

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 function of Comprehensive or Long-range Planning is to assist the Council in developing goals and policies for the City, which are 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 function of Current Planning is to process land use applications in accordance with the *Comprehensive Plan* and *Land Development Code*.

In addition, we are working with other departments to create a one-stop shop known as the Development Services Center. The goal is to enhance service and ensure optimal effectiveness for the customer by providing a combined front counter shared among the three departments most involved in the review of new development.

COMPREHENSIVE PLANNING KEY OBJECTIVES

The key objective of Comprehensive Planning is 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 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 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 desired goal.

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 2012

None

CAPITAL OUTLAY – FY 2013

None

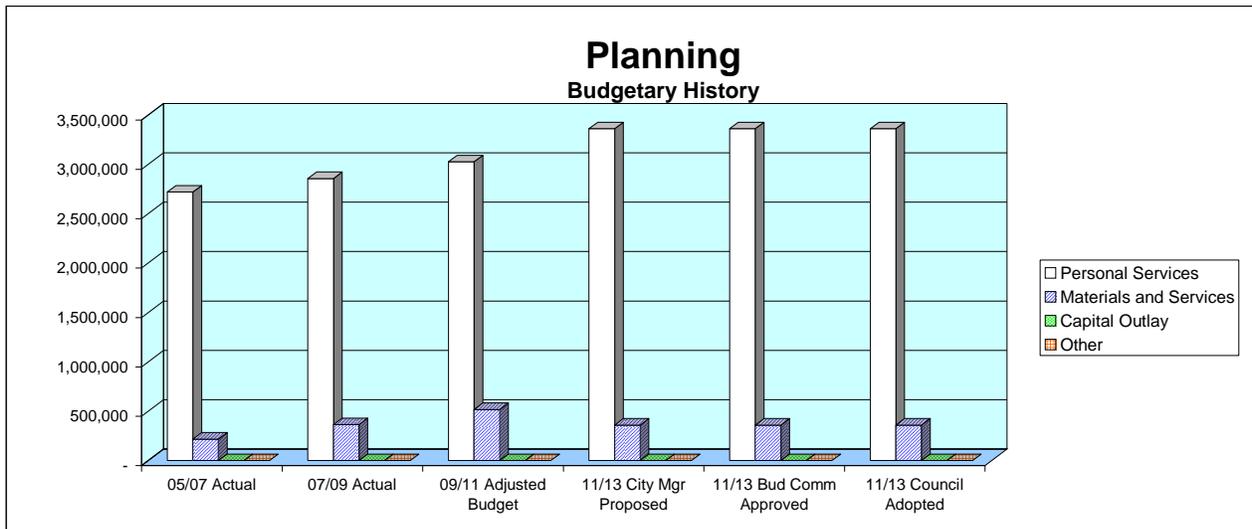


- ✓ Attained Certified Local Government status (Historic).
- ✓ Housing Element to the Comprehensive Plan adopted.
- ✓ Regional Problem Solving Plan endorsed by City Council.

Planning

Planning (5101)

Classification	05/07 Actual	07/09 Actual	09/11 Adjusted Budget	11/13 City Mgr Proposed	11/13 Bud Comm Approved	11/13 Council Adopted
Personal Services	2,719,809	2,857,904	3,026,320	3,361,010	3,361,010	3,361,010
Materials and Services	217,358	364,411	516,410	359,980	359,980	359,980
Capital Outlay	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total	2,937,167	3,222,315	3,542,730	3,720,990	3,720,990	3,720,990



STAFFING

Classification	05/07 Actual	07/09 Actual	09/11 Adjusted	11/13 Cty Mgr Proposed	11/13 Council Adopted
116 Planning Director	1.00	1.00	1.00	1.00	1.00
117 Senior Planner	2.00	2.00	2.00	1.00	1.00
185 Secretary	-	-	-	-	-
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
301 Assistant Planning Director	1.00	1.00	1.00	1.00	1.00
305 Planner I	3.00	3.00	3.00	1.00	1.00
306 Planner II	5.00	6.00	6.00	5.00	5.00
307 Planner III	2.00	2.00	2.00	-	-
308 Planner IV	2.00	2.00	2.00	3.00	3.00
TOTAL FULL-TIME POSITIONS	20.00	21.00	21.00	17.00	17.00
FTE EQUIVALENCY - TEMPORARY LABOR	0.40	0.40	0.40	-	-
TOTAL POSITIONS	20.40	21.40	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

- Ensure continued high level of public safety and customer satisfaction by maintaining a full-service department in a climate of reduced revenues and staff reductions.
- Oversee the successful transition to the one-stop development services counter to make the permit process a pleasant experience for our customers.
- Build on the successes of e-permits and e-plans in conjunction with the one-stop counter to reduce permit application process time.
- Enhance public safety by supporting and providing educational opportunities to staff and customers.
- Cultivate an environment that promotes Sustainability and Green Building technologies.

KEY PERFORMANCE MEASURES

- Work towards 100% customer satisfaction.
- Sponsor at least four local code-related training classes for staff and customers each year.
- Sponsor at least two green building events each year.
- Encourage electronic plans submittal with a goal of processing 25% to 50% of commercial plans by the end of FY 2011-2012, and 100% by the end of FY 2012-2013.
- Work towards a 25% increase in the number of over-the-counter permits issued.

CAPITAL OUTLAY – FY 2012

None

CAPITAL OUTLAY – FY 2013

None

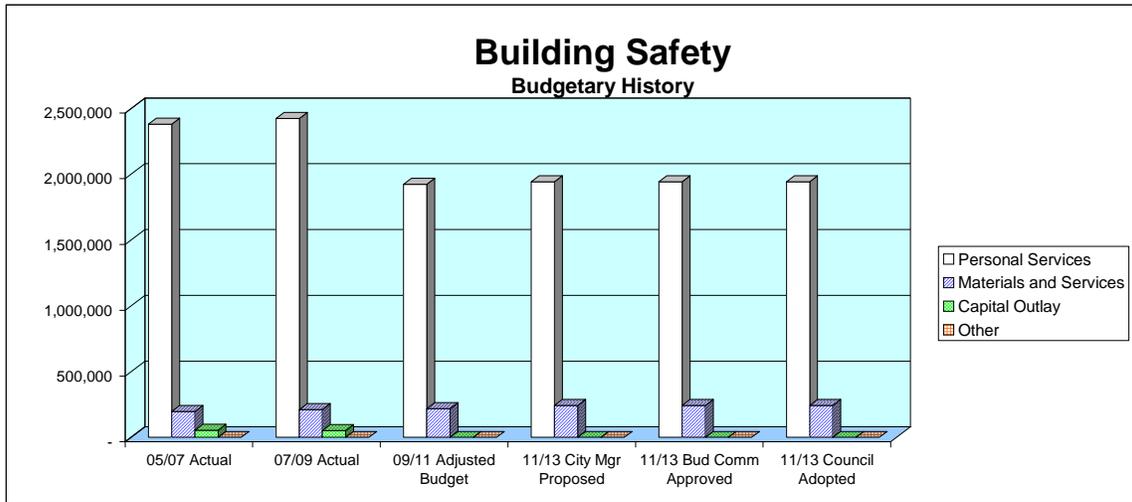


- ✓ Completed annex remodel for One-Stop Development Services.
- ✓ Managed the implementation of E-Plans electronic plan submittal.

Building Safety

Building Safety (5301)

Classification	05/07 Actual	07/09 Actual	09/11 Adjusted Budget	11/13 City Mgr Proposed	11/13 Bud Comm Approved	11/13 Council Adopted
Personal Services	2,381,347	2,423,568	1,924,060	1,942,530	1,942,530	1,942,530
Materials and Services	197,720	212,196	218,300	243,080	243,080	243,080
Capital Outlay	54,156	52,170	-	-	-	-
Other	-	-	-	-	-	-
Total	2,633,223	2,687,935	2,142,360	2,185,610	2,185,610	2,185,610



STAFFING

Classification	05/07 Actual	07/09 Actual	09/11 Adjusted	11/13 City Mgr Proposed	11/13 Council Adopted
115 Building Safety Director	1.00	1.00	1.00	1.00	1.00
140 Plans Examiner II	2.00	1.00	1.00	-	-
145 Electrical Inspector	2.00	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	-	-	-	-	-
240 Executive Support Specialist	1.00	-	-	-	-
246 Building Projects Coordinator	-	-	-	-	-
254 Development Services Specialist	1.00	1.00	1.00	1.00	1.00
258 Data Base Technician	1.00	-	-	-	-
292 Development Services Support Technician	2.00	2.00	2.00	1.00	1.00
300 Development Services Manager	-	1.00	1.00	1.00	1.00
302 Senior Inspector	1.00	1.00	1.00	1.00	1.00
310 Assistant Building Safety Director	1.00	1.00	1.00	-	-
324 Development Services Administrator	-	1.00	1.00	1.00	1.00
TOTAL FULL-TIME POSITIONS	16.00	15.00	15.00	11.00	10.00
FTE EQUIVALENCY - TEMPORARY LABOR	1.50	1.50	1.50	-	-
TOTAL POSITIONS	17.50	16.50	16.50	11.00	10.00

