

October 1, 2025 - October 5, 2025

September 2025

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October 2025

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Wednesday, October 1

- **11:00am - 11:30am Angela/Maty bi-weekly check in** (In person, 12th floor huddle room) - Sauter, Maty ↻
- **11:30am - 12:00pm Jeff/Maty bi-weekly check in** (Microsoft Teams Meeting) - Sauter, Maty ↻
- **3:15pm - 3:45pm Facilities Dir. Maty Sauter x DCA Bob Cozzie** (Cafe Umbria - 710 SW Madison (Broadway and Madison)) - Cozzie, Bob

Thursday, October 2

- **10:00am - 11:00am MEET - City Operations Reflections with Team Dunphy** (City Hall Suite 110 Meeting Room 4 - AV (8 capacity)) - Dunphy, Jamie
- **11:15am - 12:00pm Steve/Maty bi-weekly check in** (In Person or; Microsoft Teams Meeting) - Sauter, Maty ↻
- **4:00pm - 5:00pm THVP – Labor Impacts** (Microsoft Teams Meeting) - Sauter, Maty

Friday, October 3

- **11:00am - 11:45am Tour of Kerby Garage [In-person] - Maty/D2 Councilors** (2835 N Kerby Ave, Portland, OR 97227) - Blonsley, Hayley
- **12:00pm - 12:45pm Tour of Kerby Garage [In-person] - Maty/D3 Councilors** (2835 N Kerby Ave, Portland, OR 97227) - Blonsley, Hayley

October 6, 2025 - October 12, 2025

October 2025							November 2025						
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Monday, October 6

- 8:30am - 9:30am Private Appointment -
- 1:00pm - 2:00pm BFF Facilities & BHR (Wellness Support); w/ Maty, Ron Zito (TPB Room 901; PB Med 10 ppl Living Room - AV - No Camera - Rm 901) - Sauter, Maty
- 2:00pm - 3:00pm V3: BFF-PCC-PCCF PCEF Recurring Meeting (Microsoft Teams Meeting) - Sauter, Maty

Tuesday, October 7

- 8:30am - 9:00am D1 District Office Furniture Purchase (Microsoft Teams Meeting) - Dering, Steve
- 9:00am - 9:50am FW: Fleet/wayfinding consultant (Microsoft Teams Meeting) - Selleck, Randi

Wednesday, October 8

- 9:00am - 10:00am Private Appointment -
- 9:30am - 10:00am CityFleet Permit Strategy Alignment - BFF/JE Dunn (Microsoft Teams Meeting) - Sage Guttes
- 3:30pm - 4:00pm Workload & Support (Microsoft Teams Meeting) - Sauter, Maty
- 4:00pm - 4:30pm THVP policy check in (Microsoft Teams Meeting) - Sauter, Maty

Thursday, October 9

- 9:00am - 9:30am CityFleet OAC Check-in - BFF/JE Dunn/LRS (CR - PORTLAND (Blue-VC) (8910 SW Gemini Dr., Beaverton, OR 97008, US)) - Sage Guttes
- 11:00am - 11:30am Mike/Maty bi-weekly check in (Teams) - Sauter, Maty
- 11:30am - 1:00pm Monthly ELT meeting (Microsoft Teams Meeting; room 100 is reserved) - Jordan, Michael
- 4:00pm - 5:00pm PCEF: reports & doc management (Microsoft Teams Meeting) - Sauter, Maty

Friday, October 10

- 8:30am - 10:00am travel
- 10:00am - 12:00pm Capital Projects Advisory Board - Quarterly Meeting (Microsoft Teams Meeting; SLM Exec 02 Fremont ConfRoom * DAS) - KRUEGER Amy * DAS
- 12:00pm - 1:30pm travel

October 13, 2025 - October 19, 2025

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Monday, October 13

- **9:00am - 10:00am Fleet Transition Strategy Finance Review**
(Microsoft Teams Meeting) - Bennet, Stacey
- **10:00am - 10:30am Councilor Smith : Facilities Question** (Portland City Hall, Councilor Smith's Office) - Murray, Adam
- **10:30am - 11:30am Connect** (PB Med 8 ppl - AV & Video Camera - Rm 1021) - Dering, Steve
- **1:30pm - 2:00pm JC Bus Duct - Project Sponsors Meeting - Maty/County** - Dan Zalkow ↻
- **4:00pm - 4:30pm City Leadership Situational Awareness & Coordination Call - October 18 Event** (Microsoft Teams Meeting) - PBEM Duty Officer

Tuesday, October 14

- **1:00pm - 1:55pm BHR/BFF - Consolidated Policy & Recruiting Check In** (Microsoft Teams Meeting) - Sauter, Maty ↻

Wednesday, October 15

- **9:00am - 10:00am Hold: Electrification Strategy Uplevel Discussion**
- **10:00am - 11:00am Steve/Maty bi-weekly check in** (In Person or; Microsoft Teams Meeting) - Sauter, Maty ↻
- **11:30am - 12:00pm City / County Check-In** - Dan Zalkow ↻
- **2:30pm - 3:00pm TB/MAC Workload - Maty x DCA Warren** (Microsoft Teams Meeting) - Warren, Tracy
- **3:00pm - 4:30pm Monthly City Asset Managers Group (CAMG) Meeting** (Microsoft Teams Meeting or Room 1500) - Citywide Asset Managers Group ↻

Thursday, October 16

- **9:00am - 9:30am CityFleet OAC Check-in - BFF/JE Dunn/LRS** (CR - PORTLAND (Blue-VC) (8910 SW Gemini Dr., Beaverton, OR 97008, US)) - Sage Guttes ↻
- **10:00am - 10:45am Tour of Kerby Garage [In-person] - Maty/D1 Councilors** (2835 N Kerby Ave, Portland, OR 97227) - Blonsley, Hayley
- **1:00pm - 1:45pm COP - City Fleet Project - PM Support - Maty/Cumming Group** (Microsoft Teams Meeting) - Dering, Steve
- **3:30pm - 4:00pm CityFleet LRS / City Touch Base** (Microsoft Teams Meeting) - Paul Boundy

Friday, October 17

- **9:00am - 9:15am check in** (Microsoft Teams Meeting) - Sauter, Maty
- **11:30am - 12:00pm Justice Center Generator Replacement Discussion - Maty/County** (<https://meet.google.com/zag-kncq-jnd>) - Jackie Bennett

October 20, 2025 - October 26, 2025

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Monday, October 20

- 9:00am - 9:30am **Monica Check In!** (Microsoft Teams Meeting) - Sauter, Maty
- 12:00pm - 2:00pm **CONFIRMED: Finance Committee (Kerby bond ordinance)** (City Hall - Chambers) - Sauter, Maty
- 3:00pm - 3:25pm **Check in Kerby Garage** (Microsoft Teams Meeting)

Tuesday, October 21

- 9:00am - 9:55am **Aaron/BFF - Bi-Weekly Financial Check In** (In person (TPB 903) & Teams) - Sauter, Maty ↻
- 10:00am - 11:00am **Mike/Maty bi-weekly check in** (Your office; @ Cutter) - Sauter, Maty ↻
- 11:00am - 11:15am **Private Appointment** - 🔒

Wednesday, October 22

- 8:30am - 9:00am **Private Appointment** - 🔒
- 2:00pm - 3:00pm **COP - City Fleet - Cumming Group - Follow Up** (Microsoft Teams Meeting) - Dering, Steve

Thursday, October 23

- 9:00am - 10:00am **CityFleet OAC Check-in - BFF/JE Dunn/LRS** (CR - PORTLAND (Blue-VC) (8910 SW Gemini Dr., Beaverton, OR 97008, US)) - Sage Guttus ↻

Friday, October 24

- 9:00am - 9:30am **Private Appointment** - 🔒
- 12:30pm - 2:30pm **City of Portland Kerby and Cutter Garage tour - BFF/Cumming Group** (2835 N Kerby Ave 6800 N Cutter Circle) - Roy, Mike
- 12:30pm - 1:00pm **ISF Governance Cmte Review - Target Rate Budgets - BFF/BTS/DCA Biery/DCA Warren** (Microsoft Teams Meeting) - Biery, Jonas
- 2:30pm - 5:00pm **Cumming Group - Scoping**

October 27, 2025 - November 2, 2025

October 2025							November 2025						
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Monday, October 27

- 2:00pm - 2:30pm Private Appointment - 🔒
- 2:30pm - 2:55pm Facilities Dir. Sauter x DCA Bob Cozzie (Microsoft Teams Meeting) - Cozzie, Bob

Tuesday, October 28

- 9:00am - 10:00am Steve/Maty bi-weekly check in (In Person or; Microsoft Teams Meeting) - Sauter, Maty ↻
- 10:00am - 12:00pm Kickoff for Analyst II & III Classification Reviews (Microsoft Teams Meeting) - Daley, Sara

Wednesday, October 29

- 9:00am - 1:30pm Confirmed: Full Council (1st Reading) - Kerby bond ordinance (In Person - Chambers) - Sauter, Maty
- 1:30pm - 2:15pm Private Appointment - 🔒
- 3:30pm - 4:45pm ISF Governance Committee Meeting [In-person] (PB XL 30 ppl - AV & Video Camera - Rm 216) - Blonsley, Hayley

Thursday, October 30

- 9:00am - 10:00am CityFleet OAC Check-in - BFF/JE Dunn/LRS (CR - PORTLAND (Blue-VC) (8910 SW Gemini Dr., Beaverton, OR 97008, US)) - Sage Guttes ↻
- 4:00pm - 4:50pm Private Appointment - 🔒

Friday, October 31

- 7:30am - 5:30pm Private Appointment 🔒

November 3, 2025 - November 9, 2025

November 2025							December 2025							
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Monday, November 3

- **9:00am - 10:00am Check in on TCO model** (Microsoft Teams Meeting) - Sauter, Maty
- **10:00am - 10:45am Leasing - Check In - Maty/OHSU** (Microsoft Teams Meeting) - Sauter, Maty
- **11:00am - 12:00pm Check in** (Microsoft Teams Meeting) - Sauter, Maty
- **2:00pm - 3:00pm V3: BFF-PCC-PCCF PCEF Recurring Meeting** (Microsoft Teams Meeting) - Sauter, Maty ↻

Tuesday, November 4

- **9:00am - 9:55am Aaron/BFF - Bi-Weekly Financial Check In** (In person (TPB 903) & Teams) - Sauter, Maty ↻
- **10:30am - 11:00am Maty/Clackamas Community College** (Microsoft Teams Meeting) - Sauter, Maty
- **11:30am - 12:00pm Maty/Crystal** (Microsoft Teams Meeting) - Sauter, Maty
- **12:00pm - 2:00pm Cutter operational impacts/costs model** (Wherever Mike is going to be) - Sauter, Maty

Wednesday, November 5

- **10:00am - 11:00am PPB Replacement Fund - Maty/DCA Bob Cozzie**
- **2:00pm - 3:00pm City Operations / CFO Office Leadership Teams** (Hybrid: PB 1500 / Teams; PB XL 34 ppl - AV & Video Camera - Rm 1500) - Biery, Jonas ↻
- **4:00pm - 5:00pm Dignity Village - City property management** (Microsoft Teams Meeting) - Jordan, Michael

Thursday, November 6

- **9:00am - 10:00am CityFleet OAC Check-in - BFF/JE Dunn/LRS** (CR - PORTLAND (Blue-VC) (8910 SW Gemini Dr., Beaverton, OR 97008, US)) - Sage Guttus ↻
- **11:15am - 12:30pm Planning & Development Directors Meeting** (Microsoft Teams Meeting) - Engstrom, Eric ↻
- **1:00pm - 2:00pm Mike/Maty bi-weekly check in** (Your office; @ Cutter) - Sauter, Maty ↻

Friday, November 7

- **1:00pm - 2:00pm check in - BFF/Cumming Group** (Microsoft Teams Meeting) - Sauter, Maty
- **2:00pm - 3:00pm Placeholder - THVP Data Discussion** (Microsoft Teams Meeting) - Stewart, Samantha
- **3:00pm - 3:30pm PCC Amendment Discussion** (Microsoft Teams Meeting) - Schnoor, Katy

November 10, 2025 - November 16, 2025

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Monday, November 10

8:30am - 5:00pm OOO

Tuesday, November 11

8:30am - 5:00pm Holiday

Wednesday, November 12

- 8:50am - 10:00am **CONFIRMED: Council 2nd Reading - Kerby Bond Ordinance** (City Hall - Chambers) - Sauter, Maty
- 10:00am - 11:00am **Steve/Maty bi-weekly check in** (In Person or; Microsoft Teams Meeting) - Sauter, Maty ↻
- 3:00pm - 3:50pm **Critical Facilities data - format, features, and functions** (Microsoft Teams, in-person option in room 1900 Bldg., room 6E) - Woo, Chris
- 4:00pm - 5:00pm **Federal Disconnect Discussion with OGR** (Microsoft Teams Meeting) - Pfeiffer, Emily

Thursday, November 13

- 10:00am - 11:00am **Coffee? - Maty/Vivian Satterfield** (Meet in lobby, farmers' market?) - Sauter, Maty
- 11:30am - 1:00pm **Monthly ELT meeting** (Microsoft Teams Meeting; room 100 is reserved) - Jordan, Michael ↻
- 3:30pm - 4:00pm **Real Property Coordinator** (PB Med 10 ppl - AV & Video Camera - Rm 1001) - Dyer, Rick

Friday, November 14

- 9:00am - 9:30am **Jeff/Maty bi-weekly check in** (Microsoft Teams Meeting) - Sauter, Maty ↻
- 9:30am - 9:55am **City / County Check-In** (<https://meet.google.com/wdf-hica-vph>) - Dan Zalkow ↻
- 10:00am - 11:00am **CityFleet OAC Check-in - BFF/JE Dunn/LRS** (CR - PORTLAND (Rogue-VC)) - Sage Guttes ↻
- 10:30am - 11:15am **Next Steps?** (Microsoft Teams Meeting) - Sauter, Maty
- 2:30pm - 3:00pm **City Leadership Situational Awareness Call - November 22 Event** (Microsoft Teams Meeting) - PBEM Duty Officer
- 4:30pm - 4:55pm **Elyse/Maty** (Microsoft Teams Meeting) - Rosenberg, Elyse

November 17, 2025 - November 23, 2025

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December 2025						
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Monday, November 17

- **9:00am - 10:00am City/Cumming Group Weekly Check In** (Microsoft Teams Meeting) - Sauter, Maty ↻
- **10:00am - 10:30am randy/maty re: hrrar** (rm 1012) - Thompson, Randy
- **11:00am - 11:30am Monica/Maty 1x1** (Microsoft Teams Meeting) - Sauter, Maty ↻
- **2:00pm - 3:00pm V3: BFF-PCC-PCCF PCEF Recurring Meeting** (Microsoft Teams Meeting) - Sauter, Maty ↻

Tuesday, November 18

- **9:00am - 9:55am Aaron/BFF - Bi-Weekly Financial Check In** (In person (TPB 903) & Teams) - Sauter, Maty ↻
- **11:30am - 12:00pm Stakeholder Awareness & Coordination Call - November 22 Event** (Microsoft Teams Meeting) - PBEM Duty Officer
- **1:00pm - 4:00pm Private Appointment** 🔒

Wednesday, November 19

- **9:00am - 10:00am PPB Replacement Fund - Follow-up - Maty/DCA Bob Cozzie** (Microsoft Teams Meeting) - Clayton, Ray
- **10:00am - 10:30am Discuss Barring Concealed Carry in Public Buildings** (Microsoft Teams Meeting) - Brown, Bri
- **1:00pm - 4:30pm Citywide Asset Management Strategy Kickoff Workshop - IN PERSON** (Leah Hing - Portland Building) - White, Tate

Thursday, November 20

- **9:00am - 10:00am CityFleet OAC Check-in - BFF/JE Dunn/LRS** (CR - PORTLAND (Blue-VC) (8910 SW Gemini Dr., Beaverton, OR 97008, US)) - Sage Guttus ↻
- **12:00pm - 12:30pm Check-in: Maty / Tracy** (Microsoft Teams Meeting/Tracy's Office) - Warren, Tracy
- **2:00pm - 2:30pm Feedback** (Microsoft Teams Meeting) - Dering, Steve

Friday, November 21

- **9:00am - 10:00am Operations/Budget & Finance Labor Management Committee** (Microsoft Teams Meeting) - Cone, Paul
- **10:00am - 10:30am Connect on data project** (Microsoft Teams Meeting) - Sauter, Maty
- **10:30am - 11:30am Mike/Maty bi-weekly check in** (Your office; @ Cutter) - Sauter, Maty ↻
- **1:00pm - 2:00pm Steve/Maty bi-weekly check in** (In Person or; Microsoft Teams Meeting) - Sauter, Maty ↻
- **5:00pm - 7:00pm Girl Scouts**

November 24, 2025 - November 30, 2025

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Monday, November 24

9:00am - 5:30pm OOO

Tuesday, November 25

9:00am - 5:30pm OOO

Wednesday, November 26

9:00am - 5:30pm OOO

Thursday, November 27

9:00am - 5:30pm Holiday

Friday, November 28

9:00am - 5:30pm Holiday

December 1, 2025 - December 7, 2025

December 2025							January 2026							
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Monday, December 1

- 9:00am - 10:00am **City/Cumming Group Weekly Check In** (Microsoft Teams Meeting) - Sauter, Maty ↻
- 10:00am - 10:50am **Justice Center Condominium | 2025 Quarterly Meetings** (<https://meet.google.com/vhp-gxew-fss>) - Phyllis Laners ↻
- 11:00am - 12:00pm **PCEF biweekly check in - internal** (Microsoft Teams Meeting) - Sauter, Maty ↻
- 12:00pm - 12:30pm **Monica/Maty 1x1** (Microsoft Teams Meeting) - Sauter, Maty ↻
- 1:30pm - 2:00pm **Exception Request Check In** (Microsoft Teams Meeting) - Pham, Angela
- 2:00pm - 3:00pm **V3: BFF-PCC-PCCF PCEF Recurring Meeting** (Microsoft Teams Meeting) - Sauter, Maty ↻
- 3:00pm - 4:30pm **City Operations Service Area - performance review** (Rose Room) - Wilson, Keith ↻

Tuesday, December 2

- 9:00am - 9:55am **Aaron/BFF - Bi-Weekly Financial Check In** (In person (TPB 903) & Teams) - Sauter, Maty ↻
- 10:00am - 11:00am **Mike/Maty bi-weekly check in** (Your office; @ Cutter) - Sauter, Maty ↻
- 1:30pm - 2:00pm **Furniture Conversation** (Ste 1000) - Penson, Tiffani

Wednesday, December 3

- 9:00am - 10:00am **CityFleet OAC Check-in** (CR - PORTLAND (Blue-VC) (8910 SW Gemini Dr., Beaverton, OR 97008, US)) - Sage Guttus ↻
- 9:00am - 10:00am **PPB Replacement Fund Short-term Plan** (Microsoft Teams Meeting) - Clayton, Ray
- 10:00am - 10:30am **Vacancy question** (Microsoft Teams Meeting) - Sauter, Maty
- 10:30am - 11:00am **Private Appointment** - 🔒
- 11:45am - 12:00pm **GET process?** (Microsoft Teams Meeting) - Sauter, Maty
- 12:00pm - 12:30pm **Exceptions tracker** (Microsoft Teams Meeting) - Sauter, Maty
- 2:30pm - 3:00pm **Travel**
- 3:00pm - 6:00pm **Oregon Branch IAM - Holiday Mixer [In-person]** (Steeplejack Brewing Company (2400 NE Broadway St, Portland, OR

Thursday, December 4

- 10:30am - 11:00am **Kerby to Cutter - Equipment & Supplies Move** (TBD) - Ramirez, Monica
- 11:00am - 12:30pm **Planning & Development Directors Meeting** (Microsoft Teams Meeting) - Engstrom, Eric ↻
- 11:30am - 12:00pm **Take Home Vehicle Policy Review - Maty/DCA Warren** (Microsoft Teams Meeting) - Warren, Tracy
- 12:00pm - 12:30pm **Facilities Meeting** (Ste 1000) - Penson, Tiffani
- 3:00pm - 4:00pm **City Operations / CFO Office Leadership Teams** (Hybrid: PB 1501 / Teams; PB XL 34 ppl - AV & Video Camera - Rm 1501) - Biery, Jonas ↻

Friday, December 5

- 10:00am - 12:00pm **CONFIRMED for Citywide Asset Management Workshop #2 - IN PERSON** (Portland Building Leah Hing Room) - White, Tate
- 2:30pm - 3:30pm **check in?** (Microsoft Teams Meeting) - Sauter, Maty
- 3:30pm - 4:00pm **Maty <> Joel** (Microsoft Teams Meeting) - Nantais, Joel
- 4:00pm - 4:30pm **Check In?** (Microsoft Teams Meeting) - Sauter, Maty

December 8, 2025 - December 14, 2025

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Monday, December 8

- 8:30am - 9:00am **M.R Check In** (Microsoft Teams Meeting) - Pham, Angela
- 9:00am - 10:00am **City/Cumming Group Weekly Check In** (Microsoft Teams Meeting) - Sauter, Maty ↻
- 9:00am - 9:30am **THVP Intranet Updates prior to rollout** (Microsoft Teams Meeting) - Ramirez, Monica
- 2:00pm - 2:50pm **Critical facilities data workgroup** (Microsoft Teams) - Woo, Chris
- 3:00pm - 4:00pm **Take Home Vehicle Policy Training Rollout- Fleet Coordinators** (Microsoft Teams Meeting) - Ramirez, Monica

Tuesday, December 9

- 11:00am - 11:25am **Governance Debrief for Citywide AM Strategy** (Microsoft Teams Meeting) - White, Tate
- 12:00pm - 1:00pm **ISF Rate Guidance - review cut targets** (PB LG 20 ppl - AV - No Camera - Rm 900) - Rivera, Aaron
- 1:00pm - 1:55pm **BHR/BFF - Consolidated Policy & Recruiting Check In** (Microsoft Teams Meeting) - Sauter, Maty ↻

Wednesday, December 10

- 9:00am - 10:00am **Private Appointment** - ↻ 🔒
- 10:00am - 11:00am **THVP - Fire & Rescue Follow up session - Maty/Elizabeth G/Tim/Monica** (Microsoft Teams Meeting) - Ramirez, Monica
- 11:00am - 11:30am **Angela/Maty bi-weekly check in** (In person, 12th floor huddle room) - Sauter, Maty ↻
- 11:30am - 12:00pm **Jeff/Maty bi-weekly check in** (Microsoft Teams Meeting) - Sauter, Maty ↻
- 12:00pm - 1:00pm **Vector Follow-up Meeting** (Microsoft Teams Meeting) - Mitchell Beckett
- 1:00pm - 2:00pm **Duty Officer/Utility Locator roles - Take Home Vehicle Policy Connect** (Virtual Meeting) - Ramirez, Monica
- 2:00pm - 5:00pm **Private Appointment** 🔒

Thursday, December 11

- 9:00am - 10:00am **CityFleet OAC Check-in - BFF/JE Dunn/LRS** (CR - PORTLAND (Blue-VC) (8910 SW Gemini Dr., Beaverton, OR 97008, US)) - Sage Guttes ↻
- 9:00am - 9:30am **last THVP tax questions!** - Maty/Ken McGair (Microsoft Teams Meeting) - Sauter, Maty
- 10:00am - 10:30am **Follow up w/ Aron Anderson - Take Home Vehicle Policy** (Microsoft Teams Meeting) - Ramirez, Monica
- 11:30am - 1:00pm **Monthly ELT meeting** (Microsoft Teams Meeting; room 100 is reserved) - Jordan, Michael ↻
- 2:00pm - 5:00pm **CityFleet Team Health Assessment** (In-person, CityFleet HQ, 6844 N Cutter Cir) - Sage Guttes

Friday, December 12

- 8:00am - 10:00am **Drive**
- 10:00am - 12:00pm **Capital Projects Advisory Board Meeting** (Microsoft Teams Meeting; SLM Exec 02 Fremont ConfRoom * DAS) - KRUEGER Amy * DAS
- 12:00pm - 1:30pm **Drive**

December 15, 2025 - December 21, 2025

December 2025							January 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5	6				1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

Monday, December 15

- 8:00am - 9:00am Pre-crew review of Take Home Vehicle Policy (Microsoft Teams Meeting) - Thomas, Kyle
- 9:00am - 10:00am City/Cumming Group Weekly Check In (Microsoft Teams Meeting) - Sauter, Maty
- 9:15am - 10:00am Follow up w/BES - Take Home Vehicle Policy (Microsoft Teams Meeting) - Ramirez, Monica
- 10:30am - 11:00am Monica/Maty 1x1 (Microsoft Teams Meeting) - Sauter, Maty
- 11:00am - 11:30am check in THVP (Microsoft Teams Meeting) - Sauter, Maty
- 1:00pm - 2:00pm check in (I'll come your way) - Sauter, Maty

Tuesday, December 16

- 8:00am - 8:30am 1900 Building - Training session setup & logistics
- 8:30am - 10:30am PP&D - CityFleet THVP Driver Training & Registration #1. (2500B&C) - Ramirez, Monica
- 10:30am - 11:00am travel
- 11:00am - 11:45am Private Appointment -
- 1:00pm - 3:00pm Confirmed for Citywide Asset Management Workshop #3 - IN PERSON (Portland Building Leah Hing Room) - White, Tate
- 4:00pm - 5:00pm HOLD for ISF Budget and Expenditure Growth Data (Microsoft Teams Meeting) - Ramirez, Monica

Wednesday, December 17

- 7:30am - 8:00am Fire - Training session setup & logistics (55 SW Ash, Skidmore room) - Ramirez, Monica
- 8:00am - 10:00am Take Home Vehicle Policy - exemption paperwork (Skidmore Conference Room (first floor) - 55 SW Ash) -
- 10:00am - 10:30am travel
- 10:30am - 11:30am Budget Conversation: Fleet/Facilities (Tracy's Office, City Hall #330.9) - Warren, Tracy
- 11:30am - 12:00pm travel
- 1:00pm - 1:30pm BEM level-setting meeting PCC/BFF (<https://meet.google.com/pog-ktqa-phh>) - Lisa Kim
- 2:00pm - 3:30pm City Operations / CFO Office Leadership Teams (15th Floor) - Biery, Jonas
- 3:00pm - 4:30pm Monthly City Asset Managers Group (CAMG) Meeting (Microsoft Teams Meeting or Room 1500) - Citywide Asset
- 4:00pm - 4:45pm Analysis check in (Your office?) - Sauter, Maty

Thursday, December 18

- 7:00am - 9:00am Take Home Vehicle Policy Training (Portland Water Bureau 664 N Tillamook- Auditorium ; WB Conf Interstate
- 9:30am - 10:00am travel
- 10:30am - 11:30am City Staff Farewell Reception for City Administrator Michael Jordan (15th Floor Portland Building) -
- 11:30am - 11:55am Take Home Vehicle Discussion - Maty/Ken/DCA's Cozzie and Warren (DCA Warren's Office 330.9) -
- 12:00pm - 12:30pm travel
- 12:30pm - 1:00pm Workforce Strategy Check-In (Microsoft Teams Meeting) - Sauter, Maty
- 1:00pm - 1:30pm check-in - Maty/Elizabeth G. (Microsoft Teams
- 1:30pm - 2:00pm travel
- 2:00pm - 2:15pm 1900 Building - Training session setup & logistics
- 2:30pm - 4:30pm PP&D - HRAR 4.14 THVP Driver Training &
- 4:30pm - 5:00pm travel

Friday, December 19

- 8:30am - 10:00am Private Appointment
- 10:00am - 11:30am Steve/Maty 1x1 (in person?) - Sauter, Maty

December 22, 2025 - December 28, 2025

December 2025

Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30	31			

January 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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Monday, December 22

8:30am - 5:30pm OOO

Tuesday, December 23

9:00am - 9:30am **Angela/Maty bi-weekly check in** (In person, 12th floor huddle room) - Sauter, Maty ↻

9:30am - 10:30am **Maty and Tate Check-in** (Microsoft Teams Meeting) - White, Tate

1:00pm - 1:30pm **travel**

1:30pm - 1:45pm **BTS/Facilities Project Risks: Bureau of Fleet & Facilities Director Maty Sauter/ BTS CIO Elyse Rosenberg** (Teams or in Person Room 1101; PB Med 10 ppl - AV & Video Camera - Rm 1101) - Rosenberg, Elyse

1:30pm - 2:00pm **Training setup / parking info attached** (Microsoft Teams Meeting) - Ramirez, Monica

2:00pm - 4:00pm **PBEM Take-Home Vehicle Policy Training [In-person]** (PBEM Executive Conf Rm) - PBEM Duty Officer

Wednesday, December 24

2:00pm - 3:00pm **Elshad/Maty** (Microsoft Teams Meeting) - Sauter, Maty

Thursday, December 25

8:30am - 5:30pm **Holiday**

Friday, December 26

8:30am - 5:30pm OOO

December 29, 2025 - December 31, 2025

December 2025

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday, December 29

- **9:00am - 10:00am City/Cumming Group Weekly Check In** (Microsoft Teams Meeting) - Sauter, Maty ☺
- **11:00am - 11:30am Monica/Maty 1x1** (Microsoft Teams Meeting) - Sauter, Maty ☺
- **2:00pm - 3:00pm THVP implementation follow-up questions - Maty/Ken McG/Fallon** (Microsoft Teams Meeting) - Sauter, Maty

Tuesday, December 30

- **10:00am - 11:00am Mike/Maty bi-weekly check in** (will need to be online - I'll call you) - Sauter, Maty ☺
- **11:00am - 12:00pm Private Appointment** - 🔒
- **4:00pm - 4:30pm Maty/Katie CAMG Tour and Bureau Audits check in** (Microsoft Teams Meeting) - Meyer, Katie

Wednesday, December 31

- **10:30am - 11:00am THVP Rollout - Status Connect** (Microsoft Teams Meeting) - Ramirez, Monica
- **12:30pm - 5:00pm OOO**