Capital Improvements Advisory Committee
Minutes for the Meeting on
April 27, 2023
1:30 p.m.
Utilities Center
Board Room 225

Committee Members Present:
Don Curnutt, Chairman
Steve Newby, Committee Member
Edward Haworth, Committee Member

Committee Members Absent:
Zachery Freilino, Committee Member

City Staff Present:
Denise Alejandre, Interim Office Manager
Sarah Arviso, Accountant
Jose Briones, Administrative Assistant
Ana Carreoon, Office Assistant Senior
Melanie Castañeda, Office Assistant Senior
Carl Clark, Deputy Director Environment/Technical Support
Sonya Delgado, Assistant City Manager
Brad Douglas, Sr. Assistant City Attorney
Abner Gomez, Rate ECON Analysis Manager
Catherine Mathews, Landscape Architect
Parks & Recreation
Larry Nichols, Community Development Director
Robert Nunez, Interim Parks & Rec Director
Christine Rivera, City Clerk
Domonique Rodriguez, Deputy Director Business Services
Jason Smith, Fire Chief
Jill Summerlin, Utility Rate Analyst

Others:
Becky Baum, RC Creations, LLC
Cassie McClure, Public Outreach Consultant
Greg Shervanick, Public
Julie Herlands, TischlerBise
Jamie Dawes, Legal
John Moscato, Public

Chair Curnutt called the regular meeting to order at approximately 1:30 p.m. We have a few items of interesting business and unfortunate business at the same time.

1. Welcome New Member Edward Haworth

Chair Curnutt: The fortunate business is that item number one on our agenda. We would like to Welcome our New Member to the committee, Mr. Edward Haworth. Ed, I welcome you to the committee. Ed comes with a lot of experience. I am going to let him toot his horn just a minute and tell us about himself. We do not have
but an hour to share with you on this subject but keep it short. No, go ahead Ed.

Haworth: Any questions? No, my background basically is I have been both private sector land development, oh yes, I should know that by now. Basically, I have been a planning building director for numerous cities in basically California. Been a consultant. I have worked for cities, developed general plans just to do capital improvement budgets. Used to coordinate those for the various cities that I worked for. Of little interest, one of my backgrounds is that I was environmental, my firm was environmental planners for two World Fair sites, both Knoxville, Tennessee and Spokane, Washington. That was an interesting experience to say the least. At any rate, so I am looking forward to being on this committee and I am looking forward to hopefully providing some input of some value at some time along the line. That short enough?

Chair Curnutt: That is good. Thanks. Appreciate it Ed. Again, welcome to the group.

2. **Mark O'Neill Resignation Letter:**

Chair Curnutt: The next item of business is one of those that we regret, we have to confront. If you will notice, we have a resignation letter from Mr. Mark O'Neill who's been on the committee for some time. If you will bear with me, I will read. He sent us a letter of resignation and I will share that with you. The letter's dated 18, March 2023.

"I want to inform staff, and you Mr. Chair and all Committee Members of the CIAC, that I will not be seeking an appointment for another term to the committee. I was informed that my four-year term on the CIAC ended March 31, 2023. I have decided to step down effective immediately. My time now will be limited as I have decided to explore the possibility of having a run on City Council for the open seat of District 1, election being held later this year. I also do not want any appearance of conflict of interest as I do this. It has been a pleasure serving with the CIAC and working with such dedicated members, and a terrific staff these past four years. Thank you for your guidance and support. I especially want to thank the Mayor for the appointment, Alma Ruiz for her leadership, and Don Curnutt, our new chairman for grabbing the reins and ensuring a great path ahead. Sincerely, Mark O'Neill."

We regret to see Mark leave. As you know, he was elected our Vice-Chair just a few months ago, so he will leave a big gap in our organization, our committee. At this time, I am not sure whether we are supposed to, but we are going to. I am going to entertain a motion to accept his resignation.

Newby: So, Moved.

Chair Curnutt: A Second.

Haworth: Second.
Chair Curnutt: All in favor say "aye."

Haworth: Aye.

Newby: Aye.

Chair Curnutt: Aye. So, passed.

3. **Alma's New Position with the City:**

Chair Curnutt: The next item, item number three on our agenda, Alma’s New Position with the City. I do not know if all of you are aware, but Alma Ruiz has taken a new position. You know and I have to pause just a minute, I had to ask Denise, is it something I have done? It seemed like Mark’s left and Alma’s left, and I may be running everybody off. I hope That is not the case. Almas got a promotion, and she will be a new City auditor, I believe. I do not know if That is one of several or just the, but nonetheless It is a promotion for her. We really salute and extend our appreciation for what she did, and congratulations on her new opportunity. We wish her well in her professional as well as her private life. Alma will be missed. As you may know, we have got Denise Alejandre is sitting in for her right now. Denise is helping carry the load, and I am sure she has got a tremendous burden. We again express our gratitude and thanks for what she does, and the staff does. Thank you.

4. **Conflict of Interest:**

Chair Curnutt: At this point in time, I need to address the issue of Conflict of Interest. At the opening of each meeting, I need to ask each of you, or the committee members or the staff, if you have any conflicts of interest on any of the items on the agenda That is been presented today. If there are, please make note at this time. Okay, there is no one identified, so We will proceed.

There were none.

5. **Acceptance of the Agenda:**

Chair Curnutt: Acceptance of the Agenda. Any comments or thoughts on the agenda? I would like to propose one change if I could. Under item 7 A I the Utilities Development Impact Fee Timeline Update by Domonique Rodriguez. I would like to suggest that we move that or just recognize that it will be addressed under item 8 B, Utilities Development Impact Fee Update. There is not a need to duplicate that. We will just skip that part or That is what I would like to propose.

Newby: Mr. Chair. Does a different people will be presenting each one.

Chair Curnutt: It is the same timeline. Do I hear a motion to accept the agenda as amended?
Newby: So, Made.

Haworth: Second.

Chair Curnutt: We have a motion to accept and seconded to accept the agenda as amended. All in favor.

The Agenda was Accepted Unanimously 3-0.

6. Acceptance of the Minutes:

Chair Curnutt: Next item, Item number six is Acceptance of the Minutes. Any comments or thoughts or do I have a motion?

Newby: Motion made.

Haworth: I was at the meeting, but I wasn't an official member. Do I abstain or do I vote?

Chair Curnutt: We will need a vote for quorum.

Haworth: Okay. I will vote.

Chair Curnutt: Okay, you seconded it anyway. Okay. We have a motion and a second to accept the minutes. All in favor say "aye."

The Minutes were Approved Unanimously 3-0.

7. City and/or Consultant Follow-Up:

   A. Timeline Check Points/Updates on Studies requested by Chair Curnutt:

      i. Utilities Development Impact Fee Timeline Verbal Update by Domonique Rodriguez:

      ii. Parks and Recreation Impact Fee Timeline Verbal Update by Cathy Mathews:

         a. Parks & Recreation Grant Update

Chair Curnutt: Okay, we will start our regular meeting. Item number seven, what We have got are City and staff and/or consultant follow up items. We will start with item A, Timeline Check Points/Updates and Studies Requested by Chair Curnutt. We have already moved item i to the next page under agenda item 8 B, so We will go to Parks and Recs. Do you have an update for your schedule? All right, thank you.
Mathews: Good afternoon, Mr. Chair. Cathy Mathews, Landscape Architect with Parks and Recreation. With regard to grant update, I just wanted to fill you in on the status of some of the grants that we have for projects. I interpret that as that line item. We have completed a lighting project in Tony Gomez Park that was funded through a legislative grant. We are proceeding through design on a median project with a legislative grant. We are in design at the moment for Lohman and Roadrunner medians. We have two legislative grants and a grant from the Paso del Norte Foundation for the Doña Ana Move Trail and the Tortugas Trail. We will be seeking a design consultant for those soon. We have a Pioneer Park improvement grant for the gazebo, also legislative grant. We just learned that the most recent legislature gave us an additional grant so that we can complete that renovation project. We have a legislative grant for the skate park new. The proposals are under evaluation for the design build project. The skatepark renovation project has been contracted with Spawn Ranch, we are proceeding from design into final design and construction on that particular project. We have a legislative grant also for the High Noon Soccer Complex improvements. We are finalizing the scope for the initial part of that project and are developing a request for proposal for the remainder of that project.

We have two legislative grants that were recently reauthorized through the latest session of the legislature. Those two projects are again more median improvements and the Villa Mora Dam Area Park. In addition, the Outdoor Recreation Legacy Partnership Program grant, which is a part of the Land and Water Conservation funding, that grant has been awarded for the Apodaca Park aquatic playground and multiuse trail. That project will start with planning and design likely in September or October.

Chair Curnutt: Okay.

Mathews: Those are the grants for projects that we are working on currently.

Chair Curnutt: Any questions? Mr. Newby.

Newby: Cathy. Would it be possible to put that in writing and to have a timeline of the projects that you are working on so that we could have for the record.

Mathews: Yes. Thank you for your patience on that. I will provide that Mr. Chair.

Chair Curnutt: Mr. Haworth. Any questions? I have none. Thank you very much Cathy.

Mathews: Thank you.

b. Parks & Recreation GO Bond Funding for Unidad Park and Splash Pad Updates

Chair Curnutt: I guess are you going to comment or was that part of item B is Parks and Recs GO Bond Funding.
Mathews: Mr. Chair. I have that as a separate item.

Chair Curnutt: Okay.

Mathews: The GO Bond Funding for the Unidad Project Park renovation and splash pad construction is complete. The project has been accepted. Of the total budget $596,000.00 of Park Impact Fees were expended to complete that project and to supplement that funding and make sure that we got a complete project. It has been expended, it is complete, It is done. The park is open. The splash pad will soon be open according to our regular splash pad policy.

Chair Curnutt: Very good. All right. Any questions? Mr. Haworth.

Haworth: No. Not this time.

Chair Curnutt: Mr. Newby.

Newby: Again, the same request for a document.

Mathews: Okay. Thank you, Mr. Chair. I will do that.

c. Parks & Recreation Facilities Tour Update

Mathews: Would you do like to talk about the tour? Regarding letter D. The Parks and Recreation Facilities Tour Update. I mostly have questions for you, Mr. Chair and for the committee members. Do you have a preferred date? Do you have goals that you would like to achieve through the tour? Do you have any particular sites you would like to see?

Chair Curnutt: Yes, yes, yes. No.

Haworth: Yes.

Chair Curnutt: That good enough.

Haworth: Any other questions?

Chair Curnutt: I am sorry.

Mathews: I would be happy to hear your goals, what you would like to get out of such a tour so that we can plan it appropriately and make the best use of your time. We are contemplating a half day tour similar to what We have done before. Staff can certainly show you the projects we are interested in highlighting, but I want to make sure that we get your questions and your concerns, and your interests addressed as well.
Chair Curnutt: Okay. Well, I will share mine and then I will let the other committee members. You know I was on the tour last year and it was quite effective, it was quite enlightening. We will have three new committee members, so we are needing to bring them up to a basic knowledge of where your Parks are at. The challenge you have with each of those parks. Then more importantly, how you plan future development to meet the needs of the future, into the future. That is kind of how I see it. As far as when, we have got tours for the Utilities Department next month, early next month, so I would think that June or July would be good.

Mathews: Okay.

Chair Curnutt: I will let others or staff. I am sorry there was a third question, and I did not capture it.

Mathews: I just wanted to know if you had specific parks you wanted to see or specific questions you wanted answered and you supplied answers to those.

Chair Curnutt: Okay. Now Mr. Haworth.

Haworth: Yes. As you are probably, in fact I know you are aware because you happen to be sitting in a meeting that I happen to have been sitting in relative to the Apodaca, that is how you pronounce it, Park. There is a number of things that I am interested in. One is just the planning process. Also visiting the existing facilities. My understanding is through the ordinance, zoning ordinance that was adopted by the City, that that particular developer is required to dedicate a minimum I think of three acres. Part of the question I had was, is the planning process that you are going, beginning right now, does that include the three acres of dedication? Or if it is not, when is the land going to be dedicated as a part of that process? Because I believe there was several million dollars that was allocated for that site through a grant here just recently, say 2020 or 2021. I am really interested in the planning process there as to what is going on with that particular park site. There has already been some meetings in the area and I actually had some contact with some of them wondering what was going on. I said I would ask the question.

Mathews: Thank you. Thank you very much, Mr. Chair, Committee Member Haworth. We will include Apodaca Park on the tour, and we will talk about that. The planning process for that park within the subdivision is extremely preliminary at this point in time, as in we just sort of know that we have a park coming that way. The typical process when a subdivision provides a park is that they consult with Parks and Recreation regarding the design and we approve, agree, suggest, and in the end agree to a design in the end of that process. We are extremely preliminary at this point in time with that particular.

Haworth: One quick question, because I am not familiar with the process. My understanding is that that you know that impact fees have a seven-year time limitation. Does not apply if you dedicate land for park, or does it?
Mathews: It does apply. Mr. Chair, Committee Member Haworth. It does apply. Whenever Park Impact Fees are collected, they must be expended within the seven-year timeframe, no matter what the intention or ...

Haworth: So, if we do not use, we do not start developing the park within a seven, that dedicated land within a seven-year timeframe, then we have to dedicate it back is what the ...

Chair Curnutt: Cathy. We are getting into the weeds. We are talking about scheduling a tour. If we could go back to that. If you want to address this other topic, it may fit under the next ...

Haworth: Okay.

Chair Curnutt: Item when you come back up to give your other report later.

Haworth: Sorry.

Chair Curnutt: Anything else on the tour that you would like to bring up? You have a recommendation of when or?

Mathews: Mr. Chair. I will take the comment that June or July would be best for members of the committee. I will have some more clarity in my own thinking with regard to the questions that the committee member posed.

Chair Curnutt: All right.

Newby: Mr. Chair. One ask Cathy on which parks. It would be great if you could include some parks where improvements that have been funded through this process.

Mathews: Yes.

Newby: It is always nice to see the designs, but it is always great to be able to walk through it and see what you have accomplished.

Mathews: Very good.

Newby: I am not saying for everyone, but if you can agree.

Mathews: Mr. Chair, Committee Member Newby. We absolutely will, we will include some parks that were funded through the Park Impact Fee process.

Chair Curnutt: Thank you Cathy.

Mathews: Thank you.

Haworth: I did want to, one other clarification. That is the name is Haworth (Hay-worth) not Haworth (Haaw-worth). I mean, no, it is just one of those things. It is spelled
H-A-W, and you know any reasonable person would want to pronounce it (Haa-worth) but my father decided otherwise.

Mathews: Thank you for the correction. Thank you.

Chair Curnutt: Well, I apologize for that, too.

Haworth: That is all right.

Chair Curnutt: I set the tone for that.

d. Parks & Recreation Legal Response to Impact DIF application to Parks & Recreation Projects

Chair Curnutt: All right. I think Mr. Douglas, we have you up next. Is that right? To discuss the legal opinion.

Douglas: That is correct. Where do you want me? Do you want me here or at the podium? I have nothing to present.

Chair Curnutt: Okay. Well, we can get right at you here, so go ahead.

Douglas: Very good. It came to my attention ...

Chair Curnutt: Could you turn your mic up just a little. I am having a hard time hearing.

Douglas: I can move it closer. Is that better?

Haworth: Yes.

Douglas: All right. I was not present at the last meeting, apologies for that. It came to my attention that there was a legal question about what Park Impact Fees could be expended upon. Credit Ms. Mathews, because her answer at the last meeting is pretty on point. The only reason we can impose impact fees of any kind is because the state legislature says that we can as a municipality. Chapter 5, New Mexico statutes annotated lays out, I am not going to bore you with every citation, but it lays out the powers that we have as a home rule municipality with regard to assessing and expanding impact fees, particularly Park Impact Fees. Those powers are devolved to us as a home rule municipality. Our Las Cruces Municipal Code actually says, and I can find you the citation and I will summarize it for you, that those Park Impact Fees may be used for acquisitions, development, and improvements with regard to existing facilities. It is my opinion that yes, we can use those impact fees for improvements, whether it be new equipment, replacements that may be needed, so on and so forth. We can do that. We do that every year via resolution. I only brought one copy, but I would be happy to share it with you all afterwards, where we do expend those Park Impact Fees. We have to via resolution, describe the area where the expenditure is going to take place and
what it has been used for. I have that with me. I will be happy to share it with you later because it is pretty extensive. It is my opinion that yes, we can do that. I am not sure if that answered your question.

I think maybe there was some confusion in the past, because we had eight different park districts. The ordinance does say that those fees are to be expended in the area or district, if you will, from which they were levied and collected upon. We have one district now. It is my opinion that, yes, we can expend those fees on new equipment, improvements, repairs, properly done via resolution, which is what we do every year.

Chair Curnutt: Okay. Well, I appreciate the input on that and the response that you came back with. I will admit that when I read the 1993 law that I have in my packet that articulates what we can use impact fees for, seems to be different than what you have just quoted. If we could follow up, and we will not take everybody is time to do that, but if we could, so I could be better educated, I would appreciate that.

Douglas: Not a problem Mr. Chair. We can have that discussion. I appreciate, it is refreshing for, not to say that other committees do not do it, but it is nice when someone is looking at precedent. It is my opinion that things have changed since then, and we are properly doing what we ought to be doing.

Chair Curnutt: Okay. Very good. Thank you.

Newby: That is great news. Thank you very much.

iii. **Public Safety Facilities Tour Verbal Update by Fire Chief Jason Smith:**

Chair Curnutt: All right. Chief Smith, I believe you are next with Public Safety Facilities Tour Verbal Update. I bet He is actually scratching his head coming up and saying, what can I add that I did not provide last month? Is that right?

Smith: I did that earlier, slr. Good afternoon, Chair, Committee Members. Fire Chief Jason Smith. I am going to follow Cathy's example and ask the same questions for that, because this is on the agenda as a Public Safety Tour Update. To my knowledge, no tour has been scheduled or discussions with the committee on what they would like to see and when they would like that tour to take place.

Chair Curnutt: Okay. Well, again, speaking for myself, I have had the opportunity to drive down streets here in Las Cruces and see a fire station here or there or what have you. I really do not have a feel. When I met you at your office, you articulated to me the age of your current facility where your office is at and the need for replacement. That is quite an eye opener and I really appreciate that. I think that for most of us, and again we are going to have some additional new members soon, that we would all like to just get familiar with what your facilities look like, what you have your pride in, and then in turn let you identify where you think that you have some deficits that need to be fixed.
That is kind of what I see. I will start with Mr. Newby at this time. Anything you would like to see on the tour?

Newby: Chief. Kind of like what I asked about Cathy, is if you could include some facilities or equipment that have been funded recently through the CIAC process. If we can go touch and feel that and if we could you know like drive a ladder truck and turn the siren on things like that. Any problem with that? No, if we could see, and especially projects that are either currently getting some of the CIAC money, or are you are planning in the future, it would really help us to have a visual to walk through a facility like you know Fire Station 1, or show us the old fire equipment that you are going to replace that would allow us to put a visual along with the presentation.

Smith: Thank you Committee Member Newby. Really, I can answer that question about what is being funded currently from our Public Safety Impact Fee and That is the East Mesa Public Safety building, as well as the fire engine that is assigned there, Engine 8.

Newby: That is a twofer.

Smith: That is where everything currently goes.

Newby: Okay. Cool.

Chair Curnutt: Mr. Haworth. Anything you would like to see?

Haworth: I think we are again probably talking June or July or sometime in that framework.

Chair Curnutt: That is what I ...

Haworth: Does that work for you as a possibility? This year.

Smith: Just as long as it is not early July. There is a lot of chaos at the beginning of July.

Chair Curnutt: If we throw out June or July, can you pick a date and.

Smith: We can. I can work with staff to plan that with ours and we can plan on a full day to see all of our stations. We can spend a little bit extra time at the East Mesa Public Safety building, touring that facility with PD.

Chair Curnutt: Okay. Very good. Thank you Chief.

Smith: Thank you.

iv. Training Packets and Training Schedule Update by Domonique Rodriguez/Jamie Dawes:
Chair Curnutt: All right. At this point in time, we have Ms. Domonique Rodriguez and Jamie Dawes giving us a discussion on our Training Packets, proposal.

Rodriguez: Good afternoon, Chair, Committee Members. My name is Domonique Rodriguez, Deputy Director for Business Services. At the last meeting I talked very briefly about a training that we would put together for you. This slide shows the timeline of what we were thinking. We do know that this is a lot of information, which is why we had planned to do it in two meetings. In May, we would cover Open Meetings Act, and then also Inspection of Public Records Act. Then the following month in June, we would go over the Governmental Conduct Act, Advisory Role of the CIAC, and Robert’s Rules of Order. We will work with our Utilities attorney. We have Jamie here today, Nann Winters, is I want to say the lead, right, and so we will work with her to get those training packets together and then passed out before the meeting, so you have time to review them before each training session, per se. Then we had this plan to do it during your normal CIAC meeting to not take up additional time. Do you have any questions?

Chair Curnutt: Yes, I have a question.

Rodriguez: Okay.

Chair Curnutt: What you are proposing is, for example, in May 2023, following this meeting, if I am following you correctly, you will cover two topics; you know Open Meetings Act and Inspection of Public Records.

Rodriguez: Chairman. That is correct.

Chair Curnutt: Then in June following this meeting, we will cover the three topics.

Rodriguez: Yes, sir.

Chair Curnutt: Okay, well, I complement your thinking that you can educate this group in such a short period of time. I really respect that. No, I think you will have your hands full, but okay thank you for the clarification on that.

Rodriguez: Do you have any comments, anything that you would like added? The schedule is not set in cement, so if you would like it changed a little bit, we can also do that. If you think this would be too robust in one meeting, we can move it out to maybe a topic a month, if you would prefer. This was just kind of what we originally had thought of.

Chair Curnutt: Okay. Well, for me, it is you know and I do not really know how much information we are going to get on Open Meeting Act and the Public Records Act, whether it is reasonable to expect you would be able to deliver that in an hour or an hour and a half, 45 minutes. I do not know what you are
anticipating. To be honest with you when I look at the roles of the Advisory Committee, I would think that that could be monumental, but it may not be.

Rodriguez: Okay.

Chair Curnutt: It may be condensed, and I just had the misperception.

Rodriguez: Okay.

Chair Curnutt: I think that it would be helpful for me as you start to draft at least the curriculum on that number, that advisory role, that I might get a proof, be able to proof the curriculum or draft on that so that I can see if you know the amount of information being presented will be conducive to the time period allotted.

Rodriguez: Okay.

Chair Curnutt: Okay.

Rodriguez: Yes, sir Chair.

Chair Curnutt: All right. Any other comments?

Haworth: Yes, the Chairman gave me a copy of this voluminous document, which basically shows the rules and regulations and what we are supposed to be looking at. I would think that, frankly, the advisory role of the CIAC would be probably done in one meeting.

Rodriguez: Okay.

Haworth: You know separate that as a separate, because that is a fairly significant conversation I would think. Then maybe has the other two, the Robert’s Rules and Governmental Conduct as a separate meeting, maybe.

Rodriguez: Okay, Chairman, Committee Member Haworth. We can look at that with the legal team and then let her know your concerns and possibly leave that one in June and move the other two to July or move it around, so that way it is one subject in one meeting for the Advisory Role.

Chair Curnutt: Mr. Newby. Any questions?

Newby: I would concur with that after wading through the book that we got. I read the entire thing. It took me two months. Yes, to give us a summary of what you gave us. Because one of the questions, this is only my third year, is exactly what are we supposed to be doing? We think we know because the group before us did it this way and the group before us did it this way. Is that the right thing? Are we focusing on the right thing? We all have time crunches, and we want to make sure we are doing; a) the right by both City law as well
as state law. Thank you so much for looking that up because see that wasn’t in our packet. We did not know about that home rule piece and That is good to know. I think that could be a whole learning trip by itself.

Rodriguez: Okay. Chairman.

Newby: Not that any of us want to do it but I think It is necessary.

Rodriguez: All right. Will do.

Chair Curnutt: Okay. Anything else? If not, thank you very much.

Rodriguez: You are welcome. Thank you.

8. Old Business:

A. Parks & Recreation Development Impact Fee Verbal Update by Cathy Mathews:

Chair Curnutt: All right. We will move on to item 8 A, Parks and Recs Development Impact Fee Verbal Update.

Mathews: Good afternoon, Mr. Chair. Cathy Mathews with Parks and Recreation again. Our land use assumption study, CIP update has commenced. We are working with TischlerBise. We have them under contract for us. Julie Herlands is working on our study as well for Parks and Recreation. We have kicked that off. We have had discussions with City Manager and coordinating meetings amongst staff. As we continue on, the proposed schedule is basically as I am going to outline here for you, on or about June 22 we propose to present to this committee basically preliminary methodologies for the study, the current status of our Park Impact Fees, some options. How this effort is to tie in with Realize Las Cruces, the process That is currently underway to update the development codes. That will be our first meeting with you, and we propose to be a part of that agenda in the June meeting.

Continuing from there, we intend to present to the Parks and Recreation Advisory Board at about the draft report stage, and that would be in August at their August meeting is our proposal. Also, that month we propose to report again to this committee with regard to the status and the draft report and how we stand. Our next step is a proposed hearing with Council, a work session in September. Then also for final, seeking this committee’s final recommendation, another meeting here with you all in September as well. Then all of that is in support of the goal of achieving Council approval in one of their meetings in October. That is our rough schedule at this point in time. We have 11 tasks outlined, everywhere from preparing the land use assumptions, determining the capital facility needs, preparing the CIP, evaluating different methodologies to determine, conducting funding and cash flow analyses, all the things that our consultants do thankfully. Then as I said
drafting the final report, preparing an ordinance, and then taking it through to approval through Council.

Chair Curnutt: Okay. Mr. Haworth.

Haworth: Yes. I am one of the, since I am a city planner I had to read your Elevate now plan. One of the things that spelled out in specific objectives within the five years from it is adoption was the Park Dedication Fee. It said that that was going to be done within that five-year period. The question I have is, and I am not sure whether that is different than the impact fee, but maybe the impact fee has been in existence quite a while. I am assuming it is park dedication. In other words, the developer comes in, wants to build something and he has a requirement of X number of acres or whatever. The question I have is, is the City attorney’s office or your office looking into that, or is it something that is still on hold? Because if it is something that you are looking at it obviously should be a part of this study.

Mathews: Mr. Chair, Committee Member Haworth. I am not at this point looking at a Park Dedication Fee and that is not currently part of the scope of the work that TischlerBise is working on for us. There are some efforts with regard to building neighborhood parks that are a part of Realize Las Cruces, part of the update for the subdivision code that is in draft right now and those updates have not been approved by Council yet. There are proposals that may fit under that kind of topic, as part of Realize Las Cruces, the update to the subdivision codes. They are going through their own separate process. That is being conducted through Community Development. As I mentioned, we are coordinating with them with our effort, but our current scope does not include a Park Development Fee, per se.

Haworth: My ignorance is I am not quite sure how the adoption of the Elevate plan impacts some of these things that it specifies they are going to do and that is why I was asking the question. Apparently, it is something that is still being considered, I guess is probably a nice way to put it.

Mathews: Mr. Chair, Committee Member Haworth. I anticipate, I am hoping I have not talked with him yet, but I am hoping to have Community Development and the people who are involved with Realize Las Cruces attend and be available to answer your questions when we present our first, the Park Impact Fee land use assumption study presentation to this committee. I hope to have Community Development representatives here as well. Perhaps that can help shed some light on where we stand.

Haworth: Thank you.

Chair Curnutt: Any questions Mr. Newby?

Newby: I am good.
Chair Curnutt: Go ahead Cathy.

Mathews: Mr. Chair. That is what I have got for the moment. If you have further questions, I would be happy to answer.

Chair Curnutt: Okay. Thank you.

Mathews: Thank you.

Chair Curnutt: Just a comment. As you notice Cathy was talking about several timelines in there. I will put a follow up item on the end of the minutes, we as the committee are going to be working with Utilities Admin, and we are going to build a master schedule. When each department gives us their schedule for their fee project, impact fee development program, we are going to line that out on all of our calendars. We will be able to track month by month where you all are supposed to be and then knowing what we need to be ready to ask and be ready to make an action on when it comes time. Anyway, if you will put that on our action items or report next time. With that we are completed now with the Park and Recs. Development Impact Fee Verbal Update.

B. **Utilities Development Impact Fee Update by TischlerBise Consultant Julie Herlands:**

Chair Curnutt: We will go to item 8 B, therein We will discuss the Utilities Development Impact Fee Update and get a timeline.

Rodriguez: Good Afternoon Chairman, Committee Members. My name is Domonique Rodriguez, Deputy Director for Business Services. I have today my staff who has helped with this, Julie Summerlin, and then Abner Gomez, and then we have the consultant here, Julie Herlands. I have the presentation based on the comments that we received. We did provide an updated report in one of the e-mails. If you have not seen it, we are going to send it out again for you, that way you can review it and then hopefully everything will come together.

I added on here, this presentation is the same from the previous time that we came with the exception of annotations that were requested in the comments. What I did is I added a couple more slides for you, the timeline, historical adjustments that was discussed, overview of our water system, and then the impact view overview. The timeline, again I discussed this last month but wanted to put it in the slide since I was presenting to you so you had this in front of you hardcopy. This month, April, we are addressing questions and comments. I did put here that we were going to try for the approval of the impact fee report, we are actually going to move that to May. Then in May, so everything will kind of adjust down by one month. May, approval of the LCU impact fee report by the CIAC. In June, then since everything is kind of moving, the Utility Board work session, and they will review the impact fee once you give your final approval. If there is no approval by the CIAC, it does not move forward. Then in July, they would approve the impact fee report based on your
approval. August, there is a possible work session for City Council. Then in August/September, we would look to update the tariffs, and those are taken to our Utilities Board for approval.

The work session to City council is an informational item, they do not approve the impact fees, but we do like to present to them and give them that opportunity to review it. Because we are looking to approve this this year, then we will begin the review process again sometime in 2027.

This slide shows historical adjustments. There was a question brought up in the comment period and so I wanted to show the years. The more recent impact fees approved in 2012. You can see there the Water fee was $2,378.00 and the Wastewater $1,765.00. It was reviewed and adjusted in 2014. Then There is that percentage change. For Water it was almost a 2% increase, Wastewater was 10%. In 2020, we did review this again based on the amount of time that we need to come back and have this reviewed. The meter size for residential customers changed from 3/4 to 5/8 by 3/4. This is because we have standardized our meters, and this is the meter size that we now use on all residential customers. Then the Water fee decreased by 12% and Wastewater increased by 40%.

We are here today, reviewing the impact fees. There is no change to Wastewater in this report. There is a change in the Water fee and based on the previous adjustment it would be a 27, 28% increase.

This slide shows an overview of our water system. Those red dots are well locations or where we have permits for LRGs, which is wells. The blue area that is highlighted is our service area. I know that in the last meeting, there was questions about the lines where They are located. This shows the overview of our system, there are lines throughout this entire system. Our water system has different zones and so we are a looped system which provide redundancy. We are able to move water from one side of town to the other. I just wanted to let you know that. There was some kind of questions in regards to that last time that we discussed this. That way you can see the bigger picture of what the water system looks like.

Newby: I am sorry, what are the red dots?

Rodriguez: They are the wells or LRGs, so It is both.

The next slide based on comments there was questions about what are specific projects that are happening today or planned. We are showing here zone one interconnect. This is a project that we have designed in phases and have wanted to move forward with but due to lack of funding in impact fees, we are not able to move forward at this time. This essentially loops our system, it interconnects one zone to the other which provides additional capacity to both zones because we are able to move the water from one to the other in case
something were to happen; a tank goes down, a valve anything like that. This is an impact fee project.

These slides and then here on forward, again are the same thing that was presented last time. This is just the overview that our impact fees are you know one-time payment for growth related, funds can be used for capital improvements that add or expand capacity. These are the requirements that our consultant looked at which is the need, the benefit, and the proportionate. Yes.

Haworth: Can we ask questions? Since I am new to the show portions of (inaudible 0:50:20) fair share. Can you give me a quick rundown on how you come to the conclusion as to what portions (inaudible 0:50:29). How you arrive at that?

Rodriguez: Sure. Chairman, Committee Member Haworth. We look at a couple of different components when we are reviewing these impact fees. There is a lot of figures in here. We look at capacity, we look at supply, production, storage. This part of it really is to determine with the impact fee how much a new customer coming onto the system would pay that covers their portion of it. We have these different figures as you kind of go through that discuss all the costs, and then bring it down based on equivalent dwelling unit, which is residential homes. Yes. Okay. That way we can come down to the level of you as a residential customer connecting to our water system, what is the fair share to you? We look at all of those, and then bring it down. That is one component of the impact fees that we look at.

Haworth: The determination on fair share is further on your report here. It basically says, you know if a determination's made that the builder does 50% and the new person who has been served pays 50%? I mean am I correct in that?

Rodriguez: No. Chair, Committee Member Haworth. That is a policy that was approved by City Council. The impact fee report that we have here today is for the fee itself. Not that policy type issue that was - in the past it used to be split three ways, it used to be split between developer, customer, and rate base. When we did our impact fees in 2020, we did take it to City Council, and they requested that remove the rate portion and then only be builder/customer. That is the policy decision that City Council makes. The impact fee report is just that dollar amount.

Haworth: Thank you.

Rodriguez: You are welcome. I know we have a new committee member; would you like us to go through all of the slides again? Again, like I mentioned, I do apologize that the report wasn't sent out. We are going to send it to you, and hopefully come back in May. We have Julie here and we can go through everything if you would like. Or if you want to go to ...
Chair Curnutt: I don't think I need it, but you know I have - do you have anything you want to go through slide by slide?

Haworth: I do not think It is necessary. I mean I have gone through this.

Chair Curnutt: Okay.

Haworth: I have familiarity I do not think we need to; you need to reiterate what you have already discussed previously. My question really was (inaudible 0:53:21) and That is, when you get down to that where the City Council made that decision. I was just trying to make sure what, when they say the builder, you know I mean I assume they collect that fee at the time building permits are issued. It was not real clear to me as to how you get the other 50% of that from person ...

Rodriguez: The customer.

Haworth: Is it only the new user, it is not the existing users.

Rodriguez: That is ...

Haworth: That is making that payment.

Rodriguez: Yes. Chairman, Committee Member Haworth. That is correct. It is as that new customer comes in that has never had that service before, they pay based on the meter size. Here we show the residential, there is tables that show all the different size. The way the impact fee is built is we do it at the 5/8 by 3/4 f and then it is escalated based on that, moving up in size of meter. Every time a new customer comes in and is adding capacity or They are requesting capacity from our system; we do charge that impact fee and they come in. I guess for your information There is two ways of doing that on the customer side, they can pay it all up front or they can pay it in installments up to four years.

Haworth: These are the numbers you are preparing a formal report or the consultant I assume is, bearing and That is the report that we are being asked, this committee, to take action on at some point?

Rodriguez: Yes. Chairman, Committee Member. Yes, the report is finalized. This is the summary of that report. We just missed that link of getting that to you ahead of time, so we will forward it to you. Yes, we are requesting that at May the CIAC approve that report.

Haworth: That is what We will be taking action on.

Rodriguez: Yes, sir.

Newby: I do have more questions.
Chair Curnutt: Questions.

Newby: Yes. Could you go to slide four? This is just an ...

Rodriguez: This one.

Newby: Yes, a couple of things kind of jump off the page at me. Where when you look at the Water fee increase you know about 2%, then minus 12.5%, but now plus 27.75%. Then the Wastewater fee really hops out at you at an increase of 40%. Give me an overview of the quantification of how we get a 40% increase or in case of water almost a 30% increase.

Rodriguez: Yes, Chairman, Committee Member Newby. At the time when we pulled in the report, because the last one was done in 2014, if my memory serves me right, the difference in 2014 to 2020 was really those inflation costs. We did move to this new meter, which did cost more. The Wastewater fee is based on the water meter, right, because residential customers do not have that. That was the larger part of it. There was items that had been built that were not included in 2014 because we did not have that. One of those being the Water Quality Lab that serves our Water/Wastewater. That was a large expense that we paid with debt that needed to be included in the report.

Newby: The same thing true with Wastewater.

Rodriguez: Yes, sir.

Newby: This was going to take some explaining to folks like ...

Rodriguez: I understand.

Newby: The Home Builders Association. It is a big jump.

Rodriguez: Yes. I mean, dollar-wise when you look at the end result of you know what the developer pays and what the customer pays It is not a huge amount, but that That is a pretty big jump.

Rodriguez: Yes.

Chair Curnutt: Anything else?

Newby: No, sir.

Chair Curnutt: Ms. Rodriguez. I have one question is when I see the detailed report, instead of this abridgement here, if I have a question, do I see you, and call you and talk about that. Because it is between now and the approval time so I do not want to wait till next meeting to ask questions. I want to be able to flesh them
out, the answers before then. Is that a reasonable expectation or how would we?

Rodriguez: Yes. I think that if you send in the questions through e-mail, if they can go through Denise and she will forward them to me, so that way it is answered through administrative staff.

Chair Curnutt: Okay.

Rodriguez: Yes, we can certainly do that.

Chair Curnutt: We would need to be able to, I am going to put a timeline on me to do that within the next two weeks so that gives at least two-plus weeks to deal with it. Is that agreeable?

Rodriguez: That sounds great. We will get that report out today. Yes.

Chair Curnutt: Thank you.

Newby: Also ...

Haworth: Get it out to me?

Newby: Also, a thank you for including the mind-numbing equations above many of the columns. It helps nerds like this guy actually go, so they did not add it on an abacus. That really helps a lot of times, because just looking at numbers and having no clue how that number is arrived, it really helps.

Rodriguez: Yes, Chairman, Committee Member Newby. We understand, and then the report gives some more detailed information on it. Hopefully, that will help you as well.

Newby: Thank you.

Chair Curnutt: Any other questions?

Haworth: I did, a quick question. At this point in time how is our water supply relate to our demand at this particular time? Do we have more supply than demand at this juncture? Assuming we are moving ahead eventually with new improvements. I did not see how that particular pop out at this time. (Inaudible 0:59:32)

Rodriguez: Chairman, Committee Member Haworth. Yes. I know I have this written down, five me one second.

Haworth: If you are running in a shortage, we would have heard from the developers or builders or, we might have a problem.
Rodriguez: Okay. Chairman, Committee Members. Today, based on our numbers our estimated water capacity per day is 52 million gallons. Then we base that we have an 81% utilization of it, especially during those peak right for residents. It is at night and on the weekends, and using those numbers were at 42 million. Total capacity 52, and then that utilization is at 42. We do have enough capacity to handle our customers and new customers. Our technical support staff is always looking at when new development does come on, they water model it to make sure that we are sufficient in providing that service before things move forward.

Haworth: Thank you.

Rodriguez: You are welcome.

Chair Curnutt: Other questions? Thank you.

Rodriguez: Thank you.

C. **2022 CIAC Annual Report Verbal Update by CIAC Members:**

Chair Curnutt: Next item under old business is item 8 C, 2022 CIAC Annual Report Verbal Update by Committee Members. I am the committee member that has to do the report on that. We were working on it last month this last month we had not got it completed. We have been trying to get a real clarification on the duties and responsibilities of our committee so that when we do an annual report, we are focusing report amongst duties instead of just giving a lot of information and making an unruly document. We are flushing those top issues out. We are hopeful that We will make some good progress this next month. We tentatively plan to get it out in May. Any questions concerning the report?

D. **Utilities Facilities Tour's Verbal Update by Melanie Castañeda:**

Chair Curnutt: Okay, Utilities Facilities Tour Verbal Update by Melanie.

Castañeda: Good afternoon, Chair and Committee Members. Melanie Castañeda, Office Assistant Senior for Utilities Administration. The Utilities tours will begin Thursday at 12 with lunch provided by Jason's Deli in conference room 218. Transportation will be provided by us to the sites. The tour will conclude at 4:30. On Friday, May 5th the tour will begin at 8:30 a.m. We will provide transportation to the sites. The tour will conclude with lunch being served here at 12 o'clock. Do you have any questions?

Haworth: That what we just reported here?

Castañeda: Yes.

Chair Curnutt: Thursday, May 4th.
Castañeda: Thursday, May 4th.

Newby: I will not be here for the lunch, but can I take a rain check?

Castañeda: Here is the times. Thursday it will start at noon, and it will be here at the Utilities building.

Haworth: Thank you for setting that up.

Newby: On our last tour had some City Councilors come along which I had the fortune of sitting in the backseat with some of them. They were more amazed than we were, they had never seen this stuff. Do you have any plans for them to see it? Do you have any volunteers from City Council?

Castañeda: We do have a participation of this, I do not know it off the top of my head.

Newby: I just thought they would think it is a great way to see the town.

Castañeda: I know that LCU's new board member was going to be joining.

Chair Curnutt: Thank you.

Castañeda: You are welcome.

Curnutt:

9. **New Business:**

A. **Utilities FY23 Q2 Financial Review Update by Domonique Rodriguez:**

Chair Curnutt: I do not know if everyone is asleep yet, but I will keep working on it. Item number 9, Utilities Financial Review.

Rodriguez: Good afternoon, Chairman, Committee Members. Domonique Rodriguez, Deputy Director for Business Services. This presentation is for the second quarter of fiscal year 2023 which is as of December 2022. This table shows the amount of Water Impact Fees that are collected per month. There is some rate-based portion still being collected based on the data plat, those are slowly as you can see kind of phasing out and so we are hoping in the coming months it would be the new split between builder and customer.

Okay. The next slide shows the amount of Wastewater Impact Fees collected per month. This table shows an annual comparison of how much We have collected in Water Impact Fees. You know the least I guess amount collected was in fiscal year 2019 of $890,000.00, with the most being fiscal year 2022 of $1.1 million. Then the green line is what we have collected thus far for this fiscal year. The next table also shows annual comparison, this is of the
Wastewater Impact Fee. The highest being also in fiscal year 2022 of $2.7 million, the least being fiscal year 2019 $1.3 million, and then where we are for fiscal year 2023 of $950,000.00. The next slide is a table that shows the amount, this shows amount per category and then per month. The right-hand side is the Water and then the left-hand side is Wastewater. If you wanted to compare that to last fiscal year of 2022, this next table is the total amount collected in fiscal year 2022 in that same format. The next slide is newer that we will begin to report for you is the tracking of revenues and the spending per fiscal year. The left is Water, it shows revenues collected per year, and then the expenses, and then the difference; so, did we exceed the revenues that were collected or were we under? Then that shows you per fiscal year how that plays out for Water and Wastewater. That is the end of this presentation. If you have any questions.

Newby: Chair.

Chair Curnutt: Committee Member Newby.

Newby: On slide two or three, either one, is the slope downward as the those go by? Does it just tell us more houses are sold in July than in December?

Rodriguez: Yes. Normally, our peak is the warmer months, and so once it starts getting warmer, it will shoot right back up.

Newby: Then on four. The trendline there in green for this year, or fiscal year 2023 seems to be defined the last three years, is that a warning?

Rodriguez: No.

Newby: Do you think we will catch up?

Rodriguez: I think that it will probably catch up when we get closer to the warmer months. It is a lot lower so it probably will not exceed last year’s. You know, there have been months where customers have come in or builders and they’ve been you know working on it and then finally kind of come in and pay and then There is sometimes a timing of when they actually come in to pay those. That could also be attributed to this.

Newby: Okay. It is not all Larry’s fault.

Rodriguez: No, It is not all Larry’s fault.

Newby: Larry, I did not see you there. Then on six and seven, where you are showing the target at 50/50. When do you expect will that be in the next year when those will level out to 50/50?

Rodriguez: Yes. The amount for the rate-based portion as you can see is low, is lower right, it is gradually declining. I would think next fiscal year or even, not at the
beginning of next fiscal year but the at the same time like December, just because of the date of plat and addressing all of those.

Newby: Okay. Thank you.

Rodriguez: Thank you.

Chair Curnutt: Thank you very much.

Rodriguez: Thank you.

B. Parks & Recreation FY23 Q2 Financial Review Update by Sarah Arvizo:

Chair Curnutt: Okay, Parks and Recs Update.

Arvizo: Good afternoon, Mr. Chairman, Members of the Board. My name is Sarah Arvizo. I am from Finance, and I am here to review the Parks Impact Fee Financials. All right, on this first slide you can see for October we had $72,800.00 in revenues and no expenditures. November the revenues were down slightly to $54,600.00 and we did have $7,527.00 in expenditures. In December, the revenues increased to $158,025.00, and our expenditures also increased to $62,976.00. This next slide shows those numbers on a line where you can see kind of the trends that are currently happening. The total revenues is currently $664,650.00. The year-to-date total expenditures is $228,229.00.

Okay, as we move to the next slide, you can see those numbers comparatively side by side in the bar graph, as well as the current fund balance of $6,244,000.00. Okay, as we go to the next slide, you can see where we stand compared to the last six years. Fiscal year 2023 is kind of there in the middle on the revenues we are right about in line with that purple line from fiscal year 2018. If you look at the expenditures, there again in the middle we are just slightly above the expenditures from fiscal year 2020. Okay, the next slide actually shows the current numbers for the revenues. That is broken down by the Park Zoning Fees, investment income, and fair market value changes. As we continue to slide eight, it is the same broken-down individual numbers for the expenditures. At the bottom you will see the beginning fund balance, the total revenues and total expenditures so far for the year, and the current ending fund balance for the second quarter. Okay, here is the six-year history for fiscal year 2023. On the bottom right, that is down 17% from the average. I did want to point out that that is down 17% and not an increase, as I put the little negative sign there but failed to turn that red.

All right, here is the six-year history for the expenditures. On the top chart that is compared to the previous year. On the bottom it is an overall fund balance. We will continue to slide number 11 on the impact fee requirements. Mr. Haworth, this is what you were referring to earlier. We do have a
requirement to complete construction or secure obligation to construct no later than seven years after impact fees are collected. The interest earned on the impact fees is subject to that same restriction.

Haworth: I have one question.

Arvizó: Yes, sir.

Haworth: Is that a local requirement? I mean the code, is it required, or it is required by the state and then just following.

Arvizó: That I know it is required by the City. I am not sure if that is for the state. Yes, Cathy's shaking her head yes, it is also for the state. All right, and here is the current outstanding impact fees that we are to spend. The oldest impact fees that we have, we have $830,247.00 that was collected in 2019. That we have between three and four years left to spend that amount. Then we have the totals of what was collected and the years it was collected for you to review. Any questions about the Parks and Recreation Impact Fees?

Haworth: Have we ever had to return any fees that you are aware?

Arvizó: Not that I am aware of, but I am fairly new to this game.

Haworth: Hopefully not.

Chair Curnutt: I do not have an questions.

Newby: Yes. Just a couple.

Arvizó: Yes, sir.

Newby: On slide seven.

Arvizó: Yes, sir.

Newby: Under the investment income. About $42,000.00 over, is that 12 months?

Arvizó: That is for the fiscal year, that is for the last six months.

Newby: The six months. Okay.

Arvizó: Yes, sir.

Newby: If you double that about $80,000.00.

Arvizó: Correct.
Newby: Okay. The reason I ask is inflation is an evil, especially now. I looked it up under three databases for construction, commercial construction over seven years, you lose somewhere between 28 and 32%. You know, it is seeming to top out perhaps, but it is a chunk of money when you are looking at a million dollars you are losing a lot of that $300,000.00 over seven years. In other words, it is nice to have the income but it is not beginning to offset the inflation especially the last two or three years and probably for the next two or three years. Do you have any thoughts on that? On the amount of time, it takes to spend the money versus loss of capital appreciation because of inflation.

Arvizo: That is a question that I would defer to Ms. Cathy Mathews.

Newby: Okay.

Mathews: Thank you, Mr. Chair, Committee Member Newby. I mean that weighs heavily on my mind all the time to spend this money in a timely manner. 100% absolutely, we have never, never returned. Park Impact Fees. We have never been in a situation where we needed to do that. We never will be as long as I can help it in any way possible. That said, we have plans for Park Impact Fees. Our CIP outlines our intention to spend the Park Impact Fees and we will continue to expend them as quickly as possible and as responsibly as possible. I am not sure that answers your question, but I am aware I mean, you know my budget is hit too, every time I go to the grocery store and so it is abundantly apparent, we must spend this money and the quicker the better. We are aware of that, and we try to plan for that and try to make that happen as quickly as we can.

Newby: What is in your projections or how do you spend money quicker? What is your plan?

Mathews: We can prioritize among our project list those that have Park Impact Fees. We can start processes earlier as in get planning underway. For instance, with regard to the Apodaca Park Project that has Park Impact Fees dedicated as the match for that grant. We do not have the grant in our hands at the moment, but we are planning so that, and setting up our work schedules such that as soon as we do have that funding, I have got cost proposals for the initial work. That is required on that project in the pipeline and ready to go. Those are the kinds of efforts that our staff is making to make sure that we can just move things along, per se.

Newby: If you would go to number four. Thank you. I mean just as an example, if you took FY21, there is $6,200,000.00 balance as we sit here today. Since 2021, That is approximately, you know, year and a half or two years ago. At current rates of inflation, which have been 5% to 7% a year, we have already lost $600,000.00 of purchasing power just in that one line alone. If you go back say to FY19 where you have $4 million-plus sitting unused, and again you go to the database and find out what inflation does, you have already lost about a 18% of that, or over $800,000.00. It is just difficult to continue to look
at these numbers when inflation is stealing money that people have paid and contractors have paid. Yet year after year after year we always have very high fund balances. Inflation is killing everybody. I mean ask Larry. You know it is happening on his side. He is the guy that spends all the money, you do not get money. Maybe we can figure out how to give you some money Larry. I mean, even in FY22, which isn't quite a year old, $6 million. Because 2022 was a very high inflation year, you have already lost about $600,000.00 in one year. That is money we never get back. Then each one of these, the further down the list they go, the more money is taken away, and it never comes back. I understand the limitations we all have, but it is hard on us because the other folks that we give money to usually spend it within about 10 minutes of when they get it. We do not have this kind of slide with anyone else because the money gets spent. Just to continuing frustration.

Mathews: I understand. Thank you.

Haworth: If I understand correctly, we will now have only one park district boundary, in other words used to be five or six, whatever. You now have the ability to collect funds in say over in one of the current new developments and you are not obligated put in that area, you can put it in any area within that one district.

Mathews: Mr. Chair, Committee Member Haworth. Yes, we can expend the Park Impact Fees for increased level of service within the service district and that is the entire City.

Haworth: Makes your job a lot easier, doesn’t it?

Mathews: I mean that part is certainly a blessing for me.

Chair Curnutt: Thank you. That is all for Park and Rec.

Newby: I am good.

Chair Curnutt: Okay. Good. Thank you.

C. Public Safety FY23 Q2 Financial Review Update by Sarah Arvizoo:

Chair Curnutt: Well, I guess you are up again on the hot spot.

Arvizoo: Yes, Sir.

Chair Curnutt: All right. You will give us a report on Public Safety Finances.

Newby: That is a twofer.

Arvizoo: All right. Again, my name is Sarah Arvizoo from Finance. For Public Safety, here is the bar graph of our revenues and expenditures for the first and second quarters of fiscal year 2023. As you see for October, revenues were
$28,677.00, expenditures were $62,468.00. For November, the revenues were down just slightly $22,462.00, the expenditures remain $62,468.00. For December, the revenues were back up to $44,091.00, and the expenditures remain the same at $62,468.00. On the next slide you can see the lines to show any trends. So far, this fiscal year with the impact fees, the expenditures are running a fairly straight line as you saw on the previous slide, the monthly expenditures remain the same, and the total revenues are increasing, and they are currently at $255,585.00.

Okay, the next slide is the bar graph that includes the fund balance, the six-year comparison. For fiscal year 2023, we have the revenues of $255,585, the expenditures of $374,809.00, and the fund balance of $433,876.00. Okay, the next slide we see the six-year comparison on the spaghetti line graph with fiscal year 2023 there right in the middle of the slide. For the revenues It is right along that green line about the same as fiscal year 2022. For the expenditures we are there in the middle of this slide, just slightly higher than fiscal year 2022.

Okay, for the Public Safety expenditures, debt service for the East Mesa Public Safety Complex as Chief Smith had been speaking of previously. I have at the end of the second quarter on the principal remaining we had $3,345,000.00, interest remaining is $182,475.00. We have bonds that go through June of 2026. There are funds other than the Public Safety Impact Fees available to help pay the debt. Okay, here is the revenue data so far for fiscal year 2023. You see the Public Safety Impact Fees, the investment income, any changes in fair value. The next slide is the same information for the expenditures. You can see the expenditures at the East Mesa facility are the steady $62,468.00 per month. At the bottom you see the beginning fund balance for the fiscal year with the revenues and expenditures. The fund balance for the end of the second quarter at $433,875.81.

Moving on to the next slide. Here is the six-year history for fiscal year 2023. The revenues are currently down 21%. The next slide is the six-year history, the raw data for expenditures. Expenditures are currently up 8% from the previous year. The overall fund balance for fiscal year 2023 at the end of the second quarter is down 22% Okay, the next slide is a review of the impact fee requirements, again the seven year cut off, the Public Service Impact Fees to spend. I apologize that that date did not get updated. It says of September 30 of 2022, which was the end of the first quarter. We had $151,943.00 remaining from fiscal year 2022 and $255,585.00 in impact fees from fiscal year 2023. We do not have any impact fees for Public Safety that are older than 2022. Any questions on Public Service Impact Fees?

Chair Curnutt: Mr. Newby.

Newby: I am good.

Arvizno: Thank you.
Chair Curnutt: Thank you very much.

D. **Community Development FY23 Q1 Construction Activity Update by Larry Nichols:**

Chair Curnutt: Nichols, the floor is yours.

Nichols: Yes. Good afternoon, Committee Members and Deputy Director Connolly, and members of the audience. I am Larry Nichols, Director of Community Development Department. I would just like to begin with welcoming Committee Member Haworth. You know, we have had on the committee, there have been builders, architects, businessman, I think It is time we have a planner. I will welcome you to a Community Development Department. We have a planning program there and several seasoned planners and we look forward to speaking to you especially about some of the questions you had earlier today about the Apodaca Blueprint development.

I am talking today about 2023. This is the calendar year, not fiscal year, update. We have oftentimes we are asked how's the development going on Las Cruces? And why do people decide to come to Las Cruces? Which enhances our development. A few graphics here, a few metrics. We are very proud to say that we are often referred to as the safest City in New Mexico, one of the safest, best run cities in New Mexico according to a couple of publications. We are that as well, but mostly what encourages people to come here is our climate and our sunshine. I have been a resident of Las Cruces off and on but mostly on the last 50 years. My parents moved me here when I was a youngster and there was a sign out coming in a Highway 70 that said Welcome to the City of Las Cruces, the town of 17,000, friendly people, and two gourges.

Newby: I remember that.

Nichols: Committee Member Newby probably remembers that sign.

Newby: I was one of the gourges.

Nichols: You were one of the gourges. I never met the gourges but met a lot of friendly people. I will refer to the bottom here, the cost of living also has an impact on why we are experiencing exponential growth, I call it, especially over the last two to three years. Our groceries cost a little bit more than the national average, but our housing is like 25% less than other places you will find. Currently, as of this last month, a three-bedroom, two-bathroom, 1,800 square foot home price in Las Cruces is $291,000.00. The national average for that same size of home is $379,000.00. That also gives you a reason why folks find maybe an attractive reason for coming to Las Cruces. Then you see utilities. Mr. Connolly will probably tell you that 17% less than the national average. Transportation costs about 90%. For some reason, our health care
seems to be a little more expensive here. Our overall composite, it is about 11% less to be in Las Cruces and your cost of living than other sectors of the country.

Let us talk a little bit about the activities. You will see that in March of 2023 we had a project valuation of $32 million. That valuation figure is the permit valuation that is declared by builders or developers on the value of the residences or commercial buildings. It goes into our subdivision and our planning fees as well. You will see then 2023 was $32 million and March of 2020 about $30 million, about a 4% change, but slightly above. Year to date we are at $85.5 million. That figure you see for 2022 is the total year, the total calendar year of $331 million of permit valuation here in Las Cruces. For a population of 100,000 That is a pretty impressive figure. We anticipate based on what you see here, probably not an exponential kind of line of growth, but probably a more linear line. I think we are going to maintain that figure. We issued 673 permits in March 2023, we have been about 900, almost 1000 for the year. You will see there is a decline and a change about 30%. We will go further down, and We will see residential new projects. The valuation for March 2023 was $10 million, and March 2022 was $24 million, a change of 58%. That may seem alarming. A lot of people have asked, well, why is that occurring? The first comment that is made about that is, well interest rate has gone up. I assert that it is not only interest rate. What we are hearing from builders and developers is the availability of skilled labor, electrical contractors, subcontractors, mechanical, plumbing, framers, is slowing down the ability to bring their projects to completion so that they can be sold.

Interest rate does play a part of it. I think the other, in addition to labor, we are also finding that several of our subdivisions have not been up to the states of completion, that lots can be sold so they can be built upon. You will see there on the residential lines; you will see of that $331 million for 2022. You will see that $210 million of that was residential. That does explain why you see some of the impact fees that you are seeing. The residential projects are assessed and the impact fee for Parks and Rec, Public Safety, and Utilities. Commercial projects are not assessed a Park and Rec Impact Fee. You see the last item there, the permits issued, from 29 to 80. I just basically touched upon the reasoning behind that, it is not all to do with the interest. I am not concerned that this particular month shows that type of decline. I know the demand is still there. We still have a demand for housing, a strong demand.

Then here is a little bit of a summary again for March showed a 4% increase. I call it fast facts as the report reflects a decrease in residential permit valuation primarily. This is important to the Utility Department, well to the Fire Department, the Police Department, because as we have more people buy homes and reside in Las Cruces, that is more call for water meters and gas meters and service calls for fire departments, service calls or police department, more activity in our parks. All of That is pretty important for us to kind of follow on a monthly basis. You will see a little bit further down on activity there, we talked about the 12, new and tenant improvement
commercial permits. Albeit I mentioned that the residential construction had declined, commercial activity increased. We are seeing the part of that commercial activity has been in apartment complexes where we are seeing, we have a couple of very large projects going on right now; a $26 million apartment complex up on Roadrunner, has 26 different structures there. We are seeing many of the master plans that are coming in are mixed use master plans. They have commercial, mixed use, residential. We are going to see; I think we are going to see more and more apartment construction than we have in the past. The past was been primarily single-family dwelling. That was the 12 new and tenant improvement projects in March there. We have 313 business registrations in March, new and renewals. One of the new business registrations have been with the cannabis industry that we have endorsed as of April of last year. We have had 127 business applications for the cannabis businesses. We have 47 that have been issued. Then we have several pending additional information. Okay, I have 16 that have withdrawn from the 127. We are headed to 50 cannabis businesses within a year's time. That is been quite a bit of increase in that particular industry.

Had 64 solar photovoltaic systems. We had 17 development activities. Committee Member Haworth, you will see, with your interest, probably 10 subdivisions, no variances, no zoning changes last month, but we had one special use permit, four traffic impact analyses, two infills, and no public PUD, planned unit development.

Here is the residential graph showing progress from 2016 up until this last year. An upward growth, I characterize it often and going from 400 family dwellings for the year to 805 is exponential growth. Would you think about each residence by national averages having I think well, they say 2.5 residents per dwelling. Well, so we went nearly 400 dwellings in that period of time, times to two, That is what, maybe 1,000, 1,200. We are seeing that type of growth. I mentioned the photovoltaic system. They are very, very much a part of our permitting activity and our construction activity. 2023 systems up to, in 2022 we had 884 photovoltaic systems, quite a few. Currently we are at 231 for the year. Primarily the installations are on homes, very few commercial solar voltaic installations. They are on existing structures. We do not find very many voltaic photovoltaic systems going on new homes.

A little bit about subdivision development, increased the last three years. Our primary development is East Mesa, Metro Central, Legends West over on the west side, the Royal Crossing Master Plan. That is the one that you had referred to Committee Member Haworth earlier. While I have that there, I will just mention to you, you were asking where are we on this? Tuesday evening, the Planning and Zoning Commission approved the master plan for phase one. That is 75 acres of that parcel of land. They approved the master plan for that. Then secondarily they approved the preliminary plat.

Haworth: That was at the Planning Commission.
Nichols: That was at the Planning Commission. Yes, sir. Then we have East Lohman Master Plan. This is another major development that is going to be, Deputy Director Connolly had a lot to do with in preparing this site for the master plan to be developed. It was a remediation project that took place. We are at the stage now of sending out an RFP, request for proposal, for development for that, for the East Lohman Project. It is adjacent to several of our medical facilities. They will also be, we hired a consultant to do the master plan. Again, it is a mixed-use master plan development to include commercial, mixed residential, and single-family dwellings, apartment complexes, professional offices. Award winning by the way. It was selected by the New Mexico American Planning Association as the best master plan of the year.

Then we have some of the development vision activity. Elevate Las Cruces was adopted in 2020. When I came to Las Cruces, back to Las Cruces from El Paso, about six years ago now, our comprehensive plan had not been updated. It was mandated to be updated by a requirement of state every 10 years, but we were behind a few years, like about 12 or 14. We updated that. Hired a consultant Halff and Associates helped us develop the Comprehensive Plan, Elevate Las Cruces, was adopted in February 2020. That was adopted as a resolution, not ordinance, a resolution. We are now in what we call our Realize Las Cruces, which is our land use or zoning code review and update. The projected adoption of that will be in spring of 2024. We hired Freese and Nichols as the consultant. Disclaimer here. Mr. Chair, disclaimer, Freese and Nichols, I am not related to Freese and Nichols. I have worked with them in the past in El Paso as consultancy. They are doing the Realize Las Cruces for us. It is quite an endeavor. The zoning code or the land use code had not been updated since 2001. It has been quite an undertaking to bring that into current compliancy and current usage.

Haworth: You are looking at a major overhaul of your current zoning ordinance.

Nichols: That is correct, sir. It is not simply amendment, it is a major rewrite. Major Rewrite.

Newby: Thank you.

Nichols: Yes, well you know, and that, yes, sir Committee Member Newby. We did form with that Realize Las Cruces, we formed what we call the TAC committee, subcommittee, a Technical Advisory Committee, made up of 13 individuals of developers, design professionals, businessmen, realtors, developers, and they are assisting the consultant with that major rewrite. Twelve new subdivisions. They are different areas of town, the west side, the middle, the country club area. These are all subdivisions that we will be building sites very soon, if not already. We had 17 rezoning activities up to this point. Las Cruces Senior Center, a multifamily unit there. Then we have Villa Mora Dam project is under development right now, it is not a dam but it is a site that will become development or subdivision. Rinconada Industrial Park are examples of a few of those rezonings. We have five district infill projects. One of the major ones
is on McClure Road. It will be a 20-unit apartment complex, multifamily project. Then we call it community blueprints, they are actually master plans and studies, but East Lohman I mentioned a moment ago, that 114-acre site. El Paseo ad hoc committee studies have been complete, and that is a rezoning/revision of the EL Paseo Street. Then Royal Crossing, which is often referred to as Apodaca Park development blueprint, I mentioned a moment ago, It is in the stage of a master plan and preliminary plat. Yes, sir.

Haworth:
Just a question. One of the things isn't in here at least I think from my perspective understanding is, this has been called film production. You know you have taken, as I understand it, There has been two major actions taken by the City Council in the last year, year and half. One was like I think told me it was a quarter million square feet of space for film production, not too far from the downtown area. Then just recently, if I read the paper correctly, you have just completed some negotiations with a film production company out of Los Angeles, which is as I understand is moving their facility to Las Cruces, they are going to be located here. From my perspective, looking at what we are doing here, what Albuquerque is doing, what Santa Fe's doing. You know, we are in the top three as far as film production and the amount of investment for example in Albuquerque by Netflix is in the billions of dollars, and I am sure we may not get up to billions, but certainly lots of millions and millions of dollars. I think That is a category that should be you know on your little list here.

Nichols:
Mr. Chair and Committee Member Haworth. Thank you for that. I have made note of that, and We will add that to a category so we can kind of track with what is happening there. Planning activity from 2021 to 2023. I have listed here several subdivisions. Many of them are familiar to you. I listed their status, the current status, their acceptance date, and the latest status on the zoning and the addressing. To mention a few Park Hill Estates subdivision, the Country Club Mesa addition, the White Sage at Sonoma Ranch addition, the Pines Estates, Hacienda de Mesilla subdivision, Pat Garrett replat subdivision, Tres Cruces, and Telshor Hills subdivision replat. These are just some of the activities that were in counting. There is many more than that, but I just wanted to highlight a few of those to show you that some of, where some of the development is occurring. Most activity, East Mesa, obviously these three that I mentioned here, Metro Park, Red Hawk, Sonoma Ranch to Valley, Legends West Central, primarily has been medical facilities with hospitals. The Three Crosses Regional Medical Center is an example of that. Memorial Hospital has also been doing quite a bit of renovation and not expanding our footprint as much but a lot of interior renovation. Then apartment complexes. That one I mentioned up on Roadrunner is named Eagle Ranch Apartment complex. Then The Flats which was pretty much completed about a year ago.

Subdivision rezonings, Metro Verde Planned Unit Development, PUD, has been moving forward. Then City planning initiatives on East Mesa, Metro Park, East Lohman, and the Apodaca Blueprint. I will have to change that to read Royal Crossing masterplan. Central Las Cruces primarily is rezoning and special use
permitting associated primarily with the cannabis industry. These are the folks that we engage with on a regular basis. We make every effort to advise our various community agencies of development. Mentioned here, Chamber of Commerce, Homebuilders, Association of General Contractors, Real Estate, developers, architects, engineers, associates, associations, and of course the Elevate Las Cruces Comp Plan. Then We will put Rea liner ise when It was adopted. Governmental committees we are involved with, City Council obviously, Planning and Zoning, the committee I am speaking to at the moment Capital Improvement Advisory Committee, Economic Development Policy Committee, Metropolitan Planning Organization, and the Housing Policy Committee. That completes my report. I stand for questions you may have.

Chair Curnutt: Mr. Newby. Any questions?

Newby: Always. Hey, Larry. A couple of questions. Where is the Tres Cruces subdivision?

Nichols: I am sorry, which one?

Newby: Where is the Tres Cruces Subdivision?

Nichols: Let us go back and see and if we can see an address on that.

Newby: It was in your planning activities chart down next to last. It is a commercial subdivision.

Nichols: I thought I had it on here as well.

Newby: Backup, it is on that one. Second from the bottom.

Nichols: I am going to have to look that up for you.

Newby: That is two of us that do not know where it is.

Nichols: Yes. I will have to plead ignorance here. It has been a few, I have slept since I made this report. I will look that up for you.

Newby: Let the record reflect, that is the first time.

Nichols: I know this, it is not one of the larger ones, but it has a very intriguing name, Tres Cruces.

Newby: That is the first question Larry has not been able to answer, so finally stumped him.

Nichols: For some reason I neglected to put an address on it I see. I will get that for you. I will make a note.
Newby: Also sort of an overarching question. The blueprints that the City has had, what effect or requirements run from the accepted blueprint than to the eventual developer? How closely do they have to comply with the blueprint?

Nichols: Mr. Chairman, Committee Member Newby. As those blueprints are developed, we work with the developers obviously, our zoning regulations apply, all of our different development regulations apply. On the on the blueprints or the master plans we are not very forgiving on those. We want to see them comply with what has been outlined in our Elevate Las Cruces Comprehensive Plan and our zoning plans. We work with them. We do our best to try to find a way to come to a consensus or an agreement. We are very interested in adhering to our master plan provisions.

Newby: Thank you.

Chair Curnutt: Questions?

Haworth: I have one other you might think about including, and That is the airport area. We obviously just finally got after 20 years or whatever it was, now we have service that actually goes from one place to, from Las Cruces to another place. I am curious as to what impact you know getting service restarted again. Is having on any development or, it certainly in terms of improvements to the airport itself. That seems to be a potential area of planning develop development That is going to occur over the next several years I would imagine.

Nichols: Mr. Chairman, Committee Member Haworth. I have some abbreviated information on that. I think the first month of operation they had a number of daily flights, primarily to Albquerque, Santa Fe was during the legislative session. Folks were going back and forth there pretty regularly. Everyone said it was really a benefit to save that five- or seven-hour drive. I will get the report from the airport manager, Andy Hume, and I will include that in my next report to you of what type of activity has developed there.

Haworth: Thank you.

Chair Curnutt: I just have one question for you. If I went on to your website and went to a map, is there a map that has the subdivisions that that I can click on a subdivision and get interactive information about where you are at and what is going on there? Or is that available or not? I just have not looked.

Nichols: Yes, sir. Mr. Chairman. Yes, you should be able to access those various projects. We have been working with our website and our press information office to have it more currently updated. Our GIS program does a very good job with that. I will follow up to make sure that, I will make sure that the links are available to you. One of the things that we have done with our work with the press information offices is we are being required now to become ADA compliant with that information. One of the things that came from that was
several of the graphics cannot be shown because you have to be able to explain it without referencing a photo or a map or something of that nature. We are working with that. We will get that updated. I will make sure that I get a link for you.

Chair Curnutt: Okay. Thank you. Any other questions?

Newby: I am good.

Chair Curnutt: Thank you very much for your presentation. Always have warm news from you. Thank you.

Nichols: Thank you, sir.

E. **At Large Vacancy Seat Verbal Update by Denise Alejandre:**

Chair Curnutt: Okay, I think we are ready for item 9 E. Denise Alejandre, will give us an update on our vacant position.

Alejandre: Good afternoon, Chairman and Commissioners. Denise Alejandre, Interim Senior Office Manager. This is just to go over with Mr. Mark O'Neill leaving us. Unfortunately, we do not have the action items for this agenda so We will go ahead and put it for next months for voting to see how you want to proceed with replacing him. Options will be if you want to go with the second highest ranking applicant, which was Mr. Olesky, John R. Olesky who had the eight points or if you wanted to proceed with advertising and seeing who applies. That would be the update that I have. We would have to put it to vote for next month's meeting.

Chair Curnutt: Okay, I am sorry. You are asking if we want to go ahead and go out and recruit again, or take the second rank that we had last month?

Alejandre: Yes, so those would be the two options that we have. However, we will not put it into vote until next month's meeting since we do not have any action items because it was removed from our agenda.

Chair Curnutt: Okay.

Alejandre: We will put it to vote for next month.

Chair Curnutt: Okay. What are you asking for input as to whether we want to put our own vote to go?

Alejandre: Yes.

Chair Curnutt: Do you need a motion?

Alejandre: I believe so. Yes.
Chair Curnutt: All right. Do I hear a motion?

Haworth: What are we voting on now? Are we voting to just go ahead with your existing cause I do not see any action or are we voting to you know look at the possibility of going out again? Or are we looking at both options?

Chair Curnutt: The way I understand it is we have the ability if we vote next time to go out to recruit again, then We have put off selection till the following month so would be...

Alejandro: Yes. The motion would be to vote to make the voting for next month. Does that make sense?

Newby: We cannot.

Alejandro: We cannot vote right now.

Newby: Yes, because It is not on the agenda.

Alejandro: Exactly.

Newby: This is a vote to put it on the agenda next month to make that decision.

Alejandro: Yes.

Newby: I think.

Haworth: So, Moved.

Newby: Second.

Chair Curnutt: I have a motion and a second. All in favor.

Newby: Aye.

Haworth: Aye.

Chair Curnutt: Aye. Also, on next month's meeting we need a motion put on the agenda to vote for Vice-Chair.

Alejandro: Yes.

Chair Curnutt: Okay. As everybody knows, with Mr. O'Neill leaving we have a vacant office of That is Vice-Chair. We do not have it on the agenda to deal with this month, so I need a motion to put it on the agenda for next month.

Newby: So, Made.
Haworth: Second.

Chair Curnutt: All right. We have a motion made and a second to put on the agenda next month to vote on the Vice-Chair. All in favor.

Newby: Aye.

Haworth: Aye.

Chair Curnutt: Aye. Okay, very good. Thank you. Do you have anything else on that Ms. Alejandre?

Alejandre: Not as of now, I do not.

Chair Curnutt: Okay.

10. **Next Meeting Date – May 25, 2023:**
   A. **Old Business:**
      i. Parks & Recreation Impact Fee Update by Robert Nunez/Sonya Delgado
      ii. Utilities Impact Fee Update by Domonique Rodriguez
   B. **New Business:**

Chair Curnutt: We will proceed down the agenda. The next regular meeting is May 25, 2023.

Haworth: 20223, so we are bound several thousand years away.

Chair Curnutt: We will do our best next month anyway. We have a proposal agenda, plus We have had a couple of items we just voted to go on to the agenda. Any other comments on the proposed agenda for next month? We still have some time to add to that, but I am open for any comments or additions.

Newby: I am good.

11. **Public Participation:**

Chair Curnutt: Then public participation. Anybody in the audience have anything you want to add to our meeting today, or comments or questions? Got them all asleep, good.

12. **Board Comments:**

   A. **Review City Staff and/or Consultant Follow-Up Items by Chair Curnutt:**

Chair Curnutt: All right, then any review comments or action items that we have, should say action items, and follow ups that you would like to review with us right quick Ms. Alejandre.
Alejandre: Chairman and Commissioners. What I have is follow up items that Cathy will provide a timeline for the grants and writing. The GO Bond in writing as well for the Committee's records. I also have that I will go ahead and work with her to set up the Parks and Rec tour with Parks and Rec, and with Public Safety with Fire Chief Smith. I also have the training packets to go ahead and put them in for next month as well. I have also sent out the e-mail with the City of Las Cruces Utilities update for the Impact Fee with the board's comments, the committee's questions, and the comments addressing them. Then follow up from Mr. Larry Nichols for the airport area. I believe that is it.

Haworth: Then we are getting the final report from the consultant, you have that down?

Alejandre: The final report.

Haworth: With the impact.

Chair Curnutt: We were going to get a copy again she said she is going to send a copy of the report.

Alejandre: Yes.

Haworth: Okay. I did not hear that.

Alejandre: That is all.

Chair Curnutt: Okay. Anybody catch something that I have overlooked? All right. Thank you. Any other comments by Committee Members? Staff?

13. Adjournment:

Chair Curnutt: All right, do I have a motion to adjourn?

Newby: So, Made.

Haworth: Second.

Chair Curnutt: Okay, a motion to adjourn had been made and a second. All in favor "aye."

Newby: Aye.

Haworth: Aye.
