

Bureau of Planning and Sustainability

Program Summaries for Budget Advisory Committee - DRAFT (revised 12/28/12)

Workgroup	Program/Project	FTE	General Description	Recent and Upcoming Deliverables
Planning & Urban Design				
Comprehensive Plan	Comprehensive Plan Program	7	Complete the City Comprehensive Plan update as required by State Periodic Review including approval of background reports, analysis of policy and growth management alternatives, publication of a new Comprehensive Plan policy document and maps, and ultimately zoning code updates to implement the Plan.	1. Completed the state-required background reports including the Economic Opportunity Analysis (adopted Mar. 2012) 2. Prepare initial discussion draft, which will be the foundation for the public process to develop the plan. 3. Extensive public engagement including citywide and district workshops in 2013 through PSC and Council hearings in early 2014.
	Comprehensive Plan Implementation		Projects that implement updated Comprehensive Plan policies.	1. Mixed-Use Code Update (commercial, design, transitions). 2. Campus Institutions Zoning Code Update. 3. East Portland updates. 4. Gentrification policy. 5. Schools Zoning Code update.
Portland Plan	Portland Plan Implementation	1.5	<u>BPS workplan coordination</u> : Coordinate actions to be taken to implement plan for items for which BPS is a lead or plays a participating role.	1. Develop and implement plan for BPS' actions.
	Portland Plan Implementation		<u>Indicators and Equity metrics</u> : Establish system to regularly update indicators. Refine final set of indicators and coordinate w/ regional indicator project, Portland Pulse. Work with Office of Equity and Human Rights and OMF to develop workplan for development of new equity measures and evaluation tools.	1. Agreement with Portland Pulse re: city indicators 2. Analysis and recommendations for equity tracking and evaluation measures.
	Portland Plan Implementation		<u>City Budget Coordination</u> : Ongoing coordination with OMF to integrate Portland Plan principles into the annual budget process. Set up partner coordination during the budget development.	1. Input into FY 2013/14 budget.
District Planning & Major Projects	District Liaison Program	6	Planners are assigned to each of six districts within Portland (five neighborhood districts plus the Central City) to serve as lead planners for on-going planning activities and occasional special projects in their Districts. Through this expertise and their ongoing relationships with District organizations and stakeholders, District Liaisons serve as problem solvers, technical advisors and advocates for District interests. They respond to community-identified needs through quick, focused and strategic projects. They also work on occasional property owner-initiated projects, such as annexation and map error correction requests. In addition to these tasks, District Planners will play a core role in development of the new Comprehensive Plan through FY 2013-14.	1. Lead staff on development of the update of the City Comprehensive Plan, providing on-the-ground knowledge of places and community-identified issues to inform the development of policy, map and project list recommendations. 2. Continued liaison to communities of color, people with disabilities, youth, neighborhood and business groups, and other organizations. 3. Staff on major projects led by other bureaus, agencies and organizations: <ul style="list-style-type: none"> • Milwaukie LRT follow-up - Tri-Met lead • Portland Main Street Program - PDC lead • SW Corridor Plan • East Portland Action Plan implementation • Cully Main Street gentrification discussions
District Planning & Major Projects	SW Barbur Concept Plan	1.5	Create a long term vision for development along Barbur Boulevard. The Concept Plan will Inform the SW Corridor Plan that will decide a mode and alignment for future High Capacity Transit in the corridor. The Concept Plan will be complete early 2013. The project is funded by a Construction Excise Tax grant from Metro.	1. Extensive public process commenced September 2011. 2. Participation in the Metro led process for high capacity transit planning on regional SW Corridor including SW Barbur. 3. Existing Conditions analysis. 4. Needs, Opportunities and Constraints analysis. 5. Goals, March 2012. 6. Concept Plan alternatives and evaluation. 7. Preferred concept and final plan early 2013.

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West Hayden Island	West Hayden Island Plan	1.5	The West Hayden Island project is a BPS led process to investigate whether and how to pursue development and habitat preservation on West Hayden Island (WHI) and its potential annexation into the City of Portland. Plan is based on City Council decision to explore a mix of industrial lands (300 acres) and habitat preservation lands (500+ acres). The project includes extensive public outreach, environmental and economic development research and analysis and other technical studies.	<ol style="list-style-type: none"> 1. Competee draft concept plan report and Land management options study, January 2012. 2. Complete cost/benefit study and updated cargo forecast, February 2012. 3. Draft plan district April 2012. 4. PSC hearing in autumn 2012. 5. Draft zoning and IGA. 6. Continued PSC work sessions in Q1 2013. 7. City Council hearing Q2-3 2013.
River & Environmental Planning	River & Environmental Planning	4.5	<p>This program is the lead on the City's River Planning and the Bureau's activities related to natural systems planning. This includes Natural Resource Inventory Update [NRIU] project, which updates information regarding the location, extent, and quality of habitat in Portland. The program maintains the City's environmental zoning regulations and provides natural resource inventory information, ESEE Analyses, and policy and code development services to multi-objective projects such as the River Plan, West Hayden Island Plan, Central City and quadrant plans, the Portland Plan and Comprehensive Plan.</p> <p>The program coordinates the City's compliance with regional natural resource requirements and contributes to compliance with state and federal mandates such as the Endangered Species Act and Clean Water Act. The program is exploring non-regulatory tools to promote natural resource protection and restoration, including tax incentives and voluntary development design approaches.</p> <p>The program also participates in other Bureau's programs and citywide efforts related to Natural Hazards, Watershed Planning, Urban Forestry, and Superfund.</p>	<ol style="list-style-type: none"> 1. Metro finding of City's compliance with Title 13 requirements. 2. The River Plan/Central Reach will be completed as part of the CC2035 project and will test and build on the approaches developed as part of the River Plan / North Reach. 3. Environmental analysis and findings for West Hayden Island. 4. Lead the environmental component of the Comp Plan Update 5. Coordinate the River Plan / North Reach with the Superfund process. 6. The River Plan/South Reach technical analysis will commence in FY13-14. 7. Establish a voluntary IGA for work over the next 10 years.
Central City	Central City 2035	6	Central City 2035 (CC2035) updates the plan and policies for downtown and central areas of Portland. CC2035 will address challenges and opportunities in the Central City to ensure this unique economic, transportation, cultural and educational hub will be a vibrant resource for all Portlanders over the next 25 years.	<ol style="list-style-type: none"> 1. Design and development elements of the new Comprehensive Plan and CC2035. 2. Provide design assistance to Bureau and neighborhood projects <ul style="list-style-type: none"> • Columbia River Crossing - PBOT lead • SW Barbur Concept Plan - BPS lead 3. Quadrant work for Central City 2035 plan: N/NE completed; SW/NW quadrants currently being worked on.
	Central City economic development support		Provide planning and urban design assistance to PDC to support economic development activities in the Central City.	<ol style="list-style-type: none"> 1. With PDC, complete Rose Quarter Development planning. 2. Staff support on South Waterfront development agreements and issues.
Urban Design	Urban Design Studio	3	The Urban Design Studio provides expert urban design assistance for planning and design projects in BPS and other Bureaus. The Studio may lead projects or be part of a project team. The Studio also plays important role in defining and protecting the City's urban design interests in major public and private projects including light rail and some major infrastructure projects.	<p>Define and protect the City's urban design interests in major public and private projects such as Milwaukie Light Rail station area design, Cully Main Street and the SW Corridor concept plan.</p> <p>Develop concepts using illustrations, maps and diagrams; facilitate design workshops; and implement objectives through design policy and regulatory framework changes.</p>

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Intergovernmental Coordination	Intergovernmental Coordination	0.5	Maintain City's involvement in Metro landuse policy development and decision making. Staffing Metro Technical Advisory Committee (MTAC) and support for the City's representatives to MPAC and other Metro advisory committees. Management of Bureau involvement in State legislative matters related to land use and development.	<ol style="list-style-type: none"> 1. Tracking Metro advisory committees and coordinating City positions. 2. Development of City position on other Metro projects including Community Investment Strategy, Green House Gas Reduction policy. 3. 2013 State Legislature session. 4. Metro - Climate Smart Communities process. 5. Metro - Next Urban Growth Report.
Policy Analysis	Research and Policy	1	This group provides technical policy analysis and reserearch to support the work of the Bureau and other city agencies, particularly Housing and PDC. The group is involved in development of the Comprehensive Plan and has lead on the Housing and Economic Development policy expert groups. THE group is leading work on new zoning approaches for major institutions and on redevelopment of brownfields. The Policy group also manages the Bureau's intergovernmental work with Metro and the State.	<ol style="list-style-type: none"> 1. Economic Opportunity Analysis / Housing Needs update. 2. Brownfields study - report. 3. Gentrification report / Cully discussion.
	Economic planning	2	Provide economic research, analysis and policy development to inform the City's planning efforts, including PDC's economic development activities.	<ol style="list-style-type: none"> 1. Analysis and policy development to produce economic components of the Comp Plan. 2. Develop industrial land growth capacity options and City position. 3. Assist PDC with research to inform NED implementation (priority neighborhoods, neighborhood needs and opportunities, tailor implementation approaches) 4. Research, analysis, stakeholder process to develop campus institutional growth capacity options. 5. Develop policy options to bring brownfields back to beneficial uses.
	Housing and Demography	1	Provide housing and demographic research, analysis and policy development.	<ol style="list-style-type: none"> 1. In partnership with the Housing Bureau, provide analysis and policy development to produce the comp plan housing policy section. 2. Conduct process to develop a City position on and options to address involuntary displacement.
Code Development	Historic Zoning Code Amendments	0.5	This project has developed recommendations for changes to the standards and processes for review of development related to historic properties and districts.	<ol style="list-style-type: none"> 1. Draft code recommendation. 2. PSC and Council hearings in Q1-2 2013.
	PSC Coordination	0.5	This sub-program is responsible for management of the work of the Planning and Sustainability Commission. It also leads or coordinates Bureau code development projects as necessary.	
Corridor Planning	Corridor Planning	1	The Bureau is involved in two projects planning for new high capacity transit lines - on SE Pawella and Division and on SW Barbur. These projects will begin in the coming fiscal year.	<ol style="list-style-type: none"> 1. Powell / Division HCT scoping, plan development. 2. Streetcar corridor scoping, plan development.

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Policy, Research & Innovation				
Policy Analysis & Research	Asset management	1	Produce annual City Infrastructure Asset Management Report (Status and Condition) report working with capital bureaus and prepare infrastructure reports and recommendations for the Portland Plan and Comp Plan update.	<ol style="list-style-type: none"> 1. Prepare annual Asset Management Report. 2. Pilot draft asset report card.
	Citywide Systems Plan	0.75	Update of the City's plan regarding capital infrastructure investments. Review of infrastructure priorities in light of new Comprehensive Plan goals and policies, and growth management strategies.	<ol style="list-style-type: none"> 1. Develop updated CSP as part of Comprehensive Plan.
	Health	0.25	Integrate public health issues into City planning activities, including walkable neighborhoods, active transportation, and health equity.	<ol style="list-style-type: none"> 1. Develop Health in Planning Toolkit with partners. 2. Participate in Mult Co development of Health Equity Tool.
	Equity	1	Integrate equity into BPS internal operational practices, program development, delivery, and policy. Facilitate formal and informal staff training, and support and advise BPS staff in improving equity practices and outcomes.	<ol style="list-style-type: none"> 1. Develop equity toolkit to support BPS program and policy development. Train staff to use the toolkit. 2. Conduct bureau-wide training(s) to build staff skills in working with diverse communities. 3. Assist BPS staff in integrating equity into the Comp Plan and 2013 Climate Action Plan update.
Clean Energy	Clean Energy Works	2	Partner with Clean Energy Works Oregon to provide outreach, assistance and financing to homeowners with a goal of significantly improving the energy performance in 6,000 homes statewide by 2013. Develop programs for financing efficiency improvements in multifamily buildings and for small commercial properties.	<ol style="list-style-type: none"> 1. Advise and support CEWO in meeting goal of 6,000 retrofits by July 2013. 2. Ensure compliance with City, state, and ARRA grant requirements. 3. Maintain local and national partner relationships to create opportunities for program development. 4. Advise CEWO in establishing long-term business model.
	Commercial Energy Retrofits	1.5	Develop strategies to accelerate energy upgrades in small commercial buildings, a historically difficult to reach segment of the building sector.	<ol style="list-style-type: none"> 1. Energy assessments of 50 small commercial buildings to prioritize options for improved energy performance. 2. Work closely with willing building owners to develop financing packages to complete the energy upgrades. 3. Partner with Multnomah County to develop a PACE (property-assessed clean energy) financing option for commercial buildings.
	Multifamily Energy Efficiency	0.25	Partner with the Network of Oregon Affordable Housing to pilot an on-bill financing program for energy upgrades in multifamily properties. Savings and repayment will be through the utility bill paid by the building manager, rather than tenants.	<ol style="list-style-type: none"> 1. Participate in program development. 2. Deliver tenant engagement strategies on energy-efficiency opportunities.
Green Building & Development	Green Building and Development Program	2.25	Provide policy and technical assistance on high-performance buildings and districts. Respond to 1,000 inquiries annually to the Green Development Resource Center, support the EcoDistricts initiative, district energy development, and research and policy around benchmarking existing buildings and new construction. Develop and implement policy for construction and demolition debris. Assist City bureaus with clean energy projects.	<ol style="list-style-type: none"> 1. Respond to ~750 requests for green building technical assistance via Green Building Hotline. 2. Implement new policy and program to reduce construction and demolition debris. 3. Produce annual Build It Green tour (most recent on 9/22/12). 4. Provide outreach, technical assistance, and recognition to commercial buildings participating in the Kilowatt Crackdown building performance partnership.
	Ecodistricts	1	Provide technical assistance to self-organized districts of businesses, property owners, organizations, and residents. Serve as a liaison to districts in connecting them to City and partner programs and resources.	<ol style="list-style-type: none"> 1. MOUs with each of the five pilot districts outlining specific commitments for 2013. 2. Technical assistance to support energy retrofits and waste reduction initiatives, as prioritized by each district.

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	Historic Resources	1	Provide historic resources expertise, support and consultation to BPS and City-led planning and development projects (including PDC, PBOT and Parks) and to citizens, property owners and developers. Program activities address both localized and citywide historic resource issues and include: development of preservation and redevelopment strategies; creation of regulatory tools and incentives; documentation and inventorying of historic resources; research, information and referral services; support for the Historic Landmarks Commission; coordination with State Historic Preservation Office.	Fulfill State-mandated "Certified Local Government" requirements for historic preservation activities, including review of National Register of Historic Places nominations and applications to the Historic Special Assessment Program. Provide information and referral services, historic designations, regulatory tools and incentives, historic resources inventories, preservation and redevelopment strategies.
	City Energy Challenge	0.75	In conjunction with other City bureaus and Council, work to create more efficient operations.	<ol style="list-style-type: none"> 1. Provide technical assistance to City-owned energy and high-performance building projects, including ARRA-funded retrofits and LEED EBOM for the Portland Bldg. 2. Establish 100% renewables for City electricity needs. 3. Provide technical assistance on LED streetlight options. 4. Provide technical assistance on biogas options.
Solid Waste Policy & Operations	Policy	4	Develop and implement policy and programs to reduce waste, increase recycling to 75% by 2015, and provide affordable, high-quality service. Maintain administrative rules for haulers and businesses to ensure compliance with new goals of the Portland Recycles! Plan as well as with ongoing requirements of solid waste and recycling collection system.	<ol style="list-style-type: none"> 1. Evaluate citywide rollout of residential food-scrap collection make changes to system as necessary. 2. Regulate waste and recycling haulers, include developing rates and resolving policy, program, and customer service issues. 3. Develop list of acceptable compostable serviceware.
	Customer Service	6		<ol style="list-style-type: none"> 1. Respond to 16,000 phone and e-mail inquiries from the public annually, including resolving issues with haulers. 2. Manage public trash can and recycling containers. 3. Implement rules and compliance for containers in the right-of-way. 4. Develop and maintain disaster debris management plan.
Energy & Climate Policy	Climate Action Plan	1	The Climate Action Plan was adopted in 2009 and identifies 75+ actions to be completed in the next three years to shift Portland to a path that will reduce carbon emissions 80% from 1990 levels by 2050. Track and report on Climate Action Plan implementation, develop climate and energy policy, and implement selected climate-related projects. BPS is responsible to gather the status of CAP actions and CO2 data for 2010 then draft a status report for bureau and partner review.	<ol style="list-style-type: none"> 1. Produce progress report on first three-year action plan. 2. In partnership with Multnomah County, develop 2013-2015 action plan for Council consideration.
	Climate Adaptation Plan	0.5	In coordination with other bureaus and Multnomah County, BPS is assessing vulnerabilities to the changing climate and developing strategies to prepare and respond.	<ol style="list-style-type: none"> 1. Initial adaptation plan draft. 2. PSC briefing. 3. Council session in mid-2013.
Sustainable Food Program	Sustainable Food Program	1	Develop policy and implement programs that strengthen the local food system by increasing food grown in Portland, supporting local purchasing from regional growers, processors, and suppliers and working to make healthy, affordable food available throughout the community. The program serves as a liaison to farmers' markets, assists businesses in sourcing food locally, and provides gardening and related classes for residents.	<ol style="list-style-type: none"> 1. Assist direct-market producers and venues (CSAs, farmers markets, urban growers) through individual technical assistance and collaborative initiatives. 2. Develop food purchasing guidelines for City bureaus. 3. Launch overhauled food website, including resource directory.

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Sustainability Outreach & Assistance				
Business Sustainability Outreach	Sustainability @ Work	7	Design and execute events, campaigns, projects and programs that provide recognition, information and assistance to businesses, organizations, schools and government facilities. The program informs and encourages behavior change in social and environmental sustainability, with a focus on waste, energy, water and transportation.	<ol style="list-style-type: none"> 1. Work with over 5,000 Portlanders and provides resources, technical assistance and training at over 1,000 businesses annually. 2. Provide full-service assistance to over 150 businesses a year, which includes an assessment of a business' current activities and recommendations for additional activities. 3. Collaborate with Sustainable Business Oregon on annual recognition event and monthly publication content.
Government Sustainability	Sustainable City Government	0.5	BPS provides assistance and coordination role to city bureaus in their sustainability efforts through Sustainable City Government Partnership Liaisons.	<ol style="list-style-type: none"> 1. Coordinate bureau liaison meetings which will provide training, goal setting and problem solving on sustainability-related issues. 2. Publish a Sustainable City Progress Report / Summary. 3. Develop a communications strategy to share stories about sustainable City operations.
Residential Sustainability Outreach	Sustainability and Climate Change / Adaptation Outreach	0.5	Help Portland residents improve their individual and family health and quality of life, as well as relationships with the community and surrounding environment, all while taking actions that conserve resources, reduce climate impacts and prepare for climate change. The program inspires sustainable living and low carbon choices by focusing on using positive messaging, connecting residents to tools and resources and identifying ways to remove barriers to action.	<ol style="list-style-type: none"> 1. Update and implement the actions and objectives in the Community Engagement section of the 2013 Climate Action Plan. 2. Develop community engagement strategies 2. Coordinate across City Bureau to staff community events and engage the community.
	Residential curbside collection education and assistance	1	Plan and implement ongoing outreach plan for the curbside collection system "Be Cart Smart". Engage residents in behavior change activities that encourage food scrap composting, recycling and proper disposal of hazardous material. Manage content and inform decisions all collateral and web.	<ol style="list-style-type: none"> 1. Promote Be Cart Smart at 50 community events. 2. Develop engagement strategy for renters (4 units or fewer). 3. Implement renter outreach strategy
	Be Resourceful campaign	0.25	Be Resourceful is a thoughtful consumption campaign with the goal of providing resources (ideas and organizations) to Portlanders on how to get the stuff they need in a resourceful way. It's organized by four main categories: 1) fix and maintain, 2) buy smart, 3) reuse, and; 4) share, rent and borrow.	<ol style="list-style-type: none"> 1. Promote Be Resourceful at 25 community events. 2. Develop plan to engage organizations and partners to increase community access to resources. 3. Build and maintain list of resources.
	Event Recycling and Composting Program	0.25	Provide and expand recycling and composting technical assistance and equipment to large Waterfront events as well as small- to medium-sized events.	<ol style="list-style-type: none"> 1. Serve 150 events including 30 large waterfront events annually. 2. Increase overall diverse of large waterfront events from 40 to 50%.
	Fix-It Fairs	1	Conduct three Fix-it Fairs per year. Fix-it Fairs help Portland residents to save money while creating healthy homes for themselves, their families and the environment. With a focus audience of low to middle income homeowners which is racially and culturally diverse, the Fairs offer free access to community resources and educational opportunities.	<ol style="list-style-type: none"> 1. Goal of 2,000 attendees through course of 3 fairs.. 2. Attendee demographics reflect the neighborhood the event is held in. 3. Recruit new workshop presentations. 4. Secure additional funding sponsors. 5. Continue to improve upon Spanish-language outreach, workshop and volunteer strategies that were successful in 2010-2012.
	Master Recycler Program	1	Train community volunteers through a series of workshops in waste prevention and recycling to Multnomah, Clackamas and Washington county residents. The program creates a volunteer pool of knowledgeable residents who can inspire others in their community to reduce waste in the home and work.	<ol style="list-style-type: none"> 1. Train 90 Master Recycler volunteers. 2. Hold three classes throughout the region. 3. Manage 1150 Master Recycler volunteers

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	Neighborhood Clean-Ups	0.1	Provide grant funding to Neighborhood Coalitions to fund Neighborhood Cleanup events. Neighborhood Cleanups are events where residents bring unwanted items such as appliances, furniture and non-curb-side recyclables. Typically events are held on the weekend during the spring and summer.	1. Partner and work with Neighborhood Associations to host 35+ spring and fall clean-ups citywide.
	Multifamily Waste Reduction Program	0.75	Provide technical assistance and educational materials to all Portland multifamily residents and property managers by coordinating with 24 commercial haulers serving 75,000 units at 4000 complexes. Currently, pilot food scrap collection projects are underway at a variety of multifamily communities. The project will inform policy, program resources and technical assistance needed to support this effort citywide.	1. Provide direct assistance to 20,000 multifamily units regarding waste reduction education. 2. Develop, launch and evaluate food scrap collection project. 3. Determine and develop larger-scale food scrap collection program citywide.
Communications		4.5	Provide communications services for the bureau, including public information, materials production, website development and event messaging.	1. Press releases, media outreach, e-blasts and social media to promote BPS' public meetings, council events and planning projects. 2. Production of educational materials for residential, commercial and multifamily waste reduction efforts. 3. Support all bureau community engagement activities with materials, messaging and promotion.
Technical and Graphic Services		5.5	Provide technical services to the entire bureau. The manager of the group is the bureau lead on IT issues.	1. GIS, graphics and web development and support for all bureau projects. 2. Support for other bureaus' projects.
Operations		8.75	Provide operational functions and administrative support for the entire bureau.	1. Financial, budget and HR. 2. Administrative assistance, procurement, Council documents, office and facility management.