

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

**Week of February 16 - 22, 2015**

Monday	Tuesday	Wednesday	Thursday	Friday
Holiday	8:00 – 10:00 Administrative Services and Director's Office Divisionwide	8:00 – 8:30 Employee Departure	8:00 – 9:30 Development Review Advisory Committee	9:30 – 10:00 Tree Code Manager
	9:30 – 11:00 Commissioner of Public Utilities	8:30 – 9:15 ITAP Manager, Administrative Services Manager, ITAP Vendor Executives via phone	10:30 – 11:30 Executive Assistant	10:00 – 11:00 Senior Mangers
	1:00 – 2:00 Executive Equity Committee	9:30 – 10:00 LMC Co-Chair	11:30 – noon Administrative Services Manager, Citywide Equity Representative	11:00 – noon Executive Assistant
	2:30 – 3:30 Principal Planner	10:00 – 10:30 Customer Service & Communications Manager	2:00 – 3:30 Labor Management Committee	2:15 – 2:30 Commercial Inspections staff
	3:30 – 4:00 Executive Assistant	11:00 – 11:30 ITAP Manager, ITAP QA Consultant	3:30 – 4:30 Administrative Services Manager	2:30 – 3:00 Administrative Services Manager, Inspections Services Manager, Enforcement Program Manager, Housing Inspections Manager
		11:30 – noon ITAP Manager	5:30 – 8:00 Citywide Diversity Event	3:00 – 3:30 Inspection Services Manager
		12:30 – 1:30 City Attorney		
		2:30 – 3:30 BPS Director		