



**City of
Portland, Oregon**
Bureau of Development Services
FROM CONCEPT TO CONSTRUCTION

Dan Saltzman, Commissioner
Paul L. Scarlett, Director
Phone: (503) 823-7300
Fax: (503) 823-6983
TTY: (503) 823-6868
www.portlandoregon.gov/bds

September 28, 2015

TO: Doug Le, City Budget Office

FROM: Paul L. Scarlett, Director
Bureau of Development Services

DSM for PLS

SUBJECT: Budget Monitoring Report – Fall FY 2015-16

Attached is the FY 2015-16 Fall Budget Monitoring Report for the Bureau of Development Services. The report includes the following requests:

DS_1. Adjustment to IA with the Parks Bureau

This is a \$15,000 interagency agreement with the Parks Bureau to fund Parks' portion of the contract with Enviroissues to support outreach and committee work for the Citywide Tree Project.

DS_2. Adjustment to IA with Facilities

This adjustment of \$33,062 to the interagency agreement with Facilities reflects an appropriation for additional costs associated with City Council passing an ordinance adopting code changes to Chapter 3.99 Fair Wage Policies.

DS_3. Adjustment to IA with the Bureau of Planning and Sustainability (BPS) – Landlord Training

This adjustment of \$4,000 will add an appropriation to the IA with BPS for landlord training sessions.

DS_4. Request for General Fund Support for Demolition Appeal Fee Waivers.

Effective April 19, 2015, the City Council passed an ordinance adopting changes to City Code Chapter 24.55.200 Residential Demolition Delay – Housing Preservation.

One of the major changes is the process of appealing a residential demolition permit application. An interested party may appeal issuance of the demolition permit by completing an appeal application on forms provided by the Bureau. The appeal application must be accompanied by the Code Hearings Officer's appeal fee or a fee waiver, along with all documents the appealing party wants in the record to support the appeal. Appeals will be forwarded to the Code Hearings Officer. Section F(2) states that the City will grant appeal fee waivers to recognized organizations whose boundaries include the demolition site, such as neighborhood associations.

BDS cannot use demolition fee revenues to reimburse the Code Hearings Office for the waived appeal fees; this would create a clear conflict of interest, since fee revenues are paid by developers for specific services outlined in BDS's fee schedule. In addition, state law requires that "fees collected by a municipality...shall be used for the administration and enforcement of a building inspection program for which the municipality has assumed responsibility." ORS 455.210(3)(c).

Therefore, BDS is requesting General Fund support to cover the costs associated with waived Code Hearings Office appeal fees. It is estimated that in FY 2015-16, 36 cases will be granted waivers. Currently, Code Hearings Officer appeal fees are at \$1,368 per appeal. The total request for FY 2015-16 is therefore \$49,248.

DS_5. Additional Positions FY 2015-16 Spring BMP (4 FTE)

Since FY 2011-12, BDS has experienced increasing workloads as the national economy and the local construction industry have gradually recovered from the recession. The bureau has been adding back FTE that were cut during the recession in order to restore services and respond to the workload. Positions were added in FY 2011-12, FY 2012-13, FY 2013-14, and FY 2014-15.

However, the pace of construction has recently been accelerating, and it has become clear that several FTE are needed in frontline positions in order to meet demands for services and not hinder ongoing economic recovery in Portland. All positions are fee supported.

This request also makes an adjustment of \$56,000 to the interagency agreement with the City Fleet in order to add an appropriation for new vehicles. New cars are necessary to accommodate new inspector positions. Approval of this request meets the requirements of Resolution 35960 requiring City Council approval of leases, upgrades to replacements, and new vehicle additions.

Staff Additions

BDS is requesting 4 FTE, including:

Plan Review and Permitting Services Division (1.0 FTE)

- 1.0 Development Services Project Coordinator
This position will help address continued excess demand for Project Coordinator assistance with large or complex development projects. Projections indicate large project work will remain steady through at least the next 24 months. Project Coordinators help customers navigate the permitting process with large, complicated, and/or economically and time sensitive projects.

Inspections Services Division (2.0 FTE)

- 1.0 Senior Electrical Inspector (Commercial Inspections)
This position will help the Commercial Inspections program to better keep up with plan reviews and greatly reduce overtime. In addition, the position will help clear the backlog of inspections in the Master Electrical Permit Program. There are several large projects either breaking ground or soon to be submitted in the downtown core area, and such projects are best served by a Senior Inspector.

- 1.0 Senior Building Inspector (Field Issuance Remodel (FIR) Program)

This position will help address continued growth in the popularity of the FIR Program. The program manager forecasts that overtime will increase by 25% in FY 2015-16. While 53 contractors were added to the program over the past 12 months, 43 contractors remain on the program waiting list.

Administrative Services Division and Director's Office (1.0 FTE)

- 1.0 Development Services Technician 1 (Digitization Team)

The Digitization Team scans paper, microfilm and microfiche documents related to development. This additional position is needed as more document types have been added, and in order to keep up with the increased general BDS workload (permits and cases) that has occurred over the last two years. This position will also help address the current backlog in microfilm and microfiche digital conversion.

DS_6. Expand the Extremely Distressed Properties Enforcement Program (EDPEP) (1 FTE)

In fall 2011, the City Council approved one-time General Fund support for one Senior Housing Inspector position to implement the Extremely Distressed Properties Enforcement Program (EDPEP). EDPEP has proven to be an effective tool to respond to the substantial impact on some neighborhoods and properties from the prolonged recession and mortgage related foreclosures. EDPEP is directed toward un-maintained properties (often caused by abandonment due to foreclosures) with chronic nuisance and housing conditions that create risks of fire and public health hazards. These properties encourage criminal activity such as trespassing, vandalism, graffiti, drug use and sale, prostitution, and additional serious public safety threats. EDPEP enforces the City's Property Maintenance Regulations and uses the abatement, vacation, and demolition of property as a key tool. EDPEP provides a vital City service to relieve pressure on the Police Bureau and other City agencies. EDPEP also proactively monitors properties to ensure that conditions are maintained and pursues additional abatements to resolve any recurring conditions.

Currently 45 properties are awaiting follow up and officially in the queue. Many of the properties eligible for the Program are referred by the Police Bureau and more properties are also eligible that have current Housing and Nuisance cases on them.

This position will help to address 45 properties that are currently awaiting enforcement action through EDPEP. The number of referrals to the program from the Police Bureau remains high, especially in East Precinct. These referrals are often due to squatters and/or abandonments resulting from foreclosures. In addition to EDPEP work, this position will also take properties with housing and/or nuisance violations to the Code Hearings Officer.

This current request is for additional General Fund support of \$182,551 for this critical neighborhood livability program to fund:

- 1.0 Senior Housing Inspector
- Additional Nuisance Abatement Funds - \$100,000 for Nuisance Abatements, Vacations, Board Ups and/or Demolitions.

This request also makes an adjustment of \$28,000 to the interagency agreement with the City Fleet in order to add an appropriation for a new vehicle. New car is necessary to accommodate new inspector position. Approval of this request meets the requirements of Resolution 35960 requiring City Council approval of leases, upgrades to replacements, and new vehicle additions.

If you have any questions about the BDS Budget Monitoring Report, please contact Elshad Hajiyeu, BDS Finance Manager, at 503-823-7323 or elshad.hajiyeu@portlandoregon.gov.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_001 - Adjustment to IA with the Parks Bureau

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	15,000	0	15,000
TOTAL EXPENDITURES	15,000	0	15,000
REVENUES			
Interagency Revenue	15,000	0	15,000
TOTAL REVENUES	15,000	0	15,000

Bureau Description:

This is a \$15,000 interagency agreement with the Parks Bureau to fund Parks' portion of the contract with Enviroissues to support outreach and committee work for the Citywide Tree Project.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_002 - Adjustment to IA with Facilities

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	33,062	0	33,062
Contingency	(33,062)	0	(33,062)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This adjustment of \$33,062 to the interagency agreement with Facilities reflects an appropriation for additional costs associated with City Council passing an ordinance adopting code changes to Chapter 3.99 Fair Wage Policies.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_003 - Adjustment to IA with the BPS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	4,000	0	4,000
TOTAL EXPENDITURES	4,000	0	4,000
REVENUES			
Interagency Revenue	4,000	0	4,000
TOTAL REVENUES	4,000	0	4,000

Bureau Description:

This adjustment of \$4,000 will add an appropriation to the IA with BPS for landlord training sessions.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_004 - GF Support for Demolition Appeal Fee Waivers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	49,248	0	49,248
TOTAL EXPENDITURES	49,248	0	49,248
REVENUES			
Fund Transfers - Revenue	49,248	0	49,248
TOTAL REVENUES	49,248	0	49,248

Bureau Description:

Effective April 19, 2015, the City Council passed an ordinance adopting changes to City Code Chapter 24.55.200 Residential Demolition Delay – Housing Preservation.

One of the major changes is the process of appealing a residential demolition permit application. An interested party may appeal issuance of the demolition permit by completing an appeal application on forms provided by the Bureau. The appeal application must be accompanied by the Code Hearings Officer's appeal fee or a fee waiver, along with all documents the appealing party wants in the record to support the appeal. Appeals will be forwarded to the Code Hearings Officer. Section F(2) states that the City will grant appeal fee waivers to recognized organizations whose boundaries include the demolition site, such as neighborhood associations.

BDS cannot use demolition fee revenues to reimburse the Code Hearings Office for the waived appeal fees; this would create a clear conflict of interest, since fee revenues are paid by developers for specific services outlined in BDS's fee schedule. In addition, state law requires that "fees collected by a municipality...shall be used for the administration and enforcement of a building inspection program for which the municipality has assumed responsibility." ORS 455.210(3)(c).

Therefore, BDS is requesting General Fund support to cover the costs associated with waived Code Hearings Office appeal fees. It is estimated that in FY 2015-16, 36 cases will be granted waivers. Currently, Code Hearings Officer appeal fees are at \$1,368 per appeal. The total request for FY 2015-16 is therefore \$49,248.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_005 - Additional Positions FY 2015-16 Spring BMP

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	209,405	0	209,405
External Materials and Services	0	0	0
Internal Materials and Services	56,000	0	56,000
TOTAL EXPENDITURES	265,405	0	265,405
REVENUES			
Licenses & Permits	265,405	0	265,405
Fund Transfers - Revenue	0	0	0
TOTAL REVENUES	265,405	0	265,405
FTE			
Full-Time Positions	2.33	0.00	2.33
TOTAL FTE	2.33	0.00	2.33

Bureau Description:

Since FY 2011-12, BDS has experienced increasing workloads as the national economy and the local construction industry have gradually recovered from the recession. The bureau has been adding back FTE that were cut during the recession in order to restore services and respond to the workload. Positions were added in FY 2011-12, FY 2012-13, FY 2013-14, and FY 2014-15.

However, the pace of construction has recently been accelerating, and it has become clear that several FTE are needed in frontline positions in order to meet demands for services and not hinder ongoing economic recovery in Portland. All positions are fee supported.

This request also makes an adjustment of \$56,000 to the interagency agreement with the City Fleet in order to add an appropriation for new vehicles. New cars are necessary to accommodate new inspector positions. Approval of this request meets the requirements of Resolution 35960 requiring City Council approval of leases, upgrades to replacements, and new vehicle additions.

Staff Additions

BDS is requesting 4 FTE, including:

Plan Review and Permitting Services Division (1.0 FTE)

•1.0 Development Services Project Coordinator

This position will help address continued excess demand for Project Coordinator assistance with large or complex development projects. Projections indicate large project work will remain steady through at least the next 24 months. Project Coordinators help customers navigate the permitting process with large, complicated, and/or economically and time sensitive projects.

Inspections Services Division (2.0 FTE)

•1.0 Senior Electrical Inspector (Commercial Inspections)

This position will help the Commercial Inspections program to better keep up with plan reviews and greatly reduce overtime. In addition, the position will help clear the backlog of inspections in the Master Electrical Permit Program. There are several large projects either breaking ground or soon to be submitted in the downtown core area, and such projects are best served by a Senior Inspector.

•1.0 Senior Building Inspector (Field Issuance Remodel (FIR) Program)

This position will help address continued growth in the popularity of the FIR Program. The program manager forecasts that overtime will increase by 25% in FY 2015-16. While 53 contractors were added to the program over the past 12 months, 43 contractors remain on the program waiting list.

Administrative Services Division and Director's Office (1.0 FTE)

•1.0 Development Services Technician 1 (Digitization Team)

The Digitization Team scans paper, microfilm and microfiche documents related to development. This additional position is needed as more document types have been added, and in order to keep up with the increased general BDS workload (permits and cases) that has occurred over the last two years. This position will also help address the current backlog in microfilm and microfiche digital conversion.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_006 - Expand the Extremely Distressed Properties Enfor

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	54,551	0	54,551
External Materials and Services	100,000	0	100,000
Internal Materials and Services	28,000	0	28,000
TOTAL EXPENDITURES	182,551	0	182,551
REVENUES			
Fund Transfers - Revenue	182,551	0	182,551
TOTAL REVENUES	182,551	0	182,551
FTE			
Full-Time Positions	0.58	0.00	0.58
TOTAL FTE	0.58	0.00	0.58

Bureau Description:

In fall 2011, the City Council approved one-time General Fund support for one Senior Housing Inspector position to implement the Extremely Distressed Properties Enforcement Program (EDPEP). EDPEP has proven to be an effective tool to respond to the substantial impact on some neighborhoods and properties from the prolonged recession and mortgage related foreclosures. EDPEP is directed toward un-maintained properties (often caused by abandonment due to foreclosures) with chronic nuisance and housing conditions that create risks of fire and public health hazards. These properties encourage criminal activity such as trespassing, vandalism, graffiti, drug use and sale, prostitution, and additional serious public safety threats. EDPEP enforces the City's Property Maintenance Regulations and uses the abatement, vacation, and demolition of property as a key tool. EDPEP provides a vital City service to relieve pressure on the Police Bureau and other City agencies. EDPEP also proactively monitors properties to ensure that conditions are maintained and pursues additional abatements to resolve any recurring conditions.

Currently 45 properties are awaiting follow up and officially in the queue. Many of the properties eligible for the Program are referred by the Police Bureau and more properties are also eligible that have current Housing and Nuisance cases on them.

This position will help to address 45 properties that are currently awaiting enforcement action through EDPEP. The number of referrals to the program from the Police Bureau remains high, especially in East Precinct. These referrals are often due to squatters and/or abandonments resulting from foreclosures. In addition to EDPEP work, this position will also take properties with housing and/or nuisance violations to the Code Hearings Officer.

This current request is for additional General Fund support of \$182,551 for this critical neighborhood livability program to fund:

- 1.0 Senior Housing Inspector
- Additional Nuisance Abatement Funds - \$100,000 for Nuisance Abatements, Vacations, Board Ups and/or Demolitions.

This request also makes an adjustment of \$28,000 to the interagency agreement with the City Fleet in order to add an appropriation for a new vehicle. New car is necessary to accommodate new inspector position. Approval of this request meets the requirements of Resolution 35960 requiring City Council approval of leases, upgrades to replacements, and new vehicle additions.

CBO Discussion and Recommendation

Prior Year Business Area Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
Bureau of Development Services			
EXPENDITURES			
Unappropriated Fund Balance	\$14,000,000	\$0	0%
Personnel Services	\$29,775,612	\$27,503,553	92%
External Materials and Services	\$2,186,305	\$2,263,445	104%
Internal Materials and Services	\$9,405,760	\$8,890,746	95%
Capital Outlay	\$1,495,649	\$1,215,763	81%
Bond Expenses	\$982,638	\$945,017	96%
Fund Transfers - Expense	\$1,256,774	\$1,256,774	100%
Contingency	\$10,522,066	\$0	0%
TOTAL EXPENDITURES	\$69,624,804	\$42,075,299	60%
REVENUES			
Budgeted Beginning Fund Balance	\$24,572,155	\$0	0%
Licenses & Permits	\$28,809,934	\$36,467,799	127%
Charges for Services	\$10,964,431	\$15,229,118	139%
Interagency Revenue	\$993,931	\$931,983	94%
Fund Transfers - Revenue	\$2,416,835	\$2,416,835	100%
Bond and Note	\$25,000	\$0	0%
Miscellaneous	\$1,842,518	\$3,037,513	165%
TOTAL REVENUES	\$69,624,804	\$58,083,247	83%

Bureau Reconciliation Narrative

In FY 2014-15 all bureau major fee revenue categories were higher than projected due to better than anticipated construction activity in Portland Metropolitan area, especially in multi-family apartment construction. The bureau underspent its personnel budget due to a number of positions being vacant that resulted from longer than expected recruitment processes. The bureau underspent its capital budget due to slower than expected progress with the Information Technology Advancement Project.

Prior Year Fund Reconciliation Report

	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Percent of Actuals to Revised
203 - Development Services Fund			
EXPENDITURES			
Unappropriated Fund Balance	14,000,000	0	0.00
Personnel Services	29,775,612	27,503,553	92.37
External Materials and Services	2,186,305	2,263,445	103.53
Internal Materials and Services	9,405,760	8,890,746	94.52
Capital Outlay	1,495,649	1,215,763	81.29
Bond Expenses	982,638	945,017	96.17
Fund Transfers - Expense	1,256,774	1,256,774	100.00
Contingency	10,522,066	0	0.00
TOTAL EXPENDITURES	69,624,804	42,075,299	60.43
REVENUES			
Budgeted Beginning Fund Balance	24,572,155	0	0.00
Licenses & Permits	28,809,934	36,467,799	126.58
Charges for Services	10,964,431	15,229,118	138.90
Interagency Revenue	993,931	931,983	93.77
Fund Transfers - Revenue	2,416,835	2,416,835	100.00
Bond and Note	25,000	0	0.00
Miscellaneous	1,842,518	3,037,513	164.86
TOTAL REVENUES	69,624,804	58,083,247	83.42

Fund Reconciliation Narrative

In FY 2014-15 all bureau major fee revenue categories were higher than projected due to better than anticipated construction activity in Portland Metropolitan area, especially in multi-family apartment construction. The bureau underspent its personnel budget due to a number of positions being vacant that resulted from longer than expected recruitment processes. The bureau underspent its capital budget due to slower than expected progress with the Information Technology Advancement Project.

Bureau of Development Services

Performance Measures

Performance Measure	Type	FY 2012-13 Year-End Actuals	FY 2013-14 Year-End Actuals	FY 2014-15 Adopted Budget	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals
DS_0001 - Number of commercial inspections	WORKLOAD	43,355	44,859	48,000	49,000	52,923
DS_0002 - Number of inspections per day, per inspector	EFFECTIVE	12.85	13.82	14.00	15.25	13.32
DS_0003 - Percentage of commercial inspections made within 24 hours of request	KPM	91%	86%	96%	90%	88%
DS_0004 - Number of enforcement cases prepared and presented to code hearings officer	WORKLOAD	2	1	8	4	2
DS_0005 - Number of zoning code violation statistics (cases, inspections, and letters)	WORKLOAD	3,718	4,952	5,895	4,796	4,942
DS_0006 - Number of home occupation permits issued	WORKLOAD	118	119	115	118	105
DS_0007 - Number of properties assessed code enforcement fees	WORKLOAD	246	321	325	400	376
DS_0008 - Number of residential inspections	WORKLOAD	91,036	96,988	103,000	108,000	99,503
DS_0009 - Number of inspections per day, per inspector	EFFECTIVE	25.18	24.94	26.00	27.00	24.71
DS_0010 - Percentage of residential inspections made within 24 hours of request	KPM	91.0%	88.0%	95.0%	90.0%	85.0%
DS_0011 - Number of inspection trips reduced due to multi-certified inspectors	EFFICIENCY	18,127	19,978	19,600	20,040	20,686
DS_0012 - Number of land use review and final plat applications	WORKLOAD	706	861	750	890	920
DS_0016 - Number of nuisance inspections	WORKLOAD	7,611	9,040	10,950	9,616	8,188
DS_0017 - Number of housing and derelict buildings inspections	WORKLOAD	2,605	3,230	3,045	2,792	3,761
DS_0018 - Number of housing units brought up to code as a result of Neighborhood Inspection Division efforts (includes enhanced inspection pilot beginning in 2010-11)	EFFECTIVE	1,606	1,984	1,895	2,740	2,223
DS_0019 - Number of properties cleaned up	KPM	2,188	2,646	3,010	4,884	2,391
DS_0020 - Number of commercial building permits	WORKLOAD	3,927	3,930	4,100	4,100	4,260
DS_0021 - Number of residential building permits	WORKLOAD	5,086	5,959	5,200	6,000	6,528
DS_0022 - Total number of commercial and residential building permits	WORKLOAD	9,013	9,889	9,300	10,100	10,788
DS_0023 - Number of electrical permits	WORKLOAD	15,532	16,364	16,480	17,100	18,422
DS_0024 - Number of mechanical permits	WORKLOAD	9,805	9,879	10,300	10,300	10,621
DS_0025 - Number of plumbing permits	WORKLOAD	7,658	7,658	8,800	8,000	10,512
DS_0026 - Number of sign permits	WORKLOAD	846	788	842	850	876
DS_0027 - Percentage of building permits issued over the counter the same day as intake	EFFICIENCY	53%	54%	60%	60%	55%
DS_0028 - Percentage of pre-issuance checks completed within two working days of last review approval	KPM	83.0%	58.0%	80.0%	65.0%	49.0%

Bureau of Development Services

Performance Measures

Performance Measure	Type	FY 2012-13 Year-End Actuals	FY 2013-14 Year-End Actuals	FY 2014-15 Adopted Budget	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals
DS_0031 - Number of site development plan reviews	WORKLOAD	2,485	2,621	2,800	2,800	2,828
DS_0032 - Average number of working days to first review	EFFECTIVE	8.80	6.71	9.00	7.50	7.44
DS_0034 - Percentage of residential plans reviewed by all bureaus within scheduled end dates	KPM	87%	82%	80%	80%	77%
DS_0035 - Percentage of commercial plans reviewed by all bureaus within scheduled end dates	KPM	73%	74%	70%	70%	65%
DS_0040 - Number of housing intakes	WORKLOAD	1,586	1,733	1,770	1,914	1,860
DS_0041 - Number of nuisance intakes	WORKLOAD	3,981	4,468	5,085	4,222	4,435
DS_0042 - Number of code enforcement fee waiver requests	WORKLOAD	408	446	435	475	410
DS_0043 - Number of code enforcement fee waivers granted	EFFECTIVE	406	443	435	470	390
DS_0044 - Number of housing units inspected (includes enhanced inspection pilot beginning in 2010-11)	WORKLOAD	3,118	3,995	3,895	3,140	3,078
DS_0045 - Number of site development permit inspections	WORKLOAD	292	260	310	350	345
DS_0046 - Number of site development land use cases reviews	WORKLOAD	610	772	800	820	831
DS_0047 - Number of sanitation permits and evaluations issued	WORKLOAD	419	459	400	500	451
DS_0048 - Number of construction code violation cases	WORKLOAD	606	1,163	470	613	340
DS_0050 - Percentage of Commercial Permit (New Construction) First Review done within 20 days of application intake	KPM	72%	61%	0%	70%	52%
DS_0051 - Percentage of Type II Land Use Reviews – Application Completeness Review done within 14 days of application intake	KPM	65%	60%	0%	55%	38%

Performance Measure Variance Descriptions

FY 2014-15 Year-end Actuals for several KPM and other performance measures are lower than the projected values due to a number of positions being vacant (this resulted from longer than expected recruitment processes) and a large number of new employees being trained.

Capital Program Status Report

Bureau of Development Services

CIP Program	FY 2014-15 Adopted Budget	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Variance \$	Variance %	FY 2015-16 Adopted Budget	Fall BMP Revised Budget	FY 2015-16 Year to Date Actuals	Variance \$	Variance %
Special Projects	\$3,821,440	\$3,821,440	\$2,535,807	(\$1,285,633)	(34%)	\$5,723,344	\$5,723,344	\$286,400	\$0	0%
Total	\$3,821,440	\$3,821,440	\$2,535,807	(\$1,285,633)	(34%)	\$5,723,344	\$5,723,344	\$286,400	\$0	0%

* Prior Year variances compare Year-End Actuals to Revised Budget
 ** Current Year variances compare Revised Budget to Adopted Budget

Prior Year Variance Description

The project budget has a built in 20% contingency. The variance of 34% shows that the bureau did not use any project contingency to fund the project in FY 2014-15. In addition, the budget was underspent due to the rebaselining of the project schedule.

Current Year Variance Description

The bureau is currently proceeding with the project. The project schedule is being re-evaluated.

Capital Program Status Report

Bureau-to-Bureau Interagencies

CIP Program	FY 2014-15	FY 2014-15	FY 2014-15	Variance	Variance	FY 2015-16	Fall BMP	FY 2015-16	Variance	Variance
	Adopted	Revised	Year-End			Adopted	Revised	Year to Date		
	Budget	Budget	Actuals	\$	%	Budget	Budget	Actuals	\$	%

Prior Year Variance Description

Current Year Variance Description

Capital Program Status Report

Internal Service Interagencies

CIP Program	FY 2014-15	FY 2014-15	FY 2014-15	Variance	Variance	FY 2015-16	Fall BMP	FY 2015-16	Variance	Variance
	Adopted	Revised	Year-End			Adopted	Revised	Year to Date		
	Budget	Budget	Actuals	\$	%	Budget	Budget	Actuals	\$	%

Prior Year Variance Description

Current Year Variance Description

Capital Program Status Report

Transfers and Other

	FY 2014-15 Adopted Budget	FY 2014-15 Revised Budget	FY 2014-15 Year-End Actuals	Variance \$	Variance %	FY 2015-16 Adopted Budget	Fall BMP Revised Budget	FY 2015-16 Year to Date Actuals	Variance \$	Variance %
CIP Program										

Prior Year Variance Description

Current Year Variance Description

BUREAU OF DEVELOPMENT SERVICES

Report on FY 2014-15 Budget Notes and Add Packages

FY 2014-15 Budget Note

Inspections and Distressed Properties

City Council directs the City Budget Office to increase the Bureau of Development Services current appropriation level target by \$286,048 starting in FY 2015-16 in order to provide ongoing funding for Housing and Nuisance Inspection Services and the Extremely Distressed Property Enforcement program.

Update

BDS's Current Appropriation Level target budget for FY 2015-16 was increased by \$286,048. The money support 2 Housing Inspector FTE and 1 Sr. Housing Inspector FTE in Neighborhood Inspections Program that were converted from limited term to permanent as part of the Spring FY 2014-15 BMP.

FY 2014-15 Decision Packages

DS_05. BDS Additional Positions – Fall FY 2014-15 BMP

Since FY 2011-12, BDS has experienced increasing workloads as the national economy and the local construction industry have gradually recovered from the recession. The bureau has been slowly adding back FTE that were cut during the recession in order to restore services and respond to the workload. Positions were added in FY 2011-12, FY 2012-13, and FY 2013-14.

However, the pace of construction has recently been accelerating, and it has become clear that several FTE are needed in frontline positions in order to meet demands for services and not hinder ongoing economic recovery in Portland.

BDS is requesting 21 FTE.

Update

20 out of 21 positions are filled, the remaining position is in the recruitment process.

DS_07. Expand the Extremely Distressed Properties Enforcement Program (EDPEP) (1 FTE) – Fall FY 2014-15 BMP

In fall 2011, the City Council approved one-time General Fund support for one Senior Housing Inspector position to implement the Extremely Distressed Properties Enforcement Program (EDPEP). EDPEP has proven to be an effective tool to respond to the substantial impact on some neighborhoods and properties from the prolonged recession and mortgage related foreclosures. EDPEP is directed toward un-maintained properties (often caused by abandonment due to foreclosures) with chronic nuisance and housing conditions that create risks of fire and public health hazards. These properties encourage criminal activity such as trespassing, vandalism, graffiti, drug use and sale, prostitution, and additional serious public safety threats. EDPEP enforces the City's Property Maintenance Regulations and uses the abatement, vacation, and demolition of property as a key tool. EDPEP provides a vital City service to relieve pressure on the Police Bureau and other City agencies. EDPEP also proactively monitors properties to ensure that conditions are maintained and pursues additional abatements to resolve any recurring conditions.

Currently 49 properties are awaiting follow up and officially in the queue. Many of the properties eligible for the Program are referred by the Police Bureau and more properties are also eligible that have current Housing and Nuisance cases on them.

This package requests on-going General Fund support for this critical neighborhood livability program to fund 1 Senior Housing Inspector and \$50,000 for an additional 17 Nuisance Abatements, Vacations, Board Ups and Demolitions.

Update

The employee for the new EDPEP position was hired in December 2014 and is still in training. The employee has been attending the North & East Precinct Neighborhood Response Team (NRT) meetings and is working directly with the NRT officers in the district and is on the agenda and attending the March 2015 - North Portland Safety Action Committee to discuss & provide info on the EDPEP program.

Workload stats incurred so far:

- 7 Nuisance Abatements - \$20,758.28 & 1 pending
- 4 Hearings held requesting abatement, vacations and board ups
- 3 Pending Hearing before the Hearings Officer
- Currently has 11 active cases
- 3 cases have been resolved

DS_17. BDS Additional Positions – Originally Requested in FY 2015-16 Budget Request (19.5 FTE)

These 19.5 FTE were originally included in BDS's FY 2015-16 Requested Budget (DS_01, DS_02, and DS_03) and 5-Year Financial Plan. BDS financial projections indicate that there will be sufficient revenues to support these positions over the next five years. These projections were reviewed and supported by the BDS Financial Advisory Committee and BDS Budget Advisory Committee. The City Budget Office review of BDS's FY 2015-16 Requested Budget also recommended these packages.

In order to more proactively respond to workload increases and restore important services, BDS is proposing to add these 19.5 FTE (supported by permit revenues) to programs throughout the bureau in the FY 2014-15 Spring BMP.

This request also makes an adjustment of \$224,000 to the interagency agreement with the City Fleet in order to add an appropriation for new vehicles. New cars are necessary to accommodate new inspector positions. Approval of this request meets the requirements of Resolution 35960 requiring City Council approval of leases, upgrades to replacements, and new vehicle additions.

Update

7 out of 19.5 positions are filled, the rest are in the various stages of the recruitment process.

DS_18. Conversion of Limited Term Positions to Permanent (4.0 FTE)

The bureau previously created several Limited Term positions in its Digitization Team due to the increased workload and the requirement to respond to customer demands as efficiently as possible. The workload and revenues continue to grow and the bureau now anticipates retaining these positions on a permanent basis. The funding for these positions has already been included in the FY 2015-16 Requested Budget and 5-Year Financial Plan.

- 3.0 Development Services Tech I
- 1.0 Development Services Tech II

Update

Positions were converted and currently are all filled.

DS_19. Housing Inspectors – FY 2014-15 Budget Note (net 2.0 FTE) Conversion from LT to permanent

BDS's FY 2014-15 Adopted Budget contains a budget note that directs the City Budget Office to increase BDS's current appropriation level target by \$286,048 starting in FY 2015-16 in order to provide ongoing funding for Housing and Nuisance Inspection Services and the Extremely Distressed Property Enforcement Program. Currently 1.0 Sr. Housing Inspector FTE and 2.0 Housing Inspector FTE, which will be funded in FY 2015-16 and forward by ongoing General Fund monies, are supported by internal bureau resources.

In addition, during the Fall FY 2014-15 BMP, an error was made; a Sr. Housing Inspector position was approved by the Council as a regular position, but the funding was only one-time. BDS was asked by the City Budget Office to return in the Spring FY 2014-15 BMP and change the position from regular to limited term.

- +2.0 Housing Inspectors
- +1.0 Sr. Housing Inspector
- 1.0 Sr. Housing Inspector

Update

Positions were converted and currently are all filled.

DS_20. Additional Positions FY 2014-15 Spring BMP (13.5 FTE)

Since FY 2011-12, BDS has experienced increasing workloads as the national economy and the local construction industry have gradually recovered from the recession. The bureau has been adding back FTE that were cut during the recession in order to restore services and respond to the workload. Positions were added in FY 2011-12, FY 2012-13, FY 2013-14, and FY 2014-15.

However, the pace of construction has recently been accelerating, and it has become clear that several FTE are needed in frontline positions in order to meet demands for services and not hinder ongoing economic recovery in Portland. All positions are fee supported.

This request also makes an adjustment of \$28,000 to the interagency agreement with the City Fleet in order to add an appropriation for a new vehicle. New car is necessary to accommodate new inspector position. Approval of this request meets the requirements of Resolution 35960 requiring City Council approval of leases, upgrades to replacements, and new vehicle additions. BDS requested 13.5 FTE

Update

5 out of 13.5 positions are filled, the rest are in the various stages of the recruitment process.