



ZONING, BUILDING, PLANNING DEPARTMENT

Building Division – 14BP

PURPOSE:

The Building Section administers the Building Technical Codes to insure the protection of the community and its property by regulating design, construction, use, location and maintenance of all buildings, structures, and building service equipment within the unincorporated boundaries of the County.

SERVICES PROVIDED:

The Building Section provides full service permit, inspection and plan review in four disciplines – building, electrical, plumbing, and mechanical. The Section responds to community complaints related to abandon and substandard residential and commercial structures in the unincorporated areas of the County. In addition, the Section performs code enforcement inspections under the auspices of the 1997 Uniform Housing Code to maintain a minimum set of standards for our community's existing housing stock and provides Construction Management Services on County owned buildings at the direction of the County Manager.

BUILDING DIVISION - 14BP EXPENDITURES BY CATEGORY:

	Actuals FY 2004	Actuals FY 2005	Estimated FY 2006	Budget FY 2007	% Var	Budget FY 2008	% Var
Salaries and Benefits	777,474	808,432	936,389	903,864	-3%	913,973	1%
Office Expense	20,438	20,470	25,122	22,979	-9%	22,979	0%
Operating Expense	1,029	608	386	400	4%	400	0%
Travel and Transportation Expense	300	-	-	2,400	0%	2,400	0%
Technical and Professional Expense	-	-	-	-	0%	-	0%
Carryovers	1,265	4,408	2,377	-	-100%	-	0%
PROG EXPENDITURES TOTAL	800,506	833,917	964,274	929,643	-4%	939,752	1%

FUNDING SOURCE SUMMARY

General Fund – 14BP Revenue	1,422,065	1,521,401	1,885,577	2,377,800	26%	2,448,00 0	3%
PROG FUNDING SOURCE TOTAL	1,422,065	1,521,401	1,885,577	2,377,800	26%	2,448,00 0	3%
 Authorized Full-time Equivalents	 18	 18	 18	 18	 0%	 18	 0%

**Zoning, Building & Planning
Building Division – 14BP**

PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:

- This year the Building Section has been assigned construction management responsibilities for the following County owned projects: The South Valley Business Incubator (completed), Hiland Theater Remodel, two East Mountain Fire Stations (completed); South Valley Mental Health Center Phase I (complete) Phase II (in plan review), Peanut Butter and Jelly Addition (in plan review), Juvenile Detention Center Remodel (under construction/inspection), the Old Charter Hospital Bath Addition (completed) the Metropolitan Assessment and Treatment Center (in program/planning stage), the Breece Building remodel (completed), the Metropolitan Detention Center Psychology Unit (under construction/inspection), the Hubble House Project (Phase I complete, Phase II under plan review).
- Public buildings under inspection / construction: Wherry Elementary, Horizon Academy Addition, Polk Middle School Addition, Mountain View Elementary
- Significant private projects in plan review: Shamrock Foods Distribution Center, Nobel Sysco Addition and Warehouse Expansion, American RV Clubhouse expansion.
- Recent Certificates of Occupancy issued on private projects: Tempur Pedic Mattress Factory, American RV Park Sales/Service and Camp Site Facility, Horizon Academy Classroom addition at Adobe Acres.

SERVICE IMPROVEMENT GOALS & OBJECTIVE:

FY07

- Continue to support cross training programs and promote training opportunities that will result in our inspectors being certified in multiple disciplines. Implement a combination inspector-training program to complement our existing inspector certification process.
- Prepare recommendations to management on the adoption of the 2003 International Building Codes.
- Provide construction management services for County Capital Improvement projects as needed.
- Work with Human Resources Department and Public Works Division to establish program of incentives for County inspectors obtaining additional certifications.

FY08

- Prepare for the 2006 Building Code Cycle Adoption Process.
- Provide construction management services for County Capital Improvement projects as needed.

PERFORMANCE DATA:

Performance Measures	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Target FY 2007	Target FY 2008
Permit Applications	850	800	950	1000	1000
Field Inspections	6158	5000	5500	5500	6000
Violations	1575	1500	1600	1600	1680
Criminals Complaints	208	165	200	200	220
Metro Courts Appearances	728	600	600	600	660
District Court Appearances	5	5	7	7	8
Business Registrations-New & Renew	2540	2656	2750	2750	2900
Violations Corrected	50%	55%	65%	65%	70%



ZONING, BUILDING, PLANNING DEPARTMENT

Environmental Health – 14EH

PURPOSE:

The Environmental Health Inspection and Compliance Team minimize threats to human health and environmental quality through routine inspections and health code enforcement.

SERVICES PROVIDED:

The Inspection and Compliance Team performs inspections on all permits issued by the Office of Environmental Health including wells, wastewater systems, restaurants, and swimming pools. This team also enforces the “Health and Sanitation” and “Environment” portions of Bernalillo County code and responds to concerns from the public and other government agencies.

ENVIRONMENTAL HEALTH - 14EH EXPENDITURES BY CATEGORY:

	Actuals FY 2004	Actuals FY 2005	Estimated FY 2006	Budget FY 2007	% Var	Budget FY 2008	% Var
Salaries and Benefits	681,647	599,055	701,711	850,912	21%	859,394	1%
Office Expense	18,965	17,265	16,257	31,240	92%	31,240	0%
Operating Expense	14,862	15,922	14,587	33,923	133%	33,923	0%
Technical and Professional Expense	35,397	98,950	94,000	(32,426)	-134%	(32,426)	0%
Carryovers	1,725	1,048	3,017	-	-100%	-	0%
PROG EXPENDITURES TOTAL	752,597	732,241	829,571	883,649	7%	892,131	1%

FUNDING SOURCE SUMMARY

General Fund – 14 EH Revenue	82,375	96,491	140,582	111,447	-21%	111,447	0%
General Fund Contribution	670,222	635,750	688,989	772,202	12%	780,684	1%
PROG FUNDING SOURCE TOTAL	752,597	732,241	829,571	883,649	7%	892,131	1%
Authorized Full-time Equivalents	16	16	16	16	0%	16	0%

PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:

In 2005, the Inspection and Compliance Team responded to over 750 requests for service on environmental health issues including mosquitoes, rodents, flies, food-borne illness, illegal and failing wastewater systems, illegal dumping, abandoned hazardous waste, failure to connect

to sewer, dwelling sanitation and safety and excessive noise. This team performed over 500 inspections on new wastewater systems and over 600 inspections in restaurants and food service establishments.

SERVICE IMPROVEMENT GOALS & OBJECTIVES:

FY07

Protect the public from vector-borne illnesses by:

- Participating in a county-wide mosquito surveillance and control program that responds to public concerns and takes a proactive approach.
- Coordinating with City BioDisease Management personnel on issues related to plague, tularemia and other flea/rodent borne illnesses in the East Mountains.

Protect the public from food borne illnesses by:

- Preparing for adoption of a new food safety code based on the Food and Drug Administration’s Food Code. This effort will require staff training and a comprehensive evaluation of the food safety program.
- Prioritizing food service establishments for inspection based on the vulnerability of the population served and the potential hazards associated with the menu served.
- Responding to complaints about food-borne illness within 24 hours and complaints about restaurant cleanliness within 48 hours.

Assure homeowners and the community that threats to health and the environment are minimized by:

- Inspecting all newly installed water supply and wastewater systems.

FY08

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- Prioritizing food service establishments for inspection based on the vulnerability of the population served and the potential hazards associated with the menu served.

- Inspecting all public and commercial swimming pools in the unincorporated area.
- Responding to complaints and concerns from community members and enforcing “Health and Sanitation” and “Environment” code requirements.
- Periodically reviewing and updating ordinances to adapt to changing conditions in the community.
- Providing low cost radon testing kits.

Maintain and distribute information about Air Quality Board activities that affect Bernalillo County and its residents by:

- Attending the monthly AQ Board meetings and providing summaries to BCOEH staff.
- Monitoring air quality permit activity in the unincorporated area.

Provide hazardous waste collection opportunities for Bernalillo County residents and coordinate collection of abandoned hazardous waste by:

- Maintaining contract with emergency response service providers for cleaning up spills and safely removing illegally dumped or abandoned dangerous chemicals and substances.
- Providing and coordinating household hazardous waste collection events for the community

- Responding to complaints about food-borne illness within 24 hours and complaints about restaurant cleanliness within 48 hours.

Assure homeowners and the community that threats to health and the environment are minimized by:

- Inspecting all newly installed water supply and wastewater systems.
- Inspecting all public and commercial swimming pools in the unincorporated area.
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Zoning, Building & Planning Environmental Health – 14EH

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Providing and coordinating household hazardous waste collection events for the community

PERFORMANCE DATA:

Performance Measures	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Target FY 2007	Target FY 2008
Wastewater system inspections	503	573	575	575	575
Well construction inspections	239	243	250	250	250
Tank abandonment inspections	322	307	350	350	350
Food establishment inspections/total # of food establishments	501/418	604/415	625/400	625/410	625/420
Food safety training courses conducted	27	28	25	25	25
Requests for Services of all types	706	742	735	735	735
Number of HHW collection events	7	9	7	8	8



ZONING, BUILDING & PLANNING DEPARTMENT

Land Use Planning – 14LP

PURPOSE:

Under the direction of the Board of County Commissioners (BCC), the County Planning Commission (CPC) and the County Manager, the Planning Section oversees short and long-term planning of the unincorporated area of Bernalillo County, including review of subdivisions, administering impact fees, and interpreting and administering the Zoning Code.

SERVICES PROVIDED:

The Planning Program oversees a wide range of short and long-term development functions, including administration of land use ordinances (i.e. subdivision, zoning, and impact fees) and drafting plans, studies and ordinances. The Planning Program processes all current land use cases (zone changes/Special Use Permits, master plans, special exceptions, appeals) for the County. This includes all administrative support for land use hearings by the Board of County Commissioners, County Planning Commission and Zoning Administrator.

LAND USE PLANNING - 14LP EXPENDITURES BY CATEGORY:

	Actuals FY 2004	Actuals FY 2005	Estimated FY 2006	Budget FY 2007	% Var	Budget FY 2008	% Var
Salaries and Benefits	582,924	651,293	690,771	696,120	1%	701,739	1%
Office Expense	31,634	32,259	29,567	36,818	25%	36,818	0%
Operating Expense	7,868	3,775	3,020	6,040	100%	6,040	0%
Technical and Professional Expense	(36,914)	-	7,395	(28,650)	487%	(28,650)	0%
Carryovers	856	2,662	701	-	100%	-	0%
PROG EXPENDITURES TOTAL	586,368	689,990	731,454	710,328	-3%	715,947	1%

FUNDING SOURCE SUMMARY

General Fund Contribution	586,368	689,990	731,454	710,328	-3%	715,947	1%
PROG FUNDING SOURCE TOTAL	586,368	689,990	731,454	710,328	-3%	715,947	1%
 Authorized Full-time Equivalents	 10	 11	 10	 10	 0%	 10	 0%

Zoning, Building & Planning Land Use Planning – 14LP

PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:

- Drafted the Mountain View Sector Development Plan with extensive community input.
- Drafted the Isleta Boulevard & Village Center Sector Development Plan with extensive community input.
- Presented the East Mountain Area Plan to the County Planning Commission after lengthy public review process.
- Amended the Paseo del Norte/North Albuquerque Acres Sector Development Plan to include compound development as a conditional use.
- Placed the staff reports on the County web page.
- Established contract with a consultant to draft the master plan criteria.
- Began community meetings to draft the Carnuel/West Tijeras Community Plan.
- Amended the Subdivision Ordinance to streamline the major subdivision approval process.
- Amended the Impact Fees Ordinance to allow the County additional time to spend the collected monies.
- Amended the Zoning Ordinance to include CLI zone, a new zoning category for commercial and light industrial uses.

SERVICE IMPROVEMENT GOALS & OBJECTIVE:

FY07

- Finalize the Master Plan Criteria to be used to evaluate master plan submittals.
- Adopt the East Mountain Area Plan to be used as a guide for development.
- Adopt the Carnuel/West Tijeras plan to be used as a guide for development.
- Finalize and adopt the Isleta Boulevard & Village Centers Sector Development Plan to be used to evaluate development.
- Finalize and adopt the Mountain View Sector Development Plan to be used to evaluate development.

FY08

- Prepare follow up planning studies and related documents for the East Mountain Area, North & South Valleys, North Albuquerque Acres and other unincorporated areas as required.

PERFORMANCE DATA:

Performance Measures	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Target FY 2007	Target FY 2008
County Development Review Authority *	126	120	130	131	132
Zoning Administrator's Cases	180	179	200	201	202
Board of Adjustment Cases	40	66	45	46	47
County Planning Commission Cases	51	61	75	76	77
Board of County Commissioners Cases	47	70	60	61	62

*sketch plat submittals



ZONING, BUILDING, PLANNING DEPARTMENT

Land Use Review and Code Enforcement – 14LR

PURPOSE:

Under the direction of the Board of County Commissioners, the Zoning Section is committed to protect the health, safety and general welfare of the citizens of the unincorporated areas of Bernalillo County through land use regulations, to preserve and protect the value of buildings and land, and to encourage and promote the most appropriate use of land.

SERVICES PROVIDED:

The Zoning Section handles a wide range of land use functions, including inspections of property for compliance with adopted land use regulations and issuance of zoning permits, home occupation licenses, business registrations and street addresses. The section accepts and processes applications for Special Exceptions, Zone Changes, Special Use Permits, Non-Conforming Uses, Street Name Changes, and Appeals to the Board of Adjustment and Board of County Commissioners.

The Zoning Section investigates complaints from the public and other departments pertaining to possible zoning violations and prepares documentation for and appears as a witness in court proceedings involving zoning cases. The section participates in all Case Review Committee and County Development Review Authority meetings. They also coordinate the KIVA Permit Tracking System for all County permitting departments.

LAND USE REVIEW & CODE ENFORCEMENT - 14LR EXPENDITURES BY CATEGORY:

	Actuals FY 2004	Actuals FY 2005	Estimated FY 2006	Budget FY 2007	% Var	Budget FY 2008	% Var
Salaries and Benefits	657,781	744,313	827,466	761,234	-8%	771,608	1%
Office Expense	18,838	22,896	35,721	24,087	-33%	24,087	0%
Operating Expense	950	571	296	400	35%	400	0%
Carryovers	2,354	1,408	1,204	-	-100%	-	0%
PROG EXPENDITURES TOTAL	679,923	769,188	864,687	785,721	-9%	796,095	1%

FUNDING SOURCE SUMMARY

General Fund – 14 LR Revenue	101,485	101,755	122,249	98,400	-20%	102,000	4%
General Fund Contribution	578,438	667,433	742,438	687,321	-7%	694,095	1%
PROG FUNDING SOURCE TO-TAL	679,923	769,188	864,687	785,721	-9%	796,095	1%
Authorized Full-time Equivalents	14	14	14	14	0%	14	0%

Zoning, Building & Planning Land Use Review & Code Enforcement – 14LR

PROGRAM HIGHLIGHTS AND MAJOR ACCOMPLISHMENTS:

- Worked closely with the Building Section, Sheriff's Department, Animal Control, Public Works, Environmental Health and County Attorney's Office to abate Code Team violations. The team began meeting every other week to target high priority violations that required combined assistance from all affected County agencies for a more effective enforcement program. Over thirty properties cleaned/or demolished and five others in progress.
- Updated the County's Business Registration Ordinance to reflect current procedures and improve enforcement. Adopted by BCC August 2005.
- Staff worked closely with the Solid Waste Department on mini clean-ups of trash and debris county-wide. A total of 3,582 cubic yards were removed through 18 clean ups.
- Updated the County's Residential Zone Ordinance to prohibit certain commercial vehicles and amend language related to garage sales and flea markets, effective March 2006.
- Zone Atlases and Address Atlases for all portions of the County were updated prior to the end of 2005. Annual updates will continue.

SERVICE IMPROVEMENT GOALS & OBJECTIVE:

FY07

- Monitor and review current and previous Special Use Permits, Conditional Uses, Zoning Permits and Non-conforming Uses for compliance with conditions of approval and proceed with enforcement or cancellation as required.
- Assign street addresses in KIVA & GIS to the properties within the unincorporated area that are not currently addressed; create new address and property history atlases for Bernalillo County residents and staff, and update the County's mapping system to provide current permitting and enforcement data via the internet. On-Going
- Work with the Building Official to formalize an enforcement- training and certification program for the Zoning Enforcement staff to support the Housing and Abatement of Dangerous Buildings Codes.
- Work closely with the Zoning Administrator and the County Legal Department to update language in the Zoning Ordinance to improve enforcement capabilities.
- Implement business procedure documentation for permit processing. The goal is to enhance the permitting procedure between all development processing departments. Clearly documented procedures will ensure timely business standards for the County of Bernalillo, including a more-functional one-stop permitting shop. Cross training for staff will ensure professional customer service.

Zoning, Building & Planning Land Use Review & Code Enforcement – 14LR

FY08

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PERFORMANCE DATA:

Performance Measures	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Target FY 2007	Target FY 2008
Permit Applications	850	800	950	1000	1000
Field Inspections	6158	5000	5500	5500	6000
Violations	1575	1500	1600	1600	1680
Criminals Complaints	208	165	200	200	220
Metro Courts Appearances	728	600	600	600	660
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Business Registrations-New & Renew	2540	2656	2750	2750	2900
Violations Corrected	50%	55%	65%	65%	70%