

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

**Week of July 13 – 19, 2009**

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 9:30 Senior Planner	9:00 – 10:00 Development Customer	2:00 – 3:30 Leadership Team	8:30 – 9:30 Leadership Team	8:30 – 9:30 Leadership Team
9:30 – 10:00 Executive Assistant	10:30 – Noon Senior Managers		10:00 – 11:00 Community Involvement	10:00 – 11:00 Administrative Services staff
10:00 – 11:00 Site Services Manager	1:30 – 2:00 PBOT Director (via phone)		3:00 – 4:00 Executive Assistant	1:45 – 2:30 Commissioner of Public Safety and Permitting Services Manager
11:00 – Noon Administrative Services Manager	2:00 – 3:00 Commercial Inspections Manager			2:30 – 4:00 Commissioner of Public Safety, Administrative Services Manager, Finance Manager
12:30 – 1:30 Commissioner of Public Safety	4:00 – 5:00 Commissioner of Public Safety and Fire Chief			5:15 – 6:00 Commercial and Residential Inspections Managers
1:30 – 2:30 Leadership Team				
3:00 – 3:30 Title 33 Section Manager				
4:00 – 5:00 Administrative Services Manager				