

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

**Week of October 19 - 25, 2015**

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 9:30 Equity in Motion	8:00 – 8:30 Commercial Inspections section	8:00 – 8:30 Employee Departure	9:00 – 10:00 Executive Assistant	Vacation
10:00 – 10:30 Tree Code Project staff	8:30 – 9:00 Administrative Services Manager	8:30 – 9:30 ITAP Manager, ITAP Vendor Executives (via phone)	10:30 – noon Planning & Development Directors	
10:30 – 11:00 Inspection Services Manager	9:00 – 10:00 Plan Review & Permitting Services Manager	10:15 – 10:20 Engineering Plan Review Manager, New employee	1:00 – 2:00 Building Officials	
11:00 – noon Administrative Services Manager	10:00 – 11:30 Leadership Team	10:20 – 10:40 Principal Planner	2:00 – 3:00 Fun Committee Event	
1:30 – 2:30 Executive Assistant	11:30 – noon Administrative Services Manager	Noon – 1:00 Parks Director	3:00 – 3:30 Customer Service & Communications Manager	
2:30 – 4:00 City Attorney's Office	2:00 – 2:30 ITAP Manager	2:00 – 2:30 Administrative Services Manager, Citywide Equity Committee Representatives	3:30 – 4:30 Plan Review & Permitting Services Manager, Administrative Services staff, Bureau Assessment Consultant	
	3:00 – 4:30 OMF Advisory Committee	2:30 – 3:30 HR Issue		
	4:30 – 5:00 Planning & Development Directors, Chief Technology Officer, PBOT Assistant Director, Parks Assistant Director			