

BES – Bureau of Environmental Services	BHR – Bureau of Human Resources
BTS – Bureau of Technology Services	BusOps – Business Operations
CAG -	
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

March 2025

▲ Mon, Mar 3

- 8:30 AM – 9:00 AM Assistant City Administrator Annie Von Burg / Shoshanah Oppenheim Prep for Management Meeting
- 9:30 AM – 10:00 AM Monthly City Administrator report
- 10:00 AM – 12:00 PM Mayor/Executive Office Leadership and Management Meeting
- 2:30 PM – 3:00 PM FY 2024-25 Spring TAO Kickoff
- 3:30 PM – 4:00 PM Assistant City Administrator Annie Von Burg /Director Laura Oppenheimer 1:1

▲ Tue, Mar 4

- 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 Mayors Chief of Staff Aisling Coghlan/Natalie/ Assistant City Administrator Annie Von Burg
- 11:00 AM – 12:00 PM Portland Harbor briefing
- 1:00 PM – 3:00 PM Leadership Team Meeting
- 3:00 PM – 3:30 PM Meet: City of Portland / Moss Adams
- 3:15 PM – 3:45 PM Weekly Council President Check-in
- 4:00 PM – 4:45 PM Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1

▲ Wed, Mar 5

- 8:30 AM – 9:00 AM Assistant City Administrator Annie Von Burg & Director Amanda Garcia-Snell 1:1
- 9:30 AM – 1:30 PM City Council Meeting
- 12:00 PM – 1:00 PM Policy Strategy Response Group
- 2:00 PM – 3:00 PM Portland Harbor Briefing
- 3:30 PM – 4:00 PM Comms/Engagement overlap

▲ Thu, Mar 6

- 9:00 AM – 9:30 AM Assistant City Administrator Annie Von Burg & Daniel McArdle-Jaimes -1:1
- 10:00 AM – 10:30 AM OGR
- 10:30 AM – 11:00 AM Budget sessions
- 1:00 PM – 3:00 PM Leadership Team Meeting
- 4:00 PM – 4:30 PM MEET: re: Community Budget Meetings

▲ Fri, Mar 7

10:15 AM – 10:45 AM	Budget issues in the City Administrator & Assistant City Administrator's portfolio
10:30 AM – 11:00 AM	City Administrator Michael Jordan & Deputy City Administrator Sara Morrissey 1:1
11:00 AM – 11:25 AM	Meet (Hybrid): Legislative Updates w/OGR, D1 & D2 (optional)
11:30 AM – 11:55 AM	Meet (Hybrid): Legislative Updates w/OGR, D3 & D4 (optional)
1:00 PM – 1:30 PM	Assistant City Administrator Annie Von Burg & Becky Tillson 1:1
2:00 PM – 2:30 PM	Community Listening Session check-in (virtual)
4:00 PM – 5:30 PM	Portland Harbor

▲ Mon, Mar 10

8:00 AM – 8:45 AM	Mayor/Executive Office Leadership and Management Meeting
8:45 AM – 9:30 AM	Mayor/Executive Office Leadership and Management Meeting
9:30 AM – 11:30 AM	Transportation and Infrastructure Committee Meeting
11:30 AM – 2:00 PM	PILR Meeting
1:00 PM – 1:30 PM	Community Listening Session Check-in
2:00 PM – 3:00 PM	Citywide Levee Coordination Team Meeting
2:30 PM – 3:30 PM	Budget Briefing - City Administrator and Electeds
2:30 PM – 4:30 PM	Governance Committee Meeting
4:00 PM – 4:30 PM	Assistant City Administrator Annie Von Burg, Daniel McArdle-Jaimes & Becky Tillson 1:1
4:30 PM – 5:00 PM	ADA Grievance Process
6:00 PM – 8:00 PM	Legislative/Executive Leadership
6:00 PM – 8:00 PM	Assistant City Administrator Annie Von Burg

▲ Tue, Mar 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
9:30 AM – 11:30 AM	Arts and Economy Committee Meeting
10:00 AM – 10:30 AM	Mayors Chief of Staff Aisling Coghlan/Annie wkly check in
10:10 AM – 10:30 AM	New Employee Orientation - City of Portland's Government Structure/Welcome
12:00 PM – 2:00 PM	Homelessness and Housing Committee Meeting
12:25 PM – 12:50 PM	Tribal Relation and providing feedback to PILR
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

▲ Wed, Mar 12

8:30 AM – 9:00 AM	Budget Listening Session Tech Options
9:30 AM – 12:00 PM	City Council Work Session
1:00 PM – 1:30 PM	Assistant City Administrator Annie Von Burg & Daniel McArdle-Jaimes -1:1

2:30 PM – 3:00 PM	Assistant City Administrator Annie Von Burg / Laura Oppenheimer 1:1
3:00 PM – 4:00 PM	City Administrator Management Meeting
5:30 PM – 8:00 PM	CONFIRMED March 12 Portland Collaborative Group Meeting Portland Harbor Superfund Site

▲ Thu, Mar 13

9:30 AM – 10:00 AM	Annie Daniel Becky check in (rescheduled)
9:30 AM – 11:30 AM	Climate, Resilience, and Land Use Committee Meeting
11:30 AM – 1:00 PM	Monthly ELT meeting
12:00 PM – 2:00 PM	Labor and Workforce Development Committee Meeting
12:20 PM – 1:00 PM	MEET: Ruth L., Deputy City Administrator Biery, Owen S.+CP EPG [In-person]
1:30 PM – 3:30 PM	Leadership Team Meeting

▲ Fri, Mar 14

9:00 AM – 9:30 AM	RV Pumpout Program
9:30 AM – 10:00 AM	Legal Review for Resolutions
10:15 AM – 10:45 AM	Budget issues in the City Administrator & Assistant City Administrator's portfolio
1:00 PM – 1:30 PM	Assistant City Administrator Annie Von Burg & Becky Tillson 1:1

▲ Mon, Mar 17

9:30 AM – 12:00 PM	City Council Work Session
12:00 PM – 1:00 PM	Lunch
2:00 PM – 2:30 PM	Assistant City Administrator Annie Von Burg / Director Laura Oppenheimer 1:1
4:00 PM – 5:00 PM	Assistant City Administrator Annie Von Burg / Director Sam Chase 1:1

▲ Tue, Mar 18

8:30 AM – 8:55 AM	City Attorney questions about Portland Policy Documents
10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
1:00 PM – 2:00 PM	City of Portland Employee Town Hall
1:00 PM – 2:00 PM	City of Portland Employee Town Hall: Budget
2:00 PM – 3:00 PM	Leadership Team Meeting
3:45 PM – 4:15 PM	Mayors Chief of Staff Aisling Coghlan/ Assistant City Administrator Annie Von Burg wkly check in
6:00 PM – 8:30 PM	Budget Listening Session - Dist. 3

▲ Wed, Mar 19

8:30 AM – 9:00 AM	Mayors Chief of Staff Aisling Coghlan/Natalie/Annie
9:00 AM – 10:00 AM	Betsy Ames Award 2024 - Skyler Bocker-Knapp
10:15 AM – 11:00 AM	Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1
11:30 AM – 12:15 PM	Amira Streeter & Assistant City Administrator Annie Von Burg coffee

1:00 PM – 1:30 PM	Assistant City Administrator Annie Von Burg & Daniel McArdle-Jaimes -1:1
2:00 PM – 3:00 PM	Equity Officer – Virtual Meet and Greet
2:00 PM – 3:00 PM	Policy Strategy Response Group Meeting #2
3:30 PM – 4:00 PM	Assistant City Administrator Annie Von Burg & Director Amanda Garcia-Snell 1:1
6:00 PM – 9:30 PM	City Council Meeting

▲ **Thu, Mar 20**

10:00 AM – 10:15 AM	Council Comms/CE touch base
1:30 PM – 3:30 PM	Leadership Team Meeting
2:00 PM – 3:00 PM	City Council Meeting
6:00 PM – 8:30 PM	Budget Listening Session - Dist. 1

▲ **Fri, Mar 21**

10:15 AM – 10:45 AM	Budget issues in the City Administrator & Assistant City Administrator's portfolio
11:00 AM – 11:25 AM	Meet (Teams): Legislative Updates w/OGR, D1 & D2 (optional)
11:30 AM – 11:55 AM	Meet (Teams): Legislative Updates w/OGR, D3 & D4 (optional)
12:00 PM – 12:30 PM	Assistant City Administrator Annie Von Burg & Vivian Satterfield 1:1
1:00 PM – 1:30 PM	Assistant City Administrator Annie Von Burg & Becky Tillson 1:1
1:30 PM – 2:00 PM	City Administrator report to Council - check in

▲ **Mon, Mar 24**

9:30 AM – 11:30 AM	Transportation and Infrastructure Committee Meeting
12:00 PM – 2:00 PM	Finance Committee Meeting
1:30 PM – 2:00 PM	Mayors Chief of Staff Aisling Coghlan/Natalie/Annie
2:00 PM – 2:45 PM	Assistant City Administrator Annie Von Burg / Laura Oppenheimer 1:1
3:00 PM – 3:30 PM	Administrative Rules - Identifying Possible Paths Forward
3:30 PM – 4:00 PM	Assistant City Administrator Annie Von Burg, Daniel McArdle-Jaimes & Becky Tillson 1:1

▲ **Tue, Mar 25**

8:00 AM – 8:45 AM	Mayor/Executive Office Leadership and Management Meeting
8:45 AM – 9:15 AM	Assistant City Administrator Annie Von Burg / Dawn Sanders 1:1
8:45 AM – 9:30 AM	Mayor/Executive Office Leadership and Management Meeting
9:30 AM – 11:30 AM	Arts and Economy Committee Meeting
10:00 AM – 10:30 AM	Mayors Chief of Staff Aisling Coghlan/Annie 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
3:00 PM – 4:00 PM	Community listening session check in

4:00 PM – 4:45 PM	Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1
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▲ **Wed, Mar 26**

11:00 AM – 11:30 AM	Weekly Council President Check-in
1:30 PM – 2:00 PM	Reorg- finalize comms material

▲ **Thu, Mar 27**

8:30 AM – 9:00 AM	Assistant City Administrator Annie Von Burg / Director Shad Ahmed 1:1
9:30 AM – 11:30 AM	Climate, Resilience, and Land Use Committee Meeting
11:00 AM – 11:20 AM	Check In-Assistant City Administrator Annie Von Burg & Deputy City Administrator Sonia Schmanski
12:00 PM – 2:00 PM	Labor and Workforce Development Committee Meeting
1:30 PM – 3:30 PM	Leadership Team Meeting
4:00 PM – 4:25 PM	Meet (Hybrid): Legislative Updates w/OGR, D1 & D2 (optional)
4:30 PM – 4:55 PM	Meet (Hybrid): Legislative Updates w/OGR, D3 & D4 (optional)

▲ **Fri, Mar 28** Assistant City Administrator Annie Von Burg Out of Office