

Bureau of Development Services Director Paul Scarlett's Calendar

Week of August 11 – 17, 2008

Monday	Tuesday	Wednesday	Thursday	Friday
9:30 – 10:30 Executive Assistant	7:30 – 8:30 Chat with the Director	11:00 – Noon Team Building Consultant, Administrative Services Manager and staff	7:30 – 9:00 Development Review Advisory Committee	10:15 – 10:30 Union Steward
10:30 – 11:30 Site Services Manager	10:30 – Noon BDS Senior Managers	3:00 – 3:30 3 rd floor Open House	9:30 – 10:30 Principal Planner	10:30 – 11:45 Residential Inspections Manager
11:30 – 2:30 Administrative Services Manager and Finance Section Manager	2:00 – 3:00 Commercial Inspections Manager	3:30 – 4:00 Interim Customer Service Manager and Outreach Coordinator	10:30 – Noon Planning & Development Directors	3:30 – 3:45 City Attorney
3:00 – 3:30 Administrative Services Manager and Technology Manager	3:00 – 4:00 Interim Customer Service Manager	5:00 – 6:00 Process Management Section Manager and Facilities Coordinator	12:30 – 1:30 Business Lunch	4:20 – 5:00 Executive Assistant
			2:00 – 2:30 Consultant Feedback	
			2:30 – 3:30 Executive Assistant	
			3:30 – 4:30 Customer Development Issue	