

Bureau of Development Services Director Paul Scarlett's Calendar

Week of January 11 – 17, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
9:00- 10:00 Executive Assistant	9:30 – 10:10 Commissioner of Public Affairs	8:30 – 9:30 ITAP City Executives	9:00 – 10:00 Executive Assistant	8:30 – 9:00 FPP staff
10:00 – 11:00 FPP/FIR Manager	10:10 – 10:30 Commissioner of Public Affairs, Design & Historic Resources Manager	10:00 – 11:00 Plan Review & Permitting Services Manager	10:00 – 10:30 Auditor and staff	9:00 – 10:00 LMC Subcommittee
11:00 – noon HR Issue	10:45 – 12:30 Senior Manager	11:00 – 11:45 Plan Review & Permitting Services Manager, Permitting Services Manager	10:30 – noon Planning & Development Directors	10:00 – 11:00 Internal Business Services Director and staff, Administrative Services Manager, BDS Facilities Coordinator
2:15 – 3:15 Administrative Service Manager	3:00 – 4:30 Office of Management & Finance Advisory Committee	Noon – 1:30 BDS Budget Advisory Committee	2:30 – 2:45 Planning & Zoning Manger, two new employees	2:10 – 2:30 Principal Planner, Design & Historic Resources Manager and staff
3:30 – 4:00 Principal Planner, Design & Historic Resources Manager and staff		2:00 – 2:50 Inspection Services Manager	3:00 – 3:30 Administrative Services Manager, Communications Training Facilitator (via phone)	3:00 – 4:00 Development site visit
4:30 – 5:30 Technology Oversight Committee		3:00 – 3:30 Principal Planner, DJC Reporter	3:30 – 4:00 Land Use Services Division	
		3:30 – 4:10 Customer Service & Communications Manager		