

Bureau of Development Services Director Paul Scarlett's Calendar

Week of November 9 – 15, 2015

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:00 Administrative Services Manager, Customer Services & Communications staff, Facilitator	8:30 – 9:30 ITAP Manager, ITAP Vendor Executives (via phone)	Holiday	8:45 – 9:30 Executive Assistant	Vacation
10:30 – 11:00 Administrative Services Manager	9:30 – 10:00 FIR Advisory Committee		9:45 – 10:45 City Council	
11:30 – noon ITAP Manager	10:00 – 10:30 Principal Planner		1:30 – 2:00 Tree Code Project Manager	
2:00 – 3:00 Executive Assistant	10:30 – 11:30 Senior Managers		2:00 – 3:30 Employee Workplace Survey Wrap-up Meeting, Facilitator	
3:30 – 4:30 Equity & Policy Manager	11:30 – noon Plan Review & Permitting Services, Inspection Services, Plan Review Manager, Senior Code & Policy Analyst			
	Noon – 12:30 Internal Business Services Director (via phone)			
	2:00 – 2:30 Administrative Services staff			
	2:30 – 3:00 Customer Service & Communications Manager			
	3:25 – 3:30 Land Use Services Manager			
	3:30 – 4:00 ITAP Manager, ITAP QA Consultant			