

Bureau of Development Services Director Paul Scarlett's Calendar

Week of November 30 – December 6, 2015

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:00 Executive Assistant	8:30 – 9:00 Inspection Services Manager	8:00 – 8:30 Chief Technology Officer	7:45 – 1:30 Bureau Directors	Vacation
11:00 – 11:40 Commissioner of Public Affairs	9:00 – 10:00 Senior Managers, Commissioner of Public Affairs Liaison, Enforcement Program Manager, Permitting Services staff, Sr. Code & Policy Analyst	8:30 – 9:30 ITAP City Executives	2:00 – 2:30 Plan Review Manager	
11:40 – noon Commissioner of Public Affairs, ITAP Manager	10:30 – noon Senior Manager	10:30 – 11:00 State BCD Administrator	2:30 – 3:00 Development Review Advisory Committee Co- Chairs, Administrative Services staff	
2:00 – 2:30 Customer Service & Communications Manager	Noon – 1:30 BDS Finance Committee	11:00 – noon State BCD Administrator & staff, Plan Review & Permitting Services Manager, Inspection Services Manager, Plan Review Manager, Sr. Code & Policy Analyst	3:00 – 4:00 Executive Assistant	
3:30 – 4:00 Plan Review & Permitting Services Manager	2:00 – 3:30 Mayor's Office staff, Commissioner of Public Affairs Liaison, Bureau Directors & staff, Administrative Services Manager, Plan Review & Permitting Services Manager	3:45 – 4:00 Customer Service & Communications Manager		
4:00 – 5:00 Plan Review & Permitting Services, Principal Planner, City Budget Office staff	4:00 – 4:30 ITAP Manager	4:00 – 4:15 HR Issue		