

**Program Summary Report
Bureau of Development Services**

1. Program Title Manager Phone #	2. Program Description	3. Staff (FTE)		4. Requirements		5. Percent Admin	6. Resources				7. Output or Efficiency Measure(s)	8. Program Rankings	
		Regular	Limited Term	Operating	Capital		General Fund	Rates, Fees & IAs	Federal, State & Local	Other		Bureau	BAC
Commercial Inspections Doug Morgan (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.	24.72	0.49	4,149,895	180,677	22.27%		10,141,681			Inspections Performed FY 2012-13 Actuals: 43,355 FY 2014-15 Target: 48,000 Inspections Per Day, Per Inspector FY 2012-13 Actuals: 12.85 FY 2014-15 Target: 13.0 (14.0 if Add Packages are approved) Percentage of Inspections Made w/in 24 Hours of Request FY 2012-13 Actuals: 91% FY 2014-15 Target: 96%	2	2
Code Compliance / Dangerous Buildings / Fire Damage Doug Morgan (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.	3.81		528,017	22,989	22.27%		339,043			Zoning, Construction, & Noise Code Violation Cases FY 2012-13 Actuals: 3,718 FY 2014-15 Target: 5,380 (5,895 if Add Packages are approved) Home Occupation Permits Issued FY 2012-13 Actuals: 118 FY 2014-15 Target: 115 Properties Assessed Code Enforcement Fees FY 2012-13 Actuals: 246 FY 2014-15 Target: 270 (325 if Add Package is approved)	6	4
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.	1.17	0.02	261,060	11,366	22.27%		465,762			Sanitation Permits & Evaluations Issued FY 2012-13 Actuals: 419 FY 2014-15 Target: 400	7	10
Facility Permits Doug Morgan (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.	15.23	0.30	2,317,921	100,917	22.27%		2,650,074			FPP Building Permits Issued FY 2012-13 Actuals: 916 FY 2014-15 Target: 920	10	8
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.	56.98	1.31	7,254,828	315,858	22.27%	\$1,052,960	7,865,685			Land Use Review & Final Plat Applications FY 2012-13 Actuals: 706 FY 2014-15 Target: 750 Zoning Plan Checks Processed or In Process FY 2012-13 Actuals: 4,604 FY 2014-15 Target: 4,900	5	7

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Neighborhood Inspections Doug Morgan (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.	12.92		\$2,272,500	98,939	22.27%	\$774,935	1,701,410			Number of Housing Units Brought up to Code FY 2012-13 Actuals: 1,606 FY 2014-15 Target: 1,495 (1,895 if Add Packages approved) Number of Nuisance Properties Cleaned Up FY 2012-13 Actuals: 2,188 FY 2014-15 Target: 2,940 (3,010 if Add Packages are approved) Housing Units Inspected FY 2012-13 Actuals: 3,118 FY 2014-15 Target: 3,895	9	5
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.	25.74	4.25	3,960,536	172,432	22.27%		1,062,865			Pre-Issuance Checks Completed w/in 2 Working Days of Last Review Approval FY 2012-13 Actuals: 83% FY 2014-15 Target: 70% (80% if Add Packages approved) Percentage of Building Permits Issued the Same Day as Intake ("over-the-counter") FY 2012-13 Actuals: 53% FY 2014-15 Target: 60% Number of Electrical, Mechanical, Plumbing, & Sign Permits Processed FY 2012-13 Actuals: 33,841 FY 2014-15 Target: 36,422	3	1
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.	32.06	0.64	5,031,697	219,068	22.27%		6,007,485			Commercial & Residential Building Permits Issued FY 2012-13 Actuals: 9,013 FY 2014-15 Target: 9,300 Percentage of Residential Plans Reviewed by All Bureaus w/in Scheduled End Dates FY 2012-13 Actuals: 87% FY 2014-15 Target: 70% (80% if Add Packages are approved) Percentage of Commercial Plans Reviewed by All Bureaus w/in Scheduled End Dates FY 2012-13 Actuals: 73% FY 2014-15 Target: 60% (70% if Add Packages are approved)	1	3
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.	4.80		738,100	32,135	22.27%		\$50,000			Number of Active Projects Greater than \$3 million in Valuation Assigned to Process Managers FY 2012-13 Actuals: 45 FY 2014-15 Target: 50	12	12

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Residential Combination Inspections Doug Morgan (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.	37.32	0.75	5,463,862	237,906	22.27%		6,822,697			Number of Inspections Per Day, Per Inspector FY 2012-13 Actuals: 25.18 FY 2014-15 Target: 24.4 (26 if Add Packages are approved) Percentage of Inspections Made w/in 24 Hours of Request FY 2012-13 Actuals: 91% FY 2014-15 Target: 88% (95% if Add Packages are approved) Number of Inspections FY 2012-13 Actuals: 91,036 FY 2014-15 Target: 102,000 (103,000 if Add Packages are approved)	4	6
Signs Doug Morgan (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.	1.83		220,958	9,620	22.27%		370,651			Sign Permits Issued FY 2012-13 Actuals: 846 FY 2014-15 Target: 842	13	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.	7.61	0.15	968,905	42,184	22.27%		1,546,690			Average Number of Working Days to First Review FY 2012-13 Actuals: 8.8 FY 2014-15 Target: 9.0 Site Development Plan Reviews FY 2012-13 Actuals: 2,485 FY 2014-15 Target: 2,800 Site Development Permit Inspections FY 2012-13 Actuals: 292 FY 2014-15 Target: 310	8	11
Zoning Compliance Doug Morgan (503) 823-1054	Performs the zoning compliance function in the Compliance Services Program.	8.52		1,184,197	51,557	22.27%		1,277,153			Number of Zoning Code Enforcement Activities (cases, inspections, & letters) FY 2012-13 Actuals: 3,718 FY 2014-15 Target: 5,380 (5,895 if Add Packages are approved)	11	9
Fund Level Expenses	This line contains the total fund level expenses, which includes all debt service, cash transfers, contingency, and unappropriated fund balance.			30,853,121		22.27%				24,572,155	NA	NA	
Total		232.70	7.92	65,205,597	\$1,495,649	22.27%	\$1,827,895	40,301,196	\$0	\$24,572,155			

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