

Bureau of Development Services Director Paul Scarlett's Calendar

Week of May 4 – May 10, 2015

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 9:45 Executive Assistant	9:00 – 10:00 Plan Review & Permitting Services Manager	8:30 – 9:15 ITAP Manager, ITAP Vendor Executives (via phone)	9:30 – 10:00 Constituent	9:00 – 10:00 Principal Planner, Portland State University staff
10:00 – 11:30 Commissioner of Public Utilities	10:30 – 12:00 Senior Managers	9:30 – 10:00 PSSRP Manager and staff, Administrative Services Manager	10:00 – 11:00 Executive Assistant	11:00 – 12:00 Commissioner of Public Utilities Liaison
2:15 – 3:15 Administrative Services Manager	1:30 – 2:00 HR Issue	10:45 – 11:30 Customer Service & Communications Manager	11:00 – 11:30 Facilities Coordinator	12:00 – 1:00 Lunch & Learn
	2:00 – 3:30 Mayor's Budget Media Event	1:30 – 3:00 Labor Managmene Committee	11:30 – 12:00 Travel	
			12:00 – 1:30 Outreach Event	
			1:30 – 2:00 Travel	
			2:30 to 3:00 Administrative Services Support Manager, DRAC Chair, DRAC Vice-Chair	