Bureau of Development Services Director Paul Scarlett's Calendar Week of May 18 - 24, 2009 Wednesday Tuesday Thursday Friday 8:30 - 9:008:30 - 9:008:00 - 9:00Vacation **Executive Assistant Customer Service Staff** Doughnuts for Diversity 10:00 - 11:009:00 - 10:009:00 - 9:30Senior Managers Employee Departure Collocation Lead 1:30 - 2:0010:00 - 11:009:30 - 10:00 **Residential Inspections Residential Inspections** HR Coordinator Manager Manager 2:00 - 3:002:00 - 3:3010:00 - 11:00Administrative Services HR Issue

OMF Consultant 10:00 - 11:00 Site Services Manager 11:00-12:00 BDS Leadership Team Administrative Services Manager, Principal Manager Planner, COPPEA Representatives 1:30 - 3:303:00 - 4:0011:00 - 12:00 Design Review Process Customer Service Impacted BDS Staff Forum Manager 12:00 – 12:30 Training Officer 2:00 - 2:30**Executive Assistant** 3:00 - 4:30Fee Increase Council Hearing

Monday

8:30 - 9:00

Executive Assistant

9:00 - 10:00