



Agenda

DATE 7/2/14 TIME 8:51-

PREPARED BY Rachel Liming

REVIEWED BY

[Signature]

Capital Improvements Advisory Committee

Thursday, July 10, 2014

3:00 p.m.

City Hall, 200 Lincoln Avenue, 1st Floor
City Councilors' Conference Room

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES

Meeting of June 12, 2014

5. MATTERS FROM THE CHAIR
6. INFORMATION ITEMS
 - A. Update on Impact Fees CIP 2020 & draft ordinance
7. DISCUSSION AND ACTION ITEMS
 - A. Quarterly Financial Summary and Permit Report (April – June, 2014)
 - B. Fund 2708 "Impact Fee Projects" – Transfer/Distribution of Monies From 2708 to Impact Fee Funds for Roads, Parks, Police & Fire/EMS (2720, 2721, 2722 and 2723)
8. MATTERS FROM THE COMMITTEE / STAFF
9. MATTERS FROM THE FLOOR
10. NEXT QUARTERLY MEETING DATE (Thursday, October 9, 2014, 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.

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CAPITAL IMPROVEMENTS ADVISORY COMMITTEE
July 10, 2014**

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MINUTES OF THE
CITY OF SANTA FE
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

July 10, 2014

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 3:05 p.m. on this date in the City Council Chambers, 1st 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
Michael Chapman, Vice Chair
Jack Hiatt
Edmundo Lucero
Rick Martinez
Maria Higuera Pope
Kim Shanahan
Neva Van Peski
Marg Veneklasen

MEMBERS ABSENT:

None

STAFF PRESENT:

Reed Liming, Long Range Planning Division Director
Richard McPherson, Long Range Planning Division

3. APPROVAL OF AGENDA

Ms. Veneklasen moved to approve the Agenda. Mr. Hiatt seconded the motion. The motion passed unanimously by voice vote.

4. APPROVAL OF MINUTES:

- **Meeting of June 12, 2014**

The following changes were made to the Minutes of the June 12, 2014 meeting:

Page 3, last paragraph from the bottom was changed to read: *“New Fee Schedule at 70% - Staff recommends that the new fee schedule be set at 70%, instead of ~~the~~ 75% level that was approved by the CIAC at its April 2014 meeting.”*

Page 5, 5th paragraph was changed to read: *“Mr. Liming noted that Councilor Bushee has indicated that she will sponsor this bill and she will be asking that the 50% reduction in impact fees for all residential permits for two years be eliminated.”* (The comma was deleted.)

Commissioner Shanahan referred to page 5, the second to last paragraph of the Minutes, which states: *“Commissioner Shanahan requested a copy of the Minutes of the City Council meeting of February 26th where the City Council approved the 50% reduction impact fees for all residential permits for two years.”* He said Reed Liming sent him a copy of these Minutes as noted. He said what he was really trying to get, were the Minutes from the meeting of the previous day, which is June 11th. Mainly, because he was interested to know what discussion transpired at the City Council’s meeting the day before, when Councilor Bushee brought up the notion that we should change the Ordinance. He said the Committee did not have those because they were probably not published by then.

Mr. Liming said a lot of times stenographers do not type verbatim minutes and usually when legislation is being introduced, this is not shown in the minutes.

Commissioner Shanahan said it would have been interesting to see what the new City Councilors think – given that there are new Councilors and they will be talking about this for the first time. Mr. Liming said those minutes are probably posted on-line by now.

Ms. Veneklasen moved to approve the Minutes of the June 12, 2014 meeting as amended. Mr. Chapman seconded the motion. The motion passed unanimously by voice vote.

5. MATTERS FROM THE CHAIR

Chair Walker said the only matter from the Chair is that the Committee was going to have a presentation on the “Colonia Prisma” Park in their packet but it was not ready. She noted that this Park was not mentioned when the Park Bond was done.

Mr. Liming said the Public Works staff was not quite ready to make a presentation to the Committee but they may be requesting park funding for this new park in the future.

6. INFORMATION ITEMS

A. Update on Impact Fees CIP 2020 & Draft Ordinance

Mr. Liming noted that he e-mailed the adoption process/public review schedule for the Impact Fee CIP 2020 and the Impact Fee Bill. It is as follows:

Thursday, July 10th – Planning Commission Public Hearing (6 pm)
Monday, July 28th – Public Works Committee (5 pm)
Wednesday, July 30th – City Council “Request to Publish” (5 pm)
Monday, August 4th – Finance Committee (5 pm)
Wednesday, August 27th – City Council Public Hearing (7 pm)

The draft *Impact Fee CIP 2020* and the *Impact Fee Bill* are both being sponsored by Councilor Bushee. The Impact Fee Bill as proposed by Councilor Bushee eliminates the 50% fee reduction for residential permits. An amendment sheet keeping the 50% reduction as proposed by the action of the CIAC is also included in the packet. The *Impact Fee CIP 2020* recommended by the CIAC is moving forward unaltered at this point.

7. DISCUSSION AND ACTION ITEMS

A. Quarterly Financial Summary and Permit Report (April – June 2014)

[Copies of the Quarterly Financial Summary & Permit Report {*Exhibit 7A*} were distributed in the Members’ packets.]

Mr. Liming briefly reviewed Exhibit 7A noting that the City brought in \$449,604.50 in impact fees during the fourth quarter. The total amount of impact fee funds

available in all funds is \$1,163,085.61 (\$842,981.38 Roads; \$180,294.60 Parks; \$66,272.14 Police and \$73,537.49 Fire).

B. Fund 2708 “Impact Fee Projects” – Transfer/Distribution of Monies from 2708 to Impact Fee Funds for Roads, Parks, Police & Fire/EMS (2720, 2721, 2722 and 2723)

[Copies of the Memo to the Capital Improvements Advisory Committee from Reed Liming, Long Range Planning Division Director regarding the distribution of funds from Impact Fee Fund 2708 were distributed in the Members’ packets. A copy is hereby incorporated to these Minutes as “*Exhibit 7B*”.]

Distribution of funds from Impact Fee Fund 2708 for various Impact Fee projects was established several years ago. However, the actual impact fee “project” funds/accounts are listed individually and reflect where the impact fees collected are placed, and from which impact fee funds are expended on various capital projects. These funds that are tracked by staff and reported to the CIAC are:

- Roads (Fund 2720)
- Parks (Fund 2721)
- Police (Fund 2722)
- Fire/EMS Fund (Fund 2723)

Mr. Liming explained that it is unclear where the funds came from for Fund 2708. He said the Fund may represent a diversion of up to 3% of all impact fee revenues for “administrative purposes”, which is allowed by the New Mexico Development Fees Act. The fund is not regularly reported on or used; therefore staff is requesting that the balance of the funds within 2708 be distributed among the “active” impact fee project funds/accounts in the percentages of total impact fee revenue that each account has accumulated over the past 10 years.

As of June 30, 2014, Fund 2708 contains \$286,695.86. Staff requests that the amounts be transferred as follows:

• Roads (Fund 2720)	\$215,021.89 (75% of funds from 2708)
• Parks (Fund 2721)	\$ 51,605.26 (18% of funds from 2708)
• Police (Fund 2722)	\$ 5,733.92 (2% of funds from 2708)
• Fire/EMS (Fund 2723)	\$ 14,334.79 (5% of funds from 2708)
Total	\$286,695.86

Commissioner Shanahan moved that the \$286,695.86 from Fund 2708 be allocated to the four funds in the proportions that have been recommended by Reed Liming/staff. Commissioner Veneklasen seconded the motion. The motion passed unanimously by voice vote.

8. MATTERS FROM THE COMMITTEE/STAFF

Zia Station

Mr. Martinez noted that he attended the meeting when the Zia Station was discussed and he remembers that there was discussion about placing gravel on the road to the bus stop, and not curb and gutter. He asked for an update on this.

Mr. Liming said there has not been a delineation, it was only added as an eligible project to the Capital Improvement Plan.

CIAC Recommendation to create a citizen oversight committee (similar to the CIAC) to track the collection and expenditures of utility expansion charges

Commissioner Shanahan asked if there was any feedback on the recommendation.

Mr. Liming said he mentioned this to Nick Schiavo, the Public Utilities Director, and he thought the recommendation was interesting.

Mr. Liming noted that the UEC analysis will be taken to the Public Works Committee and they will see what comes out of that.

9. MATTERS FROM THE FLOOR

There were no matters from the floor.

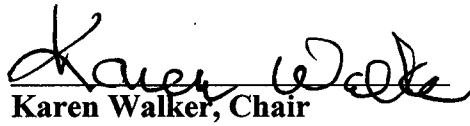
10. NEXT QUARTERLY MEETING DATE: Thursday, October 9, 2014 at 3:00 p.m.

The next quarterly meeting is scheduled for October 9, 2014 at 3:00 p.m.

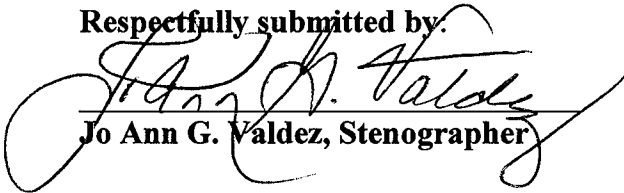
11. ADJOURNMENT

Having no further business to discuss, Commissioner Shanahan moved to adjourn the meeting, and seconded by Commissioner Higuera Pope, the meeting adjourned at 4:10 p.m.

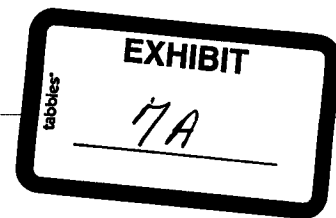
Approved by:


Karen Walker, Chair

Respectfully submitted by:


Jo Ann G. Valdez, Stenographer

City of Santa Fe
Quarterly Report for Impact Fees FY 13/14



	Roads	Parks	Police	Fire
Funds	2720	2721	2722	2723
Revenue	21720	21721	21722	21723
Expense	22784	22786	22787	22788

Budgeted Revenue

Budgeted Interest

Transfer out

Budgeted General Fund (Adm Fee 3 %)

1ST Quarter

Beginning Cash Balance 06/29/13	919,114.98	170,841.99	35,947.40	28,661.67	1,154,566.04
Revenue					
Impact Fees	194,825.00		3,275.00	9,291.00	207,391.00
Interest Income	4,722.67	422.40	7.60	73.89	5,226.56
Unrealized Gains/Losses	(8,373.27)	(772.55)	(29.44)	(813.88)	(9,989.14)
Obligated Projects - Paseo del Sol	(657,000.00)				(657,000.00)
Re-imbursement on Cm de las Crucitas	11,171.01				11,171.01
Cash Balance	464,460.39	170,491.84	39,200.56	37,212.68	711,365.47

2nd Quarter

Revenue					
Impact Fees	22,960.00		389.00	1,099.00	24,448.00
Interest Income	517.22	71.05	29.17	0.81	618.25
Obligated Projects - IF Study	(60,000.00)	(15,000.00)	(2,000.00)	(3,000.00)	(80,000.00)
Re-imbursement on Cm de las Crucitas	\$ 11,171.01				11,171.01
Cash Balance	439,108.62	155,562.89	37,618.73	35,312.49	667,602.73

3th Quarter

Revenue					
Impact Fees	16,539.50	2,459.00	1,383.00	2,148.00	22,529.50
Interest Income	653.28	226.21	127.41		1,006.90
Obligated Projects					
Re-imbursement on Cm de las Crucitas	11,171.01				11,171.01
Cash Balance	467,472.41	158,248.10	39,129.14	37,460.49	702,310.14

4th Quarter

Revenue					
Impact Fees	364,338.00	22,046.50	27,143.00	36,077.00	449,604.50
Interest Income					
Obligated Projects					
Re-imbursement on Cm de las Crucitas	11,170.97				11,170.97
Cash Balance	842,981.38	180,294.60	66,272.14	73,537.49	1,163,085.61

TOTAL REVENUE	598,662.50	24,505.50	32,190.00	48,615.00	703,973.00
TOTAL INTEREST	5,893.17	719.66	164.18	74.70	6,851.71
TOTAL UNREALIZED GAINS/LOSSES	(8,373.27)	(772.55)	(29.44)	(813.88)	(9,989.14)
TOTAL OLBIGATED PROJECTS	(717,000.00)	(15,000.00)	(2,000.00)	(3,000.00)	(737,000.00)
TOTAL RE-IMBURSEMENTS	44,684.00				44,684.00
TOTAL NET REV REC'D FOR FY 13/14	(76,133.60)	9,452.61	30,324.74	44,875.82	8,519.57

City of Santa Fe

memo



DATE: For CIAC Meeting of July 10, 2014

TO: Capital Improvements Advisory Committee

FROM: Reed Liming, Long Range Planning Division Director *RL*

ITEM & ISSUE

Distribution of funds from Impact Fee Fund 2708, "B/S-Impact Fee Projects" to the various impact fee accounts (i.e. Roads, Parks, Police and Fire/EMS).

BACKGROUND & SUMMARY

The city established fund 2708, B/S-Impact Fee Projects. However, the actual impact fee "project" funds/accounts are listed individually and reflect where impact fees collected are placed and from which impact fee funds are expended on various capital projects. These funds/accounts tracked by staff and reported to the Capital Improvements Advisory Committee (CIAC) are:

- Roads (Fund 2720)
- Parks (Fund 2721)
- Police (Fund 2722)
- Fire/EMS (Fund 2723)

Because it is unclear where the funds came from for fund 2708 (the fund may represent a diversion of up to 3% of all impact fee revenues for "administrative purposes" allowed by the New Mexico Development Fees Act) and because the fund is not regularly reported on or used in any meaningful way, staff requests that the balance of funds within 2708 be distributed among the "active" impact fee project funds/accounts in the percentages of total impact fee revenue that each account has accumulated over the past ten years, in the following manner:

As of today (Monday, June 30, 2014) Fund 2708 contains \$286,695.86 (cash due from hub, "cumulative"). Amounts transferred would be as follows:

- Roads (Fund 2720) - \$215,021.89 (75% of funds from 2708)
 - Parks (Fund 2721) - \$ 51,605.26 (18% of funds from 2708)
 - Police (Fund 2722) - \$ 5,733.92 (2% of funds from 2708)
 - Fire/EMS (Fund 2723) \$ 14,334.79 (5% of funds from 2708)
- Total \$286,695.86

CITY OF SANTA FE, NEW MEXICO
PROPOSED AMENDMENT(S) TO BILL NO. 2014-__
Impact Fees – Update

Mayor and Members of the City Council:

We propose the following amendment(s) to Bill No. 2014-__:

1. On page 2, lines 23 through 25 and on page 3, lines 1 through 5, restore the stricken language and amend as follows:
 - [(2) Beginning February 27, 2014 and ending February 26, 2016, ~~[residential plats, development plans and]~~ construction *permits* for *residential developments* shall be ~~[assessed impact fees. At the time of assessment,]~~ charged fifty percent (50%) of the scheduled values in the Fee Schedule in Subsection 14-8.14(E)(3) ~~[shall be assessed]~~. Beginning February 27, 2016, such *residential developments* shall be ~~[assessed impact fees in accordance with Subsection 14-8.14(E)(3). At the time of assessment,]~~ charged one hundred percent (100%) of the scheduled values in the Fee Schedule ~~[shall be assessed]~~.

Editors Note: Renumber paragraphs accordingly

Respectfully submitted,

Capital Improvements Advisory Committee

ADOPTED: _____
NOT ADOPTED: _____
DATE: _____

Yolanda Y. Vigil, City Clerk

CITY of SANTA FE
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

Proposed Impact Fees Ordinance Amendment
(Committee's written comments per §5-8-34 NMSA)

The Capital Improvements Advisory Committee (CIAC) respectfully submits the following comments on the Impact Fees Bill.

Committee Recommendation

In its approved draft of the Impact Fees Bill (CIAC meeting of June 12th), the committee approved the following subsection language amending the current ordinance that differs from the councilor-sponsored bill:

Section 14-8.14 Impact Fees

(E) Fee Determination

- (2) Beginning February 27, 2014 and ending February 26, 2016, [~~residential plats, development plans and~~] construction permits for residential developments shall be [~~assessed impact fees. At the time of assessment,~~] charged fifty percent (50%) of the scheduled values in the Fee Schedule in Subsection 14-8.14(E)(3) [~~shall be assessed~~]. Beginning February 27, 2016, such residential developments shall be [~~assessed impact fees in accordance with Subsection 14-8.14(E)(3). At the time of assessment,~~] charged one hundred percent (100%) of the scheduled values in the Fee Schedule [~~shall be assessed~~].