Attachment B: Program Summary Template Bureau of Development Services

1. Program Title	2. Program Manager	3. Phone	4. Website (if available)	5. Program Description			7. Operating	8. Capital	9. Revenues				
J	g · · · · · · · ·				Full-time	Part-time	Budget*	Budget	General Fund	Rates/fees*	External Customers	Grants	Other
Building-Mechanical Inspections (Commercial)	Hank McDonald	(503) 823-9258	http://www.portlandonline.co m/bds/index.cfm?c=37044	Performs state-mandated building and mechanical inspections on industrial, commercial, and multi-family construction projects in Portland and the urban services area of Multnomah County. Ensures compliance with the state's structural and mechanical codes and relevant provisions of City code.	10.33	-	1,435,602		1	2,288,282		1	-
Code Compliance	Ross Caron	(503) 823-4268	http://www.portlandonline.co m/bds/index.cfm?c=34170	Responds to constituent complaints, investigates potential violations, and works with property owners, businesses and tenants to resolve code compliance issues at the lowest level possible. Staff also enforces the City's Dangerous Building regulations and inspects Zoning and Accessory Home Occupation permits.	3.63	-	369,054		-	149,188			-
Dangerous Buildings	Ross Caron	(503) 823-4268		Enforces the City's Dangerous Building regulations.	0.43	-	102,789	1	-	67,437	-	-	-
Electrical Inspections	Hawk Ma Danada	4502) 002 0050	http://www.portlandonline.co	Performs state-mandated electrical inspections on industrial, commercial, and multi-family construction projects in Portland and the urban services area of Multnomah County. Ensures compliance with the state's electrical code and relevant provisions of City code.	0.20		12417/7			1,000,547			
(Commercial) Environmental Soils	Hank McDonald Ross Caron		m/bds/index.cfm?c=37044 http://www.portlandonline.co m/bds/index.cfm?c=37046	Works with property owners who have subsurface sanitary systems in need of repair, replacement, or disposal as the	9.30		1,341,767			1,988,547 251,792	-		
			http://www.portlandonline.co	Serves customers with on-going interior tenant improvements where facility maintenance, upgrade and renovations are frequent. FPP is available to owners of buildings, building management companies and their									
Facilities Permits Land Use Services	Hank McDonald Rebecca Esau		m/bds/index.cfm?c=37047 http://www.portlandonline.co m/bds/index.cfm?c=35881	tenants for work within the facility. Responsible for implementing the goals and policies of the City's Comprehensive Plan through administration of the Portland Zoning Code (Title 33 of the City Code).	16.20	4.26	2,277,387 9,445,715	-	755,478	2,585,821 7,449,191	-	-	
Neighborhood Inspections	Ross Caron	(503) 823-4268	http://www.portlandonline.co m/bds/index.cfm?c=28397	Protects the health, safety, and welfare of Portland residents, prevents deterioration of existing housing, and contributes to neighborhood livability by enforcing minimum standards for residential structures, outdoor areas, and adjacent rights-of-way. Enforces the requirements of the Property Maintenance Code (Title 29), including housing maintenance standards, derelict building regulations, and property nuisance regulations.	19.00	-	2,837,398	_	888,981	1,461,580	_	-	119,000
Noise Control	Ross Caron	(503) 823-4268	http://www.portlandonline.co m/bds/index.cfm?c=42438	Responds to constituent complaints, investigates potential violations, and works with property owners, businesses and tenants to resolve compliance issues at the lowest level possible. Staff also inspect Noise Variances.	2.88		372,863	-	267,251	90,292	-	-	-
Permit / Plan Processing	Andy Peterson	(503) 823-7883	http://www.portlandonline.co m/bds/index.cfm?c=36656	Manages the flow of the public permitting process from early assistance for customers planning their projects to maintaining the records for completed projects. Performs intake and initial checks for completeness for over 11,000 building permit applications, assigns projects to technical reviewers, tracks the reviews, and issues permits once reviews are completed.	5 5 0		3,491,403	-	-	3,443,296	-	-	_

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	y Peterson	3. Phone (503) 823-7883	4. Website (if available) http://www.portlandonline.co m/bds/index.cfm?c=45185	5. Program Description Reviews structural and mechanical plans to determine compliance with engineering requirements of the Oregon Structural and Mechanical Specialty Code. These reviews	Full-time	Part-time	Budget*	Budget	General Fund	Rates/fees*	External Customers	Grants	Other
	y Peterson ((503) 823-7883		compliance with engineering requirements of the Oregon				Budget			Extornar Gastornors		
	, , , , , , , , , , , , , , , , , , , ,	(000) 020 / 000		are required for any projects that have engineering components.	9.20		1,428,941		-	1,685,613	_	_	
The the table to	v Peterson	(503) 823-7883		Processes and approves building and mechanical permits for residential and commercial structures. Plans Examiners review building projects and provide general information on life safety, energy conservation, accessibility, and related building requirements.	19.20		2,554,151		-	3,130,424	_	_	
Plumbing Inspections (Commercial) Hank N			http://www.portlandonline.co m/bds/index.cfm?c=37044	Performs state-mandated plumbing inspections on industrial, commercial, and multi-family construction projects in Portland and the urban services area of Multnomah County. Ensures compliance with the state's plumbing code and relevant provisions of City code.	5.70		815,581	-	-	1,391,275	-	-	-
Process Management Andy P	y Peterson	(503) 823-7883		Process managers guide customers with large and complex projects through the standard permitting process and provide higher-level assistance through the Major Projects Group.	6.20		827,914			963,208			
Residential Combination Inspections Jim Nic			http://www.portlandonline.co m/bds/index.cfm?c=37045	Ensures that new and remodeled one and two family residences meet building safety codes and requirements. The goal is for all inspectors to obtain State of Oregon certification in all four specialties: structural, mechanical, plumbing, and electrical, allowing the City to perform more inspections with fewer staff.	38.00		5,383,503	_		4,499,367	_	_	
			http://www.portlandonline.co	Performs inspections on sign installations to ensure compliance with the City Sign Code (Title 32).	2.43		277,814	-	-	383,694	-	-	-
Site Development Ross Co	Caron	(503) 823-4268	http://www.portlandonline.co m/bds/index.cfm?c=37046	Includes plan review for geo-technical, flood plain, grading, private street, and site preparation issues, as well as onsite stormwater treatment/disposal and erosion control requirements on private property. Staff reviews all applicable land use cases, identifying any land suitability issues and conditions. Field staff performs all related inspections, including those required by the Stormwater Manual, Trees and Landscaping requirements for Titles 10 and 33, and all required erosion control measures.	14.95		1,982,675	-		1,463,008	-	-	-
Special Inspections Hank M	« McDonald	(503) 823-9258	http://www.portlandonline.co m/bds/index.cfm?c=37059	Administers a program overseeing the monitoring of certain critical structural materials requiring the attention of professionals with highly specialized skills and qualifications. Examples of special inspection include steel construction, concrete construction and fireproofing.	2.04	0.75	348,338	_	-	217,852	_	_	_
		,	http://www.portlandonline.co m/bds/index.cfm?c=36660	Reviews and issues approximately 45,000 plumbing, electrical, mechanical and sign permits each year, maintains historical building permit records, and assists customers with inquiries regarding permit history, land use	11.20		1,137,136			1,377,319			
Zoning Ross Co			m/bds/index.ctm?c=36660 http://www.portlandonline.co m/bds/index.cfm?c=35881	decisions, and utility location. Responsible for implementing the goals and policies of the City's Comprehensive Plan through administration of the Portland Zoning Code (Title 33 of the City Code).	6.58 262.25	5.01	888,828 37,529,630	-	- - 1,911,710	888,828 35,776,014	-	-	

NOTE: Operating Budget and Revenue amounts shown are estimates and subject to change.

Attachment B: Program Summary Template Bureau of Development Services

1. Program Title	10. Functional Area	11. Output Measure(s)	12. Capital Assets and Status	13. Major Maintenance	14. Customer Survey Data	15. Program Ranking		
og.a	ro. ranouona. ruoa	FY 2009-10 (est.)	12. Suprial 7155015 and Gratus		customer currey batta	Core	Communi	
Building-Mechanical Inspections (Commercial)	CDCM000000	30,000 inspections performed			84% of customers rated overall quality of inspections as "Good" or "Very Good"	2	10	
Code Compliance	CDC\$000000	* 3,977 zoning enforcement inspections performed * 46 enforcement cases presented to Code Hearings Officer			N/A	16	7	
Dangerous Buildings	CDC\$000000	3,896 inspections performed			N/A	9	8	
Electrical Inspections (Commercial)	CDCM000000	31,000 inspections performed			87% of customers were "Satisfied" or "Very Satisfied" with inspectors' helpfulness in solving problems	4	11	
Environmental Soils	CDSD000000	314 on-site sewage evaluations completed			N/A	15	16	
Facilities Permits	CDCM000000	95 billable hours per inspector per month			N/A	14	17	
Land Use Services	CDLU000000	950 Land Use Review applications			82% of customers were "Satisfied" or "Very Satisfied" with the timeliness of their land use review, taking into account the mandatory 21 to 30 days required for public comment	8	1	
Neighborhood Inspections	CDN1000000	* 15,500 nuisance inspections performed * 6,275 Housing/Derelict building inspections performed			N/A	11	3	
Noise Control	CDC\$000000	* 457 noise violation inspections * 478 noise variances processed			N/A	19	14	
Permit / Plan Processing	CDD\$000000	8,300 building permits issued			72% of customers rated the timeliness of the permit review process as "Good" or "Very Good"	7	5	

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1. Program Title	10. Functional Area	11. Output Measure(s)	12. Capital Assets and Status	13. Major Maintenance	14. Customer Survey Data	15. Program Ranking	
-		FY 2009-10 (est.)	•	•	·	Core	Communit
Dian Davidous Family and a	CDDDOOOOO	7.70			N/A	3	9
Plan Review - Engineering	CDPR000000	7,470 permit applications reviewed			N/A		
Plan Review - Fire Life Safety	CDPR000000	7,885 permit applications reviewed			73% of customers rated the predictability of the permit review process as "Good" or "Very Good"	1	6
Plumbing Inspections (Commercial)	CDCM000000	15,000 inspections performed			91% of customers were "Satisfied" or "Very Satisfied" with inspectors' fairness	6	12
Process Management	CDDS000000	* 90 projects assigned to Process Managers * 470 permits issued			N/A	18	20
Residential Combination Inspections	CDCB000000	105,000 inspections performed			95% of customers were "Satisfied" or "Very Satisfied" with the amount of time it took to get their inspections	5	4
Signs	CDCM000000	2,100 inspections performed			N/A	20	19
Site Development	CDSD000000	* 8,525 inspections performed * 942 plans reviewed			N/A	12	13
Special Inspections	CDCM000000	1,500 Final Summary Reports approved			N/A	13	15
rade Permits	CDD\$000000	34,900 permits issued			91% of trade permit customers rated the overall quality of their review process as "Good" or "Very Good"	10	18
Zoning Total	CDLU000000	4,900 zoning plan check applications reviewed			64% of customers rated the overall quality of their land use review as "Good" or "Very Good"	17	2

NOTE: Operating Budget and RevenuNOTE: Operating Budget and Revenue amounts shown are estimates and subject to change.

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