

**Attachment B: Program Summary Template
Bureau of Development Services**

| 1. Program Title | 2. Division | 3. Program Manager | 4. Phone | 5. Website (if available) | 6. Program Description | 7. Program Staff | | 8. Operating Budget* | 9. Capital Budget | 10. Revenues | | | | |
|---------------------------------|-----------------------------------|--------------------|----------------|---|--|------------------|-----------|----------------------|-------------------|--------------|-------------|--------------------|--------|-------|
| | | | | | | Full-time | Part-time | | | General Fund | Rates/fees* | External Customers | Grants | Other |
| Building-Mechanical Inspections | Commercial Inspection Services | Hank McDonald | (503) 823-9258 | http://www.portlandonline.com/bds/index.cfm?c=37044 | Performs state-mandated building and mechanical inspections on industrial, commercial, and multi-family construction projects in Portland and urban services area of Mult. County. Ensures compliance with State structural and mechanical codes and relevant provisions of City code. | 10.33 | - | 1,435,602 | - | - | 2,288,282 | - | - | - |
| Electrical Inspections | | | | http://www.portlandonline.com/bds/index.cfm?c=37044 | Performs state-mandated electrical inspections on industrial, commercial, and multi-family construction projects in Portland and urban services area of Mult. County. Ensures compliance with State electrical code and relevant provisions of City code. | 9.30 | | 1,341,767 | - | - | 1,988,547 | - | - | - |
| Facilities Permits | | | | http://www.portlandonline.com/bds/index.cfm?c=37047 | Serves customers with on-going interior tenant improvements where facility maintenance, upgrade and renovations are frequent. FPP is available to building owners, building management companies and their tenants for work within the facility. | 16.20 | | 2,277,387 | - | - | 2,585,821 | - | - | - |
| Plumbing Inspections | | | | http://www.portlandonline.com/bds/index.cfm?c=37044 | Performs state-mandated plumbing inspections on industrial, commercial, and multi-family construction projects in Portland and urban services area of Mult. County. Ensures compliance with State plumbing code and relevant provisions of City code. | 5.70 | | 815,581 | - | - | 1,391,275 | - | - | - |
| Signs | | | | http://www.portlandonline.com/bds/index.cfm?c=37048 | Performs inspections on sign installations to ensure compliance with the City Sign Code (Title 32). | 2.43 | | 277,814 | - | - | 383,694 | - | - | - |
| Special Inspections | | | | http://www.portlandonline.com/bds/index.cfm?c=37059 | Oversees the monitoring of certain critical structural materials requiring the attention of professionals with highly specialized skills and qualifications. Examples include steel construction, concrete construction and fireproofing. | 2.04 | 0.75 | 348,338 | - | - | 217,852 | - | - | - |
| Land Use Services | Land Use Services | Rebecca Esau | (503) 823-6966 | http://www.portlandonline.com/bds/index.cfm?c=35881 | Responsible for implementing the goals and policies of the City's Comprehensive Plan through administration of the Portland Zoning Code (Title 33 of the City Code). | 67.25 | 4.26 | 9,445,715 | - | 1,255,478 | 7,449,191 | - | - | - |
| Permit / Plan Processing | Plan Review / Permitting Services | Andy Peterson | (503) 823-7883 | http://www.portlandonline.com/bds/index.cfm?c=36656 | Manages the flow of the public permitting process from early assistance for customers planning their projects to maintaining the records for completed projects. Performs intake and initial checks for completeness for over 11,000 building permit applications, assigns projects to technical reviewers, tracks the reviews, and issues permits once reviews are completed. | 16.20 | | 3,491,403 | - | - | 3,443,296 | - | - | - |
| Plan Review - Engineering | | | | http://www.portlandonline.com/bds/index.cfm?c=45185 | Reviews structural and mechanical plans to determine compliance with engineering requirements of the Oregon Structural and Mechanical Specialty Code. These reviews are required for any projects that have engineering components. | 9.20 | | 1,428,941 | - | - | 1,685,613 | - | - | - |
| Plan Review - Fire Life Safety | | | | http://www.portlandonline.com/bds/index.cfm?c=36656 | Processes and approves building and mechanical permits for residential and commercial structures. Plans Examiners review building projects and provide general information on life safety, energy conservation, accessibility, and related building requirements. | 19.20 | | 2,554,151 | - | - | 3,130,424 | - | - | - |

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|-------------------------------------|-----------------------------------|--------------------|----------------|---|---|------------------|-----------|----------------------|-------------------|--------------|-------------------|--------------------|------------------|-------------------|
| | | | | | | Full-time | Part-time | | | General Fund | Rates/fees* | External Customers | Grants | Other |
| Process Management | Plan Review / Permitting Services | Andy Peterson | (503) 823-7883 | http://www.portlandonline.com/bds/index.cfm?c=36656 | Guides customers with large and complex projects through the standard permitting process and provides higher-level assistance through the Major Projects Group. | 6.20 | | 827,914 | - | - | 963,208 | - | - | - |
| Trade Permits | | | | http://www.portlandonline.com/bds/index.cfm?c=36660 | Reviews and issues approximately 45,000 plumbing, electrical, mechanical and sign permits annually, maintains historical permit records, and assists customers with inquiries regarding permit history, land use decisions, and utility location. | 11.20 | | 1,137,136 | - | - | 1,377,319 | - | - | - |
| Residential Combination Inspections | Residential Inspection Services | Jim Nicks | (503) 823-1054 | http://www.portlandonline.com/bds/index.cfm?c=37045 | Ensures that new and remodeled one and two family residences meet building safety codes and requirements. The goal is for inspectors to obtain State certification in all specialties: structural, mechanical, plumbing, and electrical, allowing the City to perform more inspections with fewer staff. | 38.00 | | 5,383,503 | - | - | 4,499,367 | - | - | - |
| Code Compliance | Site Services | Ross Caron | (503) 823-4268 | http://www.portlandonline.com/bds/index.cfm?c=34170 | Responds to constituent complaints, investigates potential violations, and works with property owners, businesses and tenants to resolve code compliance issues at the lowest level possible. Also enforces City Dangerous Building regulations and inspects Zoning and Accessory Home Occupation permits. | 3.63 | - | 369,054 | - | - | 149,188 | - | - | - |
| Dangerous Buildings | | | | http://www.portlandonline.com/bds/index.cfm?c=42751&#c id_98975 | Enforces the City's Dangerous Building regulations. | 0.43 | - | 102,789 | - | - | 67,437 | - | - | - |
| Environmental Soils | | | | http://www.portlandonline.com/bds/index.cfm?c=37046 | Works with property owners with subsurface sanitary systems in need of repair, replacement, or disposal as the City provides public sanitary systems; the City Sanitarian is located in this program. | 1.53 | | 210,772 | - | - | 251,792 | - | - | - |
| Neighborhood Inspections | | | | http://www.portlandonline.com/bds/index.cfm?c=28397 | Protects health, safety, and welfare of residents, prevents deterioration of housing, and contributes to neighborhood livability by enforcing minimum standards for residential structures, outdoor areas, and adjacent rights-of-way. Enforces requirements of Property Maintenance Code (Title 29), including housing maintenance standards, derelict building regulations, and property nuisance regulations. | 19.00 | - | 2,837,398 | - | 388,981 | 1,461,580 | - | - | - |
| Noise Control | | | | http://www.portlandonline.com/bds/index.cfm?c=42438 | Responds to constituent complaints, investigates potential violations, and works with property owners, businesses and tenants to resolve compliance issues at the lowest level possible; also inspects Noise Variances. | 2.88 | | 372,863 | - | 267,251 | 90,292 | - | - | - |
| Site Development | | | | http://www.portlandonline.com/bds/index.cfm?c=37046 | Includes plan review for geo-technical, flood plain, grading, private street, and site prep issues; plus onsite stormwater treatment/disposal and erosion control requirements on private property. Reviews applicable land use cases, identifying land suitability issues and conditions. Performs related inspections, including those required by the Stormwater Manual, Trees and Landscaping requirements for Titles 10 and 33, and required erosion control measures. | 14.95 | | 1,982,675 | - | - | 1,463,008 | - | - | - |
| Zoning | | | | http://www.portlandonline.com/bds/index.cfm?c=34170 | Responsible for implementing the goals and policies of the City's Comprehensive Plan through administration of the Portland Zoning Code (Title 33 of the City Code). | 6.58 | | 888,828 | - | - | 888,828 | - | - | - |
| Total | | | | | | | | | 255.67 | 5.01 | 36,640,802 | - | 1,911,710 | 34,887,186 |

NOTE: Operating Budget and Revenue amounts shown are estimates and subject to change.

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| 1. Program Title | 11. Functional Area | 12. Output Measure(s) FY 2009-10 (est.) | 13. Capital Assets and Status | 14. Major Maintenance | 15. Customer Survey Data | 16. Program Ranking | |
|---------------------------------|---------------------|--|-------------------------------|-----------------------|--|---------------------|-----------|
| | | | | | | Core | Community |
| Building-Mechanical Inspections | CDCM000000 | 30,000 inspections performed | | | 84% of customers rated overall quality of inspections as "Good" or "Very Good" | 2 | 10 |
| Electrical Inspections | CDCM000000 | 31,000 inspections performed | | | 87% of customers "Satisfied" or "Very Satisfied" with inspectors' helpfulness in solving problems | 4 | 11 |
| Facilities Permits | CDCM000000 | 95 billable hours per inspector per month | | | N/A | 14 | 17 |
| Plumbing Inspections | CDCM000000 | 15,000 inspections performed | | | 91% of customers "Satisfied" or "Very Satisfied" with inspectors' fairness | 6 | 12 |
| Signs | CDCM000000 | 2,100 inspections performed | | | N/A | 20 | 19 |
| Special Inspections | CDCM000000 | 1,500 Final Summary Reports approved | | | N/A | 13 | 15 |
| Land Use Services | CDLU000000 | 950 Land Use Review applications | | | 82% of customers "Satisfied" or "very Satisfied" with the timeliness of their land use review, taking into account the mandatory 21 to 30 days required for public comment | 8 | 1 |
| Permit / Plan Processing | CDDS000000 | 8,300 building permits issued | | | 72% of customers rated the timeliness of the permit review process as "Good" or "Very Good" | 7 | 5 |
| Plan Review - Engineering | CDPR000000 | 7,470 permit applications reviewed | | | N/A | 3 | 9 |
| Plan Review - Fire Life Safety | CDPR000000 | 7,885 permit applications reviewed | | | 73% of customers rated the predictability of the permit review process as "Good" or "Very Good" | 1 | 6 |

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|-------------------------------------|---------------------|---|-------------------------------|-----------------------|--|---------------------|-----------|
| | | | | | | Core | Community |
| Process Management | CDDS000000 | * 90 projects assigned to Process Managers * 470 permits issued | | | N/A | 18 | 20 |
| Trade Permits | CDDS000000 | 34,900 permits issued | | | 91% of trade permit customers rated the overall quality of their review process as "Good" or "Very Good" | 10 | 18 |
| Residential Combination Inspections | CDCB000000 | 105,000 inspections performed | | | 95% of customers were "Satisfied" or "Very Satisfied" with the amount of time it took to get their inspections | 5 | 4 |
| Code Compliance | CDCS000000 | * 3,977 zoning enforcement inspections performed * 46 enforcement cases presented to Code Hearings Officer | | | N/A | 16 | 7 |
| Dangerous Buildings | CDCS000000 | 3,896 inspections performed | | | N/A | 9 | 8 |
| Environmental Soils | CDS000000 | 314 on-site sewage evaluations completed | | | N/A | 15 | 16 |
| Neighborhood Inspections | CDNI000000 | * 15,500 nuisance inspections performed * 6,275 Housing/Derelict building inspections performed | | | N/A | 11 | 3 |
| Noise Control | CDCS000000 | * 457 noise violation inspections * 478 noise variances processed | | | N/A | 19 | 14 |
| Site Development | CDS000000 | * 8,525 inspections performed * 942 plans reviewed | | | N/A | 12 | 13 |
| Zoning | CDLU000000 | 4,900 zoning plan check applications reviewed | | | 64% of customers rated the overall quality of their land use review as "Good" or "Very Good" | 17 | 2 |
| Total | | | | | | | |

NOTE: Operating Budget and Revenue amounts shown are estimates and subject to change.