

## DEVELOPMENT SERVICES DEPARTMENT

The Development Services Department is comprised of four divisions. They are the Building Division, Planning Division, Zoning Division and Development Engineering Division. Development Services is a multi-faceted department that collaborates with other city departments and other agencies as we review development plans and assist customers with various permit processes. Development Services staff serve as liaison between citizens, the development community and municipal government agencies. Department staff seeks to provide prompt, professional and predictable services to our citizens and the development community while protecting the health, safety and welfare of the public.

This Fiscal Year, the Development Services Department will focus on implementing changes that serve to improve overall the various development permitting and application processes the Department is responsible for managing. Implementing applicable policies, goals, and actions contained in the City's Strategic Plan and the recently amended Comprehensive Plan will be priority for the Department to ensure quality development for Rio Rancho of the future. Our goal is to foster a family friendly community with an appropriate balance of housing, employment, recreational, cultural, and educational opportunities so Rio Rancho will be a safe, healthy and sustainable community.

### **Overview of each Division**

The **Planning Division**, in collaboration with the Zoning Division 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 land use planning efforts and transportation planning. Additionally, the division maintains, monitors and updates the City's Vision 2020 – Integrated Comprehensive Plan and provides research and analysis on a wide variety of projects.

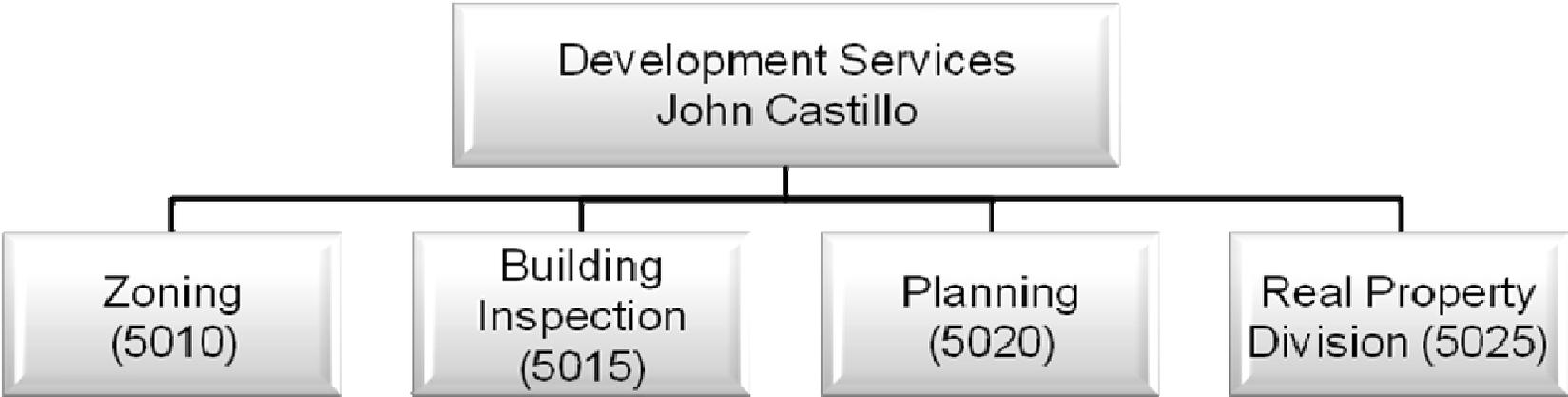
The **Building Division** is charged with ensuring that all building construction over which the City has jurisdiction conforms to the standards set forth by the Governing Body and the State of New Mexico. This includes the issuance of building permits, the monitoring of construction, the inspection 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.

The **Zoning Division** in collaboration with the Planning Division 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 Governing Body 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. They also evaluate and prepare

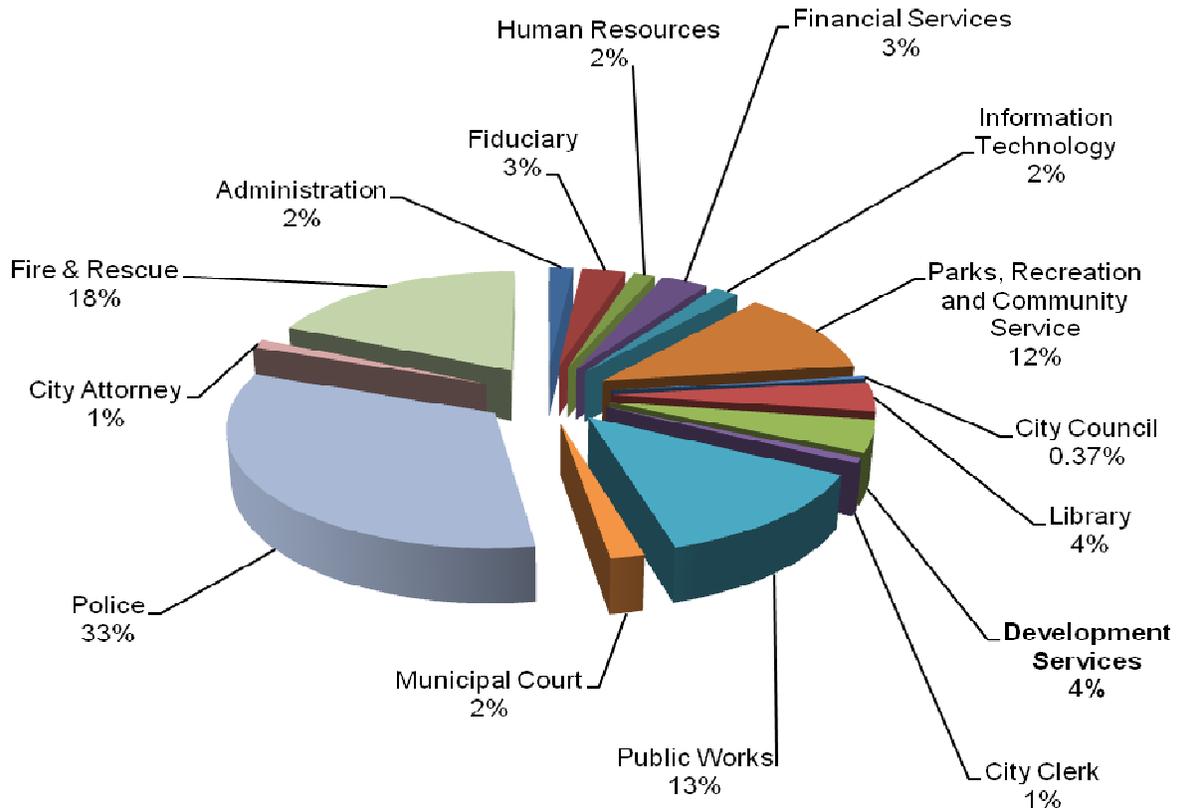
recommendations to appeal and special exception applications for review and approval by the Planning & Zoning Board and the Governing Body.

The **Development Engineering 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 DSD, the Department of Public Works, developers, contractors, and outside agencies such as SSCAFCA and NMDOT. The Engineering Division's duties include the review of proposed residential and commercial development to ensure that infrastructure complies with City design standards and policies. Post construction inspection and acceptance of public infrastructure is the responsibility of this Division as well as the issuance of Right-of-Way permits to ensure that all work performed in the public right-of-way complies with City and Federal standards and does not endanger the traveling public. The DED is also charged with managing the City's NPDES (National Pollution Discharge Elimination System) program, the review of single-family residential building plans to ensure compliance with the City's grading and drainage requirements, and responding to citizen concerns and inquiries pertaining to work in the right-of-way, damaged infrastructure, illicit pollution discharge, grading/drainage issues, and dust complaints.

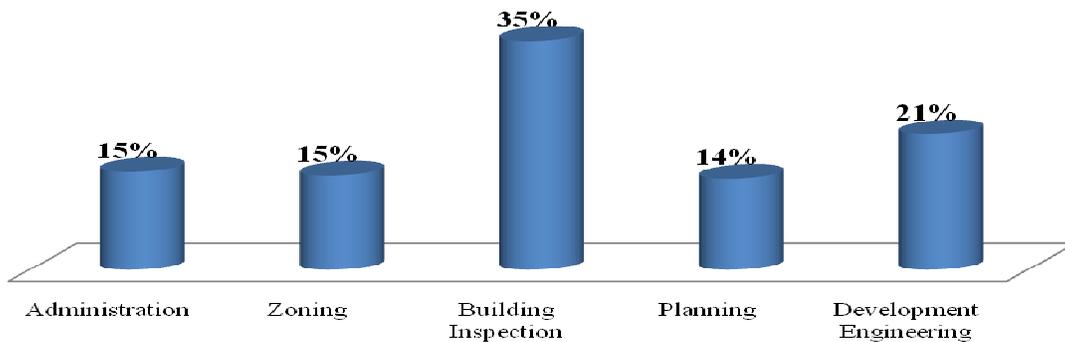
**City of Rio Rancho  
Department Budget Structure**



**GENERAL FUND  
FISCAL YEAR 2012  
Development Services  
Total Budget \$2,265,269**



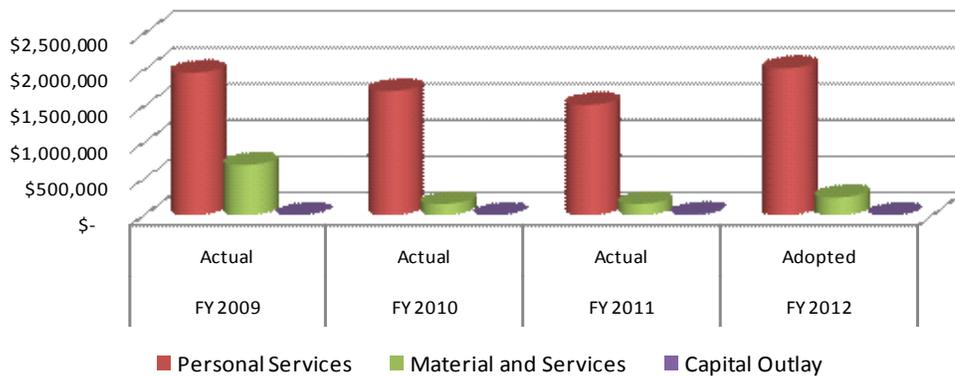
**Percentage by Cost Center**



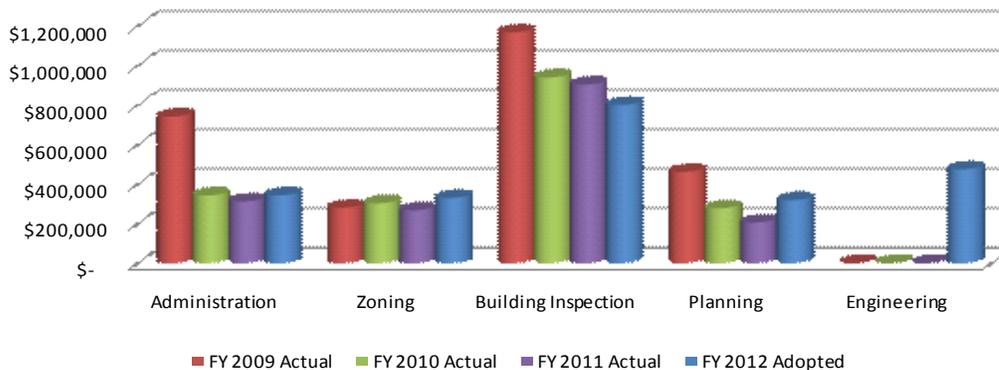
**DEVELOPMENT SERVICES DEPARTMENT  
BUDGET SUMMARY  
FISCAL YEAR 2011-2012**

<i>Object of Expenditures</i>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Adopted</b>
<b>General Fund</b>				
Personal Services	\$ 1,960,745	\$ 1,707,667	\$ 1,519,573	\$ 2,021,201
Material and Services	691,664	154,541	156,388	244,068
Capital Outlay	-	-	11,000	-
<b>Total</b>	<b>2,652,409</b>	<b>1,862,208</b>	<b>1,686,961</b>	<b>2,265,269</b>
<b>Expenditure by Cost Center</b>				
<b>Cost Center</b>				
Administration	\$ 741,617	\$ 342,575	\$ 311,490	\$ 342,389
Zoning	280,264	303,045	266,541	329,526
Building Inspection	1,168,648	939,613	903,634	800,418
Planning	461,880	276,975	205,296	318,630
Engineering	-	-	-	474,306
<b>Total</b>	<b>2,652,409</b>	<b>1,862,208</b>	<b>1,686,961</b>	<b>2,265,269</b>

**By Type of Expenditures**



**Expenditures by Cost Center**



<b>DEVELOPMENT SERVICES OPERATIONAL PERFORMANCE INDICATORS</b>					
Indicators	2009	2010	2011		2012
	Actual	Actual	Target	Actual	Target
<b>PROGRAM: Zoning Division</b>					
<b>Effectiveness</b>					
Percent of residential plan reviews completed within target; 10 working days	93%	97%	97%	100%	97%
Percent of non-residential plan reviews completed within target; 20 working days	93%	95%	95%	99%	95%
<b>Workload</b>					
Number of Residential Applications	1,285	1,345	1,500	899	750
Number of Non-Residential Applications	116	66	100	77	75
<b>PROGRAM: Building Division</b>					
<b>Effectiveness</b>					
Percent of inspections completed withing target; 2 working days from request for inspection to completion	95%	97%	97%	98%	98%
<b>Workload</b>					
Number of Inspections	21,600	24,000	28,000	17,632	17,000
<b>PROGRAM: Planning Division</b>					
<b>Effectiveness</b>					
Number of Preliminary & Final Plats processed within target; 90 days	29%*	0%	90%	87%	90%
<b>Workload</b>					
Number of Preliminary & Final Plats	8	5	10	15	10
*Processing delayed at applicant's request					
<b>Effectiveness</b>					
Process complete GB/PZB applications within six weeks after receipt		Not Available	90%	92%	90%
<b>Workload</b>					
Number of ZMA Applications		Not Available	30	13	10
<b>PROGRAM: Support Services</b>					
<b>Effectiveness</b>					
Number of Civic Plus inquiries responses within target; 2 days		Not Available	95%	89%	95%
<b>Workload</b>					
Number of on-line Inquiries		Not Available	340	94	100

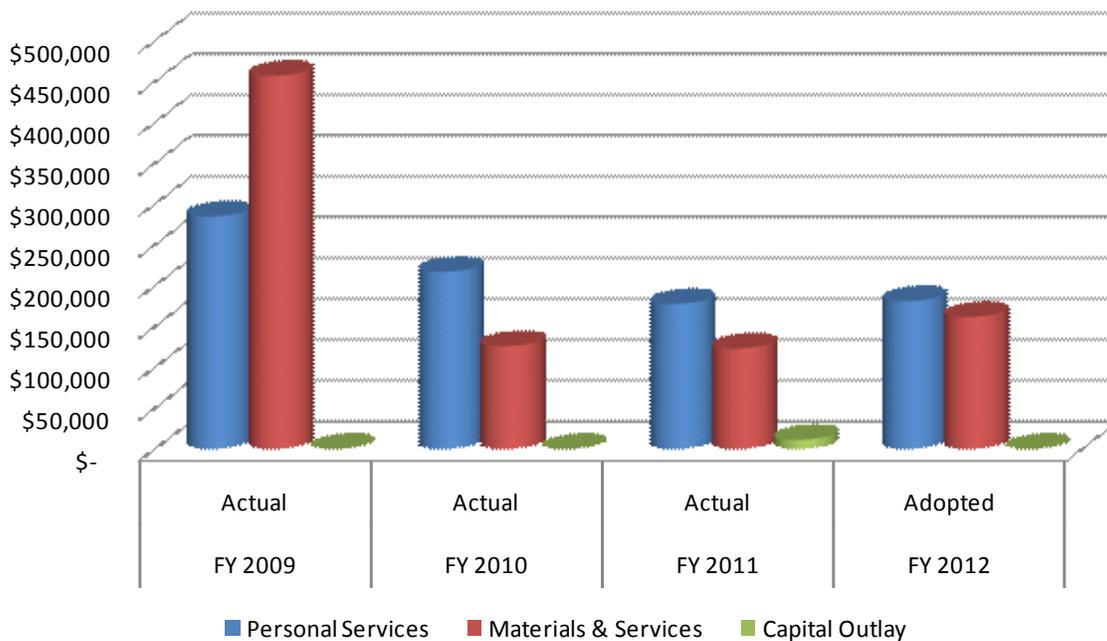
**Development Services / Administration (5005)**

**Program Description:**

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

<b>DEVELOPMENT SERVICE DEPARTMENT</b>					
<b>Administration</b>					
<b>Cost Center 101-5005</b>					
<b>Expenditures</b>					
	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted	% Change
Personal Services	\$ 284,690	\$ 216,789	\$ 177,568	\$ 180,964	2%
Materials & Services	456,927	125,786	122,922	161,425	31%
Capital Outlay	-	-	11,000	-	
<b>Total</b>	<b>\$ 741,617</b>	<b>\$ 342,575</b>	<b>\$ 311,490</b>	<b>\$ 342,389</b>	<b>10%</b>
<b>Positions Approved*</b>	<b>4.5</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>0%</b>

\*Full Time Equivalence



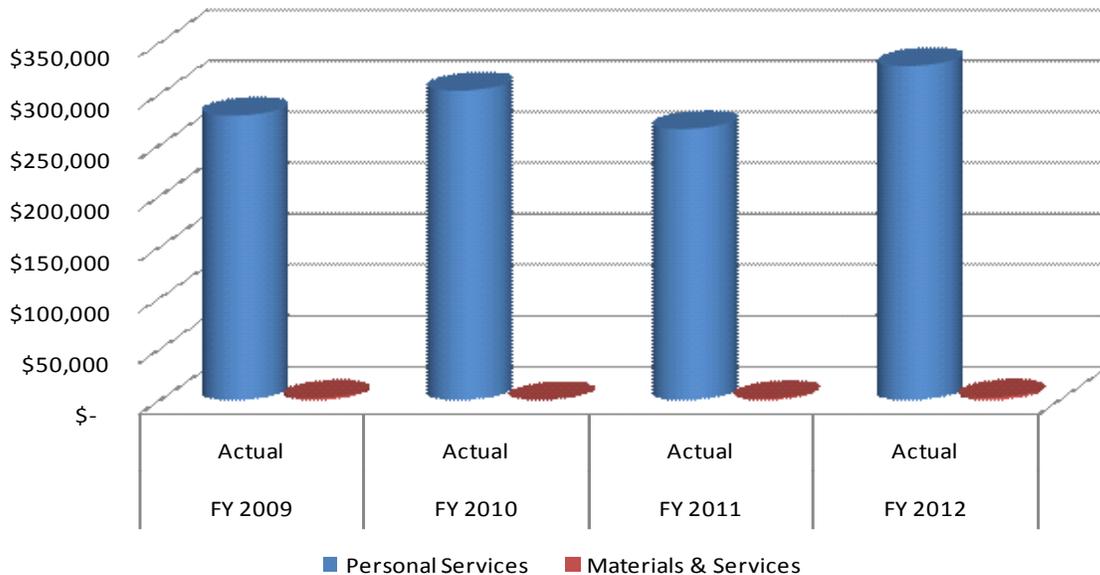
**Development Services / Zoning (5010)**

**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.

<b>DEVELOPMENT SERVICE DEPARTMENT</b>					
<b>Zoning</b>					
<b>Cost Center 101-5010</b>					
<b>Expenditures</b>					
	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	% Change
Personal Services	\$ 278,594	\$ 303,045	\$ 265,505	\$ 327,206	23%
Materials & Services	1,670	-	1,036	2,320	0%
<b>Total</b>	<b>\$ 280,264</b>	<b>\$ 303,045</b>	<b>\$ 266,541</b>	<b>\$ 329,526</b>	<b>24%</b>
<b>Positions Approved*</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0%</b>

\*Full Time Equivalence



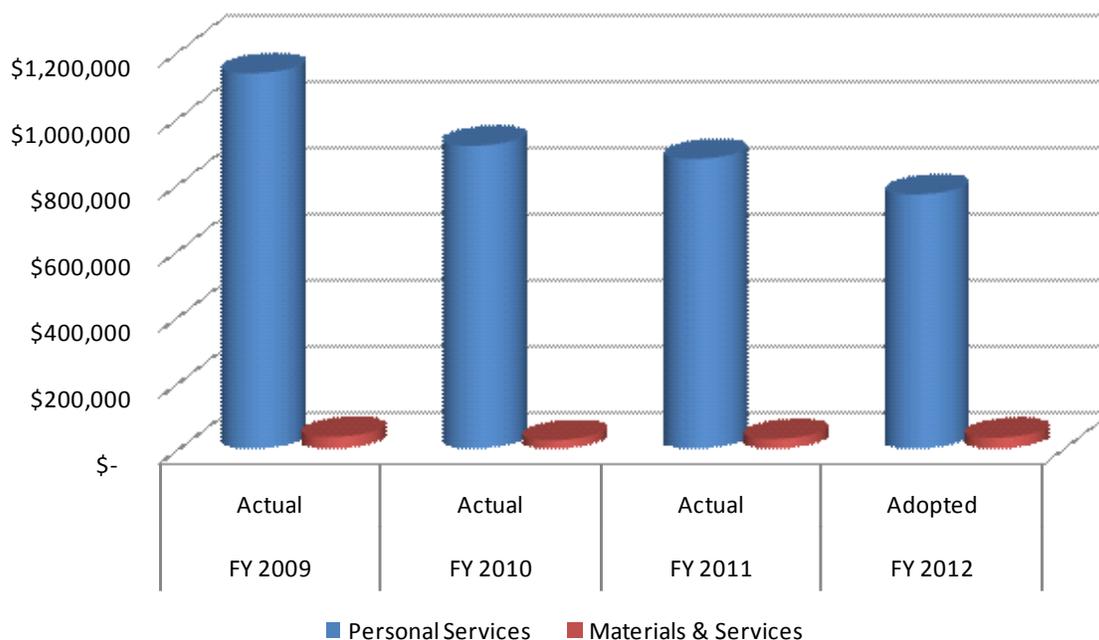
**Development Services / Building Inspection (5015)**

**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.

<b>DEVELOPMENT SERVICE DEPARTMENT</b> <b>Building Inspection</b> <b>Cost Center 101-5015</b> <b>Expenditures</b>					
	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted	% Change
Personal Services	\$ 1,133,285	\$ 914,259	\$ 874,431	\$ 767,488	-12%
Materials & Services	35,363	25,354	29,203	32,930	13%
<b>Total</b>	<b>\$ 1,168,648</b>	<b>\$ 939,613</b>	<b>\$ 903,634</b>	<b>\$ 800,418</b>	<b>-11%</b>
<b>Positions Approved*</b>	<b>17</b>	<b>16</b>	<b>16</b>	<b>12.49</b>	<b>-22%</b>

\*Full Time Equivalence



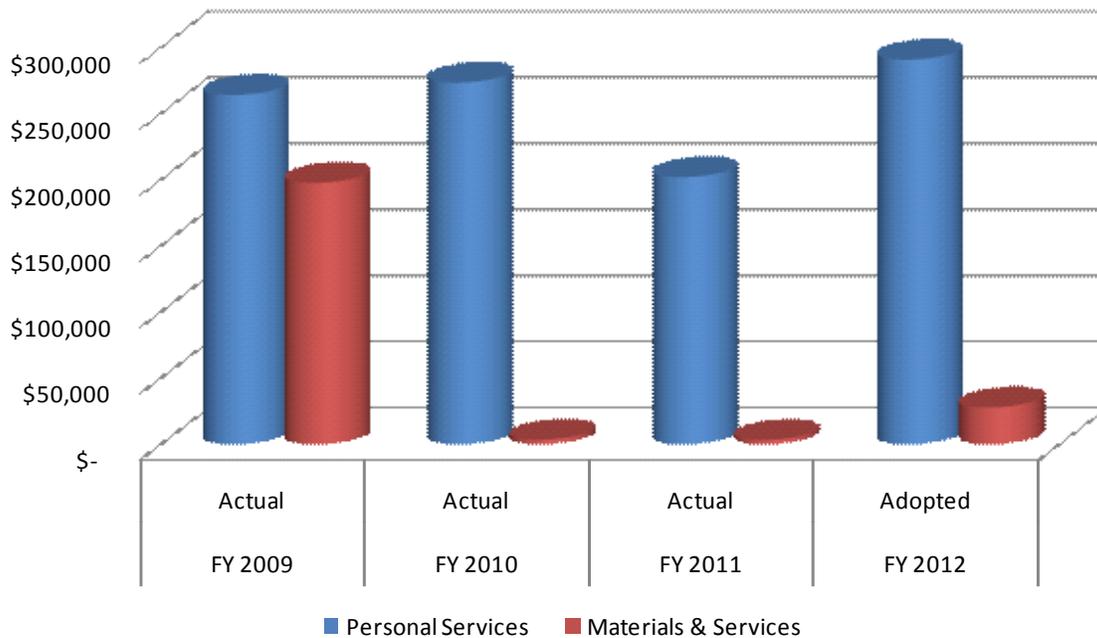
**Development Services / Planning (5020)**

**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 currently underway.

DEVELOPMENT SERVICE DEPARTMENT					
Planning					
Cost Center 101-5020					
Expenditures					
	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted	% Change
Personal Services	\$ 264,176	\$ 273,574	\$ 202,069	\$ 290,880	44%
Materials & Services	197,704	3,401	3,227	27,750	760%
<b>Total</b>	<b>\$ 461,880</b>	<b>\$ 276,975</b>	<b>\$ 205,296</b>	<b>\$ 318,630</b>	<b>55%</b>
<b>Positions Approved*</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>0%</b>

\*Full Time Equivalence



**Development Services / Engineering Development (5030)**

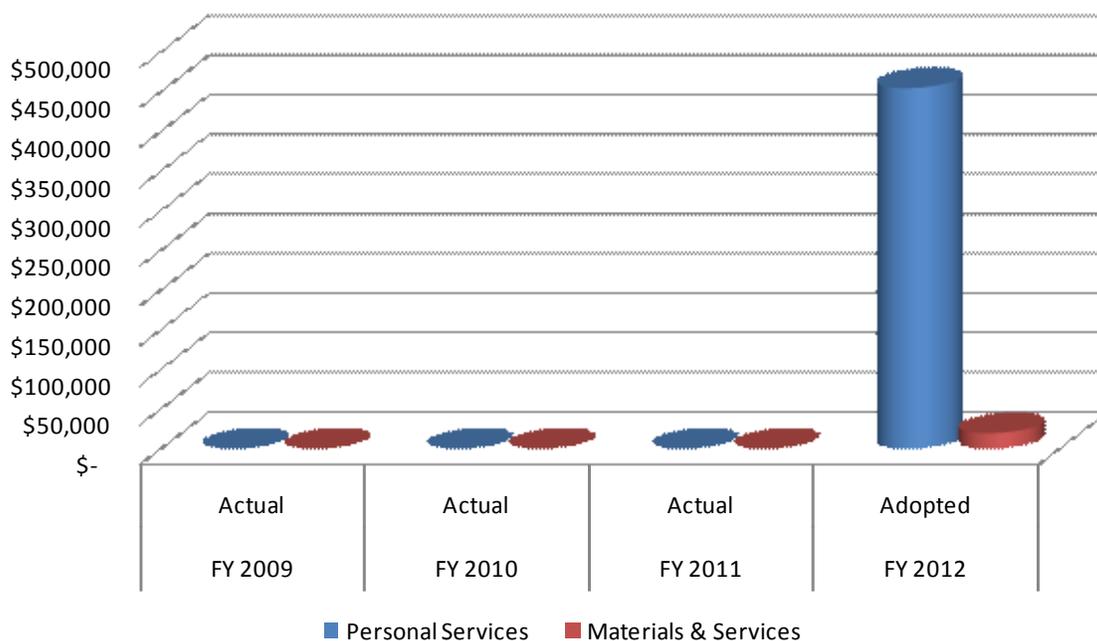
**Program Description:**

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.

<b>DEVELOPMENT SERVICE DEPARTMENT</b> <b>Development Engineering</b> <b>Cost Center 101-5030</b> <b>Expenditures</b>					
	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted	% Change
Personal Services	\$ -	\$ -	\$ -	\$ 454,663	0%
Materials & Services	-	-	-	19,643	0%
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 474,306</b>	<b>0%</b>

Positions Approved*	0	0	0	7	0%
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\*Full Time Equivalence



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