



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

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Report to Council

December 16, 2015

**TO: Mayor Charlie Hales
Commissioner Amanda Fritz
Commissioner Nick Fish
Commissioner Steve Novick
Commissioner Dan Saltzman**

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

PLS

SUBJECT: Bureau of Development Services Business Continuity Plan

The Bureau of Development Services (BDS) Business Continuity Plan provides direction and guidelines to the bureau in order to respond in a prudent and timely way to significant, persistent financial downturns.

BDS Finance staff developed the plan in collaboration with the BDS Leadership Team, the Development Review Advisory Committee, the BDS Budget Advisory Committee, the BDS Finance Committee, and the BDS Labor Management Committee.

The Business Continuity Plan includes leading indicators that are intended to help bureau management identify early signs of changes in workload and revenue trends. It also includes a trigger mechanism; if any four triggers in the Plan are activated, the reduction measures outlined in the Plan will be implemented. Please refer to Exhibit A, for the BDS Business Continuity Plan. I have included Exhibit B to show how we report and monitor on plan triggers.

This initiative was started under Commissioner Fritz and continued under Commissioner Saltzman's leadership. The report is co-sponsored to represent the endorsement of both Commissioners.

TO THE COUNCIL:

The Commissioners of Public Affairs and Public Utilities concur with the recommendation of the Director of the Bureau of Development Services.

RECOMMENDS:

That the City Council accept the Business Continuity Plan as complete.

Agenda No.
REPORT NO.
Title

Accept the Bureau of Development Services Business Continuity Plan (BCP) (Report)

<p style="text-align: center;">INTRODUCED BY Commissioner/Auditor: Commissioner Dan Saltzman Commissioner Amanda Fritz</p>	<p>CLERK USE: DATE FILED <u>DEC 08 2015</u></p>
<p style="text-align: center;">COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Hales</p> <p>Position 1/Utilities - Fritz <i>Fritz</i></p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman <i>Saltzman</i></p> <p>Position 4/Safety - Novick</p>	<p style="text-align: center;">Mary Hull Caballero Auditor of the City of Portland</p> <p>By: <i>Mary Hull Caballero</i> Deputy</p>
<p style="text-align: center;">BUREAU APPROVAL</p> <p>Bureau: Bureau of Development Services Bureau Head: <i>P. Scarlett</i> Paul L. Scarlett</p>	<p>ACTION TAKEN: DEC 16 2015 ACCEPTED</p>
<p>Prepared by: Leanne Torgerson Date Prepared: 12/3/15</p>	
<p>Financial Impact & Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p>City Auditor Office Approval: required for Code Ordinances</p>	
<p>City Attorney Approval: required for contract, code, easement, franchise, charter, Comp Plan</p>	
<p>Council Meeting Date 12/16/15</p>	

AGENDA

TIME CERTAIN
Start time: _____

Total amount of time needed: _____
(for presentation, testimony and discussion)

CONSENT

REGULAR
Total amount of time needed: 20 minutes
(for presentation, testimony and discussion)

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz	✓	
2. Fish	2. Fish	✓	
3. Saltzman	3. Saltzman	✓	
4. Novick	4. Novick	✓	
Hales	Hales	✓	