



# Agenda

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## ***Capital Improvements Advisory Committee***

**Thursday, January 13, 2011**

**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 November 18, 2010
5. ACTION ITEMS
  - A. **Fire Department / Police Department – Resolution**  
Add “NaviLine System” to Table 50, Page 45, and to Table 62, Page 53 in the Impact Fee Capital Improvements Plan and Land Use Assumptions, 2007-2012.
  - B. **Fire Department / Police Department – Request to use Impact Fees**  
NaviLine System – Request for \$120,000 from the Fire/EMS Impact Fee Account and \$80,000 from the Police Impact Fee account.
6. INFORMATION ITEMS
  - A. **Quarterly Financial Summary & Permit Report (October – December, 2010)**
  - B. **Impact Fee Accounting / Reconciliation - Update**
7. MATTERS FROM THE CHAIR / COMMITTEE
8. MATTERS FROM THE FLOOR
9. NEXT QUARTERLY MEETING DATE (Thursday, April 14, 2011, 3:00 p.m.)
10. ADJOURN

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

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January 13, 2011

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**DRAFT: SUBJECT TO APPROVAL**

**MINUTES OF THE**  
**CITY OF SANTA FE**  
**CAPITAL IMPROVEMENTS ADVISORY COMMITTEE**  
**January 13, 2011**

**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 approximately 3:30 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  
Michael Chapman, Vice Chair  
Edmundo Lucero  
Maria Higuera Pope  
Neva Van Peski

**MEMBERS ABSENT:**

Gilbert Romero, excused  
Kim Shanahan, excused  
Marg Veneklassen, excused

**STAFF PRESENT:**

Gillian Alessio, City of Santa Fe Police Department  
Reed Liming, City of Santa Fe Long Range Planning Division Director  
Chief Barbara Salas, City of Santa Fe Fire Department  
Gil Valenzuela, City of Santa Fe Fire Department IT

**OTHERS PRESENT:**

Ken Martinez, Director, Regional Emergency Communications Center  
Jo Ann G. Valdez, Stenographer

**3. APPROVAL OF AGENDA**

**Ms. Van Peski moved to approve the agenda as presented. Mr. Chapman seconded the motion, which passed unanimously by voice vote.**

**4. APPROVAL OF MINUTES: November 18, 2010**

**Ms. Van Peski moved to approve the Minutes of the November 18, 2010 meeting as submitted. Mr. Chapman seconded the motion, which passed unanimously by voice vote.**

**5. ACTION ITEMS**

- A. Fire Department/Police Department-Resolution  
Add “NaviLine System” to Table 50, Page 45, and to Table 62, Page 53 in the Impact Fee Capital Improvements Plan and Land Use Assumptions, 2007-2012**

[Copies of the Resolution {Exhibit 5A} amending the Impact Fee Capital Improvements Plan and Land Use Assumptions, 2007-2012 to include Public Sector Naviline System as Planned Fire/EMS and Police Improvements was distributed in the members’ packets.]

Mr. Liming explained that the Impact Fee Capital Improvements Plan would have to be amended because this project is not in the Plan presently, and a resolution has to be done in order to amend the CIP.

Mr. Liming referred to the language of the Impact Fee Ordinance noting that the language indicates that this request meets the requirements set forth in the Impact Fee Capital Improvements Plan.

Mr. Chapman said the impact area is very much out of the defined impact area of impact fees. In other words, the State Law requires that they define an area; however, Santa Fe took an unusual step and defined the entire community. He thought that the Committee needs to think about this.

In response, Mr. Liming said the County is also contributing \$200,000.00.

Mr. Chapman said the other thing is that this, in general, should be tied to impact of new growth in the City of Santa Fe; and this is more of a need for improvement and services that are not due or tied to growth.

In response, Ms. Van Peski said she could argue this because growth changes things – if there were no growth; these agencies could memorize a map and would not need this kind of navigation; thereby the growth forces the need for this.

She suggested that they also change the last WHEREAS of the Resolution as well. She recommended that language be put in the Resolution stating that the County would be contributing half of the acquired costs (\$200,000); and the City would be contributing \$200,000.

**Ms. Van Peski moved to approve the Resolution adding the “NaviLine System” to Table 50, Page 45, and to Table 62, Page 53 in the Impact Fee Capital Improvements Plan and Land Use Assumptions, 2007-2012 with the following amendments:**

“3<sup>rd</sup> WHEREAS” was changed to read:

**WHEREAS, there exists regional mapping systems** that provide mobile mapping to emergency responders making available accurate address locations and real time viewing of 911 calls thus insuring greater accuracy of location and quicker response times; and

The 4<sup>th</sup> WHEREAS was changed to read:

**WHEREAS, although regional mapping systems** have been used by agencies for more than 20 years, the city’s responders to a 911 call are still looking up addresses in a map book which can be inaccurate and not currently updated; and...

The last WHEREAS was changed to read:

**WHEREAS, the purchase of a regional mapping system** is an eligible use of the city’s impact fees.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE, that the Impact Fee Capital Improvements Plan and Land Use Assumptions, 2007-2012 is amended to include the purchase of a regional mapping system as planned fire/EMS and police improvements.**

**Also, language will be added that states that the County would be contributing half of the acquired costs (\$200,000); and the City would be contributing \$200,000.**

**Ms. Pope seconded the motion. The motion carried unanimously by voice vote.**

**b. Fire Department/Police Department – Request to use Impact Fees  
NaviLane System – Request for \$120,000 from the Fire/EMS Impact  
Fee Account and \$80,000 from the Police Impact Fee account.**

[Memo from Chief Barbara Salas, Fire Chief and Aric Wheeler, Police Chief {Exhibit “5B”} to the Capital Improvement Advisory Committee dated January 4, 2011 was distributed in the members’ packets.]

Chief Salas introduced Mr. Gil Valenzuela, Mr. Ken Martinez and Ms. Gillian Alessio. They presented the request as follows:

- The City of Santa Fe Public Safety Departments are requesting \$80,000 from Police and \$120,000 from Fire for a total of \$200,000.00 funding from the Impact Fee account to help with the purchase of Public Sector NaviLine system.
- The City of Santa Fe Fire Department started this IT initiative to identify computer systems that impact public safety. The project started in February of 2010 and a presentation was made to the Regional Emergency Communications Center later in 2010.
- One of their major findings was that the system most responsible for a negative impact on public safety is the Computer Aided Dispatch (CAD) system. This is the computer that determines what vehicles are dispatched to calls and how to get there. Presently, the CAD system does not have the technology to accomplish this.

Right now when the Santa Fe Fire and Police Departments receive a 911 call they look up the address in a map book. This book can be inaccurate and not currently updated. They also depend on the caller on the phone for more adequate and specific directions. This has caused prolonged response times.

Mr. Valenzuela noted that the presently CAD system has not been adequately maintained in about four years.

Ms. Van Peski asked what he meant by “maintained” – is there data that needs to be entered, for example.

Mr. Valenzuela said that this system is like a car...it has to be maintained or it runs itself to the ground. He explained that there was no IT Department at the RECC that could actually maintain the system -everything from adding new data, exploring new technologies, finding cost benefits and solutions, etc.

Chief Salas said that technology moves very quickly and if we don’t keep up with technology on a regular basis or upgrade your systems; we are going to be behind with regards to technology.

Ms. Pope asked why the RECC does not have an IT Department.

In response, Mr. Martinez explained that the RECC was created by a Joint Powers Agreement between the City and County in 2002 to consolidate and bring together the Police and Sheriff Departments, as well as the two fire departments between the city and the county. He clarified that the RECC does have an IT staff person who is specifically dedicated to the RECC; however, in 2007, the operations of the RECC were transferred to the County. The Regional Emergency Communications Center (Dispatch) receives all the 911 calls located in Santa Fe, Santa Fe County and the City of Edgewood. They manage and dispatch all calls for the Santa Fe Fire Department, Santa Fe Police Department, Santa Fe County Fire Department, Santa Fe County Sheriffs’ Department, Town of Edgewood Sheriff’s Department and some State Police calls.

Mr. Martinez said that the system at the RECC has been maintained and upgraded; however, the main interface - that they are talking with the NaviLine system about - has not been done.

Chair Walker asked if this system has been tested to know that it works. Also, is the present computer system sophisticated enough to handle this new software.

Mr. Martinez said yes, the computers that they use to manipulate the system are new. This would be the 2011 version.

Mr. Valenzuela noted that this is proven technology.

Mr. Liming said the County collects impact fees. He asked if they knew how these are being used and are they contributing any impact fees to this project.



Chief Salas said everything is a 50/50 split; therefore the County will match the \$200,000.00 that the City is contributing. She noted that the total amount of the project is \$400,000.00.

Mr. Lucero said this is a lot of money. He asked if this was a sole source product.

Ms. Alessio said that the Santa Fe Fire Department explored this. She explained that they have a tremendous amount of money invested in HTE Sun Guard. They are the ones who maintain the present CAD system, since 1997. She said in researching the other vendors, it would actually cost them from \$2.5 million to \$3 million to reinvent what they have already. They cannot come up with this money so the agencies got together with HTE Sun Guard to see what they could do for them; the vendor made a presentation; and they indicated that the RECC already owns a lot of what they need, i.e., the licensure; however, they are not utilizing it. This is the first step to get them upgraded; and up and running to the abilities that they can with the present CAD system.

Mr. Lucero asked if they know of other agencies that are presently using this system.

Mr. Valenzuela said yes, they received the bulk of this information from the Denver area, where they are utilizing this system.

Ms. Alessio offered to get a list of the agencies who are presently utilizing this system.

Chair Walker suggested that they make sure that the vendor knows that the payment is contingent upon the RECC testing the system first.

Mr. Martinez said they would have a Maintenance Agreement with them.

Mr. Valenzuela said they have a long history with this vendor for over 12 years. He continued with the presentation. He explained the differences between “manual dispatch” and “automated dispatch” as follows:

- The Public Sector NaviLine system would allow for real time mapping similar to a personal GPS unit. The system would allow for the tracking of vehicles and recommend the closest available unit. This would insure great accuracy of location and would allow for quicker response times.

- The Mobile Mapping system would allow for real time viewing of 911 calls directing in the units. This would eliminate the need to wait for a dispatcher to repeat address information and allow the units to read the address and keep it up on a screen instead of listening and asking the same information numerous times.
- This system has been used by surrounding agencies for more than 20 years.
- HTE Sun Guard can upgrade the current CAD system at a fifth of the cost of purchasing a new one.

Mr. Liming asked if the County and City GIS Departments are loading new addresses.

Mr. Martinez said the AS400 platform is old, but the equipment and what it does, is brand new. He explained that the new annexation information is being put in as it progresses. He said they have this information at the RECC but they do not have this information out in the field units.

**Ms. Van Peski moved to approve the request to use Impact Fees (\$120,000 from the Fire/EMS Impact Fee Account and \$80,000 from the Police Impact Fee account) to purchase the NaviLine System. Ms. Pope seconded the motion, which passed unanimously by voice vote.**

Mr. Martinez invited the Committee members to visit the Regional Emergency Communications Center to see what the dispatchers do.

## **6. INFORMATION ITEMS**

### **A. Quarterly Financial Summary & Permit Report (October -December 2010)**

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

Mr. Liming briefly reviewed Exhibit 6A.

### **B. Impact Fee Accounting/Reconciliation Update**

[Copies of the Impact Fee Accounting/Reconciliation Update {Exhibit 6B} were distributed in the members' packets.]

**7. MATTERS FROM THE CHAIR/COMMITTEE**

None presented.

**8. MATTERS FROM THE FLOOR**

None presented.

**9. NEXT MEETING DATE: Thursday, April 14, 2011 at 3:00 p.m.**

Mr. Liming noted that there may be a need for another meeting before the quarterly meeting if the Public Works Department puts in a funding request for Impact Fees for the next phase of the Cerrillos Road Project. If so, he will notify the members via e-mail.

*\*Of note: On January 28<sup>th</sup>, 2011, Mr. Liming sent an e-mail to the members indicating that there would be no need for a meeting in February because the Public Works Department was not ready to present their request.*

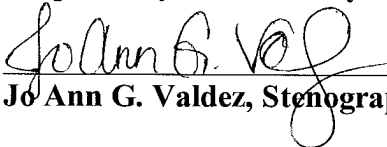
**10. ADJOURNMENT**

Having no further business to discuss, Mr. Chapman moved to adjourn the meeting, second by Ms. Van Peski, the meeting adjourned at 4:30 p.m.

**Approved by:**

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**Karen Walker, Chair**

**Respectively submitted by:**

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