

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

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

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