Program Summary Template
City Bureau: Development Services (BDS)

1. Program Title Manager Phone #	2. Program Description	3. Staff (FTE)		4. Requirements		5. Percent Admin *	6. Resources				7. Output and Efficiency Measure(s)	8. Program Rankings	
		Regular	Limited Term	Operating	Capital		General Fund	Rates, Fees & IAs	Federal, State & Local	Other		Core	Community
Title: Commercial Inspections Manager: Jim Nicks Phone #: (503) 823-1054	Performs state-mandated inspections on industrial, commercial, and multi-family construction projects in Portland and urban services areas in Multnomah County to ensure compliance with State structural, mechanical, electrical, and plumbing codes, as well as the City's planning and zoning codes. Also reviews and approves monitoring of certain critical structural materials, such as steel construction, concrete construction and fireproofing.	20.01	1.03	$3,272,582		37.57%		$5,272,018			**Inspections Performed** FY 2010-11 Actuals: 47,076 FY 2012-13 Target: 48,000 (52,000 if Add Packages approved) **Inspections Per Day, Per Inspector** FY 2010-11 Actuals: 15.8 FY 2012-13 Target: 16.0 **Percentage of Inspections Made w/in 24 Hours of Request** FY 2010-11 Actuals: 92% FY 2012-13 Target: 90% (95% if Add Packages approved)	2	4
Title: Code Compliance / Dangerous Buildings / Fire Damage Manager: Jim Nicks Phone #: (503) 823-1054	Enforces construction codes by responding to constituent complaints, investigating potential violations and working to resolve compliance issues. Enforces the City's Dangerous Building regulations. Also inspects Zoning and Accessory Home Occupation permits.	1.47	0.08	$258,729		37.57%		$332,729			**Zoning, Construction, & Noise Code Violation Cases** **FY 2010-11 Actuals: 2,501** **FY 2012-13 Target: 3,250** **Home Occupation Permits Issued** **FY 2010-11 Actuals: 132** **FY 2012-13 Target: 100** **Properties Assessed Code Enforcement Fees** **FY 2010-11 Actuals: 206** **FY 2012-13 Target: 250**	7	3
Title: Environmental Soils Manager: Andy Peterson Phone #: (503) 823-7883	Performs plan review, permitting, and inspections for work related to environmental soils & sanitation control such as cesspools, septic tanks and other sewage disposal systems. Also responsible for Multnomah County's subsurface sewage program	1.79	0.09	$261,588		37.57%		$324,489			**Sanitation Permits & Evaluations Issued** **FY 2010-11 Actuals: 387** **FY 2012-13 Target: 367**	9	10
Title: Facility Permits Manager: Jim Nicks Phone #: (503) 823-1054	Offers streamlined plan review, process management, permitting, and inspection services for customers with ongoing interior tenant improvements with frequent facility maintenance, upgrade and renovations.	13.01	0.67	$2,163,389		37.57%		$2,709,733			**FPP Building Permits Issued** **FY 2010-11 Actuals: 913** **FY 2012-13 Target: 920**	11	12
Title: Land Use Services Manager: Rebecca Esau Phone #: (503) 823-6966	Implements goals and policies of the City's Comprehensive Plan, including neighborhood and community plans, by administering the City Zoning Code (Title 33). Includes review of development proposals for compliance with the Zoning Code; provision of public information regarding zoning regulations; discretionary review of development proposals; coordination, outreach and education functions; and Records Management.	36.78	2.40	$5,526,829		37.57%	$1,373,713	$5,110,977			**Land Use Review & Final Plat Applications** **FY 2010-11 Actuals: 560** **FY 2012-13 Target: 520** **Zoning Plan Checks Processed or In Process** **FY 2010-11 Actuals: 4,286** **FY 2012-13 Target: 4,400**	5	6

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Title: Neighborhood Inspections Manager: Jim Nicks Phone #: (503) 823-1054	Protects public health, safety, and welfare, prevents deterioration of existing housing, and contributes to neighborhood livability by enforcing the requirements of the Property Maintenance Code (Title 29), including housing maintenance standards, derelict building regulations, and property nuisance regulations.	15.14	0.78	$2,282,941		37.57%	$425,613	$1,939,248			**Number of Housing Units Brought up to Code** **FY 2010-11 Actuals: 1,249** **FY 2012-13 Target: 933 (1,310 if Add Packages approved)** **Number of Nuisance Properties Cleaned Up** **FY 2010-11 Actuals: 2,904** **FY 2012-13 Target: 2,400** **Housing Units Inspected** **FY 2010-11 Actuals: 2,398** **FY 2012-13 Target: 1,280 (3,078 if Add Packages approved)**	8	1
Title: Noise Control Manager: Jim Nicks Phone #: (503) 823-1054	Enforces the City's Noise Control regulations by responding to constituent complaints, investigating potential violations, and working to resolve compliance issues. Also processes Noise Variances. Part of the Compliance Services Program.	2.64	0.14	$389,138		37.57%	$292,420	$150,254			**Noise Variances Processed** **FY 2010-11 Actuals: 485** **FY 2012-13 Target: 568** **Noise Violation Inspections** **FY 2010-11 Actuals: 111** **FY 2012-13 Target: 300 (130 if Cut Package approved)**	13	7
Title: Permit/Plan Processing / Trade Permits Manager: Andy Peterson Phone #: (503) 823-7883	Performs intake and initial checks for completeness for building permit applications, assigns projects to technical reviewers, tracks the reviews, and issues permits. Reviews and issues plumbing, electrical, mechanical and sign permits, maintains historical building permit records, and assists customers with inquiries regarding permit history, land use decisions, and utility location.	18.04	0.93	$4,179,061		37.57%		$1,047,201			**Pre-Issuance Checks Completed w/in 2 Working Days of Last Review Approval** **FY 2010-11 Actuals: 71%** **FY 2012-13 Target: 75% (80% if Add Packages approved)** **Percentage of Building Permits Issued the Same Day as Intake ("over-the-counter")** **FY 2010-11 Actuals: 61%** **FY 2012-13 Target: 61% (65% if Add Packages approved)** **Number of Electrical, Mechanical, Plumbing, & Sign Permits Processed** **FY 2010-11 Actuals: 34,226** **FY 2012-13 Target: 33,100 (34,400 if Add Packages approved)**	3	9
Title: Plan Review / Engineering Manager: Andy Peterson Phone #: (503) 823-7883	Processes and approves building and mechanical permits for residential and commercial structures. Reviews building projects and provides general information on life safety, energy conservation, accessibility, and related building requirements. For projects that have engineering components, reviews structural and mechanical plans to determine compliance with engineering requirements of the Oregon Structural and Mechanical Specialty Code.	21.13	1.08	$3,643,212		37.57%		$3,888,965			**Commercial & Residential Building Permits Issued** **FY 2010-11 Actuals: 7,490** **FY 2012-13 Target: 7,800 (8,400 if Add Packages approved)** **Percentage of Residential Plans Reviewed by All Bureaus w/in Scheduled End Dates** **FY 2010-11 Actuals: 87%** **FY 2012-13 Target: 85% (87% if Add Packages approved)** **Percentage of Commercial Plans Reviewed by All Bureaus w/in Scheduled End Dates** **FY 2010-11 Actuals: 74%** **FY 2012-13 Target: 70%**	1	8

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Title: Process Management Manager: Andy Peterson Phone #: (503) 823-7883	Guides customers with large and complex projects through the standard permitting process. Provides higher-level assistance through the Major Projects Group. Part of the Development Services Program.	2.38	0.12	$369,947		37.57%					**Number of Active Projects Greater than $3 million in Valuation Assigned to Process Managers** **FY 2010-11 Actuals: 34** **FY 2012-13 Target: 44**	12	14
Title: Residential Combination Inspections Manager: Jim Nicks Phone #: (503) 823-1054	Performs state-mandated inspections on one and two family residential construction projects in Portland and the urban services area of Multnomah County to ensure compliance with the state's structural, mechanical, electrical, and plumbing codes, as well as the City's planning and zoning codes. Inspectors obtain State certification in all four specialties, allowing more inspections with fewer staff.	27.22	1.40	$4,498,586		37.57%		$6,084,046			**Number of Inspections Per Day, Per Inspector** **FY 2010-11 Actuals: 22.5** **FY 2012-13 Target: 22** **Percentage of Inspections Made w/in 24 Hours of Request** **FY 2010-11 Actuals: 80%** **FY 2012-13 Target: 90% (95% if Add Packages approved)** **Number of Inspections** **FY 2010-11 Actuals: 77,018** **FY 2012-13 Target: 72,000 (76,000 if Add Packages approved)**	4	2
Title: Signs Manager: Jim Nicks Phone #: (503) 823-1054	Performs inspections on signs in Portland and the urban services area of Multnomah County to ensure compliance with the City's sign code. Part of the Commercial Inspections Program.	1.66	0.09	$228,009		37.57%		$346,590			**Sign Permits Issued** **FY 2010-11 Actuals: 795** **FY 2012-13 Target: 700**	14	13
Title: Site Development Manager: Andy Peterson Phone #: (503) 823-7883	Performs plan review for geo-technical, flood plain, grading, private street, and site preparation issues, as well as erosion control requirements on private property. Reviews all applicable land use cases, identifying any land suitability issues and conditions. Performs all related inspections, including Trees and Landscaping requirements for Titles 10 and 33 and all required erosion control measures.	4.05	0.21	$818,089		37.57%		$1,021,037			**Average Number of Working Days to First Review** **FY 2010-11 Actuals: 12.75** **FY 2012-13 Target: 8.1** **Site Development Plan Reviews** **FY 2010-11 Actuals: 1,239** **FY 2012-13 Target: 1,500** **Site Development Permit Inspections** **FY 2010-11 Actuals: 291** **FY 2012-13 Target: 210**	6	11
Title: Zoning Compliance Manager: Jim Nicks Phone #: (503) 823-1054	Performs the zoning compliance function in Compliance Services Program.	4.38	0.22	$616,034		37.57%		$982,940			**Number of Zoning Code Enforcement Activities (cases, inspections, & letters)** **FY 2010-11 Actuals: 2,501** **FY 2012-13 Target: 3,250**	10	5
Fund Level Expenses	This line contains the total fund level expenses, which includes all debt service, cash transfers, contingency, and unappropriated fund balance.	NA	NA	$12,842,465		NA				$10,048,626	NA	NA	NA
Total		**169.70**	**9.22**	**$41,350,599**	**-**		**$2,091,746**	**$29,210,227**	**$0**	**$10,048,626**			

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