

# Capital Improvements Advisory Committee

Tuesday, October 17, 2017 2:00 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 May 11, 2017
  Meeting of July 13, 2017
- 5. ACTION ITEMS
- 6. INFORMATION ITEMS
  - A. Quarterly Financial Summary and Permit Report (July September, 2017)
  - B. Las Soleras Impact Fee Exemption & Credit Agreement Update
    - i. Park Impact Fee Exemption (Pulte) Tracking Sheet
    - ii. Road Impact Fee Credit Agreement Tracking Sheet
- 7. MATTERS FROM THE COMMITTEE / STAFF
- 8. MATTERS FROM THE FLOOR
- 9. NEXT QUARTERLY MEETING DATE (Thursday, January 11, 2018, 3:00 p.m.)
- 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**

### October 17, 2017

### 1. CALL TO ORDER

A regular meeting of the City of Santa Fe Capital Improvements Advisory Committee was called to order by Ted Swisher at 2:08 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:**

Ted Swisher, Chair

Rex Givens

Jack Hiatt

Kim Shanahan

Marshall Thompson

Neva Van Peski

Marg Veneklasen

### **MEMBERS ABSENT:**

Edmundo Lucero, resigned Rick Martinez, excused

### **STAFF PRESENT:**

Reed Liming, Long Range Planning Division Director

### **OTHERS PRESENT:**

Jo Ann G. Valdez, Stenographer

### 3. APPROVAL OF AGENDA

**MOTION:** A motion was made by Mr. Hiatt, seconded by Mr. Thompson to approve

the agenda.

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

### 4. APPROVAL OF MINUTES:

• Meeting of May 11, 2017

Ms. Van Peski noted that she had some minor corrections (typos) to the Minutes.

MOTION: A motion was made by Mr. Thompson, seconded by Ms. Veneklasen to

approve the Minutes of the May 11, 2017 meeting as amended.

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

• Meeting of July 13, 2017

MOTION: A motion was made by Ms. Van Peski, seconded by Mr. Thompson to

approve the Minutes of the July 13, 2017 meeting as presented.

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

### 5. ACTION ITEMS

There were no action items.

### 6. INFORMATION ITEMS

# A. Quarterly Financial Summary and Permit Report (July-September 2017)

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

Mr. Liming reviewed Exhibit 6A noting that in the last quarter (July through September 2017), the City brought in a total of \$411,156.00 in impact fees: \$349,783.50 in Roads impact fees; \$22,725.00 in Parks impact fees; \$11,494.00 in Police impact fees and \$27,153.50 in Fire impact fees. The available balances in the various funds as of July 1, 2017, are as follows: Roads Fund: \$1,853,883.41; \$466,629.54 for Parks Fund; \$180,299.30 for Police Fund and \$94,202.17 in the Fire Fund, for a total of \$2,595,014.42 in Impact Fees.

Mr. Liming provided a list of permit codes and an explanation of the codes. A copy is attached with *Exhibit 6A*. The list consists of all the permits for new construction that pay impact fees but does not include the affordable homes because they do not pay impact fees.

Ms. Van Peski noted that the available balance as of July 1, 2017 is different than it was at the last meeting. A difference of approximately \$70,000, particularly in the Fire Fund.

Mr. Liming said they had a situation where money was coming out of impact fee funds and going into a separate CIP fund. When he became aware of this, he went to the Finance Department and informed them that monies cannot be moved out of these accounts. They have been trying to go back and correct these to ensure that they accounted for all of the money that should be in the impact fee accounts.

Mr. Shanahan asked if they show an increase or a decrease.

Mr. Liming said they are showing increases in some but he is going to check with Erica Martinez and the Finance Department to make sure that they are as accurate as they can be. He explained that it is hard for him to speak for the Finance Department and he does not know where the decision came from to move impact fee monies into the CIP reallocation fund. This is comingling of funds and they cannot do this with impact fee funds. Mr. Liming was never contacted about this.

The Committee Members expressed concerns about the fact that there are inconsistencies and irregularities in tracking the Impact Fee Fund numbers and there are no safeguards in place. After discussion, the following motion was made:

MOTION: A motion was made by Mr. Hiatt, seconded by Mr. Shanahan, that the Chair author and sign a letter to the City Manager outlining the issue that has come to the Committee's attention. A copy will go to the Finance Committee and to this Committee.

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

Mr. Liming reviewed the Permit Report and asked if there were any questions on the Quarterly Financial Summary and Permit Report.

Ms. Van Peski asked what "Spectrum" was. She noted that they accounted for most of the permits this quarter.

Mr. Liming said it is a senior-assisted housing facility that has132 units.

Chair Swisher asked if the City is on pace in issuing residential permits.

Mr. Liming said yes.

# B. Las Soleras – Impact Fee Exemption & Credit Agreement-Update i. Park Impact Fee Exemption (Pulte) – Tracking Sheet

[Copies of the Residential Permit Activity – Pulte (Las Soleras) Park Impact Fees waived in exchange for Park Development Dedication Land Development Code 14-8.15 (C) (6) {Exhibit 6B} were distributed.]

Mr. Liming reviewed Exhibit 6B noting that a total of \$194,382 of park impact fees were waived in exchange for Park Development Dedication. From 2016 to 2017, a total of 241 permits were issued and \$248,718 in park impact fees have been waived.

## ii. Road Impact Fee Credit Agreement - Tracking Sheet

[Copies of the Road Impact Fee Tracking Sheet were distributed in the Members' packets. A copy is attached with *Exhibit 6B*.]

Mr. Liming referred to the page entitled "Las Soleras -Road Impact Fee Credit Worksheet".

He said the Worksheet shows the various developments and their dates so far that have come forward with permits to the City and have been given credit against their Road Impact Fee. On August 24, 2017, the City confirmed an assignment for a permit request by Las Soleras to Pulte via letter from Beckner Road Equities, Inc. to assign a portion of available credits (\$32,427.00) for permits within Tract 11-A. The Road Impact Fee Credit Balance as of today is \$57,961.00.

Mr. Liming mentioned that City staff is in the process of drafting a new Credit Agreement for Beckner Road Equities, Inc. He noted that they are getting close to opening Beckner Road.

Mr. Shanahan asked if the Committee will see a chart of the credits that Beckner has used.

Mr. Liming said yes.

Mr. Liming distributed a handout entitled "Residential Permit Activity for City and County" (Exhibit 6C). He said this is for informational purposes only.

Chair Swisher asked if there were any more questions and there were none.

### 7. MATTERS FROM THE COMMITTEE / STAFF

Mr. Liming distributed the copies of the 2018 CIAC Meeting Schedule.

Mr. Shanahan invited the Board Members to the Homebuilders Association office on Valdez Business Park on Thursday morning, from 8:00 a.m. to 10:00 a.m. This is a free event where they have invited people from Albuquerque who have been instrumental in getting their General Obligation Bond passed to finance affordable housing. He noted that the City of Santa Fe has never had a permanent funding source for affordable housing in our community. Commissioner Debbie O'Malley and a Professor from UNM Architecture will be coming up, along with city staff who administer these funds.

He said it might be time to put this issue back on the ballot, possibly as soon as the March 2018 election.

Mr. Liming noted that the reappointments and new appointments to the Committee will be made after the Election.

### 8. MATTERS FROM THE FLOOR

There were no matters from the floor.

# 9. **NEXT QUARTERLY MEETING DATE:**

The next quarterly meeting is scheduled for January 11, 2018 at 3:00 p.m.

### 10. ADJOURNMENT

Having no further business to discuss, the meeting adjourned at 3:20 p.m.

Ted Swisher, Chair

Respectfully submitted by:

Jo Ann G. Valdez, Stenographer

EXHIBIT

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Revenue	- <del>i</del>	21720	-	21721		21722		21723	Impact
Expense		22784		22786		22787		21723	Fees
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Available Balance as of 07/1/17	\$	1,504,099.91	\$	443,904.54	\$	168,805.30	\$	67,048.67	\$ 2,183,858.42
Alternate Cumulative Balance on 6/30/2017					Í				
1st Quarter FY 17-18									
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Obligated Projects  Available Balance as of 10/1/17		•		-				_	
Available Balance as of 10/1/17	\$	1,853,883.41	\$	466,629.54	\$	180,299.30	\$	94,202.17	\$ 2,595,014.42
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FY Year-End Balance as of 7/1/18			-	·	<del></del>				

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# QUARTERLY IMPACT FEE PERMIT REPORT

Code	Explanations
AANR T	ADD/ALTER/REPAIR NON-RESIDENTIAL ADDITION
ADNR	ADDITION TO COMM/INDUST/INSTIT
ADRN	ADDITION TO MIXED USE COMM/RES
APT8	NEW SINGLE FAMILY ATTACHED-SECTION 8
CONA	NEW ONE FAMILY CONDO ATTACHED
COND	NEW ONE FAMILY CONDO DETACHED
EDUC	NEW SCHOOLS & OTHER EDUCATIONAL BLDGS

TLOH	FB34
NEW HOTELS/MOTELS, ETC	NEW 3 & 4 FAMILY BUILDINGS

**NEW 5 & MORE FAMILY BUILDINGS** 

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NEW MIXED-USE RESIDENTIAL/COMMERCIAL

NEW OTHER NON-RESIDENTIAL

NEW OFFICE/BANK PLAZA NEW RESIDENTIAL STUDIO

NEW CHURCHES AND OTHER RELIGIOUS BLDGS

NEW SINGLE FAMILY AFFORDABLE HOUSING

SFAT NEW SINGLE FAMILY ATTACHED

SFDT NEW SINGLE FAMILY DETACHED

SFDX NEW STORES AND CUSTOMER SERVICE NEW SINGLE FAMILY DETACHED House >3,600Sq Ft

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17	17	17		17	17	17		17	17	17		17	17	17	17		17	17	17		17	17	17	17		17	17	17	17		17	17	17	17		17
830 SFDT	830 SFDT	830 SFDT	1184 Total	1184 SFAT	1184 SFAT	1184 SFAT	1280 Total	1280 ALEC	1280 ALEC	1280 ALEC	1318 Total	1318 SFDX	1318 SFDX	1318 SFDX	1318 SFDX	1341 Total	1341 EDUC	1341 EDUC	1341 EDUC	1394 Total	1394 NGHD	1394 NGHD	1394 NGHD	1394 NGHD	1456 Total	1456 SFDT	1456 SFDT	1456 SFDT	1456 SFDT	1464 Total	1464 NGHA	1464 NGHA	1464 NGHA	1464 NGHA	1502 Total	1502 SFDT
170814 +(2501-3000)SFD FIRE	170814 +(2501-3000)SFD PARKS	170814 +(2501-3000)SFD ROADS		170712 +(2001-2500)SFD FIRE	170712 +(2001-2500)SFD POLICE	170712 +(2001-2500)SFD ROADS		170809 + RETAIL/COMMERCIALPOLICE	170809 + RETAIL/COMMERCIAL FIRE	170809 + RETAIL/COMMERCIAL ROADS		170718 +(3001-MORE)SFD POLICE	170718 +(3001-MORE)SFD FIRE	170718 +(3001-MORE)SFD PARKS	170718 +(3001-MORE)SFD ROADS		170814 + PUBLIC/INSTITUTE POLICE	170814 + PUBLIC/INSTITUTE FIRE	170814 + PUBLIC/INSTITUTE ROAD		170718 +(ACCESSORY)SFD POLICE	170718 +(ACCESSORY)SFD FIRE	170718 +(ACCESSORY)SFD PARKS	170718 +(ACCESSORY)SFD ROADS		170714 +(0-1500)SFD FIRE	170714 +(0-1500)SFD PARKS	170714 +(0-1500)SFD ROADS	170714 +(0-1500)SFD POLICE		170711 +(ACCESSORY)SFD POLICE	170711 +(ACCESSORY)SFD FIRE	170711 +(ACCESSORY)SFD PARKS	170711 +(ACCESSORY)SFD ROADS		170707 +(1501-2000)SFD FIRE
\$186.00	\$1,163.00	\$2,245.00	\$2,391.00	\$176.00	\$74.00	\$2,141.00	\$4,139.00	\$107.00	\$254.00	\$3,778.00	\$3,895.00	\$83.00	\$197.00	\$1,238.00	\$2,377.00	\$10,040.00	\$297.00	\$700.00	\$9,043.00	\$1,539.00	\$32.00	\$77.00	\$483.00	\$947.00	\$3,079.00	\$154.00	\$967.00	\$1,894.00	\$64.00	\$1,539.00	\$32.00	\$77.00	\$483.00	\$947.00	\$3,303.00	<b>\$</b> 161.00
319 CADIZ	319 CADIZ	319 CADIZ		4702 LAS PLAZUELAS	4702 LAS PLAZUELAS	4702 LAS PLAZUELAS		321 SAN FRANCISCO	321 SAN FRANCISCO	321 SAN FRANCISCO		321 CORONADO	321 CORONADO	321 CORONADO	321 CORONADO		6537 AIRPORT	6537 AIRPORT	6537 AIRPORT		1203 SEVILLE	1203 SEVILLE	1203 SEVILLE	1203 SEVILLE		5205 VIA DEL CIELO	5205 VIA DEL CIELO	5205 VIA DEL CIELO	5205 VIA DEL CIELO	_	) 742 DON DIEGO	) 742 DON DIEGO	742 DON DIEGO	742 DON DIEGO	0	1115 PASEO CORAZON
BOWEN, MELINDA	BOWEN, MELINDA	BOWEN, MELINDA		PATRICIA DILTZ	PATRICIA DILTZ	PATRICIA DILTZ		eric haskins aia	eric haskins aia	eric haskins aia		VELASQUEZ, SONIA	VELASQUEZ, SONIA	VELASQUEZ, SONIA	VELASQUEZ, SONIA		LOWRANCE, RANDY	LOWRANCE, RANDY	LOWRANCE, RANDY		PREWITT, MOLLY	PREWITT, MOLLY	PREWITT, MOLLY	PREWITT, MOLLY		GRANNON, ALEX	GRANNON, ALEX	GRANNON, ALEX	GRANNON, ALEX		SOUTHARD, ZARA	SOUTHARD, ZARA	SOUTHARD, ZARA	SOUTHARD, ZARA		MONTOYA, VALERIE
HOMES BY JOE BOYDEN	HOMES BY JOE BOYDEN	HOMES BY JOE BOYDEN		PULTE DEVELOPMENT OF NM	PULTE DEVELOPMENT OF NM	PULTE DEVELOPMENT OF NM		hertiage hotels and resorts	hertiage hotels and resorts	hertiage hotels and resorts		LOVE, LILY	LOVE, LILY	LOVE, LILY	LOVE, LILY		LOWRANCE, RANDY	LOWRANCE, RANDY	LOWRANCE, RANDY		MELANDER, JOYCE	MELANDER, JOYCE	MELANDER, JOYCE	MELANDER, JOYCE		MTV ENTERPRISES LLC	MTV ENTERPRISES LLC	MTV ENTERPRISES LLC	MTV ENTERPRISES LLC		SOUTHARD, ZARA	SOUTHARD, ZARA	SOUTHARD, ZARA	SOUTHARD, ZARA		HOMEWISE INC

		6	6	6		17	17	17		17	17	17	17		17	17	17		17	17	17		17
Grand Total	2655 Total	2655 INST	2655 INST	2655 INST	210 Total	210 STOR	210 STOR	210 STOR	453 Total	453 SFDX	453 SFDX	453 SFDX	453 SFDX	454 Total	454 FAM5	454 FAM5	454 FAM5	633 Total	633 INDU	633 INDU	633 INDU	830 Total	830 SFDT
		170706 + PUBLIC/INSTITUTE POLICE	170706 + PUBLIC/INSTITUTE FIRE	170706 + PUBLIC/INSTITUTE ROAD		170926 + RETAIL/COMMERCIALPOLICE	170926 +RETAIL/COMMERCIAL FIRE	170926 + RETAIL/COMMERCIAL ROADS		170719 +(3001-MORE)SFD POLICE	170719 +(3001-MORE)SFD FIRE	170719 +(3001-MORE)SFD PARKS	170719 +(3001-MORE)SFD ROADS		170913 + PUBLIC/INSTITUTE POLICE	170913 +PUBLIC/INSTITUTE FIRE	170913 + PUBLIC/INSTITUTE ROAD		170706 + WAREHOUSE POLICE	170706 +WAREHOUSE FIRE	170708 + WAREHOUSE ROADS		170814 +(2501-3000)SFD POLICE
\$410,717.00	\$58,251.00	\$1,725.00	\$4,061.00	\$52,465.00	\$785.00	\$20.00	\$48.50	\$716.50	\$3,895.00	\$83.00	\$197.00	\$1,238.00	\$2,377.00	\$223,985.00	\$6,633.00	\$15,614.00	\$201,738.00	\$29,760.00	\$297.00	\$713.00	\$28,750.00	\$3,672.00	\$78.00
		4801 BECKNER	4801 BECKNER	4801 BECKNER		2400 CERRILLOS	2400 CERRILLOS	2400 CERRILLOS		111 LUPITA	111 LUPITA	111 LUPITA	111 LUPITA		5011 LAS SOLERAS	5011 LAS SOLERAS	5011 LAS SOLERAS		7608 CROUCH	7608 CROUCH	7608 CROUCH		319 CADIZ
		KOSTRANCHUK, TED	KOSTRANCHUK, TED	KOSTRANCHUK, TED		ROBINSON, RYAN	ROBINSON, RYAN	ROBINSON, RYAN		BROWN, MARK	BROWN, MARK	BROWN, MARK	BROWN, MARK		GATES, KEVIN	GATES, KEVIN	GATES, KEVIN		SANCHEZ, MIKE	SANCHEZ, MIKE	SANCHEZ, MIKE		BOWEN, MELINDA
		PRESBYTERIAN	PRESBYTERIAN	PRESBYTERIAN		SKARSGUARD, JOSH	SKARSGUARD, JOSH	SKARSGUARD, JOSH		MAESTAS, JOSEPH	MAESTAS, JOSEPH	MAESTAS, JOSEPH	MAESTAS, JOSEPH		SPECTRUM ACQUISITION SF LLC	SPECTRUM ACQUISITION SF LLC	SPECTRUM ACQUISITION SF LLC		CROUCH COURT, LLC	CROUCH COURT, LLC	CROUCH COURT, LLC		HOMES BY JOE BOYDEN