



# Development Services

## Mission:

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/Ordinances and Provide Information/Guidance on Same to Customers
- Review Building Construction Plans, Administer Permits, and Perform Inspections
- Review Infrastructure Plans, Administer Permits, and Perform Inspections
- Administer Various Administrative Permits (signs, home occupations, etc.)
- Administer PZB & GB Land Use Hearing Applications
- Administer R-O-W Permits and Administer National Pollutant Discharge Elimination System (NPDES) Permit Program

## FY 17 Department Goals by City Strategic Goal:

### Strategic Goal: Infrastructure

- Assist in the Administration & Management of the Impact Fee Capital Improvement Plan (IFCIP) in accordance with the IFCIP Policy to plan for and ensure adequate infrastructure to serve citizens and businesses

### Strategic Goal: Development

- Review, Assess, and Revise as Necessary the Departmental Assessment priorities in a strategic, prioritized fashion that focusses on both long- and short-range tasks
- Revamp Specific Area Plans and design standards to provide greater overall value and ease of use for all customers
- Continue to update Zoning, Subdivision and Building Ordinances to streamline processing, create appropriate flexibility, and support quality of life and tax base goals

### Strategic Goal: Government Services

- Work with other City Departments to Update and Streamline all Application Processes to improve the customer's experience including digital plan submittals
- Commit to training personnel to implement professional, prompt, and predictable service and ensure professional, qualified and certified inspectors

## FY16 Department Accomplishments by Strategic Goal:

### Strategic Goal: Infrastructure

- Assisted in the development, administration, and management of the IFCIP including agreements. Developing updates to the Impact Fees Subchapter as required by NMSA 5-8-30(B), with proposed adoption of updates in FY 2017. Corrected several administrative processes used in the assessment of impact fees.

### Strategic Goal: Development

- Continued prioritized action items from Departmental Assessment such as increased communication strategies, implementing a more problem-solving approach, and improved process predictability.
- Completed development of the Unit 10 Specific Area Plan, and the consolidation of numerous area plans into one Central Area Plan, with proposed adoption of these plans in FY 2017.
- Revised the "zoning ordinance" to allow use of on-street public parking, and non-competing joint parking, to meet a development's or use's parking requirements.
- Revised the "zoning ordinance" to include hotels/motels as an allowable use in the C-1 zoning district.

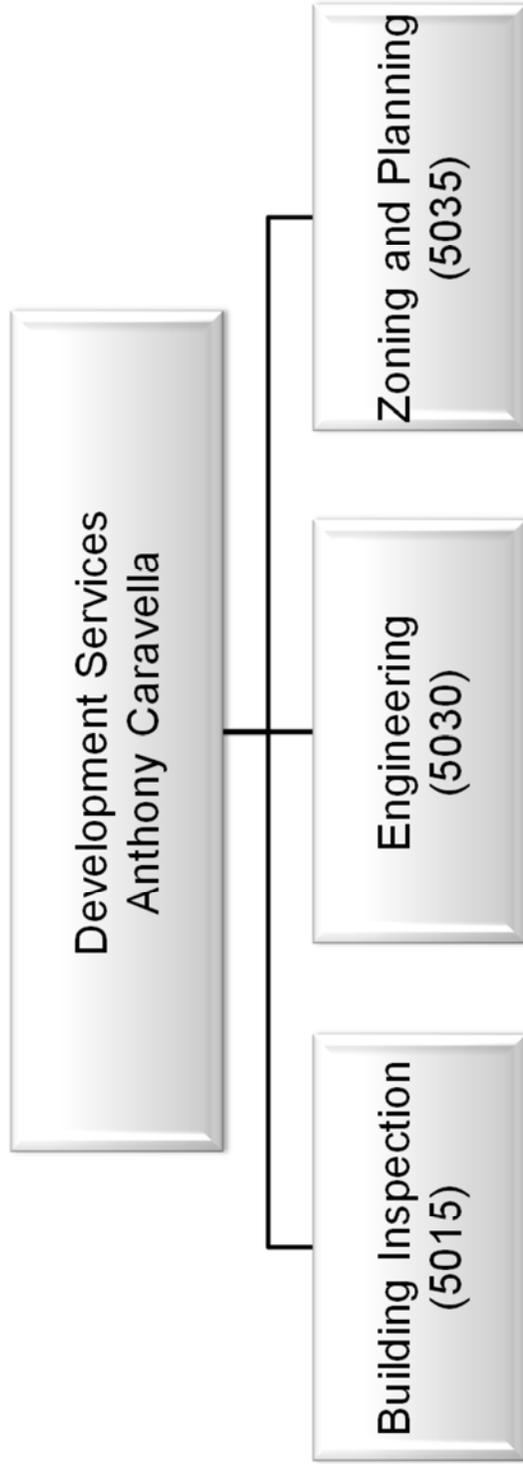
### Strategic Goal: Government Services

- Continued and improved building inspector training, including sponsoring training events in Albuquerque, expanding supervisor training, and coordinating with other building departments in the state and the State Construction Inspection Division.
- Working with the Graphic Information System (GIS) division, completed inclusion of all zoning districts, including overlay districts, and the boundaries of specific area plans in the mapping system and having this information available to the public via the city web site.



# General Fund

## City of Rio Rancho Department Budget Structure



Fiscal  
Year  
2017



General Fund

**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

Indicators	2014	2015	2016	2017
	Actual	Actual	Target	Target

**Service: Review Construction Plans**

Percent of residential plan reviews completed within target; 10 working days	97%	99%	97%	100%
Percent of non-residential plan reviews completed within target; 20 working days	97%	95%	100%	100%
Number of Residential Applications	900	1,126	1,157	960
Number of Non-Residential Applications	90	84	54	255

**Service: Perform Construction Inspections**

Percent of inspections completed within target; 2 working days from request for inspection to completion	98%	100%	100%	100%
Number of Inspections	16,300	18,615	13,555	20,000

**Service: Prepare Land use Plans/Codes**

Number of Preliminary & Final Plats processed within target; 90 days	100%	100%	100%	100%
Number of Preliminary & Final Plats*	3	3	4	6
*Processing delayed at applicant's request: 4- not included in totals				
Process complete GB/PZB applications within six weeks after receipt**	100%	90%	96%	100%
**Processing delayed at applicant's request/postponements 2 -not included in totals				
Number of ZMA Applications	14	10	6	10

**Goal: GOVERNMENT SERVICES**

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

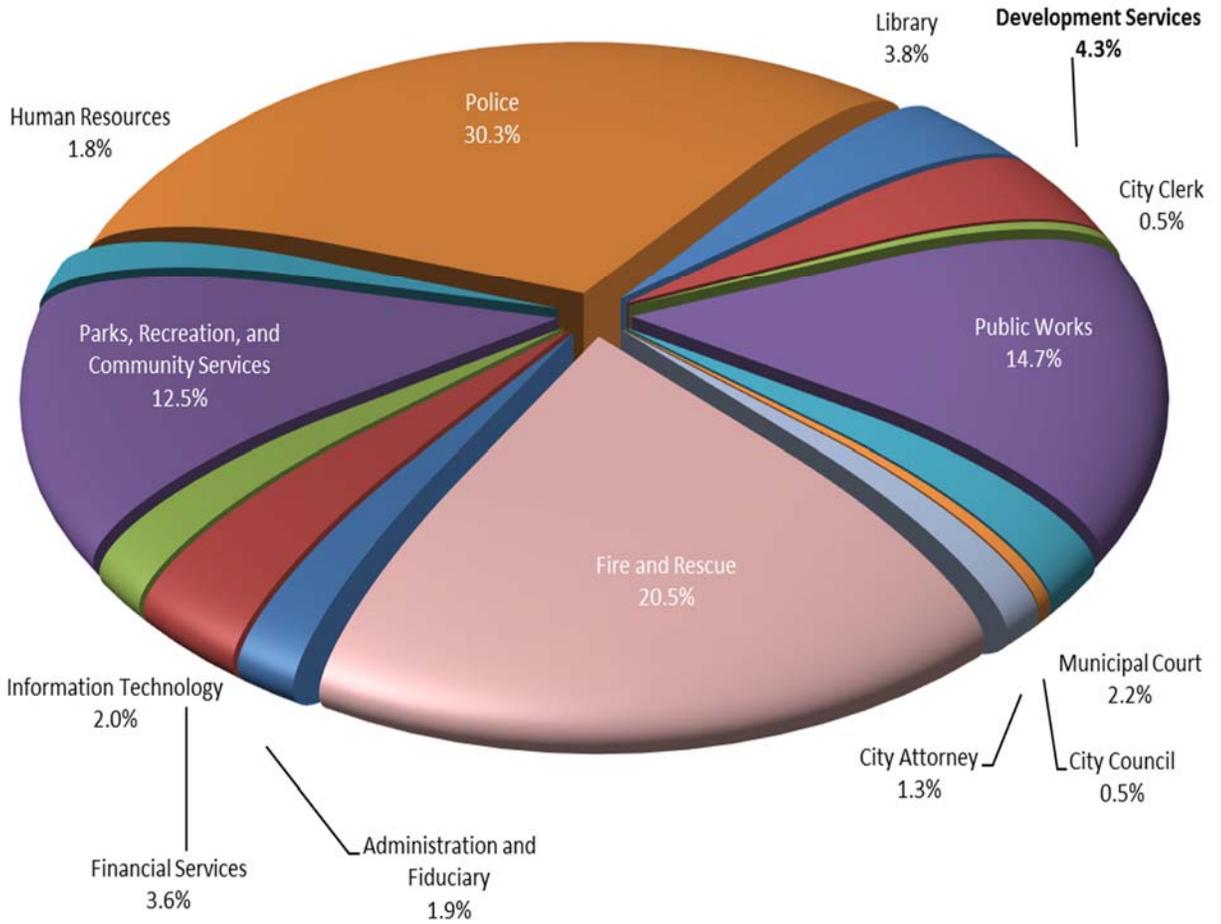
**Services**

Number of Civic Plus inquiries responses within target; 2 days	97%	100%	100%	100%
Number of on-line Inquiries	115	125	90	100

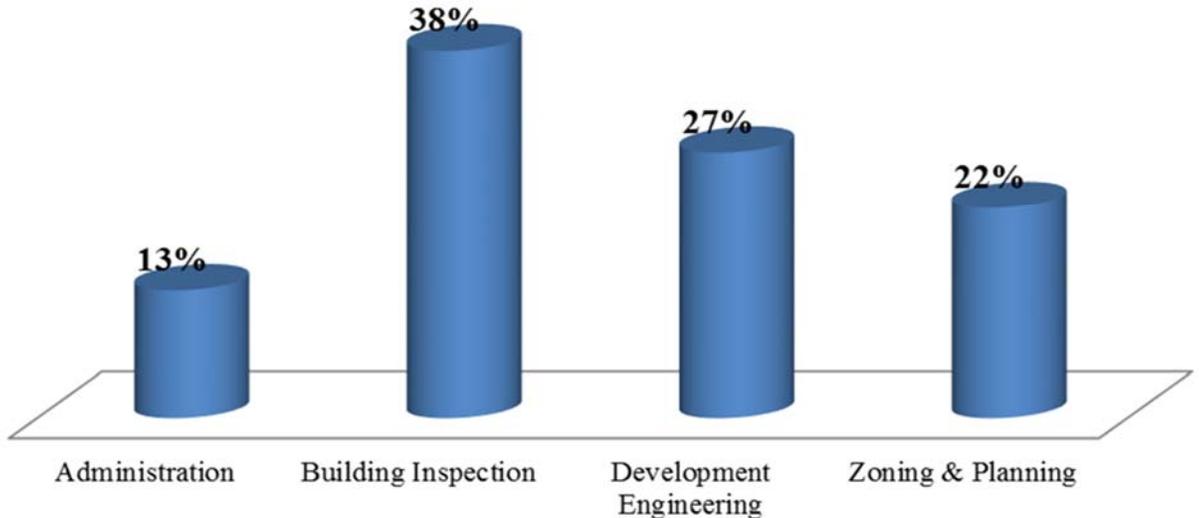
Fiscal  
Year  
2017

# Development Services

## Total Budget \$2,312,101



Percentage by Cost Center



General Fund

Fiscal  
Year  
2017

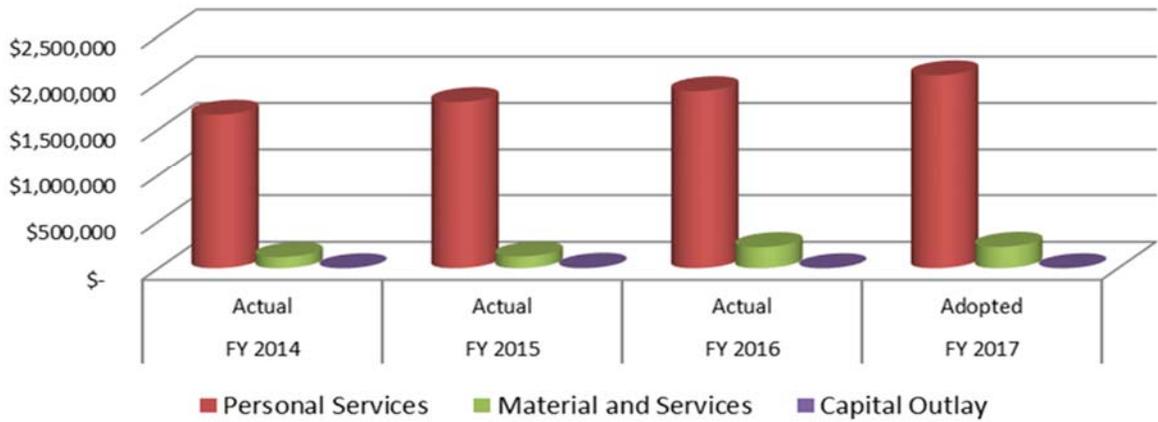


General Fund

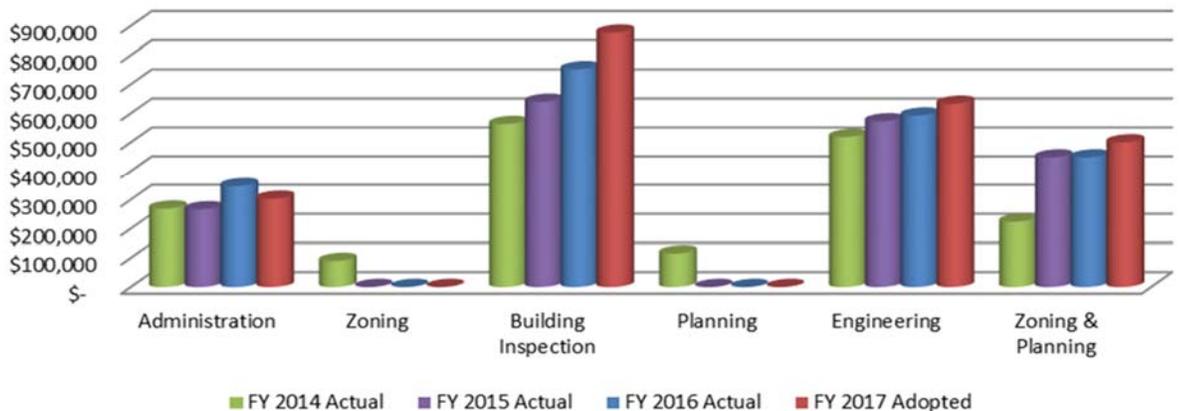
**DEVELOPMENT SERVICES DEPARTMENT  
BUDGET SUMMARY  
FISCAL YEAR 2015-2016**

<i>Object of Expenditures</i>	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted
<b>General Fund</b>				
Personal Services	\$ 1,658,764	\$ 1,794,331	\$ 1,911,945	\$ 2,082,146
Material and Services	119,952	126,534	226,579	229,955
Capital Outlay	0	5,245	0	0
<b>Total</b>	<b>\$ 1,778,716</b>	<b>\$ 1,926,110</b>	<b>\$ 2,138,524</b>	<b>\$ 2,312,101</b>
<b>Expenditure by Cost Center</b>				
<b>Cost Center</b>				
Administration	\$ 268,528	\$ 265,908	\$ 346,337	\$ 302,798
Zoning	89,716	-	-	-
Building Inspection	563,196	639,824	751,772	876,349
Planning	115,116	-	-	-
Engineering	518,716	572,630	592,459	633,070
Zoning & Planning	223,444	447,748	447,956	499,884
<b>Total</b>	<b>\$ 1,778,716</b>	<b>\$ 1,926,110</b>	<b>\$ 2,138,524</b>	<b>\$ 2,312,101</b>

**By Type of Expenditures**



**Expenditures by Cost Center**



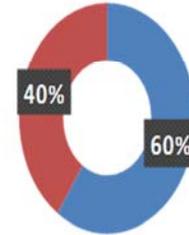
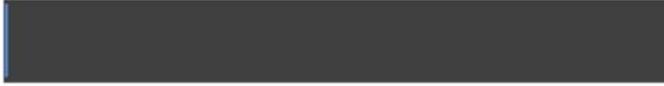
Fiscal  
Year  
2017

# Development Services/Administration (5005)

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

Percentage of General Fund

1%



■ Personal Services  
■ Materials and Services

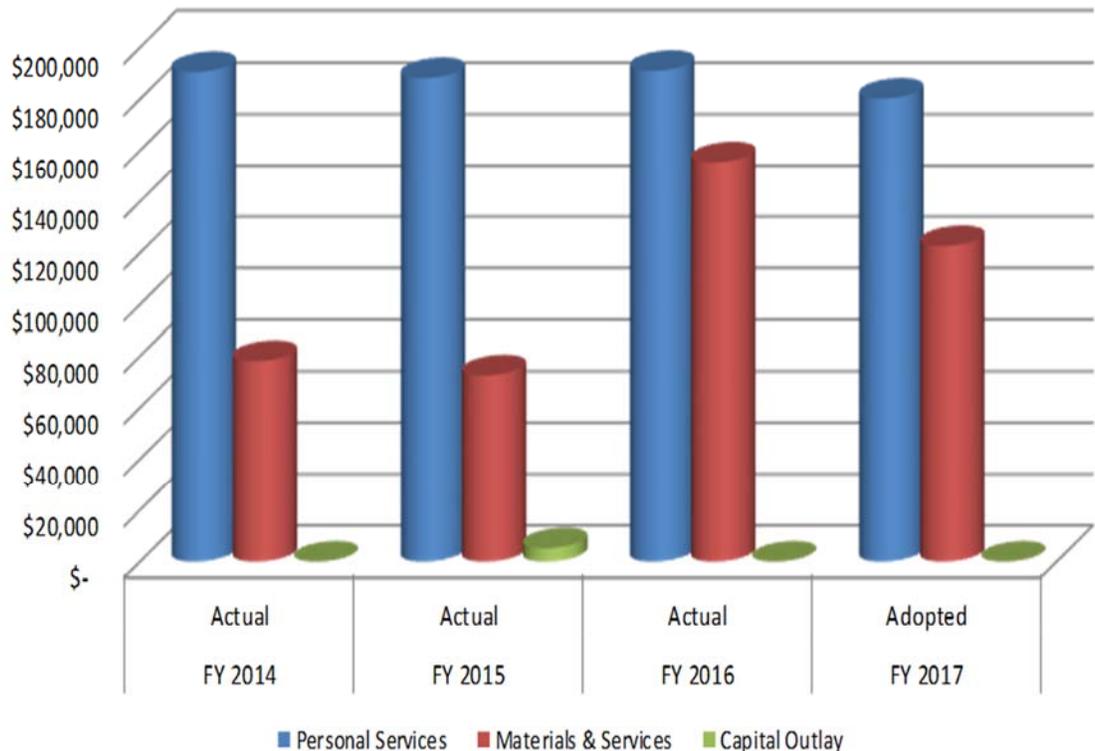
## Fiscal Year 2017 Budget

Personal Services	\$ 180,174
Materials and Services	<u>122,624</u>
<b>Total</b>	<b>\$ 302,798</b>

## Expenditures

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	% Change
Personal Services	\$ 190,480	\$ 188,139	\$ 190,918	\$ 180,174	-6%
Materials & Services	78,048	72,524	155,419	122,624	-21%
Capital Outlay	-	5,245	-	-	#DIV/0!
<b>Total</b>	<b>\$ 268,528</b>	<b>\$ 265,908</b>	<b>\$ 346,337</b>	<b>\$ 302,798</b>	<b>-13%</b>
<b>Positions Approved*</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>-33%</b>

\*Full Time Equivalence



General Fund

Fiscal  
Year  
2017

# Development Services/Zoning (5010)

This Division has been consolidated with the Planning Division. See Zoning and Planning Division (5035)

Percentage of General Fund

0%



## Fiscal Year 2017 Budget

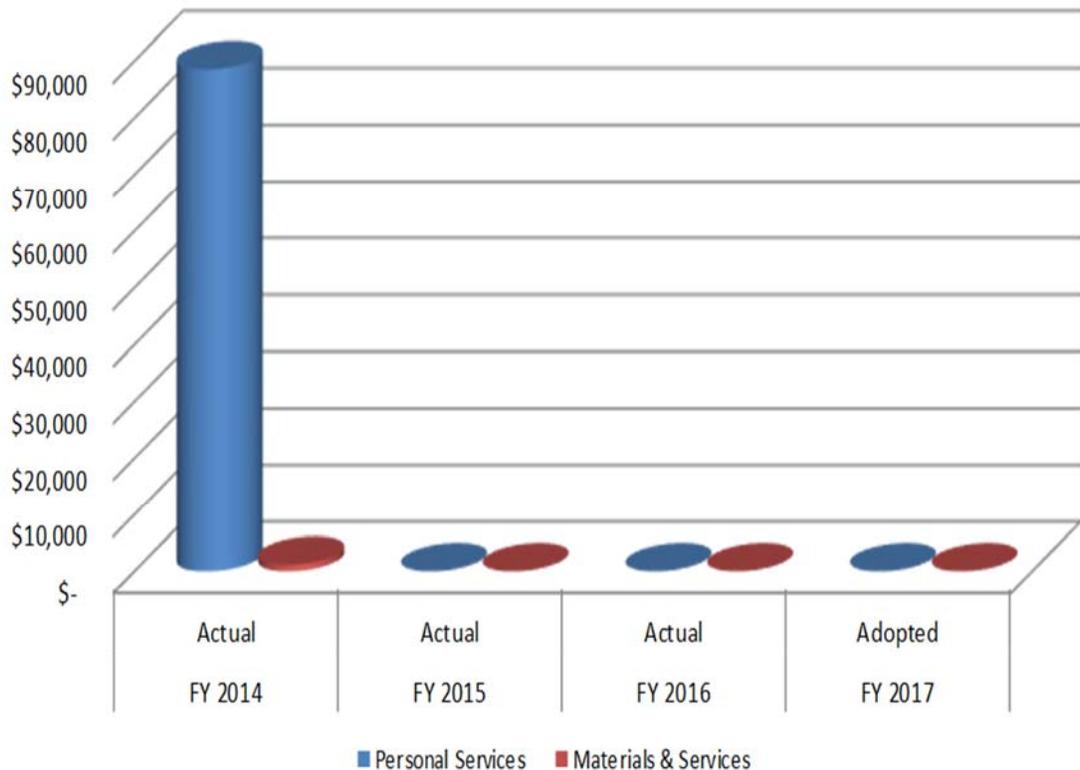
Personal Services	\$	-
Materials and Services		-
<b>Total</b>	<b>\$</b>	<b>-</b>

## Expenditures

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	% Change
Personal Services	\$ 88,552	\$ -	\$ -	\$ -	0%
Materials & Services	1,164	-	-	-	0%
<b>Total</b>	<b>\$ 89,716</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Positions Approved*</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

\*Full Time Equivalence

General Fund



Fiscal  
Year  
2017

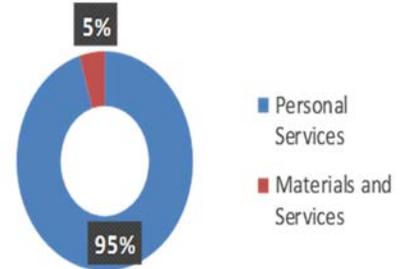
# Development Services/Building Inspection (5015)

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.



Percentage of General Fund

2%



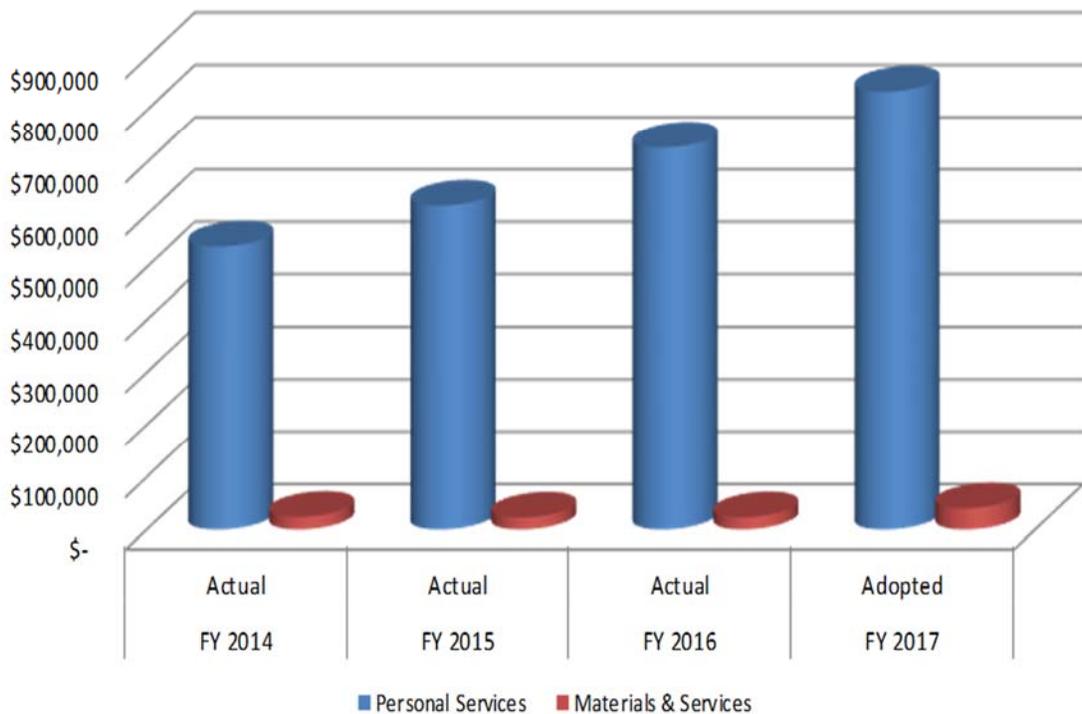
## Fiscal Year 2017 Budget

Personal Services	\$ 835,920
Materials and Services	40,429
<b>Total</b>	<b>\$ 876,349</b>

## Expenditures

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	% Change
Personal Services	\$ 539,301	\$ 617,282	\$ 728,633	\$ 835,920	15%
Materials & Services	23,895	22,542	23,139	40,429	75%
<b>Total</b>	<b>\$ 563,196</b>	<b>\$ 639,824</b>	<b>\$ 751,772</b>	<b>\$ 876,349</b>	<b>17%</b>
<b>Positions Approved*</b>	<b>11.49</b>	<b>11.49</b>	<b>11.49</b>	<b>12</b>	<b>4%</b>

\*Full Time Equivalence



General Fund

Fiscal  
Year  
2017

# Development Services/Planning (5020)

This Division has been consolidated with the Zoning Division. See Zoning and Planning Division (5035)

Percentage of General Fund

0%



## Fiscal Year 2017 Budget

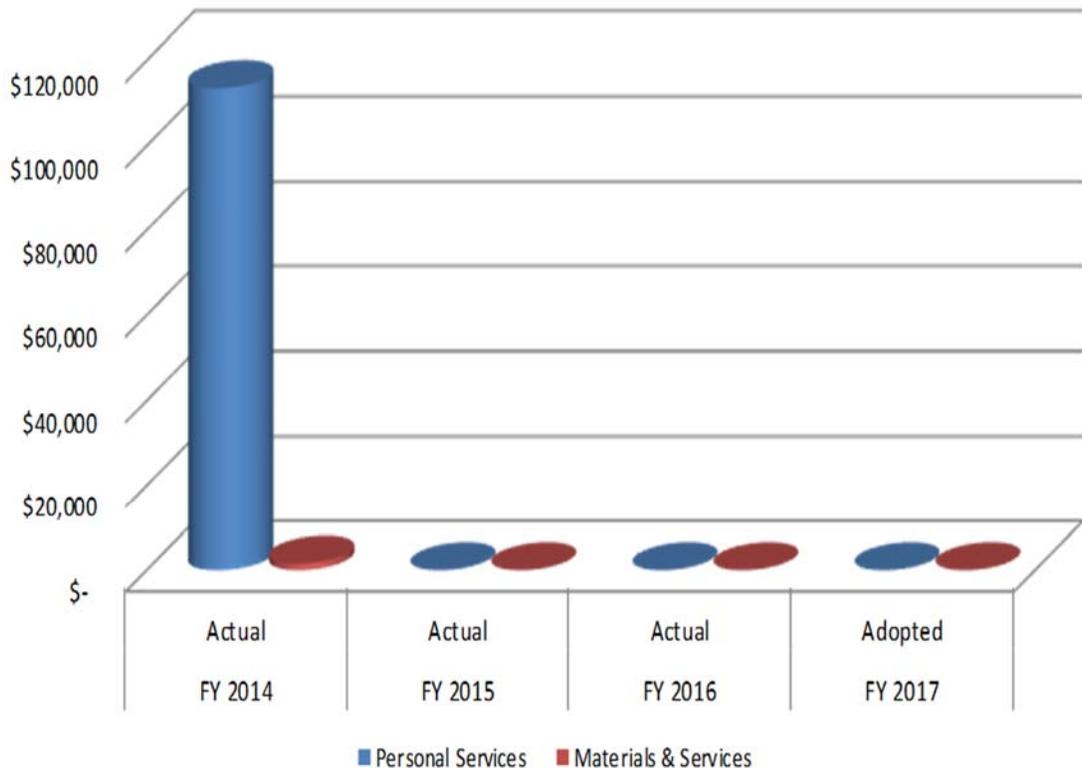
Personal Services	\$	-
Materials and Services		-
Total	\$	-

## Expenditures

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	% Change
Personal Services	\$ 113,532	\$ -	\$ -	\$ -	0%
Materials & Services	1,584	-	-	-	0%
Total	\$ 115,116	\$ -	\$ -	\$ -	0%
Positions Approved*	4	0	0	0	0%

\*Full Time Equivalence

General Fund



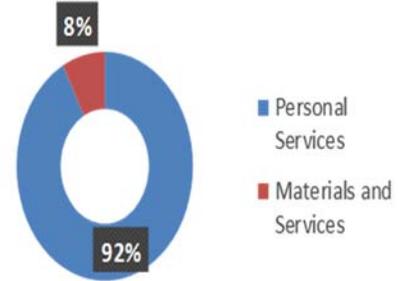
Fiscal  
Year  
2017

# Development Services/Engineering Development (5030)

The **Engineering Development** 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 SSCAFCA and NMDOT.

Percentage of General Fund

1%



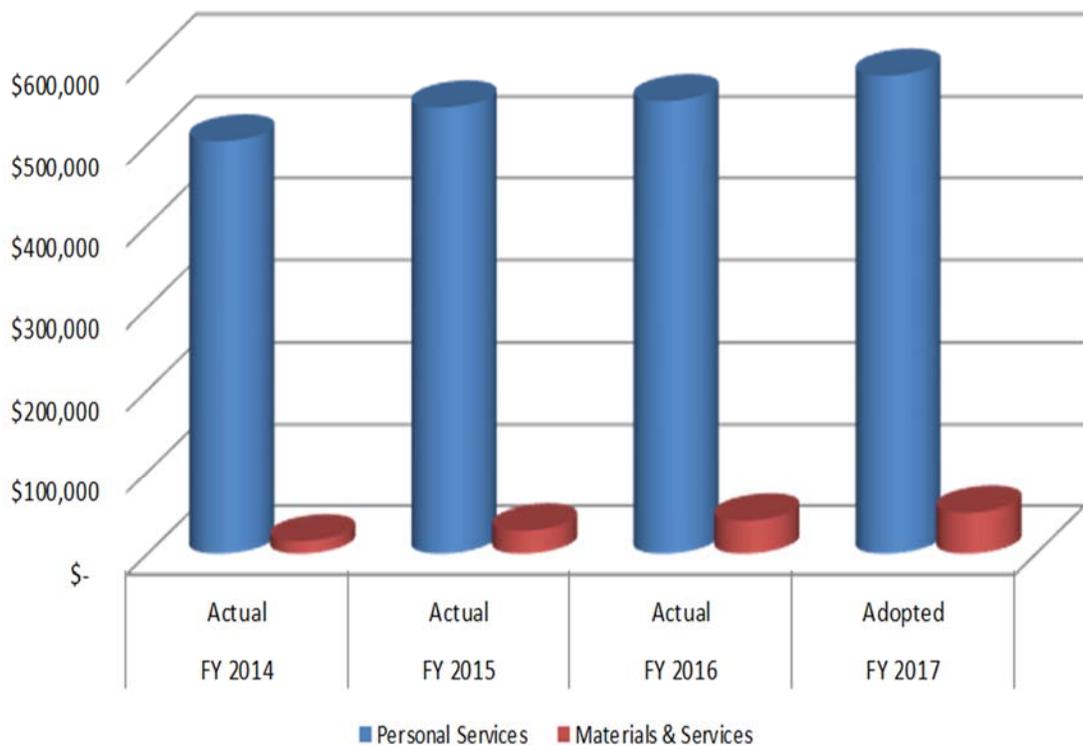
## Fiscal Year 2017 Budget

Personal Services	\$ 583,383
Materials and Services	49,687
<b>Total</b>	<b>\$ 633,070</b>

## Expenditures

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	% Change
Personal Services	\$ 503,455	\$ 544,674	\$ 552,282	\$ 583,383	6%
Materials & Services	15,261	27,956	40,177	49,687	24%
<b>Total</b>	<b>\$ 518,716</b>	<b>\$ 572,630</b>	<b>\$ 592,459</b>	<b>\$ 633,070</b>	<b>7%</b>
Positions Approved*	7	7	7	7	0%

\*Full Time Equivalence



General Fund

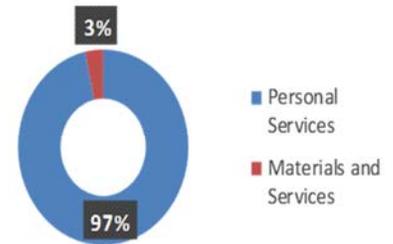
Fiscal  
Year  
2017



# Development Services/Zoning and Planning (5035)

The **Zoning and Planning Division** of Development Services implements policy adopted by the Governing Body as it relates to health, safety, welfare, land use management, physical, social and economic development. 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. 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. 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.

Percentage of General Fund 1%



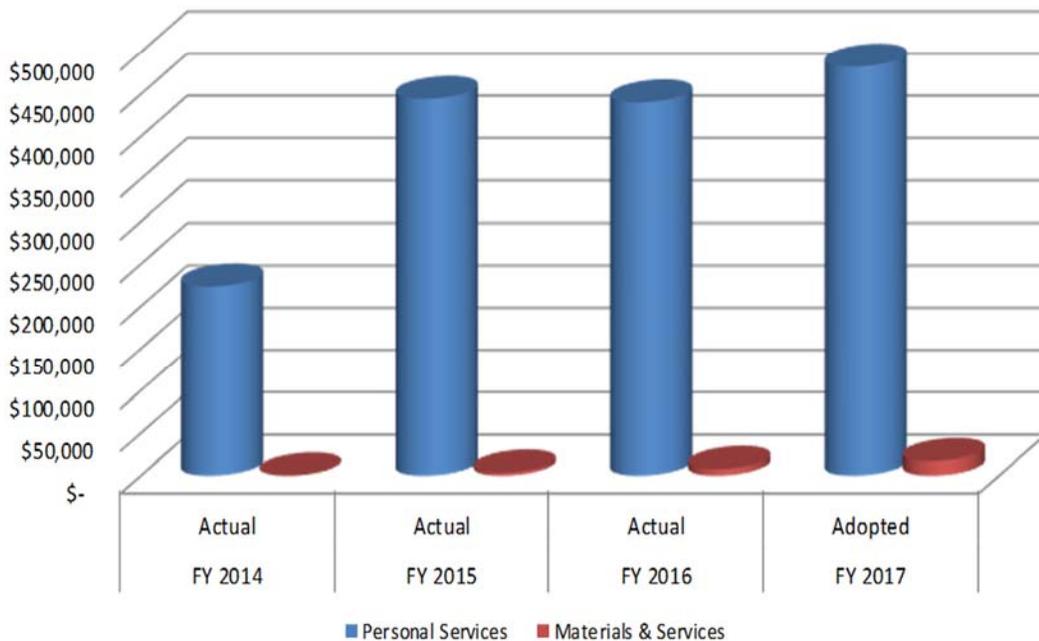
## Fiscal Year 2017 Budget

Personal Services	\$ 482,669
Materials and Services	<u>17,215</u>
<b>Total</b>	<b>\$ 499,884</b>

## Expenditures

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	% Change
Personal Services	\$ 223,444	\$ 444,236	\$ 440,112	\$ 482,669	10%
Materials & Services	-	3,512	7,844	17,215	119%
<b>Total</b>	<b>\$ 223,444</b>	<b>\$ 447,748</b>	<b>\$ 447,956</b>	<b>\$ 499,884</b>	<b>12%</b>
<b>Positions Approved*</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0%</b>

\*Full Time Equivalence



General Fund