

Bureau of Development Services Director Paul Scarlett's Calendar

Week of December 1-7, 2014

Monday	Tuesday	Wednesday	Thursday	Friday
8:45-9:45 Executive Assistant	9:00-10:00 Plan Review Manager, Inspection Services Manager, Executive Assistant, Insurance Services Office Representative	8:30-9:00 ITAP Manager, ITAP Vendor Executives (via phone)	7:45-1:00 Bureau Directors	9:00-10:00 Executive Assistant
10:00-11:00 Commissioner of Public Utilities	10:30-noon Senior Managers	9:30-10:00 Equity & Inclusion Manager, Enforcement Program section meeting	1:30-2:00 Employee Budget Drop-in Session	10:00-10:30 Assistant Program Specialist
11:00-11:45 Commissioner of Public Utilities, ITAP Manager	2:30-3:00 City Auditor-Elect and staff, Administrative Services Manager	10:30-11:00 Equity & Inclusion Manager, Combined LUS section meeting	2:00-2:30 Equity & Inclusion Manager, Combined BDS/BTS section meeting	10:30 – 11:00 Plan Review & Permitting Services Manager, Engineering Plan Review Manager, Process Manager
1:45-2:00 BPS Staff	3:00-4:00 Equity & Inclusion Manager	11:00-11:30 Plan Review/Permitting Services Manager, Development customer	3:00-3:30 Equity & Inclusion Manager Permitting Services section meeting	11:00-11:30 Plan Review & Permitting Services Manager
2:15-3:15 Administrative Services Manager		11:30-noon ITAP Manager	4:00-4:30 Inspection Services Manager, Code & Policy Analyst, Plan Review & Permitting Services Manager, Planning & Zoning Manager, Permitting Services Manager, Plan Review Manager	11:30- noon Administrative Services Manager, Finance Manager, Administrative Support Manager
3:15 – 3:45 Code & Policy Analyst				2:00-2:30 Inspection Services Manager, Interim Commercial Inspections Manager