

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

**Week of February 22 – 28, 2016**

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:00 Executive Assistant	8:30 – 9:30 Chat with the Director	8:30 – 9:30 ITAP City Executives	Vacation	Vacation
11:30 – noon ITAP Manager	10:00 – 10:30 Customer Service & Communications Manager	10:30 – 11:30 Plan Review & Permitting Services Manager, Engineering Plan Review Manager, Development Customer		
2:00 – 2:15 Bureau event	10:30 – 11:30 Leadership Team	11:30 – 1:30 Plan Review & Permitting Services Manager, Principal Planner, Outreach event		
2:15 – 3:15 Administrative Services Manager	1:00 – 1:20 Commissioner of Public Affairs, Portland Housing Bureau Director, Plan Review & Permitting Services Manager, Principal Planner	2:00 – 3:00 Inspections Services Manager		
4:30 – 5:30 Technology Oversight Committee	2:00 – 2:30 Chief Technology Officer, Internal Business Services Director, Administrative Services Manager	3:00 – 4:00 Executive Assistant		
	2:30 – 3:15 Plan Review & Permitting Services Manager			
	3:15 – 3:30 Plan Review & Permitting Services Manager, Engineering Plan Review Manager			