

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

**Week of April 11 - 17, 2016**

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 9:30 New Employee Welcome	8:00 – 8:15 Commercial Inspections Section meeting	8:30 – 9:30 ITAP City Executives, ITAP Vendor Executives	8:30 – 1:45 Conference	9:00 – 9:05 ITAP Manager
9:45 – 10:05 HR Issue	9:00- 9:40 Principal Planner	9:30 – 10:00 ITAP Manager	1:45 – 2:30 Fire Chief Departure	10:00 – 10:30 Principal Planner, LUS Manager
11:00 – noon Executive Assistant	9:40 – 10:00 Public Information & Enforcement Services Manager, Principal Planner, LUS Manager	10:00 – 10:30 Public Information & Enforcement Services Manager		11:15 – 11:30 Residential Inspections Manager
2:15 – 2:45 Business Operations & Finance Services Manager, Facilities Coordinator	10:00 – 10:30 Business Operations & Finance Services Manager, Plan Review & Permitting Services Manager, Plan Review Managers, BHR Business Partner	11:00 – 11:30 Equity & Policy Manager, Business Operations & Finance Services Manager, Equity Committee Chair, Equity Committee member		Noon – 5:00 Vacation
2:45 – 3:15 Business Operations & Finance Services Manager	10:30 – noon Senior Managers	11:30 – noon Equity & Policy Manager		
	2:00 – 3:00 Inspections Services Manager			