

Bureau of Development Services Director Paul Scarlett's Calendar

Week of January 14 – January 20, 2008

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:00 Executive Assistant	8:30 – 9:30 Customer Service Manager and Administrative Services Manager	9:00 – 9:30 Administrative Services Manager and Administrative Services Staff	9:00 – 10:00 Executive Assistant	8:00 – 8:30 FPP Section Staff
10:00 – 11:00 Site Services Manager	10:00 – 11:00 Customer Service Manager	10:00 – 11:00 Inspections Manager	10:00 – Noon Communications Training	10:00 – 11:00 Commissioner of Public Safety, Reed NA, and Land Use Staff
11:00 – Noon Administrative Services Manager	11:30 – 1:30 Jefferson High School Outreach	2:00 – 3:30 BDS Leadership Team	Noon – 1:00 Black History Activity Planning	11:00 – 11:30 Travel time
3:30 – 4:30 Executive Assistant	3:00 – 4:00 Commissioner of Public Safety, Reed NA, and Land Use Staff		1:00 – 1:30 PDOT Staff	11:30 – 1:15 State of the City Address
			2:00 – 3:00 BHR Director, BHR Staff, and Commissioner of Public Safety	1:15 – 1:45 Travel time
			3:00 – 4:00 Commissioner of Public Safety	
			4:45 – 5:30 Inspections Manager, Plan Review & Permitting Services Manager, and FPP Section Manager	