

BES – Bureau of Environmental Services	BHR – Bureau of Human Resources
BTS – Bureau of Technology Services	BusOps – Business Operations
CO – Communications Officer	CPPW – City of Portland Professional Workers
EPG – Executive Policy Group	HRAR – Human Resources Administrative Rules
HRS – Homelessness Response System	LMBC – Labor Management Benefits Committee
OGR – Office of Government Relations	P-5 –Portland'5 Centers for the Arts
PBEM – Portland Bureau of Emergency Management	SHS – Supportive housing services

▲ **Mon, Feb 3**

8:00 AM – 8:20 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
8:30 AM – 9:00 AM	Ocean
8:30 AM – 9:00 AM	Assistant City Administrator Annie Von Burg / Shoshanah Oppenheim Prep for Management Meeting
9:45 AM – 10:15 AM	Assistant City Administrator Annie Von Burg & Director Mourad Ratbi / check-in
10:30 AM – 11:00 AM	Draft Citywide Equity Project report
12:00 PM – 2:00 PM	All District Meeting
2:00 PM – 2:30 PM	Assistant City Administrator Annie Von Burg / Director Laura Oppenheimer 1:1
3:00 PM – 6:00 PM	Mayor/Executive Office Leadership and Management Meeting
4:30 PM – 6:00 PM	BTS Social Celebrating Jeff's Retirement

▲ **Tue, Feb 4**

9:30 AM – 10:00 AM	Mayors Chief of Staff Aisling Coghlan/Natalie/ Assistant City Administrator Annie Von Burg
10:30 AM – 11:00 AM	Mayors Chief of Staff Aisling Coghlan/ Assistant City Administrator Annie Von Burg wkly check in
11:00 AM – 11:25 AM	Portland Sign Signature Authority
1:00 PM – 3:00 PM	Leadership Team Meeting
4:00 PM – 4:45 PM	Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1
5:00 PM – 5:30 PM	Citywide Leadership Winter Weather Coordination

▲ **Wed, Feb 5**

8:00 AM – 8:25 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
8:45 AM – 9:15 AM	Assistant City Administrator Annie Von Burg + Tate Check-in
9:30 AM – 12:30 PM	City Council Meeting
12:00 PM – 12:50 PM	PADS Office Hours
1:00 PM – 1:30 PM	Assistant City Administrator Annie Von Burg & Daniel McArdle-Jaimes -1:1
2:00 PM – 2:30 PM	Discuss: IA - West Property & TASS

3:30 PM – 4:00 PM Assistant City Administrator Annie Von Burg & Amanda Garcia-Snell 1:1

▲ **Thu, Feb 6**

9:00 AM – 10:30 AM City Administrator Michael Jordan, Assistant City Administrator Annie Von Burg, Deputy City Administrator Priya Dhanapal & Director Dawn Uchiyama

12:00 PM – 1:00 PM Weekly Check-ins (Council President and Mayor)

1:30 PM – 3:30 PM Leadership Team Meeting

▲ **Fri, Feb 7**

7:30 AM – 8:00 AM Assistant City Administrator Annie Von Burg & Nanci Klinger check-in

8:00 AM – 8:30 AM Assistant City Administrator Annie Von Burg & Ocean Eale - Coffee

9:00 AM – 9:30 AM Assistant City Administrator Annie Von Burg & Vivian Satterfield 1:1

10:15 AM – 10:45 AM Budget issues in the CA & ACA's portfolio

11:00 AM – 12:00 PM Assistant City Administrator Annie Von Burg & Becky Tillson 1:1

▲ **Mon, Feb 10**

9:30 AM – 11:30 AM Transportation and Infrastructure Committee Meeting

10:00 AM – 12:00 PM Mayor/Executive Office Leadership and Management Meeting

12:00 PM – 2:00 PM Finance Committee Meeting

1:00 PM – 1:50 PM Portland Policy Documents follow up

2:00 PM – 2:30 PM Assistant City Administrator Annie Von Burg / Director Laura Oppenheimer 1:1

2:00 PM – 3:00 PM Citywide Levee Coordination Team Meeting

2:30 PM – 4:30 PM Governance Committee Meeting

▲ **Tue, Feb 11**

8:45 AM – 9:15 AM Assistant City Administrator Annie Von Burg / Dawn Sanders 1:1

9:30 AM – 10:00 AM Mayors Chief of Staff Aisling Coghlan/Natalie/ Assistant City Administrator Annie Von Burg

10:00 AM – 10:30 AM Mayors Chief of Staff Aisling Coghlan/ Assistant City Administrator Annie Von Burg wkly check in

10:30 AM – 11:00 AM Admin rule making

11:00 AM – 11:30 AM Assistant City Administrator Annie Von Burg / Director Sam Chase 1:1

12:00 PM – 2:00 PM Homelessness and Housing Committee Meeting

1:00 PM – 3:00 PM Leadership Team Meeting

2:30 PM – 4:30 PM Community and Public Safety Committee Meeting

4:00 PM – 5:00 PM Councilor Koyama Lane

▲ **Wed, Feb 12**

8:00 AM – 8:45 AM	Portland Harbor Briefing- Deputy City Administrator Dhanapal
10:30 AM – 11:00 AM	Opioid Fund Budget Walk Through
11:00 AM – 12:00 PM	Advisory bodies
12:00 PM – 12:30 PM	Budget Communications
1:00 PM – 1:30 PM	Assistant City Administrator Annie Von Burg & Daniel McArdle-Jaimes -1:1
2:45 PM – 3:00 PM	Public Works Check-in
3:00 PM – 4:00 PM	City Administrator Management Meeting
4:15 PM – 5:00 PM	Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1
4:30 PM – 5:00 PM	Severe Weather Leadership Call

▲ **Thu, Feb 13**

8:00 AM – 8:30 AM	Council President Request
9:30 AM – 11:30 AM	Climate, Resilience, and Land Use Committee Meeting
10:00 AM – 10:30 AM	EPG Briefing
11:30 AM – 12:00 PM	Monthly ELT meeting
1:30 PM – 3:30 PM	Leadership Team Meeting
4:30 PM – 5:00 PM	Shelter Budget
5:00 PM – 5:30 PM	Severe Weather Leadership Call #2

▲ **Fri, Feb 14**

10:00 AM – 10:30 AM	EPG Briefing
10:15 AM – 10:45 AM	Budget issues in the CA & ACA's portfolio
11:00 AM – 11:30 AM	PBEM
11:30 AM – 11:45 AM	Assistant City Administrator Annie Von Burg + Tate Check-in
1:00 PM – 1:30 PM	Assistant City Administrator Annie Von Burg & Becky Tillson 1:1
1:30 PM – 2:00 PM	PW

▲ **Mon, Feb 17**

8:00 AM – 5:00 PM	Presidents' Day
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▲ **Tue, Feb 18**

8:30 AM – 8:55 AM	Meet (Teams): Campaign Finance Decisions
9:30 AM – 10:00 AM	Mayors Chief of Staff Aisling Coghlan/Natalie/ Assistant City Administrator Annie Von Burg
10:00 AM – 10:30 AM	Mayors Chief of Staff Aisling Coghlan/ Assistant City Administrator Annie Von Burg wkly check in
10:00 AM – 10:30 AM	Proclamation Process with OCCL
11:00 AM – 12:00 PM	Assistant City Administrator Annie Von Burg & Diana Shiplet check-in

12:10 PM – 12:50 PM	Climate Tools and Practices - a PEACE sharing series
1:00 PM – 3:00 PM	Leadership Team Meeting
2:00 PM – 4:30 PM	City Council Work Session
2:45 PM – 3:00 PM	Finance Committee
3:45 PM – 4:15 PM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
4:15 PM – 5:00 PM	Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1

▲ **Wed, Feb 19**

8:30 AM – 10:00 AM	Rescheduled from 02.17.25- Mayor/Executive Office Leadership and Management Meeting
10:00 AM – 11:00 AM	Budget doc review
1:00 PM – 1:30 PM	Assistant City Administrator Annie Von Burg & Daniel McArdle-Jaimes -1:1
2:00 PM – 2:30 PM	GTAC's next steps
3:00 PM – 3:30 PM	Deputy City Administrator Priya Dhanapal
3:30 PM – 4:00 PM	Assistant City Administrator Annie Von Burg & Director Amanda Garcia-Snell 1:1
4:00 PM – 4:25 PM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
6:00 PM – 9:00 PM	City Council Meeting
6:00 PM – 9:00 PM	Council Meeting [HOLD]

▲ **Thu, Feb 20**

8:30 AM – 8:45 AM	Deputy City Administrator Sonia Schmanski/ Assistant City Administrator Annie Von Burg
9:30 AM – 10:00 AM	Assistant City Administrator Annie Von Burg, Daniel McArdle-Jaimes & Becky Tillson 1:1
10:00 AM – 11:00 AM	Briefing on Advisory Boards Program
10:30 AM – 10:55 AM	Charter Information Session for BTS employees
11:00 AM – 11:30 AM	Assistant City Administrator Annie Von Burg /Director Laura Oppenheimer 1:1
12:30 PM – 1:00 PM	Assistant City Administrator Annie Von Burg & Shannah Anderson 1:1
1:00 PM – 1:30 PM	Assistant City Administrator Annie Von Burg/Natalie
1:30 PM – 3:30 PM	Leadership Team Meeting
2:00 PM – 5:00 PM	City Council Meeting
2:00 PM – 5:00 PM	Council Meeting [HOLD]
4:00 PM – 4:30 PM	Governance Committee prep

▲ **Fri, Feb 21**

9:00 AM – 9:30 AM	Assistant City Administrator Annie Von Burg, Daniel McArdle-Jaimes & Jennifer Change 1:1
10:15 AM – 10:45 AM	Budget issues in the CA & ACA's portfolio
11:00 AM – 11:30 AM	Assistant City Administrator Annie Von Burg/ Keelan
11:30 AM – 12:00 PM	Assistant City Administrator Annie Von Burg/Natalie

1:00 PM – 1:30 PM	Assistant City Administrator Annie Von Burg/ Jennifer/Steph
2:00 PM – 2:30 PM	Budget clarity
2:30 PM – 3:00 PM	Auditor
3:00 PM – 3:30 PM	Comms plan-budget
4:00 PM – 5:30 PM	Ina Z

▲ **Mon, Feb 24**

8:30 AM – 8:50 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
9:30 AM – 10:00 AM	Review Tribal Contract
9:30 AM – 11:30 AM	Transportation and Infrastructure Committee Meeting
10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
12:00 PM – 2:00 PM	Finance Committee Meeting
2:00 PM – 2:30 PM	Assistant City Administrator Annie Von Burg / Director Laura Oppenheimer 1:1
2:30 PM – 4:30 PM	Governance Committee Meeting
3:00 PM – 3:30 PM	Preparing for Equity Officer Recruitment
4:30 PM – 5:00 PM	Touch base about tribal contract

▲ **Tue, Feb 25**

8:00 AM – 9:30 AM	City Administrator Michael Jordan & Mayor Wilson 1:1
8:45 AM – 9:15 AM	Assistant City Administrator Annie Von Burg / Dawn Sanders 1:1
9:30 AM – 10:00 AM	Mayors Chief of Staff Aisling Coghlan/Natalie/ Assistant City Administrator Annie Von Burg
9:30 AM – 11:30 AM	Arts and Economy Committee Meeting
10:00 AM – 10:30 AM	Mayors Chief of Staff Aisling Coghlan/ Assistant City Administrator Annie Von Burg wkly check in
12:00 PM – 2:00 PM	Homelessness and Housing Committee Meeting
1:00 PM – 3:00 PM	Leadership Team Meeting
2:30 PM – 4:30 PM	Community and Public Safety Committee Meeting
4:00 PM – 4:45 PM	Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1
4:30 PM – 5:00 PM	Council VP/ Assistant City Administrator Annie Von Burg check-in

▲ **Wed, Feb 26**

7:00 AM – 8:00 AM	Meeting Breakfast - Assistant City Administrator Annie Von Burg. & Mayor W.
8:30 AM – 9:00 AM	Assistant City Administrator Annie Von Burg / Director Shad Ahmed 1:1
9:00 AM – 9:25 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1

10:30 AM – 1:00 PM	City Council Work Session
1:00 PM – 1:30 PM	Assistant City Administrator Annie Von Burg & Daniel McArdle-Jaimes -1:1
3:00 PM – 4:00 PM	City Administrator Management Meeting

▲ **Thu, Feb 27**

8:30 AM – 9:00 AM	Leadership recruitments
9:00 AM – 9:30 AM	Assistant City Administrator Annie Von Burg, Daniel McArdle-Jaimes & Becky Tillson 1:1
9:30 AM – 11:30 AM	Climate, Resilience, and Land Use Committee Meeting
11:30 AM – 12:30 PM	Governance Committee Follow-up
12:00 PM – 2:00 PM	Labor and Workforce Development Committee Meeting
1:30 PM – 3:30 PM	Leadership Team Meeting
3:30 PM – 4:30 PM	Indigenous PDX Monthly Meeting

▲ **Fri, Feb 28**

8:30 AM – 9:00 AM	Check In w/ Ops
9:00 AM – 9:30 AM	Assistant City Administrator Annie Von Burg & Vivian Satterfield 1:1
10:15 AM – 10:45 AM	Budget issues in the City Administrator & Assistant City Administrator's portfolio
11:00 AM – 11:40 AM	Assistant City Administrator Annie Von Burg + Tate Check-in
11:40 AM – 12:00 PM	Finalize Proclamation Process
1:00 PM – 1:30 PM	Assistant City Administrator Annie Von Burg & Becky Tillson 1:1
1:30 PM – 2:00 PM	Discuss Leadership Team Retreat
2:30 PM – 3:30 PM	CA report