

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

**Week of January 26 – February 1, 2009**

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:00 Executive Assistant	8:30 – 9:00 Permitting Services Manager	8:00 – 9:30 Chat with the Director	11:00 – 11:30 HR Issue	10:00 – 10:30 Inspector/Plan Review Trainee
10:00 – 11:00 Site Services Manager	9:00 – 10:00 Administrative Services Manager and Special Projects staff	11:00 – Noon Diversity Liaison	2:00 – 3:00 Leadership Team	1:00 – 2:00 Administrative Assistant and Sprint-Nextel Representatives
11:00 – Noon Administrative Services Manager	10:30 – Noon Senior Managers	1:45 – 2:00 BDS Labor Management Committee Facilitator	3:00 – 4:00 Executive Assistant	
Noon – 1:30 BDS Budget Advisory Committee	Noon – 1:30 Permit Consolidation Oversight Committee	2:00 – 4:00 BDS Labor Management Committee		
3:00 – 4:00 Commissioner of Public Safety, Administrative Services Manager & Union Stewards	2:00 – 3:00 Commercial Inspections Manager			
	3:30 – 4:30 Mayor's Budget			