



City of  
**PORTLAND, OREGON**

Development Review Advisory Committee

**Development Review Advisory Committee**  
**MINUTES**  
**Tuesday, August 16, 2011**

**DRAC Members Present:**

Hermann Colas	Jeffrey Cole	Jeff Fish
Steve Heiteen	David Humber	Dana Krawczuk
Renee Loveland	Ed McNamara	Rick Michaelson
Keith Skille	Carrie Strickland	Greg Theisen

**City Staff Present:**

Ross Caron, BDS	Cindy Dietz, Water	Rebecca Esau, BDS
Mark Fetters, BDS	Don Gardner, PBOT	
Matt Grumm, Comm. Saltzman's Office		
Denise Kleim, BDS	Kurt Krueger, PBOT	Christine Leon, PBOT
Hank McDonald, BDS	Jim Nicks, BDS	Andy Peterson, BDS
Paul Scarlett, BDS	Riley Whitcomb, Parks	

**Guests Present:**

John Hasenberg, ORA	Karen Karlson, KLK Consulting
---------------------	-------------------------------

**DRAC Members Absent:**

Don Geddes	Bonny McKnight	Michele Rudd
Simon Tomkinson		

**Handouts**

- DRAC Meeting Minutes 5/17/11 & 6/21/11
- Cumulative BDS Major Workload Parameters
- Monthly BDS Major Workload Parameters (7/19/11)
- Monthly BDS Major Workload Parameters (8/16/11)
- Non-Cumulative Cost Recovery Report
- Memo re: BDS Information Technology Advancement Project (ITAP)
- Public Works Report to Council
- E-mail from Bonny McKnight
- Inter-Bureau Code Change Project List

## **Convene Meeting**

DRAC Chair Carrie Strickland convened the meeting and welcomed DRAC members and other attendees. Ms. Strickland then introduced and welcomed new DRAC members David Humber and Dana Krawczuk. The 5/17/11 and 6/21/11 DRAC meeting minutes were approved.

## **Director's Report**

### BDS Financial Update

BDS Director Paul Scarlett provided an update on the bureau's financial status and reviewed the handouts *BDS Major Workload Parameters (Monthly/Cumulative)* and *Non-Cumulative Cost Recovery Report*. He noted that building permit valuations have increased significantly. The bureau ended fiscal year 2010-11 with \$1.5 million beyond what had been projected.

### Staffing & Service Levels

Director Scarlett distributed and reviewed *Director's Update to DRAC: BDS Workload/ Revenue, Staffing and Service Level Goals August 2011*. Even with recent staff additions, significant service delays have remained. Overtime was recently approved and has helped the bureau to catch up. There is also a bureau-wide effort to address attendance issues, which have a bigger impact since staffing remains thin. Workload remained steady in June and July, and some larger projects are coming in.

DRAC members had questions regarding the bureau's various timeline goals and performance. Director Scarlett stressed the bureau's commitment to communicating when goals or expectations are changing, and pledged to continue to focus on communicating clearly with customers. DRAC member Hermann Colas asked how the bureau prioritizes different types of work when deadlines are missed. BDS Land Use Services Manager Rebecca Esau replied that decisions are made based on overall bureau priorities (e.g., making sure customers in the permit center receive services) and applicable laws.

Yesterday, BDS met with its Financial Advisory Committee to discuss financial projections and the Information Technology Advancement Project (ITAP). Even the more conservative projections indicate that BDS will be able to continue to slowly re-staff while proceeding with ITAP.

## **Information Technology Advancement Project (ITAP) Update**

ITAP Manager Hank McDonald provided an update on the ITAP project. An RFP (Request for Proposals) is being prepared and should be ready by the end of October. The timeline calls for proposals to be received before the end of the year, with evaluation and selection taking place in spring 2012.

The bureau is closely watching revenues, particularly in regards to the financial requirements of ITAP. The Financial Advisory Committee will continue to meet on at least an annual basis to review financial projections. Director Scarlett noted DRAC member Bonny McKnight's e-mail (handout) in support of the ITAP review process.

DRAC member Greg Theisen asked for clarification regarding the DRAC's role in ITAP. Mr. McDonald said that, in addition to the DRAC members who serve on the Financial Advisory Committee, it would be appropriate to receive input and feedback from either the full DRAC or a DRAC subcommittee focused on ITAP. There are two internal (City staff) technical advisory committees involving staff from multiple bureaus.

Mr. Theisen noted that with the step back and RFP process, ITAP will be greatly lengthened and will incur additional costs. He requested additional information regarding ITAP's adjusted

budget and schedule. BDS Administrative Manager Denise Kleim said that information was shared with the Financial Advisory Committee yesterday (8/15), and it will be revised based on their feedback. Mr. McDonald said the budget has been adjusted up by 10-15% based on the additional time the project will take. The bureau is estimating high on project costs.

### **Public Works Appeals Process Update**

Christine Leon (PBOT) reviewed the handout *Public Works Report to Council*. Council was generally pleased with the process that has taken place to date. An annual report focused on the five workplan items highlighted in the handout will be provided to Council.

DRAC member Dave Humber asked if it would be possible to report Public Works permit trends to DRAC, similar to BDS's workload report. Ms. Leon said that they have the data, but need to develop a format to present it in a relevant way to the DRAC.

Director Scarlett noted that the report to Council was well-received; collocation had been a key project for Mayor Adams. Consolidation of the development bureaus is not under consideration. Director Scarlett is supportive of responsibility for ongoing work being transferred from BDS to the other development bureaus.

DRAC member Ed McNamara asked if there would be change regarding who will be in charge of permit applications when multiple bureaus are involved. Ms. Leon noted that staff and managers from the bureaus meet regularly to review applications and trends, but no one bureau is in charge. The bureaus view themselves as partners, and the process is working well now. Ms. Strickland noted that one of the goals of collocation was to take the burden off the applicant to manage applications through the review process, and though things are working well now, there is potential for problems down the road. Mr. Humber noted that the Public Works Permit Process Manager functions as a central source of information for applicants.

DRAC members further discussed responsibility, accountability, and communication between the development bureaus.

### **Changes to Portland City Code Title 17 (Public Improvements)**

Don Gardner (PBOT) discussed proposed changes to Title 17. The changes are primarily housekeeping in nature, with a limited focus on a few portions of the code that needed to be updated.

There are no significant policy changes. A key issue was that the code gave decision-making authority to the City Engineer, rather than to the PBOT Director. The changes give the PBOT Director authorization over administrative matters. In addition, the chapter of the code that addressed underground fuel tanks has been removed, and 17.88 (Street Improvements) is being changed to make the intent clearer. There are further changes in the sections related to utility permitting and the transit mall.

### **Pulse of the Industry**

There was insufficient time for this item. The DRAC decided to move the Pulse of the Industry up earlier in future meeting agendas in order to make sure time is allotted for it.

**Next DRAC Meeting: Tuesday, September 20, 2011, 10:00 a.m. -11:30 a.m.**

Minutes prepared by Mark Feters, BDS