



# Agenda

CITY CLERK'S OFFICE

DATE 7-3-12 TIME 10:27 am

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## **Capital Improvements Advisory Committee**

**Thursday, July 12, 2012**

**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 April 12, 2012
5. ACTION ITEMS
6. INFORMATION ITEMS
  - A. Quarterly Financial Summary & Permit Report (April – June, 2012)
7. MATTERS FROM THE CHAIR / COMMITTEE
8. MATTERS FROM THE FLOOR
9. NEXT QUARTERLY MEETING DATE (Thursday, October 11, 2012, 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.

## **INDEX OF MINUTES**

### **CAPITAL IMPROVEMENTS ADVISORY COMMITTEE**

**July 12, 2012**

<b>ITEM</b>	<b>ACTION TAKEN</b>	<b>PAGE(S)</b>
<b>1. CALL TO ORDER</b>		<b>1</b>
<b>2. ROLL CALL</b>	<b>No Quorum</b>	<b>1</b>
<b>3. APPROVAL OF AGENDA</b>	<b>No approval</b>	<b>2</b>
<b>4. APPROVAL OF MINUTES: April 12, 2012</b>	<b>No approval</b>	<b>2</b>
<b>5. ACTION ITEMS</b>	<b>None</b>	<b>2</b>
<b>6. INFORMATION ITEMS</b>		
<b>A. Quarterly Financial Summary &amp; Permit Report         (April - June 2012)</b>	<b>Informational</b>	<b>2</b>
<b>7. MATTERS FROM THE CHAIR/COMMITTEE</b>		<b>2</b>
<b>8. MATTERS FROM THE FLOOR</b>	<b>None</b>	<b>3</b>
<b>9. NEXT QUARTERLY MEETING DATE: Thursday, October 11, 2012 at 3:00 p.m.</b>		<b>3</b>
<b>10. ADJOURNMENT</b>		<b>3</b>

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

**July 12, 2012**

**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 3:10 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  
Edmundo Lucero  
Neva Van Peski  
Marg Veneklassen

**MEMBERS ABSENT:**

Michael Chapman, Vice Chair  
Rick Martinez  
Gilbert Romero  
Kim Shanahan  
Maria Higuera Pope, excused

**STAFF PRESENT:**

Reed Liming, Long Range Planning Division

**OTHERS PRESENT:**

Jo Ann G. Valdez, Stenographer

**3. APPROVAL OF AGENDA**

Approval of the Agenda was not made due to the lack of quorum.

**4. APPROVAL OF MINUTES: January 12, 2012**

Approval of the Minutes of the January 12, 2012 meeting was not made due to the lack of quorum.

**5. ACTION ITEMS**

There were no action items.

**6. INFORMATIONAL ITEMS**

**A. Quarterly Financial Summary & Permit Report  
(April - June 2012)**

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

Mr. Liming reviewed Exhibit 6A noting that the City brought in \$53,669 in impact fees this quarter.

Mr. Liming said the City issued a Special Project permit for an airport hangar and received \$13,704 in building impact fees. There were 38 single family residential permits issued; 10 affordable housing units; two guest houses and three residential studio units.

Commissioner Shanahan sent an e-mail on April 9<sup>th</sup> to Mr. Liming requesting that the City track the residential permits that are issued, and would have paid impact fees to determine what the city would be losing (with the suspension of residential impact fees for 2 years). Mr. Liming noted that \$146,294.00 in residential impact fees were waived this last quarter. The city is in the sixth month of the two year suspension of residential impact fees.

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

Mr. Lucero mentioned that he would be retiring at the end of the month. Mr. Lucero will continue to serve on the Committee.

**8. MATTERS FROM THE FLOOR**

There were no matters from the Floor.

**9. NEXT MEETING DATE: Thursday, October 11, 2012 at 3:00 p.m.**

The next meeting is scheduled for October 11, 2012 at 3:00 p.m.

**10. ADJOURNMENT**

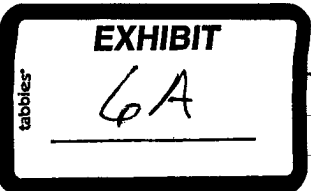
Having no further business to discuss, Ms. Van Peski moved to adjourn the meeting, second by Ms. Veneklassen, the meeting adjourned at 3:40 p.m.

**Approved by:**

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

**Respectively submitted by:**

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



City of Santa Fe  
Quarterly Report for Impact Fees FY 11/12

	Roads	Parks	Police	Fire	
<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>Expense</b>	<b>22784</b>	<b>22786</b>	<b>22787</b>	<b>22788</b>	
<b>Budgeted Revenue</b>					
<b>Budgeted Interest</b>					
<b>Transfer out</b>					
<b>Budgeted General Fund (Adm Fee 3 %)</b>					
<b>1ST Quarter</b>					
<b>Beginning Cash Balance 06/29/11</b>	<b>1,679,626.07</b>	<b>274,464.04</b>	<b>21,754.35</b>	<b>53,638.36</b>	<b>2,029,482.82</b>
<b>Revenue</b>					
Impact Fees	42,316.00	24,123.00	997.00	3,236.00	70,672.00
Interest Income					-
Obligated Projects					-
Fire Station #4 Facility Expansion				(52,842.21)	(52,842.21)
3% Admin Fee					-
<b>Cash Balance</b>	<b>1,721,942.07</b>	<b>298,587.04</b>	<b>22,751.35</b>	<b>4,032.15</b>	<b>2,047,312.61</b>
<b>2nd Quarter</b>					
<b>Revenue</b>					
Impact Fees	126,112.80	21,466.00	2,443.00	7,322.00	157,343.80
Interest Income	6,892.1	1,015.83	91.64	960.22	8,959.74
Interest (Amort)	(1,106.8)	(163.13)	(14.72)	(154.20)	
Obligated Projects		(144,000.00)			(144,000.00)
3% Admin Fee					-
<b>Cash Balance</b>	<b>1,853,840.11</b>	<b>176,905.74</b>	<b>25,271.27</b>	<b>12,160.17</b>	<b>2,069,616.15</b>
<b>3th Quarter</b>					
<b>Revenue</b>					
Impact Fees	82,967.00	1,111.00	1,644.00	4,706.00	90,428.00
Interest Receivable					
Interest Income	935.83	112.75	12.90	115.67	1,177.15
Interest (Amort)	(53.89)	(6.49)	(0.74)	(6.66)	(67.78)
Obligated Projects					-
3% Admin Fee					-
<b>Cash Balance</b>	<b>1,937,689.05</b>	<b>178,123.00</b>	<b>26,927.43</b>	<b>16,975.18</b>	<b>2,161,153.52</b>
<b>4th Quarter</b>					
<b>Revenue</b>					
Impact Fees	49,643.00		1,022.00	3,004.00	53,669.00
Interest Income					
Obligated Projects					-
3% Admin Fee					-
<b>Cash Balance</b>	<b>1,987,332.05</b>	<b>178,123.00</b>	<b>27,949.43</b>	<b>19,979.18</b>	<b>2,214,822.52</b>
<b>TOTAL REVENUE</b>	<b>301,038.80</b>	<b>46,700.00</b>	<b>6,106.00</b>	<b>18,268.00</b>	<b>372,112.80</b>
<b>TOTAL INTEREST</b>	<b>7,827.88</b>	<b>1,128.58</b>	<b>104.54</b>	<b>1,075.89</b>	<b>10,136.89</b>
<b>TOTAL INTEREST (AMORT)</b>	<b>(1,160.70)</b>	<b>(169.62)</b>	<b>(15.46)</b>	<b>(160.86)</b>	<b>(1,506.64)</b>
<b>TOTAL ADMIN FEES</b>	<b>-</b>				
<b>TOTAL OBLIGATED PROJECTS</b>	<b>-</b>	<b>(144,000.00)</b>		<b>(52,842.21)</b>	<b>(196,842.21)</b>
<b>TOTAL FEES REC'D FOR FY 11/12</b>	<b>307,705.98</b>	<b>(96,341.04)</b>	<b>6,195.08</b>	<b>(33,659.18)</b>	<b>183,900.84</b>

## Building Permit Impact Fees - April 2012 - June 2012

[illegible]

**53,669.00**

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IMPACT FEES PAID FOR JANUARY 1ST 2012 THROUGH MARCH 31ST 2012  
SORTED BY APPLICATION NUMBER

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APP YEAR	APP NBR	APPL TYPE	RECD DATE	FEE CODE DESC	PAYMT AMT	Street number	Street Dir	Street Name	Street suffix
12	756	ADNR	12/06/12	# ROADS - AUTO SALES/SVC	92.00	2005		ST. MICHAEL'S	DR
		ADNR	12/06/12	IMPT AUTO SALES/SVC POLIC	3.00	2005		ST. MICHAEL'S	DR
		ADNR	12/06/12	IMPT AUTO SALES/SVC FIRE	8.00	2005		ST. MICHAEL'S	DR
				TOTAL	103.00				
				COUNT	3				
12	645	ALIC	12/05/07	# ROADS - SHOPPING CTR/RET	198.00	2860		CERRILLOS	RD
		ALIC	12/05/07	# RETAIL/COMM POLICE	3.00	2860		CERRILLOS	RD
		ALIC	12/05/07	# RETAIL/COMM FIRE	10.00	2860		CERRILLOS	RD
				TOTAL	211.00				
				COUNT	3				
12	639	OFBP	12/05/23	IMPT BANK FIRE	840.00	4920		PROMENADE	BLVD
		OFBP	12/05/23	IMPT BANK POLICE	281.00	4920		PROMENADE	BLVD
				TOTAL	1,121.00				
				COUNT	2				
12	390	OFBP	12/04/20	# ROADS - MEDICAL BLDG	12,989.00	404		KIVA	CT
		OFBP	12/04/20	IMPT MED BUILD FIRE	606.00	404		KIVA	CT
		OFBP	12/04/20	IMPT MED BUILD POLICE	203.00	404		KIVA	CT
				TOTAL	13,798.00				
				COUNT	3				
12	389	OFBP	12/04/20	IMPT OFFICE/GEN FIRE	299.00	404		KIVA	CT
		OFBP	12/04/20	# ROADS - OFFICE GENERAL	3,966.00	404		KIVA	CT
		OFBP	12/04/20	IMPT OFFICE/GEN POLICE	100.00	404		KIVA	CT
				TOTAL	4,365.00				
				COUNT	3				
12	170	ALIC	12/05/02	# ROADS - REST FAST FOOD	10,347.00	3261		CERRILLOS	RD
				TOTAL	10,347.00				
				COUNT	1				
11	2554	ADNR	12/05/02	# ROADS - CHURCH	8,327.00	4601		MISSION BEND	
		ADNR	12/05/02	# OFFICE/INST POLICE	241.00	4601		MISSION BEND	
		ADNR	12/05/02	# OFFICE/INST FIRE	679.00	4601		MISSION BEND	
				TOTAL	9,247.00				
				COUNT	3				

(20TR 2012)



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IMPACT FEES PAID FOR JANUARY ~~1ST~~ 2012 THROUGH MARCH ~~31ST~~ 2012  
SORTED BY APPLICATION NUMBER

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APP YEAR	APP NBR	APPL TYPE	RECPT DATE	FEE CODE	DESC	PAYMT AMT	Street number	Street Dir	Street Name	Street suffix
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FINAL TOTALS  
TOTAL 39,212.00  
COUNT 18

\* \* \* E N D O F R E P O R T \* \* \*

**PERMIT & IMPACT FEE ACTIVITY APRIL - JUNE 2012**

Building Permit #	Permit Type	# Units	Roads	Parks	Police	Fire	Impact Fees Collected	Impact Fees Waived
11-2554	Commercial		\$ 8,327.00		\$ 241.00	\$ 679.00	\$ 9,247.00	
12-170	Commercial		\$ 10,347.00				\$ 10,347.00	
12-389	Commercial		\$ 3,986.00		\$ 100.00	\$ 299.00	\$ 4,385.00	
12-390	Commercial		\$ 12,989.00		\$ 203.00	\$ 606.00	\$ 13,798.00	
12-639	Commercial				\$ 281.00	\$ 840.00	\$ 1,121.00	
12-645	Commercial		\$ 198.00		\$ 3.00	\$ 10.00	\$ 211.00	
12-756	Commercial		\$ 92.00		\$ 3.00	\$ 8.00	\$ 103.00	
<i>Hangar</i>	Spec. Proj.		\$ 13,704.00		\$ 191.00	\$ 562.00	\$ 14,457.00	
	Single Family	38						\$ 132,924.00
	Affordable S-F	10						
	Multi Family							
	Guest House	2						\$ 5,348.00
	Res. Studio	3						\$ 8,022.00
	Condo							
	Mobile Home							
	Manuf. Housing							
			\$ 49,643.00		\$ 1,022.00	\$ 3,004.00	\$ 53,669.00	\$ 146,294.00

↓  
WAIVED  
in  
Impact  
fees.