



Agenda

CITY CLERK'S OFFICE

DATE 2/4/15 TIME 11:07am

PREPARED BY Reed Liming

REVIEWED BY Alicia Barlow

Capital Improvements Advisory Committee

Thursday, February 12, 2015

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 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.

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, 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
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.

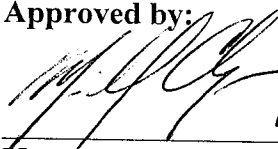
10. NEXT QUARTERLY MEETING DATE:

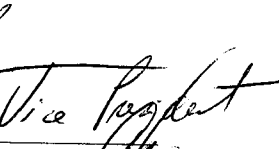
The next quarterly meeting is scheduled for April 9, 2015 at 3:00 p.m.

11. ADJOURNMENT

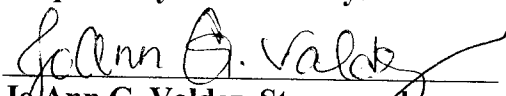
Having no further business to discuss, Ms. Van Peski moved to adjourn the meeting, and seconded by Mr. Shanahan, the meeting adjourned at 3:40 p.m.

Approved by:


Karen Walker, Chair


Vice President

Respectfully submitted by:


JoAnn G. Valdez, Stenographer

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 *EL*

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.

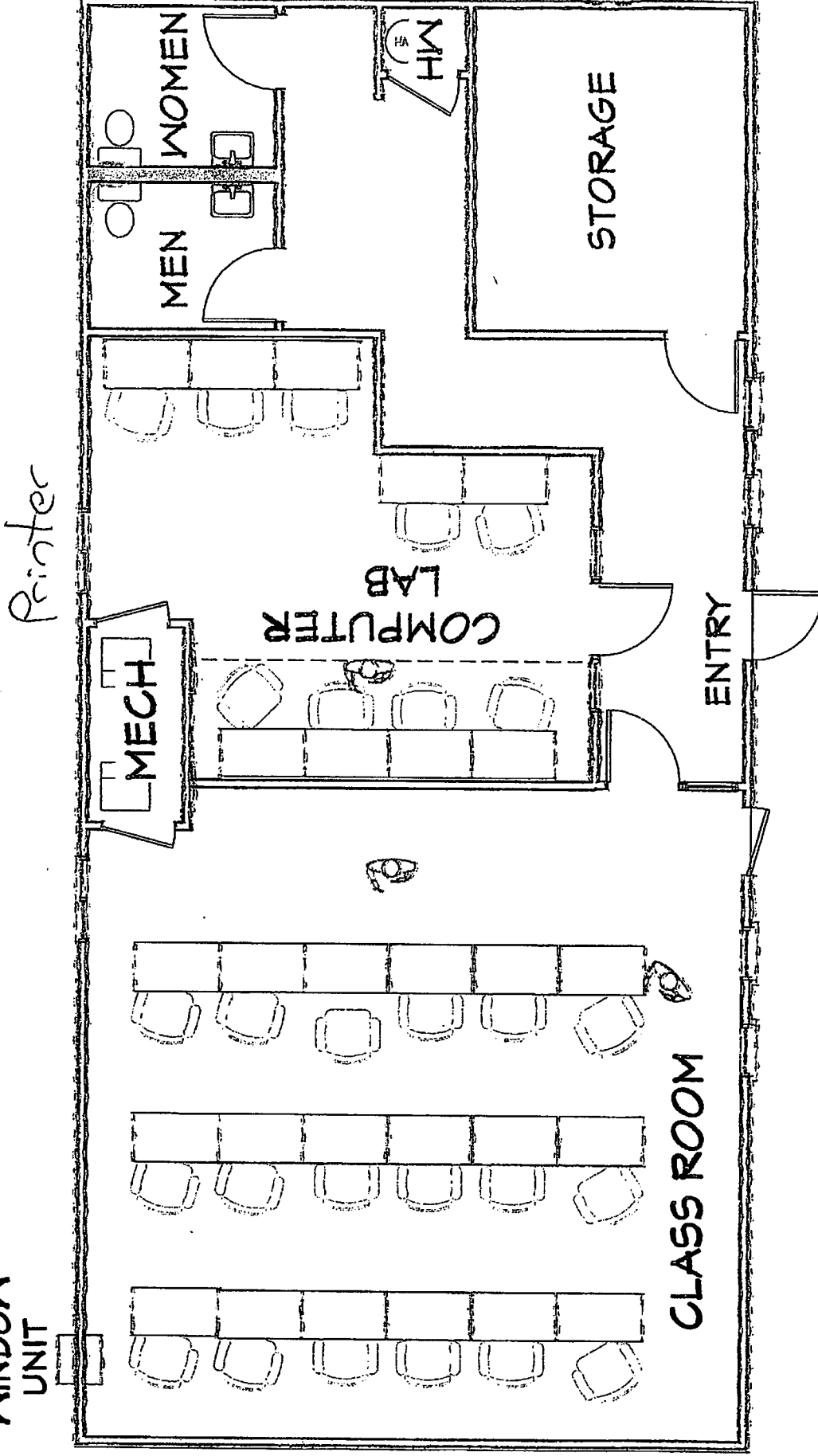
Attachments: (0)

CITY OF CALIFORNIA FIRE DEPARTMENT Training Facility Remodel Project:

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

Project does include new HVAC components

WINDOW
UNIT



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

