



**ACTION SHEET**  
**CITY COUNCIL COMMITTEE MEETING OF 03/25/15**  
**ITEM FROM FINANCE COMMITTEE MEETING OF 03/16/15**

**ISSUE:**

14. Request for Approval of Budget Transfer in the Amount of \$108,040 from Fire Impact Fees to Capital Improvement Program for Remodel and Expansion of the Fire Department's Training Facility. (Jan Snyder)

**FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM**

Approved budget transfer in the amount of \$108,040 from Fire Impact Fees to Capital Improvement Program for remodel and expansion of the fire department's training facility.

**FUNDING SOURCE: 32211.572970**

**SPECIAL CONDITIONS OR AMENDMENTS**

**STAFF FOLLOW-UP:**

<b>VOTE</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

3-17-14

# City of Santa Fe, New Mexico

## memo

**DATE:** February 23, 2015  
**TO:** Finance Committee  
City Council  
**FROM:** Jan M Snyder, Assistant Fire Chief   
**SUBJECT:** BAR and Use of Fire Impact Fees  
**VIA:** Erik L. Litzenberg, Fire Chief ✓  
**CC:** Brian Snyder, City Manager  
Oscar Rodriguez, Finance Director

The City of Santa Fe Fire Department respectfully requests permission to BAR \$108,040.00 from Fire Impact Fees collected by the City to the WIP Construction fund (32211.572970) to remodel and expand the office and classroom space at the Department's Training facility.

This facility expansion directly follows the intent of City Ordinance 2008-2, attached, by responding to the increasing demand for capital improvements to City facilities based on new development and growth within the City.

The Fire Department's Training facility has been for the most part unchanged or modified over the past two decades. In that same time the number of personnel employed by the Department and the responsibility and capability of the Department to train and provide logistical support to its employees has doubled. What once was an adequate space to train and prepare the City's fire and emergency medical providers has become old, antiquated and inadequate.

We would like to take some of the space that has become less useful and create office space and bathrooms for the Training Staff: they currently share desks and/or have moved into modified closets to find space to work. We would like to also remodel an existing unusable portable building and create a large much, needed, classroom that will occupy more personnel along with a computer lab to provide alternative educational methods.

Costs of the project would include:

- construction and finishing materials
- building permits
- possible architectural fees
- heating and air conditioning units
- utility and data lines
- new doors and windows

This project would allow the Fire Department to create much needed usable administrative and training space to keep up with the growth and responsibility of the department.

# City of Santa Fe, New Mexico

# memo

In a February 12<sup>th</sup> Capital Improvements Advisory Committee meeting the Department was approved to utilize the funds in this manner. (see attached meeting minutes)

We are requesting your approval of this purchase and passing the consideration on to the governing body.

Please feel free to contact me with any further questions at 955-3121.

Attachments: (3)

Memo to CIAC requesting Fund use  
February 12<sup>th</sup> CIAC Meeting Minutes  
Ordinance No. 2008-2  
General documentation surround project

# City of Santa Fe, New Mexico

## memo

**DATE:** January 16, 2015  
**TO:** Reed Liming Long Range Planning Division Director  
**FROM:** Jan M Snyder, Assistant Fire Chief *JMS*  
**SUBJECT:** Use of Fire/EMS Impact Fees  
**VIA:** Erik L. Litzenberg, Fire Chief

The City of Santa Fe Fire Department respectfully requests permission to utilize the \$108,040.00 in Fire and EMS Impact Fees collected by the City to remodel and expand the office and classroom space at the Department's Training facility.

The Fire Department's Training facility has been for the most part unchanged or modified over the past two decades. In that same time the number of personnel employed by the Department and the responsibility and capability of the Department to train and provide logistical support to its employees has doubled. What once was an adequate space to train and prepare the City's fire and emergency medical providers has become old, antiquated and inadequate.

We would like to take some of the space that has become less useful and create office space and bathrooms for the Training Staff: they currently share desks and/or have moved into modified closets to find space to work. We would like to also remodel an existing unusable portable building and create a large much, needed, classroom that will occupy more personnel along with a computer lab to provide alternative educational methods.

Costs of the project would include:

- construction and finishing materials
- building permits
- possible architectural fees
- heating and air conditioning units
- utility and data lines
- new doors and windows

This project would allow the Fire Department to create much needed usable administrative and training space to keep up with the growth and responsibility of the department.

Attachments: (0)



# Agenda

## **Capital Improvements Advisory Committee**

**Thursday, February 12, 2015**

**3:00 p.m.**

**City Hall, 200 Lincoln Avenue, 1<sup>st</sup> Floor  
City Councilors Conference Room**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES – **Meeting of January 15, 2015**
5. MATTERS FROM THE CHAIR
6. INFORMATION ITEMS
7. DISCUSSION AND ACTION ITEMS
  - A. **Fire Department – Request to use \$108,040 from Fire Impact Fee Account for purpose of expanding the Training Facility.**
8. MATTERS FROM THE COMMITTEE / STAFF
9. MATTERS FROM THE FLOOR
10. NEXT QUARTERLY MEETING DATE (**Thursday, April 9, 2015, 3:00 p.m.**)
11. ADJOURN

**Persons with disabilities in need of accommodations, contact the City Clerk's office at (505) 955-6520, five (5) working days prior to meeting date.**

For questions regarding this agenda, please contact the Long Range Planning Division at 955-6610.

**INDEX OF MINUTES  
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE  
February 12, 2015**

<u>ITEM</u>	<u>ACTION TAKEN</u>	<u>PAGE(S)</u>
1. CALL TO ORDER		1
2. ROLL CALL	Quorum	1
3. APPROVAL OF AGENDA	Approved	2
4. APPROVAL OF MINUTES: January 15, 2015	Approved [as amended]	2
5. MATTERS FROM THE CHAIR	None	2
6. INFORMATION ITEMS	None	2
7. DISCUSSION AND ACTION ITEMS		
A. Fire Department – Request to use \$108,040 from Fire Impact Fee Account for purpose of extending the Training Facility	Approved	2-5
8. MATTERS FROM THE COMMITTEE /STAFF	None	5
9. MATTERS FROM THE FLOOR	None	5
10. NEXT QUARTERLY MEETING DATE: Thursday, April 9, 2015 at 3:00 p.m.		5
11. ADJOURNMENT		5

**MINUTES OF THE**  
**CITY OF SANTA FE**  
**CAPITAL IMPROVEMENTS ADVISORY COMMITTEE**

February 12, 2015

**1. CALL TO ORDER**

A regular meeting of the City of Santa Fe Capital Improvements Advisory Committee was called to order by Karen Walker, Chair at 3:00 p.m. on this date in the City Councilors' Conference Room, 1<sup>st</sup> Floor, City Hall, Santa Fe, New Mexico.

**2. ROLL CALL**

Roll call indicated a quorum was present for conducting official business as follows:

**MEMBERS PRESENT:**

Karen Walker, Chair  
Jack Hiatt  
Edmundo Lucero  
Rick Martinez  
Kim Shanahan  
Neva Van Peski  
Marg Veneklasen

**MEMBERS ABSENT:**

Michael Chapman, Vice Chair  
Maria Higuera Pope, resigned

**STAFF PRESENT:**

Reed Liming, Long Range Planning Division Director  
Chief Erik Litzenberg, Fire Department  
Lisa Martinez, Land Use Department Director  
Jan M. Snyder, Assistant Fire Chief, Fire Department

**OTHERS PRESENT:**

Jo Ann G. Valdez, Stenographer

### 3. APPROVAL OF AGENDA

Ms. Van Peski moved to approve the Agenda as published. Mr. Lucero seconded the motion. The motion passed unanimously by voice vote.

### 4. APPROVAL OF MINUTES:

- Meeting of January 15, 2015

Ms. Van Peski offered the following change to the Minutes of the January 15, 2015 meeting:

Page 2, last paragraph was changed to read: *“Mr. Liming briefly reviewed Exhibit 6A noting that the City brought in \$116,456.50 in impact fees during October through December 2014. He noted that he included a chart on the “Waived Impact Fees” showing that the City waived \$193,091.00 in impact fees in this quarter (October – December 2014). Total waived impact fees during 2014 were \$424,363.00. In addition, 32 affordable single-family home permits had no impact fees assessed because the City does not collect impact fees for affordable housing.”*

Ms. Van Peski moved to approve the Minutes of the January 15, 2015 meeting as amended. Ms. Veneklasen seconded the motion. The motion passed unanimously by voice vote.

### 5. MATTERS FROM THE CHAIR

Chair Walker introduced Lisa Martinez, the new Land Use Director.

### 6. INFORMATION ITEMS

There were no informational items.

### 7. DISCUSSION AND ACTION ITEMS

- A. **Fire Department – Request to use \$108,040 from Fire Impact Fee Account for purpose of expanding the Training Facility**

Assistant Chief Jan Snyder presented the request (*Exhibit 7a*) for the Fire Department. The Fire Department requested permission to utilize the \$108,040 in Fire and EMS Impact Fees collected by the City to remodel and expand the office and classroom space at the Department’s Training facility.

Assistant Chief Snyder noted that the facility is at the corner of Agua Fria and Siler. He said the Fire Department would like to take some of the space that has become less useful and create office space and bathrooms for the Training Staff. They currently share desks and/or have moved into modified closets to find space to work. They would also like to remodel an existing unusable portable building and create a much-needed classroom that will occupy more personnel, along with a computer lab to provide alternative educational methods.

This project would allow the Fire Department to create much needed usable administrative and training space to keep up with the growth and responsibility of the department. Costs of the project would include construction and finishing materials; building permits; possible architectural fees; heating and air conditioning units, utility and data lines and new doors and windows.

#### **Discussion/questions**

Chair Walker asked if this project (a remodel) would qualify as a capital improvement.

Mr. Liming said this is more of an expansion for the Fire Department, and with the recent annexation, the City Police and Fire Departments are going to need additional facilities. He said this project was also listed as one of the projects in the CIP.

Assistant Chief Snyder said the Fire Department is trying to make their space usable for training.

Chair Walker asked him if he thinks this will last for 10 years, as the state requires.

Assistant Chief Snyder said absolutely. He explained that the Fire Department's Training facility has been for the most part unchanged or modified over the past two decades. In that same time the number of personnel employed by the Department and the responsibility and capability of the Department to train and provide logistical support to its employees has doubled. What once was an adequate space to train and prepare the City's fire and emergency medical providers has become old, antiquated and inadequate.

Mr. Martinez referred to the sketching of the proposed project. He noted that it states "Option 2" and asked if there was an Option 1.

Assistant Chief Snyder said there were multiple options but they picked this option.

Ms. Van Peski asked what types of facilities these were.

Assistant Chief Snyder said there are two portable buildings and one is basically being used as storage presently. He explained that these were part of the original fire station. They hope to clean this portable out and make it a bigger conference space.

Mr. Lucero said there is \$108,000 available now and is this sufficient for the project.

Assistant Chief Snyder said they will be doing the remodel in phases and this will cover Phase 1 of the project.

Chief Litzenberg noted that they have included this project for this year's Legislative Session and they hope to receive funding to work on the project.

Assistant Chief Snyder noted that the parking lot is also in dire need of repair and they hope to do these repairs soon.

Mr. Martinez asked if they had computers for the Computer Lab and Assistant Chief Snyder said yes.

Chair Walker said given that the City Police and Fire will be taking over some of the Counties duties (with the annexation), have they asked the County to contribute any funding.

Assistant Chief Snyder said no, they have not.

Chair Walker asked if they are going to ask them.

Assistant Chief Snyder said they can.

Chief Litzenberg noted that they do a lot of collective training with both law enforcement and the County Fire Department.

Mr. Shanahan asked what the square footage of the building is.

Assistant Chief Snyder said it is approximately 1000 square feet.

**Ms. Van Peski moved to approve the request to use \$108,040 from the Fire Impact Fee Account for the purpose of expanding the Training Facility. Ms. Veneklasen seconded the motion. The motion passed unanimously by voice vote.**

**8. MATTERS FROM THE COMMITTEE / STAFF**

There were no matters from the Committee or staff.

**9. MATTERS FROM THE FLOOR**

There were no matters from the Floor.

**10. NEXT QUARTERLY MEETING DATE:**

The next quarterly meeting is scheduled for April 9, 2015 at 3:00 p.m.

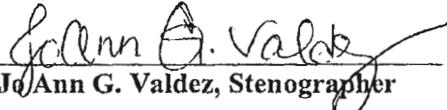
**11. ADJOURNMENT**

Having no further business to discuss, Ms. Van Peski moved to adjourn the meeting, and seconded by Mr. Shanahan, the meeting adjourned at 3:40 p.m.

Approved by:

\_\_\_\_\_  
Karen Walker, Chair

Respectfully submitted by:

  
\_\_\_\_\_  
JoAnn G. Valdez, Stenographer

Capital Improvements Advisory Committee  
Meeting: February 12, 2015

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City of Santa Fe



# Agenda

CITY CLERK'S OFFICE

DATE 2/4/15 TIME 11:07am

BY Reed Liming

FOR Alicia Lantieri

## **Capital Improvements Advisory Committee**

**Thursday, February 12, 2015**

**3:00 p.m.**

**City Hall, 200 Lincoln Avenue, 1<sup>st</sup> Floor  
City Councilors Conference Room**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
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**For questions regarding this agenda, please contact the Long Range Planning Division at 955-6610.**

**MINUTES OF THE**  
**CITY OF SANTA FE**  
**CAPITAL IMPROVEMENTS ADVISORY COMMITTEE**

**January 15, 2015**

**1. CALL TO ORDER**

A regular meeting of the City of Santa Fe Capital Improvements Advisory Committee was called to order by Karen Walker, Chair at 3:00 p.m. on this date in the City Councilors' Conference Room, 1<sup>st</sup> Floor, City Hall, Santa Fe, New Mexico.

**2. ROLL CALL**

Roll call indicated a quorum was present for conducting official business as follows:

**MEMBERS PRESENT:**

Karen Walker, Chair  
Jack Hiatt  
Maria Higuera Pope  
Edmundo Lucero  
Rick Martinez  
Neva Van Peski  
Marg Veneklasen

**MEMBERS ABSENT:**

Michael Chapman, Vice Chair  
Kim Shanahan

**STAFF PRESENT:**

Reed Liming, Long Range Planning Division Director

**OTHERS PRESENT:**

Jo Ann G. Valdez, Stenographer

**3. APPROVAL OF AGENDA**

**Mr. Hiatt moved to approve the Agenda as published. Mr. Lucero seconded the motion. The motion passed unanimously by voice vote.**

**4. APPROVAL OF MINUTES:**

- **Meeting of October 15, 2014**

The following changes were made to the Minutes of the October 15, 2014 meeting:

Page 3, 7<sup>th</sup> paragraph, last sentence was changed to read: *“He said there are two CIP's for the city and one is for infrastructure for the city, and the other is for Impact Fees.”*

Page 3, 8<sup>th</sup> paragraph, last sentence was changed to read: *“...however, the City was told that the only the first five items on the list would be considered.”*

**Mr. Lucero moved to approve the Minutes of the October 15, 2014 meeting as amended. Mr. Hiatt seconded the motion. The motion passed unanimously by voice vote.**

**5. MATTERS FROM THE CHAIR**

There were no matters from the Chair.

**6. INFORMATION ITEMS**

- A. Quarterly Financial Summary & Permit Report  
(October – December, 2014)**

[Copies of the Quarterly Financial Summary & Permit Report {*Exhibit 6A*} were distributed in the members' packets.]

Mr. Liming briefly reviewed Exhibit 6A noting that the City would have brought in \$116,456.50 in impact fees during October through December 2014. He noted that he included a chart on the “Waived Impact Fees”. The City would have brought in \$193,091.00 in impact fees in this quarter (October – December 2014). The year-end total was \$424,363.00. There were 32 affordable single-family housing units approved during 2014.

Mr. Lucero asked Mr. Liming if he knew of any projects that will come before the Committee for impact fee funding.

Mr. Liming said he did not know of any.

Ms. Higuera-Pope asked where the \$12,000 in the Arterial category came from.

Mr. Liming said it might have been a reimbursement for a prior project that may have not spent the entire Impact Fee funding.

#### **7. IMPACT FEES ANNUAL REPORT**

[Copies of the Impact Fees Annual Report {*Exhibit 7a*} were distributed.]

After the review of the Impact Fees Annual Report, the following motion was made:

**Mr. Hiatt moved to approve the Impact Fees Annual Report. Ms. Van Peski seconded the motion. The motion passed unanimously by voice vote.**

#### **8. MATTERS FROM THE COMMITTEE / STAFF**

Ms. Higuera-Pope announced that this would be her last meeting.

The Committee thanked and acknowledged Ms. Higuera-Pope for serving on the Committee for many years. She was a wonderful member and will be missed by all.

Ms. Van Peski noted that the Redistricting Commission needs volunteers for Districts 2, 3 and 4.

Mr. Hiatt mentioned that today is the deadline.

#### **9. MATTERS FROM THE FLOOR**

There were no matters from the Floor.

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**CITY OF SANTA FE, NEW MEXICO**

**ORDINANCE NO. 2008-2**

**AN ORDINANCE**

**AMENDING SECTION 14-8.14 SFCC 1987 REGARDING IMPACT FEES AND  
ADDING A NEW IMPACT FEE SCHEDULE.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:**

**Section 1. Section 14-8.14 SFCC 1987 (being Ord. #2003-32, §1 as  
amended) is amended to read:**

**14-8.14 IMPACT FEES**

**(A) Short Title and Applicability**

- (1) This section may be known and cited as the "Impact Fee Ordinance," and is referred to herein as "this section."
- (2) The provisions of this section shall apply to all of the territory within the corporate limits of the City of Santa Fe.

**(B) Intent**

In order to respond to the increasing demand for capital improvements that are related to the actual impact of new development, the Governing Body deems essential the imposition of impact fees on new development within the City. It is the intent of the Governing Body to:

- (1) Promote the health, safety and general welfare of the people of the City of Santa Fe and to enable the City to accommodate orderly growth and development;

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- (2) To provide for the imposition and collection of an impact fee upon new development within the City to serve the demand for capital facilities and public improvements; and
- (3) To insure that new development contributes its proportionate share of the cost of capital expenditures necessary to provide public facilities and infrastructure that has a rational nexus to the proposed development.

**(C) Fee Assessment and Collection**

- (1) The assessment for impact fees occurs on the date a plat or development plan receives final approval, from the City or State of New Mexico Construction Industries Division, or, in the absence of a plat or plan, the date the building permit is applied for. Impact fees collected within four years of the date of assessment shall be based on the impact fee schedule in effect at the time of assessment. After the expiration of the four year period the new development shall be subject to the fee schedule in effect at the time of application for a building permit. No action on the part of the City is required for assessment to occur.
- (2) Collection of impact fees shall occur at the time of issuance of a building permit, according to the fee schedule in effect for the development.

**(D) Exemptions, Waivers and Reimbursements**

- (1) Certain types of permits for new construction shall be exempt from the terms of this section. An exemption shall be claimed at the time of building permit application. The impact fee administrator shall

1 determine the validity of any claim for exemption pursuant to the  
2 criteria set forth. The following shall be exempt from the terms of  
3 this section:

- 4 (a) Alterations of, or additions to, existing residential uses  
5 where no additional dwelling units are created.
- 6 (b) Replacement of a destroyed, partially destroyed or moved  
7 residential building or structure with a new building or  
8 structure of the same use, of the same size and with the same  
9 number of dwelling units.
- 10 (c) Replacement of destroyed, partially destroyed or moved  
11 non-residential building or structure with a new building or  
12 structure of the same gross floor area and use.
- 13 (d) Building permits for new residential units that are part of a  
14 master plan, development plan or subdivision plat where  
15 land is dedicated to the City for the purpose of providing  
16 park land, according to §14.8.15 shall be exempt from park  
17 impact fees.

18 (2) Application for waivers of impact fees shall be made at the time of  
19 application for a building permit. Applications shall be reviewed by  
20 the Office of Affordable Housing. Impact fees shall be waived for:

- 21 (a) Santa Fe homes or Santa Fe rental units as defined in Article  
22 26-1 SFCC 1987;
- 23 (b) Housing opportunity program home or housing opportunity  
24 program rental unit subject to a valid housing opportunity  
25 program agreement; or

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(c) A low priced dwelling unit as defined in Article 26-2 SFCC 1987.

(3) When a dwelling unit for which impact fees have been paid is later deemed by the city to qualify for the waiver described in paragraph (2) above, it is entitled to a full reimbursement of the impact fees paid.

(4) In order to promote the economic development of the City or the public health, safety, and general welfare of its residents, the Governing Body may agree to pay some or all of the impact fees imposed on a proposed new development or redevelopment from funds of the City other than impact fees from other developments.

(5) Governmental entities shall pay all impact fees imposed under this section.

**(E) Fee Determination**

(1) Any person who applies for a building permit, except those exempted or preparing an independent fee calculation study, shall pay impact fees in accordance with one of the following fee schedules. If any credit is due pursuant to paragraph (I), the amount of such credit shall be deducted from the amount of the fee to be paid.

(a) "New" Fee Schedule. The fee schedule in this paragraph (E)(1)(a), also referred to as the "New" fee schedule, shall be used and its fees assessed on plats and development plans that receive final approval from the City or New Mexico Construction Industries Division after June 30, 2008. This

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“New” fee schedule shall also be applied to building permits issued after June 30, 2008, except where the permit is issued for a subdivision or for a development plan that is still subject to the “Old” fee schedule.

(THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK)

## NEW FEE SCHEDULE

Land Use Type	Unit	Roads	Parks	Fire	Police	Total
<b>S-F Detached Dwelling or Manufactured Home</b>						
Heated Living Area:						
(0 to 1,500 sq. ft.)	Dwelling	\$1,850	\$1,111	\$125	\$44	<b>\$3,130</b>
(1,501 to 2,000 sq. ft.)	Dwelling	\$2,100	\$1,214	\$136	\$48	<b>\$3,498</b>
(2,001 to 2,500 sq. ft.)	Dwelling	\$2,183	\$1,328	\$150	\$53	<b>\$3,714</b>
(2,501 to 3,000 sq. ft.)	Dwelling	\$2,248	\$1,379	\$155	\$55	<b>\$3,837</b>
(3,001 to 3,500 sq. ft.)	Dwelling	\$2,309	\$1,418	\$159	\$56	<b>\$3,942</b>
(3,501 to 4,000 sq. ft.)	Dwelling	\$2,359	\$1,444	\$163	\$58	<b>\$4,024</b>
(more than 4,000 sq. ft.)	Dwelling	\$2,424	\$1,495	\$169	\$59	<b>\$4,147</b>
Other (Apts., Condos, S.F. Attached, Guest H.)	Dwelling	\$1,554	\$971	\$110	\$39	<b>\$2,674</b>
Hotel/Motel	Room	\$1,203	\$0	\$82	\$29	<b>\$1,314</b>
<b>Retail/Commercial</b>		G.F.A.				
Shopping Center/General Retail	1000 sq. ft.	\$4,597	\$0	\$221	\$78	<b>\$4,896</b>
Auto Sales/Service	1000 sq. ft.	\$2,180	\$0	\$221	\$78	<b>\$2,479</b>
Bank	1000 sq. ft.	\$4,948	\$0	\$221	\$78	<b>\$5,247</b>
Convenience Store w/Gas Sales	1000 sq. ft.	\$8,778	\$0	\$221	\$78	<b>\$9,077</b>
Health Club, Recreational	1000 sq. ft.	\$4,394	\$0	\$221	\$78	<b>\$4,693</b>
Movie Theater	1000 sq. ft.	\$10,412	\$0	\$221	\$78	<b>\$10,711</b>
Restaurant, Sit-Down	1000 sq. ft.	\$5,083	\$0	\$221	\$78	<b>\$5,382</b>
Restaurant, Fast Food	1000 sq. ft.	\$11,064	\$0	\$221	\$78	<b>\$11,363</b>
<b>Office/Institutional</b>		G.F.A.				
Office, General	1000 sq. ft.	\$2,429	\$0	\$124	\$44	<b>\$2,597</b>
Medical Building	1000 sq. ft.	\$3,903	\$0	\$124	\$44	<b>\$4,071</b>
Nursing Home	1000 sq. ft.	\$1,354	\$0	\$124	\$44	<b>\$1,522</b>
Church	1000 sq. ft.	\$1,521	\$0	\$124	\$44	<b>\$1,689</b>
Day Care Center	1000 sq. ft.	\$3,202	\$0	\$124	\$44	<b>\$3,370</b>
Elementary/Sec. School	1000 sq. ft.	\$586	\$0	\$124	\$44	<b>\$754</b>
<b>Industrial</b>		G.F.A.				
Industrial, Manufacturing	1000 sq. ft.	\$1,610	\$0	\$74	\$26	<b>\$1,710</b>
Warehouse	1000 sq. ft.	\$1,147	\$0	\$47	\$16	<b>\$1,210</b>
Mini-Warehouse	1000 sq. ft.	\$417	\$0	\$47	\$16	<b>\$480</b>

G.F.A. -- Gross Floor Area; fees shown for non-residential uses are per 1,000 square feet of gross floor area.

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(b) "Old" Fee Schedule. The fee schedule in this paragraph (E)(1)(b), also referred to as the "Old" fee schedule, shall be used and its fees assessed on plats and development plans that receive final approval from the City or New Mexico Construction Industries Division on or before June 30, 2008, which assessment shall be valid for a period not to exceed four years from the date of the subdivision or development plan approval. The "Old" fee schedule shall also be applied to building permits issued on or before June 30, 2008. Notwithstanding the foregoing, if the combined arterial and signal, combined neighborhood and regional park, fire or police impact fee according to the "Old" fee schedule included in this paragraph (E)(1)(b) is higher than the road, park, fire or police impact fee in the impact fee schedule included in paragraph (E)(1)(a), the "New" fee schedule shall apply.

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# OLD FEE SCHEDULE

Land Use Type	Unit	Arterials		N'hood	Reg'l		Police	Total
		Signals	Parks	Parks	Fire			
<b>S-F Detached Dwelling or Guesthouse</b>								
Heated Living Area:								
(0 to 1,500 sq. ft.)	Dwelling	\$938	\$197	\$127	\$640	\$118	\$29	\$2,049
(1,501 to 2,000 sq. ft.)	Dwelling	\$1,263	\$264	\$186	\$942	\$165	\$40	\$2,860
(2,001 to 2,500 sq. ft.)	Dwelling	\$1,505	\$315	\$230	\$1,167	\$212	\$52	\$3,481
(2,501 to 3,000 sq. ft.)	Dwelling	\$1,698	\$355	\$266	\$1,348	\$259	\$63	\$3,989
(3,001 to 3,500 sq. ft.)	Dwelling	\$1,859	\$388	\$295	\$1,498	\$306	\$75	\$4,421
(3,501 to 4,000 sq. ft.)	Dwelling	\$1,997	\$417	\$320	\$1,626	\$353	\$86	\$4,799
(more than 4,000 sq. ft.)	Dwelling	\$2,118	\$442	\$342	\$1,738	\$400	\$98	\$5,138
Other (Apts., Condos, S.F. Attached)	Dwelling	\$1,230	\$255	\$141	\$722	\$94	\$61	\$2,503
Hotel/Motel	Room	\$1,671	\$346	\$0	\$0	\$182	\$61	\$2,260
<b>Retail/Commercial</b>								
G.F.A.								
Shopping Center/General Retail	1000 sq. ft.	\$3,225	\$668	\$0	\$0	\$182	\$61	\$4,136
Auto Sales/Service	1000 sq. ft.	\$2,587	\$536	\$0	\$0	\$182	\$61	\$3,366
Bank	1000 sq. ft.	\$4,349	\$900	\$0	\$0	\$182	\$61	\$5,492
Convenience Store w/Gas Sales	1000 sq. ft.	\$6,078	\$1,258	\$0	\$0	\$182	\$61	\$7,579
Health Club, Recreational	1000 sq. ft.	\$2,331	\$483	\$0	\$0	\$182	\$61	\$3,057
Movie Theater	1000 sq. ft.	\$7,233	\$1,497	\$0	\$0	\$182	\$61	\$8,973
Restaurant, Sit-Down	1000 sq. ft.	\$3,519	\$729	\$0	\$0	\$182	\$61	\$4,491
Restaurant, Fast Food	1000 sq. ft.	\$7,661	\$1,586	\$0	\$0	\$182	\$61	\$9,490
<b>Office/Institutional</b>								
G.F.A.								
Office, General	1000 sq. ft.	\$1,815	\$376	\$0	\$0	\$182	\$61	\$2,434
Medical Building	1000 sq. ft.	\$2,902	\$601	\$0	\$0	\$182	\$61	\$3,746
Nursing Home	1000 sq. ft.	\$813	\$168	\$0	\$0	\$182	\$61	\$1,224
Church	1000 sq. ft.	\$1,352	\$280	\$0	\$0	\$182	\$61	\$1,875
Day Care Center	1000 sq. ft.	\$2,820	\$584	\$0	\$0	\$182	\$61	\$3,647
Elementary/Sec. School	1000 sq. ft.	\$442	\$92	\$0	\$0	\$182	\$61	\$777
<b>Industrial</b>								
G.F.A.								
Industrial, Manufacturing	1000 sq. ft.	\$1,290	\$267	\$0	\$0	\$182	\$61	\$1,800
Warehouse	1000 sq. ft.	\$919	\$190	\$0	\$0	\$182	\$61	\$1,352
Mini-Warehouse	1000 sq. ft.	\$320	\$66	\$0	\$0	\$182	\$61	\$629

1 G.F.A. - Gross Floor Area; fees shown for non-residential uses are per 1,000 square feet of gross floor area.

2 (2) If the type of new development for which a building permit is

1 requested is not specified on the fee schedule, the impact fee  
2 administrator shall determine the fee on the basis of the fee  
3 applicable to the most nearly comparable type of land use on the fee  
4 schedule.

5 (3) Impact fees shall be assessed and collected based on the primary  
6 use of the building as determined by the impact fee administrator.  
7 Where a permit is to be issued for a building “shell” and the impact  
8 fee administrator is unable to determine the intended use of the  
9 building, the administrator shall assess and collect impact fees  
10 according to the zoning district in which the building is to be  
11 located as follows:

- 12 (a) C-2 and all SC zones – “Shopping Center/General Retail”  
13 fee rate;  
14 (b) HZ zone – “Medical Building” fee rate;  
15 (c) C-1, C-4 and all other non-residential zones – “Office,  
16 General” fee rate.

17 (4) Live/Work developments containing dwelling unit(s) in  
18 combination with nonresidential floor area in a common building  
19 shall pay impact fees for each dwelling unit according to the  
20 residential fee rate for “Other” and for the gross floor area intended  
21 for non-residential use according to the “Office, General” fee rate.  
22 If the initial Live/Work building permit application is for a shell  
23 building permit the impact fee administrator shall collect impact  
24 fees at the “Office, General” fee rate. If dwelling units are added as  
25 a use within the building after the building has been charged impact

1 fees at a non-residential fee rate, and there is no increase in gross  
2 floor area, the impact fee administrator shall collect only the  
3 required park impact fees for the dwelling units at the residential fee  
4 rate for "Other" at the time of the dwelling unit permit application.

- 5 (5) If a building permit application changes the use of an existing  
6 building, increases the gross floor area of an existing building, or  
7 replaces an existing building with a new building and new use, the  
8 fee shall be based on the net increase in the fee for the new use  
9 and/or increase as compared to what the current fee would be for  
10 the previous use or floor area. In the event that the proposed  
11 change results in a net decrease in the fee, there shall be no refund  
12 of impact fees previously paid.

13 **(F) Independent Fee Calculation**

- 14 (1) The impact fee administrator may require an independent fee  
15 calculation for any proposed development interpreted by the impact  
16 fee administrator as not one of those types listed on the fee schedule  
17 or as one that is not comparable to any land use on the fee schedule.
- 18 (2) The preparation and cost of the independent fee calculation study  
19 shall be the sole responsibility of the applicant.
- 20 (3) The independent fee calculation study shall be based on the same  
21 service standards and facility costs used in the impact fee capital  
22 improvements plan, and shall document the methodologies and  
23 assumptions used.
- 24 (4) An independent fee calculation study submitted by an applicant for  
25 the purpose of calculating a road impact fee shall address all three

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factors relevant to the generation of service units, namely: trip generation rates, primary trip factors and average trip lengths.

(5) After review, the impact fee administrator shall approve or reject the conclusions of the independent fee calculation study.

**(G) Use of Fees**

(1) An impact fee fund that is distinct from the general fund of the City is hereby created, and the impact fees received will be deposited in the following interest-bearing accounts of the impact fee fund:

- (a) Arterials Impact Fee Account;
- (b) Traffic Signals Impact Fee Account;
- (c) Neighborhood Parks Impact Fee Account;
- (d) Regional Parks Impact Fee Account;
- (e) Fire Impact Fee Account;
- (f) Police Impact Fee Account;
- (g) Parks Impact Fee Account; and
- (h) Roads Impact Fee Account.

(2) Arterial and traffic signal impact fees collected according to the "Old" fee schedule in paragraph (E)(1)(b) of this section will be retained in the "Arterials" Impact Fee Account and the "Traffic Signals" Impact Fee Account respectively and spent for the purpose for which they were originally collected. Road impact fees collected according to the "New" fee schedule in paragraph (E)(1)(a) of this section will be deposited into the "Roads" Impact Fee Account. Neighborhood Park and Regional Park impact fees collected according to the "Old" fee schedule in (E)(1)(b) of this

1 section will be retained in the "Neighborhood Parks" Impact Fee  
2 Account and the "Regional Parks" Impact Fee Account and spent  
3 for the purpose for which they were originally collected. Park  
4 impact fees collected according to the "New" fee schedule in  
5 paragraph (E)(1)(a) of this section shall be deposited into the  
6 "Parks" Impact Fee Account.

7 (3) The impact fee accounts shall contain only those impact fees  
8 collected pursuant to this section or pursuant to the previous impact  
9 fee ordinance for the type of facilities reflected in the title of the  
10 account, plus any interest that has accrued or may accrue from time  
11 to time on such amounts.

12 (4) The monies in each impact fee account shall be used only for the  
13 following:

14 (a) To acquire or construct capital improvements or facility  
15 expansions of the type reflected in the title of the account  
16 and identified in the capital improvements plan;

17 (b) To pay debt service on the portion of any current or future  
18 general obligation bond or revenue bond used to finance  
19 capital improvements or facility expansions of the type  
20 reflected in the title of the account and identified in the  
21 capital improvements plan;

22 (c) Planning, surveying and engineering fees paid to an  
23 independent qualified professional who is not an employee  
24 of the municipality or county for services provided for and  
25 directly related to the construction of capital improvements

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or facility expansions;

- (d) Fees actually paid or contracted to be paid to an independent qualified professional, who is not an employee of the City, for the preparation or updating of a capital improvements plan;
- (e) Up to three percent (3%) of total impact fees collected for administrative costs for City personnel;
- (f) As described in paragraph (H), Refunds; or
- (g) As described in paragraph (I), Credits.

**(H) Refunds**

- (1) Upon the request of an owner of the property for which an impact fee has been paid, any monies in the impact fee fund, paid for that property, that have not been spent within seven (7) years after the date on which such fee was paid shall be returned to the current owner of record as listed with the County Assessor with interest since the date of payment.
  - (a) Monies in each impact fee account shall be considered to be spent in the order collected, on a first in/first out basis.
  - (b) Interest shall be calculated from the date of collection to the date of refund at the statutory rate as set forth in section 56-8-3 NMSA 1978.
  - (c) Requests shall be filed with the city within thirty days of the eligibility for the refund.
  - (d) Response to a request for a refund, including the amount of the refund and the procedure for applying for and receiving

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the refund, shall be sent or served in writing to the current owner of the property within thirty (30) days of the date the refund was requested.

(e) All refunds shall be made to the current owner of the property at the time the refund is paid.

(f) Notwithstanding the above, if the impact fees were paid by a government entity, notice shall be given to and the refund shall be made to the government entity.

(2) If an applicant has paid an impact fee required by this section and the building permit later expires without the possibility of further extension, and the development activity for which the impact fee was imposed did not occur and no impact has resulted, then the applicant who paid such fee shall be entitled to a refund of 97 percent of the fee paid, without interest. In order to be eligible to receive such refund, the applicant who paid such fee shall submit an application for such refund within thirty (30) days after the expiration of the permit or extension for which the fee was paid.

**(I) Credits**

(1) Credit against the impact fees shall be provided for contributions made by developers toward the cost of capital improvements or facility expansions identified in the Impact Fees Capital Improvements Plan and eligible for funding with impact fees pursuant to the provisions of this section.

(a) Credits for eligible improvements shall become effective when the payment has been made, the land has been

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dedicated in fee simple to the City or the improvements have been completed and have been accepted by the City.

(b) No credit will be applied to the road impact fee for improvements to the major roadway system that primarily serve traffic generated by the development project, such as acceleration/deceleration lanes into and out of the project.

(c) No credit will be applied to the road impact fee for installation of a traffic signal or intersection improvement at the intersection of a public street and a private road or driveway.

(2) In order to receive credit for eligible improvements, the developer shall submit complete engineering drawings, specifications, and construction cost estimates to the impact fee administrator. The impact fee administrator shall determine the amount of credit due based on the information submitted, or where such information is inaccurate or unreliable, then on alternative engineering or construction costs acceptable to the impact fee administrator.

(3) To qualify for an impact fee credit, the developer shall enter into an impact fee credit agreement with the City prior to plat or plan recordation. The impact fee credit agreement shall specify the following:

- (a) The amount of the credit;
- (b) How the credit will be allocated within the development project; and
- (c) How the developer will be reimbursed for the cost of in-kind

1 contributions that exceed the amount of impact fees due  
2 from the development project.

3 (4) In the event that the new development for which credits have been  
4 issued is sold to different owners, the credits usable by each new  
5 owner shall be calculated in terms of each owner's a percentage  
6 share of the impact fees against which the credits were issued that  
7 would otherwise be due from the entire new development.

8 (5) The right to claim credits shall run with the land and may be  
9 claimed only by owners of property within the new development for  
10 which the land was dedicated or the improvement was made.

11 Credits issued for a particular new development shall not be  
12 transferable to another development.

13 (6) Credits provided pursuant to this section shall be valid for (10) ten  
14 years from the effective date of the impact fee credit agreement.

15 (7) In the absence of an impact fee credit agreement specifically  
16 providing otherwise, no reimbursement shall be made to a  
17 developer for the amount of credit due in excess of impact fees  
18 otherwise due from the development.

19 **(J) Miscellaneous Provisions**

20 (1) Nothing in this section shall restrict the City from requiring the  
21 construction of reasonable project improvements required to serve  
22 the new development project, whether or not such improvements  
23 are of a type for which credits are available under paragraph (I),  
24 Credits.

25 (2) The impact fee administrator shall maintain accurate records of the

1 impact fees paid, including the name of the person paying such fees,  
2 the project for which the fees were paid, the date of payment of  
3 each fee, the amounts received in payment for each fee, the amount  
4 of any credits provided against the fees or refunds paid, and any  
5 other matters that the City deems appropriate or necessary for the  
6 accurate accounting of such fees. Records shall be available for  
7 review by the public during normal business hours and with  
8 reasonable advance notice.

9 (3) If an impact fee has been calculated and paid based on a mistake or  
10 misrepresentation, it shall be recalculated and paid as follows:

11 (a) Any amounts overpaid by an applicant shall be refunded by  
12 the impact fee administrator to the applicant within thirty  
13 (30) days after the approval of the recalculated amount.

14 (b) Any amounts underpaid by the applicant shall be paid to the  
15 impact fee administrator within thirty (30) days after the  
16 acceptance of the recalculated amount.

17 (c) In the case of an underpayment or nonpayment of impact  
18 fees, the City shall not issue any additional permits or  
19 approvals for the project for which the impact fee was  
20 previously underpaid until such underpayment is corrected,  
21 and if amounts owed to the City are not paid within such  
22 thirty (30) day period, the City may also issue a stop work  
23 order or rescind any permits issued in reliance on the  
24 previous payment of such impact fee.

25 (4) Any determination made by the impact fee administrator charged

1 with the administration of any part of this section may be appealed  
2 to the Land Use Department Director within thirty (30) days from  
3 the date of the decision appealed. The department director's  
4 decision shall be final.

- 5 (5) Furnishing false information on any matter relating to the  
6 administration of this section, including without limitation the  
7 furnishing of false information regarding the expected size, use, or  
8 impacts from a proposed new development, shall be a violation of  
9 this section. The City may issue a stop work order or rescind any  
10 permits issues in reliance on the previous payment of such impact  
11 fee.

12 **(K) Annual Report / Periodic Updates**

13 The Capital Improvements Advisory Committee (CIAC) shall make an  
14 annual report to the governing body on impact fee revenues obtained  
15 during the previous year, current impact fee fund amounts, CIP projects  
16 under construction that are using impact fee revenues, the effects of impact  
17 fees on new housing prices and new affordable housing as well as any  
18 perceived inequities in implementing the plan or imposing the impact fee.  
19 The land use assumptions and capital improvements plan on which the  
20 impact fees imposed by this section are based shall be updated at least  
21 every five (5) years. The five-year period begins on the day the capital  
22 improvements plan is adopted. The City shall review its current land use  
23 assumptions and shall cause an update of the capital improvements plan to  
24 be prepared in accordance with the Development Fees Act, sections 5-8-1  
25 to 5-8-42 NMSA 1978.

1           **Section 2. The following definitions in Article 14-12 SFCC 1987 (being**  
2 **Ord. #2001-38, §2 as amended) are amended to read:**

3 **CAPITAL IMPROVEMENT**

4 As used in §14-8.14, any of the following facilities that have a life expectancy of ten or  
5 more years and are owned and operated by, or on behalf of, the City:

6           (A) Roadway facilities located within the service area, including arterial or  
7 collector roads, bridges, bike and pedestrian trails, bus bays, rights of way,  
8 landscaping, traffic signals, intersection improvements and any local  
9 components of state and federal highways;

10           (B) Parks and related areas and facilities located within the service area  
11 including neighborhood or pocket parks referred to herein as  
12 "neighborhood parks;" community and regional parks, open space and trails  
13 referred to herein as "regional parks;"

14           (C) Buildings for fire and rescue and essential equipment costing ten thousand  
15 dollars (\$10,000) or more and having a life expectancy of ten years or  
16 more; or

17           (D) Buildings for police and essential equipment costing ten thousand dollars  
18 (\$10,000) or more and having a life expectancy of ten years or more.

19 **CAPITAL IMPROVEMENTS PLAN**

20 As used in §14-8.14, a plan that identifies capital improvements or facility expansions for  
21 which impact fees may be imposed. Capital improvements or facility expansions needed  
22 to serve projected development in the service area based on the approved land use  
23 assumptions are identified in the Impact Fee Capital Improvement Plan for Roads, Parks,  
24 Fire and Police or similar subsequent report approved by the governing body.

25 **MAJOR ROADWAY SYSTEM**

1 As used in §14-8.14, all major and minor arterials and collector streets or roads identified  
2 on the Santa Fe Functional Road Classifications map within the Urban Area.

3 **ROADWAY FACILITIES**

4 As used in §14-8.14, arterial or collector streets or roads that have been designated on an  
5 officially adopted roadway plan of the municipality or county, including bridges, bike and  
6 pedestrian trail, rights-of-way, landscaping, traffic signals, intersection improvements and  
7 any local components of state or federal highways. For the purposes of Santa Fe's road  
8 impact fees, roadway facilities will be limited to the major roadway system as herein  
9 defined.

10 **SERVICE AREA**

11 As used in §14-8.14, an area within the corporate boundaries or extraterritorial jurisdiction  
12 of a municipality or the boundaries of a county to be served by the capital improvements  
13 or facility expansions specified in the capital improvements plan designated on the basis  
14 of sound planning and engineering standards. The service area for the City's road, park,  
15 fire and police impact fees is the area within the corporate boundaries of the City as well  
16 as unincorporated areas within the urban area as set forth in the General Plan.

17 **SERVICE UNIT**

18 As used in §14-8.14, standardized measure of consumption, use, generation or discharge  
19 attributable to an individual unit of development calculated in accordance with generally  
20 accepted engineering or planning standards for a particular category of capital  
21 improvements or facility expansions. The service unit for road impact fees is average  
22 daily vehicle-miles of travel. The service unit for park impact fees is equivalent dwelling  
23 units. The service unit for fire and police impact fees is functional population.

24 **Section 3. [NEW MATERIAL.] The following definitions are added**  
25 **to Article 14-12 SFCC 1987 (being Ord. #2001-38, §2 as amended):**

1 **FINAL APPROVAL**

2 As used in §14-8.14, the date that a plat or development plan is recorded with the county  
3 clerk. This date is to be used to determine the beginning of the assessment period for  
4 which a permit would be charged impact fees according to a given fee schedule.

5 **FUNCTIONAL POPULATION**

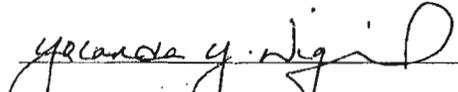
6 As used in §14-8.14, the number of "full-time equivalent" people present at the site of a  
7 land use.

8 PASSED, APPROVED and ADOPTED this 9<sup>th</sup> day of January, 2008.

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11 DAVID COSS, MAYOR

12 ATTEST:

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15 YOLANDA Y. VIGIL, CITY CLERK

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17 APPROVED AS TO FORM:

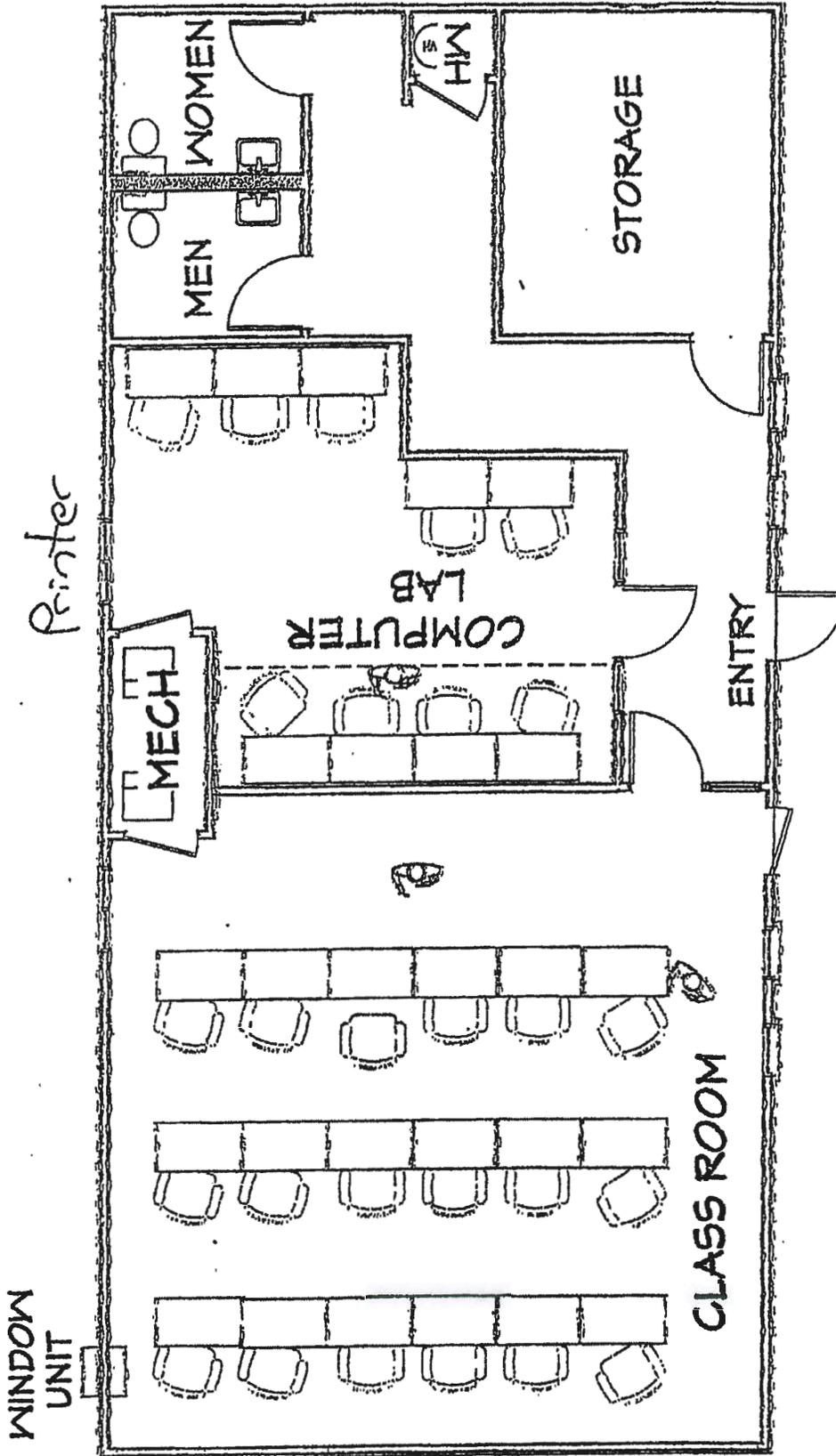
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20 FRANK D. KATZ, CITY ATTORNEY

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25 jp/ndrive/2008 ord/impact fees

City of Dallas Fire Department Training Facility Remodel Project:

Portable building remodel from unusable space to a classroom and computer lab

Project does include new HVAC components

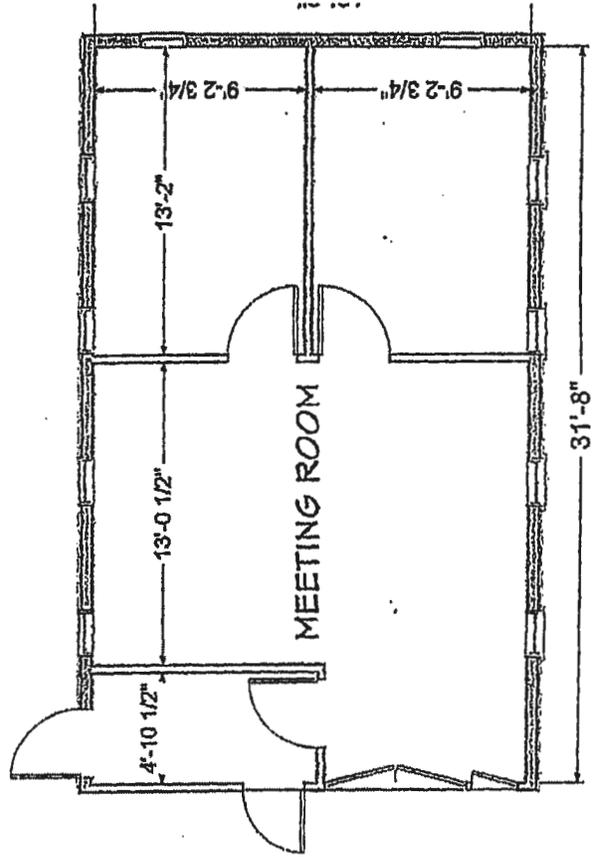


**OPTION #2 FURNISHED**

City of Santa Fe Fire Department Training Facility Remodel Project:

Front classroom to office space project (not shown remodel of restrooms)

Project does include new HVAC components

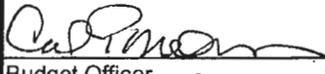


# City of Santa Fe, New Mexico

## BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE
Finance				
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dpt. Use Only)</small>	INCREASE	DECREASE
Transfers Out	22788.700100	3211	108,040	
Transfers In	31211.600100	2723	(108,040)	
WIP Construction	32211.572970		108,040	
<b>JUSTIFICATION:</b> <i>(use additional page if needed)</i>			<b>TOTAL</b>	
			\$ 108,040	\$ -

Transfer 108,040 from Fire Impact fee (2723) to (3211) Fire Station Renovations for Remodel/renovation of Fire Station.

Erica J. Martinez Prepared By  Date: 03/03/15	<b>CITY COUNCIL APPROVAL</b> City Council Approval Required <input type="checkbox"/> City Council Approval Date: <input type="text"/> Agenda Item #: <input type="text"/>	 Budget Officer Date: 3/10/15
Division Director Date:	Finance Director Date: 3-10-2015	
Department Director Date:	City Manager Date:	