6 - Budget Summary Info:

Expenditures	Revised FY 2008-09 Budget (through period 10)	Requested FY 2009-10 Budget	Proposed FY 2009-10 Budget
Operating	$43,514,802	$37,579,938	$37,529,630
Capital	0	0	0
TOTAL	$43,514,802	$37,579,938	$37,529,630
Authorized Positions	358	300	299

7 - Labor/Management/Administration:

1. Percent spent on administration: 23%
2. Total FTE: 299
3. Average management span of control: 9 FTE
4. Bargaining Units:
   - DCTU – 145 positions
   - COPPEA – 93 positions

8 - High Level Performance Measures:

Fiscal Year 2007-08

1. 98-99% of permit inspections made within 24 hours of request
2. 57% of building permits issued same-day
3. 90% of residential building plans reviewed by scheduled end date
4. 73% of commercial building plans reviewed by scheduled end date

9 – Awards / Recognitions:

1. Bureau Diversity Committee Award (2007, 2008)
2. City Diversity Individual Contributor Award – BDS Employee Mikal Shabazz (2008)
3. Youth Champion Award – BDS Employee Tiffani Penson (2008)
4. Living Smart Program – presented at several conferences, articles in national periodicals & trade journals

Top of Class Jurisdiction: Portland

10 - Major Projects CURRENT:

Policy/Operational Projects (top 5)

1. Permitting Services Collocation
2. 5-Year Strategic Plan (to be completed late 2009)
3. Green Building / Sustainability initiatives
4. Portland Energy Efficient Home Pilot (PEEHP)
5. Online Customer Self Service (expanding customer access to services

Capital/Infrastructure Projects (top 5)

1. N/A

Major Maintenance Projects (top 5)

1. N/A

11 – Major Projects – Out Years

YEAR 2:

Policy/Operational Projects (top 3)

1. Permitting Services Collocation implementation
2. 5-Year Strategic Plan implementation
3. Green Building / Sustainability initiatives

Capital/Infrastructure Projects (top 3)

1. N/A

Major Maintenance Projects (top 3)

1. N/A

YEAR 3:

Policy/Operational Projects (top 2)

1. 5-Year Strategic Plan implementation
2. Green Building / Sustainability initiatives

Capital/Infrastructure Projects (top 2)

1. N/A

Major Maintenance Projects (top 2)

1. N/A

YEAR 4:

Policy/Operational Projects (top 1)

5-Year Strategic Plan implementation

Capital/Infrastructure Projects (top 1)

N/A

Major Maintenance Projects (top 1)

N/A

12 - Sustainability Goals – SOCIAL

1. SEA-related: Quality of housing & nuisance inspection services
   www.portlandonline.com/auditor/auditservices/residentsurvey2007
   - Best neighborhood: Alameda
   - Worst neighborhood: Centennial
2. Affirmative Action Results: 44% female; 16% minority
3. M/W/ESB Contracting: 33.4% (FY 2008-09)
4. Customer survey/polling results: 78% of permit customers Satisfied or Very Satisfied with quality of the development review process (2008 survey)

13 - Sustainability Goals – ECONOMIC

1. "Lean Manufacturing" improvements:
   - Kaizen (continuous improvement) training
   - Interest-Based Problem Solving training
2. Summary of Major Assets Managed: Fleet of 108 vehicles; IT infrastructure
   - Good condition 69%
   - Fair condition 29%
   - Poor condition 2%

   Replacement value: $1,406,000

14 - Sustainability Goals – ENVIRONMENTAL

Sustainability Plan:
http://www.portlandonline.com/bds/index.cfm?c=47286&a=193000
Latest Report:
http://www.portlandonline.com/bds/index.cfm?c=47286

Highlights: BDS's plan incorporates sustainability into the organization by focusing on office management, outreach & education, and energy use / carbon footprint.

15 - Key Policy & Planning Documents:

Strategic Plan:
http://www.portlandonline.com/bds/index.cfm?c=48486

Portland Policy Documents (Top 3):

1. Portland Zoning Code (Title 33)
   http://www.portlandonline.com/auditor/index.cfm?c=28197
2. Portland Comprehensive Plan
   http://www.portlandonline.com/planning/index.cfm?c=47556
3. Green Building Policy
   http://www.portlandonline.com/auditor/index.cfm?c=34835&a=80338

Bureau Baseline Template

1 – Overview: BUREAU OF DEVELOPMENT SERVICES

Commissioner-in-Charge: Leonard
Commissioner's Liaison: Sara Petrocine
Bureau Director: Paul L. Scarlett
Finance Manager: Elshad Hajiyev
FPD Analyst: Claudio Campuzano
Organizational Chart:
http://www.portlandonline.com/shared/cfm/image.cfm?id=146136

Budget Advisory Committee Roster

Dick Anderson (LMC)	Bonny McKnight (LU Chairs)
Jay Coalson (SBAC)	Michelle Rudd (DRAC)
John Cole (LMC)	Alan Shaffer (SBAC)
Steve Heiteen (DRAC)	Carol Stahlke (LMC)
Richard Levy (LU Chairs)	Simon Tomkinson (DRAC)

2 – Guiding Statements:

Slogan: From Concept to Construction
Mission: http://www.portlandonline.com/bds/index.cfm?a=108968
Vision: http://www.portlandonline.com/bds/index.cfm?a=108968
Values: http://www.portlandonline.com/bds/index.cfm?a=108968

About Us: The Bureau of Development Services (BDS) is an integral part of development in Portland. Bureau staff works with developers, builders, and homeowners to guide them through the development process. BDS manages programs that ensure construction and land use codes are followed, and is instrumental in enhancing the safety of buildings and the livability and economic vitality of Portland's neighborhoods.

Services/Programs (See #16) →
More: http://www.portlandonline.com/bds/

3 – External Trends:

3 Positive/Strengths
1. Council direction to consolidate permit/plan review functions
2. Mayor Adams' "Portland Job Creation and Business Stimulus Package"
3. Industry shift to green building & sustainable practices

3 Negative/Weaknesses
1. Decline in construction activity
2. Overall state of the economy

Internal Trends:
3 Positive/Strengths
1. New BDS Strategic Plan (due late 2009)
2. Continued focus on meeting needs of customers & community
3. Knowledge / expertise of BDS staff regarding green building & sustainability

3 Negative/Weaknesses
1. Loss of knowledge and expertise due to position reductions

4 – Titles of Three Most Recent Audits & % of Recommendations Implemented:

- August 2005 – Development Review Process: Bureau Commitments to Improve Timeliness and Efficiency Have Not Been Fully Accomplished
  http://www.portlandonline.com/auditor/index.cfm?c=37677&a=88953
  - 100% of recommendations (1 of 1) in progress
- January 2003 – Development Review Process: Progress Made, Further Improvements Needed
  http://www.portlandonline.com/auditor/index.cfm?c=27102&a=5751
  - 80% of recommendations (4 of 5) implemented; 20% in progress
- May 1997 – Development Review Process: Need to Coordinate Efforts and Clarify Policies
  http://www.portlandonline.com/auditor/index.cfm?c=27108&a=5682
  - 80% of recommendations (4 of 5) implemented; 20% in progress

5 – Trends:

Historical Trends:
BDS's workload reached unprecedented heights in 2005-2007 as construction peaked. Construction activity has weakened considerably since 2008.

Comparisons to other cities:
Building departments in Portland's comparable cities (from the SEA report) are experiencing similar declines in workload and revenues.

Major Org/Budget Changes (last 2 years)**:**
- Shift from adding positions to staff reductions due to declining revenues
- Currently creating 5-Year Strategic Plan

16 – Services/Programs:

1. Building–Mechanical Inspections - Performs inspections on industrial, commercial, and multi-family construction projects.
2. Code Compliance - Applies construction codes by investigating potential violations and working to resolve compliance issues.
3. Dangerous Buildings – Applies the City's Dangerous Building regulations.
4. Electrical Inspections - Performs electrical inspections on industrial, commercial, and multi-family construction projects.
5. Environmental Soils - Performs plan review, permitting, and inspection services for work related to environmental soils & sanitation control.
6. Facilities Permits - Streamlined plan review, permitting, and inspection services for customers with ongoing interior tenant improvements.
7. Land Use Services - Implements goals and policies of the City's Comprehensive Plan by administering City Zoning Code (Title 33).
8. Neighborhood Inspections - Applies requirements of the Property Maintenance Code (Title 29).
9. Noise Control - Applies the City's Noise Control regulations and processes noise variances.
10. Permit/Plan Processing - Performs permit intake, assigns projects to technical reviewers, tracks reviews, and issues permits.
11. Plan Review–Engineering - Reviews structural and mechanical plans to determine compliance with engineering requirements of the Oregon Structural and Mechanical Specialty Code.
12. Plan Review-Fire Life Safety - Processes and approves building and mechanical permits for residential and commercial structures.
13. Plumbing Inspections - Performs state-mandated plumbing inspections on industrial, commercial, and multi-family construction projects.
14. Process Management - Guides customers with large and complex projects through the standard permitting process.
15. Residential Combination Inspections - Performs state-mandated inspections on one and two family residential construction projects.
16. Signs - Performs inspections on signs to ensure compliance with the City's sign code.
17. Site Development - Performs plan review and related inspections for site development issues.
18. Special Inspections - Reviews and approves the monitoring of certain critical structural materials.
19. Trade Permits - Reviews and issues plumbing, electrical, mechanical and sign permits, maintains historical permit records, assists customers with inquiries.
20. Zoning - Provides public information on planning and zoning requirements; reviews building permits to ensure conformance with Title 33 (Zoning Code) and provides other non-discretionary land use reviews.