



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 16 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

- Continue 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

FY15 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

- Implemented prioritized action items from Departmental Assessment such as increased communication strategies, implementing a more problem-solving approach, and improved process predictability.
- Reviewed Specific Area Plans, beginning with Unit 10, relative to their effectiveness and content was undertaken as directed by the Governing body.

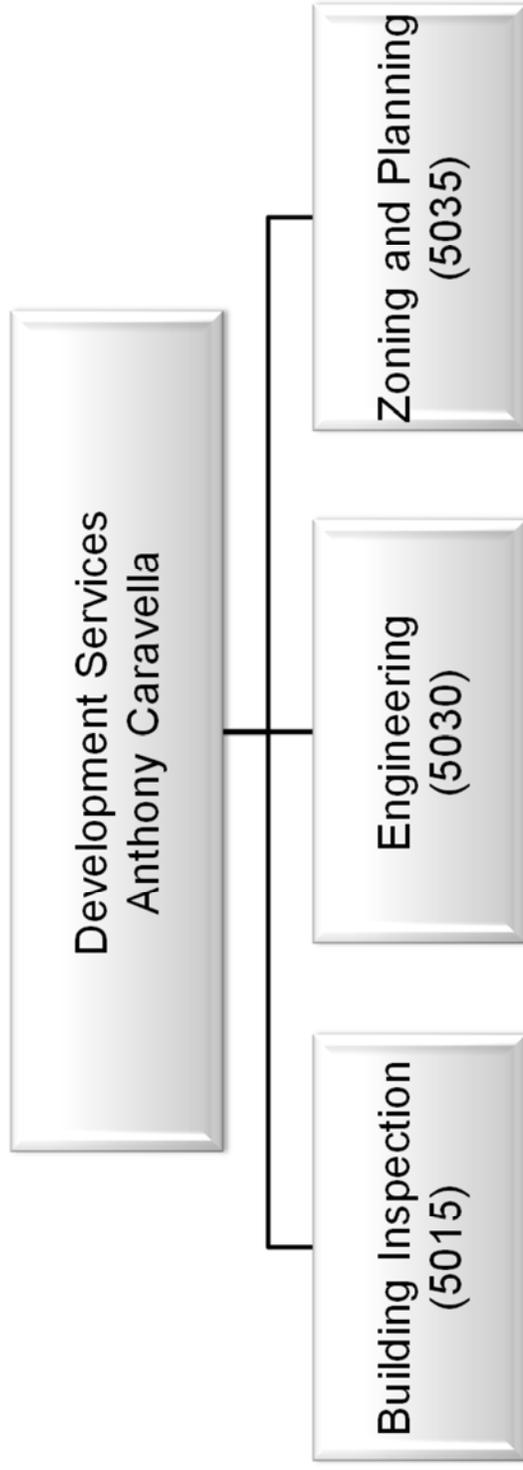
Strategic Goal: Government Services

- The completion of application process packet updating was completed including a common application form



General Fund

City of Rio Rancho Department Budget Structure



Fiscal
Year
2016



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 industrial development.

Indicators	2013	2014	2015	2016
	Actual	Actual	Target	Target

Service: Review Construction Plans

Percent of residential plan reviews completed within target; 10 working days	97%	97%	100%	100%
Percent of non-residential plan reviews completed within target; 20 working days	97%	97%	100%	100%
Number of Residential Applications	852	900	952	960
Number of Non-Residential Applications	90	90	250	255

Service: Perform Construction Inspections

Percent of inspections completed within target; 2 working days from request for inspection to completion	98%	98%	100%	100%
Number of Inspections	16,300	16,300	16,400	16500

Service: Prepare Land use Plans/Codes

Number of Preliminary & Final Plats processed within target; 90 days	95%	100%	100%	100%
Number of Preliminary & Final Plats	3	3	4	6
*Processing delayed at applicant's request: 3; not included in total				
Process complete GB/PZB applications within six weeks after receipt	95%	100%	100%	100%
Number of ZMA Applications	10	14	18	20

Goal: GOVERNMENT SERVICES

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

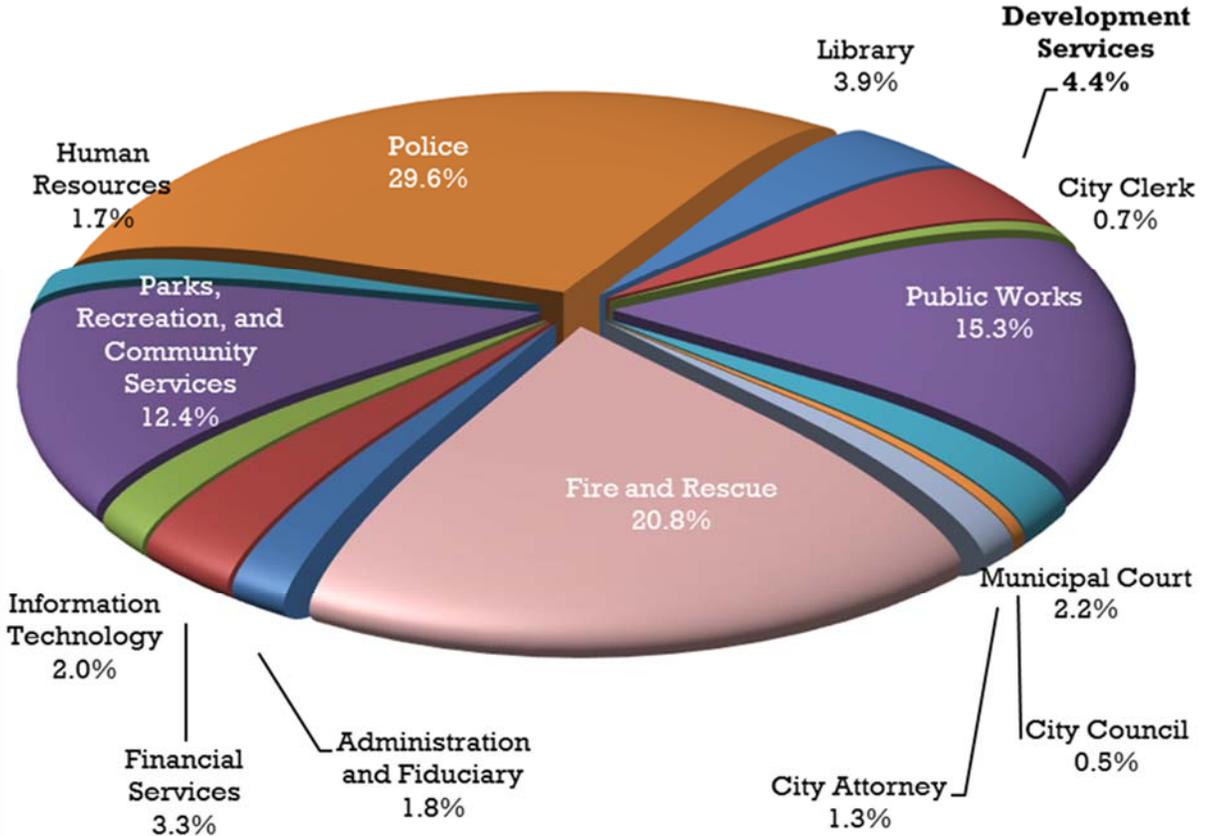
Service: Development Administrative (Customer) Services

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

Fiscal
Year
2016

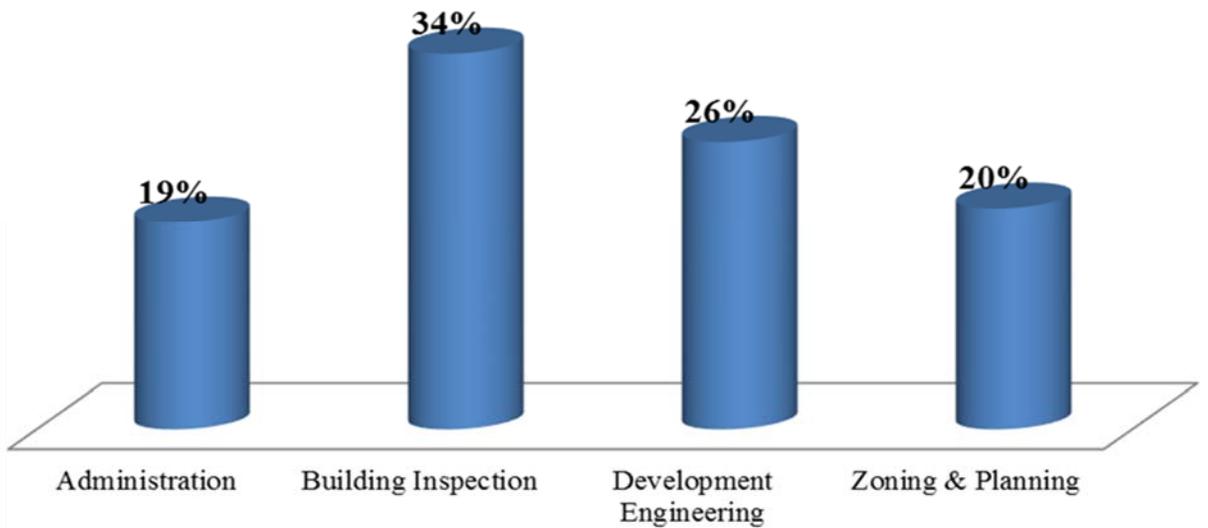
Development Services

Total Budget \$2,319,487



General Fund

Percentage by Cost Center



Fiscal
Year
2016

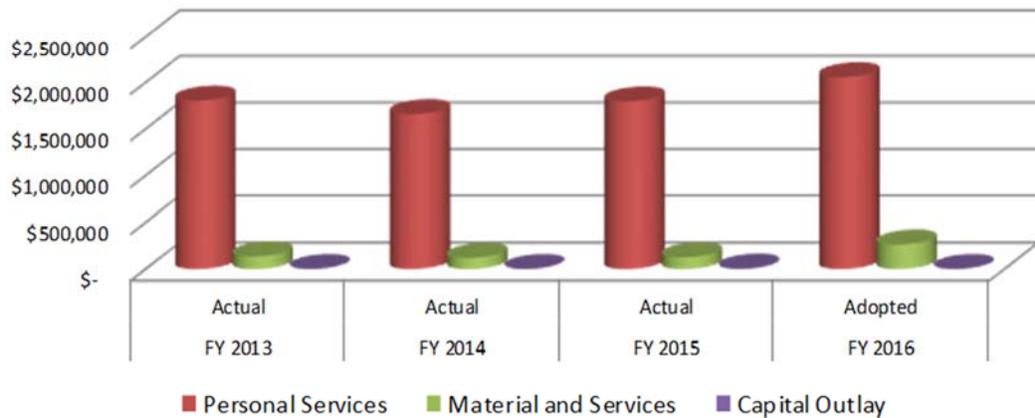


General Fund

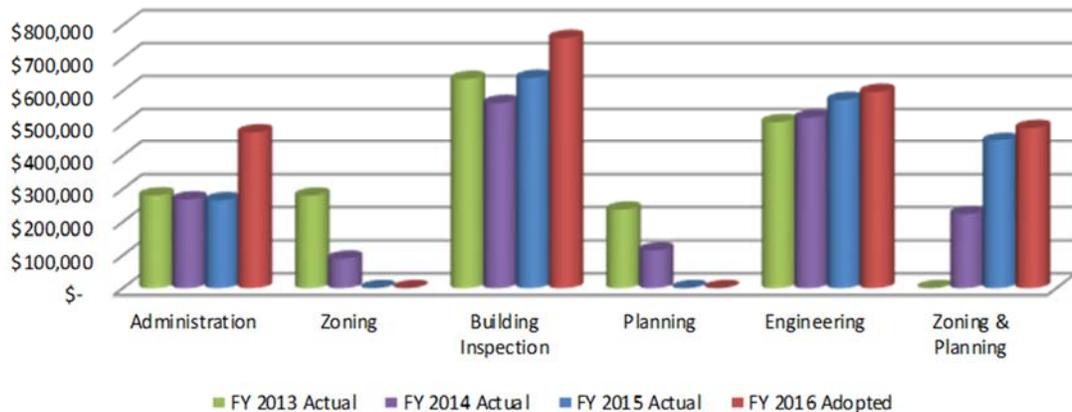
**DEVELOPMENT SERVICES DEPARTMENT
BUDGET SUMMARY
FISCAL YEAR 2015-2016**

<i>Object of Expenditures</i>	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted
General Fund				
Personal Services	\$ 1,803,455	\$ 1,658,764	\$ 1,794,331	\$ 2,055,868
Material and Services	136,021	119,952	126,534	263,619
Capital Outlay	0	0	5,245	0
Total	\$ 1,939,476	\$ 1,778,716	\$ 1,926,110	\$ 2,319,487
Expenditure by Cost Center				
Cost Center				
Administration	\$ 280,620	\$ 268,528	\$ 265,908	\$ 473,817
Zoning	280,048	89,716	-	-
Building Inspection	636,228	563,196	639,824	761,170
Planning	237,335	115,116	-	-
Engineering	505,245	518,716	572,630	597,181
Zoning & Planning	-	223,444	447,748	487,319
Total	\$ 1,939,476	\$ 1,778,716	\$ 1,926,110	\$ 2,319,487

By Type of Expenditures



Expenditures by Cost Center

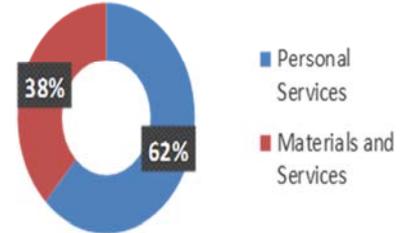


Fiscal
Year
2016

Development Services/Administration (5005)

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

Percentage of General Fund 1%



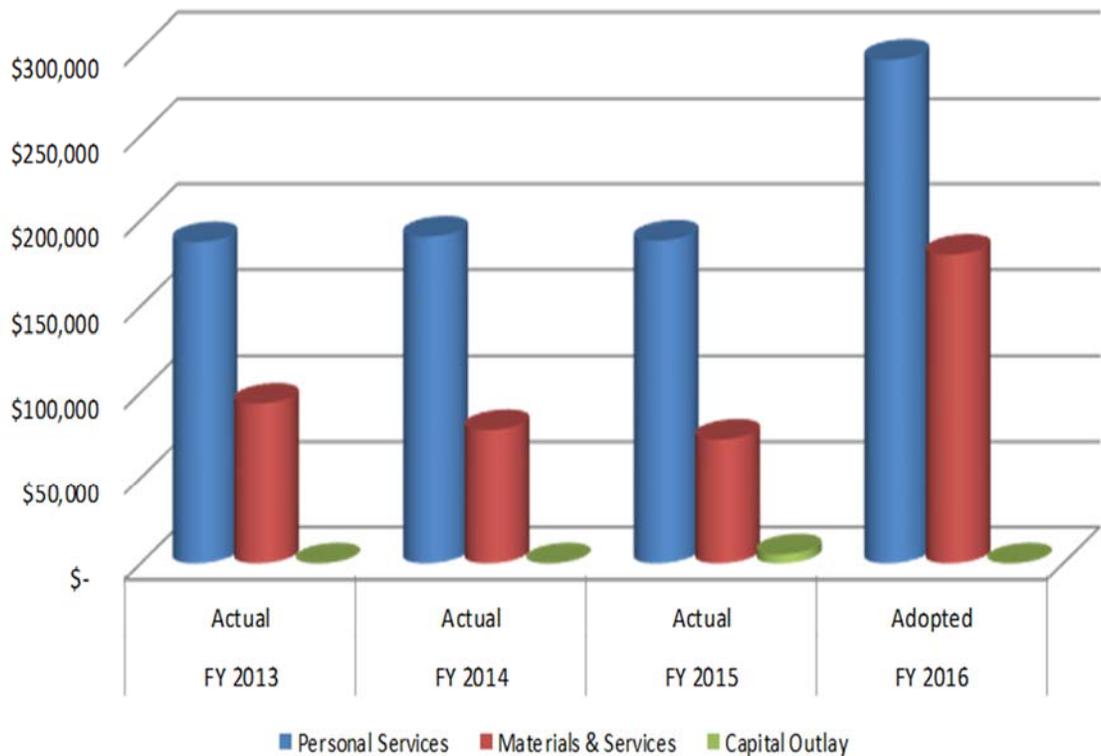
Fiscal Year 2016 Budget

Personal Services	\$ 293,893
Materials and Services	<u>179,924</u>
Total	\$ 473,817

Expenditures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	% Change
Personal Services	\$ 187,208	\$ 190,480	\$ 188,139	\$ 293,893	56%
Materials & Services	93,412	78,048	72,524	179,924	148%
Capital Outlay	-	-	5,245	-	
Total	\$ 280,620	\$ 268,528	\$ 265,908	\$ 473,817	78%
Positions Approved*	2	2	3	3	0%

*Full Time Equivalence



General Fund

Fiscal
Year
2016

Development Services/Zoning (5010)

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

Percentage of General Fund 0%



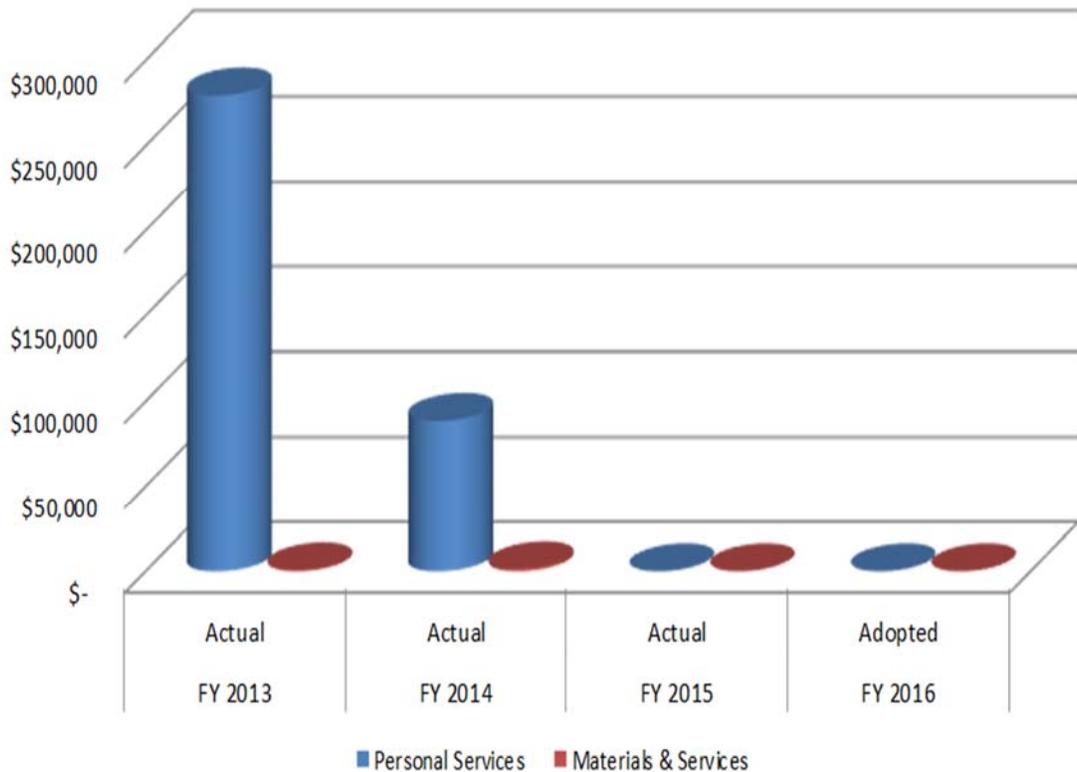
Fiscal Year 2016 Budget

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

Expenditures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	% Change
Personal Services	\$ 279,488	\$ 88,552	\$ -	\$ -	0%
Materials & Services	560	1,164	-	-	0%
Total	\$ 280,048	\$ 89,716	\$ -	\$ -	0%
Positions Approved*	4	4	0	0	0%

*Full Time Equivalence



General Fund

Fiscal
Year
2016

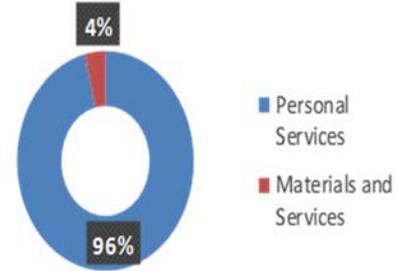
Development Services/Building Inspection (5015)

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%



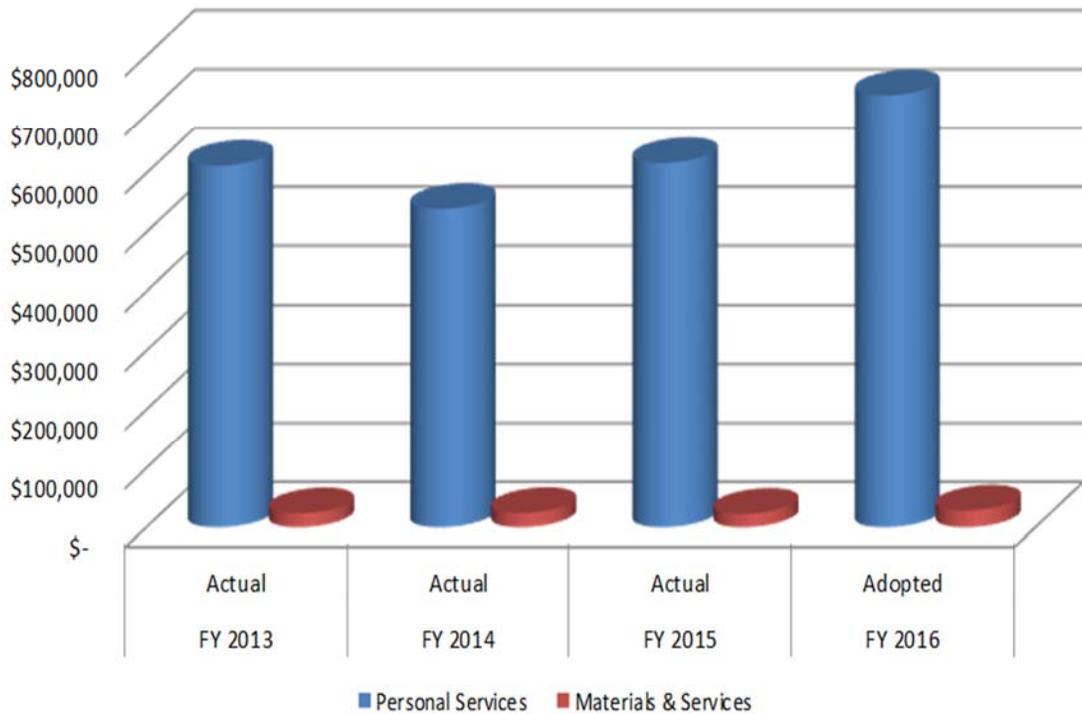
Fiscal Year 2016 Budget

Personal Services	\$ 732,955
Materials and Services	28,215
Total	\$ 761,170

Expenditures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	% Change
Personal Services	\$ 612,774	\$ 539,301	\$ 617,282	\$ 732,955	19%
Materials & Services	23,454	23,895	22,542	28,215	25%
Total	\$ 636,228	\$ 563,196	\$ 639,824	\$ 761,170	19%
Positions Approved*	12.49	11.49	11.49	11.49	0%

*Full Time Equivalence



General Fund

Fiscal
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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%



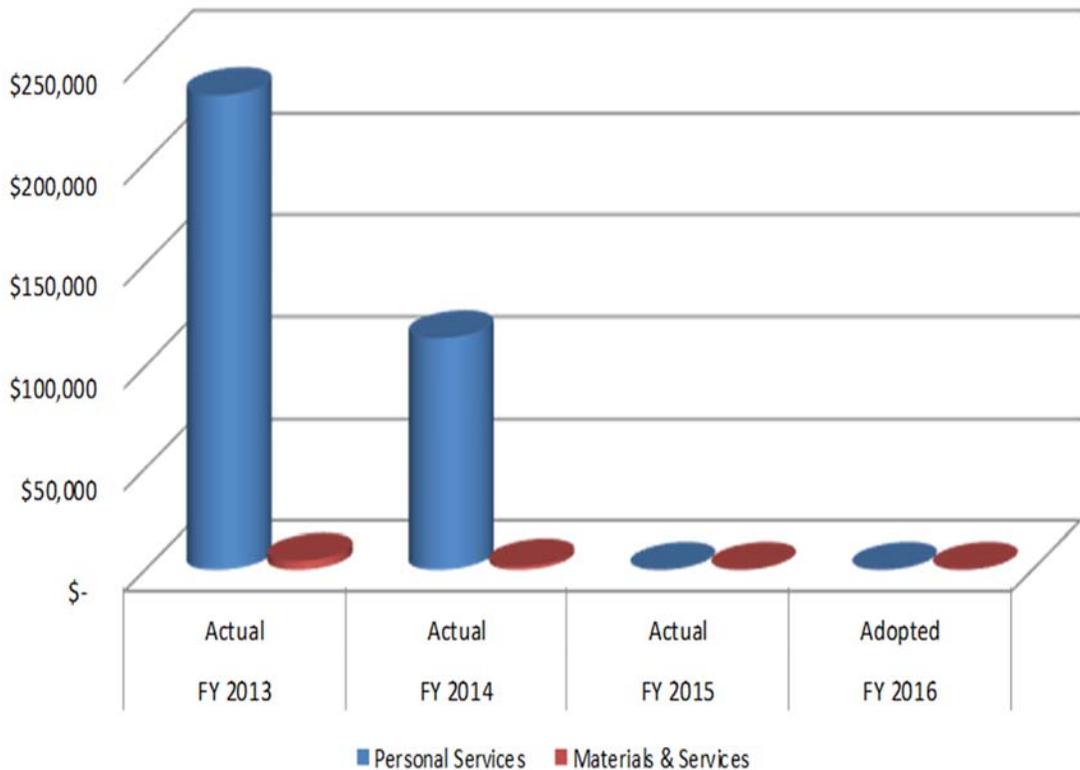
Fiscal Year 2016 Budget

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

Expenditures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	% Change
Personal Services	\$ 232,991	\$ 113,532	\$ -	\$ -	0%
Materials & Services	4,344	1,584	-	-	0%
Total	\$ 237,335	\$ 115,116	\$ -	\$ -	0%
Positions Approved*	4	4	0	0	0%

*Full Time Equivalence



General Fund

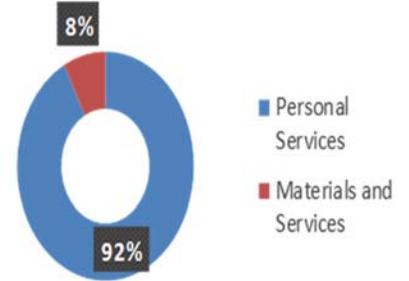
Fiscal
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Development Services/Engineering Development (5030)

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 2016 Budget

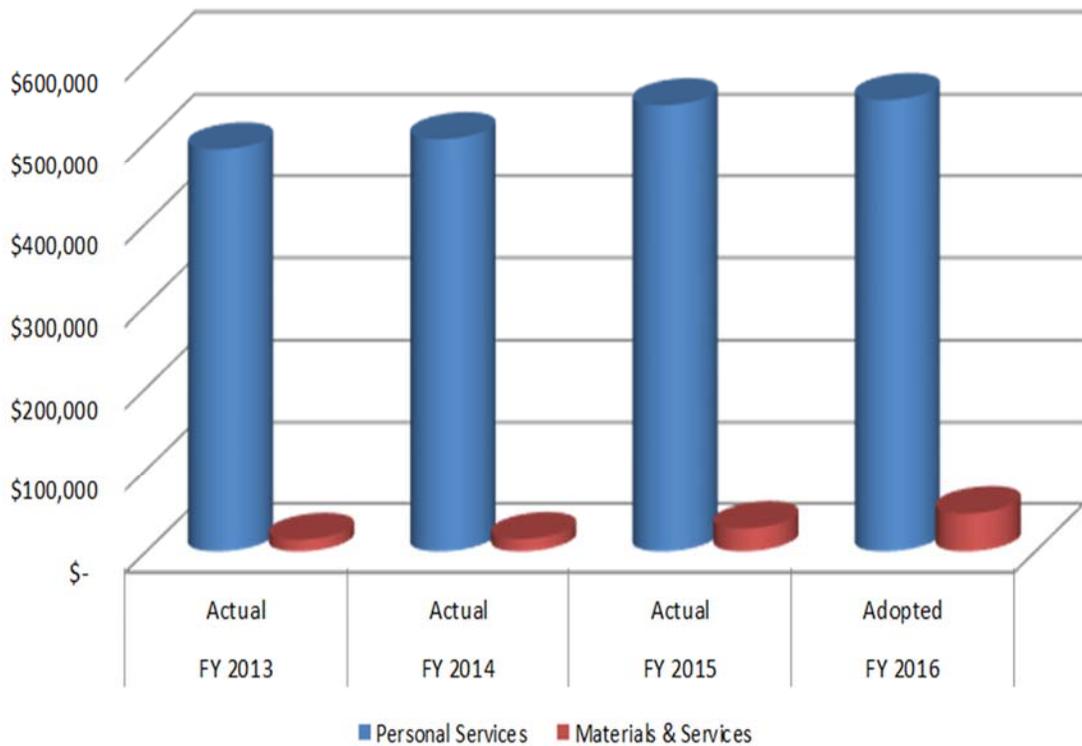
Personal Services	\$ 551,001
Materials and Services	46,180
Total	\$ 597,181

Expenditures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	% Change
Personal Services	\$ 490,994	\$ 503,455	\$ 544,674	\$ 551,001	1%
Materials & Services	14,251	15,261	27,956	46,180	65%
Total	\$ 505,245	\$ 518,716	\$ 572,630	\$ 597,181	4%
Positions Approved*	7	7	7	7	0%

*Full Time Equivalence

General Fund



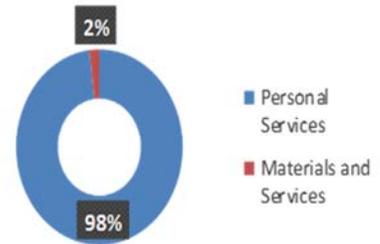
Fiscal
Year
2016



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%



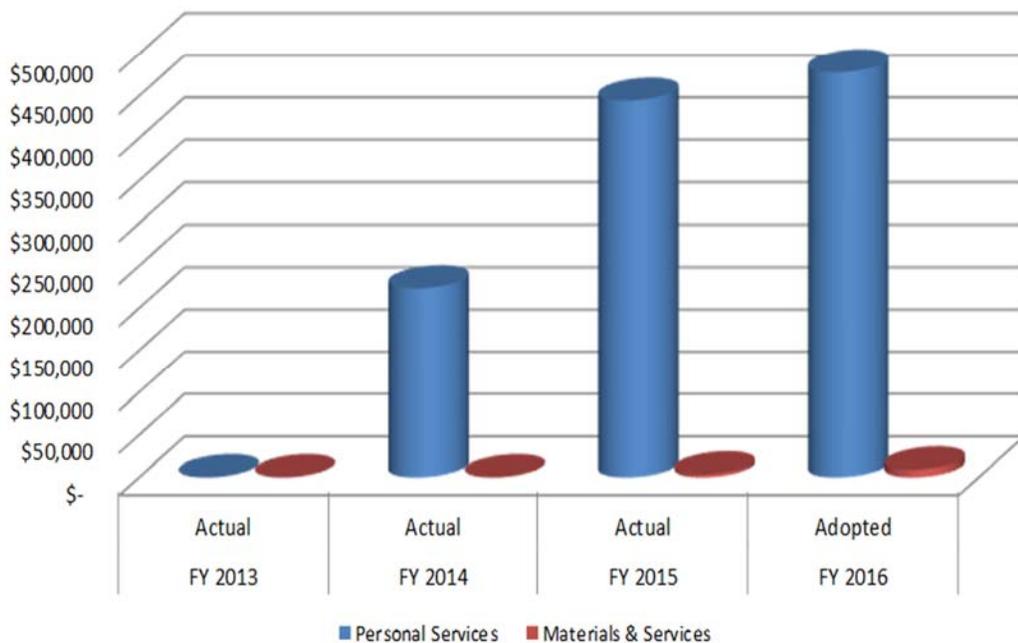
Fiscal Year 2016 Budget

Personal Services	\$ 478,019
Materials and Services	<u>9,300</u>
Total	\$ 487,319

Expenditures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	% Change
Personal Services	\$ -	\$ 223,444	\$ 444,236	\$ 478,019	8%
Materials & Services	-	-	3,512	9,300	0%
Total	\$ -	\$ 223,444	\$ 447,748	\$ 487,319	9%
Positions Approved*		7	7	7	0%

*Full Time Equivalence



General Fund