

Assistant City Administrator Annie Von Burg – December Lobbying Calendar

LEGAND

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's Centers for the Arts
PBEM – Portland Bureau of Emergency Management	SHS – Supportive housing services

December 2024

▲ **Mon, Dec 2**

8:30 AM – 12:00 PM	Communications Officer interviews - Day 1
9:00 AM – 9:30 AM	Monday morning huddle - Leadership Team
10:00 AM – 12:00 PM	Council Agenda Setting and Weekly Operational Update
12:00 PM – 2:00 PM	All District Meeting
12:30 PM – 1:00 PM	Meet: Communications Check-in
3:00 PM – 3:30 PM	City Administrator Michael Jordan / Director Tracy Warren / Deputy City Administrator Sara Morrissey 1:1

▲ **Tue, Dec 3**

8:00 AM – 9:00 AM	Policy Evaluation of Open Burning
9:00 AM – 9:30 AM	candidate review
9:30 AM – 10:15 AM	Assistant City Administrator Annie Von Burg / Dawn Sanders 1:1
10:30 AM – 11:00 AM	Assistant City Administrator Annie Von Burg / Shoshanah Oppenheim 1:1
11:00 AM – 12:00 PM	Portland Harbor briefing
12:00 PM – 12:30 PM	Check-in with Shannon F
1:00 PM – 3:00 PM	Leadership Team Meeting
2:30 PM – 3:00 PM	Staffing check-n
3:00 PM – 3:30 PM	Assistant City Administrator Annie Von Burg / Laura Oppenheimer 1:1
3:30 PM – 4:00 PM	Citywide Practices Projects: Updates
4:00 PM – 4:30 PM	Check In-Shannon F
4:00 PM – 8:00 PM	Candidate review

▲ **Wed, Dec 4**

8:00 AM – 9:00 AM	Candidate review
9:15 AM – 12:00 PM	Communications Officer Interview, Day 2
9:30 AM – 9:55 AM	Council Pre-Gavel Remembrance of Bob Sallinger
9:30 AM – 2:00 PM	City Council Meeting - December 4, 2024 9:30
1:30 PM – 2:00 PM	Check-in on December 13 Legislative Agenda Handoff
2:00 PM – 5:00 PM	City Council Meeting - December 4, 2024 2:00 p.m.
3:00 PM – 3:15 PM	Check-in: Jonas and Annie (time-sensitive)
3:30 PM – 4:00 PM	Civic Life budget prep
4:00 PM – 4:55 PM	Finalize EO applicant list

▲ **Thu, Dec 5**

9:00 AM – 10:00 AM	Employee Town Hall
10:00 AM – 10:45 AM	Assistant City Administrator Annie Von Burg / Director Mourad Ratbi 1:1
1:30 PM – 3:30 PM	Leadership Team Meeting
3:00 PM – 4:00 PM	Mayor-elect State Legislative Briefing (in person)
4:30 PM – 5:00 PM	Assistant City Administrator Annie Von Burg / Director Shad Ahmed 1:1

▲ **Fri, Dec 6**

8:00 AM – 9:00 AM	Prep presentation
10:15 AM – 10:45 AM	Budget issues in the CA & Assistant City Administrator's portfolio
10:30 AM – 11:30 AM	Budget concepts discussion
1:30 PM – 2:00 PM	JOHS IGAs--upcoming deadlines and next steps
2:00 PM – 3:00 PM	Mayor-elect Supportive Housing Services (SHS) Briefing (in person)
3:00 PM – 3:30 PM	PDX Sol - EE Allowance/Stipends
3:30 PM – 4:00 PM	Annie / John R. Check-in

▲ **Sat, Dec 7**

12:00 PM – 3:30 PM	2025 Elected Official Onboarding - Administration
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▲ **Mon, Dec 9**

8:00 AM – 8:20 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
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9:00 AM – 9:30 AM	Monday morning huddle - Leadership Team
9:30 AM – 9:55 AM	Budget Update and Planning (In person at 621 or on Teams)
10:00 AM – 12:00 PM	Council Agenda Setting and Weekly Operational Update
12:30 PM – 12:55 PM	Assistant City Administrator Annie Von Burg / Shoshanah Oppenheim Prep for Management Meeting
1:00 PM – 1:30 PM	Assistant City Administrator, Annie Von Burg & Shane Kavanaugh
2:00 PM – 3:00 PM	Assistant City Administrator Annie Von Burg / Laura Oppenheimer 1:1
2:00 PM – 3:00 PM	Citywide Levee Coordination Team Meeting
4:00 PM – 4:45 PM	Enhanced Service Districts in FY 25/26

▲ **Tue, Dec 10**

8:00 AM – 8:30 AM	Assistant City Administrator Annie Von Burg & Sandra Lefrancois - coffee
9:00 AM – 9:30 AM	Assistant City Administrator Annie Von Burg / Dawn Sanders 1:1
9:30 AM – 11:30 AM	City Election Preparedness Review Work Session
11:00 AM – 12:00 PM	Assistant City Administrator Annie Von Burg / Director Sam Chase 1:1
12:00 PM – 5:00 PM	Budget balancing working session 1
3:00 PM – 4:30 PM	Portland Harbor Quarterly
4:00 PM – 4:45 PM	Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1

▲ **Wed, Dec 11**

8:45 AM – 12:00 PM	Communications Officer Round 2 Interview
9:30 AM – 2:00 PM	City Council Meeting - December 11, 2024 9:30 a.m.
1:00 PM – 1:25 PM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
1:30 PM – 2:20 PM	Monsanto check-in
2:30 PM – 3:00 PM	Assistant City Administrator Annie Von Burg & Chief of Staff Cody Bowan - check-in
3:00 PM – 3:30 PM	Council Ops Comms
3:30 PM – 3:55 PM	CA Michael Jordan / Vivian Satterfield 1:1

▲ **Thu, Dec 12**

8:15 AM – 12:00 PM	Engagement Officer Interview - Day 1
9:15 AM – 9:45 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg Look Ahead
10:30 AM – 11:30 AM	Policy Evaluation of Open Burning
11:30 AM – 1:00 PM	Monthly ELT meeting
1:30 PM – 3:30 PM	Leadership Team Meeting
4:00 PM – 4:45 PM	Finalize content materials for Jan. 3 Engagement Resources & Tools onboarding presentation

▲ **Fri, Dec 13**

8:15 AM – 12:45 PM	Engagement Officer Interview - Day 2
1:00 PM – 3:00 PM	Legislative Agenda Handoff from Mayor Wheeler to Newly Elected Officials
1:00 PM – 3:00 PM	Legislative Agenda Handoff from Mayor Wheeler to Newly Elected Officials
2:30 PM – 5:00 PM	Meet Coms Officer Finalists

▲ **Mon, Dec 16**

9:00 AM – 9:30 AM	Monday morning huddle - Leadership Team
10:00 AM – 10:30 AM	IRP budget note
10:00 AM – 12:00 PM	Council Agenda Setting and Weekly Operational Update
11:00 AM – 12:00 PM	Director's Contract Discussion
12:00 PM – 2:00 PM	All District Meeting (holiday special)
2:00 PM – 2:15 PM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
3:00 PM – 3:30 PM	Budget issues in the CA & Assistant City Administrator's portfolio
3:45 PM – 4:15 PM	Assistant City Administrator Annie Von Burg / Laura Oppenheimer 1:1
4:30 PM – 5:30 PM	Meet: Supportive Housing Services Program

▲ **Tue, Dec 17**

8:00 AM – 9:00 AM	Optional Forum: OGR Staff Available for Agenda Q&A
9:00 AM – 9:20 AM	Assistant City Administrator Annie Von Burg / Shoshanah Oppenheim 1:1
9:30 AM – 10:15 AM	Assistant City Administrator Annie Von Burg / Dawn Sanders 1:1
11:00 AM – 11:30 AM	Assistant City Administrator Annie & Diana Shiplet - check-in
12:00 PM – 5:00 PM	Budget Balancing working session 2

▲ **Wed, Dec 18**

9:00 AM – 9:50 AM	Assistant City Administrator Annie Von Burg & Director Dawn Uchiyama - coffee
9:30 AM – 10:15 AM	HOLD for Coms officer
9:30 AM – 2:00 PM	City Council Meeting - December 18, 2024 9:30 a.m.
12:00 PM – 12:30 PM	Assistant City Administrator Annie Von Burg/ Laura Oppenheimer
12:00 PM – 1:00 PM	Optional Forum: OGR Staff Available for Agenda Q&A
1:00 PM – 2:00 PM	Policy Evaluation of Open Burning
1:30 PM – 2:00 PM	Central Coms
1:30 PM – 2:00 PM	Citywide Practices Projects: Updates
2:00 PM – 5:00 PM	City Council Meeting - December 18, 2024 2:00 p.m.
2:30 PM – 3:20 PM	Meet (Teams): City of Portland Tribal Relations
3:30 PM – 3:45 PM	Communications follow-up
4:00 PM – 4:45 PM	Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1

▲ **Thu, Dec 19**

8:00 AM – 9:00 AM	Optional Forum: OGR Staff Available for Agenda Q&A
8:45 AM – 12:00 PM	Engagement Officer 2nd interview
9:15 AM – 9:45 AM	Canceled: City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg Look Ahead
12:00 PM – 3:00 PM	Swearing in Ceremony
12:15 PM – 3:45 PM	Elected Official Swearing In
4:00 PM – 4:30 PM	Touch base on WOC

▲ **Fri, Dec 20**

8:30 AM – 8:50 AM	SA-VB check in
9:00 AM – 11:00 AM	UPDATED INVITE: Budget concept working session - meeting 3
11:00 AM – 11:45 AM	Annie + Tate Check-in
12:00 PM – 12:30 PM	Onboarding - Comms & Constituent Relations Pre Jan 3 check-in
12:00 PM – 1:00 PM	Optional Forum: OGR Staff Available for Agenda Q&A

1:30 PM – 2:15 PM	Assistant City Administrator Annie Von Burg / Director Mourad Ratbi 1:1
2:30 PM – 3:00 PM	City Administrator Mike Jordan, Assistant City Administrator Annie Von Burg & Shannon Fairchild 1:1
3:00 PM – 3:25 PM	Assistant City Administrator Annie Von Burg & Sandra Lefrancois - check-in

▲ **Mon, Dec 23**

8:00 AM – 8:20 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
8:30 AM – 9:00 AM	Assistant City Administrator Annie Von Burg / Shoshanah Oppenheim Prep for Management Meeting
9:00 AM – 9:30 AM	Monday morning huddle - Leadership Team
9:30 AM – 10:00 AM	Check-in: Mike Jordan, Annie Von Burg, Sonia Schmanski, Sara Morrissey
2:00 PM – 3:00 PM	Assistant City Administrator Annie Von Burg / Laura Oppenheimer 1:1
3:00 PM – 3:50 PM	City Administrator Management Meeting

▲ **Tue, Dec 24**

9:30 AM – 10:15 AM	Assistant City Administrator Annie Von Burg / Dawn Sanders 1:1
11:00 AM – 11:30 AM	Assistant City Administrator Annie Von Burg & Vivian Satterfield 1:1
11:30 AM – 12:00 PM	Service area comms support
1:00 PM – 3:00 PM	Leadership Team Meeting
3:15 PM – 4:00 PM	Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1

▲ **Wed, Dec 25 - 26**

All Day	Christmas Day Holiday
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▲ **Fri, Dec 27**

12:00 PM – 1:00 PM	OGR/Mayor's Policy Team Bi-Monthly Check In
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▲ **Mon, Dec 30 OOO**

▲ **Tue, Dec 31**

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