

## Development Services

### **Mission:**

The Development Services Department mission is to promote 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.

### **Primary Services:**

- Prepare Land Use Plans/Ordinances, provide information/guidance on same to customers.
- Review Building Construction Plans, issue appropriate permits, and perform inspections in compliance with adopted building codes.
- Review Infrastructure Plans, issue appropriate permits, and perform inspections in compliance with City standards and best engineering practices.
- Administer various administrative permits (signs, home occupations, etc.).
- Assists applicants and administer planning and zoning board & governing body land use hearing applications.
- Administer right-of-way permits and implement National Pollutant Discharge Elimination System (NPDES) Permit Program, ensure compliance with National Flood Insurance Program requirements.

### **FY 18 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; a process necessary to plan for and ensure adequate infrastructure to serve citizens and businesses.

#### **Strategic Goal: Economic Viability**

- Implement Specific Area Plans and design standards to provide greater overall value and ease of use for all customers.
- Update Zoning, Subdivision and Building Ordinances as needed to streamline processing, create appropriate flexibility, and support quality of life and tax base goals.

#### **Strategic Goal: Organizational Vitality**

- 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.
- Begin the process of major updates to the City's 20-20 Vision/Comprehensive/Master Plan to implement the City's Strategic Plan and promote a sound planning process for the next decade.

### **FY 17 Department Accomplishments by Strategic Goal\***

#### **Strategic Goal: Infrastructure**

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

**Strategic Goal: Development**

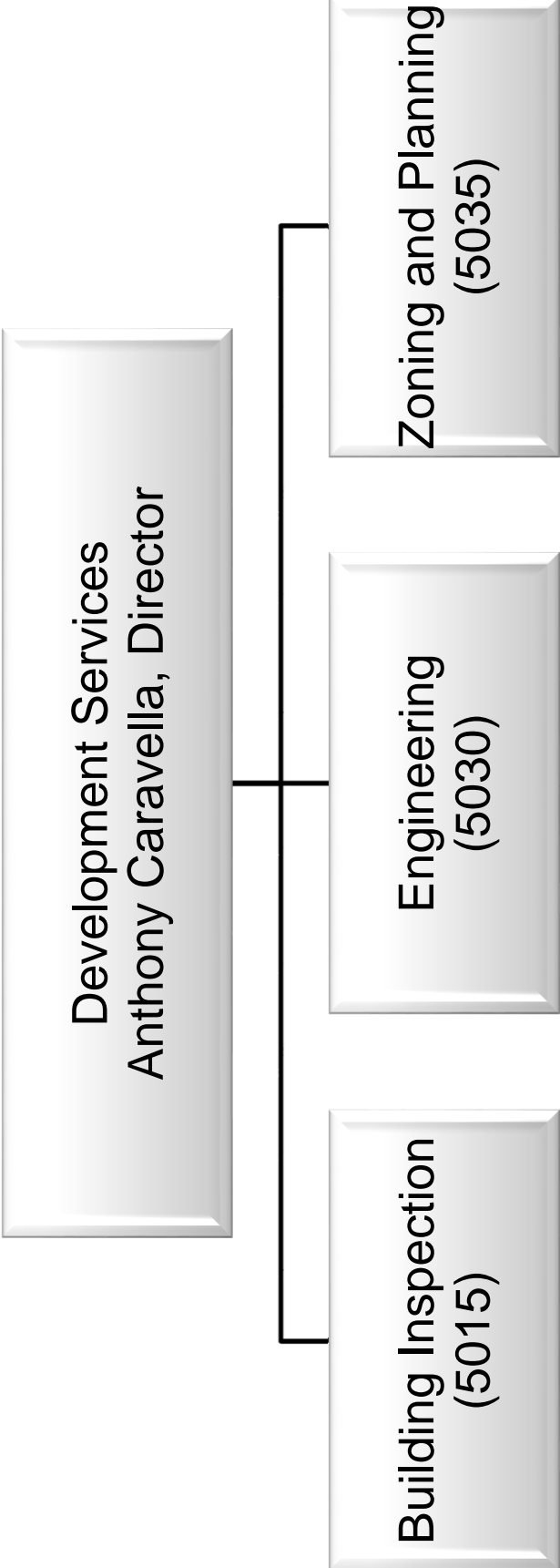
- Continued prioritized action items from Departmental Assessment such as increased communication strategies, implementing a more problem-solving approach, and improved process predictability.
- Completed development of the Unit 10 Specific Area Plan, and the consolidation of numerous area plans into one Central Area Plan.
- Established a Development Review Committee process for commercial development projects to standardize and coordinate multiple department reviews and conditions.
- Began digitizing and retaining plans for built construction.

**Strategic Goal: Government Services**

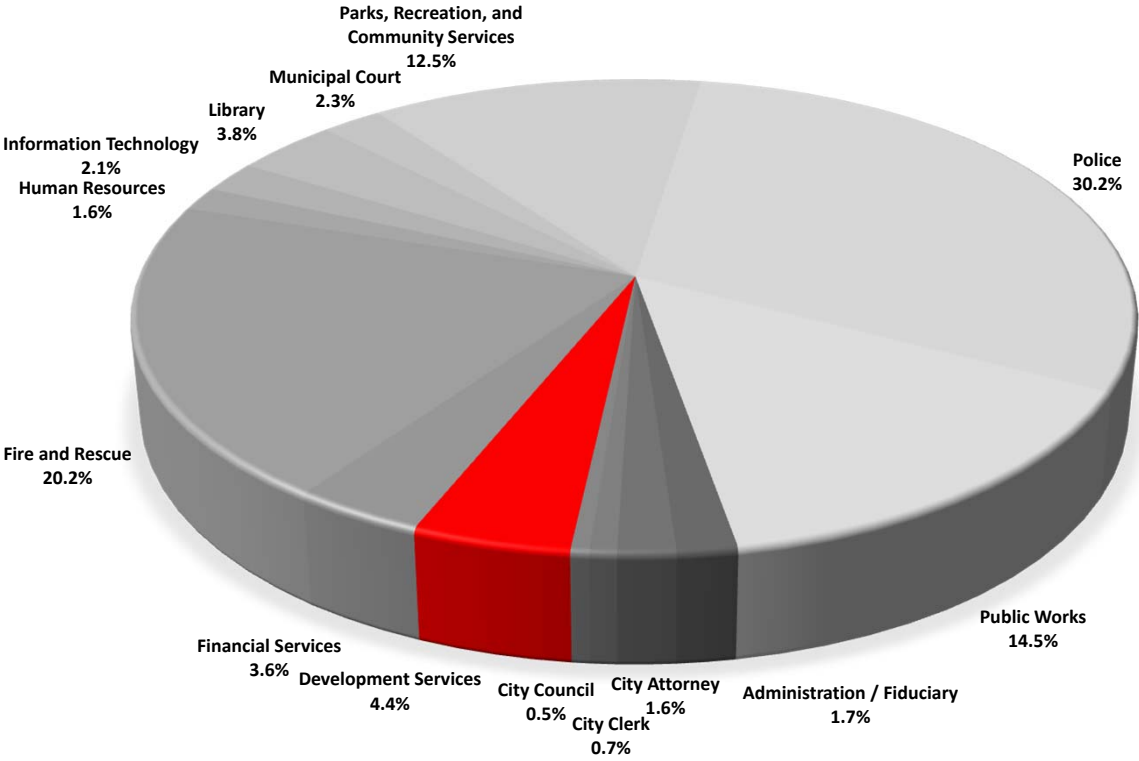
- Continued and improved building inspector training, including sponsoring training events in Albuquerque, expanding supervisor training, and coordinating with other building departments in the state and the State Construction Inspection Division.
- Working with the Graphic Information System (GIS) department, developed a checks and balance system for updates to the City's Official Zoning Map.
- Initiated email receipt and delivery services for building permit applications, inspection requests and related communications.

*\*Strategic Plan updated in 2017. Prior year goals and accomplishments reference previous strategic plan. For details refer to FY17 documents.*

**DEVELOPMENT SERVICES  
ORGANIZATIONAL STRUCTURE**



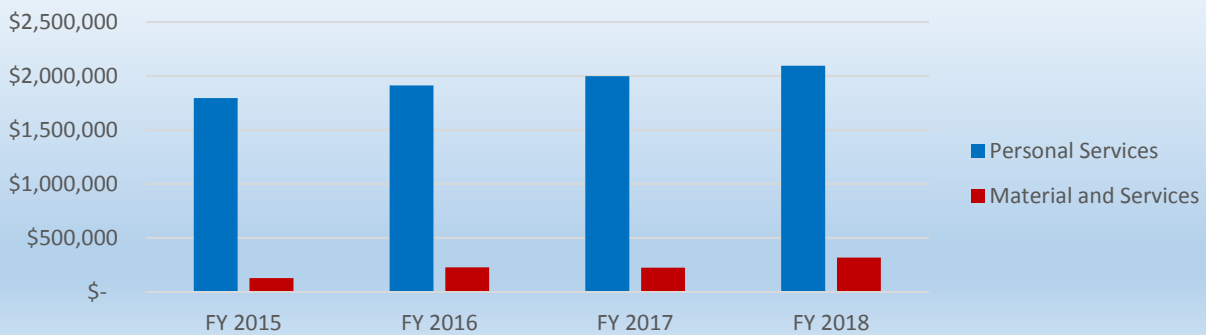
**Development Services**  
**FY18 Budget \$2,411,452**



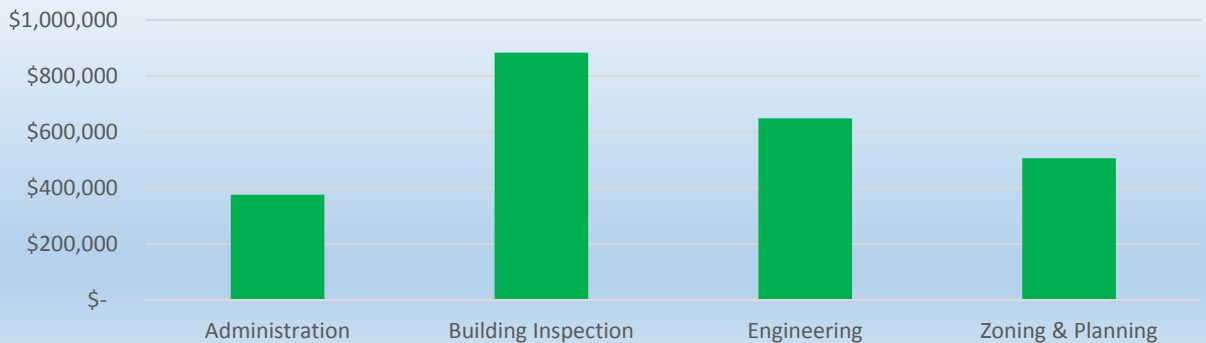
**DEVELOPMENT SERVICES DEPARTMENT  
BUDGET SUMMARY  
FISCAL YEAR 2017-2018**

<i>Object of Expenditures</i>	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted
<b>General Fund</b>				
Personal Services	\$ 1,794,331	\$ 1,911,945	\$ 1,997,731	\$ <b>2,095,098</b>
Material and Services	126,534	226,579	222,599	<b>316,354</b>
Capital Outlay	0	5,245	0	<b>0</b>
Total	<u>\$ 1,920,865</u>	<u>\$ 2,143,769</u>	<u>\$ 2,220,330</u>	<u>\$ <b>2,411,452</b></u>
<b>Expenditure by Cost Center</b>				
<b>Cost Center</b>				
Administration	\$ 265,908	\$ 346,337	\$ 318,969	\$ <b>374,787</b>
Building Inspection	639,824	751,772	829,800	<b>883,368</b>
Engineering	572,630	592,459	627,695	<b>647,814</b>
Zoning & Planning	447,748	447,956	443,866	<b>505,483</b>
Total	<u>\$ 1,926,110</u>	<u>\$ 2,138,524</u>	<u>\$ 2,220,330</u>	<u>\$ <b>2,411,452</b></u>

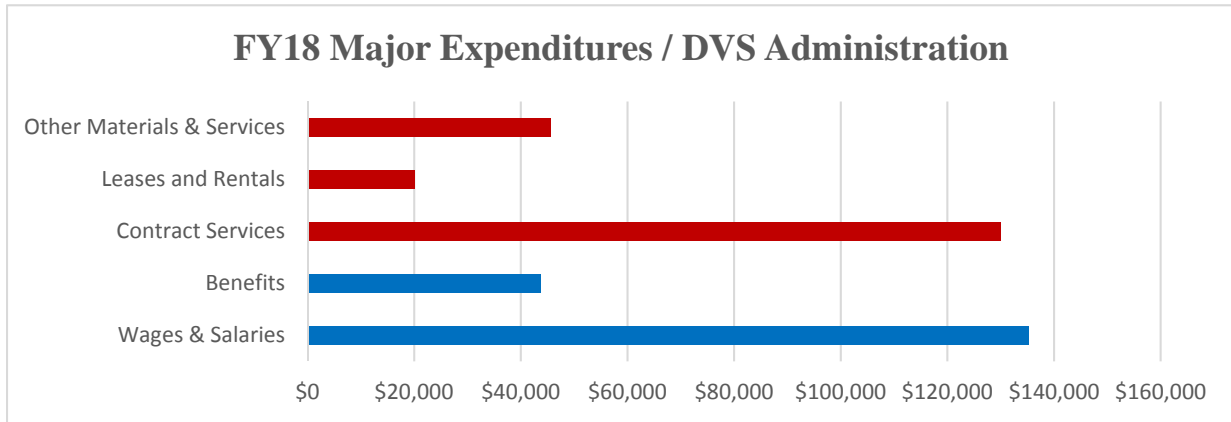
**Department Trend / Development Services**



**Expenditures by Cost Center**



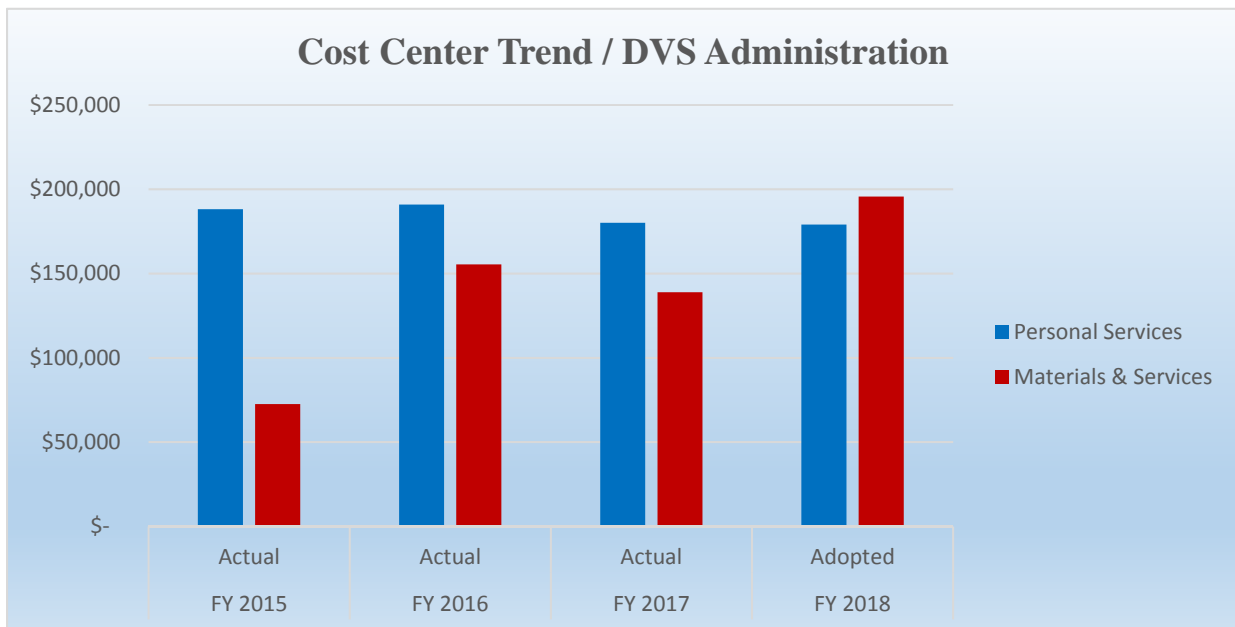
## Development Services Administration (5005)



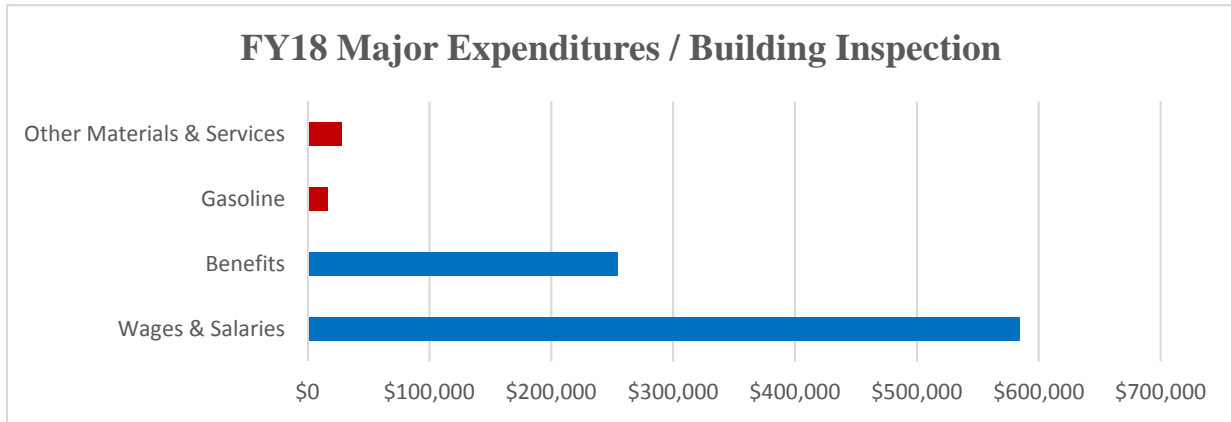
	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	<b>FY 2018 Adopted</b>	% Change
Personal Services	\$ 188,139	\$ 190,918	\$ 180,101	<b>\$ 179,084</b>	-1%
Materials & Services	72,524	155,419	138,868	<b>195,703</b>	41%
<b>Total</b>	<b>\$ 260,663</b>	<b>\$ 346,337</b>	<b>\$ 318,969</b>	<b>\$ 374,787</b>	17%

Positions Approved*	2	3	2	<b>2</b>	0%
---------------------	---	---	---	----------	----

\*Full Time Equivalent



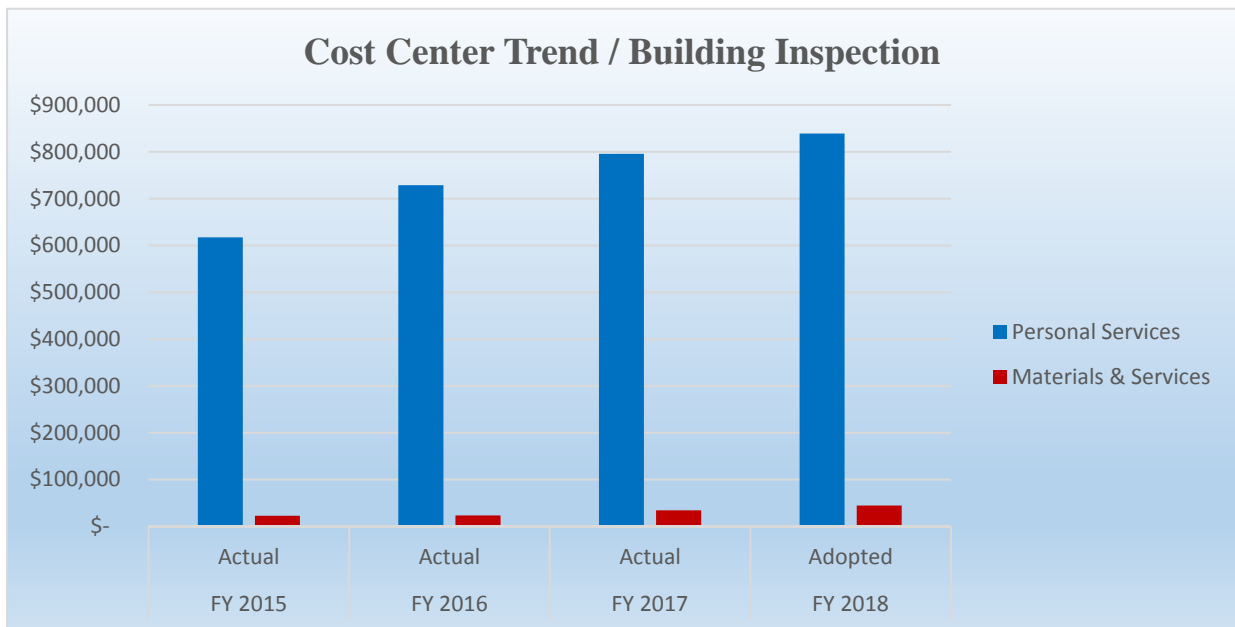
## Development Services Building Inspection (5015)



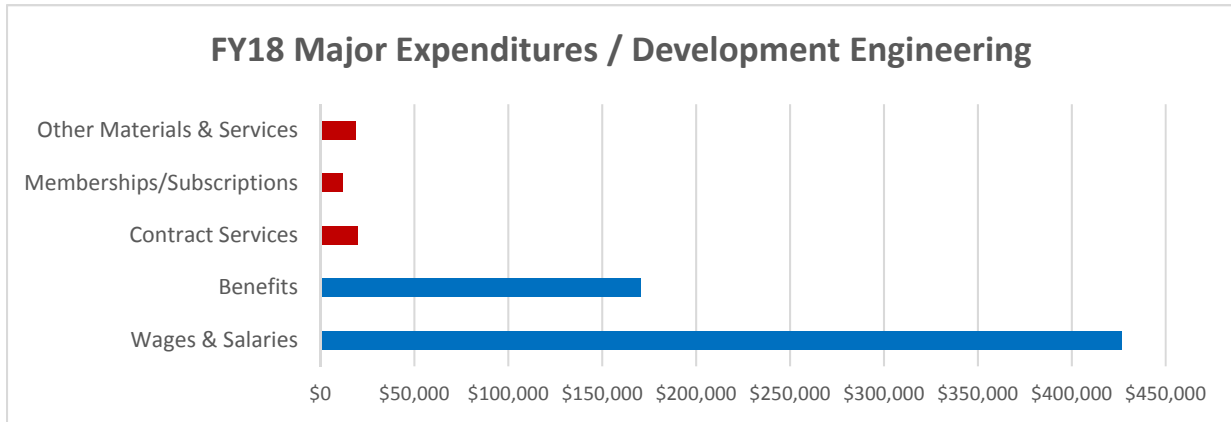
	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	<b>FY 2018 Adopted</b>	% Change
Personal Services	\$ 617,282	\$ 728,633	\$ 795,541	<b>\$ 838,999</b>	5%
Materials & Services	22,542	23,139	34,259	<b>44,369</b>	30%
<b>Total</b>	<b>\$ 639,824</b>	<b>\$ 751,772</b>	<b>\$ 829,800</b>	<b>\$ 883,368</b>	6%

<b>Positions Approved*</b>	11.49	11.49	12	<b>12.5</b>	4%
----------------------------	-------	-------	----	-------------	----

\*Full Time Equivalent



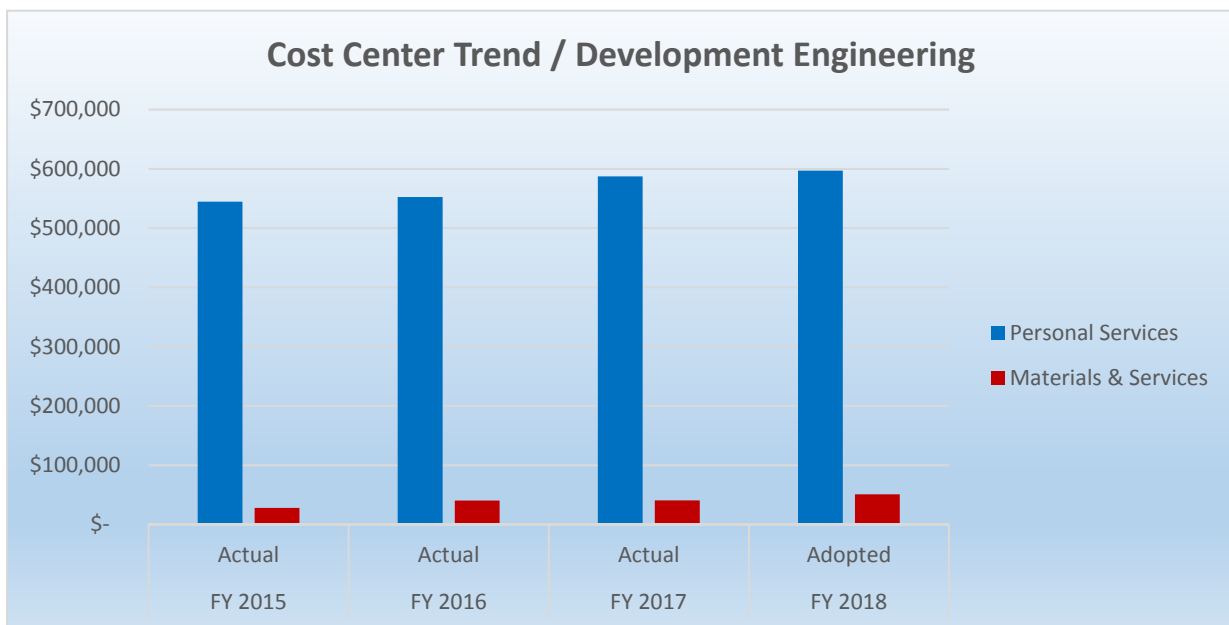
## Development Services Engineering (5030)



	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	<b>FY 2018 Adopted</b>	% Change
Personal Services	\$ 544,674	\$ 552,282	\$ 587,071	<b>\$ 596,998</b>	2%
Materials & Services	27,956	40,177	40,624	<b>50,816</b>	25%
<b>Total</b>	<b>\$ 572,630</b>	<b>\$ 592,459</b>	<b>\$ 627,695</b>	<b>\$ 647,814</b>	3%

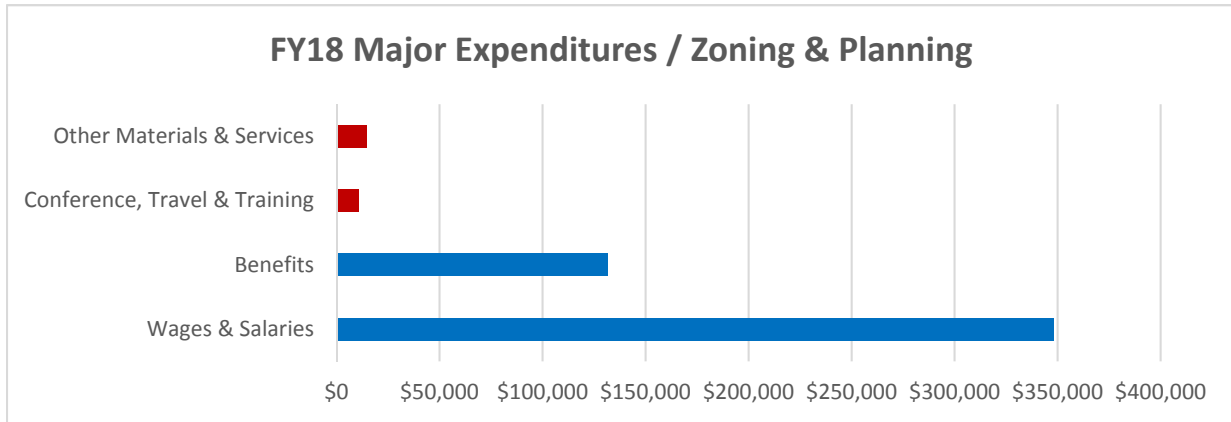
Positions Approved*	7	7	7	7	0%
---------------------	---	---	---	---	----

\*Full Time Equivalent





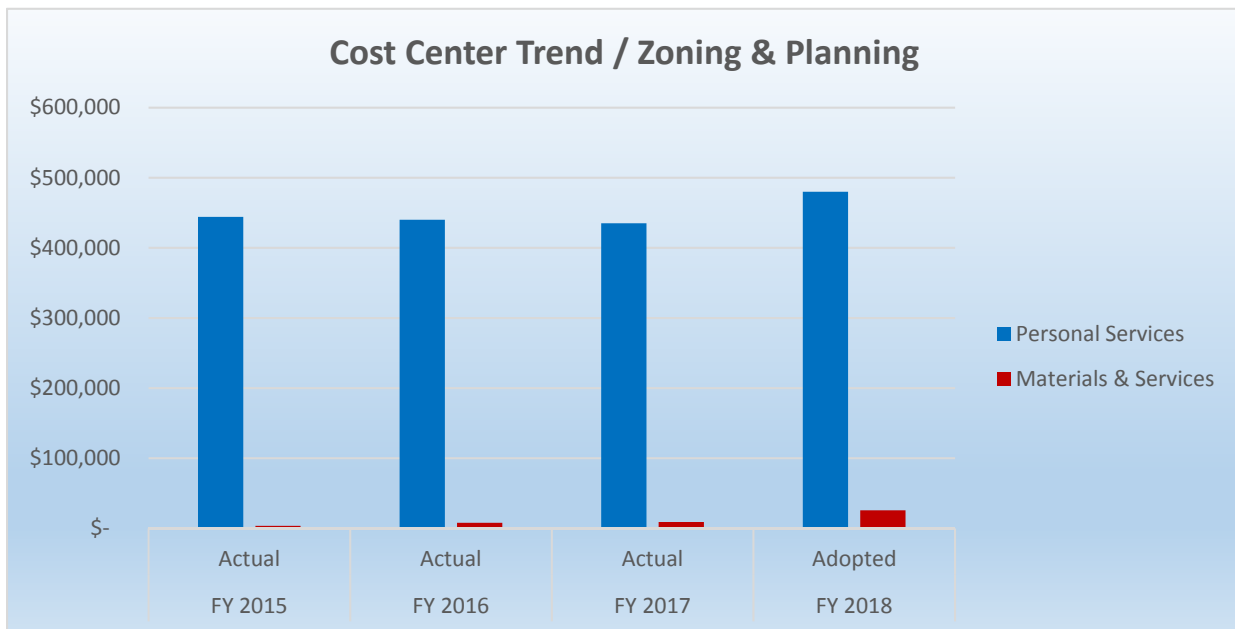
## Development Services Zoning & Planning (5035)



	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	<b>FY 2018 Adopted</b>	% Change
Personal Services	\$ 444,236	\$ 440,112	\$ 435,018	<b>\$ 480,017</b>	10%
Materials & Services	3,512	7,844	8,848	<b>25,466</b>	188%
<b>Total</b>	<b>\$ 447,748</b>	<b>\$ 447,956</b>	<b>\$ 443,866</b>	<b>\$ 505,483</b>	14%

Positions Approved*	7	7	7	7	0%
---------------------	---	---	---	---	----

\*Full Time Equivalent



**THIS PAGE LEFT INTENTIONALLY BLANK**

