

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

**Week of November 19 - 25, 2007**

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:00 Executive Assistant	9:00 – 10:00 Professional Development	8:30 – 9:15 Assistant to the Director	Holiday	Vacation
10:00 – 10:30 Hearings Officer	10:00 – 11:00 Customer Service Manager	3:15 – 3:30 Finance staff		
11:00 – 12:30 Administrative Services Manager	11:00 – Noon Planning Director, OSD Director, BDS, BOP, and OSD staff	3:30 – 4:30 Executive Assistant		
3:00 – 3:15 Principal Planner	1:30 – 3:30 BDS Budget Committee			
	3:30 – 4:00 Permitting Services and LUS staff			