

Bureau of Planning and Sustainability
Program Summaries for 14-15 Budget Advisory Committee
12/16/2013 DRAFT

Workgroup	Program/Project	FTE	General Description	Recent and Upcoming Deliverables
Planning & Urban Design				
Comprehensive Planning	Comprehensive Plan Program	5.25	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. Prepare discussion draft for public review and hearings (July 2014). 2. Hearings at the PSC August 2014, City Council December 2014.
	Comprehensive Plan Implementation		Projects that implement updated Comprehensive Plan policies.	1. Mixed-Use Code Update (commercial, design, transitions) (18 mos). 2. Campus Institutions Zoning Code Update (12 mos). 3. Community Involvement Program (12 mos). 4. Industrial watershed health code and map changes (12-18 mos). 5. Transportation System Plan (18 mos). 6. IGAs (12-18 mos). 7. Other small changes (12 mos).
	Research and Policy - Economic Development, Housing and Demographics	3	Provide technical policy analysis and research to support the work of the Bureau and other city agencies, particularly Housing and PDC. Manage the bureau's intergovernmental work with Metro and the State.	1. Complete revisions to Economic Opportunity Analysis / Housing Needs update. 2. Complete Comprehensive Plan economic development, growth scenarios, centers and housing elements. 3. Program development for City/County Brownfields initiative. 4. Demographic and economic analysis in support of other Bureau projects, PHB and PDC. 5. Coordinate with PSU on Portland Plan Indicators updates and reports. 6. Portland Plan report to City Council.
	Intergovernmental Coordination	0.5	Staff Metro land use policy development and decision making - MTAC, MPAC and other Metro advisory committees. Management of Bureau involvement in State legislative matters related to land use and development.	1. Track Metro advisory committees and coordinating City positions. 2. Develop City position on other Metro projects. 3. 2015 State Legislature session. 4. Metro - Next Urban Growth Report.
	Urban Design Studio	4	Provide 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 helps define and protect City's urban design interests in major public and private projects including light rail and major infrastructure projects.	1. Complete Comp Plan UD and growth scenario elements. 2. Complete CC2035 UD elements. 3. Staff UD elements of Comp Plan implementation projects. 4. Staff UD elements of transit corridor planning projects.
	Portland Plan Implementation	1.5	<u>Portland Plan next Steps</u>	1. Prepare progress report on PP actions and indicators.
	Portland Plan Implementation		<u>Indicators and Equity metrics:</u> Establish system to regularly update indicators. Refine final set of indicators and coordinate with 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. Continue Portland Pulse updates and reports.
	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 2015/16 City budget.

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	Corridor Planning	1.5	Participate in two projects planning for new high capacity transit lines, one on SE Powell and Division and the other on SW Barbur. These projects will begin in the coming fiscal year.	1. Powell / Division HCT scoping, plan development. 2. Streetcar corridor scoping, plan development.
		0.5	Participate in Metro-led Refinement Plan phase for SW Corridor high capacity transit project	1. Steering Committee recommendations on refinement plan items by July 2015. 2. Prepare for alternatives analysis phase. 3. Concept level financing strategy/analysis.
	West Hayden Island Plan	0.25	Follow West Hayden Island project through to City Council decisions and potential appeal processes.	1. City Council hearing 2014. 2. Follow up activities with Metro, Port and others after CC decision.
Code Development	RICAP 6 and 7	2	Develop regular code update packages.	1. Adopt RICAP 6. 2. Initiate and develop RICAP 7.
	Code Editing and consultation	1.5	Consult on code elements of other Bureau projects. Research and analysis on emerging issues related to development trends	1. CC2035 code elements 2. Comp Plan implementation code elements 3. Major code projects - possibly Radio Frequency tower regs, FEMA regs 1. New housing types - apodments 2. New use types - short term rentals, zoning codes for schools
	PSC Coordination	0.5	Manage the work of the Planning and Sustainability Commission. Lead or coordinate code development projects as necessary.	
Area Planning	District Liaison Program	7	Planners are assigned to each of six districts within Portland (five neighborhood districts plus the Central City) to serve as lead planners for maintaining community relationships, on-going planning activities and occasional special projects in their Districts. District Planners have a role in Comprehensive Plan Implementation projects.	1. Coordinate and staff community involvement elements of Comp Plan project. 2. Staff completion of the update of the City Comprehensive Plan regarding district related issues with policy, map and project list recommendations. 3. Continued liaison to communities of color, people with disabilities, youth, neighborhood and business groups, and other organizations. 4. Staff on major projects led by other bureaus, agencies and organizations: <ul style="list-style-type: none"> • Comprehensive Plan Implementation projects • Urban Renewal Area action planning - PDC lead • SW Corridor Plan • Powell/Division Corridor Plan • East Portland Action Plan implementation • Cully Main Street gentrification discussions
	River & Environmental Planning	3.5	Continued development of the Willamette River Plan and lead on the Bureau's activities related to natural systems planning. Coordination of the City's compliance with regional, state and federal environmental mandates.	1. Complete Comprehensive Plan Title 13 documentation and finalizing environmental policy elements. 2. Complete River Plan/Central Reach. 3. Analysis related to Comp Plan Implementation of industrial land/watershed health actions. 4. Participate in PBEM Natural Hazard Mitigation plan. 5. River Plan/South Reach technical analysis.
	Central City 2035	5	Update 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.	1. Complete Central City related policies and recommendations in Comprehensive Plan. 2. Complete CC2035 plan and Quadrant Plans (W & SE), develop implementation actions. 3. Participate in Powell Division Corridor transit plan.

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	Central City economic development support	0.5	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 Milwaukie LRT development planning. 2. Staff support on South Waterfront development agreements and issues. 3. Participate in PSU development planning.

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Policy, Research & Innovation				
Sustainability Policy and Planning	Climate Action Plan	1	The City's current 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.	1. In partnership with Multnomah County, develop 2014-2017 action plan for Council consideration late spring 2014.
	Climate Preparation Strategy	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.	1. Produce climate preparation plan for Council consideration in spring 2014.
	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 Comp Plan update.	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.	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.	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.	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	0.5	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 the end of 2014.	1. Complete close-out of federal grant, ensuring compliance with City, state, and ARRA requirements. 2. Maintain local and national partner relationships to create opportunities for program development. 3. Advise CEWO in establishing long-term business model.
	Commercial Energy Retrofits	0.5	Develop strategies to accelerate energy upgrades in small commercial buildings, a historically difficult to reach segment of the building sector.	1. Energy assessments of 50 small commercial buildings to prioritize options for improved energy performance. 2. Partner with PDC and Multnomah County to develop a PACE (property-assessed clean energy) financing option for commercial buildings. 3. Build partnerships and seek resources to accelerate commercial retrofits in Portland.
	Solar	1	Support installation of solar energy systems in Portland through policy, programs and resources.	1. Solar Forward: Establish fund to support solar installations on public facilities. Create mechanism for people and businesses who can't install their own solar systems to support local installations. 2. Participate in PUC proceedings to inform utility practices around customer solar installation and funding.
Green Building & Development	Green Building & Development Program	2	Provide policy and technical assistance on high-performance buildings and districts. Support EcoDistricts 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.	1. Implement new policy and program to reduce construction and demolition debris. 2. Provide outreach, technical assistance, and recognition to commercial buildings participating in the Kilowatt Crackdown building performance partnership. 3. Develop policy options to recognize high-performing commercial buildings.
	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.	1. Provide technical assistance to support energy retrofits, waste reduction, and other district-scale 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	Provide technical assistance to other City bureaus to reduce energy use and increase on-site renewable energy for City operations.	<ol style="list-style-type: none"> 1. Provide technical assistance to City-owned energy and high-performance building projects 2. Work with bureaus to achieve 100% renewable electricity for City operations. 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. Participate in Metro process to clarify acceptable compostable serviceware.
	Customer Service	5		<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. Ensure compliance with residential and commercial administrative rules, including field investigations and enforcement. 5. Develop and maintain disaster debris management plan.
Sustainable Food Program	Sustainable Food	1	Develop policy and implement programs that strengthen the local food system by improving access to healthy, affordable food throughout the community, reducing food waste and supporting healthy, low-carbon food choices, and supporting the local food economy. The program serves as a liaison to direct-market farmers, assists businesses and consumers in sourcing food locally, and provides assistance to individuals and community groups who want to grow their own food.	<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. Create pilot project(s) for mobile vending of fresh foods, including working with PBOT to institute a pilot program. 3. Facilitate the creation of an urban orchard in Lents. 4. Implement food purchasing guidelines for City bureaus. 5. Update website and outreach collateral for BPS events.

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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 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. Continue executing targeted action campaigns, services and resources. 3. Collaborate with Sustainable Business Oregon on annual recognition event and monthly publication content. 4. Provide certification to over 100 businesses.
Government Sustainability	Sustainable City Government	0.5	Provide assistance and coordination 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 and Summary. 3. Develop a communications strategy to share stories about sustainable City operations.
Residential Sustainability Outreach	Sustainability and Climate Change / Adaptation Outreach	0.5	In collaboration with partners, update the Portland CAN! campaign to motivate Portlanders to take sustainable and low-carbon actions by removing barriers, developing messaging that resonates and focusing on resources and tools.	<ol style="list-style-type: none"> 1. Update and implement the actions and objectives in the Community Engagement section of the 2014 Climate Action Plan. 2. Update CAN! collateral (display, website, etc.)--integrate new and tested language and visuals. 3. Develop partnership with 6-10 community grass roots organizations. 4. Coordinate across City Bureau to staff 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. Continue implementation of renter outreach strategy. 3. Continue to focus efforts on landlord education and ensuring all household have adequate service.
	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. Build and maintain co-support partnerships with Chinook Book and Reuse PDX. 2. Promote Be Resourceful at 25 community events. 3. Develop plan to engage organizations and partners cross-promote and increase community access to resources. 3. Build and maintain list of resources.
	Your Sustainable City partnership	0.3	Lead collaborative effort of five City bureaus (BPS, Water, PBOT, OMF/ Mayor's office, BDS) to provide centralized information on actions residents can take to be more sustainable.	<ol style="list-style-type: none"> 1. Promote YSC at 11 diverse community events. 2. Build web presence.
	Event Recycling and Composting Program	0.35	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 save money while creating healthy homes for themselves, their families and the environment. With a focus audience of low to middle income households 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 over three fairs with demographics that reflect the neighborhood the event is held in. 2. Recruit new workshop presentations. 3. Maintain and secure additional funding sponsors. 4. Hold one Spanish-speaking focused fair that builds upon Spanish-language outreach, workshop and volunteer strategies that were successful in previous years.

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	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 corp. of knowledgeable residents who can educate 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 1,250 Master Recycler volunteers.
	Neighborhood Clean-Ups	0.2	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.	<ol style="list-style-type: none"> 1. Partner and work with Neighborhood Associations to host 35+ spring and fall clean-ups citywide. 2. Continue to improve the online reporting templates. 3. Continue to monitor data, and look for opportunities to increase event recovery rate. 4. Continue to support the expansion of reuse- connect Coalition Offices to the Reuse Alliance to help plan for greater reuse options at Events.
	Multifamily Waste Reduction Program	1	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.	<ol style="list-style-type: none"> 1. Provide direct assistance to 20,000 multifamily units regarding waste reduction education. 2. Commission market research to help program better serve residential property management. 3. Continue proactively recruiting properties that haven't taken advantage of services in last five years. 4. Address and resolve resident complaints to ensure recycling is as convenient as garbage.
Customer Service		4	Provide administrative and customer support services to all BPS staff and the community. The Customer Service Team works collaboratively to ensure that the bureau and residential curbside collection services run smoothly where issues are resolved, questions are answered and gaps are addressed before they are recognized staff.	<ol style="list-style-type: none"> 1. Administrative assistance to BPS programs 2. Curbside Collection Services Hotline 3. Reception 4. Office and facility management 5. Records management
Communications		4.5	Provide communications services for the bureau, including public information, media management, materials production, website development and event messaging.	<ol style="list-style-type: none"> 1. Press releases, media outreach, e-blasts and social media to promote BPS' public meetings, council events, community resources, and planning projects. 2. Video, web and print production of educational content for residential, commercial and multifamily waste reduction efforts as well as guides and other resources to support planning processes. 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.	<ol style="list-style-type: none"> 1. GIS, graphics and web development and support for all bureau projects. 2. Support for other bureaus' projects.
Finance and HR		5	Provide financial planning, accounting, procurement, HR, and timekeeping for all bureau programs.	<ol style="list-style-type: none"> 1. Financial management and budget. 2. HR and timekeeping. 3. Procurement and Council documents