

# CITY BUDGET OFFICE

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## CITY OF PORTLAND, OREGON

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DATE: April 19, 2017

TO: Mayor Wheeler  
Commissioner Eudaly  
Commissioner Fish  
Commissioner Fritz  
Commissioner Saltzman

FROM: Andrew Scott, Director, City Budget Office  
Tom Rinehart, Chief Administrative Officer, Office of Management & Finance

On April 13, 2017, Mayor Wheeler and Commissioner Eudaly held a GATR session to review findings and determine actions from the recent internal report, *Strategies for Accelerating Housing Development in Portland*, written by CBO and OMF in collaboration with City development services bureau. The goal of this process is to identify actions the City can take to increase the speed and production of housing.

Based on the information presented at the session, Mayor Wheeler and Commissioner Eudaly have directed bureaus to move forward on the following action items. A follow-up GATR session will be scheduled to review progress on a quarterly basis (next session to be held late July).

1. **Task P&D Directors to manage process to meet City development goals for service.** *BDS Interim Director Esau will be lead the group of the six Development Review Directors, including PBOT, BES, PF&R, PP&R, and PWB. It was determined during the session that Council Execs may attend this meeting, and that CBO and OMF provide support for monthly progress reporting.*
2. **Apply a “review gate” to the permitting process for PHB projects.** *PHB and BDS have agreed to apply this approach for the PHB projects moving forward. This action item is anticipated to save time for permit review staff and pilot the concept before potentially applying to all projects as part of the Portland Online Permitting System (“POPS”) implementation. Participating bureaus will report back on progress of this approach at the next GATR session.*
3. **Prioritize recruitment and hiring to fill vacant positions in development bureaus, especially public works permitting positions.** *Directors participating in the monthly convening meeting (see #1) will set goals for, and assess progress on, filling relevant positions. Development bureaus will identify actions needed from BHR to move recruitments and hiring forward.*
4. **Expand online credit card payment option for Minor Improvement Permits to improve customer service and reduce walk-in traffic to the Development Services Center.** *PBOT will lead implementation of this action item, with support from BTS, and report back on progress at the next GATR session on this topic (target date October 2017 for completion).*