

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

**Week of April 25 – May 1, 2011**

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:00 Executive Assistant	9:00 – 10:00 BDS LMC Subcommittee	9:30 – 10:00 Administrative Services staff	8:00 – 8:30 Kids at Work Day Welcome	9:00 – 10:00 Senior Managers, Accela CEO, Accela Account Representative
10:00 – 11:00 Principal Planner	10:30 – Noon Senior Managers	10:00 – 11:00 Plan Review & Permitting Services Manager	8:30 – 11:00 MCIP Board Meeting	10:00 – 11:00 Senior Managers, Accela CEO, Accela Account Representative, Commissioner of Public Affairs and Liaison
11:00 – Noon Administrative Services Manager	2:00 – 3:00 Commissioner of Public Affairs, Plan Review & Permitting Services Manager, Inspection Services Manager, and Portland Public Schools staff		11:15 – 11:45 ITAP Manager, and TRACs Manager	
2:30 – 3:30 Fire Bureau staff			Noon – 1:00 Executive Assistant	
			3:00 – 3:45 PBOT Director Departure	