



City of
PORTLAND, OREGON

Development Review Advisory Committee

Development Review Advisory Committee
MINUTES
Thursday, December 12, 2008

Attendees:

DRAC Members Present:

Steve Heiteen	Rick Michelson	Tom Skaar
Alan Beard	Goudarz Eghtedari	Carrie Schilling
Greg Theisen	Kathi Futornick	Dennis Wilde
Don Geddes	Charlie Grist	Simon Tomkinson

City Staff Present:

Alisa Cour, BDS	Anne Hill, BDS	Andy Peterson, BDS
Jim Nicks, BDS	Denise Kleim, BDS	Paul Scarlett, BDS
Rebecca Esau, BDS	Ross Caron, BDS	Kurt Krueger, PDOT
Eric Engstrom, Planning	Christine Leon, PDOT	Kassandra Griffin, Parks
Nora Mullane, BDS	Cindy Dietz, Water	Lana Danaher, BES
Jim Hagerman, BES	Dave Hasson, Water	John Rist, PDOT
Liz Moorhead, Parks		

Guests

Jeff Fish, Fish Construction Lyn Bonyhadi, Metro

DRAC Members Absent:

John Cisneros	Jeff Perala	Bonny McKnight
Michele Rudd		

Handouts

11.13.08 DRAC Minutes
Inter-Bureau Code Change Project List
BDS Status of Budget Savings
BES Priorities in Upcoming Budgets
Economic Stimulus Projects—BES
Community & Business Budget Briefing FY 08-09—PDOT
Water Bureau Budget Presentation to DRAC
Overview of 2009-2010 Budget Planning—Parks Bureau

Convene Meeting

Vice Chair Steve Heiteen convened the meeting and the DRAC adopted the November 13, 2008 meeting minutes.

Director's Report

BDS Director Paul Scarlett updated the DRAC on the following:

- **Extensions for Building Permits and Land Use Reviews**

The bureau is aware of some of the financial difficulties and delayed timelines that are affecting the start-up or completion of projects. Based on some of these constraints, the bureau is developing a comprehensive plan for granting extensions on building permits and land use review timelines. Granting extensions will be reviewed and approved on a case by case basis.

- **DSC Number Update**

Permitting and Plan Review Manager Andy Peterson reviewed the BDS *Status of Budget Savings* handout. In short, the bureau is holding 38 positions vacant and has implemented other cost saving measures, which combined, amount to approximately \$3 million dollars in savings over the fiscal year.

DRAC member Tom Skaar asked how far down was BDS in terms of valuations or permit numbers in the last 6 months.

Permitting Services Manager Andy Peterson noted that BDS was down 30% by volume. BDS Director Paul Scarlett added that compared to last year, Commercial valuation was down 20% and the volume was down 9-10% and Residential Valuation was down 20% and the volume was down 8%.

Tom Skaar asked about lay-offs.

BDS Director responded that the bureau was focused on first exploring and implementing all cost saving measures such as reducing work hours, implementing Excused Time, limiting OT, etc. before having to take this action.

BDS Budget and Process Update

Currently the bureau is tapping into its reserve at a rate of approximately \$1 million per month. The fiscal-year-to-date cost recovery is 89% as of mid November. The bureau has 37 vacant positions that will not be filled and is reducing its expenditures. These measures are expected to save the bureau nearly \$4 million for the fiscal year.

DRAC Chair Simon Tomkinson asked if the bureau was considering flex time. BDS Director Paul Scarlett explained there are several voluntary options for staff including reduction in work hours while maintaining full benefits and taking up to 20 consecutive working days at any one time while retaining full benefits.

DRAC member Tom Skaar asked what a reasonable target was with cost recovery. BDS Director Paul Scarlett explained that the goal would be 10% or approximately \$4 million while still maintaining service levels. The bureau's current reserves are at \$12 million. Chair Simon Tomkinson suggested that if DRAC members had any further questions they could direct them to Paul Scarlett scarlettp@ci.portland.or.us or Denise Kleim kleimd@ci.portland.or.us.

BDS Administrative Services Manager Denise Kleim updated the DRAC about the Bureau's budget preparation process. The internal staff groups have completed their meetings and that information is being prepared by staff to be reviewed by Director Paul Scarlett. The Budget Advisory Committee will review those priorities and make recommendations to Director Paul Scarlett who will then make a decision on the bureau's proposed budget. It will then be forwarded to Commissioner Leonard for review. Mayor-Elect Sam Adams has also asked for the Bureaus to prioritize all programs for the City budget review process. Bureau staff will also be working on this prioritization.

Bureau of Environmental Services (BES) Budget Process Update

BES staff Lana Danaher and Jim Hagerman distributed and reviewed two (2) handouts: *BES Priorities in Upcoming Budgets* and *Economic Stimulus Projects*.

For questions or comments on the BES budget and process, please contact Lana Danaher at lanad@bes.ci.portland.or.us or Jim Hagerman at jamesh@bes.ci.portland.or.us.

Bureau of Transportation (PDOT) Budget Process Update

PDOT staff Christine Leon and John Rist distributed and reviewed a handout: *Community & Business Budget Briefing FY 08-09*.

For questions or comments on the PDOT budget and process, please contact Christine Leon at christine.leon@trans.ci.portland.or.us or John Rist at john.rist@trans.ci.portland.or.us.

Water Bureau Budget Process Update

Water Bureau staff Cindy Deitz and Dave Hasson distributed and reviewed a handout: *Water Bureau Budget Presentation to DRAC*.

For questions or comments on the Water Bureau budget and process, please contact Cindy Dietz at cdietz@water.ci.portland.or.us and Dave Hasson at dhasson@waterci.portland.or.us.

Parks and Recreation Bureau Budget Process Update

Parks and Recreation staff Cassandra Griffin and Liz Moorhead distributed and reviewed a handout: *Overview of 2009-2010 Budget Planning—Parks Bureau*.

For questions or comments on the Parks Bureau budget and process, please contact Kasandra Griffin at kassandra.griffin@ci.portland.or.us and Liz Moorhead at liz.moorhead@ci.portland.or.us.

***DRAC members requested that the bureaus return in several months to update the Committee on the final budgets turned in to the City Commissioners for review by Council. BDS staff will coordinate with Bureau staff to return at the February DRAC meeting.

New Business and Updates

DRAC member Greg Theisen noted that in these economic times interesting things are occurring in the business community. For example, the City of Chicago recently approved a plan to lease its public parking spaces to a private firm for 75 years in return for a one-time payment of nearly \$1.2 billion. The Port of Portland recently undertook an effort to move from a Port of Portland operated container terminal to one operated by a private entity under a long term lease arrangement similar to how many other marine container terminals operate. The Port suspended the T6 leasing project in response to fluctuating market conditions.

Office of Sustainable Development (OSD) staff Michael Armstrong reminded DRAC members that public comments are currently being collected regarding the City of Portland Green Building Update. Links to the documents were already forwarded to DRAC members via BDS staff.

BDS staff Anne Hill reminded DRAC members that at the January 8, 2009 DRAC meeting we would be saying good bye to several members whose terms are finished, welcoming new DRAC members, and electing a new Chair and Vice Chair for 2009.

DRAC Meeting, Thursday January 8, 2009—7:30-9:00 a.m.

Minutes prepared by Anne Hill—November 19th, 2008