

PLANNING

PLANNING (5101)

OVERALL GOAL

The mission of the City of Medford Planning Department is to coordinate the use of land in the City's overall best interest. The department has two key functions: Comprehensive Planning and Current Planning.

The function of Comprehensive (Long-range) Planning is to assist the Council in developing goals and policies for the City, and these are contained in the *Comprehensive Plan*. Comprehensive Planning is also responsible for developing language for the *Land Development Code* which is the implementation tool for the *Comprehensive Plan*. The function of Current Planning is to process land use applications in accordance with the *Comprehensive Plan* and *Land Development Code*.

COMPREHENSIVE PLANNING KEY OBJECTIVES

The Comprehensive Planning key objectives are to keep the *Comprehensive Plan* and the *Land Development Code* updated and responsive to the City's needs and desires.

COMPREHENSIVE PLANNING KEY PERFORMANCE MEASURES

For each *Comprehensive Plan* or *Land Development Code* amendment, the measures of success include whether:

- The desired outcomes of the project were clearly established prior to beginning the project.
- A timeline was developed that included all necessary steps for attaining the desired goal prior to beginning the project.
- The City Council was given an opportunity to comment on and approve the priorities and timelines set by the Planning Department.
- The public and affected parties were given adequate time to review and comment on the proposed legislation.
- The written and oral presentation provided to the Council, Commissions, and public were clear and concise, and it was easy to understand the key issues upon which decisions were to be made.
- The outcome of the project met the desired goal.

CURRENT PLANNING KEY OBJECTIVES

The Current Planning key performance objectives are to process land use applications in conformance with the *Medford Comprehensive Plan* and *Land Development Code*, as well as applicable State and Federal law, and to assist customers in understanding those regulations.

CURRENT PLANNING KEY PERFORMANCE MEASURES

In assisting customers, the measures of success include whether:

- The customer's phone call was returned the same day, either with an answer, or with a time/cost estimate for providing an answer.
- The customer's question was answered clearly and understandably.

In processing land use applications, the measures of success include whether:

- The application was deemed complete, or a letter identifying deficiencies was sent to the applicant within 15 days (for simple applications) or within 30 days (for complex applications) of receiving the application.
- An initial public hearing was held before the approving authority within 65 days of deeming an application complete, unless the applicant requested an extension.
- Oral and written reports were clear, concise, and easily understood by the public and approving authority.
- All required notifications were made within the time frames and in the manner required by the *Land Development Code* and State law.

CAPITAL OUTLAY – FY 2010

None.

CAPITAL OUTLAY – FY 2011

None.

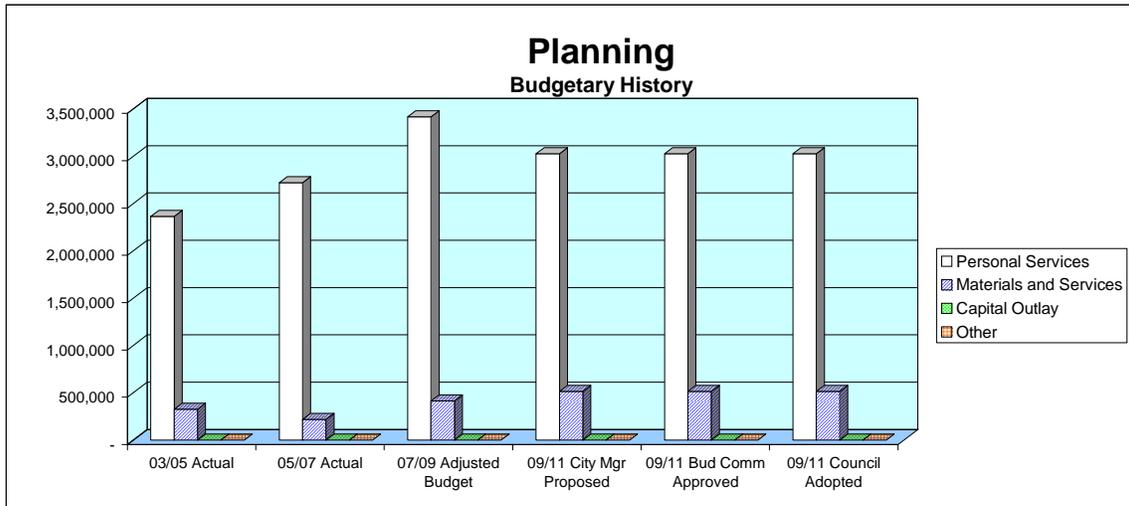
- ✓ Created Historic Review Guidelines.
- ✓ Processed 283 land use applications in 2007-08 and 156 in 2008-09.



Planning

Planning (5101)

Classification	03/05 Actual	05/07 Actual	07/09 Adjusted Budget	09/11 City Mgr Proposed	09/11 Bud Comm Approved	09/11 Council Adopted
Personal Services	2,362,543	2,719,809	3,417,870	3,026,320	3,026,320	3,026,320
Materials and Services	325,246	217,358	412,610	513,740	513,740	513,740
Capital Outlay	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	2,687,789	2,937,167	3,830,480	3,540,060	3,540,060	3,540,060



STAFFING

Classification	03/05 Actual	05/07 Actual	07/09 Adjusted	09/11 Cty Mgr Proposed	09/11 Council Adopted
116 Planning Director	1.00	1.00	1.00	1.00	1.00
117 Senior Planner	1.00	2.00	2.00	1.00	1.00
123 Planning Agenda Coordinator	-	-	-	-	-
169 Associate Planner	5.00	-	-	-	-
170 Assistant Planner	4.00	-	-	-	-
171 Planning Aide	2.00	-	-	-	-
185 Secretary	-	-	-	-	-
250 Office Administrator	1.00	1.00	1.00	1.00	1.00
264 Administrative support Technician	2.00	3.00	3.00	3.00	3.00
266 Principal Planner	2.00	-	-	1.00	1.00
301 Assistant Planning Director	-	1.00	1.00	1.00	1.00
305 Planner I	-	3.00	3.00	1.00	1.00
306 Planner II	-	5.00	6.00	5.00	5.00
307 Planner III	-	2.00	2.00	-	-
308 Planner IV	-	2.00	2.00	3.00	3.00
TOTAL FULL-TIME POSITIONS	18.00	20.00	21.00	17.00	17.00
FTE EQUIVALENCY - TEMPORARY LABOR		0.40	0.40	-	-
TOTAL POSITIONS	18.00	20.40	21.40	17.00	17.00

BUILDING SAFETY

BUILDING SAFETY (5301)

OVERALL GOAL

Our mission is to provide for the public's safety, health, welfare and environment through excellent customer service, timely and effective management of the building permit process and solution-oriented services to the community.

KEY OBJECTIVES

- Continue to improve our existing high level of customer satisfaction by working with our customers in making the permit process a pleasant experience.
- Enhance our public image by ensuring that the Building Safety Department operates under the highest ethical, legal and technical standards.
- Enhance public safety by supporting and providing educational opportunities to staff and customers.
- Cultivate an environment that promotes Sustainability and Green Building technologies.
- Continue reductions in permit process time by implementing new technologies including electronic plan submittal and review.
- Enhance communication with our customers by improving the quality and quantity of information available on our web pages.

KEY PERFORMANCE MEASURES

- Increase the number of certifications held by staff. Work towards 100 percent customer satisfaction.
- Continue working towards IAS certification.
- Sponsor at least four local code-related training classes for staff and customers each year.
- Sponsor at least two green building events each year. Adopt National Green Building Standard (ICC 700) as an approved alternate standard.
- Improve Building Safety Department web page and Increase content by 25 percent.

CAPITAL OUTLAY – FY 2010

None.

CAPITAL OUTLAY – FY 2011

None.



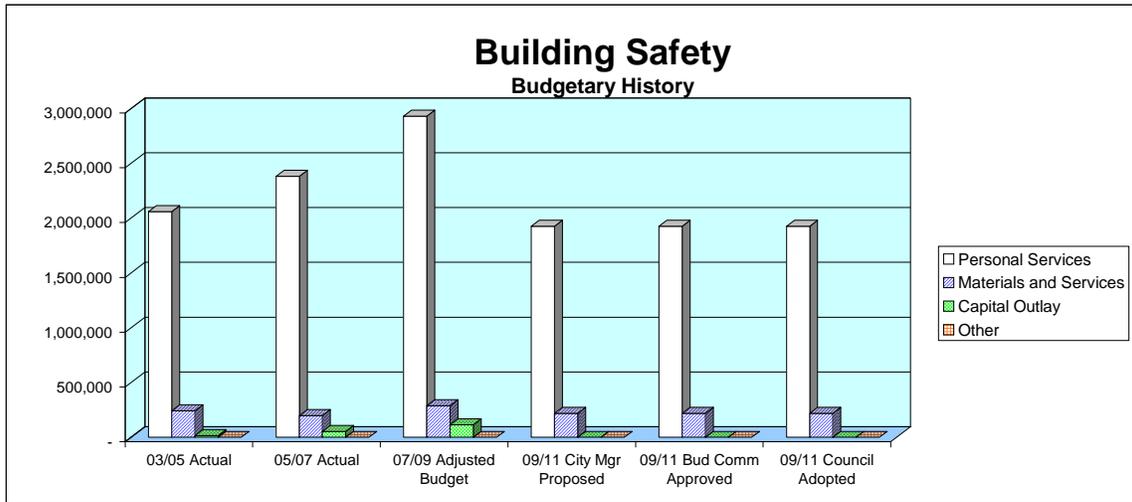
✓ Completed construction of Building Department's parking lot on time and within budget.

✓ Staff earned 33 National Incident management System (NIMS) certificates.

Building Safety

Building Safety (5301)

Classification	03/05 Actual	05/07 Actual	07/09 Adjusted Budget	09/11 City Mgr Proposed	09/11 Bud Comm Approved	09/11 Council Adopted
Personal Services	2,059,197	2,381,347	2,929,530	1,924,060	1,924,060	1,924,060
Materials and Services	241,888	197,720	287,300	218,300	218,300	218,300
Capital Outlay	15,955	54,156	114,000	-	-	-
Other	-	-	-	-	-	-
Total	2,317,040	2,633,223	3,330,830	2,142,360	2,142,360	2,142,360



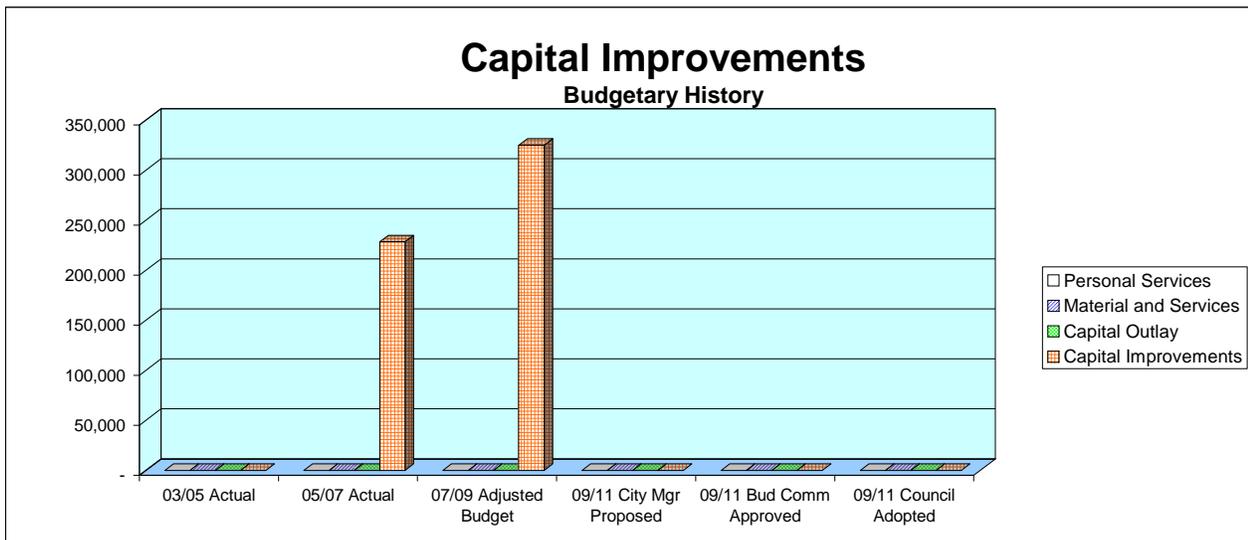
STAFFING

Classification	03/05 Actual	05/07 Actual	07/09 Adjusted	09/11 City Mgr Proposed	09/11 Council Adopted
115 Building Safety Director	1.00	1.00	1.00	1.00	1.00
140 Plans Examiner II	2.00	2.00	1.00	-	-
145 Electrical Inspector	1.00	2.00	2.00	2.00	2.00
152 Plumbing Inspector	1.00	1.00	1.00	-	-
159 Plans Examiner I	1.00	1.00	1.00	1.00	1.00
175 Structural/Mech. Inspector	2.00	2.00	2.00	2.00	1.00
213 Associate Building Official	1.00	-	-	-	-
240 Executive Support Specialist	1.00	1.00	-	-	-
246 Building Projects Coordinator	1.00	-	-	-	-
254 Development Services Specialist	-	1.00	1.00	1.00	1.00
258 Data Base Technician	1.00	1.00	-	-	-
292 Development Services Support Technician	3.00	2.00	2.00	1.00	1.00
300 Development Services Manager	-	-	1.00	1.00	1.00
302 Senior Inspector	-	1.00	1.00	1.00	1.00
310 Assistant Building Safety Director	-	1.00	1.00	-	-
324 Development Services Administrator	-	-	1.00	1.00	1.00
TOTAL FULL-TIME POSITIONS	15.00	16.00	15.00	11.00	10.00
FTE EQUIVALENCY - TEMPORARY LABOR		1.50	1.50	-	-
TOTAL POSITIONS	15.00	17.50	16.50	11.00	10.00

Capital Projects

Building Safety CIP (5302)

Classification	03/05 Actual	05/07 Actual	07/09 Adjusted Budget	09/11 City Mgr Proposed	09/11 Bud Comm Approved	09/11 Council Adopted
Personal Services	-	-	-	-	-	-
Material and Services	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Capital Improvements	-	228,477	325,000	-	-	-
Total	-	228,477	325,000	-	-	-



STAFFING

Classification	03/05 Actual	05/07 Actual	07/09 Adjusted	09/11 Cty Mgr Proposed	09/11 Council Adopted
Where not listed in this table, Labor estimates budgeted in Capital Improv.	-	-	-	-	-
TOTAL FULL-TIME POSITIONS	-	-	-	-	-
FTE EQUIVALENCY - TEMPORARY LABOR				-	-
TOTAL POSITIONS	-	-	-	-	-