

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

**Week of January 5--11, 2015**

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 - 9:45 Executive Assistant	9:00 - 10:00 Principal Planner	9:00 - 9:45 Administrative Services Manager, Equity & Inclusion Manager	9:00-10:00 LMC Subcommittee	8:00-8:30 Inspections Services Manager, Plan Review & Permitting Services Manager, Plan Review Manager
10:00 - 11:30 Commissioner of Public Utilities	10:30 - noon Senior Managers	10:00-11:00 BTS Director and staff, Technology Team Manager, Finance Manager	10:00 – 11:00 Police Captain Oath Ceremony	9:00 - 10:00 Executive Assistant
2:15 - 3:15 Administrative Services Manager	2:00 - 2:30 Interim Commercial Inspections Manager	Noon - 1:30 BDS Finance Committee	11:30 - 1:00 Bureau Directors	11:15 - 12:15 Commissioner of Public Utilities, Administrative Services Manager, Equity & Inclusion Manager, Administrative Support staff
	2:30-3:30 Equity & Inclusion Manager	2:30 - 3:30 Enforcement Manager and staff, Administrative Services Manager, Labor Relations Liaison, Union Representative	1:30 – 2:30 Administrative Services Management Assistant, Equity& Inclusion Manager	2:00 - 2:15 Senior Engineer
	4:30-5:30 Administrative Services Manager, Equity & Inclusion Manager, Administrative Support staff		3:30 - 4:00 Equity & Inclusion Manager, Planning & Zoning section meeting	2:30 - 3:15 Inspection Services Manager, FPP/FIR Manager
			4:00 - 5:00 DRAC Demolition Subcommittee	3:30-4:00 Customer Service & Communications Manager
				4:00 - 4:30 ITAP Manager