

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

**Week of November 30 – December 6, 2009**

| Monday  | Tuesday                               | Wednesday   | Thursday   | Friday   |
|---|---------------------------------------|---|--|----------|
| 9:00 – 10:00<br>Executive Assistant                               | 8:30 – 10:00<br>HR Issues             | 7:30 – 9:00<br>BDS Budget Advisory<br>Committee   | 7:30 – 8:00<br>Commercial Inspections<br>Section   | Vacation |
| 10:00 – 11:00<br>Site Services Manager                            | 10:30 – Noon<br>Senior Managers       | 9:00 – 9:30<br>Compliance Service &<br>Neighborhood Inspections<br>Section                    | 8:30 – 9:00<br>Site Development Section  |          |
| 11:00 – Noon<br>Administrative Services<br>Manager                | 2:00 – 3:00<br>BDS Restructuring Lead | 10:00 – 10:30<br>Land Division &<br>Environmental Review<br>and Records Management<br>Section | 9:30 – 10:30<br>Inspection Services<br>Manager, Administrative<br>Services Manager, &<br>Labor Relations |          |
| 2:00 – 2:30<br>Finance/Training/<br>Facilities Section            | 6:00 – 8:30<br>Portland Plan Workshop | 11:00 – Noon<br>Inspection Services<br>Manager  | 10:30 – 11:00<br>Executive Assistant   |          |
| 3:00 – 4:00<br>Commissioner of Public<br>Safety and P&D Directors |                                       | 2:00 – 4:00<br>BDS Labor Management<br>Committee  | 11:30 – 1:00<br>Bureau Directors   |          |
|   |                                       |   |  |          |
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