

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

**Week of September 8 - 14, 2014**

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 9:45 Executive Assistant	8:00 – 8:30 Customer Service & Communication Manager, FPP/FIR Section Meeting	8:30 – 9:00 HR Issue	9:00 – 10:00 LMC Subcommittee	Vacation
10:00 – 11:00 Commissioner of Public Utilities	9:00 – 10:00 Inspection Services Manager, Administrative Services Manager	9:00 – 9:15 BHR Partner	10:30 – noon Planning and Development Directors	
11:15 – 12:15 Plan Review & Permitting Services Manager, Administrative Services Manager	10:30 – 11:00 ITAP Manager, ITAP Vendor Executives	9:15 – 9:30 Residential staff	1:00 – 1:30 Equity & Inclusion Manager Reference phone call	
2:15 – 3:15 Principal Planner, Administrative Services Manager	11:00 – 11:30 Tree Code Manager and staff	9:30 – 10:30 Union Representative	2:30 – 3:30 Emergency Response meeting	
3:30 – 4:00 Planning & Sustainability Director and staff, Plan Review & Permitting Services Manager, Code & Policy Analyst	11:30 – noon Commissioner of Public Utilities Liaison	10:30 – 11:30 Customer Service & Communications Manager, Administrative Services Manager	3:30 – 3:45 Inspection Services Manager	
	3:00 – 3:30 Portland Bureau of Emergency Management Director	11:30 – noon ITAP Manager, ITAP QA Consultants	3:45 – 4:45 Executive Assistant	
	3:30 – 4:00 Bureau of Environmental Services Director and staff, Portland Bureau of Emergency Management Director	2:00 – 3:30 Labor Management Committee		
		3:20 – 4:00 Customer Service and Communications Manager, LUS Manager		