June 27 -July 03

June 2011

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July 2011

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_		Monday, June 27	Thursday, June 30
		Fremont Family Vision Performance Evaluations	8:00am 9:30am Airport 9:30am 10:00am sustainability report
		Ethics PowerPoint Presentation - Ombudsman (Large	10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)
	•	Conference Room)	10:30am 11:00am sustainability report
		Regular check in Sarah Landis Various topics DOJ Commissioner Leonard	12:00pm 5:00pm TRIM entry
2.00pm 0		quarterly meeting (LGV's office)	
0.000=== 11	1.00	Tuesday, June 28	
9:00am 11 11:00am 1		Performance Evaluations Article	10:00am 11:30am Weekly IPR Check In w/LaVonne (tbd)
	2:00pm	Updated: LaVonne Griffin-Valade Quarterly Check-in:	
		Commissioner Leonard (our office)	
		W	
9:30am 11	1:00am	Wednesday, June 29 Council	Saturday, July 02
11:00am 2	2:30pm	ISPP	
4:00pm 5	5:00pm	Updated: Update meeting - Audit Services	
			Sunday, July 03

July 04 -July 10

July 2011

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August 2011

	Manday July 04		Thursday July 07
8:00am 5:00pm Holiday	Monday, July 04	8:00am 5:00pm Anniversary Trip	Thursday, July 07
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	Tuesday, July 05		Friday, July 08
8:00am 5:00pm Anniversary Trip		8:00am 5:00pm Out of Office	
		10:00am 10:30am Weekly IPR Check In w/LaVonne (the	bd)
	10/2 de 2 de 1 de 2 de		Cotton 1 1 22
8:00am 5:00pm Anniversary Trip	Wednesday, July 06		Saturday, July 09
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			Sunday, July 10
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July 11 -July 17

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	Monday, July 11			Thursday, July 1
10:30am 1:00pm	10:30am Supervising Deputies (Large Conference Room) 1:00pm fiscal sustainability review 2:00pm Regular check in Sarah Landis 5:30pm Flexible scheduling for updates	11:00am 7 12:30pm 1:30pm 2:30pm	n 12:00pm brief discussion (LGV's office) n 1:30pm Performance evaluation (LGV's office) n 2:00pm Updated: City Auditor Griffin-Valade I (Tim and Tom will attend) (Comission n 4:00pm Ken Rust Farewell Event - Hold the D Building Room C) n 5:00pm Water Tower Decision) Monthly Meeting ner's office)
8:00am	Tuesday, July 12 1:00pm administrative/planning; fiscal sustainability/financial		n 10:30am Weekly IPR Check In w/LaVonne (tbd	Friday, July ´
	condition 3:30pm FW: Budget Debrief for budget managers and contacts (Room C - 2nd Floor Portland Building)	10:30am 7 12:30pm	11:30am IPR update continued (LGV's office) 1:30pm Strategy on Sustainability 2:00pm Planning for Auditor Office meeting	ω <i>,</i>
3:30pm 4:00pm	4:00pm Pre-meet on Sustainability (ASD Library) 4:30pm (Warren) MEET: Lavonne Griffin-Valade and Others RE: Fiscal Sustainability audit (Mayor's Office)	2:00pm	5:00pm Report cover letter	
10:30am	Wednesday, July 13 10:30am Hold for Council 11:30am Updated: Update meeting - Audit Services 7:00pm CRC			Saturday, July
				Sunday, July

July 18 SMTWTFS 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

Monday, July 18

August 2011

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Thursday, July 21

8:00am 2:30pm Out of Office 2:30pm 4:00pm Updated: Disaster Policy Council N 4:00pm 6:00pm Charter Review Commission IU	C subcommittee	9:30am	10:00am	Cover Letter Updates on Police as Learning Organiza Office)	
6:00pm 8:00pm Charter Review Commission IU	S discussion	10:30am 1:30pm 2:00pm 4:30pm	1:30pm 2:00pm 3:00pm	Greg Frank - Meeting (LaVonne's Office) Cover Letter Discuss and place transmittal letter (LaV PPB promotion ceremony 2:30 Portlat LaVonne Griffin-Valade, Ken Gavette, D Kahn, Audit Update (Chief's Office, Just KASW	/onne's Office) nd Building rummond
	Tuesday, July 19				Friday, July 22
9:00am 12:00pm Council work session re: IUC 10:00am 10:30am Canceled: Check-in w/ Ombudsma	an	12:00pm	5:00pm	Weekly IPR Check In w/LaVonne (tbd) TRIM entry Updated: Management Services Monthly (Large Conference Room)	y Meeting
	Wednesday, July 20))			Saturday, July 23
9:30am 12:00pm Hold for Council 3:30pm 4:00pm Discuss transmittal letter / final re (LaVonne's Office)	-				Sunday, July 24

July 25 -	July 2011	August 2011
July 23 -	S M T W T F S	S M T W T F S
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Monday, July 25	Thursday, July 28
9:00am 1:00pm Talking Points; administrative; opinion piece	10:00am 11:00am Updated: Greg Frank = Meeting (LaVonne's Office)
1:00pm 2:00pm Regular check in Sarah Landis	11:00am 3:00pm Hold for discussions with media
	11.00am 3.00pm nois uiscussions with media
2:30pm 3:00pm Budget Debrief with FPD and Auditor's Office	
(Auditor's Office Conference Room)	
3:00pm 3:30pm Follow up discussion of budget debrief	
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Tuesday, July 26	Friday, July 29
9:00am 9:30am Responding to the Media (ASD Library)	10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd)
10:00am 10:30am Call April Baer (503) 293-1978 (ASD)	10:30am 11:00am Update on Span O' Control (LaVonne's Office)
10:30am 1:30pm Hold for embargo discussions	11:00am 1:30pm TRIM entry
1:30pm 2:30pm Updated: Brad Schmidt here (ASD) (ASD Library)	1:30pm 2:30pm Water Asset Management end-of-survey meeting
	(LaVonne's Office)
	(Lavorine 3 office)
14/ 1 1 1 2	
Wednesday, July 27	Saturday, July 30
11:30am 12:00pm OPB here (Rob Manning) ASD Library	
1:30pm 2:30pm Meeting with Eileen Brady (LaVonne's Office)	
3:00pm 4:00pm Update meeting - Audit Services	
5:30pm 8:30pm Century of Action EventOregon Women's Consotium	
5.50pm 6.50pm Century of Action Event Oregon Women's Consolium	
(Coleman Scott House 2116 NE 16th)	
	Sunday, July 31
	Sunday, July 31

August 01 -August 07

August 2011

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Monday, August 01	Thursday, August 04
9:00am 1:00pm Draft response memos 2:30pm 3:30pm Discuss housing survey memo (ASD library)	10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office) 11:30am 1:00pm Bureau Directors meeting TRIM presentation 1:45pm 2:45pm PPB new hire delivering the oath 2:15 (Justice Ctr
	14th floor) 2:30pm 3:30pm staffing 3:00pm 5:00pm out of the office
Tuesday, August 02	Friday, August 05
11:00am 12:00pm Meeting - Jeff Bissonnette & Bob Jenks - Citizen's Utility Board (CUB) (Large Conference Room)	9:00am 5:00pm out of office 10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd)
1:30pm 2:30pm Nel Centro	
Wednesday, August 03 10:30am 11:30am Discuss senior deferrals (LaVonne's Office)	Saturday, August 06
11:30am 12:30pm Follow up discussion with Sarah 1:00pm 5:00pm Prep; administrative; draft outline of article	
	Sunday, August 07

August 08 -August 14

August 2011

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Manday Avenda O	Thursday Armysk 11
9:00am 10:30am Supervising Deputies (Large Conference Room)	Thursday, August 11 10:00am 10:30am Canceled: Greg = Meeting (LaVonne's Office)
11:00am 1:00pm draft job announcement: Ombudsman	11:00am 1:30pm meeting prep
1:00pm 2:00pm Regular check in Sarah Landis	1:30pm 2:00pm Auditor/CAO Meet & Greet (CH Rm 140)
2:00pm 3:00pm administrative tasks	2:00pm 3:00pm Sarah follow-up
3:00pm 4:00pm meet w/ Jim Redden in my office	
Tuesday, August 0	Friday, August 12
11:00am 12:00pm Discussion w/ Dave Lister re: Fiscal Sustainability Audit	10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd)
(ASD Library)	10:30am 11:30am discuss DOJ meeting
12:00pm 2:00pm meeting prep; administrative tasks	11:30am 1:30pm TRIM entry
2:30pm 3:00pm Updated: City Auditor Griffin-Valade Monthly Meeting	1:30pm 2:30pm Joseph Wahl
(Tim and Tom will attend) (Auditor's Office)	7.00pm 2.00pm 3030pm Walli
(Tim and Tom will attend) (Additor's Office)	
Wednesday, August 1	Saturday, August 13
9:30am 12:30pm hold for Council	
3:00pm 4:00pm Update meeting - Audit Services	
5:30pm 9:00pm CRC (Lovejoy Rm)	
	Sunday, August 14
Criffin Valada LaVanna	7 10/17/2011 11:11 AM

August 15 -August 21

August 2011

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_		day, August 15		Thursday, August 1	8
	11:00am Review Span of Control			2:00pm administrative tasks	
11:00am	1:00pm hiring		2:30pm	3:00pm Check in	
1:00pm	4:00pm opinion piece		3:00pm	4:00pm Updated: Management Services Monthly Meeting	
				(Large Conference Room)	
	-				_
1 20		day, August 16		Friday, August 1	9
1:30pm	2:00pm Press release final for Span of Control 5:00pm Out of office			10:30am Weekly IPR Check In w/LaVonne (tbd)	
3.30pm	5.00pm Out of office		т.оортп	5:00pm TRIM entry; prep; opinion piece	
	Wednes	day, August 17		Saturday, August 2	0
9:30am	12:30pm Council				
1:00pm	2:00pm Quarterly Debrief (LaVonne's Office)				
6:00pm	6:30pm Charter Review Commission				
		1		Sunday, August 2	<u>?1</u>

August 22 -August 28

August 2011

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Monday August 20	Thursday August 25
Monday, August 22	
9:00am 1:00pm administrative work; writing; TRIM entry	9:00am 10:00am Review applications
1:00pm 2:00pm Regular check in Sarah Landis	10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)
2:00pm 2:30pm Updates on diversity committee (CDC) (LaVonne's	11:00am 12:00pm MEET: Auditor RE: Fiscal Sustainability Audit (Cmmr's
office)	Conf Room)
2:30pm 5:00pm Review applications	12:00pm 1:30pm Matthew Lieuellen
2.00pm 0.00pm Noviow applications	1:30pm 2:30pm IPR meeting
	2:30pm 3:30pm opinion piece draft
	2:30pm 3:00pm Updated: Space planning (large conference room)
	3:30pm 4:30pm Robert King
Tuesday, August 23	Friday, August 26
9:00am 12:00pm Small Business Association draft	8:30am 11:30am Molly Scrutton
12:00pm 3:00pm Worksession planning	
	10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd)
3:00pm 4:00pm Legislative Session Briefing (Large Conference Room,	11:30am 5:00pm Out of office
Auditor's Office, City Hall, Room 140)	
4:00pm 5:00pm Review applications	
Wednesday, August 24	Saturday, August 27
9:30am 11:00am Hold for Council	
11:00am 12:00pm Candidate Filing Procedures	
12:00pm 1:00pm Follow up	
1:00pm 3:00pm Review applications	
3:00pm 4:00pm Update meeting - Audit Services	
3:30pm 4:00pm FW: BTS Ethics Complaint (Your office or conference	
room??)	
4:00pm 5:00pm Review applications	
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	Sunday, August 28
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August 29 -September 04

August 2011

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	Monday, August 29	
	12:00pm assemble comments re: Office of Equity proposal; send response	8:00am 5:00pm vacation 10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)
	4:00pm review applications 5:00pm preparations; administrative tasks	
,		
	Tuesday, August 30	Friday, September 02
	11:00am IPR discussion	8:00am 4:30pm vacation
	12:00pm Ombudsman discussion 2:30pm Lessons for Oregon from Japan's earthquake, Tsunami	10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd)
2:30pm	and Nuclear Disaster (Portland Building Room C) 5:30pm application review	
	6:30pm constituent communication	
0:00am	Wednesday, August 31 5:00pm vacation	Saturday, September 03
6.00am	3.00pm vacation	
		Sunday, September 04

September 05 -September 11

September 2011

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Monday, September 0	Thursday, September 08
9:00am 5:00pm Holiday 1:00pm 2:00pm Regular check in Sarah Landis	9:00am 10:00am application review 10:00am 11:00am Updated: Greg Frank = Meeting (LaVonne's Office) 11:00am 1:00pm application review 1:00pm 2:00pm Updated: City Auditor LaVonne Griffin-Valade*Chief Deputy Auditor Sarah Landis Check-in BF c-andrew x-4079 2:00pm 4:00pm application review 4:00pm 4:30pm Preliminary Results of Peer Review (ASD Library)
Tuesday, September 0	5 Friday, September 09
9:00am 5:00pm vacation	9:00am 10:00am Updated: Results of Peer Review (1st Floor Conference Room) 10:00am 11:00am Weekly IPR Check In w/LaVonne (tbd) 11:00am 1:00pm read at the 911 memorial at 11:30 11:00am 11:30am FW: PHB Council Briefing - Housing Development Software (HDS) (Sarah Landis Office (131/140 - Auditor's Office)) 1:00pm 2:00pm Prep 1:00pm 1:30pm Finalize peer review response letter 2:00pm 3:00pm Meeting with Carl Brenden, Windermere Real Estate (Large Conference Room) 3:00pm 5:00pm SBAC prep
Wednesday, September 0	7 Saturday, September 10
9:00am 11:00am hold for peer review 11:00am 11:30am Space planning for Auditor's Office (Auditor's Office - City Hall, Room 140) 11:30am 1:00pm finalize application review 1:00pm 1:30pm Space planning for Auditor's Office (Auditor's Office Large Conference Room) 1:30pm 3:00pm Review applications 3:00pm 4:00pm Update meeting - Audit Services 4:00pm 5:00pm finalize application revew	Sunday, September 11

September 12 -September 18

September 2011

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Monday, September 12	2 Thursday, September 15
9:00am 10:30am Supervising Deputies (Large Conference Room) 10:30am 5:00pm Complete review of applications	Thursday, September 15 10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office) 10:30am 11:30am Updated: Review fiscal sustainability presentation 3:00pm 4:00pm Updated: Management Services Monthly Meeting (Large Conference Room)
Tuesday, September 13	Friday, September 16
8:30am 5:00pm Hold for interviews	9:00am 10:00am Hold for interviews 10:00am 11:30am Weekly IPR Check In w/LaVonne (tbd) 11:30am 5:00pm Hold for interviews
Wednesday, September 14	Saturday, September 17
7:30am 9:00am Small Business Advisory Council Lovejoy speak at 8:00 9:00am 12:00pm Hold for Council 3:00pm 4:00pm HR concern (Anna's Office)	Sunday, September 18

September 19 -September 25

September 2011

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Monday, September 19	
10:00am 11:00am Public records requests discussion (Auditor's Office	8:30am 10:00am Opening address for Oregon Association of Municipal
large conference room, RM 140)	Recorders (Karla) Embassy Suites 9:00
11:00am 12:00pm Canceled: Run through Work Session Presentation	10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)
(Auditor's Large Conference Rm)	1:00pm 2:00pm City Ombudsman Interview - Jon Stier - *Confirmed*
12:00pm 1:00pm (Warren) MEET: LaVonne Griffin-Valade RE: IPR	(Large Conference Room)
Update (Mayor's Office)	3:00pm 4:00pm City Ombudsman Interview - Chuck Sloane -
1:00pm 2:00pm Regular check in Sarah Landis	*Confirmed* (Large Conference Room)
2:00pm 3:00pm City Ombudsman Interview - *Confirmed* (Large	
Conference Room)	
3:00pm 4:00pm City Ombudsman Interview - Beth Kaye - *Confirmed*	
(Large Conference Room)	
Tuesday, September 20	Friday, September 23
8:30am 12:30pm Updated: Hold for Council Work Session	10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd)
12:30pm 1:30pm City Ombudsman Interview - Michael Kron -	1:00pm 2:00pm City Ombudsman Phone Interview - Margie Sollinger -
Confirmed (Audit Services Library - Room 310)	*Confirmed* (Large Conference Room)
-	2:00pm 3:00pm City Ombudsman Interview - *Confirmed* (Large
	Conference Room)
	3:00pm 4:00pm City Ombudsman Interview - Elaine Cohn -
	Confirmed (Large Conference Room)
Wadaaaday Cantanahay 20	Cohumbour Combonshiou 24
9:30am 1:00pm hold for Council Wednesday, September 21	Saturday, September 24
2:00pm 3:00pm Council Appeal	
3:00pm 4:00pm City Ombudsman Interview - Bryan Francesconi -	
Confirmed (Large Conference Room)	
4:00pm 5:30pm prep for Charter Review Commission	
4:00pm 4:30pm Prep for CRC	
5:30pm 6:30pm Charter Review Commission Utility Ratepayer Audit	
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	Sunday, September 25

September 26 - October 02

September 2011

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	Monday, September 26		Thursday, September 29
10:00am 11:00am (** 11:00am 12:00pm ((12:30pm 2:00pm M	Monday, September 26 PNAIF conference - 8:15 - 9:30 Economy NW City Ombudsman Interview - Casey Bieberich - Confirmed* (Large Conference Room) City Ombudsman - Discussion of Candidates (Large Conference Room) Mark - dental hygenist at 1:00 PNIAF Conference criminal justice audits and other	8:30am 10:00am 1:00pm	9:30am PPB swearing in 9:00 Council chambers 10:30am Updated: Greg Frank = Meeting (LaVonne's Office) 5:30pm League of Oregon Cities Conference travel 4:00pm Canceled: Update meeting - Audit Services
	Tuesday, September 27 PNIAF Conference auditing standards update; data		Friday, September 30 5:00pm League of Oregon Cities Conference
	nining; fraud prevention; performance audit oundtable		
	Wednesday, September 28		Saturday, October 01
9:30am 12:30pm h 1:00pm 3:00pm d	nold for Council contact candidates for second interview	8:00am	6:00pm League of Oregon Cities Conference
			Sunday, October 02
		8:00am	5:00pm League of Oregon Cities Conference