



Department of Land Use & Transportation

2018 STRATEGIC CALENDAR



Land Use & Transportation

2016–17 PERFORMANCE MEASURES

Administrative Services/Office of the Director Performance Measures 2016–2017

Measure: Accuracy of forecast vs. actual Road Fund balance

- **Objective:** Accurate Road Fund revenue forecasts are critical to planning for capital purchases, staff levels and other expenditures.
- **Timeframe:** July 1 to June 30.

- **Target:** Deviation of 5% or less.

- **FY 2016–17 Results:** Revenues received were 3% higher than budgeted.

Measure: Improve accuracy of midyear budget estimates vs. actual beginning fund balances.

- **Objective:** Accurate midyear estimates are critical to establishing the estimated beginning fund balances for the upcoming fiscal year budget.
- **Timeframe:** Midyear estimates of beginning fund balances for the upcoming fiscal year are prepared in January of each year. The measurement of actual revenue received occurs at the end of each fiscal year.

- **Target:** Deviation of 10% or less for all enterprise funds.

- **FY 2016–17 Results:** The target was met in four of our five enterprise funds. The County Surveyor Fund (5%), Building Services (9%), Current Planning (8%) and Public Land Corner (10%) funds met the target. The target was not met for the Road Fund due to a wet spring which delayed several significant projects, reducing overall expenditures.

Measure: Set a specific percentage of total Road Fund revenues budgeted for County road system maintenance, operation, and improvement.

- **Objective:** Setting a target for budgeting Road Fund monies sets limits and provides direction for annual road maintenance work program development.

- **Timeframe:** July 1 to June 30.

- **Target:** 85%.

- **FY 2016–17 Results:** 88%.

Engineering and Construction Services Performance Measure Contract Road Projects 2016–17

Measure: Number of major road construction projects sent out to bid and awarded.

- **Objective:** Timely implementation of Board-approved capital projects.
- **Timeframe:** July 1 to June 30.
- **Target:** 15 projects and a value of \$50 million.
- **FY 2016–17 Results:** 23 projects and a value of \$41 million.

Planning and Development Services Performance Measures 2016–17

Measure: Complete Long Range Planning “Tier 1” work program

- **Objective:** Accomplish the highest-priority Long Range Planning work, as established by the Board.

- **Timeframe:** March 1, 2016, to Feb. 28, 2017.

- **Target:** 100%.

- **FY 2016–17 Results:** 94%. There are 18 tasks completed, nine tasks ongoing, five tasks underway and two tasks no longer relevant. The tasks underway include issue papers on topics including study of urban and rural roadways, plan amendment procedures, and Measure 49 transfer of development rights.

Measure: Meet self-imposed timelines for initial residential and commercial building plan reviews.

- **Objective:** Process building plans in a timely manner, to meet statutory and self-imposed requirements and help ensure quality customer service.

- **Timeframe:** July 1 to June 30.

- **Target:** 100%.

- **FY 2016–17 Results:** 67% (Residential 60%; Commercial 73%).

Measure: Meet statutory time frames for processing Current Planning case files (development applications).

- **Objective:** Process Current Planning case files in a timely manner to meet statutory requirements and help ensure quality customer service.

- **Timeframe:** July 1 to June 30.

- **Target:** 100%.

- **FY 2016–17 Results:** 99% (Rural 100%; Urban 98%).

Operations and Maintenance Performance Measures 2016–17

Measure: Completion of Board-adopted annual road maintenance work program

- **Objective:** Accomplish Board-authorized road maintenance work program.

- **Timeframe:** July 1 to June 30.

- **Target:** 100%.

- **FY 2016–17 Results:** 96%. Individual programs: vegetation 100%, traffic maintenance 100%, bridge operations 64%, road surface maintenance 92%, contracted services 95%, drainage 99%.

Measure: Compliance with self-imposed timelines for response and completion of service requests from the public

- **Objective:** Respond to requests for service from the public in a timely manner. Initial response within seven days; responses completed within 30 days. When this response is not practical, notify requestor within 30 days.

- **Timeframe:** July 1 to June 30

- **Target:** 100%.

- **FY 2016–17 Results:** 87% (Initial response 100%).

Measure: Time-loss injury accidents

- **Objective:** Eliminating time-loss accidents to benefit employees and taxpayers.

- **Timeframe:** July 1 to June 30.

- **Target:** 0.

- **FY 2016–17 Results:** 5 time-loss accidents.

Land Use & Transportation 2018 Department Goals

Collaborate

Foster opportunities for collaboration and partnership—internally and externally.

Be Strategic

Align the department's efforts and resources with our mission, goals and priorities.

Get Better Everyday

Don't be complacent. Strive for continuous improvement.

Provide Quality Customer Service

Meet the needs of customers courteously and efficiently.

Encourage Public Involvement

Encourage and welcome active public participation in our work.

Welcome and Honor our Similarities and Differences

Acknowledge, accept and adapt to our increasingly diverse workforce and community.

Communicate Effectively

Effectively communicate our mission, how we implement it and our successes.

Support Sustainability

Support the Board's sustainability principles and objectives.

Make LUT a Great Place to Work – Now and For the Long Term

Foster a positive, team-oriented collaborative, respectful and inclusive work environment.

Get the Job Done

Do our best work every day. Exceed expectations.



My 2018 Professional Goals and Strategies

January 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	New Year's Day <i>Office Closed</i>	2	3	4	National Bird Day	National Technology Day
7	National Clean Off Your Desk Day	National Static Electricity Day	9	10	11	12
14	Martin Luther King, Jr. Day <i>Office Closed</i>	16	17	National Get to Know Your Customers Day	18	19
21	22	23	National Compliment Day	24	25	26
28	29	30	31	1	2	3
4	5	6	7	8	9	10

DECEMBER 2017

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Holiday Fun "Holiday" County activities

FEBRUARY 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Collaborate

Office of the Director
Strive to exceed the expectations of residents, the business community and developers by developing stronger relationships through outreach, communication and innovation.

Administrative Services
Work with all divisions to enhance cross-divisional communication for Facility Permits.

Planning and Development Services
Continue to partner with County departments, city, regional and state jurisdictions, schools and other agencies to leverage opportunities and work collaboratively on shared interests.

Engineering and Construction Services
Consistently seek opportunities to collaborate with partners on road improvement projects.

Operations and Maintenance
Continue to work with state, cities, special districts and utilities to coordinate maintenance activities, share resources and avoid conflicts.



February 2018

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

28	29	30	31	1	2	3
4	5	6	National Send a Card to a Friend Day	8	9	10
National Inventors' Day	National Clean Out Your Computer Day	13	Valentine's Day	Singles Awareness Day	16	National Random Act of Kindness Day
11	12	13	14	15	16	17
18	Presidents' Day <i>Office Closed</i>	National Love Your Pet Day	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

JANUARY 2018

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Holiday Fun "Holiday" County activities

MARCH 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Be Strategic

Office of the Director

Function as a leader within the County and region by instigating and participating in regional land use and transportation policy development discussions and implementation.

Administrative Services

Continue to work closely with Human Resources to develop recruitment strategies, internal training program(s) and conduct classification reviews to fill positions targeting technical, highly desired personnel.

Planning and Development Services

Work with other jurisdictions to leverage funding and opportunities to work collaboratively on projects.

Engineering and Construction Services

Approach challenges by anticipating and thinking critically to identify solutions that are aligned with project and department goals.

Operations and Maintenance

Refine and implement service request response guidelines, more clearly delineating between the County and property owner responsibilities in the road right-of-way. Evaluate effectiveness of property owner notification processes; improve compliance.



March 2018

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

25	26	27	28	1	2	3
4	5	National Dress Day	7	International Women's Day	9	10
Daylight Savings Time Begins	12	13	14	15	16	Saint Patrick's Day
11	National Let's Laugh Day	First Day of Spring	21	22	23	24
18	19	20	27	28	National I Am In Control Day	31
25	26	27	28	29	30	31
1	2	3	4	5	6	7

FEBRUARY 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Holiday Fun "Holiday" County activities

APRIL 2018

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Get Better Every Day

Office of the Director
 Help maximize employees' professional abilities by aligning their positions and work responsibilities with their talents and interests, when possible.

Administrative Services
 Provide regular emergency operations training sessions to Department Operations Center staff.

Planning and Development Services
 Routinely review customer service levels and make workflow adjustments, as needed.

Engineering and Construction Services
 Evaluate outcomes of all projects to continually refine practices to ensure ongoing positive outcomes.

Operations and Maintenance
 Improve both the annual road maintenance work program and service request system processes to include a feedback loop for continuous improvement.



April 2018

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

April Fools' Day 1	National Reconciliation Day 2	3	4	5	Walk to Work Day 6	7
8	9	National Siblings Day 10	11	12	13	14
15	16	17	18	19	National Look Alike Day 20	21
Earth Day 22	National Take a Chance Day 23	SOLVE Spring Oregon Beach Clean up 24	25	LUT Take Your Child to Work Day 26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

MARCH 2018

Holiday Fun "Holiday" County activities

MAY 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Provide Quality Customer Service

Office of the Director

Strive to efficiently and effectively meet the needs of internal and external stakeholders.

Administrative Services

Use the Planning and Development Services Division's twice-yearly Development Forums as tools to listen to our customers and enhance the Facility Permit Process. Evaluate web-based tools to accept public thoughts and comments.

Planning and Development Services

Improve compliance with performance measures by utilizing the best attributes of staff in the right areas and matching customer needs with staff skill sets.

Engineering and Construction Services

Continue to respond promptly, accurately and politely to questions and concerns from those living, working and traveling through Washington County.

Operations and Maintenance

Continue outreach to residents about road surface treatments (chip seal, URMD overlay, etc.), inviting feedback via customer service surveys.



May 2018

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

29	30	1	2	3 National Two Different Colored Shoes Day	4	5 Cinco de Mayo National Astronaut Day
6 National Nurses' Day	7	8	9 National Bike to School Day	10 National Clean up Your Room Day	11	12
13 Mother's Day	14	15	16	17 National Walnut Day	18	19 WC Public Works Fair
20 National Public Works Week	21	22	23	24	25	26
27	28 Memorial Day Office Closed	29	30	31	1	2
3	4	5	6	7	8	9

APRIL 2018

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Holiday Fun "Holiday" County activities

JUNE 2018

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Encourage Public Involvement

Office of the Director

Continue to use online open houses to supplement in-person open houses and further expand public outreach.

Planning and Development Services

Continue to increase opportunities for the public to provide verbal, electronic and written input.

Engineering and Construction Services

Continue to provide online and in-person informational venues to share information, and increase overall awareness of transportation projects, issues and activities in Washington County.

Operations and Maintenance

Promote opportunities for the public to participate in selection of URMD Safety Improvement projects.



June 2018

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

27	28	29	30	31	National Say Something Nice Day	SO K-9 Trials and Safety Fair
3	4	5	6	7	National Best Friends Day	
10	11	National Loving Day	13	14	15	Celebrate Hillsboro
Father's Day	18	19	20	21	22	23
24	25	26	National Sunglasses Day	28	29	30
1	2	3	4	5	6	7

MAY 2018

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Holiday Fun "Holiday" County activities

JULY 2018

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Welcome and Honor our Similarities and Differences

Office of the Director

Continue to develop partnerships with community organizations to connect with populations that have been historically underrepresented.

Administrative Services

Support training initiatives in diversity and inclusion activities.

Planning and Development Services

Work to identify resources to communicate effectively to our increasingly diverse community.

Engineering and Construction Services

Continue to use our cultural, gender, personality, age and other differences to increase our division's strengths.

Operations and Maintenance

Seek diverse perspectives in employee recruitment and selection processes.



July 2018

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1	2	3	4 Independence Day <i>Office Closed</i>	5	6	7
8	9	10	11 Cheer Up the Lonely Day	12	13	14
15 National Give Something Away Day	16	17	18	19	20	21 Celebrate Hillsboro
22	23	24 Cousins' Day	25	26 Washington County Fair	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

JUNE 2018

Holiday Fun "Holiday" County activities

AUGUST 2018

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Communicate Effectively

- Office of the Director**
Build stronger internal communication channels among divisions to eliminate "silos."
- Administrative Services**
Represent LUT in local and regional emergency management projects.
- Planning and Development Services**
Continue to employ the use of electronic newsletters and videos to inform the public of progress on projects.
- Engineering and Construction Services**
Foster an environment of upward communication, where employees are encouraged to provide feedback to managers and supervisors to create a better workplace.
- Operations and Maintenance**
Provide timely notice to emergency responders, service providers and other stakeholders about emergency road status information.



August 2018

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

29	30	31	1	2	3	4 THPRD's Big Truck Day
5	6	7 National Night Out	8 World Cat Day	9	10	11
12	13 International Lefthanders' Day	14	15 National Relaxation Day	16	17 National Thrift Shop Day	18
19	20	21	22	23 Bethany Safety Fair	24	25
26 International Dog Day	27 National Just Because Day	28	29	30	31	1
2	3	4	5	6	7	8

JULY 2018

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Holiday Fun "Holiday" County activities

SEPTEMBER 2018

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Support Sustainability

Office of the Director

Provide all employees and divisions with resources, training and information to encourage opportunities to practice sustainability.

Administrative Services

Continue to purchase "green" office supplies, and use recycled office materials as available.

Planning and Development Services

Reduce paper consumption with the implementation of electronic plan submission for our Building Services customers.

Engineering and Construction Services

Look for opportunities to incorporate sustainable practices in our road projects that may result in a cost savings and/or better our environment.

Operations and Maintenance

Ensure all County maintenance and work permitted through right-of-way permits complies with Washington County's Best Management Practices for Routine Road Maintenance.



September 2018

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

26	27	28	29	30	31	1
2	Labor Day <i>Office Closed</i>	4	5	National Read a Book Day	7	8
National Teddy Bear Day	10	11	12	13	National Live Creative Day	15
16	17	18	International Talk Like a Pirate Day	20	21	22 First Day of Fall
23	24	National Comic Book Day	26	27	28	29
30	1	2	3	4	5	6

AUGUST 2018

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Holiday Fun "Holiday" County activities

OCTOBER 2018

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Make LUT a Great Place to Work— Now and For the Long Term

Office of the Director
Foster a workplace climate of respect, acceptance and trust through transparency and open-door policies.

Administrative Services
Focus on employee development and succession planning.

Planning and Development Services
Improve cross-training opportunities to foster knowledge and professional growth for staff.

Engineering and Construction Services
Carry on with team-building events to enhance collaboration through strengthened relationships.

Operations and Maintenance
Promote safe work practices and safe work behavior. Continually promote and advance the safety program.



October 2018

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

30	1	National Name Your Car Day	3	4	5	6
7	Columbus Day	9	International Walk to School Day	11	12	13
14	Clean up Your Virtual Desktop Day	16	17	18	Evaluate Your Life Day	SO Women's Safety Fair
21	National Nut Day	23	24	25	26	27
28	Internet Day	30	Halloween	31	1	2
4	5	6	7	8	9	10

SEPTEMBER 2018

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Holiday Fun "Holiday" County activities

NOVEMBER 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Get the Job Done

Office of the Director
Encourage employees to prioritize tasks to meet or beat deadlines.

Administrative Services
Continue to work closely with Human Resources to enhance recruitment strategies to fill positions.

Planning and Development Services
Regularly deploy staff to major jobsites to complete inspections more efficiently.

Engineering and Construction Services
Provide employees with tips and training on organization, prioritization, time management and other tools to help increase focus and productivity.

Operations and Maintenance
For high-consequence events and projects, use the Incident Command System (ICS) model for planning, support and execution.



November 2018

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

28	29	30	31	1	2	3
Daylight Savings Time Ends	TriMet Be Seen Be Safe		National Stress Awareness Day			National Forget-Me-Not Day
4	5	6	7	8	9	10
Veteran's Day	Veteran's Day Observed Office Closed	World Kindness Day		National Clean Out Your Refrigerator Day		
11	12	13	14	15	16	17
18	19	20	21	Thanksgiving Day Office Closed	You're Welcome Day	24
25	26	National Day of Giving	28	29	30	1
2	3	4	5	6	7	8

OCTOBER 2018

Holiday Fun "Holiday" County activities

DECEMBER 2018

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



My 2019 Professional Goals and Strategies

Use this space to write down your professional goals and strategies for 2019.

December 2018

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

25	26	27	28	29	30	1 Day Without Art
2	3	National Sock Day	International Volunteer Day	6	7	8
9	10 Human Rights Day	11	12	13 National Day of the Horse	14	15
16	17	18	19	20	21 First Day of Winter Ugly Christmas Sweater Day	22
23	24	25 Christmas Day Office Closed	26	27 No Interruptions Day	28 National Card Playing Day	29
30	31	1 New Year's Day Office Closed	2	3	4	5

NOVEMBER 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Holiday Fun "Holiday" County activities

JANUARY 2019

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

