

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

**Week of April 27 – May 3, 2015**

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 1:00 Out	8:30 – 8:50 Inspection Services Manager, Technology Manager	8:30 – 9:15 ITAP Manager, ITAP Vendor Executives (via phone)	8:30 – 8:50 Executive Assistant	8:30 – 9:00 Plan Review Manager
1:00 – 5:00 Vacation	8:50 – 9:30 Inspection Services Manager	10:00 – 11:00 Consultant	9:00 – 10:40 Administrative Services Manager	9:00 – 10:00 LMC Hiring Subcommittee
	9:45 – 10:45 City Auditor & staff, Administrative Services Manager	2:00 – 2:30 Administrative Services and Finance staff	11:30 – 1:00 Bureau Directors	10:00 – 10:30 Customer Service & Communications Manager
	11:30 – 12:00 Administrative Services Manager, Consultant		2:00 – 4:00 Employee Departure	11:00 – 12:30 Bureau Assessment Advisory Committee
	12:00 – 12:30 ITAP Manager			
	2:00 – 2:30 Executive Assistant			
	2:30 – 3:00 Enforcement Program Manager, Tree Program Manager			