



# Agenda

CITY CLERK'S OFFICE

DATE 10/4/16 TIME 1:19

SERVED BY Reed Loring

RECEIVED BY [Signature]

## **Capital Improvements Advisory Committee**

**Thursday, October 13, 2016**

**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 July 14, 2016**
5. DISCUSSION / ACTION ITEMS
6. INFORMATION ITEMS
  - A. **Quarterly Financial Summary and Permit Report (July - September, 2016)**
7. MATTERS FROM THE COMMITTEE / STAFF
8. MATTERS FROM THE FLOOR
9. NEXT QUARTERLY MEETING DATE (**Thursday, January 12, 2017, 3:00 p.m.**)
10. 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.

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

**July 14, 2016**

**1. CALL TO ORDER**

A regular meeting of the City of Santa Fe Capital Improvements Advisory Committee was called to order by Ted Swisher at 3:05 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 as follows:

**MEMBERS PRESENT:**

Ted Swisher, Acting Chair

Rex Givens

Rick Martinez

Marshall Thompson, newly appointed Committee Member

Neva Van Peski

Marg Veneklasen

**MEMBERS ABSENT:**

Edmundo Lucero, excused

Kim Shanahan, excused

1 vacancy

**STAFF PRESENT:**

Reed Liming, Long Range Planning Division Director

Marshall Thompson was welcomed and introduced as the CIAC's newly appointed member.

**3. APPROVAL OF AGENDA**

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

**4. APPROVAL OF MINUTES:**

- **Meeting of April 14, 2016**

Ms. Van Peski noted that there was a misspelled word (alluded) on page 6, 5<sup>th</sup> paragraph, line 2.

**Mr. Thompson moved to approve the Minutes of the April 14, 2016 meeting as amended. Ms. Veneklasen seconded the motion. The motion passed unanimously by voice vote.**

**5. DISCUSSION / ACTION ITEMS**

There were no discussion/action items.

**6. INFORMATION ITEMS**

**A. Quarterly Financial Summary and Permit Report (April - June 2016)**

[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 brought in \$182,060.47 in Road impact fees; \$36,674.00 in Parks impact fees; \$5,918.00 in Police impact fees and \$14,013.00 in Fire impact fees, for a total of \$238,665.47 in impact fees during April through June of 2016.

Mr. Liming mentioned that Ms. Van Peski brought to his attention that the way the spreadsheet identifies "interest" is inconsistent and confusing.

Mr. Liming distributed a revised spreadsheet that he received from Erica Martinez in the city's accounting office. In the future the spreadsheet will only show interest actually accrued from a prior quarter.

Mr. Liming said he included a spreadsheet showing the history of all capital projects approved for impact fee funds and the amounts of those funds, (year by year) since Fiscal Year 2004-2005 when the first project was approved using impact fee funds.

Mr. Liming noted that Ms. Van Peski requested that a full list of the city's 4-digit "application types" (permit codes) be included in future reports, perhaps on the very first page of the permit report, if possible.

Mr. Liming reviewed the "Waived Residential Impact Fees" sheet noting that there are still permits being issued that are paying the 50% residential reduction fee as, they were allied for prior to the "Sunset" of the reduction of fees ordinance. He mentioned that there are still residential permit applications pending issuance that qualify for the 50% reduction, due to the fact that permit application was made prior to February 27, 2016 while the reduction was still in effect.

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

Mr. Givens discussed the fact that there seems to be relatively little difference between the impact fees charged for a single-family home of less than 1,500 square feet and the larger single-family homes in the city's schedule of impact fees. He said if affordable housing is a primary goal of the city, then such a relatively high fee for small homes compared to the larger homes seems contrary to achieving affordability. He suggested that the Committee consider this further and perhaps make a recommendation.

Ms. Van Peski mentioned that state law (New Mexico Development Fees Act) governs the method in which local impact fees are created. It was requested that all members receive the state act and Mr. Liming said that he would also email the city's Impact Fees Ordinance. \*Of noted, this was emailed to the Committee Members on July 15<sup>th</sup>.

Mr. Swisher questioned how many homes, smaller than 1,500 square feet, were actually being built; and many of those that are being built may already qualify as "affordable homes" which pay no impact fees at all.

Mr. Liming said he would contact the city's impact fee consultant on the possibility of reducing fees for one category, but he is quite sure the consultant would recommend

against it and that if there were to be reductions, the reductions should be a standard percentage that applies to all land use categories in the impact fee schedule.

**8. MATTERS FROM THE FLOOR**

There were no matters from the Floor.

**9. NEXT QUARTERLY MEETING DATE:**

The next quarterly meeting is scheduled for October 13, 2016 at 3:00 p.m.

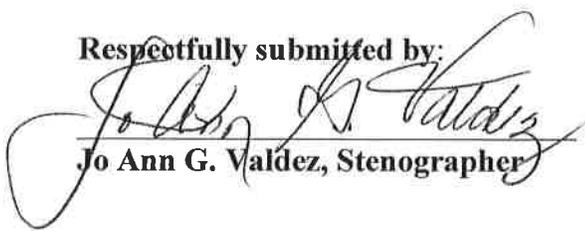
**10. ADJOURNMENT**

Having no further business to discuss, Mr. Thompson moved to adjourn the meeting, and seconded by Mr. Martinez, the meeting adjourned at 3:55 p.m.

**Approved by:**

\_\_\_\_\_  
**Ted Swisher, Acting Chair**

Respectfully submitted by:

  
\_\_\_\_\_  
**Jo Ann G. Valdez, Stenographer**

**City of Santa Fe**  
**Quarterly Report for Impact Fees FY 16/17**

	Roads	Parks	Police	Fire	Total Impact Fees
<b>Funds</b>	<b>2720</b>	<b>2721</b>	<b>2722</b>	<b>2723</b>	
<b>Revenue</b>	<b>21720</b>	<b>21721</b>	<b>21722</b>	<b>21723</b>	<b>Fees</b>
<b>Expense</b>	<b>22784</b>	<b>22786</b>	<b>22787</b>	<b>22788</b>	
<b>1st Quarter</b>					
<b>Beginning Available Balance 07/01/16</b>	\$ 2,027,275.48	\$ 309,152.54	\$ 128,867.42	\$ 77,198.67	\$ 2,542,494.11
<b>Interest Receivable</b>					
Impact Fee Revenue (w/ interest)	154,982.00	57,294.00	4,947.00	11,782.00	229,005.00
Interest	-				-
Operating Transfers in					
<b>Expenses</b>					-
<b>Obligated Projects (Southside Trans Ctr)</b>	(1,144,585.45)				(1,144,585.45)
<b>Available Balance as of 10/1/16</b>	\$ 1,037,672.03	\$ 366,446.54	\$ 133,814.42	\$ 88,980.67	\$ 1,626,913.66
<b>2nd Quarter</b>					
Impact Fee Revenue (w/o Interest)	\$ -	\$ -	\$ -	\$ -	\$ -
Interest (Previous Qtr)	-	-	-	-	-
Interest	-	-	-	-	-
Operating Transfers in					
<b>Expenses</b>	-				-
<b>Obligated Projects</b>					-
<b>Available Balance as of 1/1/17</b>	\$ 1,037,672.03	\$ 366,446.54	\$ 133,814.42	\$ 88,980.67	\$ 1,626,913.66
<b>3rd Quarter</b>					
Impact Fee Revenue (w/o Interest)	\$ -	\$ -	\$ -	\$ -	\$ -
Interest (Previous Qtr)	-	-	-	-	-
Operating Transfers in					
<b>Expenses (Cerrillos Road)</b>	-				-
<b>Obligated Projects</b>					-
<b>Available Balance as of 4/1/17</b>	\$ 1,037,672.03	\$ 366,446.54	\$ 133,814.42	\$ 88,980.67	\$ 1,626,913.66
<b>4th Quarter</b>					
Impact Fee Revenue (w/o Interest)	-	-	-	-	\$ -
Interest (Previous Qtr)					
Operating Transfers in					
<b>Expenses</b>	-				-
<b>Obligated Projects (Southside Trans Ctr)</b>	\$ -				-
<b>Available Balance as of 7/1/17</b>	\$ 1,037,672.03	\$ 366,446.54	\$ 133,814.42	\$ 88,980.67	\$ 1,626,913.66

**City of Santa Fe  
Waived Residential Impact Fees (estimate)**

<b>Quarter</b>	<b># of Units</b>	<b>Waived per Unit</b>	<b>Total Fees Waived</b>
<b>JAN - MAR 2016</b>			
Single Family	20	Varies by Size	\$ 33,725.00
Multi Family / Condo		\$ 1,228.50	
Guest House		\$ 499.00	
Res Studio/Other	9	Varies by Type	\$ 14,289.50
<b>Quarter Total</b>	<b>29</b>		<b>\$ 48,014.50</b>
<b>APR - JUNE 2016</b>			
Single Family	3	Varies by Size	\$ 3,487.00
Multi Family / Condo	2	\$ 1,228.50	\$ 2,457.00
Guest House		\$ 499.00	
Res Studio/Other		\$ 1,228.50	
<b>Quarter Total</b>	<b>5</b>		<b>\$ 5,944.00</b>
<b>YTD Totals</b>	<b>34</b>		<b>\$ 53,958.50</b>
<b>JULY - SEPT 2016</b>			
Single Family	0	Varies by Size	\$ -
Multi Family / Condo	0	\$ 1,228.50	
Guest House	0	\$ 499.00	
Res Studio/Other	0	\$ 1,228.50	
<b>Quarter Total</b>			<b>\$ -</b>
<b>YTD Totals</b>			<b>\$ 53,958.50</b>
<b>OCT - DEC 2016</b>			
Single Family		Varies by Size	
Multi-Family/Condo		\$ 1,228.50	
Guest House		\$ 499.00	
Res Studio/Other		\$ 1,228.50	
<b>Quarter Total</b>			<b>\$ -</b>
<b>Year End Totals</b>			
<b>Affordable Housing Units on which Impact Fees are not assessed</b>			
<b>Quarter</b>	<b># of Units</b>		
January-March	0		
April-June	4		
July-September	3		
October-December			
<b>Total</b>			

## LIMING, REED C.

---

**From:** Clancy Mullen <clancy@duncanassociates.com>  
**Sent:** Monday, July 18, 2016 11:49 AM  
**To:** LIMING, REED C.  
**Subject:** RE: Changes to Impact Fees Ordinance

Reed, see below...

Clancy Mullen, Principal  
Duncan Associates  
17409 Rush Pea Circle, Austin, TX 78738  
512-423-0480 cell

**From:** LIMING, REED C. [<mailto:rcliming@ci.santa-fe.nm.us>]  
**Sent:** Monday, July 18, 2016 10:33 AM  
**To:** Clancy Mullen <[clancy@duncanassociates.com](mailto:clancy@duncanassociates.com)>  
**Subject:** Changes to Impact Fees Ordinance

Clancy:

I just thought I would update you on the CIAC ... the committee has added a few new members recently and at last week's quarterly meeting, a couple of issues were brought up for discussion:

1. Impact Fee too high on S-F homes of 0-1,500 square feet – one of the new members stated that for a city that is trying to promote “affordable” housing, it seems as though the smallest sized homes pay a disproportionately high amount of impact fees...it was brought to the members attention that those S-F home applications that qualify as “affordable” do not pay impact fees and another member said the vast majority of homes in that size range probably qualify as “affordable” anyway...  
(I stated that impact fees have to do with the relative impacts of the homes based on household size and that basically what the impact fee schedule reflects is that once you build even a house of minimal size the unit's impact kicks in and it's not a case where simply because a home is half the size it has half the impacts/costs of a home twice the size (i.e. 1,500 sq. ft. vs. 3,000 sq. ft.)  
I said that I would ask your opinion about lowering impact fees fro homes of 0-1,500, but I told them you would probably advise against it...

Reed, you are exactly right. The fees are proportional to the impact (number of people or trips) associated with units of various sizes. Reducing the fee for the smallest unit based only on the desire to promote affordability would require the City to pay the difference from non-impact fee revenues.

2. Removing paragraph (h) near the bottom of page LD:8116 – What if the city were to quit charging impact fees on the change-of-use of an existing building, and only charge on new construction...?

With the very broad categories in the fee schedule, there are likely few instances of fees being charged for change of use. Eliminating fees for change of use would invite applicants to “bait and switch”: e.g., pay fees for an office, then change the use to retail.

What do you think of these proposals (you can just type your responses in red after each item)...

Hope all is well in your neck of the woods.

# City of Santa Fe

# memo

**DATE:** September 28, 2016

**TO:** Yolanda Vigil, City Clerk's Office  
Celeste Valentine, City Manager's Office

**FROM:** Reed Liming, Planning Division Director

**SUBJECT:** CIAC MEETING SCHEDULE FOR 2017

---

## ACTION REQUESTED

I am requesting that the Capital Improvements Advisory Committee (CIAC) meetings be set for 2017 on the dates below and that the City Councilors Conference Room be reserved for CIAC meetings on those dates from 3:00-5:00 p.m.

**Thursday, January 12 (Quarterly mtg.)**

Thursday, February 9

Thursday, March 9

**Thursday, April 13 (Quarterly mtg.)**

Thursday, May 11

Thursday, June 8

**Thursday, July 13 (Quarterly mtg.)**

Thursday, August 10

Thursday, September 14

**Thursday, October 12 (Quarterly mtg.)**

Thursday, November 9

Thursday, December 14

Thank you.