

## LEGAND

DEQ – Department Environmental Quality	DAM – Division of Asset Management
EM – Emergency Management	GTAC – Government Transition Advisory Committee
HRAP – Homeless Response Action Plan	OGR – Office of Government Relations
PMLS – Portland Metro Levee System	PWB – Portland Water Bureau
UFSWQD – Urban Flood Safety & Water Quality District	

### October 2024

#### ▲ Tue, Oct 1

9:30 AM – 9:45 AM	Director Sam Chase & Assistant City Administrator Annie Von Burg, Check-in
12:30 PM – 5:00 PM	EM Ordinance and EM Retreat
4:00 PM – 4:45 PM	Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1

#### ▲ Wed, Oct 2

9:00 AM – 9:30 AM	Natalie & Assistant City Administrator Annie Von Burg - check-in
9:30 AM – 11:30 AM	City Council
1:00 PM – 1:25 PM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
4:15 PM – 4:30 PM	Annie & Brandy Follow Up

#### ▲ Thu, Oct 3

8:30 AM – 9:00 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg Look Ahead
9:00 AM – 9:25 AM	engagement officer/city operations
9:30 AM – 10:00 AM	Check-in: Director Tracy Warren / Deputy City Administrator Sara Morrissey
10:00 AM – 10:15 AM	ACA Annie Von Burg / Shannah Anderson 1:1
10:30 AM – 12:00 PM	City of Portland Government Transition Team presentation to Metro staff
11:00 AM – 11:50 AM	PWB Filtration Plant construction and DEQ
1:00 PM – 2:00 PM	Bi-weekly all staff meeting
1:30 PM – 3:30 PM	Leadership Team Meeting

▲ Fri, Oct 4

8:15 AM – 8:45 AM	Budget issues in the City Administrator & Assistant City Administrator portfolio
9:00 AM – 9:30 AM	ACA Annie Von Burg & Vivian Satterfield 1:1
10:00 AM – 10:30 AM	CORF Cost Share Request
10:30 AM – 10:55 AM	Engagement Officer check in
11:30 AM – 12:00 PM	Sears site management
12:00 PM – 1:00 PM	OGR/Mayor's Policy Team Bi-Monthly Check In
1:30 PM – 2:30 PM	Assistant City Administrator Annie Von Burg / Director Laura Oppenheimer 1:1
3:00 PM – 3:30 PM	Miranda/ Assistant City Administrator Annie Von Burg check-in

---

▲ Mon, Oct 7

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
10:00 AM – 11:00 AM	Council Agenda Setting and Weekly Operational Update
1:30 PM – 2:00 PM	MEET: Commissioner Ryan / Mayor Wheeler
2:00 PM – 2:30 PM	Assistant City Administrator Annie Von Burg / Director Laura Oppenheimer 1:1
2:30 PM – 3:00 PM	Citywide Practices Projects: Updates
3:00 PM – 3:30 PM	Recruitment Planning
3:30 PM – 4:00 PM	ACA Annie Von Burg / Dawn Sanders 1:1
4:00 PM – 5:00 PM	City Administrator's Office All Staff

---

▲ Tue, Oct 8

8:00 AM – 12:00 PM	Equity conference
10:10 AM – 10:30 AM	New Employee Orientation - City of Portland's Government Structure/Welcome
12:00 PM – 12:30 PM	Finance Discussion About City Shelters
1:00 PM – 3:00 PM	Joint City / County Homelessness Response System
3:30 PM – 5:00 PM	Leadership Team Meeting
4:00 PM – 5:00 PM	City Administrator service area indicators and performance measures meeting

---

▲ Wed, Oct 9

8:30 AM – 9:15 AM	Assistant City Administrator Annie Von Burg / Director Sam Chase 1:1
9:30 AM – 12:00 PM	City Council
11:00 AM – 1:00 PM	Event: Compassion in Action
2:00 PM – 3:30 PM	City Council
2:00 PM – 3:30 PM	Quarterly S&IP Group meeting
4:00 PM – 4:45 PM	Officer Recruitments
6:30 PM – 8:30 PM	CAG meeting

---

▲ Thu, Oct 10

8:15 AM – 9:00 AM	Director Ahmed & Assistant City Administrator Annie Von Burg 1:1
9:00 AM – 9:30 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
11:30 AM – 1:00 PM	Monthly ELT meeting
1:00 PM – 1:20 PM	Comms Officer position description review
1:30 PM – 3:30 PM	Leadership Team Meeting
2:00 PM – 4:00 PM	City Council
4:00 PM – 4:45 PM	Assistant City Administrator Annie Von Burg / Director Skyler Brocker-Knapp 1:1

---

▲ Fri, Oct 11

10:15 AM – 10:45 AM	Budget issues in the City Administrator & Assistant City Administrator portfolio
11:00 AM – 11:45 AM	Annie + Tate Check-in
1:30 PM – 1:55 PM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
2:15 PM – 3:00 PM	Officer Recruitments

---

▲ Mon, Oct 14

8:00 AM – 8:20 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
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
10:00 AM – 11:30 AM	Council Agenda Setting and Weekly Operational Update

1:30 PM – 2:00 PM	UFSWQD/PMLS Check-In
2:00 PM – 2:30 PM	ACA Annie Von Burg / Laura Oppenheimer 1:1
2:00 PM – 3:00 PM	Citywide Levee Coordination Team Meeting
3:00 PM – 3:50 PM	City Administrator Management Meeting

---

▲ Tue, Oct 15

9:00 AM – 9:15 AM	Quick comms check-in
9:30 AM – 10:15 AM	ACA Annie Von Burg / Dawn Sanders 1:1
10:30 AM – 11:00 AM	Assistant City Administrator Annie Von Burg /Matt Gierach
12:10 PM – 12:50 PM	Climate Tools and Practices - a PEACE sharing series
1:00 PM – 1:30 PM	MEET: GTAC Co-Chairs/Mayor Wheeler
1:00 PM – 3:00 PM	Leadership Team Meeting
3:00 PM – 4:00 PM	DAM - Bureau Directors/Finance Managers Meeting - Q4 CSG
4:00 PM – 4:45 PM	Assistant City Administrator Annie Von Burg / Director Skyler Bocker-Knapp 1:1
5:00 PM – 5:30 PM	Connect: HRAP Council Prep

---

▲ Wed, Oct 16

9:30 AM – 11:30 AM	City Council
12:00 PM – 2:00 PM	Facilities Services' Long-Range Public Safety Facilities Master Plan
3:00 PM – 5:00 PM	City Council

---

▲ Thu, Oct 17

8:30 AM – 9:00 AM	Communications check-in
9:00 AM – 9:45 AM	Individual Interviews: Citywide Practices: Equity Project - Annie Von Burg and Autumn Carter (she/her) - NEX Strategies
9:00 AM – 10:00 AM	Equity interview- Autumn Carter
10:00 AM – 10:30 AM	Budget issues in the CA & ACA's portfolio
11:00 AM – 11:30 AM	ACA Annie Von Burg & John Brady - Communications meeting
12:00 PM – 1:00 PM	City Bureau Internal Coordination
1:00 PM – 2:30 PM	Bi-weekly all staff meeting: RCSD Personal Safety Workshop
1:30 PM – 3:30 PM	Leadership Team Meeting

4:00 PM – 4:15 PM Media Response

---

▲ Fri, Oct 18

8:00 AM – 5:00 PM Out of office

---

▲ Mon, Oct 21

9:00 AM – 9:30 AM Leadership Team meeting

10:00 AM – 12:00 PM Council Agenda Setting and Weekly Operational Update

1:00 PM – 1:30 PM City administrator Michael Jordan / Assistant City administrator Annie Von Burg 1:1

1:30 PM – 3:30 PM Natural Resource Service Delivery strategy

4:00 PM – 4:30 PM Assistant City administrator Annie Von Burg / Director Laura Oppenheimer 1:1

---

▲ Tue, Oct 22

8:30 AM – 8:45 AM Lori/Annie check-in

9:30 AM – 12:00 PM Fiscal Outlook Work Session

12:30 PM – 1:00 PM Annie/Shoshanah Check in

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 Bocker-Knapp 1:1

---

▲ Wed, Oct 23

8:00 AM – 9:00 AM Coffee: Annie & Christine (see location change)

9:30 AM – 12:30 PM City Council

1:00 PM – 1:40 PM OGR & local government

2:00 PM – 5:00 PM City Council

5:00 PM – 5:30 PM MEET: RV Briefing

---

▲ Thu, Oct 24

8:30 AM – 9:00 AM Mayor Leadership Briefing

11:00 AM – 12:00 PM Advisory Bodies Next Steps

12:00 PM – 1:00 PM City Bureau Internal Coordination

1:00 PM – 2:00 PM Portland Solutions

2:00 PM – 2:30 PM Leadership Team Meeting

3:00 PM – 5:00 PM Mayor's State of the City

---

▲ Fri, Oct 25

8:30 AM – 9:00 AM	Assistant City Administrator Annie Von Burg /Miranda Mishan check-in
9:00 AM – 9:30 AM	ACA Annie Von Burg & Vivian Satterfield 1:1
9:30 AM – 10:15 AM	Assistant City Administrator Annie Von Burg / Director Mourad Ratbi 1:1
10:15 AM – 10:45 AM	Budget issues in the CA & ACA's portfolio
11:00 AM – 11:45 AM	Annie + Tate Check-in
1:15 PM – 1:45 PM	City Administrator Mike Jordan, Assistant City Administrator Annie Von Burg & Shannon Fairchild 1:1

---

▲ Mon, Oct 28

8:00 AM – 8:15 AM	Portland Building power outage
8:00 AM – 8:20 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
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
10:30 AM – 10:55 AM	Meet: Director Sam Chase & Assistant City Administrator Annie Von Burg Check-in
12:00 PM – 2:00 PM	All District Meeting
1:30 PM – 2:20 PM	City Administrator Management Meeting
3:00 PM – 4:00 PM	Employee Townhall
4:00 PM – 4:25 PM	Pre-Inventory Outreach
4:30 PM – 5:00 PM	Check-in: CA Michael Jordan, ACA Annie Von Burg, DCA Sara Morrissey

---

▲ Tue, Oct 29

8:00 AM – 9:00 AM	Kenton update
9:30 AM – 12:00 PM	Code Change Work Session
1:00 PM – 2:30 PM	OGR Staff Meeting
1:00 PM – 3:00 PM	Leadership Team Meeting
2:00 PM – 3:00 PM	FY 2025-26 Technical Budget Kickoff
3:00 PM – 3:30 PM	Engagement Officer Outreach
3:30 PM – 4:00 PM	ACA Annie Von Burg / Laura Oppenheimer 1:1
4:00 PM – 4:45 PM	Assistant City Administrator Annie Von Burg / Director Skyler Brocker-Knapp 1:1

---

▲ Wed, Oct 30

8:00 AM – 8:25 AM	ACA Annie Von Burg / Dawn Sanders 1:1
8:30 AM – 9:00 AM	Prep for leadership mtg
9:00 AM – 9:30 AM	Recruitment planning
9:30 AM – 12:00 PM	City Council
1:00 PM – 1:25 PM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg 1:1
1:30 PM – 1:55 PM	ACA Annie Von Burg / Shoshanah Oppenheim Prep for Management Meeting
2:00 PM – 5:00 PM	City Council

---

▲ Thu, Oct 31

8:00 AM – 8:30 AM	Budget Check-In
8:30 AM – 9:00 AM	Bathroom Ordinance discussion
9:15 AM – 10:00 AM	Equity project update to leadership
10:15 AM – 10:45 AM	Assistant City Administrator Annie Von Burg / Director Shad Ahmed 1:1
11:00 AM – 11:30 AM	City Administrator Michael Jordan & Assistant City Administrator Annie Von Burg Look Ahead
11:30 AM – 11:55 AM	Charter Information Session for BTS employees
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
2:00 PM – 5:00 PM	City Council

