



# Agenda

## Capital Improvements Advisory Committee

Thursday, January 10, 2019

2:30 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 September 13, 2018
5. DISCUSSION / POSSIBLE ACTION ITEMS
  - A. New Member Orientation
  - B. Election of Officers (*Chair and Vice Chair*)
  - C. Capital Impact Fee Plan Update  
*Request \$50,000 allocated proportionally from all four funds to pay consultant to update Capital Impact Fee Plan per State Law requirement. (Katherine Mortimer, 955-6635, [kemortimer@ci.santa-fe.nm.us](mailto:kemortimer@ci.santa-fe.nm.us))*
  - D. Land Use Department – Resolution Amending the Impact Fee CIP 2020  
*Request to add the following to the list of eligible project listed in “Planned Major Road Improvements, 2014-2020” (Table 80, Page 77):*

<u>Project Name</u>	<u>Location</u>	<u>Cost Estimate</u>
Sidewalk extension	East side of Richards Ave in front of 3240 Rufina St.	\$135,200

 (Lee Logston, 955-6136, [lrllogston@ci.santa-fe.nm.us](mailto:lrllogston@ci.santa-fe.nm.us))
  - E. Financial Summary and Permit Report for FY 2017/18 and first two months of FY 2018/19  
(Stephen Morales, 955-6536, [samorales@ci.santa-fe.nm.us](mailto:samorales@ci.santa-fe.nm.us))
6. INFORMATION ITEMS
7. MATTERS FROM THE CHAIR / COMMITTEE / STAFF
8. MATTERS FROM THE FLOOR
9. 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.

RECEIVED AT THE CITY CLERK’S OFFICE

DATE: 12/26/2018

TIME: 2:12 PM

## INDEX OF MINUTES

### CAPITAL IMPROVEMENTS ADVISORY COMMITTEE September 13, 2018

<b>ITEM</b>	<b>ACTION TAKEN</b>	<b>PAGE(S)</b>
1. CALL TO ORDER		1
2. ROLL CALL	Quorum	1
3. APPROVAL OF AGENDA	Approved	2
4. APPROVAL OF MINUTES: Meeting of March 8, 2018	Approved	2
5. DISCUSSION/POSSIBLE ACTION ITEMS		
A. Agua Fria/South Meadows Intersection – Request to use Road Impact Fee Funds <i>Request \$200,000 from the Road Impact Fee Account for the purpose of developing design alternatives for intersection improvements.</i> (Public Works Department)	Approved: (3 for-2 opposed)	2-5
Question on Agua Fria S/. Meadows intersection improvements		5-6
B. Financial Summary and Permit Report for FY 2017/18 and first two months of FY 2018/19 (Stephen Morales)		6-7
6. INFORMATION ITEMS	None	7
7. MATTERS FROM THE CHAIR/COMMITTEE/STAFF	Motion passed	7
8. MATTERS FROM THE FLOOR		8
9. ADJOURNMENT	Adjourned at 4:20 p.m.	8

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

**September 13, 2018**

**1. CALL TO ORDER**

A regular meeting of the City of Santa Fe Capital Improvements Advisory Committee was called to order by Kim Shanahan 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 present for conducting official business as follows:

**MEMBERS PRESENT:**

Rex Givens  
Rick Martinez  
Kim Shanahan  
Marshall Thompson  
Marg Veneklasen

**MEMBERS ABSENT:**

Ted Swisher, Chair, excused  
Jack Hiatt, excused

**STAFF PRESENT:**

Stephen Morales, Financial Analyst  
Katherine Mortimer, Land Use Department, Planning Supervisor  
David D. Quintana, Public Works Department, Engineering Supervisor

**OTHERS PRESENT:**

Neva Van Peski, visitor  
Jo Ann G. Valdez, Stenographer

**3. APPROVAL OF AGENDA**

**MOTION:** A motion was made by Mr. Givens, seconded by Mr. Martinez to approve the agenda.

**VOTE:** The motion passed unanimously by voice vote.

**4. APPROVAL OF MINUTES:**  
• **Meeting of March 8, 2018**

Mr. Martinez said he asked a question on whether or not the developers in the adjacent areas of the Agua Fria/S. Meadows Intersection Improvements had agreed to contribute monies to the project because he knows that they had made some kind of agreement to contribute monies. However, there was no answer at the March 8, 2018 meeting. He asked staff if they had an answer to his question today.

Ms. Mortimer said she thinks David Quintana was the project manager for both and he should be coming and may have the answer to that. \*Of note: Mr. Quintana answered the question further in the meeting.

**MOTION:** A motion was made by Mr. Givens, seconded by Mr. Thompson to approve the Minutes of the March 8, 2018 meeting.

**VOTE:** The motion passed unanimously by voice vote.

**5. DISCUSSION/POSSIBLE ACTION ITEMS**

**A. Arroyo Chamiso Crossing of Richards Avenue – Request to use Road Impact Fee Funds**

*Request \$275,000 from the Road Impact Fee Account for the purpose of a study of construction of a crossing of the Arroyo Chamiso at Richards Avenue (Public Works Department-David D. Quintana)*

[Copies of the Memo from David D. Quintana, Public Works Department, Engineering Supervisor, to the Capital Improvement Advisory Committee dated September 4, 2018, regarding request for approval to allocate impact fee funds, were distributed in the Members' packets. A copy is hereby incorporated to these Minutes as Exhibit "5A".]

Mr. Quintana explained the request for approval as follows:

ITEM AND ISSUE:

Request for approval to allocate Impact Fee Funds ranging in the amount of \$275,000 for design of CIP #876B-Arroyo de Los Chamisos Crossing.

BACKGROUND & SUMMARY:

The City of Santa Fe Public Works Department issued a Request for Proposals for the development of the Arroyo de Los Chamisos Crossing. Richards Avenue corridor has been disjoined since its initial construction. A proper crossing of the Arroyo de Los Chamisos has always been a deterrent for connecting the north and south ends of Richards Avenue. Multiple past efforts by the City to study a crossing and ultimately constructing a crossing have met stiff and vocal public opposition.

The RFP has requested that the consultant study three (3) alternatives that will address the development of the crossing. Should the project move forward beyond

study/public information process; it is expected that the project will then be designed and Right of Way (ROW) acquired within 12 to 18 months after the initial study.

Construction is anticipated to take approximately 4 to 6 months. Again; if the project moves forward beyond study; it is anticipated the project will be under construction during the 2020 construction season (March through October).

This project's identification as a priority in the City's Impact Fee Capital Improvement Plan 2020 is pending City Council Approval via resolution at the meeting scheduled for September 26, 2018.

The total estimated project costs break down as follows:

Study:	\$275,000.00
* Design:	\$291,000.00
* ROW:	\$100,000.00
* CM:	\$250,000.00
* Const:	\$2,900,000.00

*\*Only to be done if project moves beyond initial study and public input.*

**RECOMMENDED ACTION:**

The Public Works Department recommends the following:

- Support the use of Impact Fee funds in the amount of \$275,000.00 in order to fund design of CIP #876B – Arroyo de Los Chamisos Crossing.

Attachments:

City Council Resolution in support of including project into City's Impact Fee Capital Improvement Plan Consultant Estimated Man Hour Estimate.

**Questions/Comments:**

Mr. Shanahan asked if this project was currently on the City's ICIP.

Mr. Quintana said no, this Committee is the first step in getting it in the works to put it on the ICIP. He said they have a Resolution that has been sponsored by Councilor Harris and Councilor Vigil-Coppler amending Appendix G, Table 80, "Planned Major Road Improvements 2014-2020" of the *IFCIP 2020* to include the Arroyo de Los Chamisos Crossing. The Resolution was approved unanimously at the Public Works Committee meeting on Monday and it is expected to pass the Finance Committee next Monday and City Council next Wednesday.

Mr. Shanahan asked if the entire thing was in District 4.

Mr. Quintana said yes.

Mr. Shanahan asked if this was also part of the old roads and arterial plan-is this sort of a resurrection of that.

Mr. Quintana said this extension was put on the MPO Transportation Plan about 10-13 years ago and it had to go through the public review and there was stiff opposition from the public. There was enough concern by the Councilors who served on the Policy Board at that time and they chose to take this project off the Plan. Presently, the City Councilors want to move this forward.

Mr. Shanahan said to be clear, the MPO's current plan does not assume anything connecting to West Alameda.

Mr. Quintana said he is not sure about that but right now, they are only focusing on the crossing on Arroyo Chamiso.

Mr. Shanahan noted that the Memo that the Members received in their packet talked about three alternatives. He asked what the three alternatives are.

Mr. Quintana said they are really three concepts: one is obviously to not build it; one is to cross it directly and continue Richard's Avenue and the third alternative is to potentially find another crossing that may be more suitable, which has yet to be determined, and they may find that there may not be another feasible way to get across.

He said right now, they want to go to the public and gage them and get feedback on the concept of the crossing. He mentioned that they recently received a petition with approximately 150 signatures of individuals who want this extension.

Mr. Martinez asked how much it would cost to have public comment before they request this funding.

Mr. Shanahan noted that the request is for \$275,000 but the Memo that the Members received in their packets states \$250,000.

Mr. Quintana said he would like to ask for the full amount of the study now, which is the \$275,000. He said the \$250,000 indicated in the memo was a typo.

Mr. Martinez asked if the City has had any negotiations with the Game and Fish because they have land in this area also and they gave the City ROW.

Mr. Quintana said he does not want to jump too far ahead on that because he thinks the biggest concern is going to be public opinion and whether or not the mood has changed on doing a crossing.

Mr. Shanahan asked where the \$275,000 figure came from.

Mr. Quintana said an RFP was issued and they received proposals on the costs of what it would take to do the study with the environment documents needed.

The Committee Members felt that this was a lot of money for a study.

In response, Mr. Quintana said the City will have the consultant follow federal requirements when they go through the environmental process and the costs add up significantly.

He said they received two proposals on this particular project and they were essentially the same. He mentioned that there is a potential to go after federal funding if the project moves forward.

Mr. Givens asked Mr. Quintana if they go out for public input and they are against the project, will they return the balance of the funds to impact fees.

Mr. Quintana said the funds they will use initially is for the public hearing. If they do not move forward, they will return the funds.

Mr. Shanahan asked if it would ultimately be a Council decision to move forward after the public hearing.

Ms. Mortimer said yes.

Mr. Quintana added that they will go to City Council and report on the results of the first public meeting and they will see what direction they will go from there.

Mr. Martinez reiterated that he would like to see the public engaged before any money is spent. He noted that there is senior housing near this area and he would like to engage them and receive their feedback.

Mr. Shanahan asked if there were any more questions for Mr. Quintana.

**MOTION:** A motion was made by Mr. Shanahan, seconded by Mr. Thompson to approve the Public Work Department's request to use \$275,000.00 from the Road Impact Fee Account for the purpose of a study of construction of a crossing of the Arroyo Chamiso at Richards Avenue *contingent upon City Council's approval to include the project into City's Impact Fee Capital Improvement Plan; and the first portion of the money will go for community/public engagement. If they do not move forward on the project, the balance of the funding will be brought back to the Road Impact Fee Fund.*

**VOTE:** The motion passed. (3 for; 2 opposed).

**Question on Agua Fria S/. Meadows intersection improvements**

Mr. Shanahan said at the last Committee meeting in March, the Committee approved the request to use Impact Fee funds for the Agua Fria/S. Meadows intersection improvements. He said at that time, Mr. Martinez had a question about whether or not Earhart and Garcia Apartment Complex contributed money to the City for the South Meadows intersection. Mr. Martinez mentioned that they made some kind of agreement to contribute monies to the project and he was curious what that agreement was. He was under the impression that some of the adjacent developers may have pledged a "fee-in-lieu" if you

will, rather than impact fee contributions to that project. He asked Mr. Quintana if he knew anything about this.

Mr. Quintana said no, he does not believe anything was contributed to, but he is not positive. He suggested that they talk to John Romero regarding that.

Mr. Shanahan asked if Mr. Martinez knew which developers that would be.

Mr. Martinez said Gerald Peters and Garcia Properties agreed to contribute to the project (over and above impact fees).

Ms. Mortimer said she can go back and look at the minutes of the Planning Commission and City Council to see if she can find anything. She asked Mr. Martinez if he remembers when that was.

Mr. Martinez said Gerald Peters was approved last year and Garcia Properties about two years ago.

Mr. Shanahan explained why this was important. He said the Committee does not know when deals are made with developers in lieu of paying impact fees and they would like to know about this.

**B. Financial Summary and Permit Report for FY2017/18 and first two months of FY2018/19 (Stephen Morales)**

[Copies of the *City of Santa Fe Quarterly Report for Impact Fees FY 17/18* were distributed. A copy is hereby incorporated to these Minutes as Exhibit "5B".]

Mr. Morales said Mr. Liming used to provide this report to the Committee and he added two supporting documents from the general ledger. (These are attached to Exhibit "5B").

Mr. Morales noted that the *Quarterly Report* is as of June 30, 2018 because they are still closing the books and going through an audit at the City. He said he could confidently say these are good cash balances but, at this point, there are still some adjustments going on.

Mr. Morales noted that there is a liability in the amount of \$12,000 reflected in the Roads Fund. This liability is for the Paseo de Peralta/Marcy Intersection. Developer shall contribute \$12,000 towards improvements at the intersection. He said the City is still holding the \$12,000 and needs to figure out whether to give it back to the developer or not.

Mr. Shanahan asked Mr. Morales if he knew when this was collected.

Mr. Morales said he thinks it has been a while.

Mr. Shanahan said if it is not used in seven years, it is supposed to go back per the Development Fees Act.



Mr. Morales said they are at that threshold, so they need to do something with it and he will get more clarification for the next meeting.

Mr. Givens noted that the revenues had a huge decrease in total collected impact fees in the fourth quarter.

Mr. Shanahan asked Mr. Morales if he knew why this would be.

Mr. Morales referred to the attached documents (*City of Santa Fe Impact Fee Revenue FY 17/18 and FY 18/19*). He said the handout reflects revenues collected last year and how they came in for each quarter and he is not sure why there has been a steady decrease in the Road Impact Fees fund.

Mr. Givens said the Committee used to get a report that showed every permit, and all the fees that were collected for the permits and the report was coded by the kind of home it was; i.e., a single family detached or a multi-family home.

Ms. Mortimer offered to try and pull old minutes and try to recreate this form for the Committee. She said they also had a big change in personnel and they were down several staff members and it may have been a backlogging in getting permits out the door, which could explain the decrease in revenues. She will send the form out to the Committee Members and include it in the packet for the next meeting.

Mr. Shanahan said because affordable housing does not pay impact fees, Reed Liming used to also provide a report that showed the number of affordable units who would have been permitted and would have paid impact fees.

Mr. Martinez asked how the NM Department of Tourism (line item 02721) comes in with impact fees.

Mr. Morales said this is a city-wide general ledger so this might have been a fund - before impact fees- several years ago that was used for something like that. This is a zero account so he can eliminate it.

Mr. Shanahan said this was not an action item, therefore he moved on to the next agenda item.

## **6. INFORMATION ITEMS**

There were no informational items.

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

Ms. Mortimer distributed copies of the Meeting Schedule for 2019 for approval.

**MOTION:** A motion was made by Mr. Thompson, seconded by Mr. Givens to approve the Meeting Schedule for 2019.

**VOTE:** The motion passed unanimously by voice vote.

**8. MATTERS FROM THE FLOOR**

Ms. Van Peski asked if the packet was sent out via email.

Ms. Mortimer said yes.

Ms. Van Peski said sometimes it was useful, as in the discussion of the Arroyo Chamiso Crossing, for the Committee to have maps and Reed Liming would arrange to have maps available.

Mr. Shanahan informed Ms. Mortimer that they could arrange this through David Quintana.

Mr. Givens mentioned that there is a vacancy on the Committee. Neva Van Peski's position has not been replaced. She was appointed by the Mayor. He suggested that staff work on filling the vacancy.

Ms. Mortimer said she will check on the terms of the Committee Members and vacancies with the City Clerk.

**9. ADJOURNMENT**

Having no further business to discuss, the meeting adjourned at 4:20 p.m.

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**Kim Shanahan, CIAC Member**

Respectfully submitted by:

  
**Jo Ann G. Valdez, Stenographer**

**City of Santa Fe**  
**Quarterly Report for Impact Fees FY 17/18**

	Roads	Parks	Police	Fire	Total
Funds	2720	2721	2722	2723	Impact
Revenue	21720	21721	21722	21723	Fees
Expense	22784	22786	22787	22788	
<b>Available Balance as of 07/1/17</b>	<b>\$ 1,501,177.51</b>	<b>\$ 444,101.21</b>	<b>\$ 168,890.45</b>	<b>\$ 67,096.14</b>	<b>\$ 2,181,265.31</b>
<b>1st Quarter FY 17-18</b>					
Impact Fee Revenue	349,783.50	22,725.00	11,494.00	27,153.50	411,156.00
Interest Receivable / Roads Acct Only	2,133.08				2,133.08
<b>Obligated Projects</b>					
	<b>\$ 1,853,094.09</b>	<b>\$ 466,826.21</b>	<b>\$ 180,384.45</b>	<b>\$ 94,249.64</b>	<b>\$ 2,594,554.39</b>
<b>2nd Quarter FY 17-18</b>					
Impact Fee Revenue	\$ 233,561.00	\$ 62,549.00	\$ 9,005.50	\$ 21,410.00	\$ 326,525.50
<b>Obligated Projects</b>					
	<b>\$ 2,086,655.09</b>	<b>\$ 529,375.21</b>	<b>\$ 189,389.95</b>	<b>\$ 115,659.64</b>	<b>\$ 2,921,079.89</b>
<b>3rd Quarter FY 17-18</b>					
Impact Fee Revenue	\$ 268,298.00	\$ 42,233.00	\$ 7,602.50	\$ 18,191.00	\$ 336,324.50
<b>Obligated Projects</b>					
	<b>\$ 2,354,953.09</b>	<b>\$ 571,608.21</b>	<b>\$ 196,992.45</b>	<b>\$ 133,850.64</b>	<b>\$ 3,257,404.39</b>
<b>4th Quarter FY 17-18</b>					
Impact Fee Revenue	\$ 158,417.50	\$ 58,420.00	\$ 5,947.30	\$ 14,170.00	\$ 236,954.80
Gain on Sale-Investment	\$ (65.98)				\$ (65.98)
Interest on Investment	\$ 16,426.40				\$ 16,426.40
Unrealized Gain/Losses	\$ (7,877.10)				\$ (7,877.10)
Interest Receivable	\$ (5,658.95)				\$ (5,658.95)
<b>Obligated Projects</b>					\$ -
<b>FY Balance as of 6/30/18</b>	<b>\$2,516,194.96</b>	<b>\$ 630,028.21</b>	<b>\$ 202,939.75</b>	<b>\$ 148,020.64</b>	<b>\$ 3,497,183.56</b>
(CAFR at State Auditors Office 12/27/18)					

**NOTES:**

1. Roads Fund - Interest bearing account. Interest receivable will be recorded when deposit is made and will increase cash in fund.
2. Roads Fund - A Liability in the amount of \$12,000.00 is reflected in the Roads fund. This liability is for the Paseo De Peralta/Marcy Intersection. Developer shall contribute \$12,000 towards improvements at intersection.

**City of Santa Fe**  
**Quarterly Report for Impact Fees FY 18/19**

	Roads	Parks	Police	Fire	Total
Funds	2720	2721	2722	2723	Impact
Revenue	21720	21721	21722	21723	Fees
Expense	22784	22786	22787	22788	
<b>Available Balance as of 07/1/18</b>	<b>\$ 2,516,194.96</b>	<b>\$ 630,028.21</b>	<b>\$ 202,939.75</b>	<b>\$ 148,020.64</b>	<b>\$ 3,497,183.56</b>
<b>1st Quarter FY 18-19</b>					
Impact Fee Revenue	\$ 688,704.00	244,587.00	25,488.00	60,693.00	1,019,472.00
Interest Receivable / Roads Acct Only					-
<b>Obligated Projects</b>	<b>\$ 3,204,898.96</b>	<b>\$ 874,615.21</b>	<b>\$ 228,427.75</b>	<b>\$ 208,713.64</b>	<b>\$ 4,516,655.56</b>
<b>2nd Quarter FY 18-19</b>					
Impact Fee Revenue	\$ 137,866.00	\$ 40,907.00	\$ 4,009.00	\$ 9,554.00	\$ 192,336.00
<b>Obligated Projects</b>	<b>\$ 3,342,764.96</b>	<b>\$ 915,522.21</b>	<b>\$ 232,436.75</b>	<b>\$ 218,267.64</b>	<b>\$ 4,708,991.56</b>
<b>3rd Quarter FY 18-19</b>					
Impact Fee Revenue	\$ -				\$ -
<b>Obligated Projects</b>	<b>\$ 3,342,764.96</b>	<b>\$ 915,522.21</b>	<b>\$ 232,436.75</b>	<b>\$ 218,267.64</b>	<b>\$ 4,708,991.56</b>
<b>4th Quarter FY 18-19</b>					
Impact Fee Revenue	\$ -				\$ -
Gain on Sale-Investment	\$ -				\$ -
Interest on Investment	\$ -				\$ -
Unrealized Gain/Losses	\$ -				\$ -
Interest Receivable	\$ -				\$ -
<b>Obligated Projects</b>					<b>\$ -</b>
<b>FY Estimated Balance as of 12/27/18</b>	<b>\$3,342,764.96</b>	<b>\$ 915,522.21</b>	<b>\$ 232,436.75</b>	<b>\$ 218,267.64</b>	<b>\$ 4,708,991.56</b>
(CAFR at State Auditors Office 12/27/18)					
<b>NOTES:</b>					
1. Roads Fund - Interest bearing account. Interest receivable will be recorded when deposit is made and will increase cash in fund.					
2. Roads Fund - A Liability in the amount of \$12,000.00 is reflected in the Roads fund. This liability is for the Paseo De Peralta/Marcy Intersection. Developer shall contribute \$12,000 towards improvements at intersection.					