

# December 27, 2010 - January 02, 2011

December 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Monday, December 27		Thursday, December 30	
8:00am 1:00pm Office clean up 1:00pm 2:00pm Regular check in -- Sarah Landis 2:00pm 5:00pm budget prep		8:00am 5:00pm out of the office	
Tuesday, December 28		Friday, December 31	
8:00am 5:00pm Office organization		8:00am 5:00pm Holiday 10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd )	
Wednesday, December 29		Saturday, January 01	
10:00am 11:00am Updated: City Hall Restack/Space Planning (City Hall Conference Room - TBD) 11:00am 3:00pm space planning 3:00pm 4:00pm Updated: Updates (Room 140) 4:00pm 5:00pm budget prep			
		Sunday, January 02	

# January 03 - January 09

January 2011							February 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

Monday, January 03 Thursday, January 06

9:30am 10:30am response to recent events (LGV office)  
 10:30am 11:30am Knighton prep  
 11:30am 12:30pm Updated: Discuss/ finalize Knighton letter (Audit Services library)  
 1:30pm 2:30pm Budget priorities & cuts  
 2:30pm 5:00pm budget prep

10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)  
 10:30am 2:00pm budget and administration  
 2:00pm 3:00pm Revenue Bureau check in  
 3:30pm 4:30pm Discuss A&L RFP scope (LaVonne's Office)

Tuesday, January 04 Friday, January 07

9:00am 10:00am budget prep  
 10:00am 10:30am Regular Check-in w/ Ombudsman  
 10:30am 2:00pm budget prep  
 2:00pm 3:30pm 2:30 Molly

10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd )  
 10:30am 11:30am Mary-Beth & Constantin -- OIR contract development  
 11:30am 1:30pm Budget discussions  
 1:30pm 2:00pm Dan Handelman and Mark Kramer  
 2:00pm 5:00pm Budget preparation

Wednesday, January 05 Saturday, January 08

8:30am 12:00pm Council  
 12:00pm 1:00pm Lunch (tbd)  
 1:00pm 3:00pm space planning  
 3:00pm 5:00pm budget prep

Sunday, January 09

# January 10 - January 16

January 2011							February 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

Monday, January 10		Thursday, January 13	
<p>9:00am 10:30am Supervising Deputies (Large Conference Room)</p> <p>10:30am 11:00am Discuss BAC meeting</p> <p>11:00am 1:00pm Prepare for East Portland Action Plan Committee Meeting</p> <p>1:00pm 1:30pm Regular check in -- Sarah Landis</p> <p>1:30pm 3:00pm Budget Advisory Committee</p> <p>3:00pm 4:00pm Meeting - East Portland Action Plan Committee (Large Conference Room)</p> <p>4:00pm 7:00pm Budget prep</p> <p>7:00pm 9:30pm writing class 7:30 to 9:30</p>		<p>10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)</p> <p>11:00am 11:45am LaVonne Griffin-Valade*Drummond Kahn re:Technical Oversight c-andrew x-4079 MG</p> <p>1:30pm 2:00pm Update on ASD input on SEA's future (LaVonne's Office)</p> <p>2:00pm 5:00pm Budget and administrative</p>	
Tuesday, January 11		Friday, January 14	
<p>9:00am 1:00pm budget prep; other administrative</p> <p>1:00pm 2:00pm discuss report draft (LGV's office)</p> <p>2:00pm 3:00pm IPR report discussion</p> <p>4:00pm 5:00pm budget and planning</p>		<p>9:00am 10:00am calendar</p> <p>10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd )</p> <p>10:30am 11:00am IPR meeting continued</p> <p>11:00am 12:00pm Updated: Update meeting - Audit Services</p> <p>12:00pm 2:00pm admin and prepare for OIR call</p> <p>2:00pm 2:30pm Call to OIR</p> <p>2:30pm 4:30pm Updated: Disaster Policy Council Meeting (Rose Room - City Hall)</p> <p>5:00pm 6:30pm Latino Network gathering</p>	
Wednesday, January 12		Saturday, January 15	
<p>8:00am 12:30pm Council</p> <p>12:30pm 3:00pm 1:00 lab work; 1:30 Dr. Weinstein</p> <p>3:00pm 5:30pm personal time</p>			
		Sunday, January 16	

# January 17 - January 23

January 2011							February 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

Monday, January 17		Thursday, January 20	
8:00am 5:00pm Holiday		9:00am 10:00am 9:00 PPB hiring ceremony -- Council Chambers 10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office) 12:00pm 1:00pm Updated: Discuss Utility report (LaVonne's Office) 1:00pm 3:00pm budget; communications 3:00pm 4:00pm Updated: Management Services Monthly Meeting (Large Conference Room) 4:00pm 5:30pm Budget	
Tuesday, January 18		Friday, January 21	
9:00am 10:00am Administrative; correspondence 10:00am 10:30am Check-in w/ Ombudsman 10:30am 2:00pm Administrative; budget preparation 2:00pm 3:00pm certify		10:00am 11:30am Weekly IPR Check In w/LaVonne (tbd )	
Wednesday, January 19		Saturday, January 22	
9:00am 12:00pm budget; administration; correspondence 1:00pm 2:00pm Mary-Beth -- planning through June 2:00pm 4:00pm Council 4:00pm 7:00pm review of draft audit reports			
		Sunday, January 23	

# January 24 - January 30

January 2011							February 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

Monday, January 24 Thursday, January 27

9:00am 9:30am Updated: Staff Meeting (Hearings Office Conf. Rm.)  
 1:00pm 2:00pm Regular check in -- Sarah Landis  
 2:00pm 3:00pm Discussion Re Discontinuation of SEA Report (Large Conference Room, Auditor's Office, Room 140, City Hall)  
 5:30pm 7:00pm Citizen Campaign Commission -- final meeting

8:30am 10:00am Legislators breakfast  
 10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)  
 2:00pm 2:30pm Suzanne Flynn (LaVonne's office)

Tuesday, January 25 Friday, January 28

9:00am 11:00am mammogram -- check in at 9:45 for 10:00 appointment  
 11:30am 1:00pm lunch (off site)  
 1:00pm 2:00pm Five year financial plan  
 3:00pm 4:00pm End of fieldwork update -- Police Property/Evidence (LaVonne's Office)

8:30am 9:00am car to Affordable Tire  
 9:00am 9:30am Discuss reserve note (Auditor's Office)  
 10:00am 11:30am Weekly IPR Check In w/LaVonne (tbd )  
 2:15pm 2:45pm Updated: LaVonne Griffin-Valade/Martha Pellegrino (Auditor's Office)

Wednesday, January 26 Saturday, January 29

9:30am 11:00am Council  
 11:00am 1:00pm budget; LID memo; audit draft review  
 2:30pm 3:00pm Updated: Update Meeting -- Audit Services  
 3:30pm 4:00pm LID Reserve policy discussion (LaVonne's office)

Sunday, January 30

# January 31 - February 06

January 2011							February 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

Monday, January 31		Thursday, February 03	
9:00am	2:00pm Administrative Tasks	10:00am	11:00am Discuss Utility Revenue Draft Report
		11:00am	4:00pm Prep; planning; report review; administrative
		4:00pm	5:00pm Audit review
Tuesday, February 01		Friday, February 04	
10:00am	10:30am Regular Check-in w/ Ombudsman	9:00am	10:00am Prep and administrative tasks
10:30am	1:00pm Sarah Landis -- various subjects	10:00am	10:30am Weekly IPR Check In w/LaVonne (tbd )
		10:30am	11:00am MBB & CS
		11:00am	4:00pm Review budget proposals; draft legislative testimony; revise OIR contract; discuss Bancroft Bond Fund
		4:00pm	5:30pm private appointment
Wednesday, February 02		Saturday, February 05	
9:30am	1:00pm Swearing in of new CRC members; resolution amendments; PPA contract discussions		
1:00pm	3:30pm Audit reveiw		
3:30pm	5:00pm review of bureau budget proposals		
		Sunday, February 06	

# February 07 - February 13

February 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Monday, February 07		Thursday, February 10	
9:00am 12:30pm Report review 1:00pm 2:00pm Regular check in -- Sarah Landis		10:00am 11:00am Updated: Greg Frank = Meeting (LaVonne's Office) 11:00am 5:00pm administrative tasks	
Tuesday, February 08		Friday, February 11	
9:30am 12:00pm Winter BMP 2:30pm 3:30pm Updated: City Auditor Griffin-Valade Monthly Meeting -- Commissioner Fritz (Tim and Tom will attend) (Auditor's Office)		10:00am 11:30am Weekly IPR Check In w/LaVonne (tbd )	
Wednesday, February 09		Saturday, February 12	
10:00am 11:00am Updated: BDS Loan Re-Authorization -- Andrew Scott; Paul Scarlett; Denise Kleim; Eric Johansen; Sara Petrocine; Sarah Landis; Rich Goward (TBD) 11:00am 2:30pm Administrative tasks; leeter regarding HB-2246			
		Sunday, February 13	

# February 14 - February 20

February 2011							March 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28						27	28	29	30	31		

Monday, February 14		Thursday, February 17	
<p>9:00am 10:30am Supervising Deputies (Large Conference Room)</p> <p>1:00pm 2:30pm Sarah Landis</p> <p>2:30pm 3:30pm Ryan Kinsella</p>		<p>9:00am 9:30am PED update for Chief</p> <p>10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)</p> <p>12:00pm 2:00pm Constantin -- CRC; internal police auditor</p> <p>2:00pm 3:00pm Meeting with City Attorney (City Attorney's Office)</p> <p>3:00pm 5:00pm Out of office</p> <p>3:00pm 4:00pm Canceled: Technology Oversight Committee and PSSRP (LaVonne's Office)</p> <p>3:00pm 4:00pm Updated: Management Services Monthly Meeting (Large Conference Room)</p> <p>6:00pm 8:00pm Charter Review Commission</p>	
Tuesday, February 15		Friday, February 18	
<p>9:30am 11:30am Meeting with Michael Bigham &amp; Jamie Troy (CRC) (LaVonne's Office)</p> <p>11:30am 12:00pm Check-in w/ Ombudsman</p> <p>1:00pm 1:30pm BDS re-loan that is coming before Council on Wednesday (LGV's Office)</p> <p>2:00pm 3:00pm Updated: PCPA end of fieldwork meeting (ASD library)</p> <p>5:00pm 6:30pm lab tests first thing tomorrow</p>		<p>8:00am 5:00pm out of office -- personal time</p> <p>10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd )</p>	
Wednesday, February 16		Saturday, February 19	
<p>8:00am 9:30am 8:30 lab tests (Dr. Weinstein)</p> <p>9:30am 10:00am Winter BMP ordinance</p> <p>10:00am 11:30am hold for Council</p> <p>11:30am 12:30pm Update on FPDR (ASD Library)</p> <p>2:00pm 4:00pm 2:30 -- Molly</p> <p>4:30pm 5:30pm Updated: UPDATED: Technology Oversight Committee - Next Steps (Auditor's Conference Room, City Hall)</p>			
		Sunday, February 20	



# February 21 - February 27

February 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Monday, February 21		Thursday, February 24	
8:00am 5:00pm Holiday 1:00pm 2:00pm Regular check in -- Sarah Landis		8:00am 5:00pm out of the office -- New York 10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)	
Tuesday, February 22		Friday, February 25	
8:00am 5:00pm out of office -- New York		8:00am 5:00pm out of office -- New York 10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd )	
Wednesday, February 23		Saturday, February 26	
8:00am 5:00pm out of the office -- New York			
		Sunday, February 27	

# February 28 - March 06

February 2011							March 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28						27	28	29	30	31		

Monday, February 28		Thursday, March 03	
9:00am 11:30am Sarah check in -- Kezia; SAP super user; administrative matters	11:30am 5:00pm Review of IPR annual report draft; PED report report draft; calendar confirmations	9:30am 10:00am Quick chat on who/when to send utility drafts	10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)
		10:30am 1:30pm Ombudsman Annual Report	1:30pm 2:00pm Travel to metro
		2:00pm 3:00pm Discuss PCPA results with Suzanne Flynn (Metro)	3:00pm 3:30pm Travel from metro
		3:30pm 5:30pm Ombudsman Annual Report; Financial Impact Statement and Ordinance revisions for OIR Group contract	
Tuesday, March 01		Friday, March 04	
8:00am 5:00pm Audit Services Retreat (Kennedy School - Library Room)	10:00am 10:30am Regular Check-in w/ Ombudsman	8:30am 10:00am Ombudsman report	10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd )
6:00pm 8:30pm Community Budget Forum (Wilson High School, 1151 SW Vermont St.)		10:30am 12:00pm Constantin Severe -- planning	12:00pm 5:00pm Comments on Utilities Audit; RFP for Liens & Foreclosure system review
Wednesday, March 02		Saturday, March 05	
8:30am 9:30am Prep for HO interview	9:30am 10:30am Land Use Hearings Officer Interview - Kenneth Helm (Hearings Office, Room 3100)		
10:30am 12:30pm PED report draft	12:30pm 3:00pm Read Across America -- Maplewood School -- 7452 SW 52nd AVE, 97219 -- contact Liberty Looney (4th grade teacher) 916-6308 (llooney@pps.k12.or.us) signed up for 1:15 to 1:55		
3:00pm 3:30pm Review PED draft report			
		Sunday, March 06	

# March 07 - March 13

March 2011							April 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Monday, March 07		Thursday, March 10	
8:00am 11:00am Utility audit -- draft review		8:00am 5:00pm AGA local conference (LGV presentation at 10:00)	
11:00am 1:00pm RFP -- Liens & Foreclosure Review		10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)	
1:00pm 2:00pm Sarah Landis -- Regular check in			
2:00pm 2:30pm Depart for Hearings Office			
2:30pm 3:00pm Land Use Hearings Officer Interview - Joe Turner (Rescheduled) (Hearings Office, Room 3100)			
3:00pm 4:00pm Hiring Discussion			
Tuesday, March 08		Friday, March 11	
9:00am 12:00pm RFP review for Assessment & Leins review		9:00am 9:30am Discuss budget presentation/docs to Kezia	
12:00pm 5:00pm prepare for conference presentation		9:30am 10:00am administrative tasks -- Ken Helm	
6:00pm 8:30pm Community Budget Forum - Reschedule (David Douglas High School, 1001 SE 135th St., North Cafeteria)		10:00am 11:00am Weekly Check In w/LaVonne -- IPR management (LGV's Office)	
		11:00am 12:00pm Fiscal Sustainability - End of Fieldwork Meeting (ASD Library)	
		12:00pm 2:00pm Prep for Women's History Month Panel	
		2:00pm 2:30pm Updated: Technology Oversight Committee - internal review team (draft language for Code and Admin Rules) (OMF, Conf 12 Horizon Rm (12-15))	
		3:30pm 5:30pm Prep for Women's History Month Panel	
Wednesday, March 09		Saturday, March 12	
9:00am 12:30pm Council			
1:30pm 2:30pm Canceled: Utility for Non-Utility -- Discuss Final Draft			
3:00pm 4:00pm Update meeting - Audit Services			
4:00pm 5:00pm Discuss Liens RFP (LaVonne's Office)			
		Sunday, March 13	

# March 14 - March 20

March 2011							April 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Monday, March 14		Thursday, March 17	
<p>9:00am 10:30am Supervising Deputies (Large Conference Room)</p> <p>11:00am 12:00pm Update on FPDR (LaVonne's Office)</p> <p>1:00pm 5:00pm 1-1:30 Budget Update; 1:30-2 Asset Management Report; 2-3:30 Water Bureau; 3:30-5 BES</p>		<p>10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)</p> <p>3:00pm 4:00pm Updated: Management Services Monthly Meeting (Large Conference Room)</p>	
Tuesday, March 15		Friday, March 18	
<p>9:00am 11:30am Budget -- Fire 9-10:00; Auditor10:00; Parks 10:30-11:30</p> <p>11:30am 12:30pm Prep for check in with mayor and discussion of utility audit</p> <p>12:30pm 1:30pm Updated: (Warren) MEET: LaVonne Griffin-Valade RE: Quarterly Check-In (Mayor's Office)</p> <p>1:30pm 5:00pm Edit ombudsman report and prep for Women's History Month Panel</p>		<p>10:00am 11:30am Weekly IPR Check In w/LaVonne (tbd )</p> <p>1:00pm 2:30pm Budget - OMF</p>	
Wednesday, March 16		Saturday, March 19	
<p>9:00am 10:30am Ombudsman report</p> <p>10:30am 11:30am HB 3251</p> <p>11:30am 1:30pm Women's History Month -- panel</p> <p>1:30pm 3:00pm HB 3251 Testimony</p> <p>3:00pm 5:00pm CRC New Member Orientation - Session 1 - Auditor/IPR/PPB (Large Conference Room)</p>			
		Sunday, March 20	

# March 21 - March 27

March 2011							April 2011							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28	29	30	

Monday, March 21		Thursday, March 24										
9:30am 10:00am LaVonne Griffin-Valade*Drummond K*Alexandra F*Kari G re:Utilities Audit AT	9:30am 10:00am Meeting with Comm. Saltzman re Utilities Audit (Comm. Saltzman's Office)	10:00am 12:30pm Administrative tasks; IPR Annual Report quality assurance	1:00pm 2:00pm Regular check in -- Sarah Landis	2:00pm 3:30pm Check in on IPR report	8:00am 10:00am draft cover letter	10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)	10:30am 11:00am HB 2247	11:00am 12:00pm Report edits/ final format (Audit Services Library)	12:00pm 1:30pm Follow up and finalize reports	1:30pm 3:00pm Police Bureau hiring/promotional swearing in -- 2 to 3 -- Portland Building Auditorium	3:00pm 4:00pm Prepare for conference call	4:00pm 5:30pm Conference Call -- OIR Group
Tuesday, March 22		Friday, March 25										
9:00am 11:00am prep for meetings; AC letter	11:00am 12:00pm Updated: City Auditor Griffin-Valade Monthly Meeting (Tom) (Comissioner's office)	12:00pm 2:30pm Budget prep follow up	2:30pm 3:30pm Updated: LaVonne Griffin-Valade, Alexandra Fercak & Drummond Kahn Re: Audit coming out called "use of utility revenue" c: 3x3545 (our office)	3:30pm 5:00pm utility report discussion	7:30am 10:00am Cover letter -- utility audit	10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd )	10:30am 11:00am Constantin Severe	11:00am 2:00pm Sarah Landis	1:00pm 1:30pm Canceled: Hold time to finalize letter, report on utilities (LaVonne's Office)	2:00pm 5:00pm Prep for next week		
Wednesday, March 23		Saturday, March 26										
9:00am 10:00am Utility Rates: Discuss final draft edits (LaVonne's office)	10:00am 11:00am Updated: Update meeting - Audit Services	11:00am 1:00pm Council; prep for land use hearing	1:00pm 5:00pm Hearings Office Land Use Hearing -- starts at 1:30 -- Case # 10-161634 CU AD									
				Sunday, March 27								

# March 28 - April 03

March 2011							April 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Monday, March 28		Thursday, March 31	
<b>Embargo utility report</b> 8:30am 10:00am Lien Accounting System -- Sarah Landis 10:00am 11:00am Lien Accounting System (Auditor's Office Conference Room, 140 City Hall) 11:00am 3:00pm Hold for press discussions 3:00pm 3:30pm Beth Slovic will call (DK's office) 3:30pm 4:30pm Brad Schmidt - interview (LaVonne's Office) 4:30pm 5:30pm Thom Jensen here (Channel 2) -- he'll be here by 4:45. (Audit Services Library)		<b>Updated: Embargo police evidence warehouse</b> 10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office) 1:00pm 2:00pm FW: City Auditor LaVonne Griffin-Valade*Chief Deputy Auditor Sarah Landis Check-in c-andrew x-4079 BF (RES FROM 3/11) 1:00pm 2:00pm FW: City Auditor LaVonne Griffin-Valade*Chief Deputy Auditor Sarah Landis Check-in c-andrew x-4079 BF (RES FROM 3/11) Comm. Saltzman	
Tuesday, March 29		Friday, April 01	
8:30am 9:30am Administrative; preview of potential audit schedule 9:30am 10:00am Start of audit work on PPB as a Learning Organization (Police Bureau) 10:00am 11:00am Hold for audit discussions 11:00am 11:30am Updated: MEET: Auditor/Fish Quarterly Check In-Betsy (Cmmr's Conf Room) 11:30am 12:30pm Updated: LaVonne Griffin-Valade Quarterly Check-in c: Andrew 3x4079 (Randy Leonard's office) 12:30pm 3:00pm Hold for utility audit discussions 3:00pm 4:00pm Discuss LAS replacement		10:00am 11:30am Weekly IPR Check In w/LaVonne (tbd ) 11:30am 5:30pm budget session prep ; IPR report	
Wednesday, March 30		Saturday, April 02	
<b>Release Utility Report on 3/30</b> 8:30am 9:30am Utility Audit release 9:30am 10:30am Council 10:30am 11:00am April Baer, OPB (Audit Services Library) 3:30pm 4:30pm Sarah Landis -- Discuss temp staffing: council clerk, ombudsman			
		Sunday, April 03	