

DEPARTMENT OF DEVELOPMENT SERVICES

Mission Statement: The Development Services Department mission is to foster through sound land use planning and management, a family friendly community that has an appropriate balance of housing, employment, recreational, cultural, and educational opportunities to further the City's goal to be a safe, healthy and sustainable community. We are committed to provide professional, prompt, and predictable services to our citizens and the development community that exceed the expectations of those we serve.

Primary Services:

- Prepare Land Use Plans and Ordinances
- Review Building & Infrastructure Construction Plans
- Administer the Issuance of Construction Permits
- Perform Building Construction Inspections
- Administer various Administrative permits
- Administer PZB & GB Land Use Hearing Applications
- Inspect Public Infrastructure
- Administer R-O-W Permits
- Administer National Pollutant Discharge Elimination System (NPDES) permit program
- Provide Information & Guidance on various Development Processes

FY 14 Department Goals by City Strategic Goal:

Strategic Goal: Infrastructure

- Assist in the administration and management of the Impact Fee Infrastructure Capital Improvement Plan (IFICIP) in accordance with the IFICIP Policy to ensure adequate infrastructure

Strategic Goal: Development

- Continue the Preparation of Specific Area Land Use Plans to guide and ensure sound growth
- Systematically update development ordinances to enhance existing and future growth
- Update the City's Subdivision Ordinance to adopt standards that allow for flexibility by providing options for the development community while maintaining quality of life via approvals of quality developments

Strategic Goal: Government Services

- Implement an electronic plan review submittal process
- Update and streamline all application processes to improve the customer's experience
- Provide service that is professional, prompt, and predictable

FY13 Department Accomplishments by Strategic Goal:

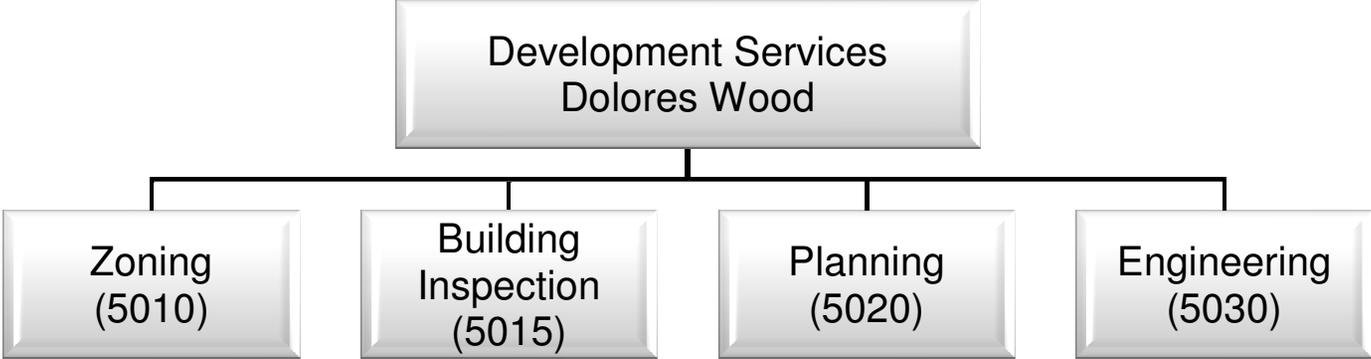
Strategic Goal: Development

- Updated the City's Land Use Management Ordinances to add flexibility with regard to land uses and development requirements
- Prepared or Amended various Land Use Plans to guide growth in the community

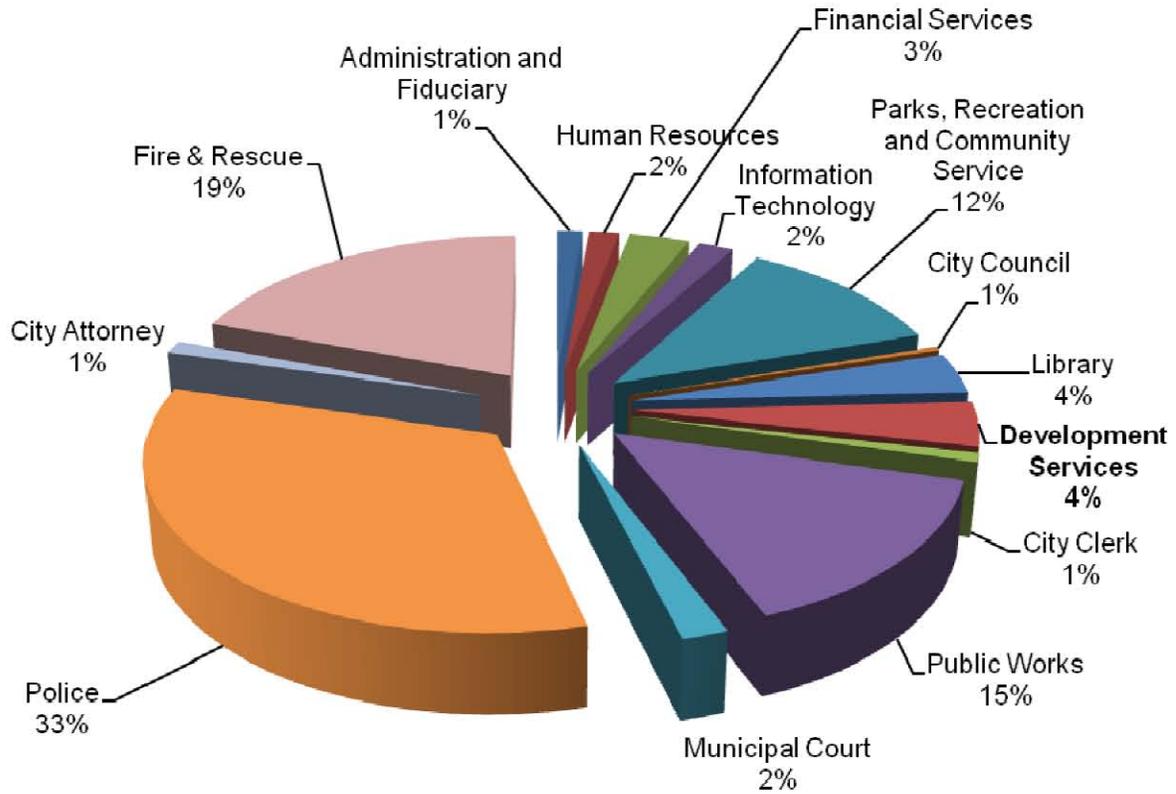
Strategic Goal: Government Services

- Provided training opportunities to all staff in various computer software applications

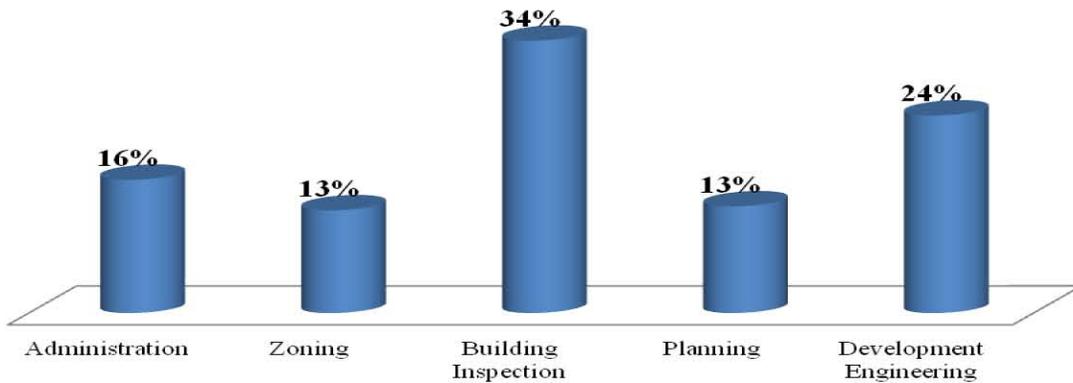
**City of Rio Rancho
Department Budget Structure**



**GENERAL FUND
FISCAL YEAR 2014
Development Services
Total Budget \$2,237,912**



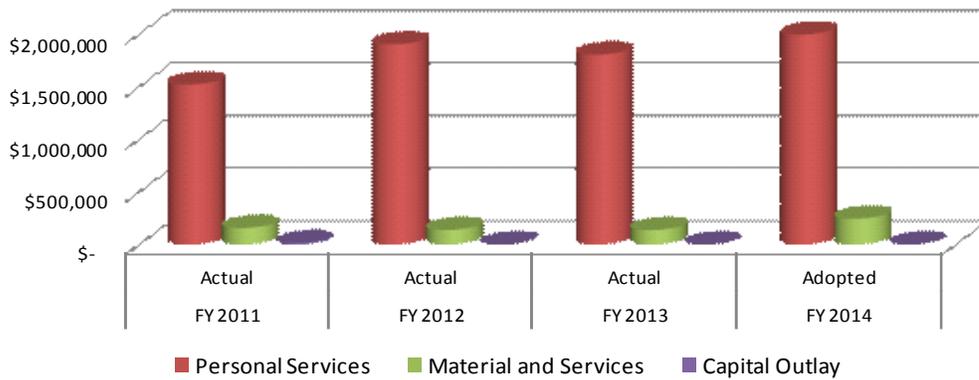
Percentage by Cost Center



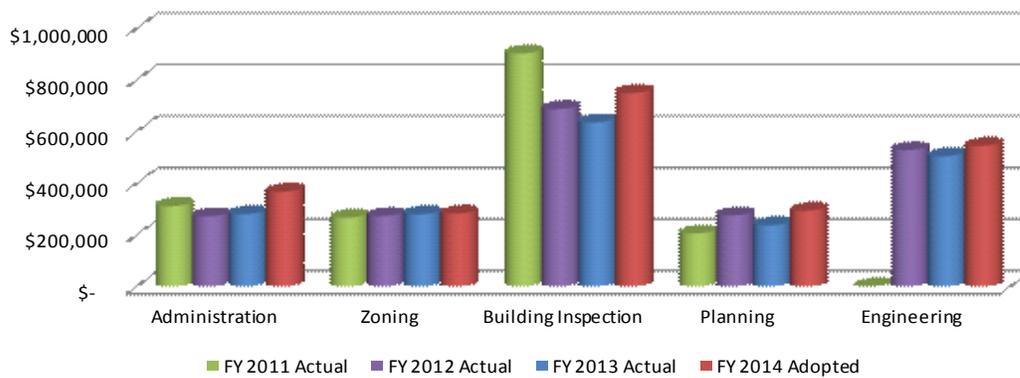
**DEVELOPMENT SERVICES DEPARTMENT
BUDGET SUMMARY
FISCAL YEAR 2013-2014**

<i>Object of Expenditures</i>	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Adopted
General Fund				
Personal Services	\$ 1,519,573	\$ 1,900,969	\$ 1,803,455	\$ 1,993,581
Material and Services	156,388	137,139	136,021	244,331
Capital Outlay	11,000	-	-	-
Total	\$ 1,686,961	\$ 2,038,108	\$ 1,939,476	\$ 2,237,912
Expenditure by Cost Center				
Cost Center				
Administration	\$ 311,490	\$ 272,123	\$ 280,620	\$ 366,971
Zoning	266,541	273,314	280,048	282,248
Building Inspection	903,634	688,029	636,228	750,150
Planning	205,296	275,801	237,335	293,280
Engineering	-	528,841	505,245	545,263
Total	\$ 1,686,961	\$ 2,038,108	\$ 1,939,476	\$ 2,237,912

By Type of Expenditures



Expenditures by Cost Center



DEVELOPMENT SERVICES

Performance Indicators

Goal: DEVELOPMENT

Ensure the City has plans and policies in place to attract and create well-planned high-quality, stable, residential, commercial and industrial development.

Indicators	2011	2012	2013	2014
	Actual	Actual	Target	Target

Service: Review Construction Plans

Percent of residential plan reviews completed within target; 10 working days	100%	100%	97%	97%
Percent of non-residential plan reviews completed within target; 20 working days	99%	100%	97%	97%
Number of Residential Applications	899	872	900	900
Number of Non-Residential Applications	77	88	90	90

Service: Perform Construction Inspections

Percent of inspections completed within target; 2 working days from request for inspection to completion	98%	98%	98%	98%
Number of Inspections	17,632	15,541	16,300	16,300

Service: Prepare Land use Plans/Codes

Number of Preliminary & Final Plats processed within target; 90 days	87%	100%	95%	95%
Number of Preliminary & Final Plats	15	3	3	3
*Processing delayed at applicant's request				
Process complete GB/PZB applications within six weeks after receipt	92%	93%	95%	95%
Number of ZMA Applications	13	14	14	14

Goal: GOVERNMENT SERVICES

Deliver quality services to meet community needs, assuring that the City is sufficiently staffed, trained and equipped overall.

Service: Development Administrative (Customer) Services

Number of Civic Plus inquiries responses within target; 2 days	89%	97%	97%	97%
Number of on-line Inquiries	94	105	115	115

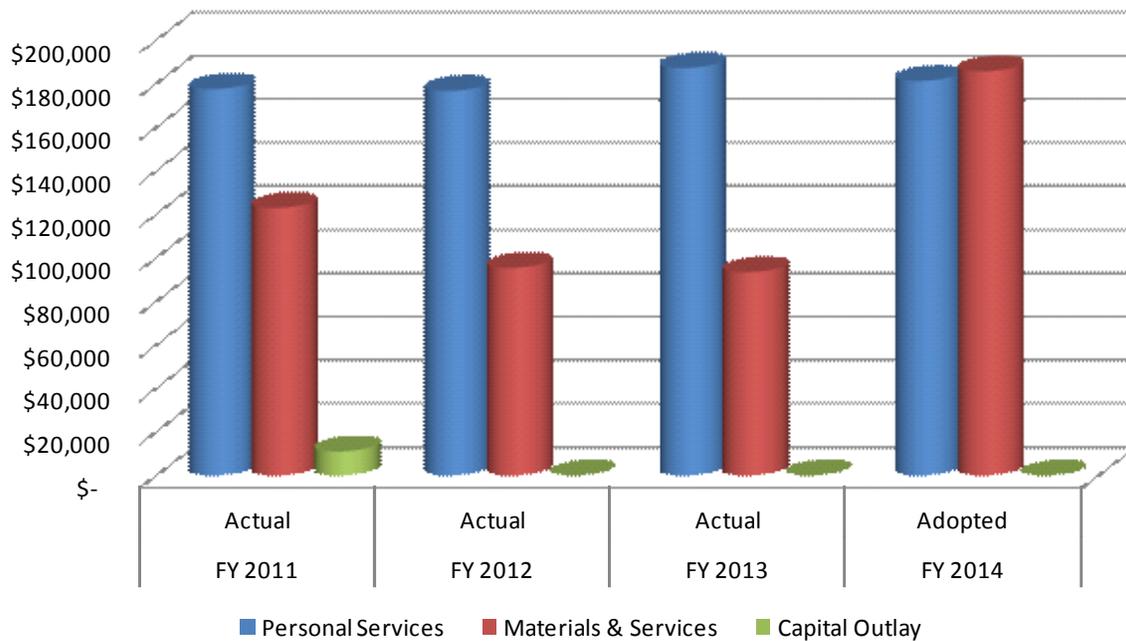
Development Services / Administration (5005)

Program Description:

Coordination of the multi-faceted operations of the Development Services Department.

DEVELOPMENT SERVICE DEPARTMENT					
Administration					
Cost Center 101-5005					
Expenditures					
	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Adopted	% Change
Personal Services	\$ 177,568	\$ 176,681	\$ 187,208	\$ 181,300	-3%
Materials & Services	122,922	95,442	93,412	185,671	99%
Capital Outlay	11,000	-	-	-	0%
Total	\$ 311,490	\$ 272,123	\$ 280,620	\$ 366,971	31%
Positions Approved*	2	2	2	2	0%

*Full Time Equivalence



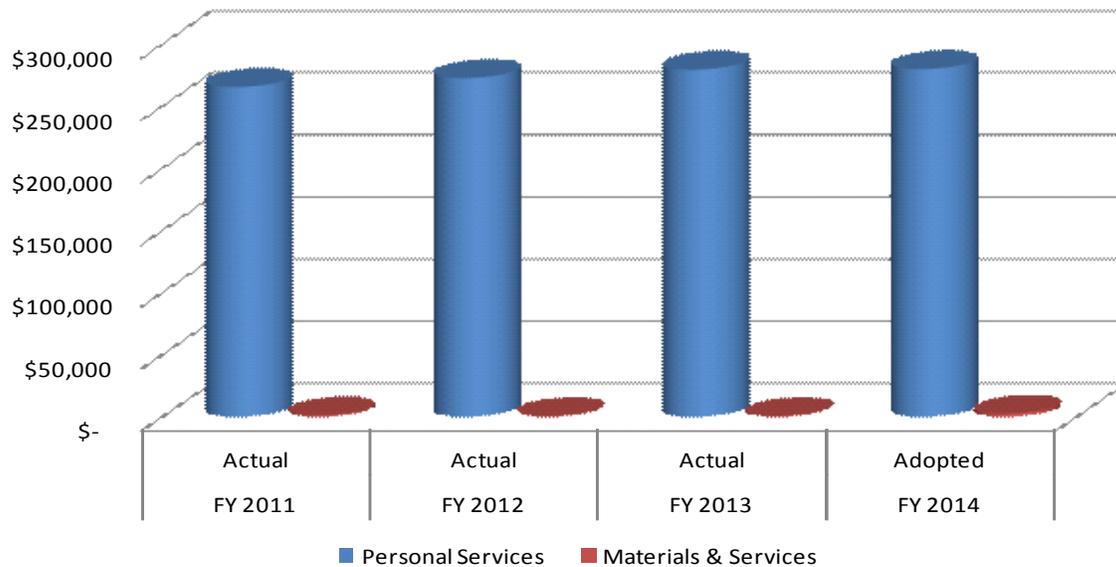
Development Services / Zoning (5010)

Program Description:

The **Zoning Division** of Development Services implements policy adopted by the Governing Body as it relates to health, safety, welfare, and land use management. In concert with the Planning Division, this staff provides technical support to the Planning and Zoning Board as well as the City Council with regard to land use decisions. The Zoning Division reviews and carries administrative approval authority for sign permits, special event permits, and home occupation permits. In addition they carry out residential and commercial plan reviews per the approved zoning regulations. The Division also processes requests for zone map amendments, variances, and conditional use requests. Finally, they evaluate and prepare recommendations to appeal and special exception applications for review and approval by the Planning & Zoning Board and the Governing Body. In general, the Division administers Chapter 9; Planning, Zoning, Land Use Management Ordinance and related ordinances as required in order to meet the needs of our community.

DEVELOPMENT SERVICE DEPARTMENT					
Zoning					
Cost Center 101-5010					
Expenditures					
	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Adopted	% Change
Personal Services	\$ 265,505	\$ 272,723	\$ 279,488	\$ 279,928	0%
Materials & Services	1,036	591	560	2,320	314%
Total	\$ 266,541	\$ 273,314	\$ 280,048	\$ 282,248	1%
Positions Approved*	5	5	4	4	0%

*Full Time Equivalence



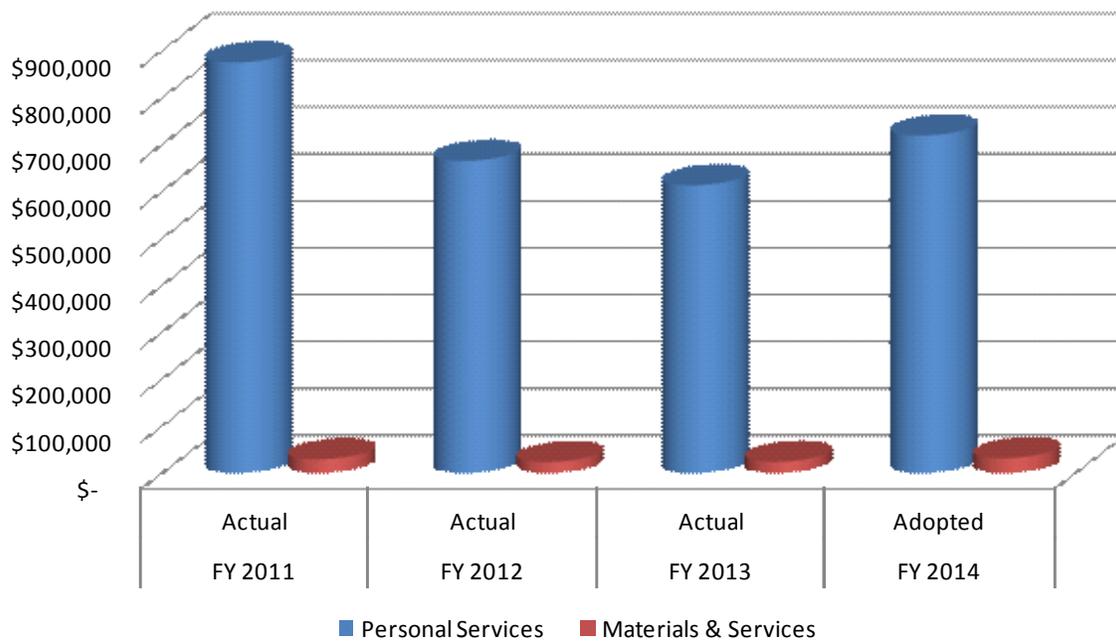
Development Services / Building Inspection (5015)

Program Description:

The Building Division is the portion of the Development Services Department that is charged with ensuring that all building construction over which the City has jurisdiction conforms to the standards set forth by the Governing Body and the State of New Mexico. This includes the issuance of building permits, the monitoring of construction, the inspection of all the appropriate building structures, follow-up on all citizen and Construction Industry Division (C.I.D.) complaints, and providing all customers with general construction information.

DEVELOPMENT SERVICE DEPARTMENT					
Building Inspection					
Cost Center 101-5015					
Expenditures					
	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Adopted	% Change
Personal Services	\$ 874,431	\$ 664,828	\$ 612,774	\$ 718,790	17%
Materials & Services	29,203	23,201	23,454	31,360	34%
Total	\$ 903,634	\$ 688,029	\$ 636,228	\$ 750,150	18%
Positions Approved*	16	12.49	12.49	11.49	-8%

*Full Time Equivalence



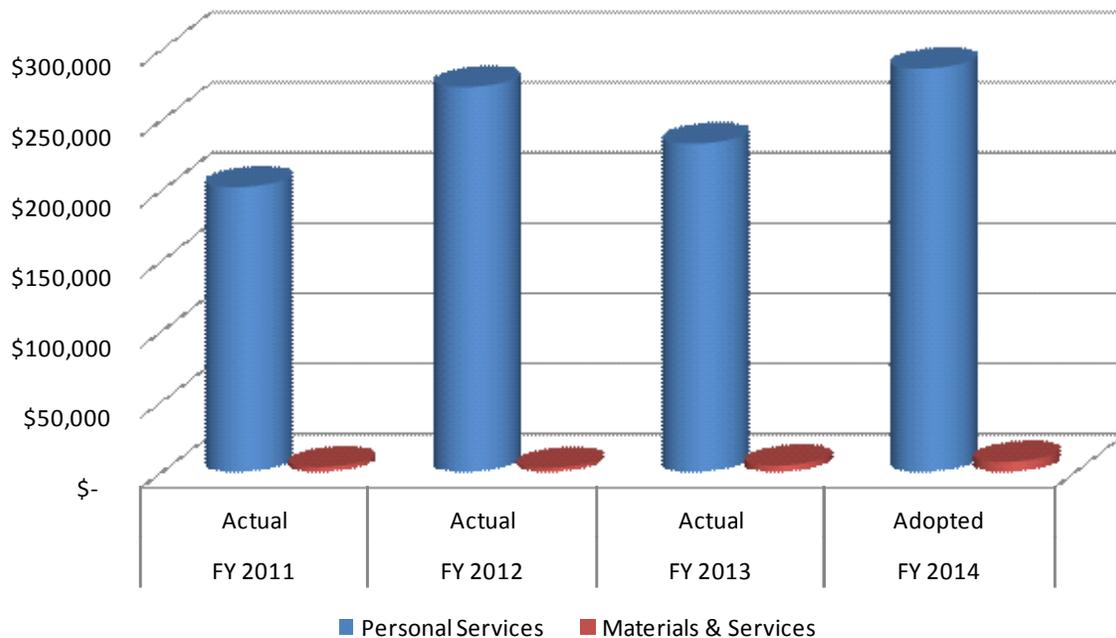
Development Services / Planning (5020)

Program Description:

The **Planning Division** within the Development Services Department implements the policy directives of the Governing Body and City Administration as they relate to the physical, social and economic development of the City. The community's physical development is managed through the subdivision review and approval process, current and long range planning efforts, land use and transportation planning. Additionally, the division maintains, monitors and updates the City's Vision 20/20 - Integrated Comprehensive Plan, provides research and analysis on a wide variety of projects including the North Central Area Plan.

DEVELOPMENT SERVICE DEPARTMENT					
Planning					
Cost Center 101-5020					
Expenditures					
	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Adopted	% Change
Personal Services	\$ 202,069	\$ 273,198	\$ 232,991	\$ 286,300	23%
Materials & Services	3,227	2,603	4,344	6,980	61%
Total	\$ 205,296	\$ 275,801	\$ 237,335	\$ 293,280	24%
Positions Approved*	4	4	4	4	0%

*Full Time Equivalence



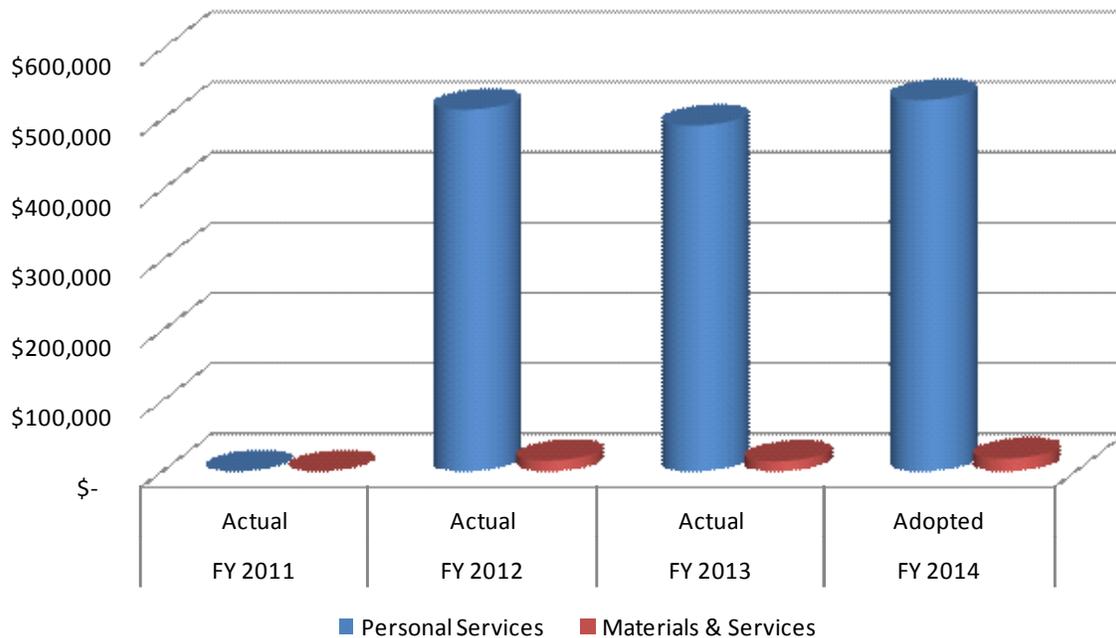
Development Services / Engineering Development (5030)

Program Description:

The division is responsible for overseeing the construction of public infrastructure built in conjunction with residential and nonresidential development. Division Staff works closely with all Divisions in Development Services Department, the Department of Public Works, developers, contractors, and outside agencies such as SCAFCFA and NMDOT.

DEVELOPMENT SERVICE DEPARTMENT Development Engineering Cost Center 101-5030 Expenditures					
	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Adopted	% Change
Personal Services	\$ -	\$ 513,539	\$ 490,994	\$ 527,263	7%
Materials & Services	-	15,302	14,251	18,000	26%
Total	\$ -	\$ 528,841	\$ 505,245	\$ 545,263	8%
Positions Approved*	0	7	7	7	0%

*Full Time Equivalence



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