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Bureau of Development Services FY 2015-16 Requested Budget Requested Positions and Service Levels

January 28, 2015

Positions are subject to Council Approval, Classifications will be determined by the BHR

Fee Supported Positions

Budget Goals Addressed	Division / Program and Tentative Classification	Anticipated Service Level Changes
Equity Expand Access to Services	Development Services Center Improvements 3.0 FTE 1.0 Development Services Technician III – Customer Service/Equity 1.0 Plans Examiner – Customer Service/Equity 1.0 Sr. Building Inspector – Customer Service/Equity	To provide expanded services at the Development Services Center to customers who are unfamiliar with the permitting and inspection processes, and to provide more equitable services.
Adequate Staffing Levels Expand Access to Services	Plan Review & Permitting Services 1.0 Site Development Inspector I	Improve the continuity of services to the Environmental soils customers, improve plan review turnaround time on SE & SP permits, decrease overtime, and provide greater flexibility in the Site Development group.
1. Adequate Staffing Levels 2. Expand Access to Services	Land Use Services 1.0 Sr. City Planner – Land Use Specialty 2.0 City Planner II – Land Use Specialty 1.0 Sr. City Planner – Urban Design 1.0 Development Services Tech II 1.0 City Planner II – Urban Design	These positions will help improve service levels and turnaround times for a variety of services provided by the LUS Division. For example: The 14-day completeness check for Type II Land Use Reviews will be met for 80% of the applications (up from 70%); The 21-day deadline for a Final Plat status report will be met for 75% of Final Plats, (up from 50%). The 21-day turnaround time for first response for Property Line Adjustments and Lot Confirmations will be met for 85% of these applications (up from 75%).
Adequate Staffing Levels Expand Access to Services	Inspection Services 1.0 Sr. Building Inspector – FPP 2.0 Electrical Inspector (one commercial, one residential) 1.0 Plumbing Inspector – residential 1.0 Building Inspector II - residential 1.0 Building Inspector II – Enforcement 1.0 Office Support Specialist II - residential	The work load in residential and commercial inspections is projected to increase by 9% and 6% respectively in FY 2015-16. New positions will maintain existing service levels and help the bureau respond to 85% of residential and 78% of commercial inspection requests within 24 hours.
Equity Expand Access to Services	Office of Director/Administrative Services 1.0 Sr. Community Outreach Rep 1.0 Office Support Specialist II 0.5 Graphic Designer II	These positions will help the bureau with the development and implementation of customer service, outreach and engagement work.
	Total New Fee Supported Positions 19.5 FTE	

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General Fund Supported Positions

Budge	t Goals Addressed	Division / Program and Tentative Classification	Anticipated Service Level Changes
2.	Equity Expand Access to Services General Fund Support for local Code Enforcement Programs	Enforcement Services (NIT) - EDPEP 1.0 FTE 1.0 Senior Housing Inspector – (LT was approved in the Fall BMP FY 2014-15). This request will extend the existing position. \$50,000 in Abatement Funds	This request will renew and continue Limited Term one-time funding for 1.0 Sr. HS Inspector position for the EDPEP program. It would help the bureau maintain current service levels that includes 52 active cases, 5 priority cases needing Code Hearing, and 53 cases awaiting action.
2.	Equity Expand Access to Services General Fund Support for local Code Enforcement Programs	Enforcement Services (NIT) – Enhanced Inspections 3.0 FTE 3.0 Housing Inspector – NEW positions	This request will expand the Enhanced Inspections program, which is currently limited to outer SE Portland, to North and NE Portland.
1.	Equity General Fund Support for local Code Enforcement Programs	Enforcement Services (NIT) - Nuisance \$50,000 in Abatement Funds	This request will allow the bureau to have enough funding to abate all cited nuisance conditions at occupied properties, including tall grass and weeds.
2.	Equity Expand Access to Services General Fund Support for local Code Enforcement Programs	Land Use Services 2 FTE 2.0 Associate Planner	This request will provide a number of outreach and equity services, including: • Enhanced assistance to land use customers and community members in the Development Services Center. • Public outreach and training regarding land use codes and processes. • Assistance to customers seeking to legalize unpermitted work. • Outreach at community events, schools, and job fairs. • Partnering with the Bureau of Planning & Sustainability on outreach and education efforts.
		Total NEW GF Supported Positions 6.0 FTE and \$100,000 in Abatement Funds	