

Assistant City Administrator Annie Von Burg – November Lobbying Calendar

LEGAND

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

November 2024

▲ **Fri, Nov 1**

8:30 AM – 9:00 AM	Council staffing/broadcasting
9:00 AM – 9:30 AM	Meet: SHS Discussion
10:15 AM – 10:45 AM	Budget issues in the CA & Assistant City Administrator's portfolio
12:00 PM – 1:00 PM	OGR/Mayor's Policy Team Bi-Monthly Check In
1:15 PM – 1:45 PM	Assistant City Administrator Annie Von Burg/Shannon Fairchild Check-In
2:30 PM – 3:00 PM	Check-in: Jonas Biery, Annie Von Burg and Sara Morrissey

▲ **Mon, Nov 4**

8:30 AM – 8:50 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
9:00 AM – 9:30 AM	Monday morning huddle - Leadership Team
11:00 AM – 12:00 PM	BES Climate Change Roundtable
3:00 PM – 3:30 PM	ASSISTANT CITY ADMINISTRATOR Annie Von Burg / Laura Oppenheimer 1:1

▲ **Tue, Nov 5**

8:30 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

10:30 AM – 11:30 AM	Portland Solutions Budget Coordination
11:00 AM – 12:00 PM	FY 2025-26 budget community engagement
1:00 PM – 3:00 PM	Leadership Team Meeting
3:30 PM – 4:00 PM	Citywide Practices Projects: Updates
4:00 PM – 4:45 PM	Assistant City Administrator Annie Von Burg / Director Skyler Brocker-Knapp 1:1

▲ **Wed, Nov 6**

8:30 AM – 9:00 AM	Election Prep EPG/UC Briefing
11:45 AM – 1:00 PM	Information Session: Communications Officer and Engagement Officer
11:45 AM – 1:00 PM	Meet & Greet: Communications Officer
1:30 PM – 1:55 PM	Executive council briefing process
2:15 PM – 3:00 PM	Civic Life Comms plan for partners
3:00 PM – 3:50 PM	Assistant City Administrator Von Burg / Director Sam Chase 1:1

▲ **Thu, Nov 7**

8:30 AM – 9:00 AM	Election Prep EPG/UC Briefing
8:30 AM – 9:15 AM	Budget Equity Guidance FY 2025-26
9:30 AM – 10:00 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg Look Ahead
10:00 AM – 10:45 AM	Assistant City Administrator Annie Von Burg / Director Mourad Ratbi 1:1
12:00 PM – 1:00 PM	City Bureau Internal Coordination
1:30 PM – 2:30 PM	City Leadership Team meeting - rescheduled
2:00 PM – 2:30 PM	HRAP time certain at 2:00
2:30 PM – 3:00 PM	Engagement Officer Apps Evaluation Discussion
3:00 PM – 3:30 PM	EPG/UC Check-in

▲ **Fri, Nov 8**

8:30 AM – 9:00 AM	Budget issues in the CA & Assistant City Administrator's portfolio
8:30 AM – 9:00 AM	Election Prep EPG/UC Briefing
9:30 AM – 10:30 AM	Commissioner Gonzalez Planned Visit to ICP/EOC
10:00 AM – 11:00 AM	Council Agenda Setting and Weekly Operational Update

12:00 PM – 12:45 PM City Administrator Mike Jordan, Assistant City Administrator Annie Von Burg & Shannon Fairchild Fairchild 1:1

▲ **Mon, Nov 11** - Veterans' Day Holiday

▲ **Tue, Nov 12**

8:00 AM – 8:30 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 – 9:45 AM Assistant City Administrator Annie Von Burg / Dawn Sanders 1:1

10:00 AM – 11:30 AM Budget Concept Review (City Administrator Office)

10:10 AM – 10:30 AM New Employee Orientation - City of Portland's Government Structure/Welcome

11:00 AM – 11:30 AM Briefing on USACE Portland Metropolitan Levee System Project

11:30 AM – 12:30 PM Assistant City Administrator Annie Von Burg / Director Sam Chase 1:1

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

3:30 PM – 3:55 PM Natural Resource Service Delivery briefing

4:00 PM – 4:30 PM Update on the next steps regarding Kenton Firehouse

4:30 PM – 4:55 PM Prep for Vice Mayor of Sapporo - option 1

▲ **Wed, Nov 13**

8:30 AM – 9:00 AM Budget issues in the CA & Assistant City Administrator's portfolio

9:00 AM – 9:25 AM Assistant City Administrator Annie Von Burg + Tate White Check-in

9:30 AM – 12:00 PM City Council

10:00 AM – 10:15 AM Director Mourad Ratbi & Assistant City Administrator Annie Von Burg check-in

10:00 AM – 11:00 AM Citywide Levee Coordination Team Meeting

12:00 PM – 1:15 PM Meet & Greet: Engagement Officer

1:00 PM – 1:25 PM City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1

1:30 PM – 2:00 PM	UFSWQD/PMLS Check-In
2:00 PM – 5:00 PM	City Council
6:30 PM – 8:30 PM	CAG meeting

▲ **Thu, Nov 14**

8:00 AM – 8:30 AM	Prep for Commissioners
8:30 AM – 9:00 AM	Assistant City Administrator Annie Von Burg - Becky Tillson 1-1
9:00 AM – 9:30 AM	Update next steps regarding Kenton Firehouse
9:30 AM – 10:00 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg Look Ahead
10:00 AM – 10:30 AM	Meet: [In-Person]: Commissioner Ryan with Assistant City Administrator Annie Von Burg & Hayley Blonsley
10:30 AM – 11:30 AM	Sapporo Vice-Mayor meeting 10:45
10:45 AM – 11:15 AM	MEET: Sapporo Japan Vice Mayor Machida + Assistant City Administrator Annie Von Burg /OGR
11:30 AM – 1:00 PM	Monthly ELT meeting
12:00 PM – 1:00 PM	City Bureau Internal Coordination
1:00 PM – 2:00 PM	Bi-weekly all staff meeting
1:30 PM – 3:30 PM	Leadership Team Meeting
4:00 PM – 4:30 PM	Assistant City Administrator Annie Von Burg / Director Laura Oppenheimer 1:1

▲ **Fri, Nov 15**

9:30 AM – 11:30 AM	Site visits: HKFH and EPCO (start at Fire House)
11:30 AM – 1:00 PM	Site visit
1:30 PM – 2:00 PM	MEET: Commissioner Ryan / Mayor Wheeler (Cody)
2:00 PM – 3:00 PM	City hall -OGR

▲ **Mon, Nov 18**

7:30 AM – 8:00 AM	Review Coms Apps Complete by Friday
8:00 AM – 8:20 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
9:00 AM – 9:30 AM	Monday morning huddle - Leadership Team
9:30 AM – 10:30 AM	Council Agenda Setting and Weekly Operational Update

10:30 AM – 11:00 AM	Check-in on 2025 Work Sessions
11:00 AM – 11:45 AM	T.J. / Assistant City Administrator Annie Von Burg Touchbase
11:45 AM – 12:00 PM	Grant Signatures Check-In
12:00 PM – 2:00 PM	All District Meeting
1:00 PM – 1:30 PM	Portland Harbor Financial Planning Update
2:00 PM – 2:30 PM	Assistant City Administrator Annie Von Burg / Director Laura Oppenheimer 1:1
2:30 PM – 3:00 PM	Assistant City Administrator Annie Von Burg & Vivian Satterfield 1:1
3:30 PM – 5:00 PM	Complete Coms review

▲ **Tue, Nov 19**

8:00 AM – 9:00 AM	Mayor-elect Keith Wilson - Portland Solutions check in
8:30 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
10:30 AM – 11:00 AM	Budget prep
11:00 AM – 12:00 PM	Meet: OGR Budget
12:00 PM – 12:30 PM	Touchbase with Debt Management
1:00 PM – 4:00 PM	Leadership Team Meeting
3:00 PM – 3:30 PM	Grant Signatures Check-In
4:00 PM – 4:30 PM	Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1
4:30 PM – 5:00 PM	RV Briefing Follow up Meeting
5:00 PM – 6:30 PM	Commissioner Ryan- NECN mtg
6:30 PM – 7:00 PM	North East Coalition of Neighborhoods Board of Directors Meeting (Jill)

▲ **Wed, Nov 20**

9:00 AM – 9:30 AM	Update - next steps regarding Kenton Firestation
9:30 AM – 12:00 PM	City Council
9:30 AM – 2:00 PM	City Council Meeting - November 20, 2024 9:30 a.m.
1:00 PM – 2:00 PM	SNL/CD chat & brainstorm
1:30 PM – 3:00 PM	Coms review
2:30 PM – 3:00 PM	Engagement Officer check in

3:00 PM – 3:30 PM	Follow-up on community engagement conversation
3:30 PM – 3:55 PM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
4:00 PM – 5:00 PM	Coms review

▲ **Thu, Nov 21**

8:00 AM – 9:00 AM	Coms review
9:00 AM – 9:20 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg Look Ahead
10:00 AM – 10:45 AM	Assistant City Administrator Annie Von Burg / Director Mourad Ratbi 1:1
11:00 AM – 11:30 AM	Citywide Practices Projects: Updates
12:00 PM – 12:50 PM	Kenton Firehouse Update (Assistant City Administrator Annie Von Burg, Councilors-elect Elana Pirtle-Guiney)
1:30 PM – 3:30 PM	Leadership Team Meeting
3:00 PM – 5:00 PM	City Council
3:00 PM – 5:00 PM	City Council Meeting - November 21, 2024 3:00 p.m.
3:30 PM – 4:00 PM	Kenton FireHouse Discussion

▲ **Fri, Nov 22**

10:15 AM – 10:45 AM	Budget issues in the CA & Assistant City Administrator's portfolio
1:00 PM – 1:45 PM	City Administrator Mike Jordan, Assistant City Administrator Annie Von Burg & Shannon Fairchild Fairchild 1:1
1:30 PM – 2:30 PM	Meeting with PSU Institute of Metropolitan Studies and Congressman Blumenauer
2:30 PM – 5:00 PM	Complete Coms review

▲ **Mon, Nov 25**

7:00 AM – 7:30 AM	COMS Interview requests out this week
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
8:30 AM – 9:00 AM	Check-in on Comms Officer applications

9:00 AM – 9:30 AM	Monday morning huddle - Leadership Team
9:30 AM – 10:00 AM	Assistant City Administrator Annie Von Burg + Tate White Check-in
10:15 AM – 10:30 AM	Quick check-in: Assistant City Administrator Annie Von Burg / Director Laura Oppenheimer
11:00 AM – 12:00 PM	Weekly Operational Update
2:00 PM – 2:30 PM	Interviewing Scheduling
3:00 PM – 3:50 PM	City Administrator Management Meeting
4:00 PM – 5:00 PM	Discuss the IRP budget note

▲ **Tue, Nov 26**

9:00 AM – 11:00 AM	Mayor-elect Portland Solutions Briefing (in person)
11:00 AM – 11:45 AM	Assistant City Administrator Annie Von Burg / Dawn Sanders 1:1
12:30 PM – 12:55 PM	Assistant City Administrator Annie Von Burg /Shoshanah Check in
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

▲ **Wed, Nov 27**

9:00 AM – 10:00 AM	Government Relations, City Administrator & Assistant City Administrator Check-in
10:00 AM – 10:30 AM	Check-in re: media inquiry
11:00 AM – 11:30 AM	Taylor & Assistant City Administrator Annie Von Burg check-in
1:00 PM – 1:25 PM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1