

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

**Week of June 29 – July 5, 2015**

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 9:45 Executive Assistant	8:30 – 9:00 Plan Review & Permitting Services Manager, Plan Review Manager, Government Relations Liaison	8:30 – 9:15 ITAP Manager, ITAP Vendor Executives (via phone)	9:00 – 9:30 Development Customers	Holiday
10:00 – 11:30 Commissioner of Public Utilities	9:00 – 10:00 Plan Review & Permitting Services Manager	9:30 – 10:00 Development Customer	9:30 – 10:00 Executive Assistant	
2:15 – 3:15 Administrative Assistant	10:30 – 12:00 Senior Managers	10:00 – 10:15 Principal Planner, Engineering Plan Review Manager, Planning & Zoning Manager	10:30 – 11:00 Senior Managers	
3:30 – 4:00 Customer Service Liaison, Development Customer	2:30 – 3:00 City Attorney	11:30 – 12:00 IBS Director	11:00 – 11:30 Inspection Services Manager, Facility Permit Program Manager	
	3:00 – 3:30 ITAP Manager	2:15 – 3:00 City Outreach Coordinator, BDS Outreach Coordinator	11:30 – 12:00 Enforcement Program Manager, Neighborhood Inspection Manager	
	4:00 – 5:00 Employee Departure	3:00 – 4:00 Equity & Policy Manager	2:00 – 3:45 DRAC Chair, DRAC Co- Chair, DRAC Coordinator	
			3:45 – 4:15 Development Review Advisory Committee Member	