

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

**Week of May 23 - 29, 2016**

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 9:20 Business Operations & Finance Services Manager, Land Use Services Manager, Facilities Coordinator	9:00 – 9:30 Principal Planner	9:15 – 9:45 Business Operations & Finance Services Manager	8:30 – 9:00 Business Operations & Finance Services Manager, BHR Site Team Manager, BHR Business Partners	8:45 – 9:00 Training Consultant
9:20 – 10:00 Business Operations & Finance Services Manger	9:30 – 9:50 Principal Planner, Land Use Services Manager	10:00 – 10:30 Public Information & Enforcement Services	9:00 – 10:00 Executive Assistant	9:00 – 10:00 Bureau of Internal Business Services Director and staff, Business Operations & Finance Services Manager, Facilities Coordinator
10:00 – 10:30 ITAP Manager	9:50 – 10:30 Principal Planner	10:30 – 10:45 Plan Review & Permitting Services Manager	10:30 – noon Planning & Development Directors	10:00 – 11:00 Plan Review & Permitting Services Manager, Plan Review Managers, Commissioner of Public Affairs Liaison, Development Customer and Consultants
11:00 – noon Commissioner of Public Affairs	10:30 – noon Senior Managers	10:45 – 11:00 Plan Review & Permitting Services Manager, Engineering Plan Review Manager	1:00 – 2:00 Plan Review & Permitting Services Manager, Plan Review Manager, Plan Review Section	11:00 – 11:45 Business Operations & Finance Manager, Plan Review & Permitting Services Manager, Inspection Services Manager, Outside Services Consultant
2:00 – 3:00 Executive Assistant	2:00 – 2:30 Technology Team staff	11:00 – 11:30 Plan Review & Permitting Services Manager	2:30 – 2:45 Inspection Services Manager	2:00 – 2:30 ITAP staff
4:00 – 4:15 Code & Policy Development Manager, Senior Code & Analyst	2:30 – 3:00 Equity & Policy Manager, Equity Committee members	2:00 – 3:00 City Attorney	2:45 – 3:00 Employee Departure	2:30 – 2:45 Land Use Manager
	3:00 – 3:30 Development Review Advisory Committee Coordinator	3:00 – 4:00 City Attorney	3:00 – 3:30 Inspection Services Manager	
			3:30 – 4:00 ITAP Vendor Executive	