM CFO/ Deputy City Attorney/ Interim Chief Procurement Officer
 - 10:00 AM – 10:30 AM CFO/ City Controller Check-in
 - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
 - 1:00 PM – 1:30 PM ITS Discussion (CAO and Revenue Staff)
 - 2:00 PM – 2:30 PM CFO/ Procurement Supervisor Check-in
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▲ **Wed, Jan 27**

- 6:45 AM – 8:00 AM CFO Forum Opening Session & Lessons Learned from Local Stimulus
 - 7:00 AM – End of Day CFO Forum Public Finance/CFO Forum 2021: Delivering Resilient and Equitable Outcomes
 - 9:00 AM – 10:00 AM CFO Forum Plenary Session: New Pathways for Resilient Infrastructure Innovation
 - 12:00 PM – 12:30 PM BOLT Meeting
 - 12:00 PM – 1:00 PM Public Safety and Anti-Violence Investments in Cities
 - 2:00 PM – 3:00 PM Ratio Analysis Project Team
 - 3:00 PM – 4:00 PM Monthly Procurement Staff Meeting
 - 4:00 PM – 4:30 PM CAO/ CFO Discussion
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▲ **Thu, Jan 28**

- 9:00 AM – 10:00 AM CFO Forum Plenary Session: The State of State and Local Funding
 - 10:00 AM – 11:00 AM CFO/ Strategic Projects Manager Check-in
 - 11:00 AM – 12:00 PM CFO Forum Breakout Discussion
 - 1:00 PM – 2:00 PM CFO/ Interim Chief Procurement Officer Check-in
 - ▨ 2:00 PM – 3:30 PM Fair Contracting Forum
 - 3:30 PM – 4:00 PM CFO/ BRFS Deputy Director Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Jan 29**

- 10:00 AM – 12:00 PM FRT Extra Meeting - VDF
- ▨ 11:00 AM – 12:00 PM OGR Weekly Liaison Briefing
- 1:30 PM – 2:00 PM CFO/ Interim Chief Procurement Officer Check-in
- 2:30 PM – 3:00 PM CFO/ Keith Simovic, Moss Adams Check-in

February 2021

▲ **Mon, Feb 1**

- 9:00 AM – 10:00 AM OSHA Training
- 1:00 PM – 1:30 PM CFO/ Risk Manager Check-in
- 2:00 PM – 2:30 PM CFO/ BRFS Deputy Director Check-in
- 2:30 PM – 3:30 PM CFO/ Spectator Venues Program Manager/ Strategic Projects Manager
- 3:30 PM – 4:00 PM CAO/ CFO Check-in
- 3:30 PM – 5:00 PM Continuing Prep for Fair Contracting Forum and Council Work Session

▲ **Tue, Feb 2**

- 9:30 AM – 11:30 AM Council Work Session - Public Safety
- 10:00 AM – 10:30 AM CFO/ City Controller Check-in
- 1:00 PM – 2:00 PM CFO/ City Treasurer Check-in
- 2:00 PM – 2:30 PM Debt Management Weekly Check-In Meeting
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Feb 3**

- 11:00 AM – 12:00 PM CFO/ Interim Chief Procurement Officer/ Procurement Analyst/ BRFS Financial Analyst
- 1:15 PM – 2:00 PM Coordinating Council kick-off

▲ **Thu, Feb 4**

- 9:30 AM – 10:30 AM CFO/ Mayor's CoS Check-in
- 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
- 1:00 PM – 2:00 PM CFO/ Spectator Venues Program Manager/ Strategic Projects Manager
- 3:00 PM – 3:30 PM CFO/ Commissioner Ryan/ Comm. Ryan CoS/ Interim Chief Procurement Officer
- 4:00 PM – 4:30 PM CFO/ Commissioner Mapps/ Comm. Mapps CoS/ Interim Chief Procurement Officer
- 4:30 PM – 5:00 PM CFO/ Commissioner Hardesty/ Comm. Hardesty CoS/ Interim Chief Procurement Officer

■ 5:00 PM – 6:00 PM CFO/ Interim Chief Procurement Officer/ Procurement Analyst/ BRFS Financial Analyst

▲ **Fri, Feb 5**

■ 10:00 AM – 12:00 PM FRT Bi-Weekly Meeting - Webex
▨ 11:00 AM – 12:00 PM OGR Weekly Liaison Briefing
■ 12:00 PM – 1:30 PM CFO/ Risk Manager Check-in
■ 1:00 PM – 2:00 PM CFO/ BES Director/ City Treasurer/ Debt Manager/ Financial Analyst/ City Economist
■ 2:00 PM – 3:00 PM CFO/ Interim Chief Procurement Officer Check-in
■ 3:00 PM – 3:30 PM CFO/ City Controller
■ 3:30 PM – 4:00 PM CFO/ Commissioner Rubio/ Comm. Rubio CoS/ Interim Chief Procurement Officer

▲ **Mon, Feb 8**

■ 9:30 AM – 11:00 AM OMF Leadership Team Meetings
■ 1:00 PM – 1:45 PM CFO/ Comm. Mapps Check-in
■ 2:00 PM – 2:30 PM CFO/ BRFS Deputy Director Check-in
■ 3:30 PM – 4:00 PM CAO/ CFO Check-in

▲ **Tue, Feb 9**

■ 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
■ 12:00 PM – 12:30 PM CAO/ CFO/ Commissioner Mapps/ Comm. Mapps CoS/ Spectator Venues Program Manager
■ 3:00 PM – 3:30 PM CFO/ Risk Manager Check-in
■ 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Feb 10**

■ 10:00 AM – 10:30 AM CFO/ City Controller Check-in
■ 11:00 AM – 12:00 PM Transportation Forecast Discussion - BRFS/CBO
■ 3:00 PM – 4:00 PM CFO/ Judy Clarke, Team HR, LLC
▨ 5:00 PM – 6:00 PM Disaster Policy Council - Severe Weather

▲ **Thu, Feb 11**

■ 12:30 PM – 1:00 PM CAO/ DCAO/ BHR Director/ BTS Director/ CFO/ Employee Relations Manager/ Deputy BTS Director/Deputy BRFS Director
■ 1:00 PM – 2:00 PM CFO/ Interim Chief Procurement Officer Check-in
■ 3:00 PM – 4:00 PM BRFS Division Managers Meeting
■ 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Fri, Feb 12**

■ All Day Vacation Day

▲ **Mon, Feb 15**

■ All Day HOLIDAY

▲ **Tue, Feb 16**

- 10:00 AM – 10:30 AM CFO/ City Controller Check-in
 - 2:30 PM – 3:00 PM CFO/ Commissioner Rubio/ Comm. Rubio CoS Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Feb 17**

- 9:00 AM – 9:30 AM CFO/ Risk Manager Check-in
 - 10:00 AM – 11:00 AM CFO/ Spectator Venues Program Manager/ Strategic Projects Manager
 - 12:00 PM – 12:30 PM BOLT Meeting
 - 1:30 PM – 2:00 PM CAO/ CFO Check-in
 - 2:00 PM – 2:30 PM CFO/ BRFS Human Resources Business Partner Check-in
 - 4:00 PM – 5:00 PM CFO/DCAO Check-in
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▲ **Thu, Feb 18**

- 9:00 AM – 9:30 AM CFO/ CBO Budget Analyst
 - 9:30 AM – 11:00 AM February Disaster Policy Council Meeting
 - 11:00 AM – 1:00 PM GFOA Webinar: Market and Credit Rating Overview - Market and Credit Rating Overview
 - 1:00 PM – 2:00 PM CFO/ Interim Chief Procurement Officer Check-in
 - 2:00 PM – 3:00 PM CFO/ Strategic Projects Manager Check-in
 - 3:00 PM – 4:30 PM ITS Steering Committee Meeting
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
 - 4:45 PM – 5:15 PM CFO/ BRFS Deputy Director Check in
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▲ **Fri, Feb 19**

- 9:30 AM – 11:30 AM FRT Bi-Weekly Meeting
 - 11:30 AM – 12:00 PM CFO/ Commissioner Hardesty/ Comm. Hardesty CoS
 - 12:30 PM – 1:00 PM CFO/ Commissioner Ryan/ Comm. Ryan CoS
 - 1:30 PM – 2:00 PM CFO/ OGR Director Check-in
 - 2:00 PM – 2:30 PM CAO/ CFO Check-in
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▲ **Mon, Feb 22**

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings

- 11:00 AM – 1:00 PM Council Work Session Practice Presentation for Feb. 25
- 2:00 PM – 2:30 PM CFO/ BRFS Deputy Director Check-in
- 2:30 PM – 3:00 PM CFO/ City Treasurer/ Debt Manager Quick Check-In
- 3:30 PM – 4:00 PM CAO/ CFO Check-in
- 4:00 PM – 4:30 PM CFO/ Grants Program Manager/ Strategic Projects Manager

▲ **Tue, Feb 23**

- 9:00 AM – 9:30 AM CAO/ CFO/ Deputy BRFS Director Check-in
- 10:00 AM – 12:00 PM BRFS Revenue Division Equity Committee - Black History Month Presentation
- 1:00 PM – 3:00 PM City of Portland Deferred Comp 4Q 2020 Committee Meeting

▲ **Wed, Feb 24**

- 9:00 AM – 9:30 AM CFO/ City of Seattle CFO, Glen Lee
- 10:00 AM – 10:15 AM CAO/ CFO/ Strategic Projects Manager
- 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
- 12:00 PM – 12:30 PM BOLT Meeting
- 2:00 PM – 3:00 PM CFO/ Strategic Projects Manager Check-in
- 4:00 PM – 4:15 PM CAO/ CFO/ Strategic Communications Manager

▲ **Thu, Feb 25**

- 10:00 AM – 10:15 AM CAO/ CFO/ Strategic Communications Director/ Strategic Projects Manager
- 2:00 PM – 4:00 PM Council Work Session - Social Equity in Contracting
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Fri, Feb 26**

- 9:00 AM – 10:00 AM CFO/ Spectator Venues Program Manager/ Strategic Projects Manager
- 11:00 AM – 11:30 AM CFO/ Strategic Projects Manager
- 11:30 AM – 12:00 PM CFO/ City Treasurer/ Debt Manager
- 12:30 PM – 1:00 PM YE Grants Interfund Loan Discussion
- 2:00 PM – 3:00 PM CFO/ Interim Chief Procurement Officer Check-in
- 3:00 PM – 3:30 PM CFO/ City Controller Check-in

March 2021

▲ **Mon, Mar 1**

- 10:00 AM – 11:00 AM Prep: Economic Relief & Stimulus Coordination Council

- 1:00 PM – 1:30 PM CFO/ Risk Manager Check-in
 - 2:00 PM – 2:30 PM CFO/ BRFS Deputy Director Check-in
 - 2:30 PM – 3:25 PM CFO/ Interim Chief Procurement Officer/ SPOT Manager/ BRFS Financial Analyst
 - 4:00 PM – 4:30 PM ERAP Task Force Prep Mtg
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▲ **Tue, Mar 2**

- 9:30 AM – 10:00 AM Multnomah Co. Sub Recipient Monitoring
 - 10:00 AM – 10:30 AM CFO/ City Controller Check-in
 - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
 - 1:00 PM – 2:00 PM CFO/ City Treasurer Check-in
 - 2:00 PM – 3:00 PM Work Session Debrief
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Mar 3**

- 10:30 AM – 11:00 AM CAO/ CFO Check-in
 - 12:00 PM – 12:30 PM BOLT Meeting
 - 2:00 PM – 3:00 PM Discussion of ARP resources and the Mayor's Proposed budget
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▲ **Thu, Mar 4**

- 9:30 AM – 10:30 AM CFO/ Mayor's CoS Check-in
 - 10:30 AM – 11:00 AM CFO/ Grants Program Manager Quick Check-in
 - 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
 - 1:15 PM – 2:00 PM CFO/ Interim Chief Procurement Officer Check-in
 - 2:45 PM – 3:00 PM PREP: ERSCC
 - 3:00 PM – 4:00 PM Economic Relief & Stimulus Coordination Council (ERSCC)
 - 4:00 PM – 4:15 PM Debrief: ERSCC
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▲ **Fri, Mar 5**

- 9:15 AM – 9:45 AM Mayor Wheeler/ Mayor Deputy CoS/ Mayor Policy Analyst/ Mayor Sr. Policy Rep./ Spectator Venues Program Manager/ CFO/ CAO
 - 10:00 AM – 12:00 PM FRT Bi-weekly Meeting
 - ▨ 11:00 AM – 12:00 PM OGR Weekly Liaison Briefing
 - 12:00 PM – 1:00 PM CFO/ Interim Chief Procurement Officer/ OEHR Coordinator Check-in
 - 1:00 PM – 2:00 PM Budget Presentation Dry Run
 - 2:30 PM – 3:00 PM CFO/ Spectator Venues Program Manager/ Comm. Mapps CoS
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▲ **Mon, Mar 8**

- 8:30 AM – 10:00 AM OGFOA Virtual Conference - General Session: Welcome & Keynote Jonathan Fanning
 - 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 10:30 AM – 12:00 PM OGFOA Virtual Conference - They Serve: The True Essence of Authentic Leadership
 - 1:00 PM – 2:30 PM OGFOA Virtual Conference - Budgeting in Uncertainty - COVID Impacts, wildfires what's next?
 - 3:00 PM – 4:30 PM OGFOA Virtual Conference - DEI in Contracting
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▲ **Tue, Mar 9**

- 8:30 AM – 10:00 AM OGFOA Virtual Conference - General Session - Economic Update
 - 10:30 AM – 11:30 AM OGFOA Virtual Conference - Fraud Prevention - How it Happens and What to Do.
 - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
 - 11:45 AM – 12:30 PM OGFOA Virtual Conference - General Session: OGFOA Annual Business Meeting & Awards Presentation
 - 1:30 PM – 1:55 PM CFO/ SPOT Manager Check-in
 - 2:00 PM – 3:00 PM CFO/ Interim Chief Procurement Officer/ OEHR Coordinator Check-in
 - 2:45 PM – 3:45 PM OGFOA Virtual Conference - Planning for Capital Projects - Climate Change in the Bond Market
 - 3:30 PM – 3:55 PM CFO/ SPOT Manager Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Mar 10**

- 9:30 AM – 9:45 AM CAO/ CFO/ City Economist/ CBO Director
 - 10:00 AM – 11:00 AM CFO/ Strategic Projects Manager Check-in
 - 1:00 PM – 1:30 PM CAO/ CFO Check-in
 - 2:00 PM – 3:00 PM Council Meeting
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▲ **Thu, Mar 11**

- 8:15 AM – 8:30 AM PREP: ERSCC
 - 9:00 AM – 9:30 AM CFO/ City Controller Check-in
 - 10:00 AM – 11:30 AM Fair Contracting Forum
 - 12:00 PM – 1:30 PM Economic Relief & Stimulus Coordination Council
 - 1:30 PM – 1:45 PM DEBRIEF: ERSCC
 - 2:00 PM – 4:00 PM Council Work Session: FY 2021-22 Budget Development
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Mar 12**

- 8:00 AM – 9:30 AM VDF Board Meeting
 - 10:00 AM – 11:00 AM SAP Lease Management GASB87 -- Steering Committee Meeting
 - 1:00 PM – 1:30 PM CFO/ Accounting Supervisor Check-in
 - 2:00 PM – 3:00 PM CFO/ Interim Chief Procurement Officer Check-in
 - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
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▲ **Mon, Mar 15**

- 12:45 PM – 1:00 PM Prep: ERSCC
 - 1:00 PM – 2:00 PM CAO/ BRFS Financial Analyst/ OEHR Director/ OEHR Coordinator/ Deputy City Attorney/ Interim Chief Procurement Officer/ Procurement Analyst
 - 2:00 PM – 3:00 PM Economic Relief & Stimulus Coordination Council
 - 3:00 PM – 3:15 PM Debrief: ERSCC
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
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▲ **Tue, Mar 16**

- 9:00 AM – 10:00 AM CAO/ Interim Chief Procurement Officer/ BRFS Financial Analyst/ Procurement Analyst/ BRFS Coordinator/ Audit Services Director/ Performance Auditor
 - 10:00 AM – 10:30 AM CFO/ City Controller Check-in
 - 1:00 PM – 1:30 PM CFO/ BRFS Deputy Director
 - 3:00 PM – 3:30 PM CFO/ Risk Manager Check-in
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▲ **Wed, Mar 17**

- 10:00 AM – 10:30 AM CFO/ CBO Director
 - 12:00 PM – 12:30 PM BOLT Meeting
 - 1:30 PM – 2:00 PM CFO/ Interim Chief Procurement Officer/ Procurement Coordinator
 - 2:00 PM – 2:30 PM CFO/ BRFS Human Resources Business Partner Check-in
 - 3:00 PM – 4:00 PM CFO/ OMF Bus. Ops Manager/ OMF Administrative Supervisor Check-in
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▲ **Thu, Mar 18**

- 11:00 AM – 12:00 PM CAO/ BRFS Financial Analyst/ OEHR Coordinator/ Deputy City Attorney/ Interim Chief Procurement Officer/ Procurement Analyst
- 1:00 PM – 2:00 PM CFO/ Interim Chief Procurement Officer Check-in
- 3:00 PM – 4:00 PM CFO/ BRFS Financial Analyst/ OMF Financial Analyst/ Interim Chief Procurement Officer/ OMF Bus. Ops. Manager

- 3:00 PM – 4:30 PM ITS Steering Committee Meeting
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Mar 19**

- 9:00 AM – 10:00 AM CFO/DCAO Check-in
 - 11:30 AM – 12:00 PM CFO/ Commissioner Hardesty/ Comm. Hardesty CoS
 - 12:45 PM – 1:00 PM PREP: ERSCC
 - 1:00 PM – 2:00 PM Economic Relief & Stimulus Coordination Council (ERSCC)
 - 2:00 PM – 2:15 PM DEBRIEF: ERSCC
 - 3:00 PM – 4:00 PM CFO/ Grants Program Manager/ City Controller Check-in
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▲ **Mon, Mar 22**

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 1:00 PM – 2:00 PM CFO/ City Treasurer Check-in
 - 2:00 PM – 2:30 PM CFO/ BRFS Deputy Director Check-in
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
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▲ **Tue, Mar 23**

- 10:00 AM – 10:30 AM CFO/ City Controller Check-in
 - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
 - 1:30 PM – 2:00 PM CAO/ CFO/ BHR Director
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Mar 24**

- 10:00 AM – 11:00 AM Accounting Advisory Committee meeting
 - 11:00 AM – 1:00 PM CAO/ BRFS Financial Analyst/ OEHR Coordinator/ Deputy City Attorney/ Interim Chief Procurement Officer/ Procurement Analyst/ Procurement Coordinator
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▲ **Thu, Mar 25**

- 10:00 AM – 10:45 AM CFO/ SPOT Manager Check in
 - 11:00 AM – 12:00 PM CFO/ Strategic Projects Manager/ Grants Program Manager Check-in
 - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
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▲ **Fri, Mar 26**

- 10:00 AM – 10:30 AM Moss Adams Client Panel Webcast - Prep Call
- 11:00 AM – 11:30 AM CFO/ Procurement Goods & Services Manager Check-in

■ 1:00 PM – 3:00 PM Prep - Moss Adams Panel Webcast

▲ **Mon, Mar 29**

■ 8:30 AM – 9:00 AM PREP: ERSCC

■ 10:30 AM – 11:00 AM CAO/ CFO Check-in

■ 11:30 AM – 1:00 PM Economic Relief & Stimulus Coordinating Council (ERSCC)

■ 2:00 PM – 2:15 PM Debrief: ERSCC

▲ **Tue, Mar 30**

■ 9:30 AM – 11:45 AM Moss Adams Client Panel Webcast

■ 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting

■ 11:30 AM – 11:45 AM Moss Adams Webcast Debrief

■ 1:00 PM – 2:00 PM CFO/ City Treasurer Check-in

■ 3:00 PM – 4:00 PM CFO/ Interim Chief Procurement Officer/ Chief Deputy City Attorney

■ 4:00 PM – 5:00 PM FRT Debrief & Work Planning

▲ **Wed, Mar 31**

■ 9:00 AM – 10:00 AM CAO/ BRFS Financial Analyst/ OEHR Coordinator/ Deputy City Attorney/ Interim Chief Procurement Officer/ Procurement Analyst/ Procurement Coordinator

■ 11:00 AM – 11:30 AM CFO/ City Controller Check-in

■ 12:00 PM – 12:30 PM BOLT Meeting

■ 3:00 PM – 4:00 PM CFO/ OMF Bus. Ops Manager/ OMF Administrative Supervisor Check-in

■ 4:30 PM – 4:45 PM CAO/ DCAO/ CFO Check-in
