

# CFO, Michelle Kirby, Calendar

## January 1 to March 31, 2022

■ Busy                      ▨ Tentative  
■ Out of Office            ▩ Working Elsewhere

### January 2022

#### ▲ Mon, Jan 3

- 1:00 PM – 1:30 PM CFO/ Risk Manager Check-in
- 2:00 PM – 2:30 PM Discussion of collections working draft comments
- 3:30 PM – 4:00 PM CAO/ CFO Check-in

#### ▲ Tue, Jan 4

- 9:30 AM – 10:00 AM CFO/ City Controller Check-in
- 10:30 AM – 11:00 AM Health Fund Re-grounding
- 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
- 1:00 PM – 2:00 PM CFO/ City Treasurer Check-in
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

#### ▲ Wed, Jan 5

- 10:30 AM – 11:30 AM Returning Revenue Budget Note Planning
- 12:00 PM – 12:30 PM BOLT Meeting
- 1:00 PM – 2:00 PM Strike Continuation Service Committee
- 3:00 PM – 4:00 PM Budget Equity. Assessment Tool

#### ▲ Thu, Jan 6

- 9:30 AM – 10:00 AM Harbor financial liability
- 10:30 AM – 11:00 AM CFO/ BRFS Deputy Director Check-in
- 12:00 PM – 1:00 PM Bureau Directors Monthly Meeting
- 1:00 PM – 2:00 PM CFO/ Chief Procurement Officer Check-in
- 2:00 PM – 2:45 PM 2022 Session Kick Off
- 3:00 PM – 4:30 PM ITS Steering Committee Meeting

#### ▲ Fri, Jan 7

- 1:00 PM – 1:30 PM CAO/ CFO/ Budget Director/ Strategic Programs Manager Check-in
- 2:00 PM – 2:30 PM CFO/ DCAO Check-in
- 2:30 PM – 3:00 PM CFO/ BRFS Strategic Projects Manager Check-in

▲ **Mon, Jan 10**

- 9:00 AM – 10:00 AM OMF Leadership Team Meetings
  - 12:00 PM – 1:00 PM CRF/SLFRF LG Forum (GFOA Webinar)
  - 2:00 PM – 2:30 PM CFO/ Chief Procurement Officer
  - 3:30 PM – 4:00 PM CAO/ CFO Check-in
  - 4:00 PM – 4:30 PM CFO/ BRFS Strategic Projects Manager
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▲ **Tue, Jan 11**

- 10:00 AM – 10:50 AM BRFS Security Presentation
  - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
  - 2:30 PM – 3:30 PM CFO/ OMF Racial Equity Program Manager Introductory Meeting
  - 3:30 PM – 4:00 PM CFO/ CBO Director Check-in
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Jan 12**

- 11:00 AM – 12:00 PM Expiring TIF District Budget Note
  - 12:30 PM – 1:00 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 Bus Ops Administrative Supervisor Check-in
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▲ **Thu, Jan 13**

- 11:30 AM – 12:00 PM CFO/ BRFS Deputy Director Check-in
  - 1:00 PM – 2:00 PM CFO/ Chief Procurement Officer Check-in
  - 2:00 PM – 2:30 PM CFO/ Audit Services Director/ Performance Auditor
  - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Jan 14**

- 9:00 AM – 10:00 AM Finance Review Team - VISITOR DEVELOPMENT FUND
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▲ **Mon, Jan 17**

- 8:00 AM – 5:00 PM MLK, Jr. Day Holiday
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▲ **Tue, Jan 18**

- 9:00 AM – 9:30 AM CFO/ Risk Manager 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 Check-in

- 2:00 PM – 2:30 PM CFO/ OMF Human Resources Business Partner Check-in
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▲ **Wed, Jan 19**

- 12:00 PM – 12:30 PM BOLT Meeting
  - 1:00 PM – 1:30 PM ARPA specific guidance discussion
  - 2:00 PM – 2:30 PM CAO/ CFO Check-in
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▲ **Thu, Jan 20**

- 10:30 AM – 11:30 AM Leg. Liaisons: BillTracker refresher & Session Briefing
  - 11:00 AM – 12:00 PM CAO Update Townhall for OMF Employees
  - 1:00 PM – 2:00 PM CFO/ Chief Procurement Officer Check-in
  - 2:00 PM – 2:30 PM BDS FY 21-22 Budget Note on ARPA Funds Quick Check in
  - 2:30 PM – 3:00 PM CFO/ BRFS Strategic Projects Manager Check-in
  - 3:00 PM – 3:30 PM CFO/ BRFS Deputy Director Check-in
  - ▨ 3:15 PM – 3:45 PM Procurement D&C IA Options
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Jan 21**

- 9:00 AM – 10:00 AM CFO/DCAO Check-in
  - 11:30 AM – 12:00 PM CFO/ Comm. Hardesty Check-in
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▲ **Mon, Jan 24**

- 8:30 AM – 9:00 AM Round 2 ARPA Proposal Form - Equity Question Development
  - 9:00 AM – 10:00 AM OMF Leadership Team Meetings
  - 10:00 AM – 10:15 AM CFO/ Chief Procurement Officer Quick Check-in
  - 3:30 PM – 4:00 PM CAO/ CFO Check-in
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▲ **Tue, Jan 25**

- 9:30 AM – 10:00 AM CFO/ CBO Director Check-in
  - 10:00 AM – 10:30 AM CFO/ City Controller Check-in
  - 1:00 PM – 2:00 PM Budget Note Planning Workgroup (BRFS/CBO)
  - 2:00 PM – 3:00 PM Briefing on Multnomah Co. Collection Status
  - 3:30 PM – 3:45 PM CFO/ BRFS Strategic Projects Manager Quick Check-in
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Jan 26**

- 9:00 AM – 9:30 AM CFO/ Executive Assistant Check-in

- 9:30 AM – 10:00 AM CAO/ CFO/ BRFS Deputy Director/ Accounting Manager/ Accounting Analyst
- 12:00 PM – 1:00 PM CRF/SLFRF LG Forum (GFOA Webinar)
- 3:00 PM – 4:00 PM CFO/ OMF Bus. Ops. Manager/ OMF Bus Ops Administrative Supervisor Check-in

▲ **Thu, Jan 27**

- 11:30 AM – 12:00 PM CFO/ BRFS Deputy Director Check-in
- 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
- 3:00 PM – 4:00 PM BRFS Division Managers Meeting
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Fri, Jan 28**

- 9:00 AM – 10:30 AM Finance Review Team - VISITOR DEVELOPMENT FUND
- 1:00 PM – 5:00 PM Vacation

▲ **Mon, Jan 31**

- 11:00 AM – 11:30 AM Revenue Team Meeting
- 1:00 PM – 1:30 PM BRFS Managers Meeting
- 1:30 PM – 2:00 PM Prep for Mayor's Office Bureau Briefing
- 3:00 PM – 3:30 PM CFO/ Risk Manager Check-in
- 3:30 PM – 4:00 PM CAO/ CFO Check-in
- 4:30 PM – 5:00 PM CFO/ Grants Program Manager Check-in

**February 2022**

▲ **Tue, Feb 1**

- 9:30 AM – 10:00 AM CAO/ CFO/ 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 – 2:00 PM CFO/ City Treasurer Check-in
- ▨ 1:00 PM – 2:00 PM Social Equity in Contracting
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

▲ **Wed, Feb 2**

- 11:30 AM – 12:00 PM CFO/ City Controller Quick Check-in
- 12:00 PM – 12:40 PM BOLT Meeting

▲ **Thu, Feb 3**

- 8:30 AM – 9:30 AM Legislative Review
  - 9:30 AM – 10:30 AM CFO/ Chief Procurement Officer Check-in
  - 10:30 AM – 11:00 AM CFO/ BRFS Deputy Director Check-in
  - 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting
  - 2:00 PM – 2:25 PM CFO/ City Treasurer/ OGR Government Relations Specialist
  - 3:00 PM – 4:30 PM ITS Steering Committee Meeting
  - 3:30 PM – 5:00 PM CFO/ Grants Program Manager/ BRFS Strategic Projects Manager
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▲ **Fri, Feb 4**

- 9:00 AM – 10:00 AM URA Council Work Session Planning - core group
  - 11:00 AM – 12:00 PM Weekly Liaison Briefing: 2022 Session
  - 12:00 PM – 2:30 PM OMF (All Divisions) Budget Briefing with Mayor's Office
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▲ **Mon, Feb 7**

- 9:30 AM – 9:55 AM OMF Leadership Team Meetings
  - 12:00 PM – 1:00 PM CRF/SLFRF LG Forum (GFOA Webinar)
  - 1:00 PM – 3:00 PM City of Portland 4Q21 Deferred Compensation Committee Meeting
  - 3:30 PM – 4:00 PM CFO/ City Controller/ City Treasurer/ Risk Manager/ BRFS Financial Analyst
  - 4:30 PM – 5:00 PM CFO/ BRFS Strategic Projects Manager Check-in
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▲ **Tue, Feb 8**

- 10:00 AM – 10:30 AM CFO/ City Controller Check-in
  - 10:30 AM – 11:00 AM CFO/ CBO Director Check-in
  - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
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▲ **Wed, Feb 9**

- 10:00 AM – 10:15 AM Quick CFO/ City Controller Check-in
  - 11:30 AM – 12:00 PM CAO/ CFO Check-in
  - 3:00 PM – 4:00 PM CFO/ OMF Bus. Ops. Manager/ OMF Bus Ops Administrative Supervisor Check-in
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▲ **Thu, Feb 10**

- 8:30 AM – 9:00 AM City Support Services Budget Prep
- 9:30 AM – 10:00 AM CFO/ Civic Life Director Check-in
- 11:00 AM – 1:00 PM GFOA Webinar - Market Update for Debt Issuers
- 1:00 PM – 2:00 PM CFO/ Chief Procurement Officer Check-in

- 2:00 PM – 2:30 PM CFO/ BRFS Deputy Director Check-in
  - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Feb 11**

- 9:00 AM – 10:30 AM Finance Review Team - VISITOR DEVELOPMENT FUND
  - 11:00 AM – 12:00 PM Weekly Liaison Briefing: 2022 Legislative Session
  - 12:00 PM – 12:50 PM Construction Equity Initiatives
  - 2:00 PM – 2:30 PM CFO/ City Controller/ BRFS Accountant
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▲ **Mon, Feb 14**

- ▨ 10:00 AM – 11:00 AM SuccessFactors Performance Reviews Steering Committee Meeting
  - 2:00 PM – 3:00 PM CFO/ City Treasurer Check-in
  - 3:00 PM – 3:30 PM CFO/ Risk Manager Check-in
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▲ **Tue, Feb 15**

- 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 Portland Harbor
  - 3:30 PM – 4:00 PM CFO/ Procurement Goods and Services Manager
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▲ **Wed, Feb 16**

- 10:30 AM – 11:00 AM CAO/ CFO Check-in
  - 2:00 PM – 2:30 PM CFO/ OMF Human Resources Business Partner Check-in
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▲ **Thu, Feb 17**

- 10:00 AM – 11:00 AM CFO/ City Treasurer/ Debt Manager
  - 11:00 AM – 11:30 AM CFO/ Grants Program Manager/ BRFS Strategic Projects Manager
  - 11:30 AM – 12:00 PM CFO/ BRFS Deputy Director Check-in
  - 1:30 PM – 2:30 PM CFO/ Chief Procurement Officer Check-in
  - 2:30 PM – 3:00 PM CFO/ BRFS Strategic Projects Manager Check-in
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Feb 18**

- 10:00 AM – 10:30 AM BDS Budget Note - ARPA funding
  - 11:00 AM – 12:00 PM Weekly Liaison Briefing: 2022 Legislative Session
  - 1:00 PM – 2:00 PM CFO/DCAO Check-in
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▲ **Mon, Feb 21**



All Day Presidents' Day

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▲ **Tue, Feb 22**

- 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 BRFS All-Staff - Black History Month Event
  - 2:30 PM – 3:00 PM CFO/ CBO Director Check-in
  - 3:00 PM – 3:30 PM CFO/ Debt Manager Check-in
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
  - 4:30 PM – 5:00 PM CFO/ DCAO Check-in
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▲ **Wed, Feb 23**

- 9:30 AM – 10:00 AM CAO/ CFO Check-in
  - 10:00 AM – 11:00 AM GASB Lease Accounting. – City of Phoenix and City of Portland staff
  - 1:00 PM – 2:00 PM Portland Harbor follow up
  - 2:00 PM – 2:30 PM CFO/ BRFS Strategic Projects Manager Check-in
  - 3:00 PM – 4:00 PM CFO/ OMF Bus. Ops. Manager/ OMF Bus Ops Administrative Supervisor Check-in
  - 4:30 PM – 5:00 PM CFO/ Debt Manager
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▲ **Thu, Feb 24**

- 10:00 AM – 11:00 AM Prep for Returning TIF Budget Note - work session planning team
  - 11:00 AM – 11:30 AM CFO/ Prosper Portland Director Check-in
  - 1:00 PM – 1:30 PM CFO/ Chief Procurement Officer Check-in
  - 2:00 PM – 3:00 PM Budget Presentation "dry run"
  - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Fri, Feb 25**

- 9:00 AM – 10:30 AM Finance Review Team - VISITOR DEVELOPMENT FUND
  - 11:00 AM – 12:00 PM Weekly Liaison Briefing: 2022 Legislative Session
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▲ **Mon, Feb 28**

- 9:30 AM – 10:00 AM CFO/ Debt Manager/ Sr. Deputy City Attorney
  - 11:30 AM – 12:00 PM CFO/ CBO Director
  - 3:30 PM – 4:00 PM CAO/ CFO Check-in
  - 4:00 PM – 5:00 PM Update on Livability from our Elected Leaders
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▲ **Tue, Mar 1**

- 9:00 AM – 9:30 AM CFO/ Grants Program Manager 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 Check-in
- ▨ 1:00 PM – 2:00 PM Social Equity in Contracting
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
- 4:30 PM – 5:00 PM PB Directors - Return to Offices Bi-Weekly Check-in

▲ **Wed, Mar 2**

- 9:00 AM – 9:30 AM CFO/ Executive Assistant Check-in
- 10:00 AM – 10:30 AM CFO/ Accounting Manager for Coffee
- 10:30 AM – 11:15 AM Broadway Corridor Discussion
- 12:00 PM – 12:30 PM BOLT Meeting
- 2:00 PM – 3:00 PM OMF Budget Briefing Follow Up
- 3:00 PM – 3:30 PM TIF Work Session Meeting

▲ **Thu, Mar 3**

- 9:00 AM – 9:30 AM CFO/ BRFS Deputy Director Check-in
- 11:30 AM – 12:30 PM Bureau Directors Monthly Meeting
- 1:00 PM – 1:30 PM CAO/ CFO/ Chief Procurement Officer
- 1:30 PM – 4:00 PM City Council Budget Work Session - Effective City Services
- 3:00 PM – 4:30 PM ITS Steering Committee Meeting

▲ **Fri, Mar 4**

- 8:00 AM – 8:30 AM TIF Work Session
- 9:00 AM – 9:30 AM CAO/ City Treasurer/ Sr. Information Security Manager
- 10:00 AM – 10:30 AM CFO/ BRFS Strategic Projects Manager Check-in
- 11:00 AM – 12:00 PM Weekly Liaison Briefing: 2022 Legislative Session
- 12:00 PM – 1:00 PM ARPA Discussion with Mayor's Team
- 1:00 PM – 1:30 PM CFO/ Risk Manager Check-in

▲ **Mon, Mar 7-9**

■ All Day OGFOA Spring Conference

▲ **Thu, Mar 10**

- 9:00 AM – 9:30 AM CFO/ State of Nevada - Audit Supervisor by phone



- 10:00 AM – 10:30 AM CAO/ CFO Check-in
  - 1:00 PM – 2:00 PM CFO/ Chief Procurement Officer Check-in
  - 2:00 PM – 2:30 PM CFO/ BRFS Strategic Projects Manager Check-in
  - 3:00 PM – 4:00 PM BRFS Division Managers Meeting
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▲ **Fri, Mar 11**

- 8:30 AM – 9:30 AM Visitor Development Fund Board Meeting
  - 10:30 AM – 11:00 AM TIF Presentation Run Through
  - 1:00 PM – 1:30 PM CFO/ CBO Director Check-in
  - 3:30 PM – 4:00 PM CFO/ DCAO/ Strategic Projects Manager Quick Check-in
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▲ **Mon, Mar 14**

- ▨ 10:00 AM – 11:00 AM SuccessFactors Performance Reviews Steering Committee Meeting
  - 11:00 AM – 11:30 AM CAO/ CFO Check-in
  - 12:30 PM – 4:00 PM Returning TIF Dist. Resources work session
  - 3:20 PM – 3:50 PM Work Session Quick debrief
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▲ **Tue, Mar 15**

- 9:00 AM – 10:00 AM CFO/ City Treasurer 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
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Mar 16**

- 9:00 AM – 9:30 AM CFO/ Risk Manager Check-in
  - ▨ 10:00 AM – 11:30 AM BTS Customer Stakeholder Group Meeting - 2021 -22 Series
  - 12:00 PM – 12:30 PM BOLT Meeting
  - 2:00 PM – 2:30 PM CFO/ OMF Human Resources Business Partner Check-in
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▲ **Thu, Mar 17**

- 8:30 AM – 9:00 AM CAO/ CFO/ City Attorney Quick Check-in
  - 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
  - 3:30 PM – 4:00 PM CFO/ Debt Manager Check-in
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▲ **Fri, Mar 18**

- 1:00 PM – 1:30 PM CFO/ Debt Manager/ Sr. Deputy City Attorney Check-in
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▲ **Mon, Mar 21**

- 9:30 AM – 11:00 AM OMF Leadership Team Meetings
  - 11:00 AM – 11:30 AM CFO/ Risk Manager Check-in
  - 11:30 AM – 12:00 PM CFO/ BHR Director Check-in
  - 3:00 PM – 3:30 PM CFO/ Debt Manager Check-in
  - 3:30 PM – 4:00 PM CAO/ CFO Check-in
  - 4:00 PM – 5:00 PM CFO/DCAO Check-in
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▲ **Tue, Mar 22**

- 9:00 AM – 9:30 AM CAO/ CBO Director/ CFO/ CBO Analyst/ City Economist Quick check-in
  - 9:30 AM – 10:00 AM CFO/ CBO Director Check-in
  - 10:00 AM – 11:00 AM CFO/ City Controller Check-in
  - 11:00 AM – 12:00 PM Debt Management Weekly Check-In Meeting
  - 11:30 AM – 12:00 PM LID process and questions
  - 2:00 PM – 2:30 PM CFO/ Debt Manager/ Sr. Deputy City Attorney Check-in
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▲ **Wed, Mar 23**

- 9:00 AM – 9:30 AM CFO/ Executive Assistant Check-in
  - 10:00 AM – 1:00 PM GFOA/Capital Planning
  - 2:00 PM – 2:30 PM CFO/ BRFS Deputy Director Check-in
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▲ **Thu, Mar 24**

- 10:00 AM – 1:00 PM GFOA/Capital Planning
  - 2:00 PM – 3:00 PM CFO/ BRFS Strategic Projects Manager Check-in
  - 3:00 PM – 4:00 PM CFO/ Chief Procurement Officer Check-in
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▲ **Fri, Mar 25**

- 10:00 AM – 1:00 PM GFOA/Capital Planning
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▲ **Mon, Mar 28**

- 1:00 PM – 2:00 PM Patrick/ Michelle Grow Check-in
  - 2:30 PM – 3:00 PM CAO/ CFO Check-in
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▲ **Tue, Mar 29**

- 11:30 AM – 12:00 PM Debt Management Weekly Check-In Meeting
  - 1:00 PM – 2:00 PM Broadway Corridor Project Finance Meeting
  - 3:00 PM – 4:00 PM CFO/ City Treasurer Check-in
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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▲ **Wed, Mar 30**

- 10:30 AM – 11:00 AM CAMG - fund assessment follow up
  - 11:00 AM – 11:30 AM CFO/ City Controller Check-in
  - 12:00 PM – 12:30 PM BOLT Meeting
  - 1:30 PM – 2:15 PM CFO/ Facilities Coordinator
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▲ **Thu, Mar 31**

- 9:00 AM – 12:00 PM City Council Budget Work Session - Economic Recovery & Stabilization
  - 3:30 PM – 4:00 PM CFO/ BRFS Strategic Projects Manager Check-in
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