

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

**Week of July 21 – 27, 2014**

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 9:30 Doughnuts for Diversity	9:00 – 11:00 Disaster Policy Council	8:30 – 9:00 ITAP Manager, ITAP Vendor Executives (via phone)	9:00 – 10:00 LMC Subcommittee	Vacation
10:00 – 11:00 Executive Assistant	11:40 – noon HR Issue	9:30 – 11:00 City Council	10:00 – 10:30 LMC Co-chair	
11:15 – 12:15 Principal Planner	2:00 – 2:15 Inspection Services Manager	11:00 – 11:30 Customer Service & Communications Manager	10:30 – 11:00 Principal Planner, LUS staff, Administrative Services staff	
Noon – 1:00 Safety Committee Event	2:25 – 2:30 Technology staff	11:30 – noon Senior Managers	11:00 – 11:30 Enforcement Program Manager	
2:15 – 3:15 Administrative Services Manager	2:30 – 3:00 Customer Service & Communications staff	2:30 – 3:30 BHR Partner	Noon- 12:20 Records Conversion staff	
4:00 – 11:00 Mayor, 1 <sup>st</sup> Lady, Mayor's Chief of Staff	3:00 – 3:30 ITAP Manager		2:00 – 2:30 Executive Assistant	
	3:30 – 4:00 Administrative Services staff		2:30 – 3:30 Ice Cream Social	
	4:00 – 4:30 Administrative Services Manager		3:30 – 4:30 Inspection Services Manager	