



Agenda

DATE 10-1-13 TIME 3:57 pm
SERVED BY Reed Liming
RECEIVED BY [Signature]

Capital Improvements Advisory Committee

Thursday, October 10, 2013

3:00 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 August 8, 2013

5. DISCUSSION AND ACTION ITEMS
 - A. **2014 CIAC Meeting Schedule**
 - B. **Santa Fe Urban Area Impact Fee Land Use Assumptions, 2014-2020**
6. INFORMATION ITEMS
 - A. **Quarterly Financial Summary & Permit Report (July-September, 2013)**
 - B. **Impact Fee Update – Consultant Selection**
7. MATTERS FROM THE CHAIR / COMMITTEE / STAFF
8. MATTERS FROM THE FLOOR
9. NEXT QUARTERLY MEETING DATE (Thursday, January 9, 2014, 3:00 p.m.)
10. ADJOURN

Persons with disabilities in need of accommodations, contact the City Clerk's office at (505) 955-6520, five (5) working days prior to meeting date.

For questions regarding this agenda, please contact the Long Range Planning Division at 955-6610.

MINUTES OF THE
CITY OF SANTA FE
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

October 10, 2013

1. CALL TO ORDER

A regular meeting of the City of Santa Fe Capital Improvements Advisory Committee was called to order by Karen Walker, Chair at 3:10 p.m. on this date in the City Councilors' Conference Room, 1st Floor, City Hall, Santa Fe, New Mexico.

2. ROLL CALL

Roll call indicated a quorum was present for conducting official business as follows:

MEMBERS PRESENT:

Karen Walker, Chair
Michael Chapman, Vice Chair
Edmundo Lucero
Rick Martinez
Neva Van Peski

MEMBERS ABSENT:

Maria Higuera Pope
Kim Shanahan
Marg Veneklasen
Gilbert Romero, resigned

STAFF PRESENT:

Reed Liming, Long Range Planning Division Director
Richard McPherson, Long Range Planning Division

OTHERS PRESENT:

Jo Ann G. Valdez, Stenographer

3. APPROVAL OF AGENDA

Mr. Chapman moved to approve the Agenda as published. Mr. Lucero seconded the motion. The motion passed unanimously by voice vote.

4. APPROVAL OF MINUTES:

- **Meeting of August 8, 2013**

Ms. Van Peski moved to approve the Minutes of the August 8, 2013 meeting as submitted. Mr. Martinez seconded the motion. The motion passed unanimously by voice vote.

5. DISCUSSION AND ACTION ITEMS

A. 2014 CIAC Meeting Schedule

[Copies of the 2014 CIAC Meeting Schedule were distributed in the Members' packets.]

Ms. Van Peski moved to approve the 2014 CIAC Meeting Schedule. Mr. Chapman seconded the motion. The motion passed unanimously by voice vote.

B. Santa Fe Urban Area Impact Fee Land Use Assumptions, 2014-2020

[Copies of the *Santa Fe Urban Area Impact Fee Land use Assumptions for 2014-2020* were distributed in the Members' packets. A copy is hereby incorporated to these Minutes as *Exhibit "5B"*.]

The Committee Members reviewed the *Santa Fe Urban Area Impact Fee Land Use Assumptions for 2014-2020*.

This report provides land use assumptions (growth projections) for the Santa Fe Urban Area, a unified service area, within which the city map annex land and therefore expend impact fee monies for eligible capital improvement projects. The projections assume that urban area growth through 2020 will generally reflect slower growth than occurred during the last decade (2000-2010), due to the slow recovery from the depth of the Great Recession and slower population growth.

Chair Walker asked Mr. Liming how they differentiate between the City Limits and the Urban Area.

Mr. Liming said the area east of the Agua Fria Traditional Historic Community, north of west Alameda, between Hwy 599 and the boundary, is not going to be in the City for about another 4-5 years. That has become Phase 3 of the annexation.

Ms. Van Peski asked if this is still in the service area.

Mr. Liming said yes, they kept in the service area, but as they go forward with the Impact Fee Update, the Committee can discuss whether or not they want to keep this area in the service area.

Ms. Van Peski asked if this was the only exception and has everything else been annexed already.

Chair Walker said no, not quite.

Mr. Liming noted that there will be a public hearing at Planning Commission next Thursday and the final public hearing in front of City Council will be November 13th. At that point, there is a 30-day protest period and if no one protests it, this will be the City's service area.

Mr. Lucero asked if the Las Solares area has been annexed already.

Mr. Liming said yes.

Mr. Martinez mentioned that Aldea receives water from the City. He asked if they are annexed.

Mr. Liming said they do receive City water services, but they are not annexed. He said Aldea will become a County water customer over time because they are not in the City's service area.

Mr. Martinez asked if Monte Serrano is annexed.

Mr. Liming said that was annexed and it is in the City.

Mr. Martinez asked if the waiver of impact fees was for one year or two.

Mr. Liming said it was for two years, and it will sunset in January 2014.

Chair Walker referred to the bottom of page 2 where it states “Persons per Housing Unit ((*not Persons-per-Household*)). She asked what the different was between housing unit and household.

Mr. Liming said that a household is an occupied housing unit and there are a lot of vacant housing units and that can be difficult to track, so the growth projections track actual “housing units” rather than the census-defined “household.

Mr. Chapman moved to accept the *Santa Fe Urban Area Impact Fee Land use Assumptions for 2014-2020* as presented. Mr. Martinez seconded the motion. The motion passed unanimously by voice vote.

6. A. Quarterly Financial Summary & Permit Report (July-September, 2013)

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

Mr. Liming briefly reviewed Exhibit 6A noting that the City would have brought in \$9695 in impact fees during July through September 2013. He noted that he included a chart on the “Waived Impact Fees”. The City would have brought in \$148,144.00 in impact fees in this quarter (July - September 2013).

Mr. Martinez asked Mr. Liming if he knew of any projects that will come before the Committee for impact fee funding.

Mr. Liming said he did not know of any.

B. Impact Fee Update – Consultant Selection

After reviewing four proposals submitted to update the City’s impact fees, Duncan Associates received the highest combined score of the proposal committee. The committee included:

Karen Walker, Chair, Capital Improvements Advisory Committee
Michael Chapman, Vice Chair, Capital Improvements Advisory Committee
Kim Shanahan, Capital Improvements Advisory Committee
Matt O’Reilly, City Land Use Department Director
Robert Rodarte, City Purchasing Director
Reed Liming, Long Range Planning Division Director

Other consultants who submitted proposals included TischlerBise, Willdan and Terra Planning.

Duncan Associates total proposed cost is \$79,684.75 (includes NMGR). This cost, in addition to updating the city's impact fees CIP, land use assumptions and impact fee schedule, also includes a review of the city's use of water and wastewater Utility Expansion Charges and how that would relate to the development and implementation of utility impact fees.

Mr. Liming said based on relative impact fee revenues collected since the last update, the consultant's fee would be comprised of \$62,400 from the Roads account, \$11,200 from the Parks account, \$4,800 from the Fire/EMS account and \$1,600 from the Police account.

The consultant will be working with key city department staff to update lists of proposed capital improvements to Roads, Parks, Fire/EMS and Police facilities over the next five years. Staff will also have the consultant meet with the Capital Improvements Advisory Committee to discuss possible changes to the current impact fees program, such as the impact fee service area, the amount of fees charged and the number of land use categories in the fee schedule.

Mr. Martinez asked how long the contract is for.

Mr. Liming said the contract goes to May 31, 2014.

Mr. Lucero asked if this still has to be approved by the Governing Body.

Mr. Liming said the contract must first go to the Finance Committee on October 21st, then on to the Governing Body (City Council) on October 30th for final approval.

7. MATTERS FROM THE CHAIR / COMMITTEE / STAFF

Mr. Liming noted that Gilbert Romero has resigned from the Committee. Councilor Dimas has appointed Jack Hiatt to fill the vacancy.

Mr. Liming said the reappointments of the Committee Members who are interested in being reappointed will go before City Council at their November 13, 2013 meeting for approval.

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 9, 2014 at 3:00 p.m.

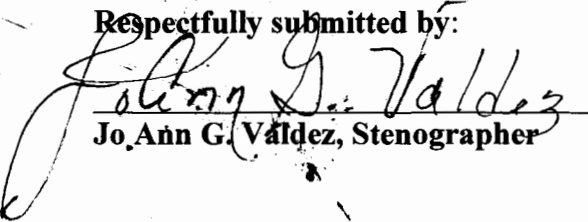
10. ADJOURNMENT

Having no further business to discuss, Mr. Chapman moved to adjourn the meeting, and seconded by Mr. Lucero, the meeting adjourned at 4:10 p.m.

Approved by:


Karen Walker, Chair

Respectfully submitted by:

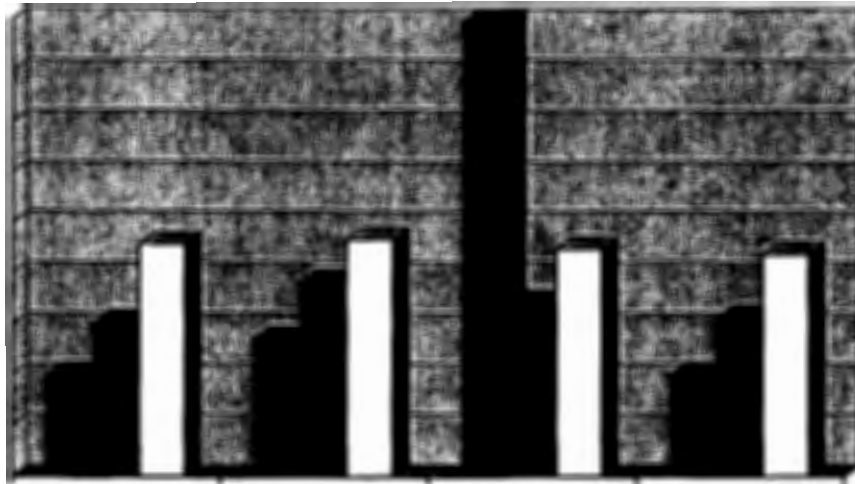

Jo Ann G. Valdez, Stenographer



Santa Fe Urban Area

Impact Fee Land Use Assumptions

2014–2020



City of Santa Fe
Housing & Community Development Department
Long Range Planning Division
August, 2013 DRAFT

INTRODUCTION

This report provides land use assumptions (growth projections) for the Santa Fe Urban Area, a unified service area, within which the city may annex land and therefore expend impact fee monies for eligible capital improvement projects (see map). The New Mexico *Development Fees Act* (§§ 5-8-1 through 5-8-43, *NMSA 1978*), specifies that land use assumptions must be adopted for a period of at least five years. These land use assumptions cover a period of seven years from the beginning of 2014 through the end of 2020.

The projections assume that urban area growth through 2020 will generally reflect slower growth than occurred during the last decade (2000-2010), due to the slow recovery from the depth of the Great Recession and slower population growth.

Residential and Non-Residential Development, 2014–2020

The following table summarizes anticipated growth from the beginning of 2014 through 2020.

Table 1. Residential & Non-Residential Development, 2014–2020

<i>Housing Units</i>				
	<u>2014</u>	<u>Added</u>	<u>2020</u>	<u>(Annual Avg.)</u>
City/Urban Area Total	44,400	2,100	46,500	300
<i>Population</i>				
	<u>2014</u>	<u>Added</u>	<u>2020</u>	<u>(Annual Avg.)</u>
City/Urban Area Total	86,500	3,500	90,000	500
<i>Housing Units, By Type</i>				
	<u>2014</u>	<u>Added</u>	<u>2020</u>	<u>(Annual Avg.)</u>
Single-Family (Detached; Attached)	29,500	1,750	31,250	250
Multi-Family	9,700	350	10,050	50
Mobile Homes	5,200	0	5,200	0
City/Urban Area Total	44,400	2,100	46,500	300
<i>Commercial Development</i> (square feet of gross floor area)				
<u>Category</u>	<u>2014</u>	<u>Added</u>	<u>2020</u>	<u>(Annual Avg.)</u>
Retail	10,620,580	700,000	11,320,580	100,000
Office	9,297,620	350,000	9,647,620	50,000
Industrial	4,502,400	105,000	4,607,400	15,000
Institutional	3,102,400	70,000	3,172,400	10,000
Commercial Total	27,523,000	1,225,000	28,748,000	175,000

Source: *Santa Fe Trends, 2012*; city and county building permit data through July, 2013.

Housing & Population Assumptions

Housing in the city/urban area will continue to grow slowly based on continued lower demand for new housing both from within the community and from those moving here from other places. Larger master-planned developments in the city will continue to account for much of the new housing. Projections of population growth are based on assumptions about the average number of new housing units built each year and the number of occupants in each new unit. The overall average number of occupants in each new housing unit is projected to be 1.67.

Commercial Assumptions

Commercial construction, which for these purposes includes all non-residential construction, is projected to continue at a modest, but healthy, annual average of 175,000 square feet. This represents the annual average of new commercial development from 2006-2012. Though much of this period includes the Great Recession, it is anticipated that an oversupply of commercial floor area leading up to the recession and the increase of computer-based retail sales will keep the annual levels of construction of commercial space moderate through the rest of the decade.

Historical Housing and Population Growth, 2000-2010

From 2000–2010, city population growth represented nearly all of the urban area growth, a dramatic change from the 1990s when the city accounted for less than half of the total urban area population growth. Meanwhile, city housing growth represented 97% of total urban area housing growth from 2000–2010 (compared to only 73% during the 1990s). When comparing the 2000 and 2010 Census, the city and urban area experienced the following population and housing growth:

Note: In the future, comparisons between the "city" and "urban area" may be unnecessary as the city annexes most of the urban area. The Agua Fria Traditional Historic Community (2,800 residents and 1,134 housing units; 2010 Census) located within the urban area is expected to remain part of county jurisdiction.

Table 2. Population & Housing Growth, 2000-2010

	Total Population		2000-2010	Annual	Urban Area
	<u>2000</u>	<u>2010</u>	<u>Growth</u>	<u>Average</u>	<u>Growth</u>
City of Santa Fe	62,203	67,947	+5,744	574	99%
Outside the City	<u>16,897</u>	<u>16,930</u>	<u>+ 33</u>	<u>3</u>	<u>1%</u>
Urban Area Total	79,100	84,877	+5,777	577	100%

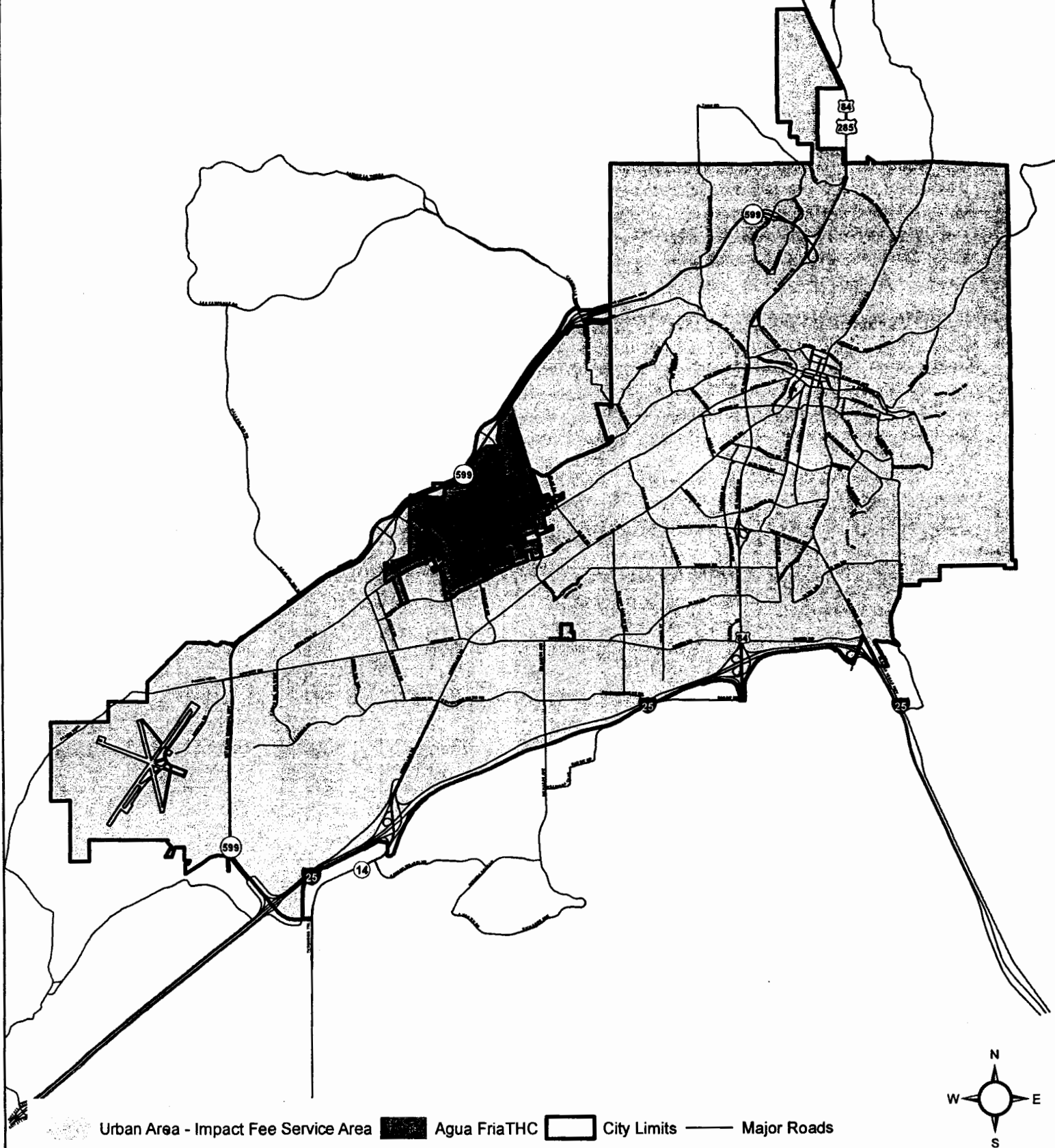
	Total Housing Units		2000-2010	Annual	Urban Area
	<u>2000</u>	<u>2010</u>	<u>Growth</u>	<u>Average</u>	<u>Growth</u>
City of Santa Fe	30,533	37,200	+6,667	667	97%
Outside the City	<u>6,046</u>	<u>6,205</u>	<u>+ 159</u>	<u>16</u>	<u>3%</u>
Urban Area Total	36,579	43,405	+6,826	683	100%

Persons per Housing Unit (not Persons-per-Household)		
	<u>2000</u>	<u>2010</u>
City of Santa Fe	2.04	1.82
Outside the City	2.79	2.73
Urban Area Total	2.16	1.95

Source: U.S. Census



Santa Fe Urban Area



City of Santa Fe
Quarterly Report for Impact Fees FY 13/14

EXHIBIT

tabbles

6A

	Roads	Parks	Police	Fire	
Funds	2720	2721	2722	2723	
Revenue	21720	21721	21722	21723	
Expense	22784	22786	22787	22788	
Budgeted Revenue					
Budgeted Interest					
Transfer out					
Budgeted General Fund (Adm Fee 3 %)					
1ST Quarter					
Beginning Cash Balance 06/29/13	913,027.81	170,669.00	35,917.96	28,056.61	1,147,671.38
Revenue					
Impact Fees	9,203.00		125.00	367.00	9,695.00
Interest Income					
Interest (Amort)					
Obligated Projects - Paseo del Sol	(657,000.00)				(657,000.00)
Cash Balance	265,230.81	170,669.00	36,042.96	28,423.61	500,366.38
2nd Quarter					
Revenue					
Impact Fees					
Interest Income					
Obligated Projects					
3% Admin Fee					
Cash Balance					
3th Quarter					
Revenue					
Impact Fees					
Interest Income					
Obligated Projects					
3% Admin Fee					
Cash Balance					
4th Quarter					
Revenue					
Impact Fees					
Interest Income					
Obligated Projects					
3% Admin Fee					
Cash Balance					
TOTAL REVENUE					
TOTAL INTEREST					
TOTAL ADMIN FEES					
TOTAL OLBIGATED PROJECTS					
TOTAL NET REV REC'D FOR FY 13/14					

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**City of Santa Fe
Waived Impact Fees**

Quarter	# of Units	Fee per unit	Total Fees Waived
JAN - MAR 2013			
Single Family	29	\$ 3,498.00	\$ 101,442.00
Affordable S-F	8		
Multi-Family	0	\$ 2,674.00	\$ -
Guest House	2	\$ 2,674.00	\$ 5,348.00
Res Studio/Other	2	\$ 2,674.00	\$ 5,348.00
Quarter Total	33		\$ 112,138.00
APR - JUNE 2013			
Single Family	33	\$ 3,498.00	\$ 115,434.00
Affordable S-F	12		
Multi-Family	4	\$ 2,674.00	\$ 10,696.00
Guest House	1	\$ 2,674.00	\$ 2,674.00
Res Studio/Other	4	\$ 2,674.00	\$ 10,696.00
Quarter Total	42		\$ 139,500.00
YTD Totals	75		\$ 251,638.00
JULY - SEP 2013			
Single Family	37	\$ 3,498.00	\$ 129,426.00
Affordable S-F	7		
Multi-Family	0	\$ 2,674.00	\$ -
Guest House	2	\$ 2,674.00	\$ 5,348.00
Res Studio/Other	5	\$ 2,674.00	\$ 13,370.00
Quarter Total	44		\$ 148,144.00
YTD Totals	119		\$ 399,782.00
OCT - DEC 2013			
Single Family			
Affordable S-F			
Multi-Family			
Guest House			
Res Studio/Other			
Quarter Total			
YTD Totals			