March 26 - April 01

March 2012

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April 2012

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Monday, March 26

9:00am 5:00pm Report review

Tuesday, March 27

10:00am 11:00am Regular Meeting -- Margie Sollinger (LGV's Office)
11:00am 5:00pm Report Review

Wednesday, March 28

9:00am 11:00am Prepare for meeting w/ Naito and Hooley
11:00am 11:30am Meeting with Lisa Naito and Darleen Hooley (LaVonne's Office)
11:30am 12:30pm Naito & Hooley
12:30pm 3:00pm Learning organization audit
3:00pm 4:00pm Updated: LaVonne Griffin-Valade Quarterly Check-in c: Andrew 3x4079 (our office)

Thursday, March 29

10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)
11:00am 5:00pm Learning Org audit; Housing audit; Survey proposal

Friday, March 30

10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd)
10:30am 5:00pm Reports; prepare for budget discussions

Saturday, March 31

Sunday, April 01

April 02 - April 08

April 2012

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May 2012

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Monday, April 02

9:00am 10:30am Budget -- update; Attorney 9:30; Government Relations 9:45; Community Technology 10:00; runover
10:30am 1:00pm Reports
1:00pm 2:00pm Regular check in -- Sarah Landis
3:00pm 4:00pm Discuss Housing working IAC (library)
4:00pm 6:00pm Personal time

Tuesday, April 03

9:30am 11:30am Budget -- 9:30 Office of Equity; 10 ONI; 10:30 BDS; 11 runover
11:30am 5:00pm Report; prepare for budget discussions

Wednesday, April 04

8:00am 10:00am Dr. Lewis
10:00am 2:00pm Reports; prepare for budget
2:00pm 5:00pm Budget: OMF; PDC 3:00; runover 4:00

Thursday, April 05

10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)
11:00am 12:00pm Discuss plan for 2012 community survey (LaVonne's Office)
2:00pm 5:00pm Budget: Special Appropriations; Citywide issues 2:30; Parks 3:00; runover 4:00

Friday, April 06

10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd)
10:30am 12:00pm Budget Follow-up, if needed
12:00pm 1:00pm Updated: work on budget presentation

Saturday, April 07

Sunday, April 08

April 09 - April 15

April 2012

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May 2012

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Monday, April 09

9:00am 11:00am Supervising Deputies (Large Conference Room)
1:00pm 2:00pm Budget prep

Tuesday, April 10

9:00am 12:00pm Budget: citywide infrastructure & investment needs; BES 9:30; Water 10:30; runover 11:30
10:00am 11:00am Regular Meeting -- Margie Sollinger (LGV's Office)
3:30pm 4:30pm Budget prep

Wednesday, April 11

10:00am 11:00am Discuss Water Asset Management Report (ASD Library)
1:00pm 5:00pm Budget: Housing; Auditor 2:00; BPS 2:30; PBOT 3:00; runover

Thursday, April 12

10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)
1:00pm 5:00pm Budget: Police; Fire 2:00; BOEC 3:00; Emergency Mgmt 3:30; FPDR 4:00; runover 4:15

Friday, April 13

10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd)
11:00am 12:00pm Discuss progress on Foreclosures list development
1:00pm 3:00pm Budget follow-up

Saturday, April 14

Sunday, April 15

April 16 - April 22

April 2012

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May 2012

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Monday, April 16

10:00am 11:00am Updated: Discuss Budget Briefing Response
11:30am 12:30pm PPB Organizational Learning Report Comments Mtg. (Chief's Office, Portland Police Bureau)
1:00pm 2:00pm Regular check in -- Sarah Landis

Tuesday, April 17

Wednesday, April 18

2:00pm 3:00pm Updated: Go over PPB report edits (?)
3:00pm 4:00pm Updates - Audit Services (LaVonne's Office)

Thursday, April 19

1:30pm 2:30pm Updated: Management Services Monthly Meeting (Large Conference Room)
5:00pm 6:00pm Carole Morse

Friday, April 20

10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd)
11:30am 1:30pm City Club -- mayoral debate

Saturday, April 21

Sunday, April 22

April 23 - April 29

April 2012

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May 2012

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Monday, April 23

Tuesday, April 24

9:30am 12:30pm BMP and budget mapping
10:00am 11:00am Regular Meeting -- Margie Sollinger (LGV's Office)
1:00pm 2:00pm Meeting with Lisa Naito and Darlene Hooley (LaVonne's Office, Room 140, City Hall)
3:30pm 5:00pm Molly -- 4:00 -- 330 SE MLK (Ste 2)

Wednesday, April 25

11:00am 1:30pm Biz Journal Women of Influence Awards Luncheon -- 11:30 to 1:00, Portland Hilton Ballroom
3:30pm 4:00pm Meet to look over Final IAC for Housing + transmittal letter

Thursday, April 26

10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)
11:00am 1:30pm Portland Business Alliance Lunch with Leaders Event (200 SW Market Street, Alliance Lobby Conference Room)

Friday, April 27

10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd)
12:00pm 5:00pm out of office

Saturday, April 28

Sunday, April 29

April 30 - May 06

April 2012

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May 2012

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Monday, April 30

Space report -- release date

1:00pm 2:00pm Regular check in -- Sarah Landis

Tuesday, May 01

Wednesday, May 02

3:00pm 4:00pm Updates - Audit Services (LaVonne's Office)

Thursday, May 03

10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)

3:00pm 3:15pm (Jen) MEET: LaVonne Griffin-Valade RE: Budget Check-In (LaVonne's Office)

Friday, May 04

10:00am 11:00am Weekly IPR Check In w/LaVonne (tbd)

Saturday, May 05

Sunday, May 06

May 07 - May 13

May 2012

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June 2012

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Monday, May 07

9:00am 5:00pm Hold for training

Tuesday, May 08

10:00am 11:00am Regular Meeting -- Margie Sollinger (LGV's Office)

Wednesday, May 09

2:00pm 5:00pm Education Urban Renewal Area discussion

Thursday, May 10

10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)

11:00am 11:30am Updated: City Auditor Griffin-Valade Monthly Meeting (Tim and Tom will attend) (Comissioner's office)

Friday, May 11

9:00am 11:00am Folllow up w/Dr. Lewis -- 9:45

10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd)

Saturday, May 12

Sunday, May 13

May 14 - May 20

May 2012

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June 2012

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Monday, May 14

Hold for PPB Embargo

9:00am 11:00am Supervising Deputies (Large Conference Room)
1:00pm 2:00pm Regular check in -- Sarah Landis
1:30pm 2:30pm Media: Oregonian re: Police audit release (Audit Services Library - Room 310)
3:00pm 3:30pm Coffee Meeting AP (1221 SW 4th)
4:00pm 4:30pm Sign final contract documents (LaVonne's Office)

Tuesday, May 15

Hold for PPB Report Release

8:30am 2:30pm Hold for media
2:00pm 2:30pm Quick check-in on press release for Housing (LaVonne's Office)
3:30pm 5:00pm Molly Scrutton

Wednesday, May 16

9:30am 11:30am Hold for Council
1:00pm 2:00pm Updated: Management Services Monthly Meeting (Large Conference Room)
3:00pm 4:00pm Updates - Audit Services (LaVonne's Office)
3:00pm 3:30pm Updated: Touch base on Water report and when OK to send to bureau (LaVonne's Office)

Thursday, May 17

8:00am 5:00pm Vacation
10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)

Friday, May 18

8:00am 5:00pm Vacation
10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd)

Saturday, May 19

Sunday, May 20

May 21 - May 27

May 2012

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June 2012

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Monday, May 21

8:00am 5:00pm Vacation

Tuesday, May 22

Hold for Housing embargo

8:00am 5:00pm Vacation
10:00am 11:00am June Office Hours (MB's Office)
10:00am 11:00am Regular Meeting -- Margie Sollinger (LGV's Office)
2:30pm 3:30pm Updated: Interview for Administrative Assistant (Management Services Meeting Room)

Wednesday, May 23

Hold for Housing Report Release

1:30pm 2:00pm Audit Services Library
2:00pm 2:30pm Future billings for PDC (next FY and forward) (LaVonne's Office)

Thursday, May 24

10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)
2:30pm 3:30pm Updated: Meet & Greet - City Auditor (City Hall Office of the Auditor 1221 SW 4th Ave Rm 140)

Friday, May 25

10:00am 11:00am Weekly IPR Check In w/LaVonne (tbd)

Saturday, May 26

Sunday, May 27

May 28 - June 03

May 2012

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June 2012

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Monday, May 28

8:30am 5:00pm Holiday
1:00pm 2:00pm Regular check in -- Sarah Landis

Tuesday, May 29

8:30am 11:00am Release OIR report
10:00am 11:00am June Office Hours (MB's Office)
1:00pm 5:00pm travel to training

Wednesday, May 30

8:00am 5:00pm Out of office -- in training
3:00pm 4:00pm Updates - Audit Services (LaVonne's Office)

Thursday, May 31

8:00am 5:00pm Out of office -- in training

Friday, June 01

8:00am 5:00pm out of office
10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd)

Saturday, June 02

Sunday, June 03

June 04 - June 10

June 2012

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July 2012

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Monday, June 04

Tuesday, June 05

10:00am 11:00am June Office Hours (MB's Office)
10:00am 11:00am Regular Meeting -- Margie Sollinger (LGV's Office)
2:00pm 3:00pm Discuss final changes / version for Summary of Water report, transmittal and press release
3:00pm 4:30pm 3:30 City Hall Atrium -- Erin Jansenns swearing in

Wednesday, June 06

Hold for Water report embargo

8:00am 2:00pm Hold for OIR report discussions
2:00pm 5:00pm OIR before Council

Thursday, June 07

Hold for Water report Release

10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)

Friday, June 08

10:00am 11:00am Weekly IPR Check In w/LaVonne (tbd)
11:00am 12:00pm Brian Evans -- here
1:30pm 2:00pm TOP SECRET: Dan's 25 year anniversary celebration (large conference room)
3:30pm 4:00pm Meeting with Satish Nath (LaVonne's Office, City Hall, Room 140)

Saturday, June 09

Sunday, June 10

June 11 - June 17

June 2012

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July 2012

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Monday, June 11

9:00am 11:00am Supervising Deputies (Large Conference Room)
11:00am 1:00pm Planning for independent review (LaVonne's office)
1:00pm 2:00pm Regular check in -- Sarah Landis
2:00pm 5:00pm Frashour review

Tuesday, June 12

8:00am 5:00pm Testimony analysis
10:00am 11:00am June Office Hours (MB's Office)

Wednesday, June 13

8:00am 11:00am Testimony analysis
11:30am 12:30pm update (Management Services Meeting Room (across from LGV's office))
1:00pm 2:00pm Updated: Updates - Audit Services (LaVonne's Office)

Thursday, June 14

8:00am 5:00pm testimony analysis
11:00am 12:00pm Check in

Friday, June 15

8:00am 5:00pm Testimony analysis
9:00am 9:30am (Raihana) MEET: LaVonne Griffin-Valade RE: Residential Solid Waste Rates (Mayor's Office)
10:00am 10:30am Weekly IPR Check In w/LaVonne (tbd)

Saturday, June 16

5:00pm 6:00pm Molly -- 5:00

Sunday, June 17

June 18 - June 24

June 2012

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July 2012

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Monday, June 18

8:00am 3:00pm testimony analysis
12:00pm 1:00pm (Clay) MEET: LaVonne and Mary-Beth Baptista RE: CRC (Mayor's Office)

Tuesday, June 19

Hold -- Embargo Solid Waste

10:00am 11:00am June Office Hours (MB's Office)
10:00am 11:00am Regular Meeting -- Margie Sollinger (LGV's Office)
1:00pm 2:30pm Arbitration Review Update (TBD -- probably Management Services meeting room)
3:30pm 4:00pm Group Photo for Peg's Memory Book (Management Services)

Wednesday, June 20

Hold -- Release Solid Waste

2:00pm 3:00pm Updated: City Auditor LaVonne Griffin-Valade*Drummond Kahn Check-in BF c-andrew x-4079 (RES 6/14*28)

Thursday, June 21

10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)
10:30am 11:30am Rescheduled Exit Interview (Auditor's office)

Friday, June 22

10:00am 11:00am Weekly IPR Check In w/LaVonne (tbd)
1:00pm 3:00pm Updated: Disaster Policy Council Meeting (Rose Room - City Hall)
3:30pm 4:00pm Canceled: City Auditor Griffin-Valade Monthly Meeting (Tim and Tom will attend) (Comissioner's office)

Saturday, June 23

Sunday, June 24

June 25 - July 01

June 2012

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July 2012

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Monday, June 25

1:00pm 2:00pm Regular check in -- Sarah Landis

Tuesday, June 26

10:00am 11:00am June Office Hours (MB's Office)
11:30am 12:30pm Canceled: LaVonne Griffin-Valade Quarterly Check-in c: Andrew 3x4079 (our office)
2:30pm 5:00pm Dr. Lewis at 3:00

Wednesday, June 27

Hold -- Embargo Fire OT

8:00am 8:00pm Review
11:00am 12:00pm Updated: Hold -- Max re Fire OT
2:30pm 3:00pm Updated: Audit schedule -- update from yesterday and final?
3:00pm 4:00pm Updates - Audit Services (LaVonne's Office)
5:30pm 7:00pm Jewel Lansing -- Oregon Historical Society

Thursday, June 28

Hold -- Release Fire OT

10:00am 10:30am Updated: Greg Frank = Meeting (LaVonne's Office)
10:30am 12:00pm review (Management Services meeting room)

Friday, June 29

Release Annual Schedule

10:00am 11:30am Weekly IPR Check In w/LaVonne (tbd)
10:00am 10:30am Updated: Reminder -- Annual Schedule to Council and Bureau Dirs (Will send new PDF before 10)

Saturday, June 30

Sunday, July 01