

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

**Week of January 18 – 24, 2016**

Monday	Tuesday	Wednesday	Thursday	Friday
Holiday	8:30 – 9:30 Executive Assistant	8:30 – 9:30 ITAP Manager, ITAP Vendor Executives (via phone)	8:00 – 10:00 Development Review Advisory Committee	Vacation
8:30 – 10:30 2016 Skanner Foundation MLK event	9:30 – 11:30 Training	10:00 – 10:30 Administrative Services Manager, Facilities Coordinator	10:30 – 11:30 Plan Review & Permitting Services Manager, Principal Planner, Administrative Services Manager, Inspection Services Manager, BHR Business Partner	
	3:00 – 3:30 ITAP Manager	10:30 – 11:30 Administrative Services Manager	11:30 – noon Equity & Policy Manager, BDS Equity Committee member, Administrative Services Manager	
	3:30 – 4:30 Principal Planner	11:30 – noon Parks Director (via phone)	Noon – 12:15 HR Issue	
		2:15 – 2:30 Plan Review & Permitting Services Manager	2:30 – 3:00 Customer Service & Communications Manager	
		3:00 – 4:00 Equity & Policy Manager	3:00 – 4:00 Executive Assistant	