

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

**Week of August 31 – September 6, 2015**

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 9:30 Water Bureau Manager	8:30 – 9:00 Residential Inspections Section Meeting	8:30 – 9:15 ITAP Manager, ITAP Vendor Executives (via phone)	8:30 – 9:00 Chief Technology Officer	9:00 – 11:00 Mayor, Bank Representatives
10:15 – 11:00 ITAP Vendor Executive	9:30 – 9:45 Commissioner of Public Affairs	10:00 – 10:30 Customer Service & Communications Manager	9:00 – 10:00 BES Director	Noon – 1:00 Parks Community Outreach & Information Assistant, Constituent
12:45 – 1:15 ITAP Manager, ITAP Vendor Executive	9:45 – 10:00 Commissioner of Public Affairs, BDS Code & Policy Analyst	10:30 – 11:00 Customer Service & Communications Manager, Oregonian Reporter	10:00 – 11:00 Executive Assistant	3:30 – 4:00 Inspection Services Manager
2:15 – 2:45 LMC Labor Co-Chair, Customer Service & Communications Manager	10:00 – 10:30 Commissioner of Public Affairs	11:00 – noon Administrative Services Manager, Plan Review & Permitting Services Manager, Principal Planner, Finance Manager	11:30 – 1:00 Bureau Directors	
2:45 – 3:45 Administrative Services Manager	10:45 – noon Senior Managers	1:30 – 3:00 Labor Management Committee	2:00 -2:30 Housing Inspection Manager & staff	
3:45 – 4:15 HR Issue	2:00 – 3:00 Principal Planner	3:00 – 4:00 Equity & Policy Manager	2:30 – 3:30 DRAC Chair, DRAC Co- Chair, DRAC Coordinator	
	3:00- 3:30 ITAP Manager		4:00 – 4:30 Inspection Services Manager	