

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

**Week of July 6 – 12, 2015**

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 9:45 Executive Assistant	8:45 – 9:00 Plan Review Manager	8:30 – 9:15 ITAP Manager, ITAP Vendor Executives (via phone)	9:00 – 10:00 Executive Assistant	9:00 – 10:00 LMC Subcommittee
10:00 – 11:30 Commissioner of Public Utilities	9:00 – 9:30 Inspection Services Section Managers, Equity & Policy Manager	9:15 – 10:00 Principal Planner	10:00 – 10:30 Fire & Rescue Chief	10:00 – 10:30 Planning & Sustainability Director
11:30 – noon Principal Planner, ITAP Manager	1:45 – 2:00 Development Customer (via phone)	11:00 – 11:30 ITAP Manager, ITAP QA Consultant	10:30 – noon Planning & Development Directors	10:45 – 11:00 Code & Policy staff
	2:00 – 2:15 HR Business Partner	1:30 – 3:00 Labor Management Committee	2:00 – 2:30 Customer Service Liaison, Constituent	11:00 – noon Administrative Services Manager, ITAP Manager & staff, Technology Manager, Equity & Policy Manager
	2:15 – 3:00 Inspection Services Manager	3:00 – 4:00 Senior Managers	2:30 – 3:00 Land Use Services staff (via phone)	
	3:00 – 5:00 Principal Planner, Tree Program Manager, Parks Director & staff		3:00 – 4:00 Equity & Policy Manager	
	5:00 – 5:30 Principal Planner		4:00 – 4:15 Administrative Services Manager, Finance Manager, Technology Manager & staff	
			4:15 – 5:00 Administrative Services Manager	