



## 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 15 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.

#### Strategic Goal: Development

- Respond to the October 13 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 and Subdivision Ordinances to streamline processing, create appropriate flexibility, and support quality of life and tax base goals

#### Strategic Goal: Government Services

- Implement an electronic plan review submittal process
- Continue to Update and Streamline all Application Processes to improve the customer's experience
- Commit to very specific training to address mission statement goals of "professional, prompt, and predictable" service and make those goals part of annual evaluations

### FY14 Department Accomplishments by Strategic Goal:

#### Strategic Goal: Infrastructure

- Assisted in the administration and management of the IFCIP via the approval of development agreements, review and amendments to the IFCIP as warranted.

#### Strategic Goal: Development

- Prioritized action items from Departmental Assessment for implementation or completion during FY2015 or as otherwise indicted via FY15 work plans.
- Review of Specific Area Plans, relative to their effectiveness and contents was undertaken as directed by the Governing body Target date for first approvals is end of calendar year 2014.

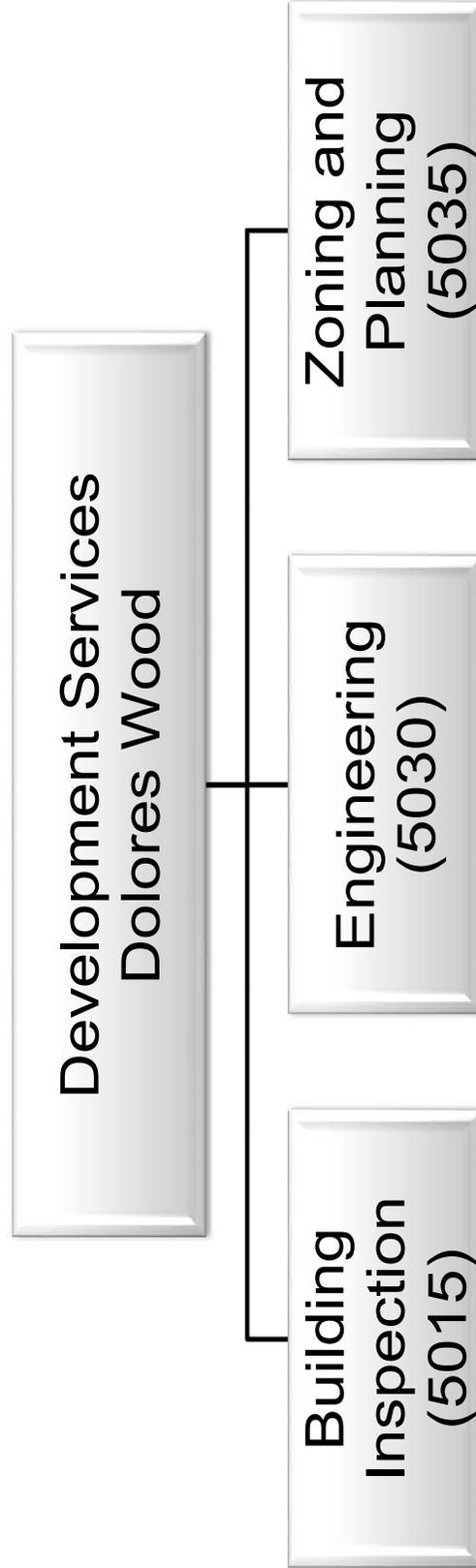
#### Strategic Goal: Government Services

- Application process packets were updated (approximately 75% done), with the most complex being tackled first. A common application form was also created.



# General Fund

## City of Rio Rancho Department Budget Structure



Fiscal  
Year  
2015



General Fund

**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	2012	2013	2014	2015
	Actual	Actual	Target	Target

**Service: Review Construction Plans**

Percent of residential plan reviews completed within target; 10 working days	100%	97%	97%	100%
Percent of non-residential plan reviews completed within target; 20 working days	100%	97%	97%	100%
Number of Residential Applications	872	852	900	952
Number of Non-Residential Applications	88	90	90	250

**Service: Perform Construction Inspections**

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

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

Number of Preliminary & Final Plats processed within target; 90 days	100%	95%	100%	100%
Number of Preliminary & Final Plats	3	3	3	6

\*Processing delayed at applicant's request: 3; not included in total

Process complete GB/PZB applications within six weeks after receipt	93%	95%	100%	100%
Number of ZMA Applications	14	10	14	15

**Goal: GOVERNMENT SERVICES**

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

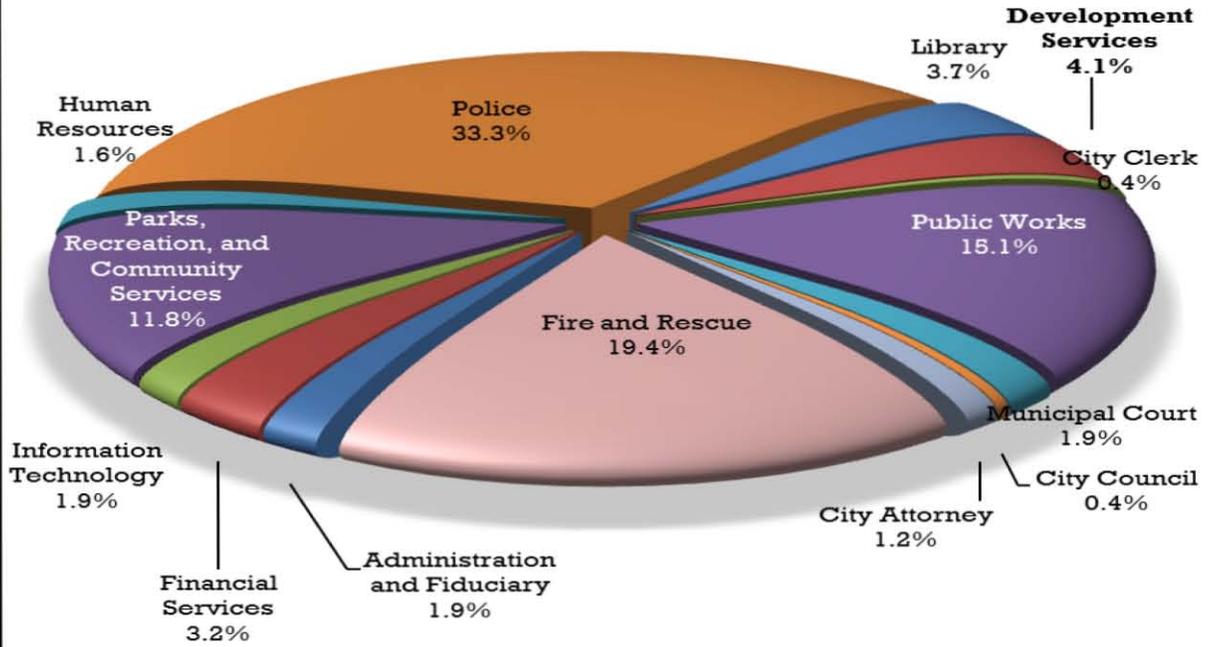
**Services**

Number of Civic Plus inquiries responses within target; 2 days	97%	97%	97%	100%
Number of on-line Inquiries	105	115	115	125

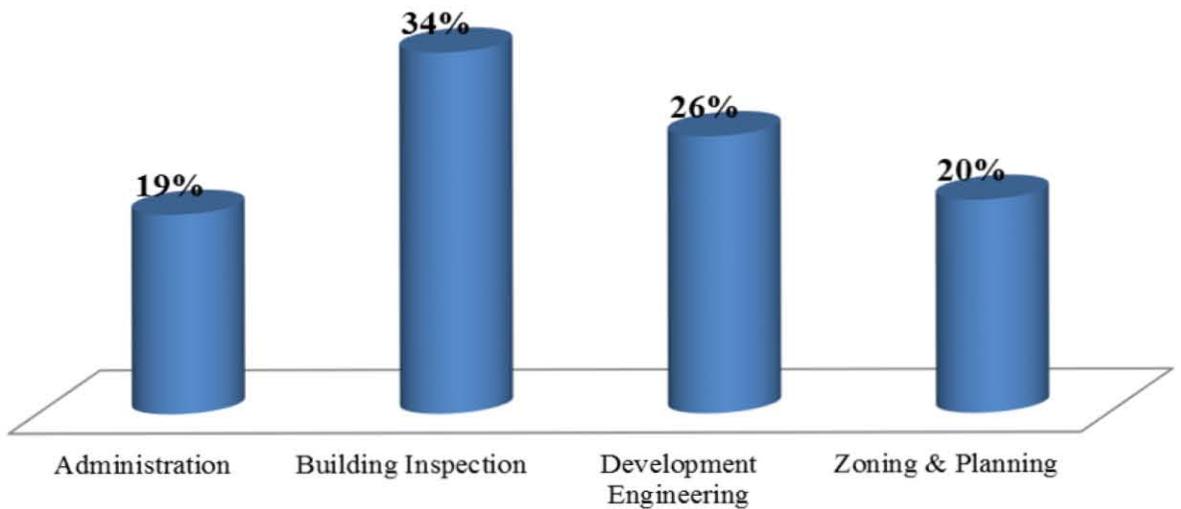
Fiscal  
Year  
2015

# Development Services

Total Budget \$2,240,077



Percentage by Cost Center



General Fund

Fiscal  
Year  
2015

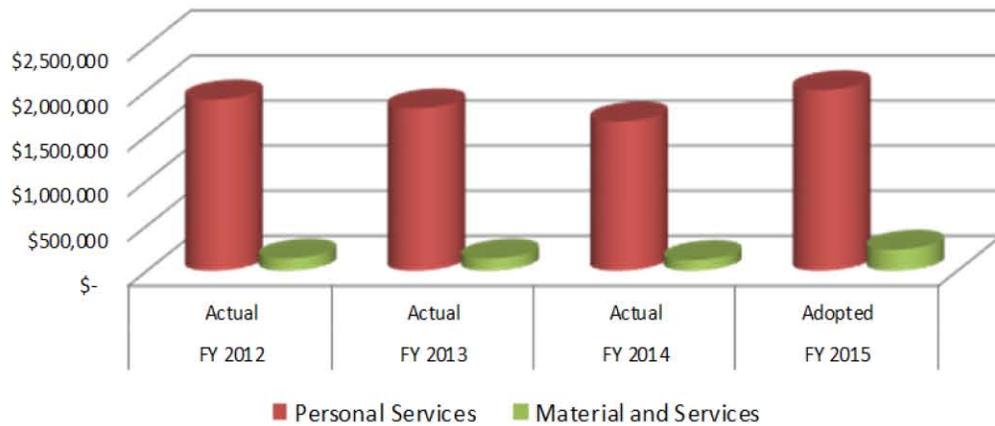


General Fund

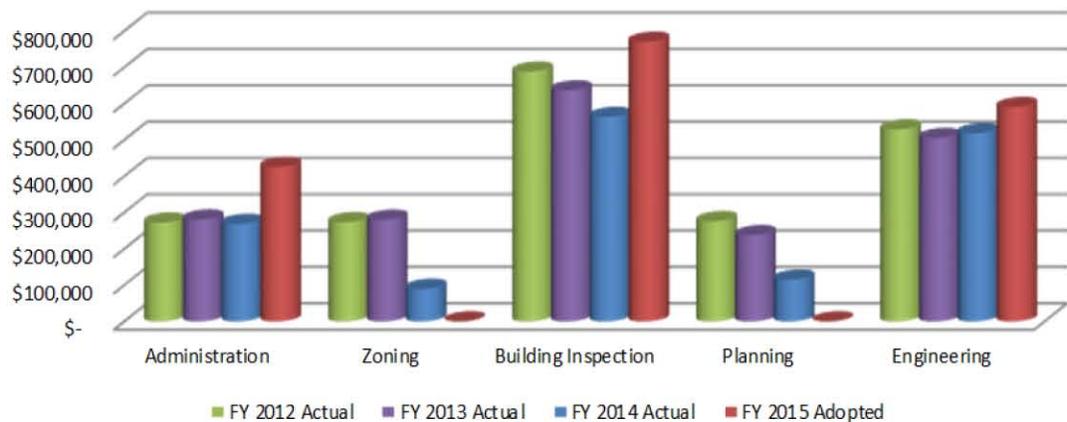
DEVELOPMENT SERVICES DEPARTMENT  
BUDGET SUMMARY  
FISCAL YEAR 2014-2015

<i>Object of Expenditures</i>	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted
<b>General Fund</b>				
Personal Services	\$ 1,900,969	\$ 1,803,455	\$ 1,658,764	\$ 2,005,027
Material and Services	137,139	136,021	119,952	235,050
<b>Total</b>	<b>\$ 2,038,108</b>	<b>\$ 1,939,476</b>	<b>\$ 1,778,716</b>	<b>\$ 2,240,077</b>
<b>Expenditure by Cost Center</b>				
<b>Cost Center</b>				
Administration	\$ 272,123	\$ 280,620	\$ 268,528	\$ 425,311
Zoning	273,314	280,048	89,716	-
Building Inspection	688,029	636,228	563,196	770,045
Planning	275,801	237,335	115,116	-
Engineering	528,841	505,245	518,716	590,588
Zoning & Planning	-	-	223,444.00	454,133
<b>Total</b>	<b>\$ 2,038,108</b>	<b>\$ 1,939,476</b>	<b>\$ 1,778,716</b>	<b>\$ 2,240,077</b>

By Type of Expenditures



Expenditures by Cost Center



Fiscal  
Year  
2015

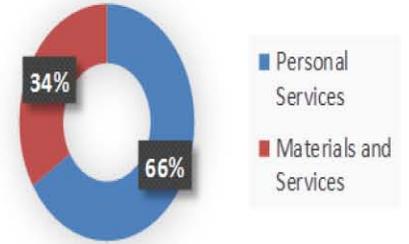


General Fund

# Development Services/Administration (5005)

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

Percentage of General Fund 0%



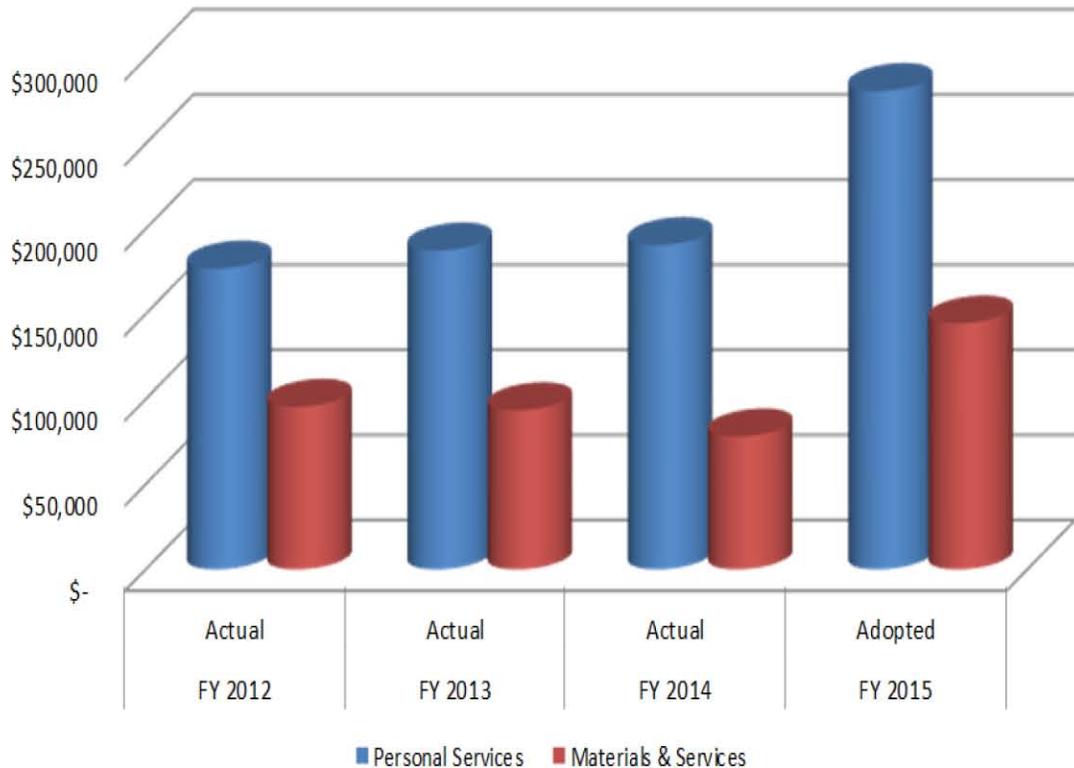
## Fiscal Year 2015 Budget

Personal Services	\$ 280,918
Materials and Services	144,393
<b>Total</b>	<b>\$ 425,311</b>

## Expenditures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	% Change
Personal Services	\$ 176,681	\$ 187,208	\$ 190,480	\$ 280,918	47%
Materials & Services	95,442	93,412	78,048	144,393	85%
<b>Total</b>	<b>\$ 272,123</b>	<b>\$ 280,620</b>	<b>\$ 268,528</b>	<b>\$ 425,311</b>	<b>58%</b>
<b>Positions Approved*</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>50%</b>

\*Full Time Equivalence



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# Development Services/Zoning (5010)

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

Percentage of General Fund

0%



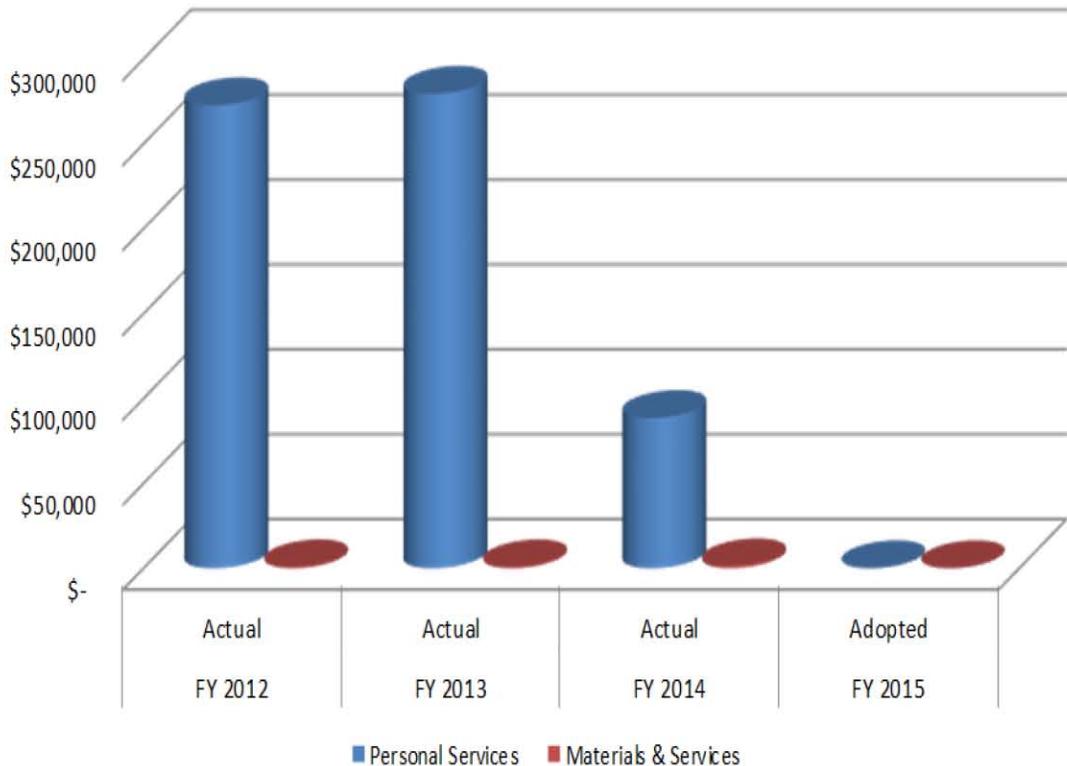
## Fiscal Year 2015 Budget

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

## Expenditures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	% Change
Personal Services	\$ 272,723	\$ 279,488	\$ 88,552	\$ -	-100%
Materials & Services	591	560	1,164	-	-100%
Total	\$ 273,314	\$ 280,048	\$ 89,716	\$ -	-100%
Positions Approved*	5	4	4	0	-100%

\*Full Time Equivalence



General Fund

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# 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.



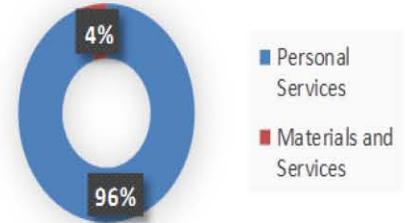
Percentage of General Fund

1%



## Fiscal Year 2015 Budget

Personal Services	\$ 737,060
Materials and Services	32,985
<b>Total</b>	<b>\$ 770,045</b>

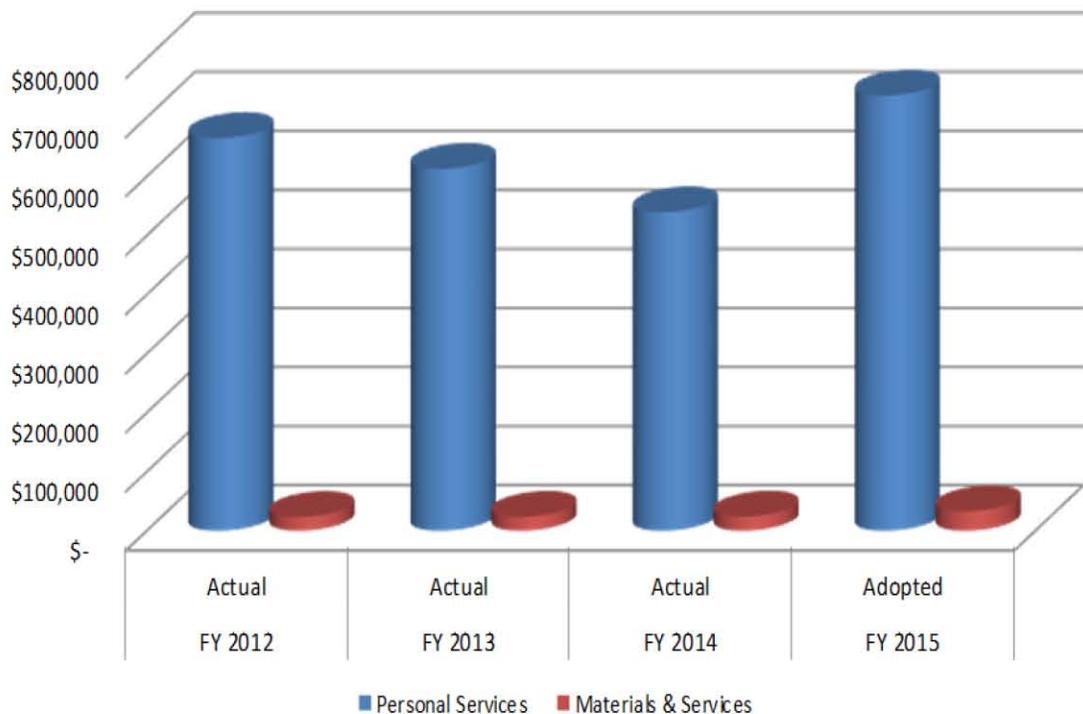


## Expenditures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	% Change
Personal Services	\$ 664,828	\$ 612,774	\$ 539,301	\$ 737,060	37%
Materials & Services	23,201	23,454	23,895	32,985	38%
<b>Total</b>	<b>\$ 688,029</b>	<b>\$ 636,228</b>	<b>\$ 563,196</b>	<b>\$ 770,045</b>	<b>37%</b>
<b>Positions Approved*</b>	<b>12.49</b>	<b>12.49</b>	<b>11.49</b>	<b>11.49</b>	<b>0%</b>

\*Full Time Equivalence

General Fund



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# Development Services/Planning (5020)

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

Percentage of General Fund 0%



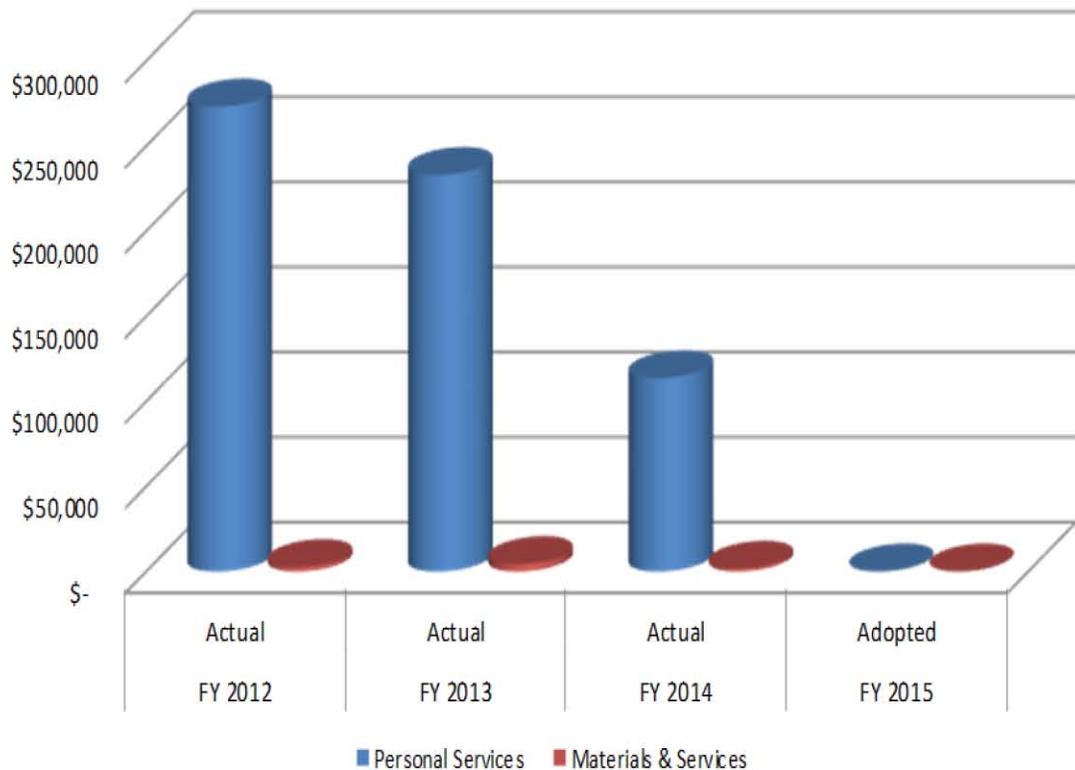
## Fiscal Year 2015 Budget

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

## Expenditures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	% Change
Personal Services	\$ 273,198	\$ 232,991	\$ 113,532	\$ -	-100%
Materials & Services	2,603	4,344	1,584	-	-100%
<b>Total</b>	<b>\$ 275,801</b>	<b>\$ 237,335</b>	<b>\$ 115,116</b>	<b>\$ -</b>	<b>-100%</b>
Positions Approved*	4	4	4	0	-100%

\*Full Time Equivalence



General Fund



## 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.

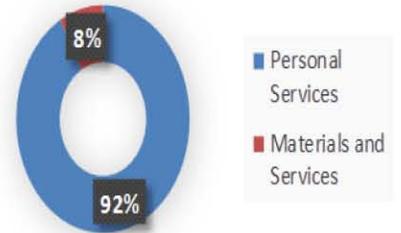
Percentage of General Fund

1%



### Fiscal Year 2015 Budget

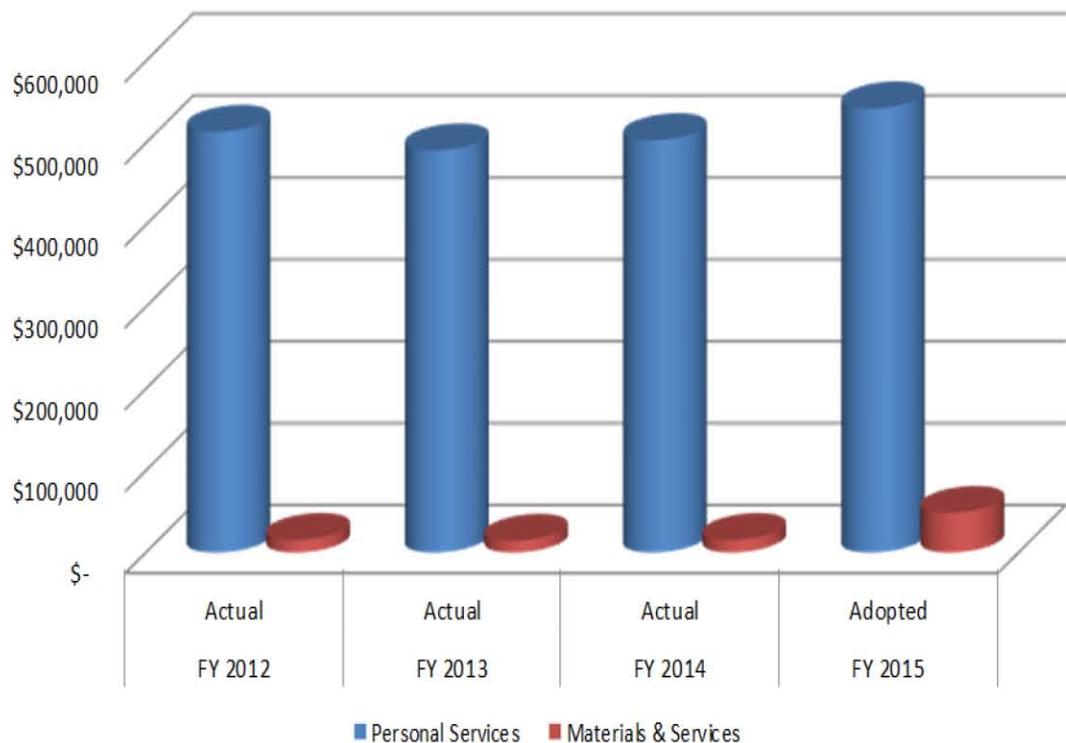
Personal Services	\$ 542,216
Materials and Services	48,372
<b>Total</b>	<b>\$ 590,588</b>



### Expenditures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	% Change
Personal Services	\$ 513,539	\$ 490,994	\$ 503,455	\$ 542,216	8%
Materials & Services	15,302	14,251	15,261	48,372	217%
<b>Total</b>	<b>\$ 528,841</b>	<b>\$ 505,245</b>	<b>\$ 518,716</b>	<b>\$ 590,588</b>	<b>14%</b>
<b>Positions Approved*</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0%</b>

\*Full Time Equivalence



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# Development Services/Zoning and Planning (5035)

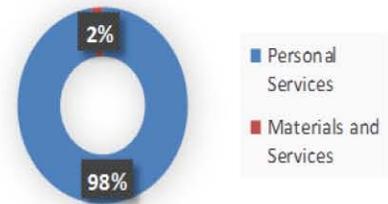
The **Zoning and Planning Division** of Development Services implements policy adopted by the Governing Body as it relates to health, safety, welfare, land use management, physical, social and economic development. In concert with the Planning Division, this staff provides technical support to the Planning 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 2015 Budget

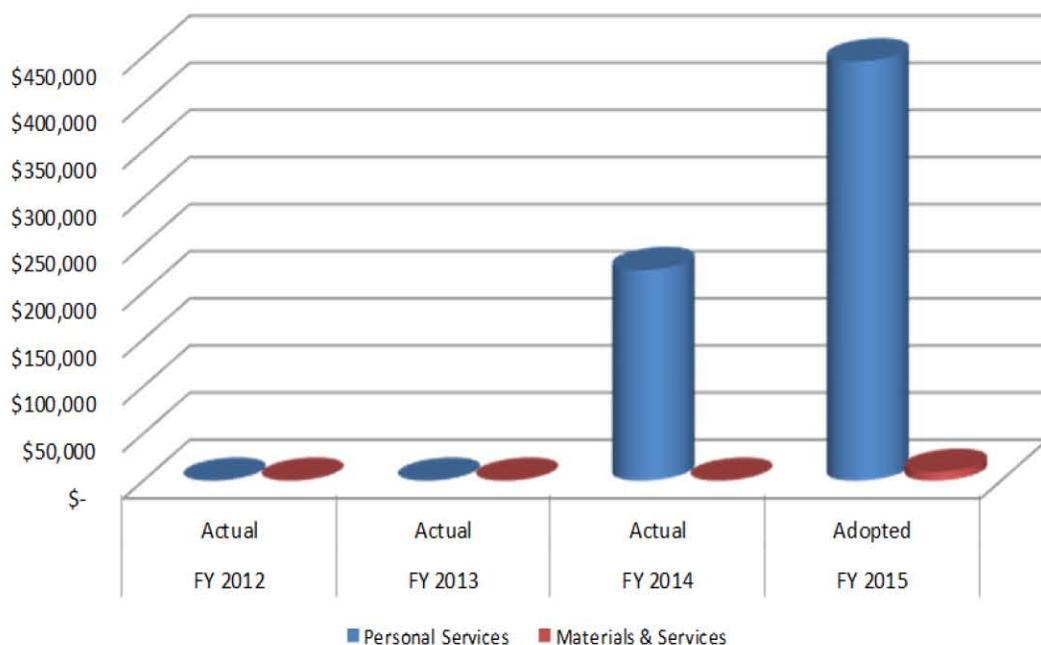
Personal Services	\$ 444,833
Materials and Services	9,300
<b>Total</b>	<b>\$ 454,133</b>



## Expenditures

	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted	% Change
Personal Services	\$ -	\$ -	\$ 223,444	\$ 444,833	99%
Materials & Services	-	-	-	9,300	0%
<b>Total</b>	\$ -	\$ -	\$ 223,444	\$ 454,133	103%
<b>Positions Approved*</b>			7	7	0%

\*Full Time Equivalence



General Fund

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**General Fund**

