

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

**Week of January 19 – 25, 2015**

Monday	Tuesday	Wednesday	Thursday	Friday
Holiday	8:30 – 9:00 Executive Assistant	8:30 – 9:15 Administrative Services Manager, ITAP Manager, ITAP Vendor Executives via phone	9:00 – 10:00 LMC Subcommittee	9:00 – 9:45 Plan Review & Permitting Services Manager, Development Customer
	9:00 – 10:00 Senior Managers	9:30 – 10:00 Employee Budget Drop-in Session	10:00 – 10:15 Commissioner of Public Utilities	11:20 – 12:20 Administrative Services Manager, Finance Manager
	10:00 – 10:15 Administrative Services Manager, Technology Team Manager	10:00 – 11:00 Customer Service & Communications Manager	10:15 – 10:30 Commissioner of Public Utilities, Plan Review Manager, City Attorney	2:15 – 3:15 Executive Assistant
	10:15 – 11:00 Administrative Services Manager	11:00 – 11:30 ITAP Manager, ITAP QA Consultant	10:30 – 10:45 Commissioner of Public Utilities, ITAP Manager	3:30 – 3:50 HR Issue
	11:15 – noon BHR Business Partner	Noon – 1:00 BDS Finance Committee	10:45 – 11:00 Commissioner of Public Utilities	3:45 – 4:00 Principal Planner, Enforcement Program Manager
	2:30 – 3:30 Equity & Inclusion Manager	2:00 – 3:30 BDS Leadership Team	11:30 – 1:00 BDS Budget Advisory Committee	
	3:00 – 4:00 Administrative Services Manager, ITAP Manager, PSSRP Director and staff		1:30 – 2:30 HR Issue	
	4:00 – 4:30 ITAP Manager			