

CFO Michelle Kirby Calendar October 1 – December 31, 2021

- Busy
- Tentative
- Out of Office
- Working Elsewhere

October 2021

▲ Fri, Oct 1

- 11:00 AM – 11:30 AM CFO/ City Controller Discussion
- 12:30 PM – 2:00 PM OMF-BRFS People & Culture Interview

▲ Mon, Oct 4

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

▲ Tue, Oct 5

- Before 8:00 AM Free**
- 8:00 AM – 9:30 AM Free**
- 9:30 AM – 10:00 AM CFO/ CBO Director Check-in
- 10:00 AM – 10:30 AM CFO/ City Controller Check-in
- 2:00 PM – 2:25 PM CAO/ SPOT Manager/ CFO/ Chief Procurement Officer
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ Wed, Oct 6

- 8:00 AM – 9:00 AM Broadway Corridor City Partners
- 10:30 AM – 11:00 AM CFO/ DCFO Check-in
- 11:30 AM – 12:00 PM CAO/ CFO Check-in
- 12:30 PM – 1:30 PM CFO/ Chief Procurement Officer Check-in
- 2:00 PM – 2:30 PM CFO/ City Controller Check-in
- 2:30 PM – 3:00 PM CFO/ BRFS Strategic Projects Manager Check-in
- 3:00 PM – 4:00 PM CFO/ OMF Bus. Ops. Manager/ OMF Admin. Supervisor Check-in

▲ Thu, Oct 7 – Fri, Oct 8

- All Day Out of Office

▲ Mon, Oct 11

- 8:30 AM – 10:00 AM OGFOA Virtual Conference: General Session - Keynote - David Rabiner Leadership 2021: What Government Leaders Need to Know Now
- 10:30 AM – 12:00 PM OGFOA Virtual Conference: Public Funds Investing Made Easy

- 1:00 PM – 2:30 PM OGFOA Virtual Conference: Urban Renewal Using Creativity and Diversity to Benefit Communities
 - 2:45 PM – 4:00 PM OGFOA Virtual Conference: Bonds 101 – (Nearly) everything you ever wanted to know but were afraid to ask!
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▲ **Tue, Oct 12**

- 9:00 AM – 10:00 AM OGFOA Virtual Conference: Economic update - State Economist Mark McMullen
 - 10:30 AM – 12:00 PM OGFOA Virtual Conference: Oregon PERS Senate Bill 1049, Actuarial, and PERS Legislative Updates
 - 1:00 PM – 2:30 PM OGFOA Virtual Conference: Housing Affordability
 - 2:45 PM – 3:45 PM OGFOA Virtual Conference: What's New in Bond Finance (Green Bond, Cybersecurity, Fed Legislation)- Infrastructure projects and WIFIA at Fed Level
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Oct 13**

- 9:00 AM – 9:30 AM CFO/ Executive Assistant Check-in
 - 10:00 AM – 11:00 AM CFO/ CBO Director/ City Economist/ City Treasurer/ City Controller
 - 11:00 AM – 11:30 AM CFO/ Risk Manager Check-in
 - 11:30 AM – 12:00 PM CFO/ Grants Office Support Specialist
 - 12:00 PM – 12:30 PM BOLT Meeting
 - 12:30 PM – 1:30 PM Coordinate financial audit RFP
 - 2:00 PM – 2:30 PM CAO/ CFO Check-in
 - 3:00 PM – 4:30 PM Finance Review Team – Visitor Development Fund
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▲ **Thu, Oct 14**

- 9:00 AM – 10:00 AM CFO/ BRFS HR Business Partner/ City Controller
 - 10:00 AM – 11:30 AM City Council Presentation
 - 11:30 AM – 12:00 PM CFO/ DCFO Check-in
 - 2:30 PM – 3:00 PM CFO/ BRFS 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
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▲ **Fri, Oct 15**

- 9:00 AM – 10:00 AM CFO/DCAO Check-in
- 10:00 AM – 12:00 PM EAG Meeting
- 11:30 AM – 12:00 PM CFO/ Procurement Design & Construction Manager/ Chief Procurement Officer Check-in
- 2:30 PM – 3:15 PM OGR & OMF re: Federal Agenda Development

- 3:30 PM – 4:00 PM CFO/ Debt Manager Check-in
 - 4:45 PM – 5:00 PM CFO/ City Controller/ Grants Program Manager
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▲ **Mon, Oct 18**

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 11:00 AM – 11:30 AM CFO/ City Economist Check-in
 - 1:00 PM – 2:00 PM CFO/ City Treasurer
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
 - 4:00 PM – 4:30 PM CFO/ BRFS HR Business Partner/ City Controller
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▲ **Tue, Oct 19**

- 9:00 AM – 11:00 AM City Council Presentation
 - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
 - 2:00 PM – 2:30 PM CFO/ Chief Procurement Officer/ SPOT Manager
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Oct 20**

- 9:00 AM – 9:30 AM CFO/ BRFS HR Business Partner/ City Controller
 - 9:30 AM – 10:00 AM CFO/ CBO Director Check-in
 - 1:00 PM – 2:00 PM Broadway Corridor Follow Up (City/ Prosper Portland)
 - 2:00 PM – 2:30 PM CFO/ BRFS HR Business Partner/ City Controller/ Revenue Audit and Accounting Manager/ Financial Analyst
 - 3:00 PM – 4:00 PM CFO/ OMF Bus. Ops. Manager/ OMF Admin. Supervisor Check-in
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▲ **Thu, Oct 21**

- 9:00 AM – 10:00 AM CFO/ Chief Procurement Officer Check-in
 - 10:30 AM – 11:30 AM Thursday Chiefs of Staff Meeting
 - 1:00 PM – 2:00 PM BRFS Division Managers Meeting
 - 2:00 PM – 2:30 PM CFO/ DCFO Check-in
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▲ **Fri, Oct 22**

- 9:00 AM – 9:30 AM CFO/ City Controller Check-in
 - 10:00 AM – 11:00 AM Finance Review Team - Visitor Development Fund
 - 11:30 AM – 12:00 PM CFO/ BRFS Strategic Projects Manager Check-in
 - 1:00 PM – 1:30 PM CFO/ Insurance & Loss Prevention Manager Check-in
 - 2:00 PM – 3:00 PM CFO/ Risk Manager/ Liability Claims Manager/ Chief Deputy City Attorney/ Police Deputy Chief
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▲ **Mon, Oct 25**

- 12:30 PM – 1:30 PM Vaccine Mandate Town Hall
 - 2:30 PM – 3:00 PM CFO/ Debt Manager/ Principal Debt Analyst
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
 - 4:00 PM – 4:30 PM CFO/ DCAO/ Chief Procurement Officer
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▲ **Tue, Oct 26**

- 9:00 AM – 9:30 AM CFO/ Executive Assistant Check-in
 - 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
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▲ **Wed, Oct 27**

- 7:30 AM – 9:00 AM Equity Manager Interview Panel
 - 9:30 AM – 10:30 AM City Council Meeting re: Travel Portland Report
 - 11:00 AM – 12:00 PM Equity Manager Interview Panel
 - 12:00 PM – 12:30 PM BOLT Meeting
 - 1:00 PM – 1:30 PM CFO/ Risk Manager Check-in
 - 2:30 PM – 3:00 PM Financial audit RFP - steering committee
 - 3:00 PM – 4:00 PM CFO/ HR Business Partner/ Financial Analyst
 - 4:00 PM – 5:00 PM Equity Manager Interview Panel
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▲ **Thu, Oct 28**

- 9:30 AM – 10:00 AM CFO/ BRFS Strategic Projects Manager Check-in
 - 10:00 AM – 10:30 AM CFO/ Procurement Design & Construction Manager/ Chief Procurement Officer/ BRFS Financial Analyst Check-in
 - 1:00 PM – 2:00 PM CFO/ Chief Procurement Officer Check-in
 - 2:00 PM – 3:00 PM Equity Manager Interview Panel Discussion
 - 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, Oct 29**

- 9:00 AM – 10:00 AM Travel Portland: Update on Livability from our Elected Leaders
- 10:15 AM – 11:45 AM Finance Review Team - Visitor Development Fund
- 12:00 PM – 12:50 PM Portland Harbor Superfund update
- 1:30 PM – 2:00 PM CFO/ DCFO Check-in
- 2:30 PM – 3:00 PM CFO/ City Treasurer/ Debt Manager/ Principal Debt Analyst

- 3:00 PM – 3:30 PM CFO/ CBO Director/ City Economist/ City Controller/ City Treasurer

November 2021

▲ Mon, Nov 1

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
- 3:30 PM – 4:00 PM CAO/ CFO Check-in

▲ Tue, Nov 2

- 9:30 AM – 10:00 AM CFO/ CBO Director Check-in
- 10:00 AM – 10:30 AM CFO/ City Controller Check-in
- 10:30 AM – 11:00 AM Financial Reporting Team meeting
- 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
- 1:00 PM – 1:30 PM CAO/ CFO/ City Treasurer/ Investments Officer/ Rick Phillips, FHN Financial Main Street Advisors
- 2:00 PM – 3:30 PM October Disaster Policy Council meeting

▲ Wed, Nov 3

- 9:00 AM – 9:30 AM CFO/ DCFO Check-in
- 9:30 AM – 11:00 AM City Council Meeting re: PBOT bonds (item #786)
- 11:30 AM – 12:00 PM CAO/ CFO/ CBO Director/ Strategic Projects Manager/ BRFS Strategic Projects Manager
- 1:30 PM – 2:00 PM CAO/ CFO/ DCAO/ BHR Director/ CBO Director/ OMF Business Operations Manager
- 3:00 PM – 4:00 PM CFO/ OMF Bus. Ops. Manager/ OMF Admin. Supervisor Check-in

▲ Thu, Nov 4

- ▨ 8:00 AM – 9:00 AM OGFOA Coronavirus Relief Fund Local Government Forum
- 9:00 AM – 9:30 AM CFO/ BRFS Strategic Projects Manager Check-in
- 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
- 2:00 PM – 4:30 PM City Council Work Session re: Fall BMP

▲ Fri, Nov 5

- 9:00 AM – 10:30 AM Finance Review Team - Visitor Development Fund
 - ▨ 10:00 AM – 12:00 PM Prosper Portland Economic Recovery Task Force
 - 1:30 PM – 2:00 PM CFO/ City Controller Check-in
 - 2:00 PM – 3:00 PM CFO/ City Controller/ Accounting Supervisor Check-in
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▲ **Mon, Nov 8**

- 10:00 AM – 10:30 AM CFO/ Prosper Portland Director Check-in
 - 1:00 PM – 1:45 PM CFO/ Comm. Mapps Check-in
 - 2:00 PM – 2:30 PM CFO/ Amanda McCleary-Moore of Moss Adams
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
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▲ **Tue, Nov 9**

- 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
 - 3:00 PM – 3:30 PM CFO/ Risk Manager Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Nov 10**

- 9:00 AM – 9:30 AM CFO/ Executive Assistant Check-in
 - 12:00 PM – 1:00 PM BOLT Meeting
 - 4:00 PM – 5:00 PM COEP Motion Hearing
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▲ **Thu, Nov 11**

■ All Day Veteran's Day

▲ **Fri, Nov 12**

- 11:00 AM – 12:00 PM CFO/ Chief Procurement Officer Check-in
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▲ **Mon, Nov 15**

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
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▲ **Tue, Nov 16**

- 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
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▲ **Wed, Nov 17**

- 9:00 AM – 9:30 AM CFO/ Compensation & Classifications Manager
 - 10:00 AM – 10:30 AM CFO/ City Controller Check-in
 - 11:30 AM – 12:00 PM CAO/ CFO Check-in
 - 1:00 PM – 1:30 PM CFO/ CBO Director Check-in
 - 2:00 PM – 2:30 PM CFO/ HR Business Partner Check-in
 - 3:00 PM – 4:00 PM CFO/ OMF Bus. Ops. Manager/ OMF Admin. Supervisor Check-in
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▲ **Thu, Nov 18**

- 9:00 AM – 10:00 AM CFO/ City Controller/ Accounting Supervisor Check-in
 - ▨ 10:00 AM – 11:00 AM Fair Contracting Forum + November Forecasting & Project Planning
 - 11:30 AM – 12:00 PM CFO/ DCFO Check-in
 - 1:00 PM – 2:30 PM ITS Steering Committee Meeting
 - 2:30 PM – 3:00 PM CFO/ BRFS Strategic Projects Manager Check-in
 - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
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▲ **Fri, Nov 19**

- 9:00 AM – 10:30 AM Finance Review Team - Visitor Development Fund
 - 10:45 AM – 11:15 AM CFO/ Chief Procurement Officer Check-in
 - 11:30 AM – 12:00 PM CFO/ Risk Manager Check-in
 - 2:00 PM – 3:00 PM CFO/DCAO Check-in
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▲ **Mon, Nov 22 – Wed, Nov 24**

■ All Day Vacation

▲ **Thu, Nov 25 – Fri, Nov 26**

■ All Day Thanksgiving Holiday

▲ **Mon, Nov 29**

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 1:30 PM – 2:00 PM CAO/ CFO Check-in
 - 3:45 PM – 4:15 PM CFO/ Comm. Hardesty Check-in
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▲ **Tue, Nov 30**

- 8:30 AM – 9:00 AM CFO/ Debt Management Financial Analyst/ Accounting Supervisor
 - 9:00 AM – 10:00 AM Portland Harbor Superfund update
 - 10:00 AM – 10:30 AM CFO/ City Controller Check-in
 - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
 - 11:30 AM – 12:00 PM Tuesday Chiefs of Staff Meeting
 - 1:30 PM – 2:00 PM CAO/ CFO/ Grants Program Manager/ BRFS Strategic Projects Manager
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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December 2021

▲ **Wed, Dec 1**

- 9:30 AM – 10:00 AM Audit Approach for Enhanced Service Districts
 - 11:30 AM – 12:00 PM CAO/ CFO/ CBO Director/ Strategic Projects Manager/ BRFs Strategic Projects Manager
 - 1:00 PM – 1:15 PM CAO/ CFO/ Grants Program Manager/ BRFs Strategic Projects Manager
 - 1:30 PM – 2:00 PM CFO/ CBO Director Check-in
 - 2:00 PM – 3:00 PM CFO/ City Treasurer/ Debt Manager/ Principal Debt Analyst/ Debt Management Financial Analyst
 - 3:00 PM – 4:00 PM CFO/ OMF Bus. Ops. Manager/ OMF Admin. Supervisor Check-in
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▲ **Thu, Dec 2**

- 10:00 AM – 11:30 AM Nov/Dec Disaster Policy Council
 - 2:30 PM – 3:00 PM CFO/ BRFs Strategic Projects Manager Check-in
 - ▨ 5:00 PM – 6:00 PM Fair Contracting Forum + RBA Summary and Next Steps
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▲ **Fri, Dec 3**

- 9:45 AM – 11:00 AM Finance Review Team - Visitor Development Fund
 - 11:00 AM – 11:30 AM CFO/ DCFO Check-in
 - 2:00 PM – 3:00 PM CFO/ City Controller/ Accounting Supervisor
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▲ **Mon, Dec 6**

- 1:00 PM – 1:30 PM CFO/ Risk Manager Check-in
 - 2:30 PM – 3:30 PM Commissioner and Bureau offices Meeting
 - 3:30 PM – 4:00 PM CAO/ CFO Check-in
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▲ **Tue, Dec 7**

- 10:00 AM – 10:30 AM CFO/ City Controller Check-in
 - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
 - 2:00 PM – 2:30 PM CAO/ CFO/ CBO Director/ City Economist
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▲ **Wed, Dec 8**

- 9:30 AM – 2:00 PM City Council Meeting Presentation – Annual Comprehensive Report
 - 12:00 PM – 1:00 PM BOLT Meeting
 - 1:00 PM – 1:50 PM Leadership Team Meeting
 - 3:00 PM – 4:00 PM CFO/ City Treasurer
 - 4:00 PM – 4:30 PM CAO/ CFO/ Risk Manager/ Insurance & Loss Prevention Manager
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▲ **Thu, Dec 9**

- 10:00 AM – 2:00 PM Webcast - 26th Annual Governmental GAAP Update Encore
 - 2:30 PM – 3:00 PM CFO/ BRFS Strategic Projects Manager Check-in
 - 3:00 PM – 3:30 PM CFO/ Executive Assistant Check-in
 - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Dec 10**

- 8:30 AM – 9:30 AM Visitor Development Fund Board Meeting
 - 1:00 PM – 2:00 PM CFO/ Chief Procurement Officer Check-in
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▲ **Mon, Dec 13**

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
 - 12:00 PM – 1:00 PM GFOA – Coronavirus Relief Fund Forum
 - 1:00 PM – 2:00 PM OMF media training
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▲ **Tue, Dec 14**

- 9:30 AM – 10:00 AM CFO/ CBO Director Check-in
 - 10:00 AM – 10:30 AM CFO/ City Controller Check-in
 - 4:30 PM – 6:00 PM CFO/ Grants Program Manager
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▲ **Wed, Dec 15**

- 9:30 AM – 9:45 AM CAO/ CBO Director/ CFO Quick Check-in
 - 10:00 AM – 10:30 AM CAO/ CFO Check-in
 - 10:30 AM – 12:00 PM City Council Meeting - Investments Policy
 - 2:00 PM – 2:30 PM CFO/ HR Business Partner Check-in
 - 3:00 PM – 4:00 PM CFO/ OMF Bus. Ops. Manager/ OMF Admin. Supervisor Check-in
 - 4:00 PM – 4:30 PM CFO/ Risk Manager Check-in
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▲ **Thu, Dec 16**

- 10:00 AM – 10:15 AM CFO/ HR Business Partner Check-in
 - 11:00 AM – 11:30 AM CFO/ City Treasurer Check-In
 - 12:00 PM – 12:30 PM CFO/ DCFO Check-in
 - 1:00 PM – 2:30 PM ITS Steering Committee Meeting
 - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
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▲ **Fri, Dec 17**

- 9:00 AM – 10:00 AM CFO/DCAO Check-in
- 10:05 AM – 11:00 AM League of Oregon Cities Statewide Conference Call for City Leaders

- 1:00 PM – 2:00 PM CFO/ Chief Procurement Officer Check-in
- 2:00 PM – 3:00 PM Quarterly Spectator Venues Financial Advisory Group Meeting
- 3:30 PM – 4:30 PM BRFS / CBO Check-In

▲ **Mon, Dec 20**

- 10:00 AM – 10:15 AM CAO/ CFO/ BHR Director/ Chief Procurement Officer/ Social Equity Performance Program Manager/ Strategic Communications Manager
- 1:00 PM – 2:00 PM CFO/ Risk Manager Check-in
- 2:00 PM – 2:15 PM CFO/ Social Equity Performance Program Manager
- 2:30 PM – 3:15 PM CFO/ BRFS Strategic Projects Manager Check-in
- 3:30 PM – 4:00 PM CAO/ CFO Check-in

▲ **Tue, Dec 21**

- 10:00 AM – 10:45 AM CFO/ City Controller Check-in
- 11:00 AM – 11:30 AM CFO/ Debt Manager Check-In
- 2:00 PM – 2:30 PM Steering committee for financial audit procurement
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
- At 5:00 PM CFO/ Chief Procurement Officer Quick Check-in

▲ **Wed, Dec 22**

- 9:00 AM – 9:30 AM Disaster Policy Council: Severe Weather Response
- ▨ 9:30 AM – 12:00 PM City Council Meeting – Investments policy

▲ **Thu, Dec 23**

- 1:00 PM – 2:00 PM CFO/ Chief Procurement Officer Check-in

▲ **Fri, Dec 24**

- All Day Christmas Holiday (Observed)

▲ **Mon, Dec 27**

▲ **Tue, Dec 28**

- 10:00 AM – 10:30 AM CFO/ City Controller Check-in
- 3:00 PM – 3:30 PM CAO/ CFO Check-in

▲ **Wed, Dec 29**

- 9:30 AM – 10:00 AM CFO/ Risk Manager/ OMF Bus. Ops. Finance Manager/ Fleet Financial Analyst/ City Economist
- 1:00 PM – 1:45 PM CFO/ City Treasurer Check-in

- 2:00 PM – 2:30 PM CAO/ CFO/ Deputy CFO/ OMF Bus. Ops. Manager
 - 3:00 PM – 4:00 PM CFO/ OMF Bus. Ops. Manager/ OMF Admin. Supervisor Check-in
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▲ **Thu, Dec 30**

- 1:00 PM – 2:00 PM CFO/ Chief Procurement Officer Check-in
 - 2:30 PM – 3:00 PM CFO/ BRFS Strategic Projects Manager Check-in
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▲ **Fri, Dec 31**

- 8:00 AM – 5:00 PM New Years' day holiday
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