

# September 26 - October 02

September 2011							October 2011						
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Monday, September 26		Thursday, September 29						
8:00am 10:00am PNAIF conference - 8:15 - 9:30 Economy NW	10:00am 11:00am City Ombudsman Interview - Casey Bieberich - *Confirmed* (Large Conference Room)	11:00am 12:00pm City Ombudsman - Discussion of Candidates (Large Conference Room)	12:30pm 2:00pm Mark - dental hygenist at 1:00	2:00pm 5:00pm PNAIF Conference -- criminal justice audits and other	8:30am 9:30am PPB swearing in -- 9:00 Council chambers	10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)	1:00pm 5:30pm League of Oregon Cities Conference -- travel	3:00pm 4:00pm Canceled: Update meeting - Audit Services
Tuesday, September 27		Friday, September 30						
8:00am 5:00pm PNAIF Conference -- auditing standards update; data mining; fraud prevention; performance audit roundtable			8:00am 5:00pm League of Oregon Cities Conference					
Wednesday, September 28		Saturday, October 01						
9:30am 12:30pm hold for Council	1:00pm 3:00pm 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						

# October 03 - October 09

October 2011							November 2011						
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23	24	25	26	27	28	29	27	28	29	30			
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Monday, October 03		Thursday, October 06	
10:00am 11:00am Update on PDC Loans/ Goals audit (LaVonne's Office)	1:00pm 3:00pm Updated: Regular check in -- Sarah Landis	3:00pm 4:00pm Updated: LaVonne Griffin-Valade Quarterly Check-in -- Commissioner Leonard c: Andrew 3x4079 (our office)	10:00am City Ombudsman Interview - 2nd Round interview #3
			10:30am 11:00am Interview panel meets with candidate #3 (TBD)
			11:00am 11:30am Deputy Ombudsman meets with Ombudsman candidate #3
			11:30am 2:00pm 2nd round interview #3 continued
			2:00pm 3:00pm Reschedule of Oct 20 mgmt services mtg (large conference room)
			3:00pm 4:00pm Discussion of Issues (Bruce Theurer's Office, 14th Floor, Portland Building)
Tuesday, October 04		Friday, October 07	
12:00pm 2:00pm City Ombudsman Interview - 2nd Round interview #1	2:00pm 2:30pm Deputy Ombudsman meets with Ombudsman candidate #1	2:30pm 4:00pm City Ombudsman Interview - 2nd Round interview #1 continues	5:00pm 6:00pm Amanda Noble
			10:00am 11:00am Weekly IPR Check In w/LaVonne ( tbd )
			11:00am 12:30pm Ombudsman candidate #4
			12:30pm 1:00pm Beverly meets with Ombudsman candidate #4
			1:00pm 5:00pm Out of Office
Wednesday, October 05		Saturday, October 08	
10:00am 11:00am Updated: Update meeting - Audit Services	10:00am 10:15am Quick update on Fire prior to Randy meeting (LaVonne's Office)	10:15am 10:30am Discuss recommendation on recommendation and the "TBD" column from Parks	1:00pm 2:00pm City Ombudsman Interview - 2nd Round interview #2 (Large Conference Room)
			2:00pm 2:30pm Deputy Ombudsman meets with Ombudsman candidate #2
			2:30pm 5:00pm City Ombudsman Interview - 2nd Round interview #2 continues
			Sunday, October 09

# October 10 - October 16

October 2011							November 2011						
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23	24	25	26	27	28	29	27	28	29	30			
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Monday, October 10		Thursday, October 13	
9:00am 10:30am Supervising Deputies (Large Conference Room)	11:00am 5:00pm reference checks	10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)	10:30am 11:30am Liens & Foreclosures Audit Meeting - Brad Rafish (Large Conference Room)
		12:00pm 5:00pm Offer letter; administrative tasks; TRIM entry	
Tuesday, October 11		Friday, October 14	
11:00am 1:00pm reference checks and administrative tasks	1:00pm 1:30pm Preliminary Fire Overtime Audit Meeting -- Commissioner Leonard (Our office)	10:00am 11:00am Weekly IPR Check In w/LaVonne (tbd )	2:00pm 3:00pm (Warren) MEET: LaVonne Griffin-Valade RE: Quarterly Check-In (Mayor's Office)
2:30pm 3:30pm City Auditor Griffin-Valade Monthly Meeting (Tim and Tom will attend) (Auditor's Office)		3:00pm 5:00pm TRIM entry	
Wednesday, October 12		Saturday, October 15	
9:30am 12:00pm Hold for Council	12:00pm 2:00pm Contact candidates		
2:00pm 4:00pm Council -- ordinance			
		Sunday, October 16	

# October 17 - October 23

October 2011							November 2011						
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Monday, October 17	Thursday, October 20
9:30am 10:00am Discuss budget request (LaVonne's Office) 1:00pm 2:00pm Regular check in -- Sarah Landis 1:30pm 2:30pm Updated: Staff meeting (Large Conference Room)	10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office) 11:00am 11:30am Moss Adams Fraud Hotline Inquiry Meeting (Large Conference Room)  2:00pm 3:00pm Updated: MEET: Housing Audit (Cmmr's Conf Room) 3:00pm 4:00pm Updated: Management Services Monthly Meeting (Large Conference Room)

Tuesday, October 18	Friday, October 21
8:00am 10:00am planning; administrative tasks 10:00am 11:00am Dave Benson 3:00pm 3:30pm Updated: Discuss HRAR 8.03 (Sarah's Office, room 140)	10:00am 11:30am Weekly IPR Check In w/LaVonne (tbd )

Wednesday, October 19	Saturday, October 22
9:30am 12:30pm Hold for Council 3:00pm 4:00pm Update meeting - Audit Services	

Sunday, October 23

# October 24 - October 30

October 2011							November 2011						
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Monday, October 24		Thursday, October 27	
8:00am	5:00pm Out of Office	10:00am	10:30am Updated: Greg Frank = Meeting (LaVonne's Office)
		11:00am	12:00pm Updated: Office Hours - 11-12 on Thursday 10/27 (MB's Office )
Tuesday, October 25		Friday, October 28	
		10:00am	11:30am Weekly IPR Check In w/LaVonne (tbd )
Wednesday, October 26		Saturday, October 29	
2:00pm	5:30pm Appointments		
5:30pm	10:30pm Karbo class		
		Sunday, October 30	

# October 31 - November 06

October 2011							November 2011						
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Monday, October 31		Thursday, November 03	
9:00am	1:00pm Administrative; draft job announcement; Council prep	8:00am	5:00pm Association of Government Accountants Conference
1:00pm	2:00pm Regular check in -- Sarah Landis		
2:00pm	5:00pm survey review		
Tuesday, November 01		Friday, November 04	
9:30am	11:30am BMP work session	8:00am	5:00pm Association of Government Accountants Conference
1:00pm	5:00pm prep; finalize announcement; survey review		
Wednesday, November 02		Saturday, November 05	
9:30am	1:00pm Hold for Council		
1:00pm	2:00pm Review / discuss Survey Report draft (LaVonne's Office)		
		Sunday, November 06	

# November 07 - November 13

November 2011

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December 2011

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Monday, November 07		Thursday, November 10	
8:00am 1:30pm IPR matters; general check in with staff; meeting prep 1:30pm 2:30pm Meeting with Steve Novick (LaVonne's Office) 2:30pm 5:00pm speech draft		10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office) 2:00pm 5:00pm out of office	
Tuesday, November 08		Friday, November 11	
8:30am 12:00pm Updated: Auditor's Office meeting (1900 Building, room 2500 B) 12:00pm 2:30pm Debrief; prep 2:30pm 3:00pm Updated: City Auditor Griffin-Valade Monthly Meeting (Tim and Tom will attend) (Comissioner's office)		8:00am 5:00pm Holiday 10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd )	
Wednesday, November 09		Saturday, November 12	
9:30am 1:00pm Hold for Council 1:00pm 5:00pm prep 5:30pm 8:00pm CRC			
		Sunday, November 13	

# November 14 - November 20

November 2011

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December 2011

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Monday, November 14		Thursday, November 17	
9:00am 10:30am Supervising Deputies (Large Conference Room)		10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)	
1:00pm 2:00pm Regular check in -- Sarah Landis		10:30am 1:30pm IPR ordinance changes -- other matters	
4:00pm 6:00pm Charter Review Commission IUC subcommittee		1:30pm 2:30pm Updated: Update meeting - Audit Services	
		3:00pm 4:00pm Updated: Management Services Monthly Meeting (Large Conference Room)	
Tuesday, November 15		Friday, November 18	
10:30am 12:00pm Budget Advisory Meeting - Auditor's Office (Auditor's Office Large Conference Room)		10:00am 11:30am Weekly IPR Check In w/LaVonne (tbd )	
1:30pm 2:00pm Private Appointment			
3:30pm 4:00pm LaVonne Griffin-Valade*Mary Beth Baptista re:Independent Police Review (IPR) ORDS (Upcoming Council 1/16) c-andrew x-4079 SC			
Wednesday, November 16		Saturday, November 19	
2:00pm 5:00pm Council -- IPR ordinance			
		Sunday, November 20	



# November 21 - November 27

November 2011

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December 2011

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Monday, November 21		Thursday, November 24	
10:30am - 1:30pm Administrative and planning 5:30pm - 9:00pm KK workshop		8:00am - 5:00pm Holiday	
Tuesday, November 22		Friday, November 25	
9:00am - 2:00pm Administrative time 2:00pm - 3:00pm Fall Coffee (Meet @ Auditor's Office) 6:00pm - 8:00pm KK at Lucca's		8:00am - 5:00pm Holiday 10:00am - 10:30am Weekly IPR Check In w/LaVonne (tbd )	
Wednesday, November 23		Saturday, November 26	
		Sunday, November 27	

# November 28 - December 04

November 2011

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December 2011

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Monday, November 28		Thursday, December 01	
8:00am 5:00pm Out of office -- NY 1:00pm 2:00pm Regular check in -- Sarah Landis		8:00am 5:00pm Out of office -- NY	
Tuesday, November 29		Friday, December 02	
8:00am 5:00pm Out of office -- NY		8:00am 5:00pm Out of office -- NY 10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd )	
Wednesday, November 30		Saturday, December 03	
8:00am 5:00pm Out of office -- NY 1:30pm 2:00pm Updated: MEET: IPR Code Changes (Cmmr's Conf Room)			
		Sunday, December 04	

# December 05 - December 11

December 2011							January 2012						
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Monday, December 05		Thursday, December 08	
<p>Hold for Community Survey Embargo</p> <p>8:00am 12:00pm time blocked by LGV due to late night flight on Sunday</p> <p>2:00pm 2:30pm Brief on 11/30 Council Hearing and next steps for code changes (LaVonne's Office)</p> <p>3:00pm 4:00pm Updated: Discuss RFP for financial audit (LaVonne's Office)</p> <p>4:30pm 5:00pm (Clay) MEET: Community Recommendations for IPR and PPB (Mayor's Office)</p>		<p>9:30am 11:00am 10 am PPB hire and promotional ceremony -- Portland Building</p> <p>2:00pm 4:00pm Council</p>	
Tuesday, December 06		Friday, December 09	
<p>HOLD for Community Survey release</p> <p>9:00am 3:00pm IPR ordinance changes and other matters</p> <p>3:00pm 4:00pm Updated: Update meeting - Audit Services</p>		<p>10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd)</p>	
Wednesday, December 07		Saturday, December 10	
<p>8:00am 5:00pm LOC training -- Salem</p>			
		Sunday, December 11	

# December 12 - December 18

December 2011							January 2012						
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18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

Monday, December 12		Thursday, December 15	
9:00am 10:30am Supervising Deputies (Large Conference Room) 1:00pm 2:00pm Regular check in -- Sarah Landis		10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office) 11:00am 1:00pm lunch with Mindy Harris	
Tuesday, December 13		Friday, December 16	
10:30am 12:00pm Updated: Auditor's Office - Budget Advisory Committee (Dec 13) (Auditor's Office Large Conference Room) 12:00pm 1:30pm City Hall event 3:30pm 4:30pm Council Webpage Update		10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd ) 1:00pm 1:30pm (Warren) MEET: LaVonne Griffin-Valade RE: Quarterly Check-In (Mayor's Office) 3:30pm 5:00pm Out of Office	
Wednesday, December 14		Saturday, December 17	
9:00am 2:00pm IPR ordinance; prep for Council 2:00pm 5:00pm Council -- FOURTH HEARING ON IPR ORDINANCE			
		Sunday, December 18	

# December 19 - December 25

December 2011							January 2012						
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18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

Monday, December 19		Thursday, December 22	
9:00am 12:00pm Prep; personal errand 1:00pm 2:00pm Meeting with Charlie Hales (LaVonne's Office)		10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office) 11:00am 11:30am Updated: Updates on PDC Loans/Goals 2:00pm 2:30pm Meeting - City Attorney Linda Meng & Catherine Riffe (Linda Meng's Office)	
Tuesday, December 20		Friday, December 23	
9:00am 5:00pm Administrative; internal budget discussions		10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd )	
Wednesday, December 21		Saturday, December 24	
1:30pm 2:30pm Check in re: IUC (LaVonne's Office)			
		Sunday, December 25	

# December 26, 2011 - January 01, 2012

December 2011							January 2012						
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18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

Monday, December 26		Thursday, December 29	
8:00am 5:00pm Holiday 1:00pm 2:00pm Regular check in -- Sarah Landis		10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office) 2:00pm 3:00pm Meeting with Anna Kanwit (Anna's Office, BHR, 4th Floor, Portland Building)	
Tuesday, December 27		Friday, December 30	
8:00am 5:00pm Out of Office		10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd )	
Wednesday, December 28		Saturday, December 31	
9:00am 3:00pm Planning time; budget work 3:00pm 4:00pm Update meeting - Audit Services			
		Sunday, January 01	