



PLANNING

PLANNING (5101)

MISSION STATEMENT

"We are a dynamic team working with the community to shape a vibrant and exceptional city."

OVERALL GOAL

The City of Medford's Planning Department has two key functions: Comprehensive Planning and Current Planning. In carrying out these functions, the department coordinates the use of land in accordance with policies of the *Comprehensive Plan* and requirements of the *Development Code*.

The role of Comprehensive or Long-range Planning is to assist the Council in developing goals and policies for the City, which is adopted into the *Comprehensive Plan*. Comprehensive Planning also is responsible for developing language for the *Land Development Code*, which is the implementation tool of the *Comprehensive Plan*. The role of Current Planning is to process land use applications in accordance with the *Comprehensive Plan* and *Land Development Code*.

COMPREHENSIVE PLANNING KEY OBJECTIVES

Key objectives of Comprehensive Planning are to maintain an up-to-date *Comprehensive Plan* and *Land Development Code* in response to the City's needs and desires and to changes at the State level.

COMPREHENSIVE PLANNING KEY PERFORMANCE MEASURES

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

- The purpose, scope and timeline of the project were clearly established prior to beginning the project
- The public and affected parties were given adequate time to review and comment on the proposed legislation
- The written and oral presentations provided to the Council, Commissions and public were clear and concise so that it was easy to understand the key issues upon which decisions were to be made
- The outcome of the project met the original purpose of the project

CURRENT PLANNING KEY OBJECTIVES

Key objectives of Current Planning are to process land use applications in conformance with the *Medford Comprehensive Plan*, *Land Development Code* and 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 2016

None

CAPITAL OUTLAY – FY 2017

Wayfinding Project

Sign and installation work

total 30,000
30,000

Council Adopted

- Recommendations of the Water Conservation Site Development Committee
- The Medford School District's long range facility plan.
- Master Plan for SE Commercial Core Area
- Changes to GLUP designations on over 500 acres of land as a result of its Internal Study Area project
- Over 26 Housekeeping Amendments to Development Code

From CLG Grant of \$12,500

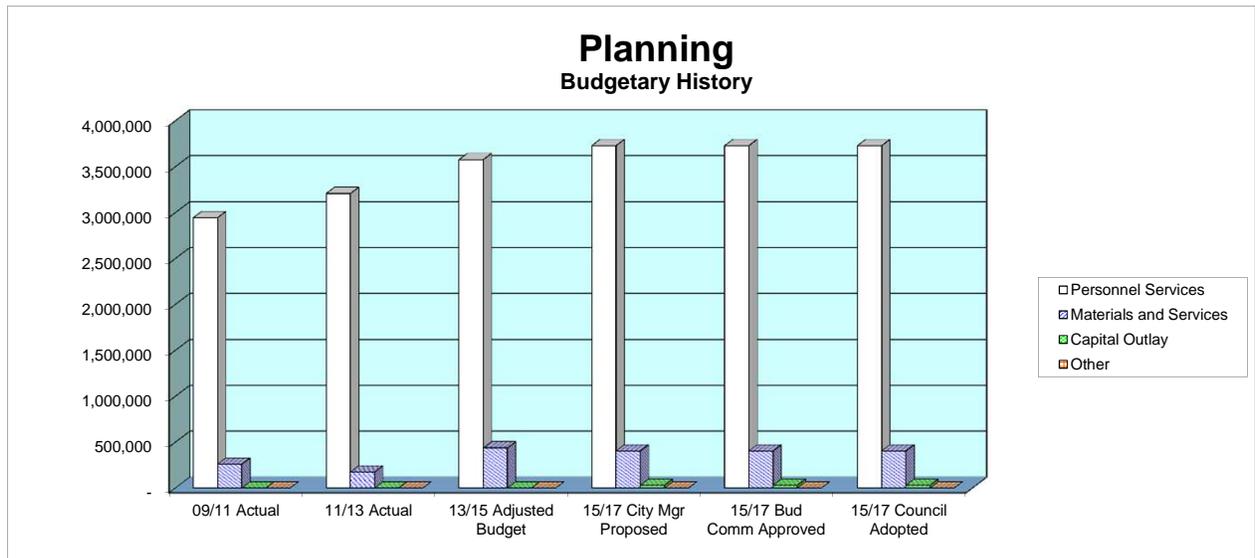
- Landmarks and Historic Preservation Commission conducted Fairmount-Summitt District – reconnaissance level survey and enhanced its website

Partnered with the University of Oregon in its Sustainable City Year Program for academic year 2013-14.

Planning

Planning (5101)

Classification	09/11 Actual	11/13 Actual	13/15 Adjusted Budget	15/17 City Mgr Proposed	15/17 Bud Comm Approved	15/17 Council Adopted
Personnel Services	2,944,410	3,207,442	3,576,900	3,729,160	3,729,160	3,729,160
Materials and Services	259,328	174,238	437,170	403,250	403,250	403,250
Capital Outlay	-	-	-	30,000	30,000	30,000
Other	-	-	-	-	-	-
Total	3,203,738	3,381,680	4,014,070	4,162,410	4,162,410	4,162,410



STAFFING

Classification	09/11 Actual	11/13 Actual	13/15 Adjusted	15/17 Cty Mgr Proposed	15/17 Council Adopted
102 Deputy City Manager	-	-	0.25	0.25	0.25
116 Planning Director	1.00	1.00	1.00	1.00	1.00
117 Senior Planner	2.00	1.00	1.00	-	-
250 Office Administrator	1.00	1.00	1.00	1.00	1.00
264 Administrative support Technician	3.00	3.00	3.00	3.00	3.00
266 Principal Planner	-	1.00	1.00	2.00	2.00
301 Assistant Planning Director	1.00	1.00	1.00	1.00	1.00
305 Planner I	3.00	1.00	1.00	1.00	1.00
306 Planner II	6.00	5.00	5.00	5.00	5.00
307 Planner III	2.00	1.00	1.00	1.00	1.00
308 Planner IV	2.00	2.00	2.00	2.00	2.00
TOTAL FULL-TIME POSITIONS	21.00	17.00	17.25	17.25	17.25
FTE EQUIVALENCY - TEMPORARY LABOR	0.40	0.09	-	-	-
TOTAL POSITIONS	21.40	17.09	17.25	17.25	17.25



BUILDING

BUILDING (5301)

OVERALL GOAL

To protect the lives and safety of our citizens and visitors by maintaining the highest quality and effective administration of the building permit, business license, database and floodplain management processes. Through a timely, cooperative and transparent process, the department advises, guides and assists customers to achieve compliance with all State, Federal and local codes using efficient state-of-the-art electronic review and process.

KEY OBJECTIVES (FROM STRATEGIC PLAN)

- 1.1: Continue effectively enforcing residential and commercial building standards
- 1.2: Maintain high level of Building Codes administration
- 1.3: Increase public awareness of floodplain hazards and fire, life, safety issues
- 2.1: Improve the flow of communication between the community and the City
- 4.1: Foster a culture in which employees understand their responsibility for safety in the workplace
- 5.1: Promote retention and expansion of existing businesses and development of new businesses
- 6.2: Ensure that the City's codes enable developers, for-profit and non-profit housing providers to meet the housing needs of the residents of Medford
- 6.5: Support and encourage community driven efforts to establish identity and sense of place
- 11.1: Reduce development application cycle time
- 12.4: Continue to address financial best practices to ensure financial stability now and into the foreseeable future
- 12.5: Improve employee health and control health benefit costs
- 14.4: Maintain sufficient resources to meet service levels as set by polity makers
- 14.5: Provide adequate opportunities for public input
- 15.2: Provide development opportunities to personnel that meet the operational needs of the departments and contributes to the professional development of the employee
- 15.3: Continue to encourage a workforce that reflects the diversity of the community

KEY PERFORMANCE MEASURES

- Insure compliance with all adopted building codes. Standardize all building documents, practice and procedures
- Update the seismic retrofit portion of Medford Municipal Code Chapter 9
- Hold annual public outreach events related to floodplain hazards and cross-training with local licensed surveyors and other stakeholders
- Maintain and expand programs and activities to provide public education about flood awareness and events to obtain citizen input regarding improvement of permitting process
- Continue to maintain and enhance safe work practices by providing monthly training; evaluate safety related incidents and respond to safety related suggestions
- Create partnerships with local designers and architects on City projects to assist with expansion of local expertise.

- Facilitate the permit process by training and educating industry professionals and the public on building codes and construction issues
- Support the affordability and sustainability of safe and sanitary housing for residents; develop and implement best practices and code standards for residential housing using the International Property Maintenance Code
- Continue to encourage neighborhood revitalization efforts by identifying blight housing to improve neighborhood environment
- Develop a faster process for specific commercial redevelopment projects
- Develop an over-the-counter process for residential remodels and additions
- Develop a simplified process for review of remodels of schools and hospitals
- Create flow charts outlining application process
- Complete third-party customer survey
- Improve business license electronic processing options
- Dedicate resources to address changing demands for service and maintain reserve fund
- Complete fee study and identify those fees that may be too high, too low or non-existent
- Provide and promote various methods of communication to enhance opportunities for citizen education and interaction by attending homebuilder's meetings, homeowner's meetings, etc.
- Provide and facilitate required training and professional development for personnel

CAPITAL OUTLAY – FY 2016

Inspection Vehicle	<u>28,500</u>
total	28,500

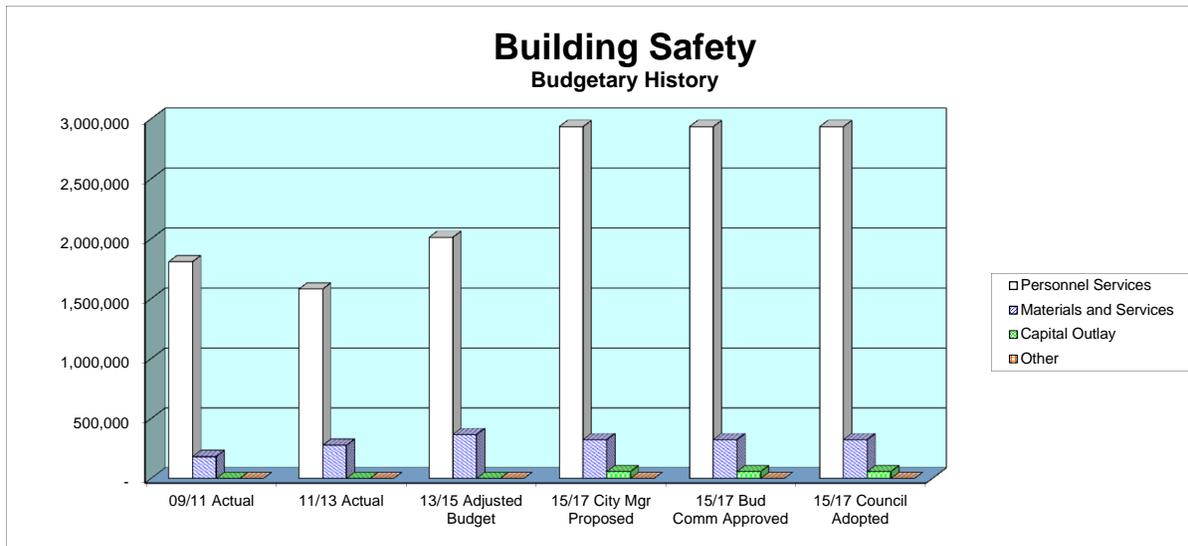
CAPITAL OUTLAY – FY 2017

Inspection Vehicle	<u>28,500</u>
total	28,500

Building Safety

Building Safety (5301)

Classification	09/11 Actual	11/13 Actual	13/15 Adjusted Budget	15/17 City Mgr Proposed	15/17 Bud Comm Approved	15/17 Council Adopted
Personnel Services	1,807,881	1,580,264	2,011,810	2,935,080	2,935,080	2,935,080
Materials and Services	182,715	277,396	366,250	323,360	323,360	323,360
Capital Outlay	-	-	-	57,000	57,000	57,000
Other	-	-	-	-	-	-
Total	1,990,596	1,857,660	2,378,060	3,315,440	3,315,440	3,315,440



STAFFING

Classification	09/11 Actual	11/13 Actual	13/15 Adjusted	15/17 Cty Mgr Proposed	15/17 Council Adopted
105 Deputy City Manager	-	-	0.25	0.25	0.25
115 Building Safety Director	1.00	1.00	1.00	1.00	1.00
140 Plans Examiner II	1.00	-	2.00	2.00	2.00
145 Electrical Inspector	2.00	1.00	1.00	1.00	1.00
152 Plumbing Inspector	1.00	-	-	1.00	1.00
159 Plans Examiner I	1.00	1.00	-	-	-
175 Structural/Mech. Inspector	2.00	1.00	1.00	2.00	2.00
195 Financial Support Tech	-	-	1.00	1.00	1.00
254 Development Services Specialist	1.00	1.00	1.00	1.00	1.00
258 Data Base Technician	-	-	-	1.00	1.00
292 Development Services Support Technician	2.00	1.00	2.00	2.00	2.00
300 Development Services Manager	1.00	1.00	1.00	1.00	1.00
302 Senior Inspector	1.00	-	-	-	-
310 Assistant Building Safety Director	1.00	1.00	1.00	1.00	1.00
324 Development Services Administrator	1.00	-	-	-	-
TOTAL FULL-TIME POSITIONS	15.00	8.00	11.25	14.25	14.25
FTE EQUIVALENCY - TEMPORARY LABOR	0.20	0.25	2.00	0.32	0.32
TOTAL POSITIONS	15.20	8.25	13.25	14.57	14.57

PARKS AND RECREATION

PARKING LOT MANAGED BY DEVELOPMENT SERVICES (5208)

GENERAL FUND PROJECTS

Project	Project Description	Carry Forward *	15-16	16-17	Total
BR0084	N Riverside Parking	243,750	100,000	-	343,750
	TOTAL	243,750	100,000	-	343,750
	Funding Source				
001	General Fund	243,750	100,000	-	343,750
	TOTAL FUNDING	243,750	100,000	-	343,750

*These projects were approved as part of a previous budget cycle and have not been completed or fully implemented.

