



# Agenda

## Capital Improvements Advisory Committee

Thursday, July 18, 2019

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 March 14, 2019
5. DISCUSSION / POSSIBLE ACTION ITEMS
  - A. **Request for Fire Impact Fee Allocation.** Request to allocation \$218,267.00 for infrastructure costs of New Fire Station #2 (New Southwest, Agua Fria Station). (Jan Snyder, 955-3121, [jmsnyder@santafenm.gov](mailto:jmsnyder@santafenm.gov)) (POSTPONED FROM MARCH 14, 2019 MEETING)
  - B. **Traffic Engineering Division – Resolution Amending the Impact Fee CIP 2020 –Pedestrian Crossing**  
*Request to add the following to the list of eligible projects listed in “Planned Major Road Improvements, 2014-2020” (Table 80, Page 77) and to allocate those funds to the project to be taken as a credit to their Road Fees at time of building permit application:*

Project Name	Location	Cost Estimate
Pedestrian Crossing	Between Harrison Road Paseo Corazon (John Romero, 955-6638, <a href="mailto:jjromero1@santafenm.gov">jjromero1@santafenm.gov</a> )	\$44,917.00
6. INFORMATION ITEMS
  - A. **Quarterly Impact Fee Collected Report (Noah Berke)**
  - B. **Update on CIAC and Department Status**
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.

<p>RECEIVED AT THE CITY CLERK’S OFFICE          DATE: <u>July 10, 2019</u>          TIME: <u>11:01 AM</u></p>
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### CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

March 14, 2019

<u>ITEM</u>	<u>ACTION TAKEN</u>	<u>PAGE(S)</u>						
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2.	ROLL CALL	Quorum 1						
3.	APPROVAL OF AGENDA	Approved 2						
4.	APPROVAL OF MINUTES: Meeting of January 10, 2019	Approved 3						
5.	<b>DISCUSSION/POSSIBLE ACTION ITEMS</b>							
A.	<b>Land Use Department – Resolution Amending the Impact Fee CIP 2020 – Sidewalk Extension</b> <i>Request to add the following list of eligible projects listed in “Planned Major Road Improvements, 2014-2020” (Table 80, Page 77) and to allocate those funds to the project to be taken as a credit to their Road Fees at time of building permit application:</i>							
	<table border="1"> <thead> <tr> <th style="text-align: left;"><u>Project Name</u></th> <th style="text-align: left;"><u>Location</u></th> <th style="text-align: left;"><u>Cost Estimate</u></th> </tr> </thead> <tbody> <tr> <td>Sidewalk Extension (Lee Logston)</td> <td>East side of Richards Ave. In front of 3240 Rufina St.</td> <td>\$108,339.82</td> </tr> </tbody> </table>	<u>Project Name</u>	<u>Location</u>	<u>Cost Estimate</u>	Sidewalk Extension (Lee Logston)	East side of Richards Ave. In front of 3240 Rufina St.	\$108,339.82	
<u>Project Name</u>	<u>Location</u>	<u>Cost Estimate</u>						
Sidewalk Extension (Lee Logston)	East side of Richards Ave. In front of 3240 Rufina St.	\$108,339.82						
	Motions passed	3-7						
B.	<b>Land Use Department -Resolution Amending the Impact Fee CIP 2020 – Widen Median</b> <i>Request to add the following to the list of eligible projects listed in “Planned Major Road Improvements, 2014-2020” (Table 80, Page 77) and to allocate those funds to the project to be taken as a credit to their Road Fees at time of building permit application:</i>							
	<table border="1"> <thead> <tr> <th style="text-align: left;"><u>Project Name</u></th> <th style="text-align: left;"><u>Location</u></th> <th style="text-align: left;"><u>Cost Estimate</u></th> </tr> </thead> <tbody> <tr> <td>Widen Median (Margaret Ambrosino)</td> <td>East of 543 Rodeo Road Project Entrance</td> <td>\$ 51,245.69</td> </tr> </tbody> </table>	<u>Project Name</u>	<u>Location</u>	<u>Cost Estimate</u>	Widen Median (Margaret Ambrosino)	East of 543 Rodeo Road Project Entrance	\$ 51,245.69	
<u>Project Name</u>	<u>Location</u>	<u>Cost Estimate</u>						
Widen Median (Margaret Ambrosino)	East of 543 Rodeo Road Project Entrance	\$ 51,245.69						
	Approved	7-9						
C.	<b>Request for Fire Impact Fee Allocation – Request to allocate \$218,267.00 for infrastructure costs of New Fire Station 2 (New Southwest, Agua Fria Station) Jan Snyder</b>							
	Tabled until next mtg (following discussion)	10-12						

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<b>D.</b>	<b>Impact Fee Capital Improvements Plan 2025 Consultant Selection (Katherine Mortimer)</b>	<b>Motion passed</b>	<b>12-14</b>
<b>E.</b>	<b>Las Soleras Waivers (Katherine Mortimer)</b>		<b>14-15</b>
<b>F.</b>	<b>Fees Collected Report (Katherine Mortimer)</b>		<b>15-16</b>
<b>G.</b>	<b>Financial Summary and Permit Report for FY 2017/18 and first two months of FY 2018/19 (Stephen Morales)</b>		<b>16</b>
<b>H.</b>	<b>Impact Fee Annual Report (Katherine Mortimer)</b>		<b>17</b>
<b>6.</b>	<b>INFORMATION ITEMS</b>	<b>None</b>	<b>17</b>
<b>7.</b>	<b>MATTERS FROM THE CHAIR/COMMITTEE/STAFF</b>		<b>17</b>
<b>8.</b>	<b>MATTERS FROM THE FLOOR</b>	<b>None</b>	<b>17</b>
<b>9.</b>	<b>ADJOURNMENT</b>	<b>Adjourned at 4:35 p.m.</b>	<b>17</b>

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

**March 14, 2019**

**1. CALL TO ORDER**

A regular meeting of the City of Santa Fe Capital Improvements Advisory Committee was called to order by Katherine Mortimer at 3:00 p.m. on this date in the City Councilors' Chambers, 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:**

Jack Hiatt, Chair  
Rex Givens, Vice Chair  
Brian Lewis  
Scottie Pierce  
Isaac Pino  
Kim Shanahan  
Marshall Thompson

**MEMBERS ABSENT:**

Monica Ault, excused  
Marg Veneklasen, excused

**STAFF PRESENT:**

Margaret Ambrosino, Current Planning Division, Land Use Planner Senior  
Noah Berke, Land Use Department, Planner Manager  
Lee Logston, Current Planning Division, Land Use Planner Senior  
Stephen Morales, Financial Analyst  
Katherine Mortimer, Land Use Department, Planning Supervisor

**OTHERS PRESENT:**

Jennifer Jenkins, Jenkins Gavens Land Use Consulting  
Jo Ann G. Valdez, Stenographer

**3. APPROVAL OF AGENDA**

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

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

**4. APPROVAL OF MINUTES:**

- **Meeting of January 10, 2019**

**MOTION:** A motion was made by Mr. Givens, seconded by Mr. Shanahan to approve the Minutes of the January 10, 2019 meeting.

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

**5. DISCUSSION/POSSIBLE ACTION ITEMS**

**A. Land Use Department – Resolution Amending the Impact Fee CIP 2020 – Sidewalk Extension**

*Request to add the following list of eligible projects listed in “Planned Major Road Improvements, 2014-2020” (Table 80, Page 77) and to allocate those funds to the project to be taken as a credit to their Road Fees at time of building permit application:*

<u>Project Name</u>	<u>Location</u>	<u>Cost Estimate</u>
Sidewalk Extension (Lee Logston)	East side of Richards Ave. In front of 3240 Rufina St.	\$108,339.82

[Copies of the Memo from Lee Logston, Land Use Senior Planner, Current Planning Division to the Capital Improvement Advisory Committee dated February 5, 2019, regarding request for approval to allocate Road Impact Fee funds, were distributed in the Members’ packets. A copy is hereby incorporated to these Minutes as Exhibit “5A”.]

Mr. Logston introduced himself noting that he has been a Land Use Planner with the City for about a year and a half now.

He explained the request for approval as follows:

**ITEM AND ISSUE:**

Request for approval to allocate Road Impact Fee Funds ranging in the amount of \$108,339.82 for construction of sidewalk improvements at 3240 Rufina Street.

**BACKGROUND & SUMMARY:**

The construction of the Markana de Santa Fe Apartments on Richards Avenue, will bring 180 new affordable units to a previously undeveloped parcel. The developer is making road and sidewalk improvements to the parcel and on Richards Avenue, which will result in a large segment of continuous sidewalk on the east side of Richards Avenue. The sidewalk will start at Cerrillos Road, extending to the north end of the development, leaving an approximately 325’ long section without a safe pedestrian connection to Rufina Street. The Planning Commission expressed that this was an unsafe situation, and that the developer should make this offsite improvement to ensure the safety of pedestrians. Land Use Director Carol Johnson suggested that the City may be able to credit the developer’s required road impact fees to directly fund this sidewalk improvement. The Planning Commission

supported this use of impact fee credits, and the developer and the Land Use Director agreed to work together to implement an agreement.

Construction of the offsite sidewalk improvements will be completed by the developer when they have equipment mobilized for construction of the apartments and would occur concurrently with onsite improvements to their site. The project will involve the construction of a retaining wall and a five-foot sidewalk directly against the curb. This design was reviewed and accepted; however, it is anticipated that eventually the City will reconstruct this section as part of a Richards/Rufina intersection improvement.

There is a Resolution to add this project to the City's Impact Fee Capital Improvement Plan 2020's Table 80, Planned Major Road Improvements, 2014-2020, for the Governing Body's consideration.

Total estimated project costs breakdown as follows:

Design & Construction Engineering Items	\$79,310.00
Misc. Items	\$11,517.20
Contingency	\$ 9,082.72
NMGRT @ 8.4375%	\$ <u>8,429.90</u>
Total	\$108,339.82

**RECOMMENDED ACTION:**

The Land Use Department recommends the following:

- Support the use of Road Impact Fee funds in the amount of \$108,339.82 in order to fund design and construction of "Sidewalk Improvements at 3240 Rufina Street".

Attachment:

City Council Draft Resolution Amending Table 80 of the Santa Fe Impact Fee Capital Improvements Plan 2020 Regarding Planned Major Road Improvements and Adding of "Sidewalk Improvements at 3240 Rufina Street" as an Eligible Project to Receive "Roads" Impact Fees.

**Questions/Comments:**

Ms. Mortimer noted that this would be just for the sidewalk extension and not for the entire project.

Chair Hiatt asked if the \$108,339.82 is for the construction of a retaining wall and a five-foot sidewalk.

Mr. Logston said yes, they are building a basic sidewalk that will be directly against the curb. He said someday down the road, they would like to expand Richards Avenue in this area.

Chair Hiatt asked if there were any questions of the Committee Members.

Mr. Givens asked what their total was for impact fees.

Mr. Logston said he has not seen that number and he does not know if that number has been 100% generated at this point.

Ms. Mortimer said it would be based on their cost of the total project and she is not sure if they have an accurate cost estimate.

Ms. Pierce said when she reads this, it says to allocate, but Mr. Logston is saying to waive fees and those are two different things.

Ms. Mortimer clarified that they are getting a credit rather than a waiver.

Ms. Pierce said the second thing is that it says “ranging in the amount of” and she is not comfortable with using the word “ranging” because that sounds like it is open for them to come back and ask for more.

Ms. Mortimer asked if the memo should be revised.

Ms. Pierce suggested that they remove the word “ranging” so that they are approving (this action) “in the amount of” which correlates with the budget.

Mr. Berke explained the first phase of this process was to create an estimate of the improvements and the Engineer’s estimate was put together about five to six months ago. He said he thinks that using the word “ranging: may not be such a bad idea because the costs of materials have increased and will be different; and they could put “an amount not to exceed-x amount of dollars”, if there is a motion made for approval. He said it is not a fee waiver, it is just allocating the fees that they would be putting in.

Ms. Pierce said she likes approving requests with budgets attached because it is clear.

Ms. Mortimer said she likes the wording “not to exceed” and if they need to exceed the amount, they will have to come back.

Mr. Berke said they would be subject to the Committee’s approval at that time.

Mr. Pino said the rule has always been – unless it has changed recently – but the rule has been that the adjoining property owner builds the sidewalk, but that is not what they are doing here. Therefore, he thinks some sort of acknowledgement be done about the waiver/credit so that it won’t become open season on sidewalk requests and that they are not setting precedent. Or, they could go back to the adjacent property owner and inform him of this.

Ms. Mortimer said the adjacent properties are a bunch of single-family houses that are existing, so they don’t have a mechanism to have them put a sidewalk in, unless they are doing development.

Mr. Shanahan said he thinks there are two motions: one where the project is added to the Plan and then the Committee thinks about the “not to exceed”.

**MOTION:** A motion was made by Mr. Shanahan to add this project to the City’s Impact Fee Capital Improvement Plan 2020’s Table 80, Planned Major Road Improvements, 2014-2020; notwithstanding the concerns that have been raised - that they are not setting a precedent for automatically getting a credit if you put some sidewalk on an adjacent property.

**Discussion:**

Chair Hiatt said he thinks Mr. Pino’s concern is about the neighbor next door who does not have to pay for this coming back and this is a matter that concerns him too. He said this is a safety issue and he is not quite sure how to address Mr. Pino’s issue, but he thinks it is important to somehow try and not make this a precedent.

Ms. Pierce said she is hearing two things: this is an exception and she thinks the Committee needs to cover themselves because if anyone ever goes back to look at intent – going back to look at minutes and ask why is the Committee doing this for one case. She said the second thing is the issue of safety and they want to be really careful about this.

Mr. Givens said there is a little bit of difference in that this case is where there is new construction happening and the other request was about putting a sidewalk in existing housing.

Mr. Berke mentioned that this condition came out of a contract with a City engineer at that time. He noted that Chapter 14 gives a right to an engineer and to the Planning Commission to require offsite improvements and this would be considered offsite improvements.

He said with regards to Memorial Gardens, Jennifer Jenkins volunteered to build a sidewalk and when Memorial Gardens came in to do their memorial room, the City did have a condition of approval with that application that they build a sidewalk. However, they worked with the city engineer at the time - and she is no longer a city engineer – to come up with an alternative means of compliance, which is a provision within the Code. So, he would not say that this would necessarily set precedent because it is at the discretion of the city engineer.

He said the city engineer felt that it was unsafe for people to cross at Home Depot, which is a mid-lane crosswalk – which is the closest sidewalk to get to the other side of the street. He said it was a unique scenario in this case and they do not typically see this, but if they do, they will come back to this Board again and the Board will ultimately be able to make decisions on a case-by-case scenario/basis.

Chair Hiatt said Mr. Berke’s comments helped; first of all, safety and second of all the logic of extending this all the way to the closest bus stop is consistent with City goals.



He said there is a motion on the floor, is there a second.

Mr. Givens seconded the motion.

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

**MOTION:** A motion was made by Mr. Shanahan, seconded by Ms. Pierce that the amount (for the construction of the sidewalk improvements at 3240 Rufina Street) will not exceed **\$109,000.00**.

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

**B. Land Use Department – Resolution Amending the Impact Fee CIP 2020-Widen Median**

*Request to add the following to the list of eligible projects listed in “Planned Major Road Improvements, 2014-2020” (Table 80, Page 77) and to allocate those funds to the project to be taken as a credit to their Road Fees at time of building permit application:*

<u>Project Name</u>	<u>Location</u>	<u>Cost Estimate</u>
Widen Median (Margaret Ambrosino)	East of 543 Rodeo Road Project Entrance	\$ 51,245.69

[Copies of the Memo from Margaret Ambrosino, Land Use Planner Senior, Current Planning Division to the Capital Improvement Advisory Committee dated February 15, 2019, regarding request for approval to allocate Road Impact Fee funds, were distributed in the Members’ packets. A copy is hereby incorporated to these Minutes as Exhibit “5B”.]

Ms. Ambrosino explained the request for approval as follows:

ITEM AND ISSUE:

Request for approval to allocate Road Impact Fee Funds ranging in the amount of \$51,245.79 for construction of Rodeo Road widening improvements at 543 Rodeo Road.

BACKGROUND & SUMMARY:

The construction of the Vizcaya Phase III Apartment on Rodeo Road will bring 52 additional multi-family residential units on an undeveloped parcel adjacent to the south and west of the existing Vizcaya Community (the Community), located at 543 Rodeo Road. The addition of the Phase III units increases the overall community’s land area to over ten acres, and thus, requires a secondary access at Rodeo Road. At the recommendation of the Traffic Engineering Division, the new access shall be located on the adjacent Vizcaya property to the east in order to maximize the distance from the bridge that crosses St. Francis Drive just west of the project. This places the secondary access on Rodeo Road, approximately 388 feet east of the bridge. The Traffic Engineering Division has recommended this access be a full access point with left and right-turn deceleration lanes.

The proposed construction of these deceleration lanes will result in transitioning of thru lanes along Rodeo Road around this deceleration lane and the adjacent deceleration lanes to the east. In order to maintain a consistent median width along this stretch of Rodeo Road, the developer was asked to add additional pavement and re-stripe accordingly. Both the Traffic Engineering Division and the Land Use Department are requesting a credit back to the developer for this additional work beyond the deceleration lane construction, via impact fee credits. In order for these improvements to be eligible for the credits, they must be included on the City's Impact Fee Capital Improvement Plan. In accordance with Chapter 14-8.14(E)(3)- Fee Schedule on the City's Land Development Code, the total impact fee to be paid to the city before credits is \$127,764 (52 units x \$2,457 per unit). After the credit is applied to this amount, the resulting total impact fee due to the city is \$76,518.21.

Attached is the draft Resolution to add this project to the City's Impact Fee Capital Improvement Plan 2020's Table 80, Planned Major Road Improvements, 2014-2020, for the Governing Body's consideration.

Total estimated project costs breakdown as follows:

Design & Construction Engineering Items	\$41,078.61
Misc. Items	\$ 6,179.76
NMGRT @ 8.4375%	\$ <u>3,987.42</u>
Total	\$51,245.79

**RECOMMENDED ACTION:**

The Land Use Department recommends the following:

Approve the use of Road Impact Fee funds in the amount of \$51,245.79 in order to fund the design and construction of Rodeo Road Widening Improvements.”

Attachment:

1. Fiscal Impact Report (FIR)
2. City Council Draft Resolution “2019\_\_ Amending Table 80 of the Santa Fe Impact Fee Capital Improvements Plan 2020 regarding Planned Major Road Improvements and Adding “Roadway Widening to Accommodate Full Access at 543 Rodeo Road” as an Eligible Project to receive Roads Impact Fees.
3. Engineer's Opinion of Probable Cost (OPC), sealed

**Questions/Comments:**

Chair Hiatt asked Jennifer Jenkins if she has appeared in front of this group before.

Ms. Jenkins said no, she has not.

Chair Hiatt asked her to introduce herself for those who do not know her.

Jennifer Jenkins introduced herself noting that she is with Jenkins Gavens, Land Use Consulting here in Santa Fe. She said she represents the owners of the Vizcaya Community. She noted that they went in front of the Planning Commission a couple of months ago for approval of the additional 52 units. They have been working closely with staff on the planning for Rodeo Road to accommodate, not only their access, but to do some widening in that section of the area, per the request of John Romero.

Chair Hiatt asked if there were any questions of the Committee Members. He understands the issue is to approve the use of Road Impact Fee funds in the amount of \$51,245.79 in order to fund the design and construction of Rodeo Road Widening Improvements.

Mr. Givens asked if this would have to be in the Capital Improvement Plan.

Ms. Mortimer said request is to add it to the list of the Table, so that would add it to the Plan.

Mr. Givens asked if the Committee was approving the actual request.

Ms. Mortimer said it is two requests: to add the project to the list of eligible projects and to allocate those funds for the project to be taken as a credit.

Chair Hiatt asked if there were any other questions.

Ms. Pierce said no, but she has a comment. She said as someone new to the Committee and to all of this, she thought this request was well-documented, she appreciated the additional information, and she hopes that this will set a standard for all materials that come to the Committee. She said the material was very informative.

Chair Hiatt asked for a motion to approve the request.

**MOTION:** A motion was made by Mr. Thompson, seconded by Mr. Pino to approve the request to add the following to the list of eligible projects listed in “Planned Major Road Improvements, 2014-2020” (Table 80, Page 77) **and** to allocate those funds to the project to be taken as a credit to their Road Fees at time of building permit application:

<u>Project Name</u>	<u>Location</u>	<u>Cost Estimate</u>
Widen Median (Margaret Ambrosino)	East of 543 Rodeo Road Project Entrance	\$ 51,245.69

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

**C. Request for Fire Impact Fee Allocation – Request to allocate \$218,267.00 for infrastructure costs of New Fire Station 2 (New Southwest, Agua Fria Station) Jan Snyder**

[Copies of the Memo from Jan Snyder, Assistant Fire Chief to the Capital Improvement Advisory Committee dated February 19, 2019, regarding request for approval to use Fire Impact Fees for New Fire Station Infrastructure were distributed in the Members' packets. A copy is hereby incorporated to these Minutes as Exhibit "5C".]

**ITEM AND ISSUE:**

Request for approval to allocate Fire Impact Fee Funds in the amount of \$218,267.00 for infrastructure costs of CIP# 333-New Fire Station #2 (New Southwest, Agua Fria Station).

**BACKGROUND SUMMARY:**

CIP Project #333 – New Fire Station #2, is currently in the schematic design phase and the projected costs for infrastructure (site prep, ground work, utilities) work is \$1,250,000.00.

The current costs for the entire project are:

Design Costs:	\$ 621,409.00
Infrastructure Costs	\$1,250,000.00
Construction Costs	<u>\$6,000,000.00</u>
Total Project Costs	\$7,871,408.00

As the project came in over budget, the Department has been asked to help supplement the difference in cost. By using Fire Impact Fees for the infrastructure costs, it would allow the Fire Department to utilize other project funds for construction as well as furniture, fixtures and equipment.

This project is a priority and has been funded in the Fire Department's FY18/19 Capital Budget, with construction of the project starting in the summer of 2019.

**RECOMMENDED ACTION:**

The Fire Department requests the Capital Improvement Advisory Committee's support to use the Fire Impact Fees in the amount of \$218,267.00 in order to help pay for infrastructure costs of CIP #333 – New Fire Station #2.

**Discussion/Comments:**

Chair Hiatt asked who was going to present this.

Ms. Mortimer noted that the Fire Chief was supposed to attend the meeting to present the request but she does not know where he is.

Mr. Berke said he could talk about the project. He said the project just got approved by the Public Works Committee on Monday. He thinks there is an allocation in the Facilities Plan for a new fire station that will be located on 10 acres of state-owned land that is adjacent to Hwy 599 and South Meadows Intersection. He noted that the City entered into a 40-year lease, maybe even a 100-year lease with the State of New Mexico on two parcels there. This would be on the first parcel near the Gerhardt Apartments. This is a proposed fire station to serve that area of town which was annexed as far back as 2013. There is also a large school that would be serviced out of this fire station.

Ms. Mortimer said this project is on the CIP list.

Mr. Berke said yes, it is on the list and it includes a training station. They will be required to go to all city boards and committees and City Council for development approval but ultimately it will be permitted through CID (Construction Industries Division).

He said this will include road improvements on both sides (it is kind of a triangular-shaped property). He said they are in the planning and development phase. He said the monies would be used for infrastructure costs; water and utilities.

Ms. Mortimer said basically the actual costs came in over what they had budgeted with CIP funds, so this is to supplement that.

Chair Hiatt asked Ms. Mortimer if she is recommending approval on behalf of the Fire Department.

Ms. Mortimer said yes.

Mr. Pino mentioned that there was a bond election in 2010 and the east-side voters specifically turned this down because they were not going to have any advantages of having a fire station 20 miles away. He said the question was whether or not the City should shall bonds to generate some revenue to develop the fire station. He said it seems to him that the Committee needs to make sure that whatever happens with this, that this point of history may not be forgotten when they are coming up with the rest of the funding.

Ms. Pierce said the reality is that there was a bond that was defeated and the question is legally, with passing this, can this in any way constraint the Committee. She said she thinks that is what Mr. Pino is asking and she thinks that the Committee needs to table this to get some legal opinion about that. She felt uncomfortable voting yes on this if they know that the voters have said no, but she does not know what the Committee's perimeters are here. She said for twice the amount of money being requested here, there is no documentation on the budget and there is no listing of priorities and no record of the timeframe. She said she would not approve this and the Fire Department should present the request to include a budget substantiating the request, as well as legally finding out the determination of how this request intersects with a bond issue, recognizing that there may be a legal issue potentially.

Chair Hiatt said he will take Ms. Pierce's comments as a motion to table. He asked if there was a second.

**MOTION:** A motion was made by Ms. Pierce, seconded by Mr. Pino to table this until the next meeting.

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

Chair Hiatt asked Ms. Mortimer to talk to the City Attorney's office about this.

**D. Impact Fee Capital Improvements Plan 2025 Consultant Selection  
(Katherine Mortimer)**

(Copies of the proposals that were submitted for the Capital Improvements Plan 2025 and Impact Fee Study were distributed. Copies are hereby incorporated to these Minutes as Exhibit "5D".)

Ms. Mortimer said at the last meeting, the Committee allocated \$60,000, to be divided from the various funds, to pay for the updated Impact Fee Capital Improvements Plan. This is a requirement, both of the State and at the City, to do an update every five years and the last one was done in August of 2014.

She said the request for proposal went out and some of the proposals did not include the GRT.

Mr. Givens said one proposal did – Duncan Associates' bid indicated that it included GRT but it is not clear on the other two proposals.

Ms. Mortimer said the \$60,000 limit is exclusive of GRT. She apologized for not getting this clear to them.

Mr. Shanahan noted that the Committee has analyzed Duncan Associates and competitors in the past and Duncan Associates was the original contractor who developed the Impact Fee Capital Improvements Plan following the Development Fees Act.

**MOTION:** A motion was made by Mr. Shanahan to accept Duncan Associates' proposal.

He said currently Duncan Associates is the high bidder, by \$2,000-\$3,000 with the GRT included. He said given the fact that Clancy Mullen basically invented this program for the CIAC-and has guided the Committee through all of its changes that were made over the years – that would be his recommendation.

Chair Hiatt asked if there was a second for discussion purposes.

Mr. Pino seconded the motion.

**Discussion:**

Ms. Mortimer said she wants to point out that the City tries not to give contracts to the same contractors.

Mr. Pino said Ms. Mortimer is right in that City Council does not want to see the same contracts come through, but this is going through a process and is not just an extension. This has been re-evaluated and they came up with the same contractor.

Ms. Mortimer said they have documentation of their process and it is important to score the proposals/fill the forms out; show how the proposals scored; and include them as part of the record.

Chair Hiatt suggested that the Committee go around the table and provide feedback on the proposals. He said he will start by saying that he looked at all three proposals and he had them all very close. He gave Duncan Associates an edge simply because they have had this experience with the Committee over the years. Also, because they included the GRT.

Mr. Givens agreed with Chair Hiatt and said he also looked at all of them and because Duncan Associates has done this before, and if the others did not consider GRT, then Duncan Associates would be the lowest bidder.

Mr. Thompson said he has not had a chance to look at the proposals, but in terms of contracting, these other bidders probably knew that they had to include GRT. He gave a vote for Duncan Associates.

Mr. Pino said Duncan Associates would go to first place for him given that they included the GRT.

Ms. Pierce said at the last meeting, Ms. Mortimer indicated that they have given this contractor the contract the last five times and this makes her very uncomfortable. She said the other two proposals are from two highly reputable companies. She said she is very familiar with a number of these small communities and she thinks there is something to be said with a new Mayor, with a new look at things, with new personnel, that adequate and appropriate consideration should be given to some of these others.

She said there is a great deal of value with someone coming in from the outside and bringing a different perspective and that is not considered with any of the comments that have been made here. The next point she wanted to make relates to GRT – if Duncan Associates has an existing contract with this City, which it has had for a number of years to do these kinds of things.

Ms. Mortimer said no, they do not have an existing contract.

Ms. Pierce said what she is saying is that they know what the proposal is. She said every entity has a different requirement, so the fact that GRT is not, or is, included in the proposal – it seems to her that in negotiations-you go back to clarify that and renegotiate that. She said she was not interested in giving a blanket vote to Duncan Associates so she will either abstain from voting or vote no.

Ms. Mortimer asked the Committee Members to fill out their forms for the 2020-2025 Impact Fees Capital Improvements Plan Consultant Selection. After a written tally/vote: Duncan Associates scored 31.1; TischlerBise scored 29.1 and Willdan scored 26.72. {Exhibit 5d.1}

Chair Hiatt called for a vote on the motion on the floor.

**VOTE:** The motion passed by voice vote. (1 opposed).

**E. Las Soleras Waivers (Katherine Mortimer)**

*(Mr. Pino recused himself from discussion on this agenda item having declared a conflict of interest because of his position on the Century Bank Board.)*

Mr. Berke said Ms. Mortimer asked him to present on the current state of Las Soleras and impact fees. He said Las Soleras is a big 149-acre parcel of land that was privately annexed into the City in about 2009. There was a Settlement Agreement that rezoned the land and within the Agreement, there was an Impact Fee Agreement. There is also a separate Settlement Agreement between the City of Santa Fe and Las Soleras and essentially it says that the City will credit them impact fees.

He said fast forward to today, Las Soleras is almost out of money (\$25,000 left); they have completed the full-street buildout and the City has accepted that and credited back some money to them to divvy up with the people who invested in their subdivision. He mentioned that Pulte Homes is the biggest user of impact fees credits because they built out over 200 homes out there. To date, most of Pulte's homes have been credited with Road Impact Fees.

He said in addition to that, they have completed Beckner Road all the way to Richard's Avenue but the City has not accepted the road because it had a lot of punch list items that have not been completed. He said they took care of some of the punch list items but then winter kicked in.

He noted that Las Soleras Partners have requested, of the City, \$2.5 million in road impact fee credits for the completion of that roadway. He said the City has not accepted their request because they are not in complete compliance with the City's interpretation of what the Impact Fee Credit Agreement says. He said they are waiting on the Las Soleras Partners to move forward.

Chair Hiatt asked him what he is asking the Committee for.



Mr. Berke said nothing, this is for informational purposes only.

Ms. Mortimer said this should have been in the informational section of the agenda.

Mr. Shanahan said the question for the Committee is whether or not the amount of road impact fee credits that Las Soleras is asking for now (\$2.7 million) is excessive; and are they asking for too much relative to the actual intersection that they had to do at the corner of Richards and Beckner.

Mr. Berke said Mr. Shanahan is correct in that there were a series of intersections that were going to require improvements and upgrades and the City Traffic Engineering Division asked Beckner Road Equities and Las Soleras Partners to prepare for this and that is where the \$639,000 started. It has now been reduced down to \$34,000 based on their draws that they have allocated to Pulte Homes and Murphy Express gasoline. He said the \$2.5 million that they are requesting for the completion of Beckner Road - this is what the money is for.

Chair Hiatt asked Mr. Berke if this will become an action item in the future for the Committee.

Mr. Berke said yes, it will become an action item at the point when the City accepts the road and at that point, they will be giving them credit for \$2.5 million.

Ms. Pierce asked if it would be appropriate to release the \$25,000 that is left.

Mr. Shanahan said they can do whatever they want with the \$25,000 and they would like to give this left-over balance to Dion's Pizza but there is not quite enough.

Ms. Mortimer said the \$25,000 has already been released.

**F. Fees Collected Report (Katherine Mortimer)**

(Copies of the spreadsheet that Ms. Mortimer prepared were distributed. A copy is hereby incorporated to these Minutes as Exhibit "5F")

Ms. Mortimer said this is a new report. She said it took a while to create with the current tracking system that the City presently has and there were over 6000 records that she had to narrow down. She noted that the tracking system will be replaced this summer and it will become easier to track building permits once they switch over to the new software/system.

Ms. Pierce asked her if the name of the report is "Fees Collected Report" and if she had a date for the report.

Ms. Mortimer said yes, and it includes all fees collected through 2018.

Mr. Shanahan said the Committee used to also track the number of waived impact fees for affordable homes and this is not included in the new report.

Ms. Mortimer said she could probably run a report on this number.

Ms. Pierce commended Ms. Mortimer for all her work on this. She said it is very helpful to have this information.

**G. 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 and FY18/19* as of March 7, 2019 were distributed. A copy is hereby incorporated to these Minutes as Exhibit "5G".]

Mr. Morales said they are in the third quarter and these numbers are still not official. They will have the finalized numbers at the end of the year.

Mr. Morales noted that there is a monthly obligation for the South Meadows Road. Capital Transfers Out from Fund 2720 to Fund 3357 South Meadows Road. The transfers started on January 18, 2019 and a monthly transfer of \$16,667 with total budgeted for the year at \$200,000.

He mentioned 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. The Developer was going to contribute \$12,000 towards improvements at the intersection, if needed, however, it does not look like they will be needed.

Mr. Shanahan noted that the Committee has talked about this for the last two meetings and he pointed out that – by the Development Fees Act - if the funds are not used for their specific purpose within seven years, they need to go back. At the prior meeting on September 13, 2018, he asked when this was collected/extracted from the developer. If it has been seven years, the funds have to be returned, this is something that is automatically supposed to happen.

Chair Hiatt asked Ms. Mortimer to check with John Romero on this and put it on the agenda for the next meeting. She agreed.

Chair Hiatt asked if there were any more questions on financials for Mr. Morales. Seeing none, he went to the next agenda item.

**H. Impact Fee Annual Report (Katherine Mortimer)**

Ms. Mortimer said the City is required to prepare an Impact Fee Annual Report but she has not had a chance to put it together. She will work on it so it will be available for the next meeting. She will model it after the ones that have been done before and the Committee will have an opportunity to edit it if they would like.

**6. INFORMATION ITEMS**

There were no informational items.

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

Mr. Givens requested that staff provide a printed copy of the packet for those Members who cannot print it.

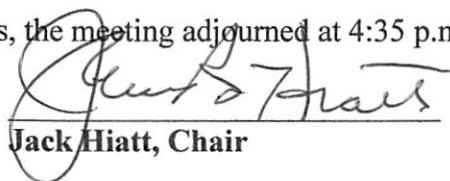
Ms. Mortimer said she will have some ready for the meetings.

**8. MATTERS FROM THE FLOOR**

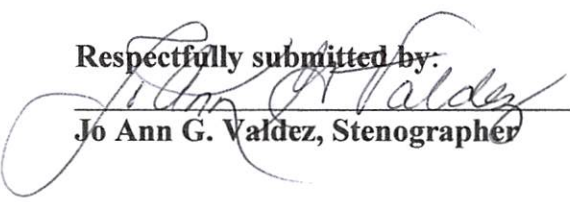
There were no matters from the floor.

**9. ADJOURNMENT**

Having no further business to discuss, the meeting adjourned at 4:35 p.m.


  
\_\_\_\_\_  
**Jack Hiatt, Chair**

Respectfully submitted by:

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

# City of Santa Fe, New Mexico

## memo

**DATE:** June 6, 2019  
**TO:** Capital Improvement Advisory Committee  
**FROM:** Jan M Snyder, Assistant Fire Chief   
**SUBJECT:** Approval to Use Fire Impact Fees for New Fire Station Infrastructure  
**VIA:** Noah Berke, Planning and Policy Administrator  
**CC:** Paul Babcock, Fire Chief  
Regina Wheeler, Public Works Director  
Carol Johnson, Land Use Director

### ITEM and ISSUE:

Request for approval to allocate Fire Impact Fee Funds in the amount of \$218,267.00 for infrastructure costs of CIP#333 – New Fire Station #2 (New Southwest, Agua Fria, Station).

### Background & Summary:

CIP Project #333 – New Fire Station #2, is currently in the schematic design phase and the projected costs for infrastructure (site prep, ground work, utilities) work is \$1,250,000.00.

The current costs for the entire project is:

Design Costs:	\$621,409.00
Infrastructure Costs	\$1,250,000.00
Construction Costs	\$6,000,000.00
Total Project Costs	\$7,871,408.00

As the project came in over budget, the Department has been asked to help supplement the difference in cost. By using Fire Impact Fees for some infrastructure costs (specifically roadways around the new Station), it would allow us to utilize other project funds for construction as well as furniture, fixtures and equipment.

This project is a priority and has been funded in the Fire Department's FY1819 Capital Budget, with construction of the project starting in the summer of 2019.

### Recommended Action:

We request your support to use the Fire Impact Fees in the amount of \$218,267.00 in order to help pay for infrastructure costs of CIP #333 – New Fire Station #2.



**INFRASTRUCTURE & ROADWAY COSTS**

July 11, 2019

**Area Prep, Roadways, and Sidewalk**

Item #	Description	Unit	Estimated Qty	Unit Price	IR-ARS Total A	SUBTOTAL	TOTAL
IR-ARS-1	Clearing and Grubbing	LS	1	\$10,000.00	\$10,000.00		
IR-ARS-2	Unclassified Excavation	CY	1000	\$10.00	\$10,000.00		
IR-ARS-3	Standard Curb and Gutter	LF	1400	\$30.00	\$42,000.00		
IR-ARS-4	12" Subgrade Prep	SY	3165	\$2.50	\$7,912.50		
IR-ARS-5	6" Base Course	SY	5780	\$15.00	\$86,700.00		
IR-ARS-6	4" SP-III	SY	2250	\$25.00	\$56,250.00		
IR-ARS-7	Valley Gutter	SY	75	\$100.00	\$7,500.00		
IR-ARS-8	4" Sidewalk	SY	525	\$80.00	\$42,000.00		
						\$262,362.50	\$336,989.46

**Water/Sewer**

Item #	Description	Unit	Estimated Qty	Unit Price	IR-WS Total A	SUBTOTAL	TOTAL
IR-WS-1	8" Waterline, Inc. Fittings	LF	1400	\$60.00	\$84,000.00		
IR-WS-2	8" Waterline Valve	EA	3	\$4,500.00	\$13,500.00		
IR-WS-3	8" Sanitary Sewer Line	LF	1300	\$40.00	\$52,000.00		
IR-WS-4	4' Sanitary Sewer Manhole	EA	5	\$7,500.00	\$37,500.00		
IR-WS-5	Fire Hydrants	EA	2	\$5,000.00	\$10,000.00		
						\$197,000.00	\$253,035.11

These costs to be covered by utility department.  
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 These costs to be covered by utility department.

**Gas**

Item #	Description	Unit	Estimated Qty	Unit Price	IR-GA Total A	SUBTOTAL	TOTAL
IR-GA-1	2" Gas Line	LF	3500	\$20.00	\$70,000.00		
						\$70,000.00	\$89,910.95

**Telecomm**

Item #	Description	Unit	Estimated Qty	Unit Price	IR-T Total A	SUBTOTAL	TOTAL
IR-T-1	4" Fiber Optic Conduit	LF	2000	\$25.00	\$50,000.00		
						\$50,000.00	\$64,222.11

**Electrical**

Item #	Description	Unit	Estimated Qty	Unit Price	IR-E Total A	SUBTOTAL	TOTAL
IR-E-1	PNM Base Costs design	LS	1	\$260,000.00	\$260,000.00		
						\$260,000.00	\$333,954.97

**SUBTOTALS AND TOTALS**

SUBTOTALS AND TOTALS				TOTAL			
SUBTOTAL BASE				TOTAL	\$839,362.50	\$839,362.50	
Contingency				15%	\$125,904.38		
SUBTOTAL BASE WITH CONTINGENCY				TOTAL	\$965,266.88		
NMGRT				8.4375%	\$81,444.39		
TOTAL BASE CONSTRUCTION COST				TOTAL	\$1,046,711.27		
TOTAL BASE CONSTRUCTION COST WITH ESCALATION				3.0%	\$1,078,112.61	\$1,078,112.61	

# City of Santa Fe, New Mexico

# memo

**DATE:** July 10, 2019  
**TO:** Noah Berke, Planner Manager  
**FROM:** John J. Romero, Engineering Division Director *JR*

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## **ITEM & ISSUE:**

**Request for approval to allocate road impact fee funds in the amount of \$44,917 for construction of a pedestrian crossing on Agua Fria near El Camino Crossing Development.**

## **BACKGROUND AND SUMMARY:**

The City met with residents of the Las Cienegita subdivision to discuss pedestrian safety along Agua Fria Road. The residents sited difficulty crossing Agua Fria when getting on or off the City's buses. One of the locations is near the El Camino Crossing Development.

The City has spoken to the El Camino Crossing developer. The developer is willing to construct a pedestrian crossing on Agua Fria between Harrison and Paseo Corazon if they receive impact fee credits for the cost of improvements. The estimated cost of improvements is \$44,917. Attached is a Vicinity Map showing the crossing location, a conceptual drawing of the crossing, and a cost estimate for the improvements.

The City feels providing the developer with these impact fee credits is an efficient way to construct this needed roadway infrastructure on Agua Fria. In order for the developer to be granted these impact fees, this project needs to be on the City's Impact Fee Capital Improvement Plan.

## **RECOMMENDED ACTION:**

Place the "Agua Fria Pedestrian Crossing (between Harrison and Paseo Corazon), the City's Impact Fee Capital Improvement Plan 2020 Table 80, Planned Major Road Improvements, 2014-2020 with a cost of \$44,917.



Approximate  
Crossing Location

2747 A

2749

AGUA FRIA ST

2754 A

2754 H

PASEO CORAZON

1101

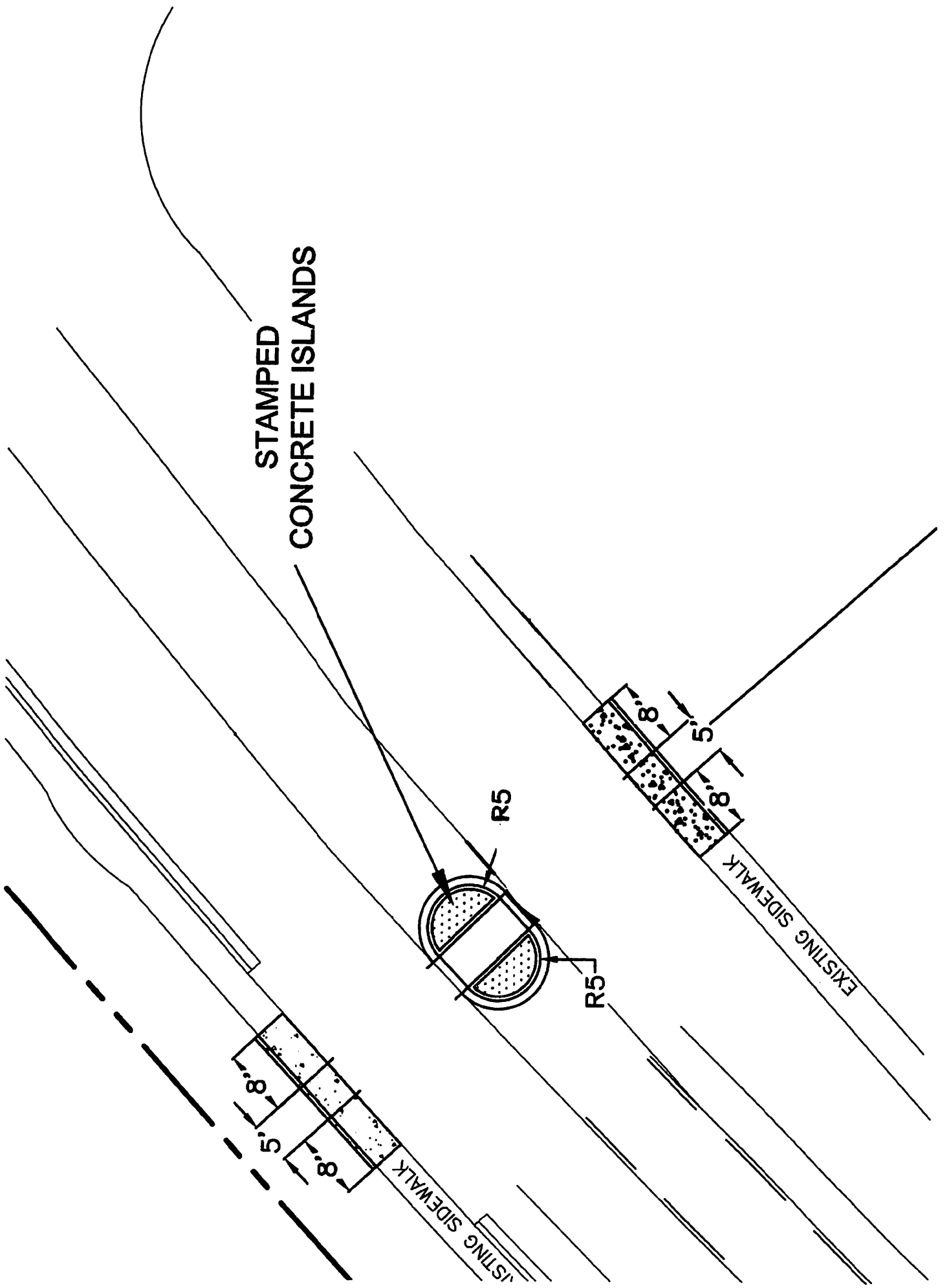
1102

1104

1101

HARRISON RD

STAMPED  
CONCRETE ISLANDS



EXISTING SIDEWALK

EXISTING SIDEWALK

R5

R5

8'

5'

8'

8'

5'

8'

8'



<b>Pedestrian Crossing Project - El Camino Crossing on Agua Fria</b> <b>Construction Cost Estimate - Concept Design Submittal</b>	LOCATION
	Santa Fe, NM Agua Fria

**WHPacific**

Date: July 9, 2019

Item Number	Item Description	QUANTITY		COSTS	
		UNIT OF MEASURE	UNITS	UNIT PRICE	TOTAL COST
1	Remove and Replace Asphalt Pavement	SY	40	\$ 50.00	\$ 2,000
2	Removal of Concrete (Saw Cut Incidental)	SY	60	\$ 10.00	\$ 600
3	Concrete Sidewalk 4" & ADA Ramps	SY	26	\$ 100.00	\$ 2,600
4	6" Curb and Gutter (median)	LF	45	\$ 45.00	\$ 2,025
5	Median Islands (stamped concrete)	LS	1	\$ 2,000.00	\$ 2,000
6	Pedestrian Crossing Signs (includes posts)	LS	1	\$ 1,200.00	\$ 1,200
7	Removal of Pavement Stripe	LS	1	\$ 500.00	\$ 500
8	Traffic Control Management	LS	1	\$ 5,000.00	\$ 5,000
9	Mobilization	LS	1	\$ 5,000.00	\$ 5,000
10	Engineering Design	LS	1	\$ 10,000.00	\$ 10,000
11	Construction Management	LS	1	\$ 2,500.00	\$ 2,500
12	Construction Staking by Contractor	LS	1	\$ 1,500.00	\$ 1,500
13	Materials Testing	LS	1	\$ 2,000.00	\$ 2,000
14	As-Built Drawings	LS	1	\$ 1,000.00	\$ 1,000

**SUBTOTAL \$ 37,925**

<b>SUBTOTAL</b>	<b>\$ 37,925</b>
<b>8.4375 % GRT</b>	<b>\$ 3,200</b>
<b>10% Contingency</b>	<b>\$ 3,793</b>
<b>TOTAL</b>	<b>\$ 44,917</b>



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

Funds	Roads	Parks	Police	Fire	Total Impact Fees
Revenue	2720	2721	2722	2723	
Expense	21720	21721	21722	21723	
	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					-
Obligated Projects (Capital Transfer Out)	(50,001.00)				(50,001.00)
	<b>\$ 3,154,897.96</b>	<b>\$ 874,615.21</b>	<b>\$ 228,427.75</b>	<b>\$ 208,713.64</b>	<b>\$ 4,466,654.56</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
Obligated Projects (Capital Transfer Out)	\$ (50,001.00)				\$ (50,001.00)
	<b>\$ 3,242,762.96</b>	<b>\$ 915,522.21</b>	<b>\$ 232,436.75</b>	<b>\$ 218,267.64</b>	<b>\$ 4,608,989.56</b>
<b>3rd Quarter FY 18-19</b>					
Impact Fee Revenue	\$ 255,918.00	\$ 52,336.00	\$ 8,328.00	\$ 19,872.00	\$ 336,454.00
Obligated Projects (Capital Transfer Out)	\$ (50,001.00)				(50,001.00)
Operating Transfers Out	\$ (137,499.99)				(137,499.99)
	<b>\$ 3,311,179.97</b>	<b>\$ 967,858.21</b>	<b>\$ 240,764.75</b>	<b>\$ 238,139.64</b>	<b>\$ 4,757,942.57</b>
<b>4th Quarter FY 18-19</b>					
Impact Fee Revenue	\$ 417,235.00	\$ 190,018.00	\$ 16,385.00	\$ 39,211.00	\$ 662,849.00
Gain on Sale-Investment	\$ -				\$ -
Interest on Investment	\$ -				\$ -
Unrealized Gain/Losses	\$ -				\$ -
Interest Receivable	\$ -				\$ -
Operating Transfers Out	\$ (137,500.01)				\$ (137,500.01)
Obligated Projects (Capital Transfer Out)	\$ (49,997.00)				\$ (49,997.00)
<b>FY Estimated Balance as of 12/27/18</b>	<b>\$3,540,917.96</b>	<b>\$ 1,157,876.21</b>	<b>\$ 257,149.75</b>	<b>\$ 277,350.64</b>	<b>\$ 5,233,294.56</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.
3. Capital Transfers Out from Fund 2720 to Fund 3357 South Meadows Road. Transfers started on 1/18/2019. Monthly Transfer of \$16,667 total budgeted for the year is \$200,000.