

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

**Week of January 25 – 31, 2016**

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00 Equity in Motion	8:30 – 9:00 ITAP Manager	8:30 – 9:30 ITAP City Executives	9:00 – 10:00 Executive Assistant	8:30 – 9:00 HR Issue
10:00 – 11:00 Executive Assistant	9:00 – 10:00 HR Issue	10:00 – 11:00 Plan Review & Permitting Services Manager	1:30 – 2:30 Building Officials	9:00 – 10:00 LMC Subcommittee
11:00 – noon Inspection Services Manager	10:30 – noon Senior Managers	11:00 – 11:30 Customer Service & Communications Manager	6:00 – 8:00 Professional Development	2:15 – 2:30 ITAP Manager
2:15 – 3:15 Administrative Services Manager	Noon – 1:30 BDS Budget Advisory Committee	11:30 – noon Inspection Services Manager, Residential Inspections Manager		3:15 – 3:30 ITAP Manager
3:30 -3:45 HR Issue	2:30 – 3:30 City Attorney	2:00 – 2:30 Labor Management Committee		
	5:30 – 7:00 Outreach Event	2:30 – 3:30 Planning & Sustainability Director		