

**Bureau of Development Services Director Paul Scarlett's Calendar**

**Week of November 4 – November 10, 2013**

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:00 Senior Managers Meeting	9:00 – 9:30 Administrative Services Manager, Labor Relations staff, Communication & Organizational Manager, Inspection Services Manager, Chief Plumbing Inspector	9:00 – 10:00 Plan Review & Permitting Services Manager	9:00 – 10:00 Executive Assistant	10:00 – 11:00 Administrative Services Manager
10:00 – 11:00 Principal Planner	1:30 – 4:00 International Code Council Exam	10:00 – 10:30 BHR staff, Administrative Services Manager and staff	11:30 – 1:00 Bureau Directors	11:00 – 11:30 Development Customer
11:00 – 12:00 Executive Assistant		10:30 – 11:00 BHR Partner	2:30 – 3:00 HR Issue	11:30 – 12:00 Administrative Services staff
1:00 – 2:00 Commissioner of Public Utilities		11:30 – 12:00 Information Technology Advancement Project Manager	3:00 – 3:15 Inspection Services Manager, FPP Manager	2:00 – 2:45 Planning & Zoning Manager, Code & Policy Analyst
2:30 – 3:30 BDS Administrative Services Division		12:30 – 1:30 Portland Parks & Recreation Director	3:15 – 4:00 Inspection Services Manager	3:00 – 3:30 Communication & Organizational Development Manager
		2:00 – 3:30 Labor Management Committee		
		3:30 – 4:00 Principal Planner		