

Bureau of Development Services Director Paul Scarlett's Calendar

Week of August 17 – 23, 2015

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 9:30 Bureauwide Info Session	8:30 – noon Training	8:30 – 9:15 ITAP Manager, ITAP Vendor Executives (via phone)	8:00 – 10:00 Development Review Advisory Committee	Vacation
9:30 – 9:40 City Attorney	Noon – 12:15 LUS Manager, new employee	10:00- 10:30 Customer Service & Communications Manager	11:00 – 11:30 Process Manager, Engineering Plan Review Manager, Planning & Zoning Manager, Development Customers	
10:00 – 11:00 Executive Assistant	1:00 – 2:00 Executive Equity Committee	11:00 – 11:45 Citywide Outreach Coordinator, Water Bureau Outreach Coordinator, BDS Outreach Coordinator	11:30 – noon Equity & Policy Manager, Administrative Services Manager, Citywide Equity Representative	
Noon – 12:30 Inspection Services Manager	3:00 – 3:30 ITAP Manager	2:15 – 3:00 Principal Planner	2:00 – 2:15 Customer Service & Communications staff, Administrative Services Manager, Executive Assistant	
2:15 – 3:15 Administrative Services Manager	4:00 – 4:15 HR Issue	3:00 – 4:00 Equity & Policy Manager	2:15 – 3:00 Executive Assistant	
			3:15 – 3:30 Inspection Services Manager	