Program Summary Template
Development Services

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
Commercial Inspections Jim Nicks (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	2,896,956	375,626	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
Code Compliance / Dangerous Buildings / Fire Damage Jim Nicks (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	229,032	29,697	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
Environmental Soils Andy Peterson (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	231,563	30,025	37.57%		324,489			Sanitation Permits & Evaluations Issued FY 2010-11 Actuals: 387 FY 2012-13 Target: 367	9	10
Facility Permits Jim Nicks (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	1,915,076	248,313	37.57%		2,709,733			FPP Building Permits Issued FY 2010-11 Actuals: 913 FY 2012-13 Target: 920	11	12
Land Use Services Rebecca Esau (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	4,892,462	634,367	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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Neighborhood Inspections Jim Nicks (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	$1,656,204	214,747	37.57%	$425,613	1,527,258			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
Noise Control Jim Nicks (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	344,473	44,665	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
Permit/Plan Processing / Trade Permits Andy Peterson (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	3,699,390	479,671	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
Plan Review / Engineering Andy Peterson (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	3,225,046	418,166	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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Process Management Andy Peterson (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	327,485	42,462	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
Residential Combination Inspections Jim Nicks (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	3,982,240	516,346	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
Signs Jim Nicks (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	201,838	26,171	37.57%		346,590			Sign Permits Issued FY 2010-11 Actuals: 795 FY 2012-13 Target: 700	14	13
Site Development Andy Peterson (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	724,189	93,900	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
Zoning Compliance Jim Nicks (503) 823-1054	Performs the zoning compliance function in Compliance Services Program.	4.38	0.22	545,326	70,708	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	12,387,156	455,308	NA				10,048,625	NA	NA	NA
Total		**169.70**	**9.22**	**$37,258,436**	**$3,680,172**	**37.57%**	**$2,091,746**	**$28,798,237**	**$0**	**$10,048,625**			

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