DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE
REGULAR MONTHLY MEETING AGENDA
WEDNESDAY, FEBRUARY 13, 2019
12:00 P.M.

Location Change:
Dick Eardley Senior Center - Conference Room
690 Robbins Road
Boise, Idaho 83702

Boise Depot - Meeting Station
2603 W. Eastover Terrace
Boise, Idaho 83706

I. CALL TO ORDER

II. ATTENDANCE

III. NEW BUSINESS

* A. Meeting Minutes – January 9, 2019

* B. Capital Improvement Plan Project – Harrison to Hollow Trailhead Improvements

C. Project Updates – Boise Parks and Recreation Department

IV. ADJOURNMENT

Pursuant to Idaho Code Section 74-204(4), all items on the Agenda marked with an asterisk * are action items that require a vote. Identifying an item as an action item on the Agenda does not require that a vote be taken. All Consent Agenda items will be enacted by one motion, unless a Committee Member or citizen requests the item be removed from the Consent Agenda and considered in the normal sequence of business.
TO: David Yorgason, Chair, Development Impact Fee Advisory Committee
FROM: Eric Bilimoria, Capital Improvement Planning Manager
CC: Jennifer Tomlinson, Parks Superintendent
DATE: 02/08/2019
RE: February 13, 2019 Development Impact Fee Advisory Committee Meeting

DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE SUMMARY REPORT

Please find enclosed the descriptive information supporting your agenda topics for this meeting. The meeting is anticipated to last approximately 30-minutes.

NEW BUSINESS AGENDA ITEMS

A. MINUTES – JANUARY 9, 2019 – Requested by Eric Bilimoria, Capital Improvement Planning Manager (See Item III. A. on the agenda)

RECOMMENDATION: The department requests that the committee recommend the approval of the January 9, 2019 Development Impact Fee Advisory Committee Minutes, Exhibit A, to Boise City Council if there are no recommended changes.

B. CAPITAL IMPROVEMENT PLAN PROJECT – HARRISON TO HOLLOW TRAILHEAD IMPROVEMENTS – Requested by Sara Arkle, Foothills and Open Space Superintendent (See Item III. B. on the agenda)

For the past decade, Boise Parks and Recreation Department has had a parking, access and use agreement for the Harrison to Hollow Reserve Trailhead, with a private company known as Healthwise. Healthwise is located at 2601 N. Bogus Basin Road, and owns additional land west of N. Harrison Hollow Lane which is used as surface parking for Healthwise employees. During a master plan revision in 2014, Healthwise expressed their desire for the department to incorporate trailhead parking within the city-owned Harrison to Hollow Reserve. The revised master plan calls for a parking lot and restroom facility at the Harrison to Hollow Reserve Trailhead.

The city has identified an appropriate funding source to move forward with construction of the parking lot, restroom facility as well as relocating the existing trash cans, dog waste stations and trailhead signage to the improved trailhead location, Exhibit B.
In the 2016-2025 CIP, Charles McDevitt Sports Complex, a regional park located on Eagle Rd. has $1 million dollars allocated for expanded greenup in Fiscal Year 2025. Half of that would come from impact fees and the other half was intended to come from a local lacrosse group’s fundraising effort. Since the adoption of the plan, the lacrosse group has not been able to raise the funding and has since indicated that they are no longer interested in expanding into the space at the sports complex.

Since this project was identified in the last year of the CIP, the department will work with the budget office to ensure during the next CIP cycle, the Charles McDevitt Sports Complex expansion area is addressed.

The new CIP would reallocate $500,000 in impact fee funds from the Charles McDevitt Sports Complex to the improvements at Harrison to Hollow Reserve Trailhead.

**RECOMMENDATION:** The department recommends that the Development Impact Fee Advisory Committee approve the creation of a new Capital Project in the Capital Improvement Plan (CIP) for the Harrison to Hollow Reserve Trailhead and reallocate funding from the Charles McDevitt Sports Complex project to fund the improvements.

**C. PROJECT UPDATES – BOISE PARKS AND RECREATION DEPARTMENT –**
Requested by Jennifer Tomlinson, Parks Superintendent *(See Item III. C. on the agenda)*

The Boise Parks and Recreation Department will update the committee on park projects and impact fee funds.

**RECOMMENDATION:** No motion necessary. This is an informational item only.
The Boise City Development Impact Fee Advisory Committee (Committee) held a regular monthly meeting on January 9, 2019. Boise City Team Members Present: Trevor Kesner, Eric Bilimoria and Alison Tate. Rob Lockward, Boise City Legal. Chloe Sallabanks, Clerk.

I. CALL TO ORDER

Committee Member Corbin Harp called the meeting to order at 12:03 p.m.

II. ATTENDANCE

Development Impact Fee Advisory Committee (Committee) Members Present: Corbin Harp, Jill Giese, Steve Stuebner, Sophie McKay and Colleen Fellows

Committee Members Absent: David Yorgason and Barb Helling

The committee acknowledged that C. Harp would be reappointed to the Development Impact Fee Advisory Committee by Boise City Council on January 29, 2019. He was congratulated and thanked for his service.

III. NEW BUSINESS

A. Minutes – October 10, 2018

MOTION: Committee moved to recommend the approval of the October 10, 2018 Development Impact Fee Advisory Committee Minutes to Boise City Council.

RESULT: APPROVED
MOVER: J. Giese
SECONDER: S. McKay
AYES: Unanimous
ABSENT: D. Yorgason and B. Helling

B. Development Impact Fee Annual Financial Report

Summary: E. Bilimoria presented the Fiscal Year (FY) 2018 Annual Report. Impact fee collections had slightly increased from FY2017 and development activity remained strong.

The Boise Parks and Recreation Department utilized impact fees in a multitude of ways: green-up of Sterling Park Site, Pine Grove Park and Bernadine Quinn Riverside Park; construction of a restroom in Military Reserve, Julia Davis Park and Esther Simplot Park; trails and Greenbelt connectivity; Spaulding Ranch design and development; improvements to Hyatt Hidden Lakes Reserve; construction of a playground at Simplot Youth Sports Complex; and construction of the bridge to Marianne Williams Park.
Future planned impact fee utilization included amenities at Franklin Park, Memorial Park, Boise Hills Park, Magnolia Park, Stewart Gulch area, Molenaar Park and Bowler Park; green-up at Alta Harris Park and Pine Grove Park; restrooms constructed at trailheads and development of downtown plazas and significant spaces. These planned projects would occur over FY2019 through FY2022.

C. Fellows questioned if impact fees would go toward repair of the Gene Harris Bandshell, to which T. Kesner explained the city was working with a contractor on planning the repairs.

S. Stuebner questioned the funding sources for the Cottonwood Creek Daylighting project, to which T. Kesner explained part of the funds were awarded through the open space and clean water improvement project levy.

S. McKay questioned the difference between FY2018 and FY2017 annual report totals, to which E. Bilimoria explained that lots of projects didn’t occur in FY2017 due to the rough winter interfering with planned projects.

FY2018 Impact Fee Collections for Fire and Police Departments had slightly increased. E. Bilimoria presented the permit activity for FY2018. The West Bench area was carrying a negative balance and the city assumed the negative balance would carry through the next couple of years. C. Harp clarified that there was no city policy that limited how many years an area could be negative.

MOTION: Committee moved to recommend approval of the Fiscal Year 2018 Development Impact Fee Annual Financial Report to Boise City Council.

RESULT: APPROVED
MOVER: S. McKay
SECONDER: S. Stuebner
AYES: Unanimous
ABSENT: D. Yorgason and B. Helling

C. Presentation – Boise Police Department Microdistrict Update

Summary: A. Tate introduced herself as the Operations Support Commander of the Boise Police Department. A. Tate displayed an aerial map that detailed how the department currently arranged itself. The main station was located at City Hall West (333 N Mark Stall Pl), about a six (6) mile drive to Downtown Boise. The majority of the department’s calls for service were in the downtown area. Boise Mayor Bieter and City Council requested the police department identify a location for a microdistrict facility, specifically near the Rhodes Skate Park and Interfaith Sanctuary area. The city considered about ten (10) sites before settling on the property formerly known as Lucky Dog Tavern (2223 W Fairview), which was near Interfaith Sanctuary.
The police microdistrict would host bicycle patrol officers and a few fleet officers. The total acquisition cost was $1,050,000 and remodel costs were projected at about $2 million. A. Tate explained the pros of the site, which included its proximity to high call volume areas.

S. Stuebner questioned the total budget for the microdistrict, to which A. Tate answered about $3.5 million.

The building renovation would include utilization of the basement as a bicycle maintenance shop and restrooms remodeled into locker rooms. A nine (9) month lease with the existing tenant (Lucky Dog Tavern) would allow for the tenant to move off the premises.

S. McKay questioned when the microdistrict would be complete, to which A. Tate stated the city’s goal was 2020. Construction would begin in about six (6) to eight (8) months. There currently were eight (8) bicycle patrol officers but the department was hopeful for the flexibility to hire more once the microdistrict was functional. The facility would allow for about twenty (20) bicycle patrol officers in total.

No motion necessary, as the item was informational only.

IV. ADJOURNMENT:

There being no further business to come before the committee at the time, the meeting was adjourned at 12:39 p.m.

RESULT: APPROVED
MOVER: S. Stueber
SECONDER: C. Fellows
AYES: Unanimous
ABSENT: D. Yorgason and B. Helling

__________________________________________________
David Yorgason, Chair
AGENDA

• Minutes – October 10, 2018
• FY 2018 Impact Fee Annual Report
• Update on Police Micro-District Project (Alison Tate, Police Chief Administrative Officer)
APPROVAL REQUEST - MINUTES

• Move to approve minutes from October 10, 2018
FY 2018 ANNUAL REPORT

• Impact fee collections were up slightly over FY 2017, $3.2M versus $3.1M. Development activity remained strong.

• Police impact fee funds were recently used, in FY 2019, to purchase the Police Micro-District property, resolving the aging funds issue we’ve had in recent years
  • The report packet does list aged funds for Police as they were not yet spent at the end of FY 2018
  • Project update from Alison Tate to follow
FY 2018 collections slightly exceeded FY 2017 and continue to be strong.
FY 2018 ANNUAL REPORT: PARKS COLLECTIONS

Parks Total Impact Fee Collections ($M)

- FY 2014: $2.0
- FY 2015: $2.1
- FY 2016: $2.3
- FY 2017: $2.0
- FY 2018: $2.0

1/9/19 DIFAC Meeting Minutes
FY 2018 PARKS IMPACT FEE UTILIZATION

West Bench
Sterling Park & Pine Grove Park Greenup

Regional Parks
Restrooms: Military Reserve, Julia Davis Park, Esther Simplot Park
Bernadine Quinn Park Greenup
Trails and Greenbelt Connectivity
Spaulding Ranch
Upper Hyatt Improvements
Simplot Sports Complex Playground
Marianne Williams Bridge
Central Bench (Current Balance: $171,000)
Franklin Park Amenities (FY 2019 and FY 2022)

North River (Current Balance: $104,000)
Stewart Gulch Amenities
Memorial Park Amenities
Boise Hills Park Amenities
Magnolia Park Amenities

Southeast/Barber Valley (Current Balance: $974,000)
Alta Harris Park Greenup (FY 2019)
Bowler Park Greenup and Amenities

Southwest Boise (Current Balance: $167,000)
Molenaar Park Amenities
FUTURE PLANNED PARKS IMPACT FEE UTILIZATION

**West Bench (Current Balance: Negative $125,000)**
Sterling Park & Pine Grove Park Greenup (FY 2019 completion)
Sterling and Pine Grove Park Amenities

**Regional Parks (Current Balance: $5.0 million)**
Parks Maintenance Facilities
Spaulding Ranch
Veterans Memorial Park Amenities
Optimist Sports Complex Amenities
CF McDevitt Sportsplex
Connectivity Development
Trailheads w/Restroom (FY 2019)
Golda Harris Reserve Development (FY 2019)
Greenbelt: Alta Harris to Lysted (FY 2019)
River Recreation Park Phase II (FY 2019)
Bernadine Park Greenup (Completion FY 2019)
Julia Davis Park Restroom (Completion FY 2019)
Downtown Plazas & Significant Spaces (FY 2019)
FY 2018 ANNUAL REPORT: FIRE COLLECTIONS

Fire Impact Fee Collections (\$k)

Planned Future Uses:

- Continued repayment for Fire Station #15 advance
- Northwest Fire Station and Fire Engine

1/9/19 DIFAC Meeting Minutes
FY 2018 ANNUAL REPORT: POLICE COLLECTIONS

Police Impact Fee Collections ($k)

<table>
<thead>
<tr>
<th>Year</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
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<tr>
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<td>$239</td>
<td>$284</td>
<td>$307</td>
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Planned Future Use:

Land Acquisition and Facility Improvements for Police Micro District

1/9/19 DIFAC Meeting Minutes
• Single-family permits increased by 9% (versus FY 2017)

• Multi-family permits decreased by 2%

• Commercial construction value increased by 12%

• Total number of permits issued was 9% higher
• Move to approve the FY 2018 Impact Fee Annual Report
SITES CONSIDERED

1. Old Midas Muffler building
2. 22nd & Main
3. Lucky Dog Tavern
4. ACHD laydown yard
5. 11th & Miller land site
6. Pioneer Day Shelter
7. Chase Building Condo
8. 300 S. Main
9. Sage International School
10. King Building

Other Future Site
Viability of Site - 2223 West Fairview Avenue

<table>
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<tr>
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<th>Bike Patrol</th>
<th>Future Expansion</th>
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<tbody>
<tr>
<td>Viable Building</td>
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<td>Yes</td>
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<tr>
<td>Future Growth</td>
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<td>Sufficient Land</td>
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<tr>
<td>Parking</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Location</td>
<td>Excellent</td>
<td>Excellent</td>
</tr>
<tr>
<td>Acquisition Cost</td>
<td>$1,050,000</td>
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<tr>
<td>Remodel Cost</td>
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<tr>
<td>Total Cost</td>
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<tr>
<td>Operation Cost</td>
<td>Standard Office</td>
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<tr>
<td>Risks</td>
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<td>Complexities</td>
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<tr>
<td>Pros</td>
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<tr>
<td></td>
<td>Solution for bike patrol</td>
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<td></td>
<td>Land for future needs</td>
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<td></td>
<td>Proximity to potential high call areas</td>
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<tr>
<td>Cons</td>
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<td></td>
<td>Need to move quickly on purchase</td>
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List Price: $995,000
4,344 SF Total
- 2,904 sf 1st floor
- 1,440 sf basement

0.85 acre site
50 parking spaces

Current tenant is Lucky Dog Tavern

Renovation Requirements:
- Gut and remodel interior
- Utilize basement for bike/equipment storage and workshop
- Existing commercial bathrooms sized to readily convert to locker rooms

Acquisition Cost $1,050,000
Remodel Cost $2,000,000
Total Cost $3,000,000+

Operation Cost Standard Office
Risks Construction Market
Complexities None
Pros
- Solution for bike patrol
- Land for future needs
- Proximity to potential high call areas
Cons
- Need to move quickly on purchase
**DETAILS**

- **Property Closed January 2, 2019**
  - Purchase Price: $1,150,000
  - Extensive Due Diligence
  - Nine Month Lease with Existing Tenant
  - Potential Three Month Extension
  - Did RFP in 2017 and Chose LCA Architects, PA for Preliminary Design Work (Assessed Viability of Sites)
  - Currently Finalizing New (Design, Bid, Build) Contract with LCA Architects
Capital Improvement Plan
Project
Harrison to Hollow Trailhead

Exhibit B

Parks and Recreation
TO: Development Impact Fee Advisory Committee
FROM: Trevor Kesner, Parks Planning Administrator
CC: Jennifer Tomlinson, Parks Superintendent
     Sara Arkle, Foothills/Open Space Superintendent
DATE: 02/13/19
RE: Capital Improvement Plan Project - Harrison to Hollow Trailhead Improvements

ACTION REQUIRED: Approval or Denial

RECOMMENDATION: The department recommends that the Development Impact Fee Advisory Committee approve the creation of a new Capital Project in the Capital Improvement Plan (CIP) for the Harrison to Hollow Reserve Trailhead and reallocate funding from the Charles McDevitt Sports Complex project to fund the improvements.

BACKGROUND: For the past decade, Boise Parks and Recreation Department has had a parking, access and use agreement for the Harrison to Hollow Reserve Trailhead, with a private company known as Healthwise. Healthwise is located at 2601 N. Bogus Basin Road, and owns additional land west of N. Harrison Hollow Lane which is used as surface parking for Healthwise employees. During a master plan revision in 2014, Healthwise expressed their desire for the department to incorporate trailhead parking within the city-owned Harrison to Hollow Reserve. The revised master plan calls for a parking lot and restroom facility at the Harrison to Hollow Reserve Trailhead.

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CITY ATTORNEY REVIEW REQUIRED? NO ☒ YES ☐

CITY ATTORNEY REVIEW REQUESTED AND COMPLETED? NO ☒ YES ☐

FOR MAYOR/COUNCIL APPROVAL? NO ☒ YES ☐

ATTACHMENTS/BACKUP INFORMATION:
Harrison to Hollow Trailhead Vicinity Map
Harrison to Hollow Trailhead Preliminary Design Concept
Healthwise Properties - 10.975 total acres
HARRISON HOLLOW PARKING

**Features**
- 29 Standard Parking Stalls 9'x18' Min
- 1 Accessible Concrete Parking Stall
- 2 Stall Flush Restroom with Concrete Accessible Route
- 24' Wide Two Way Traffic Lanes
- 5' Sidewalks, Curb and Gutter
- 5' Property Line Setbacks
- Approximately .60 Acre Disturbed Area

**Probable Cost**
- Restroom with Utility Hook Up - No Power $88,500.00
- Parking Lot and Access Road $158,500.00 with Sidewalks
- Misc., Mobilization, Permits, Survey, 20% Contingency $63,000.00
- Total Construction Cost $310,000.00