

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

**Week of May 3 – 9, 2010**

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00 Bureauwide Meeting	9:30 – 10:00 Plan Review & Permitting Services Manager	9:00 – 9:30 BDS Restructuring Lead	8:00 – 8:30 Leadership Team	9:30 – 10:30 Administrative Services Manager
9:00 – 10:00 Executive Assistant	10:30 – 11:00 Senior Managers	10:00 – 11:00 Inspection Services Manager	10:00 – 10:15 NIT staff	11:15 – 11:45 NIT staff
10:00 – 11:00 BDS Senior Managers	11:00- Noon Leadership Team	11:00 – Noon Public Involvement Advisory Council	11:00 – 11:30 Site Services Manager	11:45 – 12:45 Site Services Manager
11:00 – Noon BDS Restructuring Lead, BCD Building Official, & BCD staff	2:00 – 3:00 Administrative Services Manager		11:30 – 1:00 Bureau Directors	2:30 – 2:45 Engineering staff
2:00 – 3:00 Administrative Services Manager			3:00 – 4:00 Executive Assistant	