

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

**Week of January 12 – 18, 2015**

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 9:30 PBEM Manager, ITAP Manager	8:30 – 9:00 Inspection Services Manager	8:30 – 9:00 ITAP Manager, ITAP Vendor Executives, Commissioner of Public Utilities Liaison	8:00 – 9:30 Development Review Advisory Committee	8:30 – 9:45 2500 A/B Remodel Stakeholders
10:00 – 11:00 Executive Assistant	9:00 – 10:00 Administrative Services Manager	11:00 – noon Equity & Inclusion Manager	10:30 – 11:00 Commissioner of Public Utilities	9:45 – 10:00 Executive Assistant
11:00 – noon BPS Director and staff, BDS Principal Planner	Noon – 1:30 BDS Budget Advisory Committee	1:15 – 1:45 City Attorney	11:30 – noon Equity & Inclusion Manager, Administrative Services Manager, Citywide Equity Representative	10:00 – 10:30 Inspection Services Manager, Enforcement Program Manager, Customer Service & Communications staff
2:15 – 3:15 Plan Review & Permitting Services Manager		2:00 – 3:30 Labor Management Committee	1:30 – 2:00 Employee Budget Drop-in Session	
3:15 – 3:30 Equity & Inclusion Manager			2:30 – 3:00 Equity & Inclusion Manager, Plan Review & Permitting Services Manager, Combined Plan Review & Process Managers section meeting	
4:00 – 4:20 Administrative Support Manager			3:00 – 3:30 Plan Review & Permitting Services Manager	
			3:30 – 4:30 Inspection Services Manager	