

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

**Week of February 2 - 8, 2015**

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 9:45 Executive Assistant	8:30 – 10:00 Commercial Inspection Manager Interviews	8:30 – 9:15 ITAP Manager, Administrative Services Manager, ITAP Vendor Executives via phone	9:15 – 10:00 Administrative Support Manager	9:30 – 10:00 Administrative Services Manager, Citywide Equity Committee Representative, BDS Equity Committee Chair, Administrative Support staff
10:00 – 10:30 Commissioner of Public Utilities	1:30 – 2:00 Principal Planner, Permitting Services Manager, Code & Policy Analyst	9:30 – 10:30 City Council	10:30 – 11:00 Customer Service & Communications Manager	10:15 – 10:30 Inspection Services Manager
10:30 – 11:00 Commissioner of Public Utilities, Code & Policy Analyst	2:00 – 3:00 Administrative Services Manager	11:00 – 11:30 Administrative Services Manager, Housing Inspections Manager, Enforcement Program Manager, Customer Services staff	11:30 – 1:00 Bureau Directors	10:30 – 11:00 Tree Code Manager and staff
11:00 – 11:30 Commissioner of Public Utilities, Land Use staff	3:00 – 4:00 Senior Managers	11:30 – noon ITAP Manager	3:00 – 4:00 Executive Assistant	11:00 – 11:30 Customer Service staff
2:15 – 2:40 Principal Planner, Land Use Manager	4:30 – 4:45 LMC Co-Chair	2:00 – 3:30 Labor Management Committee		11:30 – noon Principal Planner, Tree Code Manager
2:30 – 3:40 Principal Planner				1:20 – 2:00 Code & Policy Analyst
				2:30 – 2:40 Code & Policy Analyst
				2:45 – 3:15 BDS Equity Chair