



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

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September 9, 2021

**TO:** Douglas Imaralu, City Budget Office

**FROM:** Rebecca Esau, Director *R Esau*  
Bureau of Development Services

**SUBJECT:** Budget Monitoring Report – Fall FY 2021-22

Attached is the FY 2021-22 Fall Budget Monitoring Report for the Bureau of Development Services. The report includes the following requests:

**Adjustment to Portland Clean Energy Fund IA with BPS**

This is an adjustment of \$32,235 to the interagency agreement with BPS for work related to the Portland Clean Energy Fund, carrying forward unspent funds from the FY 2020-21 interagency amount to FY 2021-22.

**Adjustment to correct budgeted ARPA funding**

This adjustment corrects how the American Rescue Plan Act funding for non-represented employee merit and cost-of-living increases is budgeted. This adjustment is technical in nature and reallocates this funding from the Fund 203 to Fund 217.

If you have any questions about this BDS Budget Monitoring Report, please contact Kyle O'Brien, BDS Finance Manager, at 503-823-7323 or [kyle.obrien@portlandoregon.gov](mailto:kyle.obrien@portlandoregon.gov).

**DS - Bureau of Development Services**

**DP Type**

**Contingency**

**Request Name:** 12522 -Adjustment to Portland Clean Energy Fund IA with BPS

**Package Description**

This is an adjustment of \$32,235 to the interagency agreement with BPS for work related to the Portland Clean Energy Fund, carrying forward unspent funds from the FY 2020-21 interagency amount to FY 2021-22.

**Service Impacts**

None

**Equity Impacts**

None

**2021-22 FALL Requested Adj**

Expense	Contingency	32,235
<b>Expense</b>	<b>Sum:</b>	<b>\$32,235</b>

**2021-22 FALL Requested Adj**

Revenue	Interagency Revenue	32,235
<b>Revenue</b>	<b>Sum:</b>	<b>\$32,235</b>

**DS - Bureau of Development Services      DP Type      Technical Adjustments**

**Request Name:** 12553 -Adjustment to budgeted ARPA funding for non-rep COLA and merit

**Package Description**

This adjustment corrects how the American Rescue Plan Act funding for non-represented employee merit and cost-of-living increases is budgeted. This adjustment is technical in nature and reallocates this funding from the Fund 203 to Fund 217.

**Service Impacts**

None

**Equity Impacts**

None

2021-22 FALL Requested Adj		
Expense	Contingency	451,523
	Personnel	-451,523
<b>Expense</b>	<b>Sum:</b>	<b>\$0</b>

2021-22 FALL Requested Adj		
Revenue	Fund Transfers - Revenue	-451,523
	Intergovernmental	451,523
<b>Revenue</b>	<b>Sum:</b>	<b>\$0</b>

**DS - Bureau of Development Services**

**DP Type**

**Request Name:** 12609 ---delete--

**Package Description**

**Service Impacts**

**Equity Impacts**

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**2021-22 FALL Requested Adj**

Expense	Personnel	0
Expense	<b>Sum:</b>	<b>\$0</b>

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**2021-22 FALL Requested Adj**

Revenue	Intergovernmental	0
Revenue	<b>Sum:</b>	<b>\$0</b>

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## Prior Year Fund Reconciliation Report

Bureau of Development Services

### 203 - Development Services Fund

<b>EXPENDITURES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	52,120,332	49,401,743	94.78%
External Materials and Services	7,430,587	4,462,980	60.06%
Internal Materials and Services	16,547,830	14,892,567	90%
Capital Outlay	120,000	98,054	81.71%
Debt Service	1,500,820	1,500,820	100%
Contingency	49,527,044	0	0%
Fund Transfers - Expense	2,753,546	2,753,546	100%
<b>TOTAL EXPENDITURES</b>	<b>130,000,159</b>	<b>73,109,710</b>	<b>56.24%</b>

<b>REVENUES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Licenses & Permits	33,783,927	34,946,272	103.44%
Charges for Services	13,448,238	13,529,875	100.61%
Miscellaneous	2,016,917	3,142,975	155.83%
Fund Transfers - Revenue	975,775	975,775	100%
Interagency Revenue	1,871,818	1,766,985	94.4%
Beginning Fund Balance	77,903,484	0	0%
<b>TOTAL REVENUES</b>	<b>130,000,159</b>	<b>54,361,882</b>	<b>41.82%</b>

#### Expenditure Discussion

External materials and services expenditures were lower than projected broadly across many major object categories, in part due to cost savings measures implemented as a result of COVID-19. Capital Outlay costs were lower than projected due to the closing out of the bureau's capital project, POPS. Personnel and Internal Materials and Services expenditures were within 10% of budget.

#### Revenue Discussion

In FY 2020-21, License and Permit, Charges for Services, and Interagency Revenue were all within 10% of projections. Miscellaneous revenue was higher than projected due to higher than expected interest and lien assessment payment income.

#### Other Notes

# Prior Year Fund Reconciliation Report

Bureau of Development Services

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## 217 - Grants Fund

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<b>EXPENDITURES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	7,821	8,436	107.86%
<b>TOTAL EXPENDITURES</b>	<b>7,821</b>	<b>8,436</b>	<b>107.86%</b>

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<b>REVENUES</b>	<b>2020-21 Revised Budget</b>	<b>2020-21 Actuals</b>	<b>Percent of Actuals to Revised</b>
Intergovernmental	7,821	25,309	323.61%
<b>TOTAL REVENUES</b>	<b>7,821</b>	<b>25,309</b>	<b>323.61%</b>

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### Expenditure Discussion

Actual expenditures are due to BDS personnel time spent on grant funded PBOT projects and were within 10% of budget.

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### Revenue Discussion

The difference between budgeted and actual funds are related to actual revenue on grant funded PBOT projects including revenue from prior period work which was not billed until FY 2020-21.

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### Other Notes

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**Bureau Performance Narrative**

DS\_0002 Number of commercial inspections per day, per inspector

In FY 2020-21 the year-end actual of number of commercial inspections per day, per inspector was 9.9. The COVID-19 pandemic impacted the number of inspections per day as OSHA restrictions were put in place requiring more time and less inspectors per job site. The bureau also experienced a decline in demand for services impacting the number of inspections performed.

DS\_0009 Number of residential inspections per day, per inspector

In FY 2020-21 the number of residential inspections per day, per inspector was 17.82. The COVID-19 pandemic impacted the number of inspections per day as restrictions were put in place prohibiting inspections in occupied residences. The bureau also experienced a decline in demand for services impacting the number of inspections performed. BDS is establishing the use of photos and phones for video inspections in occupied residences.

DS\_0018 Number of housing units brought up to code because of Neighborhood Inspection Division efforts

The FY 2020-21 the year-end actual of 743 number of housing units brought up to code was less than prior years due to the COVID-19 pandemic. The crisis created delays in both case entry processing and the ability to perform inspections, thus resulting in reduced activity. Also, the dependency on complaints received creates difficulty in predicting targets year to year.

DS\_0028 Percentage of pre-issuance checks completed within two working days of last review approval

The FY 2020-21 year-end actual of 37% was less than the strategic target of 75% due in large part to the closure of the Development Service Center. The multifaceted impact of COVID-19 led BDS change the way it conducts business while maintaining safe working conditions and physical distancing standards. BDS expects pre-issuance turnaround times to improve in the coming year due to new processes being implemented.

DS\_0034 Percent residential plans reviewed by all bureaus within scheduled end dates

The FY 2020-21 year-end actual of 39% residential plans reviewed by all bureaus within scheduled end dates was less than the strategic target of 85%. One important factor is that this performance measure is constrained by all other bureaus involved in permit plan reviews. COVID-19 impacted review timelines as staff were adjusting to new tools, changing processes, and the efficiency of working from home. BDS is establishing new processes to allow the completion of work in a more efficient manner while working remotely.

DS\_0035 Percentage of commercial plans reviewed by all bureaus within scheduled end dates

The FY 2020-21 year-end actual of 34% commercial plans reviewed by all bureaus within scheduled end dates was less than the strategic target of 75%. One important factor is that this performance measure is constrained by all other bureaus involved in permit plan reviews. COVID-19 impacted review timelines as staff were adjusting to new tools, changing processes, and the efficiency of working from home. BDS is establishing new processes to allow the completion of work in a more efficient manner while working remotely.

DS\_0050 Percentage of commercial permit (new construction) first review done within 20 days of application intake

The FY 2020-21 year-end actual of 50% was lower than the strategic target of 90%. The COVID-19 pandemic has greatly impacted the permit application review process and processes were updated to function in a remote work environment. In addition, closure of the Development Services Center impacted the timeliness of permit submittals and plans being provided to review staff. BDS is adapting intake processes for customers and staff and continues to monitor reviews weekly for timeliness.

DS\_0051 Percentage of Type II Land Use Reviews – application completeness review done within 14 days of application intake

The FY 2020-21 Year-end Actual of 42% was less than the strategic target of 90%. The COVID-19 pandemic has greatly impacted the permit application review process and processes were updated to function in a remote work environment. In addition, closure of the Development Services Center impacted the timeliness of permit submittals and plans being provided to review staff. BDS is adapting intake processes for customers and staff and continues to monitor reviews weekly for timeliness.

Key Performance Measures	Measure Type Name	FY 2018-19 Actuals	FY 2019-20 Actuals	FY 2020-21 Target	FY 2020-21 Actuals	FY 2021-22 Target	Strategic Target	Details
DS_0002 Number of commercial inspections per day, per inspector	EFFICIENCY	11.80	11.80	11.00	9.90	9.75	14.00	
DS_0009 Number of residential inspections per day, per inspector	EFFICIENCY	24.40	21.48	20.00	17.82	16.90	25.00	

**Bureau of Development Services**

Prior Year Performance Reporting

Run Date: 8/30/21

Run Time: 3:46:59 PM

DS_0018	Number of housing units brought up to code as a result of Neighborhood Inspection Division efforts (includes enhanced inspection pilot beginning in FY 2010-11)	OUTPUT	1,962	1,460	1,250	743	900	1,000
DS_0028	Percentage of pre-issuance checks completed within two working days of last review approval	EFFICIENCY	60%	45%	50%	37%	50%	75%
DS_0034	Percentage of residential plans reviewed by all bureaus within scheduled end dates	EFFICIENCY	66%	72%	55%	39%	60%	85%
DS_0035	Percentage of commercial plans reviewed by all bureaus within scheduled end dates	EFFICIENCY	61%	50%	65%	34%	50%	75%
DS_0050	Percentage of Commercial Permit (New Construction) First Review done within 20 days of application intake	EFFICIENCY	92%	68%	70%	50%	70%	90%
DS_0051	Percentage of Type II Land Use Reviews - Application Completeness Review done within 14 days of application intake	EFFICIENCY	81%	73%	70%	42%	60%	90%

Other Performance Measures		Measure Type Name	FY 2018-19 Actuals	FY 2019-20 Actuals	FY 2020-21 Target	FY 2020-21 Actuals	FY 2021-22 Target	Strategic Target	Details
DS_0001	Number of Commercial Inspections	WORKLOAD	68,120	61,233	49,000	41,584	40,600	40,600	
DS_0003	Percentage of commercial inspections made within 24 hours of request	EFFICIENCY	92%	94%	92%	97%	90%	95%	
DS_0004	Number of enforcement cases prepared and presented to Code Hearings Officer (All case types: Zoning, EDPEP, Housing, Nuisance)	WORKLOAD	7	6	5	2	4	4	
DS_0005	Number of zoning code violation statistics (cases, inspections, and letters)	WORKLOAD	4,169	3,166	2,530	3,447	3,400	3,400	
DS_0006	Number of home occupation permits issued	WORKLOAD	111	120	76	107	60	60	
DS_0007	Number of properties assessed code enforcement fees	WORKLOAD	302	167	150	232	270	270	
DS_0008	Number of Residential Inspections	WORKLOAD	118,278	101,076	80,800	84,661	81,650	81,650	



**Bureau of Development Services**

Prior Year Performance Reporting

Run Date: 8/30/21

Run Time: 3:46:59 PM

Other Performance Measures	Measure Type Name	FY 2018-19 Actuals	FY 2019-20 Actuals	FY 2020-21 Target	FY 2020-21 Actuals	FY 2021-22 Target	Strategic Target	Details
DS_0011	Number of inspection trips reduced due to multi-certified inspectors	EFFICIENCY	17,885	14,877	14,500	11,887	10,900	14,500
DS_0012	Number of Land Use Review and Final Plat Applications	WORKLOAD	643	571	450	461	410	410
DS_0016	Number of nuisance inspections	WORKLOAD	7,368	5,651	5,000	3,428	3,570	3,570
DS_0017	Number of housing and derelict buildings inspections	WORKLOAD	4,970	3,270	2,850	2,074	1,429	1,429
DS_0019	Number of properties cleaned up	OUTPUT	2,130	1,799	1,580	1,166	1,180	1,180
DS_0020	Number of issued commercial building permits	WORKLOAD	3,284	2,498	1,990	1,939	1,650	1,650
DS_0021	Number of issued residential building permits	WORKLOAD	5,764	4,346	3,500	4,199	4,009	4,009
DS_0022	Total number of issued commercial and residential building permits	WORKLOAD	9,048	6,844	5,490	6,138	5,659	5,659
DS_0023	Number of electrical permits	WORKLOAD	16,363	14,007	11,200	13,726	12,370	12,370
DS_0024	Number of mechanical permits	WORKLOAD	11,513	9,469	7,580	10,029	9,250	9,250
DS_0025	Number of plumbing permits	WORKLOAD	10,634	9,313	7,450	8,952	8,220	8,220
DS_0026	Number of sign permits	WORKLOAD	760	502	400	357	236	236
DS_0027	Percentage of building permits issued over the counter the same day as intake	EFFICIENCY	48%	45%	35%	21%	35%	45%
DS_0031	Number of site development plan reviews	WORKLOAD	4,149	3,715	2,950	4,316	3,850	3,850
DS_0032	Average number of working days to first review	EFFICIENCY	8.32	11.28	9.00	15.51	10.00	7.00

**Bureau of Development Services**

Prior Year Performance Reporting

Run Date: 8/30/21

Run Time: 3:46:59 PM

Other Performance Measures	Measure Type Name	FY 2018-19 Actuals	FY 2019-20 Actuals	FY 2020-21 Target	FY 2020-21 Actuals	FY 2021-22 Target	Strategic Target	Details
DS_0040	Number of housing intakes	WORKLOAD	1,875	1,413	1,200	1,205	1,000	1,000
DS_0041	Number of nuisance intakes	WORKLOAD	3,323	2,755	2,350	2,006	2,800	2,800
DS_0042	Number of code enforcement fee waiver requests	WORKLOAD	296	296	255	219	380	380
DS_0043	Number of code enforcement fee waivers granted	OUTCOME	282	247	235	170	320	320
DS_0044	Number of housing units inspected (includes enhanced inspection pilot beginning in FY 2010-11)	WORKLOAD	3,818	2,513	2,010	1,434	1,200	1,200
DS_0045	Number of site development permit inspections	WORKLOAD	476	304	240	347	320	320
DS_0046	Number of site development land use case reviews	WORKLOAD	801	721	575	480	330	330
DS_0047	Number of sanitation permits and evaluations issued	WORKLOAD	449	393	315	342	285	315
DS_0048	Number of construction code violation cases	WORKLOAD	214	264	210	81	85	85