

Assistant City Administrator Annie Von Burg – 3rd quarter Lobbying Calendar

July 2024

Cmr. – Commissioner
CA – City Administrator
ACA – Assistant City Administrator
DCA Deputy City Administrator
Dir. – Director

▲ **Mon, Jul 1**

9:00 AM – 9:25 AM CSSP Requirements
2:00 PM – 2:30 PM Employee Services Introduction

▲ **Tue, Jul 2**

9:30 AM – 10:15 AM ACA Annie Von Burg / Dawn Sanders 1:1
10:30 AM – 10:55 AM ACA Annie Von Burg / EA Lisa Marolf 1:1
11:00 AM – 12:00 PM Tuesday Chiefs
12:00 PM – 1:30 PM Portfolio Download
1:30 PM – 3:00 PM Leadership Team Meeting

▲ **Wed, Jul 3**

9:00 AM – 9:30 AM Central Comms intro – ACA Annie Von Burg/
Dir., Laura Oppenheimer
9:30 AM – 11:30 AM Council
3:30 PM – 4:30 PM ACA Annie Von Burg / Dir. Skyler Brocker-Knapp,
Hank Smith 1:1

▲ **Thu, Jul 4 – Fri, July 5**

All Day Independence Day Holiday

8:00 AM – 9:00 AM ACA Annie Von Burg / Shoshanah Oppenheim
1:1 Transition Project Onboarding
9:00 AM – 9:30 AM Monday morning huddle - Leadership Team
9:30 AM – 10:00 AM City Administrator Management Meeting
12:30 PM – 1:00 PM HOLD: CA Mike Jordan /ACA Annie Von Burg
2:00 PM – 2:30 PM ACA Annie Von Burg / Laura Oppenheimer 1:1
2:00 PM – 2:30 PM Kimberely Dixon's Zoom Meeting

▲ **Tue, Jul 9**

8:00 AM – 8:20 AM	CA Michael Jordan / ACA Annie Von Burg 1:1
8:30 AM – 9:00 AM	DCA Executive Team Briefing
9:00 AM – 9:45 AM	ACA Annie Von Burg / Dawn Sanders 1:1
11:00 AM – 12:00 PM	Portland Harbor - PCI Group meeting with EPA/DOJ
1:00 PM – 3:00 PM	Leadership Team Meeting
3:00 PM – 3:30 PM	Council prep Megan Lehman & ACA Annie Von Burg
3:30 PM – 4:30 PM	Council Briefing (Megan)
4:30 PM – 5:00 PM	Prep for Council
5:00 PM – 5:15 PM	ACA Annie Von Burg / Dir. Mourad Ratbi / Hayley Blonsley - Council Prep

▲ **Wed, Jul 10**

9:00 AM – 9:30 AM	Travel: 1900 SW Fourth Avenue in Room 2500
9:30 AM – 12:30 PM	Council
1:00 PM – 2:00 PM	Johnson Creek Restoration Retrospective and O&M Feedback Loop Presentation
2:00 PM – 3:30 PM	Council - 3:05 estimated end time
3:00 PM – 5:00 PM	Executive comms mini-retreat
5:00 PM – 5:30 PM	Pre-Meeting technical help for LDW Roundtable meeting
6:30 PM – 8:30 PM	CAG meeting

▲ **Thu, Jul 11**

8:00 AM – 8:30 AM	Annie Von Burg / Shannon Fairchild 1:1
9:00 AM – 10:00 AM	ACA Annie Von Burg / Dir. Sam Chase 1:1
10:00 AM – 10:25 AM	ACA Annie Von Burg / EA Lisa Marolf 1:1
11:30 AM – 1:00 PM	Thursday ELT
1:30 PM – 3:30 PM	Leadership Team Meeting
3:30 PM – 4:00 PM	Communications Officer assessment
4:00 PM – 4:30 PM	CA Michael Jordan / ACA Annie Von Burg 1:1
4:30 PM – 5:00 PM	ACA Annie Von Burg / Dir. Skyler Brocker-Knapp / Hank Smith 1:1

▲ **Fri, Jul 12**

11:00 AM – 11:30 AM	ACA Annie Von Burg / Becky Tillson 1:1
1:00 PM – 2:00 PM	Review issue sheets

▲ **Mon, Jul 15**

9:00 AM – 9:30 AM Monday morning huddle - Leadership Team

▲ **Tue, Jul 16**

8:00 AM – 8:25 AM ACA Annie Von Burg & Cody Bowman - coffee

8:30 AM – 8:45 AM CA Michael Jordan / ACA Annie Von Burg 1:1

9:00 AM – 9:30 AM Planning for Next CA Management Meeting

9:30 AM – 10:15 AM ACA Annie Von Burg / Dawn Sanders 1:1

10:00 AM – 11:00 AM Mayor's Leadership Team: Calibration

11:30 AM – 12:00 PM Natural resources service delivery

12:00 PM – 1:00 PM New time - Mayor's Leadership Team:
Calibration

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

4:00 PM – 4:30 PM ACA Annie Von Burg / Tate Check-in

4:30 PM – 4:55 PM ACA Annie Von Burg / Shoshanah Oppenheim
1:1

▲ **Wed, Jul 17**

8:30 AM – 9:30 AM Portfolio Download Round 2

9:30 AM – 12:00 PM City Council

1:00 PM – 1:30 PM ACA Annie Von Burg / Becky Tillson 1:1

2:00 PM – 3:00 PM Integrating PDX Solutions

▲ **Thu, Jul 18**

10:00 AM – 11:00 AM Bi-weekly all staff meeting

11:00 AM – 11:55 AM CA Meeting and Retreat Planning

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

4:00 PM – 4:30 PM Portland Solutions & Public Works

▲ **Fri, Jul 19**

8:00 AM – 8:30 AM OGR remarks today

10:00 AM – 11:00 AM Communications Officer scoping interview

1:30 PM – 2:15 PM Meet: Advocacy Check-ins

▲ **Mon, Jul 22**

8:00 AM – 8:20 AM CA Michael Jordan & ACA Annie Von Burg 1:1

9:00 AM – 9:30 AM Monday morning huddle - Leadership Team

9:30 AM – 10:20 AM City Administrator Management Meeting

12:30 PM – 1:30 PM	City Administrator Listening Session: Portland Leadership Team
2:00 PM – 2:30 PM	TASS 2 Environmental hand off
3:00 PM – 3:30 PM	RFP Evaluation Information Meeting for Federal Representation
4:30 PM – 5:00 PM	ACA Annie Von Burg / Becky Tillson: Natural Resources

▲ **Tue, Jul 23**

9:30 AM – 11:00 AM	OGR Staff Meeting
1:00 PM – 2:00 PM	Leadership Team Meeting
2:00 PM – 3:00 PM	July Charter Transition Employee Town Hall (1of2)
3:30 PM – 4:15 PM	ACA Annie Von Burg / Dawn Sanders 1:1

▲ **Wed, Jul 24**

8:30 AM – 9:30 AM	Citywide practices - engagement and communications
10:00 AM – 11:00 AM	July Charter Transition Employee Town Hall (2of2)
1:00 PM – 3:00 PM	Swan Island Basin Q2 Funding Parties Meeting
3:00 PM – 3:30 PM	Follow up on NA convo
3:30 PM – 4:30 PM	Annie Von Burg/OGR: Issue sheets

▲ **Thu, Jul 25**

9:00 AM – 10:00 AM	DCO Executive Directors
11:00 AM – 11:25 AM	Hold for reschedule w/Laura O
11:30 AM – 1:00 PM	Thursday ELT
1:30 PM – 3:30 PM	Leadership Team Meeting
3:30 PM – 4:00 PM	ACA Annie Von Burg / Shoshanah Oppenheim 1:1
4:00 PM – 4:25 PM	Engagement officer classification w/BHR
4:30 PM – 5:00 PM	CA Michael Jordan / ACA Annie Von Burg 1:1

▲ **Fri, Jul 26**

8:30 AM – 9:00 AM	Portland Metro Levee System Project
10:00 AM – 10:30 AM	Discuss opportunities for collaboration
10:00 AM – 10:30 AM	Slough Budget and Sched
10:30 AM – 11:00 AM	DCO debrief

11:00 AM – 11:30 AM	Civic Life media needs
11:30 AM – 12:00 PM	ACA Annie Von Burg / Dawn Sanders 1:1
1:00 PM – 1:30 PM	ACA Annie Von Burg / Laura Oppenheimer 1:1
1:30 PM – 2:00 PM	DCA Priya Dhanapal / ACA Annie Von Burg 1:1
2:15 PM – 2:40 PM	CA Mike Jordan & Shannon Fairchild 1:1
2:30 PM – 3:00 PM	ARPA Briefing

▲ **Mon, Jul 29**

8:00 AM – 8:20 AM	CA Michael Jordan & ACA Annie Von Burg 1:1
8:30 AM – 8:55 AM	ACA Annie Von Burg / Shannah Anderson 1:1
9:00 AM – 9:30 AM	Monday morning huddle - Leadership Team
12:00 PM – 12:45 PM	ACA Annie Von Burg / Dir. Skyler Brocker-Knapp 1:1
2:00 PM – 2:30 PM	Legal Meeting - Portland Solutions
2:30 PM – 3:00 PM	Connect Re: Kenton
3:00 PM – 3:30 PM	DCA Priya Dhanapal / ACA Annie Von Burg 1:1

▲ **Tue, Jul 30**

9:00 AM – 9:30 AM	Central Comms positions
9:40 AM – 10:00 AM	ACA Annie Von Burg / Shannah Anderson 1:1
10:45 AM – 11:00 AM	Communications Huddle
11:00 AM – 12:00 PM	BES Climate Change Roundtable
11:00 AM – 12:00 PM	Fall BMP request--Sustainability Officer + support position
1:00 PM – 3:00 PM	Leadership Team Meeting
3:00 PM – 4:00 PM	Portland Solutions Budget Overview

▲ **Wed, Jul 31**

9:30 AM – 12:00 PM	City Council
12:00 PM – 1:00 PM	DCA Sonia Schmanski and ACA Annie Von Burg 1:1
1:00 PM – 1:45 PM	ACA Annie Von Burg - Dir. Mourad Ratbi 1:1
2:00 PM – 2:25 PM	ACA Annie Von Burg / Dawn Sanders 1:1
2:30 PM – 2:55 PM	Check-in on Council Operations Manager start
4:00 PM – 4:30 PM	DCA Jonas Biery / ACA Annie Von Burg 1:1

August 2024

▲ **Thu, Aug 1**

12:10 PM – 12:30 PM ACA Annie Von Burg / Mark Check-in
1:30 PM – 3:30 PM Leadership Team Meeting

▲ **Fri, Aug 2**

9:00 AM – 9:30 AM ACA Annie Von Burg /Hank - sync
10:30 AM – 10:55 AM CA Michael Jordan & ACA Annie Von Burg 1:1
11:00 AM – 11:45 AM ACA Annie Von Burg / Tate Check-in
1:00 PM – 1:25 PM ACA Annie VB & Julia Meier - Prep for GTAC meeting Aug 7

▲ **Mon, Aug 5**

9:00 AM – 9:30 AM Monday morning huddle - Leadership Team
9:30 AM – 10:20 AM City Administrator Management Meeting
1:30 PM – 1:55 PM ACA Annie Von Burg / Shannah Anderson 1:1
2:00 PM – 2:30 PM ACA Annie Von Burg / Laura Oppenheimer 1:1
2:30 PM – 3:00 PM Budget note planning
4:30 PM – 5:30 PM Scores for Federal RFPs are due this week

▲ **Tue, Aug 6**

8:30 AM – 9:15 AM Shoshanah/ ACA Annie Von Burg
9:30 AM – 10:00 AM Check-in GTAC questions
9:30 AM – 10:15 AM ACA Annie Von Burg / Dawn Sanders 1:1
11:00 AM – 11:50 AM Engagement Officer Check In
1:30 PM – 3:00 PM Leadership Team Meeting
2:30 PM – 3:00 PM Roll out
3:00 PM – 3:50 PM Title- Portland Solutions Collaboration
4:00 PM – 4:25 PM ACA Annie Von Burg & Becky check-in
4:30 PM – 4:45 PM Meet: Check-in, Sam Chase & Annie Von Burg

▲ **Wed, Aug 7**

9:00 AM – 9:30 AM Sit in for MJ at Council
9:00 AM – 9:55 AM Aug 15 CA/DCA NR prep
10:00 AM – 10:55 AM Scoring Meeting for Federal Lobbying RFP
11:00 AM – 12:00 PM City Council
1:00 PM – 1:30 PM Megan/ ACA Annie Von Burg
1:30 PM – 1:45 PM Quick Check-in Annie - Mourad | DCO
2:00 PM – 3:00 PM City Council

6:00 PM – 8:00 PM

Government Transition Advisory Committee Meeting #23

▲ **Thu, Aug 8**

8:30 AM – 9:00 AM

Mayor / ACA Check in

10:00 AM – 10:20 AM

Project Management needs

11:30 AM – 1:00 PM

Thursday ELT

1:15 PM – 2:00 PM

Meet: Tribal Relations Program Collective

2:00 PM – 2:30 PM

MEET: Commissioner Ryan / Mayor Wheeler (Bobby)

▲ **Fri, Aug 9**

8:30 AM – 9:00 AM

Mayor / ACA Check in

11:00 AM – 11:30 AM

MEET: Commissioner Rubio / Mayor Wheeler

11:00 AM – 1:00 PM

JOHS / City of Portland Lunch

1:00 PM – 1:30 PM

MEET: Consulate General of India (Hayley)

2:00 PM – 2:30 PM

MEET: Commissioner Gonzalez / Mayor Wheeler (Bobby)

▲ **Mon, Aug 12**

8:30 AM – 9:00 AM

Mayor / ACA Check in

9:00 AM – 9:30 AM

Monday morning huddle - Leadership Team

1:00 PM – 2:00 PM

Council Operations Team Hiring Options

2:00 PM – 2:30 PM

ACA Annie Von Burg / Laura Oppenheimer 1:1

2:30 PM – 3:00 PM

Safety/PS/ELT Check In

4:00 PM – 5:00 PM

PDX Communications Officer Findings Review

▲ **Tue, Aug 13**

8:00 AM – 8:45 AM

ACA Annie Von Burg / Dir. Sam Chase 1:1

9:00 AM – 9:30 AM

Discuss community engagement

9:00 AM – 10:00 AM

Kimberely Dixon's Zoom Meeting

10:25 AM – 10:50 AM

ACA Annie Von Burg & Dir. Mourad Ratbi 1:1

11:00 AM – 11:25 AM

Aug 15 DCA/Director work session prep

11:30 AM – 12:00 PM

Follow-up: Venture Portland and ESDs

12:00 PM – 1:00 PM

Brown Bag Lunch with Annie

1:00 PM – 3:00 PM

Leadership Team Meeting

3:00 PM – 4:00 PM

Engagement Officer check in/survey results

4:00 PM – 4:45 PM	ACA Annie Von Burg / Dir. Skyler Brocker-Knapp 1:1
4:00 PM – 5:00 PM	Property/HRAP strategy
5:00 PM – 6:00 PM	After work RSR Mgr reunion

▲ **Wed, Aug 14**

8:00 AM – 8:25 AM	Council Operations
9:00 AM – 10:00 AM	Shoshanah O. and the District Coalition Offices
10:00 AM – 11:30 AM	Council
1:00 PM – 1:25 PM	CA Michael Jordan & ACA Annie Von Burg 1:1
1:00 PM – 2:00 PM	Portland Harbor Bond Disclosure Update
1:30 PM – 2:00 PM	FY 2024-25 Fall BMP Kickoff
2:00 PM – 3:00 PM	Council
4:00 PM – 5:00 PM	Engagement Officer continued
6:30 PM – 8:30 PM	CAG meeting

▲ **Thu, Aug 15**

9:30 AM – 10:00 AM	ACA Annie Von Burg / Dawn Sanders 1:1
10:00 AM – 10:25 AM	Columbia Slough Question
10:30 AM – 10:40 AM	ACA Annie Von Burg / Amanda: Calendar
10:45 AM – 11:50 AM	DCA, Director, Subject Matter Expert work session: Natural Resource Service Delivery
1:00 PM – 2:00 PM	Bi-weekly all staff meeting
1:30 PM – 3:30 PM	Leadership Team Meeting
2:00 PM – 5:00 PM	Portland Harbor MiniRetreat

▲ **Fri, Aug 16**

11:30 AM – 12:00 PM	ACA Annie Von Burg / Lori Brocker 1:1
12:00 PM – 12:30 PM	Check in with 311
1:00 PM – 2:00 PM	Discuss and Advise
2:00 PM – 3:00 PM	311
3:00 PM – 4:00 PM	Portland Communications Officer Recommendations Review
4:00 PM – 5:00 PM	Kellie - Port

▲ **Mon, Aug 19**

8:00 AM – 8:20 AM	CA Michael Jordan & ACA Annie Von Burg 1:1
9:00 AM – 9:30 AM	Monday morning huddle - Leadership Team

9:30 AM – 10:20 AM	City Administrator Management Meeting
1:00 PM – 1:50 PM	GTAC & Interim ACA Meeting
1:30 PM – 2:30 PM	1:30 pm Gov. Kotek Mayor Wheeler Chair Vega Pederson
3:30 PM – 4:30 PM	Facility & Staff Safety Discussion

▲ **Tue, Aug 20**

8:30 AM – 9:30 AM	Citywide practices - prep for leadership team work session
9:30 AM – 10:15 AM	ACA Annie Von Burg / Dawn Sanders 1:1
11:00 AM – 11:30 AM	Comms Officer scenario development
1:00 PM – 2:00 PM	Fall BMP Office Hours #1
1:00 PM – 3:00 PM	Leadership Team Meeting
3:00 PM – 4:00 PM	PDX Solutions budget
4:00 PM – 4:45 PM	ACA Annie Von Burg / Dir. Skyler Bocker-Knapp 1:1

▲ **Wed, Aug 21**

8:00 AM – 8:45 AM	Discuss Fall BMP
8:30 AM – 9:00 AM	meeting prep
9:00 AM – 12:00 PM	Citywide Practices work session (confirmed)
1:00 PM – 1:50 PM	New Deputy Series (Extended to September 18)
1:30 PM – 2:00 PM	ACA Annie Von Burg / Laura Oppenheimer 1:1
2:30 PM – 2:55 PM	Brownfields tax incentive work
4:00 PM – 4:25 PM	CA Michael Jordan & ACA Annie Von Burg 1:1
4:30 PM – 6:00 PM	Private Appointment

▲ **Thu, Aug 22**

8:00 AM – 5:00 PM	City Administrator Management Retreat
1:30 PM – 3:30 PM	Leadership Team Meeting

▲ **Fri, Aug 23**

8:00 AM – 5:30 PM	Out of office
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▲ **Mon, Aug 26**

8:00 AM – 8:20 AM	CA Michael Jordan & ACA Annie Von Burg 1:1
8:00 AM – 8:30 AM	Complete separation papers
8:30 AM – 8:55 AM	Annie to complete Mourad's SuccessFactors

9:00 AM – 9:30 AM	Monday morning huddle - Leadership Team
9:30 AM – 10:00 AM	Check In Re: Kenton
1:00 PM – 1:45 PM	ACA Annie Von Burg / Dawn Sanders 1:1
2:00 PM – 2:30 PM	CA/ACA Look Ahead
2:30 PM – 3:00 PM	Quick HR Connect
3:00 PM – 3:30 PM	Sears MOU--Fall BMP
3:30 PM – 4:00 PM	ACA Annie Von Burg / Laura Oppenheimer 1:1
4:15 PM – 4:30 PM	ACA Annie Von Burg / Dir. Mourad Ratbi 1:1
4:30 PM – 4:45 PM	ACA Annie Von Burg / Shannon Fairchild 1:1

▲ **Tue, Aug 27**

8:00 AM – 8:15 AM	Return email to Stan
9:30 AM – 11:30 AM	Multnomah County Deflection Center Work Session
1:00 PM – 3:00 PM	Leadership Team Meeting
3:30 PM – 3:55 PM	Engagement Officer recruitment
4:00 PM – 4:45 PM	ACA Annie Von Burg / Dir. Skyler Brocker-Knapp 1:1
4:30 PM – 5:30 PM	Ina Z

▲ **Wed, Aug 28**

9:30 AM – 11:30 AM	City Council
1:00 PM – 1:45 PM	CA Michael Jordan & ACA Annie Von Burg 1:1
2:00 PM – 2:30 PM	Fall BMP Office Hours #2
2:00 PM – 5:00 PM	City Council

▲ **Thu, Aug 29**

8:00 AM – 8:30 AM	Natural resources peer city panel prep
8:00 AM – 10:00 AM	Visit Clinton TASS and Menlo SRV
11:00 AM – 11:30 AM	AVB/KL Check In
11:30 AM – 11:55 AM	Charter Information Session for BTS employees
12:00 PM – 12:30 PM	ACA Annie Von Burg / Dir. Mourad Ratbi 1:1
1:00 PM – 1:30 PM	Brownfields
1:30 PM – 3:30 PM	Leadership Team Meeting
3:00 PM – 3:30 PM	Next Steps Re: Kenton
3:30 PM – 4:00 PM	Check in on duties
4:00 PM – 4:25 PM	City Administrator - Path to Leadership Eligible List + Support Materials

▲ **Fri, Aug 30**

8:30 AM – 9:00 AM	ACA Annie Von Burg / Maty Sauter 1:1
9:00 AM – 10:00 AM	Leadership Team Weekly Check in: Council Priorities Work Session
10:15 AM – 10:45 AM	CA Michael Jordan / ACA Annie Von Burg 1:1
12:00 PM – 12:45 PM	ACA Annie Von Burg + Tate Check-in
1:00 PM – 1:45 PM	Mike Jordan & Shannon Fairchild 1:1

September 2024

▲ **Mon, Sep 2**

All Day	Labor Day Holiday
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▲ **Tue, Sep 3**

8:00 AM – 8:30 AM	Separation papers due for Alicia
8:30 AM – 9:20 AM	ACA Annie Von Burg / Shoshanah Oppenheim 1:1
9:30 AM – 11:30 AM	Council Priorities Work Session
11:40 AM – 12:10 PM	ACA Annie Von Burg / Dir. Skyler Brocker-Knapp 1:1
1:00 PM – 3:00 PM	Leadership Team Meeting
4:00 PM – 4:45 PM	ACA Annie Von Burg / Dir. Skyler Brocker-Knapp 1:1

▲ **Wed, Sep 4**

8:00 AM – 8:45 AM	ACA Annie Von Burg / Dawn Sanders 1:1
9:30 AM – 12:00 PM	City Council
10:00 AM – 10:30 AM	ACA Annie Von Burg / Laura Oppenheimer 1:1
2:00 PM – 2:30 PM	Path to Leadership
2:30 PM – 3:00 PM	ACA Annie Von Burg / Hayley Blonsley 1:1
3:00 PM – 3:15 PM	DCA Jonas Biery / ACA Annie Von Burg 1:1
3:30 PM – 3:55 PM	ACA Annie Von Burg / Shoshanah Oppenheim 1:1
4:00 PM – 5:00 PM	Patty Unfred

▲ **Thu, Sep 5**

9:15 AM – 9:45 AM	Decision on Pay for Elected Officials Staff
1:00 PM – 2:00 PM	Bi-weekly all staff meeting
1:30 PM – 3:30 PM	Leadership Team Meeting
2:00 PM – 4:00 PM	City Council

▲ **Fri, Sep 6**

8:00 AM – 5:00 PM	Out of office
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▲ **Mon, Sep 9**

7:30 AM – 5:00 PM	Out of office
9:00 AM – 9:30 AM	Discuss SBNA grievance
2:30 PM – 3:00 PM	Citywide Levee Coordination Team Meeting

▲ **Tue, Sep 10**

8:00 AM – 9:00 AM	ACA Annie Von Burg / Dir. Sam Chase 1:1
9:30 AM – 11:50 AM	Work Session Invite with links for Zoom
9:30 AM – 12:00 PM	Update on Implementation of the Voter-Approved Charter Amendments Work Session
12:30 PM – 1:00 PM	Community Engagement Discussion (virtual)
1:00 PM – 3:00 PM	Leadership Team Meeting
3:00 PM – 4:30 PM	Portland Harbor Quarterly
4:00 PM – 4:30 PM	Kenton Process
4:00 PM – 4:45 PM	ACA Annie Von Burg / Dir. Skyler Brocker-Knapp 1:1
4:30 PM – 5:00 PM	ACA Annie Von Burg / Kimberley Dixon 1:1
5:00 PM – 7:00 PM	Bradford Island September RAB Meeting

▲ **Wed, Sep 11**

8:00 AM – 8:50 AM	Ready.gov and Biz Alerts Meeting
8:30 AM – 9:00 AM	Mayor / CA Check in
9:00 AM – 9:25 AM	Engagement Officer check in
9:30 AM – 11:30 AM	City Council
1:00 PM – 1:30 PM	Re: Citywide Practices
1:30 PM – 2:00 PM	ACA Annie Von Burg / Laura Oppenheimer 1:1
2:00 PM – 5:00 PM	Portland Solutions retreat
6:30 PM – 8:30 PM	CAG meeting

▲ **Thu, Sep 12**

8:00 AM – 10:00 AM	Visit N. Portland Rd TASS and Reedway SRV
10:30 AM – 11:30 AM	Thursday Chiefs
11:30 AM – 1:00 PM	Monthly ELT meeting
1:30 PM – 3:30 PM	Leadership Team Meeting
4:30 PM – 4:55 PM	CA Michael Jordan & ACA Annie Von Burg 1:1

▲ **Fri, Sep 13**

8:30 AM – 9:00 AM	Mayor / CA Check in
9:30 AM – 10:00 AM	Engagement Officer Chat
10:00 AM – 10:45 AM	ACA Annie Von Burg / Dir. Mourad Ratbi 1:1
10:15 AM – 10:45 AM	Budget issues in the CA & ACA's portfolio
1:00 PM – 1:45 PM	Mike Jordan & Shannon Fairchild 1:1
1:00 PM – 2:00 PM	Confirmed: Bond Investor Disclosure Training for BES
2:10 PM – 2:55 PM	Discuss PBOT's vehicle inspection team and a need to increase RV removal/destruction
3:00 PM – 3:45 PM	Dawn Sanders & ACA Annie Von Burg

▲ **Mon, Sep 16**

8:30 AM – 9:00 AM	ACA 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
12:00 PM – 2:00 PM	All District Meeting
12:15 PM – 1:00 PM	9/26 natural resources peer panel prep
1:00 PM – 1:50 PM	Discuss City Hall Programming
2:15 PM – 3:00 PM	Kenton Brainstorm
3:30 PM – 3:55 PM	Meet: City Membership Dues
4:00 PM – 5:00 PM	Delegation Project Help and Next Steps

▲ **Tue, Sep 17**

8:30 AM – 9:00 AM	ACA Annie Von Burg / Shoshanah Oppenheim 1:1
11:00 AM – 11:25 AM	Jeff & Elyse Office Hours
12:10 PM – 12:50 PM	Climate Tools and Practices - a PEACE sharing series

12:30 PM – 2:30 PM	Leadership Team Meeting
3:00 PM – 4:00 PM	City Hall Tour - Mayor/CA
3:30 PM – 4:00 PM	Council comms needs
4:00 PM – 4:45 PM	ACA Annie Von Burg / Dir. Skyler Brocker-Knapp 1:1
4:30 PM – 5:30 PM	Kyle H.

▲ **Wed, Sep 18**

8:30 AM – 9:00 AM	Planning for new officers
9:00 AM – 9:30 AM	Executive Office move for Vivian
9:30 AM – 10:30 AM	Prep for coms
9:30 AM – 12:00 PM	City Council
10:30 AM – 12:00 PM	Citywide Communicators Quarterly Meeting
12:30 PM – 1:30 PM	Portland Solutions Budget
1:30 PM – 1:55 PM	CA Michael Jordan & ACA Annie Von Burg 1:1
2:00 PM – 2:30 PM	Jamey + CETC: Citywide Practices Engagement Biweekly
2:30 PM – 3:00 PM	ACA Annie Von Burg / Laura Oppenheimer 1:1
3:30 PM – 4:00 PM	Check-in: All-User Restrooms

▲ **Thu, Sep 19**

8:30 AM – 9:00 AM	Mayor / CA Check in
9:15 AM – 9:45 AM	CA/ACA Look Ahead
10:30 AM – 11:15 AM	ACA Annie Von Burg / Dir. Mourad Ratbi 1:1
11:30 AM – 12:00 PM	ACA Annie Von Burg / Dawn Sanders 1:1
12:30 PM – 1:25 PM	Meet (in-person): Annie & Sam, check-in
1:30 PM – 3:30 PM	Leadership Team Meeting
2:00 PM – 5:00 PM	City Council

▲ **Fri, Sep 20**

8:15 AM – 9:00 AM	Prep for 9/26 peer panel: water and natural resources
10:15 AM – 10:45 AM	Budget issues in the CA & ACA's portfolio
10:30 AM – 4:30 PM	Flight to Pittsburgh- ICMA
12:00 PM – 1:00 PM	OGR/SIG Bi-Monthly Check In

▲ **Mon, Sep 23**

8:00 AM – 5:00 PM ICMA Conference
9:00 AM – 9:30 AM Monday morning huddle - Leadership Team

▲ **Tue, Sep 24**

8:00 AM – 5:30 PM ICMA Conference
1:00 PM – 3:00 PM Leadership Team Meeting
3:00 PM – 4:00 PM September Employee Town Hall - Ranked-Choice Voting (1 of 2)
4:00 PM – 4:25 PM Optional: Peer city panel check-in with Annie
4:00 PM – 4:45 PM ACA Annie Von Burg / Dir. Skyler Brocker-Knapp 1:1

▲ **Wed, Sep 25**

8:00 AM – 5:00 PM ICMA Conference
8:30 AM – 8:35 AM Remember to certify your timesheets today!
9:30 AM – 12:00 PM City Council
1:30 PM – 3:00 PM Outreach Coordination Meeting
5:00 PM – 7:00 PM BTS Social at Piedmont Station

▲ **Thu, Sep 26**

8:30 AM – 10:45 AM Peer City Panel: Natural Resource Service Delivery and One Water Models
9:00 AM – 10:30 AM HOLD - Panel Even for ELT
11:00 AM – 12:00 PM September Employee Town Hall - Ranked-Choice Voting (2 of 2)
11:30 AM – 11:55 AM Charter Information Session for BTS employees
1:00 PM – 1:30 PM CA/ACA Look Ahead
1:30 PM – 3:30 PM Leadership Team Meeting
4:00 PM – 4:45 PM ACA Annie Von Burg / Dir. Mourad Ratbi 1:1
At 4:30 PM Please Return Access Badge Before Leaving

▲ **Fri, Sep 27**

8:00 AM – 8:30 AM SBNA Grievance follow up Annie & Kim post review from Mayor's office
9:00 AM – 9:30 AM Portland Solutions comms
9:30 AM – 10:00 AM ACA Annie Von Burg / Laura Oppenheimer 1:1

10:00 AM – 11:00 AM	Code changes for Advisory Board & Commissions
10:15 AM – 10:45 AM	Budget issues in the CA & ACA's portfolio
11:00 AM – 11:45 AM	ACA Annie Von Burg + Tate Check-in
12:00 PM – 1:00 PM	ARVB y Reed
1:00 PM – 1:45 PM	CA Mike Jordan & Shannon Fairchild 1:1
1:15 PM – 2:00 PM	ACA Annie Von Burg / Dawn Sanders 1:1
2:15 PM – 2:45 PM	Mike, Annie & Jamey ELT Agenda rescheduled

▲ **Mon, Sep 30**

8:00 AM – 8:20 AM	CA Michael Jordan & ACA Annie Von Burg 1:1
9:00 AM – 9:30 AM	Monday morning huddle - Leadership Team
9:30 AM – 10:00 AM	Citywide Practices Projects: Updates
12:00 PM – 2:00 PM	All District Meeting
3:30 PM – 4:20 PM	City Administrator Management Meeting
4:30 PM – 5:30 PM	Proposed recruitment process – discussion with equity stakeholders