January 1, 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|------------------------|
| | | | | New Year's Day Holiday |
| | | | | Office Closed |
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January 4-8, 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------|---------------------|-------------------------|---------------------------|-----------------------|
| Snow day – City offices | 9-10 a.m. | 9-10 a.m. | 9:30-10 a.m. | 9-10 a.m. |
| closed | Margie Sollinger, | Constantin Severe, IPR | Kathy Sharp, Bureau of | Greg Frank, Hearings |
| | Ombudsman | | Human Resources, | Office |
| 6-6:30 p.m. | | 10-11 a.m. | Constantin Severe, IPR, | |
| Disaster Policy Council – | 11 a.m12 p.m. | Constantin Severe, IPR, | and Sarah Landis, Chief | 1:30-2 p.m. |
| Inclement Weather Call | Communications Work | and Deborah Scroggin, | Deputy Auditor | Drummond Kahn, Tenzin |
| | Group meeting | Management Services | | Choephel & Robert |
| | | | 11 a.m12 p.m. | Cowan, Audit Services |
| | 4-4:30 p.m. | 3-4 p.m. | Drummond Kahn, Audit | |
| | Diane Bilyeu, | Management Services | Services | |
| | Council/Contracts | staff | | |
| | | | 2-3:30 p.m. | |
| | | | Auditor's Office Budget | |
| | | | Advisory Committee: | |
| | | | Maurice Rahming, Karyn | |
| | | | Gibson, LaFreda Ceaser, | |
| | | | Tim Hunt, Casey | |
| | | | Bieberich; Jeramy Patton, | |
| | | | City Budget Office; Sarah | |
| | | | Landis & Deborah | |
| | | | Scroggin, Management | |
| | | | Services | |
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January 11-15, 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------|---------------------------|----------------------------|--------------------------|---------------|
| 9:30-11:30 a.m. | 9-10 a.m. | 9-10 a.m. | 9-10 a.m. | Out of office |
| Supervising Deputies | Margie Sollinger, | Constantin Severe, IPR | Greg Frank, Hearings | |
| | Ombudsman | | Office | |
| 1-2 p.m. | | 11-11:30 a.m. | | |
| Sarah Landis, Chief | 11:30 a.m12:30 p.m. | Josh Alpert, Mayor's | 10-10:30 a.m. | |
| Deputy Auditor | Julie Ruhlin, OIR Group | Chief of Staff; Ken Rust, | Paul Scarlett, Director, | |
| | (by phone); Constantin | Chief Financial Officer, & | Bureau of Development | |
| 3-4 p.m. | Severe, IPR | Jennifer Cooperman, | Services; Sarah Landis, | |
| Tracy Reeve, City | | Treasurer, Bureau of | Chief Deputy Auditor | |
| Attorney; Betsy Ames & | 1-2 p.m. | Revenue & Financial | | |
| Celia Heron, Office of | Commissioner Nick Fish, | Services; Andrew Scott, | 11-11:30 a.m. | |
| Management & Finance | Sonia Schmanski, Chief | City Budget Office; Sarah | Drummond Kahn & | |
| | of Staff, & Jim | Landis, Chief Deputy | Fiona Earle, Audit | |
| 4-4:30 p.m. | Blackwood, Senior Policy | Auditor, & Dan Schmidt, | Services | |
| Deborah Scroggin, | Director; Linda Law, City | Assessments, Finance & | | |
| Lobbyist Program | Attorney's Office; | Foreclosure | 1:30-2:30 p.m. | |
| | Deborah Scroggin, | | Margie Sollinger, | |
| | Lobbyist Program | 12:45-1 p.m. | Ombudsman; Diana | |
| | | Mayor Charlie Hales & | Banning, Archives & | |
| | | Josh Alpert, Chief of | Records Management | |
| | | Staff | | |
| | | | | |
| | | 4-4:30 p.m. | | |
| | | Heidi Brown, City | | |
| | | Attorney's Office; Sarah | | |
| | | Landis, Chief Deputy | | |
| | | Auditor | | |
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January 18-22, 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------|--|---|---|--|
| Martin Luther King Jr. | 9-10 a.m. | 9-10 a.m. | 1-1:30 p.m. | 8-9 a.m. |
| Holiday | Margie Sollinger, | Constantin Severe, IPR | Jeramy Patton, City | Greg Frank, Hearings |
| Office Closed | Ombudsman | | Budget Office; Sarah | Office |
| | 10-11 a.m. Sarah Landis, Chief Deputy Auditor 1:30-2:30 p.m. Drummond Kahn & Martha Prinz, Audit Services | 10:30-11:30 a.m. Drummond Kahn & Jennifer Scott, Audit Services 11:30 a.m12 p.m. Jeff Baer & Ida Salazar, Bureau of Technology Services; Brian Brown, Archives & Records Management; Diane Bilyeu, Council Contracts 1-1:30 p.m. Dirk VanderHart, Portland Mercury 2-2:30 p.m. Eric Berry, IPR 3-4 p.m. Kathy Sharp & David Rhys, Bureau of Human Resources; Sarah Landis, Chief Deputy Auditor | Landis & Deborah Scroggin, Management Services 1:30-3 p.m. Auditor's Office Budget Advisory Committee: Maurice Rahming, LaFreda Ceaser, Tim Hunt, Casey Bieberich; Jeramy Patton, City Budget Office; Sarah Landis & Deborah Scroggin, Management Services 4-5 p.m. Angelo Turner & Jim Young, Citizen Review Committee members; Constantin Severe, IPR | 9-10 a.m. Drummond Kahn, Audit Services 1-1:30 p.m. Commissioner Amanda Fritz & Chief of Staff Tim Crail; Sarah Landis, Chief Deputy Auditor 2:30-3 p.m. Constantin Severe & Derek Reinke, IPR |

January 25-29, 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------|------------------------|-------------------------|----------------------------|---|
| 9:30-10 a.m. | 10-10:30 a.m. | 9:30 a.m12 p.m. | 7:30-9 a.m. | 8:30 a.m12 p.m. |
| Tracy Reeve, City | Sarah Landis & Deborah | FY 2015 Financial Audit | Legislative Breakfast | Advancing Racial Equity: |
| Attorney; Sarah Landis, | Scroggin, Management | Presentation to City | | Opportunities for |
| Chief Deputy Auditor | Services | Council; James | 9-10 a.m. | Government training |
| | | Lanzarotta, Moss | Greg Frank, Hearings | |
| 10:30-11 a.m. | 11 a.m12 p.m. | Adams; Drummond | Office | 1:30-2 p.m. |
| Helen Jung (via phone), | Margie Sollinger, | Kahn & Fiona Earle, | | Eric Johansen & Ken |
| The Oregonian; | Ombudsman | Audit Services | 10:30-11:30 a.m. | Bartocci, Office of |
| Drummond Kahn & Kari | | | Jeff Baer, Dan Bauer, Ida | Management & Finance |
| Guy, Audit Services | 5-7 p.m. | 12-1:30 p.m. | Salazar & Robert | Bureau of Revenue & Financial Services; Sarah |
| | Citizen Review | Michael Gennaco & Julie | Kiningham, Bureau of | Landis, Chief Deputy |
| 11-11:30 a.m. | Committee meeting | Ruhlin, OIR Group; | Technology Services; | Auditor |
| Commissioner Dan | | Constantin Severe, IPR | Celia Heron, Office of | Additor |
| Saltzman, Brendan Finn, | | | Management & Finance; | 2-3 p.m. |
| Chief of Staff; Sarah | | 1:30-3:30 p.m. | Brian Brown, Archives & | Constantin Severe, IPR |
| Landis, Chief Deputy | | OIR Group community | Records Management; | Constantin Severe, ii k |
| Auditor | | meeting | Diane Bilyeu, Council | |
| | | | Contracts | |
| 1-2 p.m. | | 4-5 p.m. | | |
| Sarah Landis, Chief | | Derek Reinke, IPR | 1-2 p.m. | |
| Deputy Auditor | | | Portland Police Bureau | |
| | | | New Hire & Promotion | |
| 3-4 p.m. | | | Ceremony | |
| Toni Anderson, Karla | | | | |
| Moore-Love & Sue | | | 2-5 p.m. | |
| Parsons, Council Clerks/ | | | OIR Presentation to City | |
| Contracts; Sarah Landis, | | | Council; Michael Gennaco | |
| Chief Deputy Auditor | | | & Julie Ruhlin, OIR Group; | |
| | | | Constantin Severe, IPR | |
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February 1-5, 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|-------------------------|------------------------|-----------------------|---------------------------|
| | 9-10 a.m. | 9-10 a.m. | 9-10 a.m. | 9-10 a.m. |
| | Margie Sollinger, | Constantin Severe, IPR | Greg Frank, Hearings | Commissioner Nick Fish, |
| | Ombudsman | | Office | Sonia Schmanski, Chief |
| | | 2:30-3 p.m. | | of Staff, & Jim |
| | 10-10:30 a.m. | Drummond Kahn, | 10:30-11 a.m. | Blackwood, Senior Policy |
| | Gayla Jennings, | Alexandra Fercak & | Drummond Kahn & | Director; Linda Law & |
| | Ombudsman's Office | Robert Cowan, Audit | Jennifer Scott, Audit | Linly Rees, City |
| | | Services | Services | Attorney's Office; |
| | 10:30-11 a.m. | | | Deborah Scroggin, |
| | Management Services | | 11 a.m12 p.m. | Lobbyist Program |
| | staff | | Drummond Kahn, Audit | |
| | | | Services | 12-1:30 p.m. |
| | 11-11:30 a.m. | | | Auditor's Advisory |
| | Drummond Kahn & | | 2-2:30 p.m. | Council: Jus Singh, Chris |
| | Alexandra Fercak, Audit | | Deborah Scroggin, | Broderick, Karyn "Gibbs" |
| | Services | | Lobbyist Program | Gibson, Mary |
| | | | | McWilliams, & Maurice |
| | 1-1:30 p.m. | | | Rahming; Deborah |
| | Kathleen Saadat, | | | Scroggin, Management |
| | Compliance | | | Services |
| | Officer/Community | | | |
| | Liaison (COCL) | | | 2:30-3 p.m. |
| | | | | Tracey Le, Bureau of |
| | 4-4:30 p.m. | | | Technology Services; |
| | Drummond Kahn, | | | Gayla Jennings, |
| | Alexandra Fercak & | | | Ombudsman's Office |
| | Robert Cowan, Audit | | | |
| | Services | | | |
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February 8-12, 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------------|---------|--|----------|---------------|
| 9:30-11:30 a.m. | | 9-10 a.m. | | Out of Office |
| Supervising Deputies | | Constantin Severe, IPR | | |
| | | 2-2:30 p.m. Drummond Kahn & Jennifer Scott, Audit Services 3:30-4:30 p.m. Margie Sollinger, Ombudsman; Diana Banning, Archives & Records Management; Sarah Landis, Chief Deputy Auditor | | |

February 15-19, 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------|-------------------------|------------------------|---------------------|-----------------------------|
| President's Day Holiday | 9-10 a.m. | 9-10 a.m. | 10-11 a.m. | 9-11 a.m. |
| Office Closed | Margie Sollinger, | Constantin Severe, IPR | Sarah Landis, Chief | Disaster Policy Council |
| | Ombudsman | | Deputy Auditor | Meeting, Portland Bureau |
| | | | | of Emergency |
| | 11-11:30 a.m. | | 3-4 p.m. | Management |
| | Sarah Landis & Deborah | | Andrew Bryans, | 1 2 7 77 |
| | Scroggin, Management | | Management Services | 1-2 p.m. |
| | Services | | | Greg Frank, Hearings Office |
| | | | | Office |
| | 2-3 p.m. | | | 2-2:30 p.m. |
| | Greg Chaimov, Attorney, | | | Celia Heron, Office of |
| | Davis Wright Tremaine | | | Management & Finance |
| | LLP; Margie Sollinger, | | | |
| | Ombudsman | | | 2:30-3:30 p.m. |
| | 2 2 2 2 | | | Andrew Bryans, |
| | 3-3:30 p.m. | | | Management Services |
| | Constantin Severe, IPR; | | | |
| | Sarah Landis, Chief | | | |
| | Deputy Auditor | | | |
| | 3:30-4 p.m. | | | |
| | Commissioner Steve | | | |
| | Novick & Chris Warner, | | | |
| | Chief of Staff; Sarah | | | |
| | Landis, Chief Deputy | | | |
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February 22-26, 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
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| Monday 10-11 a.m. Andrew Bryans, Management Services 1:30-2 p.m. FY 2015 Financial Audit Bureau Debrief meeting 4-4:30 p.m. Commissioner Nick Fish, Sonia Schmanski, Chief of Staff, & Jim Blackwood, Senior Policy Director; Linda Law, City Attorney's Office; Deborah Scroggin, Lobbyist Program | Tuesday 11:30 a.m1 p.m. Ashlee Albies, Attorney, Creighton & Rose 3:30-4:30 p.m. Margie Sollinger, Ombudsman | 9-10 a.m. Constantin Severe, IPR 1-1:30 p.m. Sarah Landis, Chief Deputy Auditor; Deborah Scroggin, Lobbyist Program 2-2:30 p.m. Jessi Conner, Student, PSU Public Policy Program | Thursday 9-10 a.m. Greg Frank, Hearings Office 12-1 p.m. Dennis Rosenbaum, Compliance Officer/Community Liaison (COCL) 2-3 p.m. Andrew Bryans, Management Services 3-4 p.m. Sarah Landis, Chief Deputy Auditor 5:30-7:30 p.m. Citizen Review Committee meeting | Friday 11 a.m12 p.m. Brad Taylor, Office of Neighborhood Involvement 2:30-3 p.m. Marco Maciel, Assessments, Finance & Foreclosure; Sarah Landis, Chief Deputy Auditor |
| | | | Citizen Review | |

February 29-March 4, 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|---|--|
| 11 a.m12 p.m. | 9-10 a.m. | 9-10 a.m. | 10-11 a.m. | 9-10 a.m. |
| Drummond Kahn, Kari | Margie Sollinger, | Constantin Severe, IPR | Sarah Landis, Chief | Greg Frank, Hearings |
| Guy & Bob MacKay, | Ombudsman | | Deputy Auditor | Office |
| Guy & Bob MacKay, Audit Services 2-3 p.m. Deborah Scroggin, Lobbyist Program | Ombudsman 11-11:30 a.m. Derek Reinke, IPR 1-2 p.m. Commissioner Nick Fish & Sonia Schmanski, Chief of Staff; Sarah Landis, Chief Deputy Auditor 3-3:30 p.m. Celia Heron, Office of Management & Finance | 11-11:30 a.m. Constantin Severe, IPR; Sarah Landis & Colleen Phillips, Management Services 1:30-2:30 p.m. Drummond Kahn & Janice Richards, Audit Services 3-4 p.m. Management Services staff | Deputy Auditor 11 a.m12 p.m. Drummond Kahn, Audit Services | 1-1:20 p.m. Mayor Charlie Hales & Staff; Andrew Scott & Staff, City Budget Office; Fred Miller, Office of Management and Finance; City Auditor Mary Hull Caballero & Staff |

March 7-11, 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|--|---|
| Monday 8 a.m12 p.m. All-staff meeting 2-5 p.m. Data visualization training, Stephanie Evergreen, Evergreen Data | 9-10 a.m. Margie Sollinger, Ombudsman 10:30-11:30 a.m. Julie Ramos & Kristin Malone, Citizen Review Committee members 1:30-2:30 p.m. Constantin Severe, IPR | Wednesday 8 a.m5 p.m. Audit Services retreat, Kennedy School | Thursday 9-9:30 a.m. Regina Birch, Bureau of Human Resources; Drummond Kahn, Audit Services; Sarah Landis, Chief Deputy Auditor 11 a.m12 p.m. Code changes training, Greg Frank, Hearings Office 1:30-2:30 p.m. Sarah Landis, Chief Deputy Auditor 4-5 p.m. Judy Prosper, City Attorney's Office; Constantin Severe, IPR | 8:30-9:30 a.m. Greg Frank, Hearings Office 1:30-2 p.m. Sarah Landis & Deborah Scroggin, Management Services 2:30-3 p.m. Deanna Wesson-Mitchell, Policy Director for Public Safety, & Nicole Grant, Policy Analyst, Mayor's Office; Sarah Landis, Chief Deputy Auditor |

March 14-18, 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------------|----------------------|-------------------------|---------------------|-------------------------|
| 9:30-11:30 a.m. | 9 a.m12 p.m. | 9-10 a.m. | 10-11 a.m. | 8-8:45 a.m. |
| Supervising Deputies | Budget Work Session | Constantin Severe, IPR | Sarah Landis, Chief | Helen Jung <i>, The</i> |
| | | | Deputy Auditor | Oregonian |
| | 1-1:30 p.m. | 10:30-11 a.m. | | |
| | Drummond Kahn & | Constantin Severe, | 2-5 p.m. | 10-11 a.m. |
| | Kristine Adams- | Casey Bieberich, Derek | Budget Work Session | Gayla Jennings, |
| | Wannberg, Audit | Reinke & Kelsey Lloyd, | | Ombudsman's Office |
| | Services | IPR; Bob MacKay, Audit | | |
| | | Services; Deborah | | 11-11:30 a.m. |
| | 2-3 p.m. | Scroggin, Management | | Tenzin Choephel, Audit |
| | Drummond Kahn, Audit | Services | | Services |
| | Services | | | |
| | | 11 a.m12 p.m. | | |
| | 4-5 p.m. | Matt Miller, Police | | |
| | Margie Sollinger, | Bureau; Sarah Landis, | | |
| | Ombudsman | Chief Deputy Auditor | | |
| | | 2 2:20 | | |
| | | 2-3:30 p.m. | | |
| | | Margie Sollinger & Tony | | |
| | | Green, Ombudsman's | | |
| | | Office | | |
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March 21-25, 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------|----------------------------|----------------------------|------------------------|---|
| 3:30-4:30 p.m. | 9-10 a.m. | 9-10 a.m. | 10:15-11:15 a.m. | 9-9:15 a.m. |
| Mark Amberg & Ellen | Margie Sollinger, | Constantin Severe, IPR | Kristin Malone & Julie | Commissioner Nick Fish, |
| Osoinach, City | Ombudsman | | Ramos, Citizen Review | Sonia Schmanski, Chief |
| Attorney's Office | | 4-4:30 p.m. | Committee members | of Staff, & Jim |
| | 10:30-11:15 a.m. | Commissioner Amanda | | Blackwood, Senior Policy |
| | Commissioner Amanda | Fritz, Tim Crail, Chief of | | Director; Deborah |
| | Fritz, Tim Crail, Chief of | Staff, & Cristina Nieves, | | Scroggin, Lobbyist |
| | Staff, & Cristina Nieves, | Policy Advisor; Deborah | | Program |
| | Policy Advisor; Deborah | Scroggin, Elections | | |
| | Scroggin, Elections | Officer | | 11 a.m12 p.m. |
| | Officer | | | Andrew Carlstrom, |
| | | | | Business Operations |
| | 1-2 p.m. | | | Manager, Bureau of |
| | Dante James, Director, | | | Transportation; Deborah |
| | Office of Equity & | | | Scroggin, Elections Officer |
| | Human Rights | | | |
| | | | | 2:30-3 p.m. |
| | | | | Paige Spence, Policy & |
| | | | | Communications Advisor, Commissioner Fish's |
| | | | | office |
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March 28-31, 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------|--------------------------|-------------------------|----------------------|--------|
| 9-10:30 a.m. | 9 a.m12 p.m. | 9-10 a.m. | 11 a.m12 p.m. | |
| Gary Blackmer, former | Budget Work Session | Constantin Severe, IPR | Drummond Kahn, Audit | |
| City Auditor | | | Services | |
| | 1-3:30 p.m. | 11 a.m12 p.m. | | |
| 11-11:30 a.m. | Budget Work Session | Tracey Reeve, City | 2-5 p.m. | |
| Sarah Landis, Chief | | Attorney | Budget Work Session | |
| Deputy Auditor | 4:15-5 p.m. | | | |
| | Mark Amberg, Ellen | 4-4:30 p.m. | 3-3:30 p.m. | |
| 1:15-1:30 p.m. | Osoinach & Judy | Margie Sollinger & Tony | Auditor's budget | |
| Commissioner Dan | Prosper, City Attorney's | Green, Ombudsman's | presentation | |
| Saltzman & Brendan | Office; Constantin | Office | | |
| Finn, Chief of Staff; | Severe, IPR | | | |
| Deborah Scroggin, | | 5:30-9:30 p.m. | | |
| Lobbyist Program | | Citizen Review | | |
| | | Committee Appeal | | |
| 2:30-3 p.m. | | meeting | | |
| Regina Birch, Bureau of | | | | |
| Human Resources | | | | |
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