

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

**Week of August 3 - 9, 2015**

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:00 Executive Assistant	2:00 – 2:30 ITAP Retreat Consultant	8:30 – 9:15 ITAP Manager, ITAP Vendor Executives (via phone)	8:30 – 9:00 Chief Technology Officer	Vacation
11:00 – 11:30 Administrative Services staff	3:00 – 3:30 ITAP Manager, ITAP QA Consultant	10:30 – 10:45 Tree Code Project Manager	9:00 – 10:00 Executive Assistant	
11:30 – noon Administrative Services staff, DRAC Chair and Co-Chair	3:30 – 4:30 Parks Director & staff, BPS Director & staff, Principal Planner, Tree Code Project Manager	1:30 – 2:30 LMC Subcommittee	10:00 – 10:30 ITAP Manager	
1:15 – 2:15 Plan Review & Permitting Services Manager, Administrative Services staff, Bureau Assessment Consultant		3:00 – 4:00 Equity & Policy Manager	10:30 – 11:00 HR Issue	
2:30 – 3:30 Commissioner of Public Affairs		4:00 – 4:15 Principal Planner	11:30 – 1:00 Bureau Directors Meeting	
			1:30 – 2:00 ITAP Manager	