

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

January 2025

▲ Wed, Jan 1 – Holiday

▲ Thu, Jan 2

8:00 AM – 8:30 AM	Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1
8:30 AM – 9:00 AM	Assistant City Administrator Annie Von Burg / Director Laura Oppenheimer 1:1
9:30 AM – 12:00 PM	City Council Meeting - January 2, 2025
10:30 AM – 11:00 AM	Elections EPG-JIC Joint mtg
12:00 PM – 1:00 PM	City Bureau Internal Coordination
12:30 PM – 1:00 PM	Assistant City Administrator Annie Von Burg, Director Laura Oppenheimer, Cody Bowman check-in
2:45 PM – 3:30 PM	Work Session

▲ Fri, Jan 3

10:00 AM – 10:50 AM	HOLD for Data and Engagement Resources Council Onboarding Session
12:30 PM – 1:00 PM	Comms strategy (working lunch)
1:00 PM – 1:45 PM	City Administrator Mike Jordan, Assistant City Administrator Annie Von Burg & Shannon Fairchild
2:00 PM – 2:30 PM	Mayoral/admin media coordination
2:00 PM – 2:50 PM	HOLD for Data and Engagement Resources Council Onboarding Session
2:30 PM – 3:30 PM	ESD Coordinator and Portland Solutions
3:30 PM – 3:55 PM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1

▲ Mon, Jan 6

8:00 AM – 8:20 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
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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	City Administrator Management Meeting
10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
12:00 PM – 12:30 PM	Assistant City Administrator Annie Von Burg & Deputy City Administrator Priya Dhanapal- Check in
12:00 PM – 2:00 PM	All District Meeting
12:30 PM – 1:00 PM	Engagement Officer onboarding
2:00 PM – 2:30 PM	proposal review (reschedule)
2:30 PM – 3:00 PM	Check in re EMS Advisory Council
4:00 PM – 4:45 PM	Budget Community Engagement Planning Meeting

▲ **Tue, Jan 7**

8:00 AM – 8:45 AM	Assistant City Administrator Annie Von Burg & Asena Lawrence - coffee
9:00 AM – 9:30 AM	Management response for Hotline report recommendations
9:30 AM – 12:00 PM	(Proposed) HOLD for Portland Solutions Work Session
9:30 AM – 12:00 PM	Work Session
1:00 PM – 3:00 PM	Leadership Team Meeting
2:00 PM – 4:00 PM	HRAP Briefing at City Council
2:00 PM – 4:00 PM	Work Session
4:00 PM – 5:00 PM	Shelter Strategy agenda

▲ **Wed, Jan 8**

8:30 AM – 9:00 AM	Assistant City Administrator Annie Von Burg / Director Laura Oppenheimer 1:1
9:15 AM – 9:45 AM	Meet: Director Sam Chase & Assistant City Administrator Annie Von Burg, check-in
10:15 AM – 10:40 AM	Assistant City Administrator Annie Von Burg & Becky Tillson check-in
11:00 AM – 12:00 PM	Assistant City Administrator Annie Von Burg/Chief Deputy City Attorney Linh Vu
12:30 PM – 1:30 PM	City Council Work Session
2:30 PM – 2:55 PM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
3:00 PM – 3:50 PM	Citywide VPN Outage Coordination Call
3:30 PM – 4:00 PM	Process Status

4:00 PM – 4:30 PM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg Look Ahead
6:30 PM – 8:30 PM	CAG meeting

▲ **Thu, Jan 9**

8:30 AM – 9:00 AM	Citywide Practices check-in
9:00 AM – 9:15 AM	Prep for ELT meeting
9:30 AM – 12:00 PM	Work Session
10:00 AM – 11:00 AM	Budget & Finance Leadership Team
11:30 AM – 11:55 AM	Charter Information Session for BTS employees
11:30 AM – 1:00 PM	Monthly ELT meeting
12:00 PM – 1:00 PM	City Bureau Internal Coordination
1:00 PM – 1:30 PM	NEX
1:30 PM – 3:30 PM	Leadership Team Meeting
4:30 PM – 4:55 PM	Assistant City Administrator Annie Von Burg & Daniel McArdle-Jaimes 1:1

▲ **Fri, Jan 10**

9:00 AM – 9:15 AM	Budget media huddle
10:30 AM – 11:00 AM	Budget issues in the CA & ACA's portfolio
10:45 AM – 11:00 AM	Quick DCA huddle - budget comms
11:00 AM – 12:00 PM	Complaint response
12:30 PM – 1:00 PM	EPG Check-in
1:00 PM – 1:30 PM	Ombudsman Complaint
1:30 PM – 1:40 PM	Internal comms - touch base

▲ **Mon, Jan 13**

9:00 AM – 9:30 AM	Monday morning huddle - Leadership Team
10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
12:00 PM – 12:30 PM	EPG (Inauguration Prep)
2:00 PM – 3:00 PM	Citywide Levee Coordination Team Meeting
3:30 PM – 4:00 PM	Assistant City Administrator Annie Von Burg / Director Laura Oppenheimer 1:1
4:15 PM – 4:30 PM	Tribal Relations
4:30 PM – 5:00 PM	Tribal Relations

▲ **Tue, Jan 14**

8:00 AM – 8:20 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
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8:30 AM – 9:20 AM	Assistant City Administrator Annie Von Burg / Shoshanah Oppenheim 1:1
8:45 AM – 9:15 AM	Assistant City Administrator Annie Von Burg / Dawn Sanders 1:1
10:10 AM – 10:35 AM	New Employee Orientation - City of Portland's Government Structure/Welcome
11:00 AM – 12:00 PM	Assistant City Administrator Annie Von Burg / Director Sam Chase 1:1
1:00 PM – 3:00 PM	Leadership Team Meeting
3:00 PM – 3:30 PM	Federal Digital Guidance Requirements
4:00 PM – 4:45 PM	Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1

▲ Wed, Jan 15

8:00 AM – 8:30 AM	Check-in: Assistant City Administrator Annie Von Burg, Deputy City Administrator Jonas Biery and Ruth Levine
9:00 AM – 11:00 AM	Shelter Strategy
1:30 PM – 2:50 PM	Winter BTS Equity Session - Identity 101
3:00 PM – 3:30 PM	Discuss upcoming briefings with the Mayor and Council Members
4:30 PM – 5:00 PM	Discuss and Coordinate Management response for Hotline report recommendations
6:00 PM – 10:00 PM	City Council Meeting

▲ Thu, Jan 16

9:00 AM – 9:30 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg Look Ahead
9:30 AM – 12:00 PM	City Council Work Session
10:30 AM – 10:55 AM	Assistant City Administrator Annie Von Burg & Ron Zito check-in
12:00 PM – 1:00 PM	City Bureau Internal Coordination
1:30 PM – 3:30 PM	Leadership Team Meeting
2:00 PM – 5:00 PM	City Council Meeting
4:15 PM – 4:45 PM	FY24-25 Funding

▲ Fri, Jan 17

8:30 AM – 8:55 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
9:00 AM – 9:30 AM	Assistant City Administrator Annie Von Burg & Vivian Satterfield 1:1
9:30 AM – 10:00 AM	Assistant City Administrator Annie Von Burg & Daniel McArdle-Jaimes

10:15 AM – 10:45 AM	Budget issues in the City Administrator & Assistant City Administrator portfolio
11:00 AM – 11:45 AM	Assistant City Administrator Annie Von Burg + Tate Check-in
12:00 PM – 12:50 PM	Assistant City Administrator Annie Von Burg & Haley Blonsley - lunch
1:00 PM – 1:30 PM	EPG Meeting

▲ **Sun, Jan 19**

3:00 PM – 3:30 PM	Inauguration - Unified Command briefing to EPG
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▲ **Mon, Jan 20 – Holiday**

3:00 PM – 3:30 PM	Inauguration - Unified Command briefing to EPG
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▲ **Tue, Jan 21**

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 / Director Laura Oppenheimer 1:1
9:30 AM – 10:00 AM	CoS Aisling Coghlan/Natalie/ Assistant City Administrator Annie Von Burg
9:30 AM – 11:30 AM	City Council Work Session
11:00 AM – 12:00 PM	FW: City Budget 101 Community Education CEE Talk
12:00 PM – 2:00 PM	City Council Community Listening Session
12:10 PM – 12:50 PM	Climate Tools and Practices - a PEACE sharing series
1:00 PM – 3:00 PM	Leadership Team Meeting
3:00 PM – 3:30 PM	Inauguration - Unified Command briefing to EPG
3:15 PM – 4:00 PM	Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1
4:00 PM – 4:50 PM	City Administrator Management Meeting
5:00 PM – 5:30 PM	EPG
8:30 PM – 9:00 PM	Executive Policy Group + JIC

▲ **Wed, Jan 22**

8:30 AM – 9:00 AM	Assistant City Administrator Sonia Schmanski/ Assistant City Administrator Annie Von Burg check in
9:30 AM – 10:00 AM	PH briefings
10:00 AM – 10:25 AM	Assistant City Administrator Annie Von Burg / Shoshanah Oppenheim
10:00 AM – 10:55 AM	OPTIONAL: Budget Office Hours
11:00 AM – 11:30 AM	Check-in: Planning for Citywide Practices final reports

11:30 AM – 12:00 PM	Assistant City Administrator Annie Von Burg & Gloria Harrison - check-n
2:00 PM – 2:40 PM	North Portland Trust Fund
2:00 PM – 5:00 PM	City Council Work Session
4:00 PM – 4:25 PM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1

▲ **Thu, Jan 23**

7:00 AM – 7:45 AM	Meet (Zoom): Portland Delegation City of Portland Legislative Agenda Review
8:30 AM – 9:00 AM	Assistant City Administrator Annie Von Burg & Director Judith Mowry 1:1
9:30 AM – 12:00 PM	City Council Work Session
12:30 PM – 1:00 PM	Weekly Check-ins (Council President and Mayor)
1:00 PM – 1:30 PM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg Look Ahead
1:30 PM – 3:30 PM	Leadership Team Meeting
4:00 PM – 4:30 PM	Council Procedure

▲ **Fri, Jan 24**

10:15 AM – 10:45 AM	Budget issues in the City Administrator & Assistant City Administrator portfolio
11:00 AM – 11:30 AM	Discuss space for Amanda Garcia-Snell
12:30 PM – 1:30 PM	Labor prep - MAC Group
2:30 PM – 4:00 PM	Assistant City Administrator Annie Von Burg/PWB Safety Training and Development Officer Kati Robb

▲ **Mon, Jan 27**

8:30 AM – 9:00 AM	Monday morning huddle - Leadership Team
9:00 AM – 10:00 AM	Executive Policy Group Briefing
10:00 AM – 12:00 PM	Mayor/Executive Office Leadership and Management Meeting
12:30 PM – 1:30 PM	Council submission process
1:30 PM – 2:00 PM	Prep for transition team
2:45 PM – 3:05 PM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
3:00 PM – 3:30 PM	Huddle on Immigration EOs
3:30 PM – 4:00 PM	Transition Team Meeting
4:00 PM – 4:30 PM	Enterprise Resource Planning
6:30 PM – 9:00 PM	District 4 Community Engagement Event

▲ **Tue, Jan 28**

8:15 AM – 9:00 AM	Council Procedure-Follow Up
8:45 AM – 9:15 AM	Assistant City Administrator Annie Von Burg / Dawn Sanders 1:1
10:00 AM – 10:30 AM	CoS Aisling Coghlan / Assistant City Administrator Annie Von Burg wkly check in
11:00 AM – 11:25 AM	Meet: Nils & Annie, Check-in
11:30 AM – 12:00 PM	Assistant City Administrator Annie Von Burg / Director Laura Oppenheimer 1:1
1:00 PM – 3:00 PM	Leadership Team Meeting
3:15 PM – 3:45 PM	CEO onboarding sequence/roles, budget event update
4:00 PM – 4:45 PM	Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1
6:30 PM – 9:00 PM	District 1 Community Engagement Event

▲ **Wed, Jan 29**

8:30 AM – 9:00 AM	Assistant City Administrator Annie Von Burg / Director Shad Ahmed 1:1
9:00 AM – 9:30 AM	Exec Branch Council Process Question
9:00 AM – 10:00 AM	Transition Planning, New Engagement Office
10:15 AM – 10:45 AM	CoS Aisling Coghlan /Natalie/ Assistant City Administrator Annie Von Burg
11:00 AM – 11:25 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
12:30 PM – 3:50 PM	PBEM Workshop/Retreat
3:30 PM – 4:00 PM	Decision Points--Shelter
6:30 PM – 9:00 PM	District 2 Community Engagement Event

▲ **Thu, Jan 30**

9:30 AM – 12:00 PM	City Council Work Session
10:00 AM – 10:45 AM	Assistant City Administrator Annie Von Burg / Director Mourad Ratbi 1:1
11:00 AM – 11:30 AM	ICE guidance
1:30 PM – 3:30 PM	Leadership Team Meeting
6:30 PM – 9:00 PM	District 3 Community Engagement Event

▲ **Fri, Jan 31**

8:30 AM – 9:20 AM	Deputy City Administrator Dhanapal and Assistant City Administrator Von Burg Check in
9:30 AM – 9:55 AM	Assistant City Administrator Annie Von Burg & Daniel McArdle-Jaimes -1:1

10:15 AM – 10:45 AM	Budget issues in the CA & ACA's portfolio
10:45 AM – 11:30 AM	City Administrator Mike Jordan, Assistant City Administrator Annie Von Burg & Shannon Fairchild 1:1 (Updated)
1:00 PM – 1:50 PM	Assistant City Administrator Annie Von Burg & Amanda Garcia-Snell / Meet & Greet
3:00 PM – 3:50 PM	HOLD * meeting w/Director Skyler Bocker-Knapp, Hank, Brandy, Mayor, CoS Aisling Coghlan & Kris Taft.