

Interim CFO & City Controller Michelle Kirby Calendar October 1 – December 31, 2019

Busy
 Tentative
 Out of Office
 Working Elsewhere

October 2019

▲ Tue, Oct 1

- 9:00 AM – 10:30 AM 2019 Leadership Team Meeting
- 11:00 AM – 11:30 AM Principal Financial Analyst/ Chief Procurement Officer/ Interim CFO
- 11:00 AM – 12:00 PM Chief Procurement Officer/ Interim CFO Check-in
- 1:00 PM – 2:00 PM Accounting Supervisor/ Policy Analyst/ Executive Assistant/ Interim CFO
- 2:00 PM – 2:30 PM Comm. Hardesty/ CAO/ Interim CFO Check-in
- 3:00 PM – 3:30 PM Accounting Supervisor/ Interim CFO Check-in
- 3:30 PM – 4:00 PM Assistant Controller/ Interim CFO

▲ Wed, Oct 2

- 10:00 AM – 11:00 AM City Treasurer/ Interim CFO Check-in
- 11:30 AM – 12:00 PM Grants Management Financial Analyst/ Interim CFO
- 1:00 PM – 2:00 PM Principal Financial Analyst/ Minority Evaluator Program & Supplier Diversity Officer/ Interim CFO
- 2:30 PM – 3:00 PM Grants Management Team

▲ Thu, Oct 3

- 8:00 AM – 9:30 AM Open Meeting on COEP Questions
- 9:30 AM – 10:00 AM Revenue Div. Manager/ Interim CFO/ CAO
- 10:00 AM – 10:30 AM Farewell Celebration for Linda Rains
- 11:00 AM – 11:20 AM Mayor's Presentation to Bureau Directors re: Budget Direction
- 11:30 AM – 1:00 PM Bureau Directors Meeting
- 1:30 PM – 2:00 PM Sr. Operational Accounting Supervisor/ Interim CFO Check-in
- 2:30 PM – 3:00 PM Heidi Leverton, Sr. Account Executive, SAP/ Assistant Controller/ Interim CFO Check-in

▲ **Fri, Oct 4**

■ 8:00 AM – 5:00 PM Out Ill

▲ **Mon, Oct 7**

■ 11:00 AM – 11:30 AM OMF Bus. Ops. Manager/ Bus. Ops. Financial Analyst/
Grants Principal Financial Analyst/ Interim CFO

■ 11:30 AM – 12:00 PM Interim CFO/ CAO Check-in

■ 1:00 PM – 2:00 PM COEP Financing Concepts Discussion

■ 2:00 PM – 3:00 PM Interim CFO/Prosper Portland Check-in

■ 3:00 PM – 3:30 PM OMF HR Business Partner/ Interim CFO

■ 3:30 PM – 4:00 PM Financial Analyst/ Interim CFO

■ 4:00 PM – 4:30 PM OMF HR Business Partner/ Sr. Operational Accounting
Supervisor/ Interim CFO

▲ **Tue, Oct 8**

■ 9:00 AM – 10:00 AM Principal Debt Analyst/ Interim CFO

■ 10:00 AM – 11:00 AM PAFR Check-in

■ 11:00 AM – 12:00 PM Accounting Supervisor/ Interim CFO Check-in

■ 1:00 PM – 1:30 PM Comm. Fritz/ Interim CFO/ CAO

■ 2:30 PM – 3:00 PM Portland Coatings discussion

■ 3:30 PM – 4:00 PM Assistant Controller/ Interim CFO

▲ **Wed, Oct 9**

■ 9:00 AM – 9:30 AM Sr. Operational Accounting Supervisor/ Interim CFO
Check-in

■ 10:00 AM – 10:30 AM Grants Management Financial Analyst/ Interim CFO

■ 11:00 AM – 11:30 AM Interim CFO/ Chief Procurement Officer/ CAO

■ 12:00 PM – 12:30 PM Collective Bargaining Updates

■ 1:00 PM – 2:00 PM Debt Financing & COEP Follow-up Discussion

■ 2:00 PM – 3:00 PM Portland International Raceway - Site Visit Follow-up
Discussion

■ 3:00 PM – 4:00 PM Housing auditor by phone

▲ **Thu, Oct 10**

■ 9:00 AM – 9:30 AM Weekly Check-in (Sheila/Michelle)

■ 10:00 AM – 11:00 AM Business Operations Leadership Team Meeting

■ 1:30 PM – 2:30 PM Grants Management Team Meeting

■ 3:00 PM – 4:30 PM BRFs Division Managers Meeting

▲ **Fri, Oct 11**

■ 9:00 AM – 10:30 AM SuccessFactors Online Performance Review System -
Citywide Steering Committee Meeting

■ 11:30 AM – 12:00 PM COEP/CEIP/CBA issues bi-weekly meeting

▲ **Mon, Oct 14**

■ 11:00 AM – 12:00 PM Accounting Supervisor/ Interim CFO Check-in

■ 1:30 PM – 2:30 PM Risk Manager/ Interim CFO Check-in

■ 2:30 PM – 3:30 PM Accounting & Grants quarterly Division meeting

■ 3:45 PM – 4:15 PM Interim CFO/ CAO Check-in

▲ **Tue, Oct 15**

■ 11:00 AM – 12:00 PM Chief Procurement Officer/ Interim CFO Check-in

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

■ 3:00 PM – 4:00 PM Grants, Treasury, and Accounting Discussion of
Portland Building Storage Allocations

▲ **Wed, Oct 16**

■ 9:00 AM – 9:30 AM Sr. Operational Accounting Supervisor/ Interim CFO
Check-in

■ 11:00 AM – 11:30 AM Accounting Supervisor/ Interim CFO

■ 12:00 PM – 1:00 PM 2019 Leadership Team Meeting

■ 2:00 PM – 3:00 PM BTS Technology Business Consultant/ Interim CFO
Check-in

■ 3:00 PM – 4:00 PM GovInvest Pension Training

▲ **Thu, Oct 17**

■ 9:30 AM – 10:00 AM Principal Financial Analyst/ Interim CFO Check-in

■ 10:00 AM – 10:30 AM Assistant Controller/ Interim CFO

■ 1:30 PM – 2:30 PM BRFs Financial Analyst/ Interim CFO

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

■ 4:30 PM – 5:00 PM Interim HR Director/ Interim CFO Check-in

▲ **Fri, Oct 18**

- 10:00 AM – 11:00 AM Monthly Supervisors Coordination Meeting
 - 11:00 AM – 12:00 PM interview panel
 - 2:30 PM – 5:00 PM interview panel
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▲ **Mon, Oct 21**

- 11:00 AM – 12:00 PM Revenue Division Manager/ Interim CFO Check-in
 - 12:00 PM – 1:00 PM Betsy Ames Leadership Award Presentation to Annie Von Burg
 - 2:00 PM – 2:30 PM Accounting Supervisor/ Interim CFO Check-in
 - 2:30 PM – 3:00 PM Assistant Controller/ Accounting Supervisor/ Interim CFO
 - 3:00 PM – 3:30 PM Debt Manager/ Assistant Controller/ City Treasurer/ Interim CFO
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▲ **Tue, Oct 22**

- 10:00 AM – 11:00 AM PAFR Check-in
 - 11:00 AM – 12:00 PM Interim CFO/ DCAO Check-in
 - 12:45 PM – 1:30 PM Final interview
 - 1:30 PM – 2:00 PM DCAO/ Interim CFO/ Deputy Parks Director/ Parks Finance, Property & Technology Manager
 - 2:00 PM – 2:30 PM Chief Procurement Officer/ Interim CFO Check-in
 - 3:00 PM – 3:30 PM Assistant Controller/ Interim CFO
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▲ **Wed, Oct 23**

- 10:00 AM – 10:30 AM Interim CFO/ CAO Check-in
 - 2:00 PM – 3:00 PM OMF HR Business Partner/ Interim CFO Check-in
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▲ **Thu, Oct 24**

- 9:00 AM – 10:00 AM ITS questions and requests for City Treasury
 - 10:00 AM – 10:30 AM Revenue Division Manager/ Interim CFO
 - 11:00 AM – 11:30 AM City Treasurer/ City Debt Manager/ Principal Debt Analyst/ Interim CFO
 - 1:00 PM – 2:00 PM Grants Management Financial Analyst/ CBO Deputy Director/ Interim CFO
 - 2:00 PM – 3:00 PM CEOP Bond Council Opinion Discussion
 - 3:00 PM – 4:30 PM BRFS Division Managers Meeting
 - 4:30 PM – 5:00 PM Principal Financial Analyst/ Interim CFO Check-in
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▲ **Fri, Oct 25**

- 9:00 AM – 9:30 AM Sr. Operational Accounting Supervisor/ Interim CFO Check-in
- 9:00 AM – 10:30 AM SuccessFactors Online Performance Review System - Citywide Steering Committee Meeting
- 11:00 AM – 12:00 PM SW Corridor Local Match Committee
- 1:00 PM – 2:00 PM EBS System Manager/ Information Systems Supervisor/ Assistant Controller/ Interim CFO

▲ **Mon, Oct 28**

- All Day GFOA Conference

▲ **Tue, Oct 29**

- 11:00 AM – 12:00 PM Mult. Co. COO/ Mult. Co. CFO/ Interim CFO/ Revenue Director/ CAO
- 2:00 PM – 2:30 PM Interim CFO/ Accounting Supervisor/ CAO
- 3:00 PM – 4:00 PM Risk Manager/ Interim CFO Check-in

▲ **Wed, Oct 30**

- 10:00 AM – 10:30 AM Interim CFO/ CAO Check-in
- 10:30 AM – 11:00 AM BRFS COOP Team
- 3:00 PM – 3:30 PM Financial Analyst/ OMF Bus. Ops. Manager/ Grants Principal Financial Analyst/ Interim CFO

▲ **Thu, Oct 31**

- 12:00 PM – 1:00 PM COEP Program Discussion
- 1:00 PM – 1:30 PM PHB Director/ Interim CFO Check-in
- 2:30 PM – 3:00 PM Executive Assistant/ Policy Analyst/ Interim CFO
- 3:30 PM – 4:00 PM Financial Analyst/ Assistant Controller/ OMF Bus. Ops Manager/ Interim CFO

November 2019

▲ **Fri, Nov 1**

- 9:00 AM – 10:00 AM Chief Procurement Officer/ Interim CFO Check-in

- 11:30 AM – 12:00 PM COEP/CEIP/CBA issues bi-weekly meeting
 - 12:30 PM – 1:00 PM Accounting Supervisor/ Interim CFO for Coffee
 - 2:00 PM – 3:00 PM City Treasurer/ Interim CFO Check-in
 - 3:30 PM – 4:00 PM Financial Analyst/ OMF Bus. Ops Manager/ Interim CFO
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▲ **Mon, Nov 4**

- 10:00 AM – 11:00 AM COEP Program Discussion
 - 1:00 PM – 1:30 PM Accounting Supervisor/ Interim CFO Check-in
 - 2:00 PM – 3:30 PM Quarterly AAC meeting (Accounting staff)
 - 3:30 PM – 4:00 PM City Economist/ Interim CFO Check-in
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▲ **Tue, Nov 5**

- 8:30 AM – 9:00 AM Assistant Controller/ Interim CFO
 - 9:30 AM – 10:00 AM Interim CFO/ CBO Director/ City Economist/ CAO Check-in
 - 10:00 AM – 11:00 AM PAFR Check-in
 - 11:00 AM – 11:30 AM Principal Financial Analyst/ Interim CFO Check-in
 - 2:00 PM – 2:30 PM Revenue Financial Analyst/ Interim CFO for Coffee
 - 3:00 PM – 3:30 PM Comm. Eudaly/ Interim CFO/ CAO Check-in
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▲ **Wed, Nov 6**

- 9:00 AM – 9:30 AM Sr. Operational Accounting Supervisor/ Interim CFO Check-in
 - 10:00 AM – 10:30 AM Interim CFO/ CAO Check-in
 - 1:00 PM – 1:30 PM Equity Contracting Audit Objectives and Next Steps
 - 2:00 PM – 2:30 PM Executive Assistant/ SPOT Manager/ Interim CFO Check-in
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▲ **Thu, Nov 7 – Sun, Nov 10**

■ All Day Vacation

▲ **Mon, Nov 11**

■ All Day Veterans Day Holiday

▲ **Tue, Nov 12**

- 9:30 AM – 10:30 AM 2019 Leadership Team Meeting

- 11:00 AM – 12:00 PM Chief Procurement Officer/ Interim CFO Check-in
 - 1:00 PM – 2:00 PM City Treasurer/ City Investment Officer/ Interim CFO/ CAO Check-in
 - 2:00 PM – 2:30 PM Assistant Controller/ Interim CFO Check-in
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▲ **Wed, Nov 13**

- 11:00 AM – 11:30 AM Revenue Division Manager/ Interim CFO Check-in
 - 2:00 PM – 2:30 PM Interim CFO/ CAO Check-in
 - 3:00 PM – 4:00 PM Financial Analyst/ OMF Bus. Ops. Manager/ OMF Bus. Ops. Admin. Supervisor/ Interim CFO
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▲ **Thu, Nov 14**

- 11:00 AM – 12:00 PM BRFS Division Managers Meeting
 - ▨ 1:00 PM – 1:30 PM Kickoff Call - Mayor's Budget Guidance on Housing and Homelessness
 - 3:00 PM – 4:00 PM City Treasurer/ Interim CFO Check-in
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▲ **Fri, Nov 15**

- 11:00 AM – 12:00 PM Interim CFO/DCAO Check-in
 - 2:00 PM – 2:30 PM COEP/CEIP/CBA issues bi-weekly meeting
 - 2:30 PM – 3:00 PM Collective Bargaining Updates
 - 3:00 PM – 3:30 PM ITS Conversation (City/ Travel Portland/ Portland Alliance)
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▲ **Mon, Nov 18**

- 11:30 AM – 12:00 PM Loss Prevention Policy Revision (Risk Staff)
 - 1:00 PM – 2:00 PM Accounting Supervisor/ Interim CFO Check-in
 - 2:00 PM – 3:00 PM City Treasurer/ City Debt Manager/ Interim CFO
 - 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in
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▲ **Tue, Nov 19**

- 9:00 AM – 10:00 AM Assistant Controller/ Interim CFO
 - 10:00 AM – 11:00 AM PAFR Check-in
 - 1:00 PM – 1:45 PM Grant Management Financial Analyst/ Interim CFO
 - 2:00 PM – 3:00 PM TESC Meeting
 - 3:00 PM – 3:30 PM Principal Financial Analyst/ Interim CFO Check-in
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▲ **Wed, Nov 20**

- 9:00 AM – 10:00 AM BRFs Sr. Financial Analyst/ COEP Program Manager/
Interim CFO
 - 11:45 AM – 12:45 PM CAFR Team Appreciation Lunch
 - 1:00 PM – 2:00 PM 2019 CAFR Debrief (BRFS & City Auditor staff)
 - 2:45 PM – 3:00 PM Interim CFO/ CAO Quick Check-in
 - ▨ 3:30 PM – 4:00 PM Operational Accounting Weekly Staff Meeting
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▲ **Thu, Nov 21**

- 8:00 AM – 12:30 PM Interview panel
 - 1:30 PM – 2:00 PM Debt Policy Discussion
 - 2:00 PM – 5:00 PM Interview panel
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▲ **Fri, Nov 22**

- 9:00 AM – 9:30 AM Sr. Operational Accounting Supervisor/ Interim CFO
Check-in
 - 1:00 PM – 2:00 PM PERS Side Accounts Discussion
 - 2:00 PM – 3:00 PM Monthly Supervisors Coordination Meeting
 - 3:00 PM – 4:00 PM City Treasurer/ City Debt Manager/ Interim CFO
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▲ **Mon, Nov 25**

- 9:30 AM – 10:30 AM PAFR Check-in
 - 11:00 AM – 11:30 AM Financial assurance for Portland Harbor remedial
design sites
 - 2:30 PM – 3:30 PM FIN 6.14 Update Brainstorming
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▲ **Tue, Nov 26**

- ▨ 9:30 AM – 11:30 AM City Council Work Session: Parks
 - 1:00 PM – 2:00 PM City Treasurer/ Interim CFO Check-in
 - 2:00 PM – 2:30 PM Lester/ Michelle/Tom Check-in
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▲ **Wed, Nov 27**

- 11:00 AM – 11:30 AM Accounting Supervisor/ Interim CFO
 - 1:30 PM – 2:30 PM Risk Manager/ Interim CFO Check-in
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▲ **Thu, Nov 28 – Fri, Nov 29**

■ All Day Thanksgiving Holiday

December 2019

▲ **Mon, Dec 2**

- 9:30 AM – 10:00 AM Facilities Division Manager/ OMF Bus. Ops. Finance Manager/ Interim CFO/ CAO
- 10:00 AM – 11:00 AM PAFR Check-in
- 1:00 PM – 1:30 PM Accounting Supervisor/ Interim CFO Check-in
- 3:00 PM – 3:30 PM Financial Analyst/ OMF Bus. Ops. Manager/ OMF Bus. Ops. Admin. Supervisor/ Interim CFO
- 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in
- 4:30 PM – 5:00 PM DCAO/ City Treasurer/ Interim CFO

▲ **Tue, Dec 3**

- 9:00 AM – 9:30 AM Assistant Controller/ Interim CFO
- 2:00 PM – 2:30 PM COEP/CEIP/CBA issues bi-weekly meeting
- 3:00 PM – 3:30 PM City Debt Manager/ City Treasurer/ Assistant Controller/ Interim CFO

▲ **Wed, Dec 4**

- 9:15 AM – 9:45 AM Film Portland Building video
- 11:00 AM – 11:30 AM Interim CFO/ CAO Check-in
- 11:30 AM – 12:00 PM Sr. Operational Accounting Supervisor/ Interim CFO Check-in
- 1:00 PM – 2:00 PM OMF HR Business Partner/ Interim CFO
- 2:00 PM – 3:00 PM BTS Technology Business Consultant/ Interim CFO Check-in
- 3:30 PM – 4:00 PM Grants Management Financial Analyst
- 4:00 PM – 4:30 PM Bus. Ops. Admin. Supervisor/ Interim CFO

▲ **Thu, Dec 5**

- 9:00 AM – 9:30 AM Principal Financial Analyst/ Interim CFO Check-in
- 11:30 AM – 1:00 PM 2019 Bureau Directors Meeting
- ▨ 12:00 PM – 1:00 PM Core Budget team: Portland Harbor
- 1:30 PM – 2:00 PM PERS Employee Incentive Fund Contribution
- 2:00 PM – 2:30 PM CBO Director/ City Economist/ Interim CFO/ CAO

■ 3:00 PM – 4:30 PM BRFs Division Managers Meeting

▲ **Fri, Dec 6**

■ 8:30 AM – 12:30 PM Interviews, 2nd round
 ▨ 2:30 PM – 3:00 PM BRFs Financial Analyst/ OMF Financial Analyst/ Grants Principal Financial Analyst/ Interim CFO
 ■ 3:00 PM – 4:00 PM BRFs Portland Building Tour

▲ **Mon, Dec 9**

■ 9:30 AM – 10:00 AM Interim CFO/ CAO Check-in
 ■ 10:00 AM – 11:00 AM Revenue Division Manager/ Interim CFO Check-in
 ■ 11:00 AM – 11:30 AM BRFs Financial Analyst/ OMF Financial Analyst/ Assistant Controller/ Interim CFO
 ■ 1:00 PM – 1:30 PM Accounting Supervisor/ Interim CFO Check-in
 ■ 1:30 PM – 2:00 PM Risk Manager/ Interim CFO Check-in

▲ **Tue, Dec 10**

■ 9:30 AM – 11:00 AM 2019 Leadership Team Meeting
 ■ 11:00 AM – 12:00 PM Chief Procurement Officer/ Interim CFO Check-in
 ■ 1:00 PM – 2:00 PM PAFR Check-in
 ■ 2:00 PM – 3:00 PM City Treasurer/ Interim CFO Check-in
 ■ 3:00 PM – 3:30 PM Assistant Controller/ Interim CFO

▲ **Wed, Dec 11**

■ 9:00 AM – 9:30 AM Sr. Operational Accounting Supervisor/ Interim CFO Check-in
 ■ 10:00 AM – 11:00 AM SW Corridor Local Match Committee
 ■ 3:00 PM – 4:00 PM Financial Analyst/ OMF Bus. Ops. Manager/ OMF Bus. Ops. Admin. Supervisor/ Interim CFO
 ■ 3:30 PM – 4:30 PM Accounting Supervisor/ Interim CFO

▲ **Thu, Dec 12**

■ 9:00 AM – 9:30 AM Principal Financial Analyst/ Interim CFO Check-in
 ■ 12:00 PM – 1:00 PM Grants Management Financial Analyst/ Deputy City Attorney/ Grants Principal Financial Analyst/ Interim CFO
 ■ 1:30 PM – 2:00 PM Audit Services Director/ James Lanzarotta, Moss Adams/ Keith Simovic, Moss Adams

■ 1:30 PM – 3:00 PM City Council Meeting: CAFR presentation

▲ **Fri, Dec 13 – Sun, Dec 22**

■ All Day Vacation

▲ **Mon, Dec 23**

■ 9:30 AM – 10:00 AM PAFR Check-in - Final
■ 1:30 PM – 2:30 PM Risk Manager/ Interim CFO Check-in
■ 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in

▲ **Tue, Dec 24**

■ 11:00 AM – 12:00 PM Chief Procurement Officer/ Interim CFO Check-in

▲ **Wed, Dec 25**

■ All Day Christmas Day

▲ **Thu, Dec 26**

■ 2:00 PM – 2:30 PM Grants Management Financial Analyst/ Interim CFO

▲ **Fri, Dec 27**

■ 10:30 AM – 11:30 AM City Attorney/ CBO Director/ City Economist/ Interim CFO

▲ **Mon, Dec 30**

■ 9:30 AM – 11:00 AM OMF Leadership Team Meetings
■ 11:00 AM – 11:30 AM BRFS Financial Analyst/ OMF Bus. Ops. Manager/ Interim CFO
■ 2:00 PM – 2:30 PM OMF Bus. Ops. Admin. Specialist/ Interim CFO
■ 3:30 PM – 4:00 PM Interim CFO/ CAO Check-in
■ 4:00 PM – 5:00 PM Interim CFO/DCAO Check-in

▲ **Tue, Dec 31**