Capital Improvements Advisory Committee

Minutes for the Meeting on
July 18, 2019
1:30 p.m.
Utilities Center
Conference Room 225

Committee Members Present:
Jason Lorenz, Vice-Chairman
Mark O'Neill, Committee Member
Eugene Suttmiller, Committee Member

City Staff Present:
Desirae Arellano, Senior Office Assistant, Temp
Paul Brock, Police Deputy Chief
Carl Clark, Utilities Deputy Director RES/TS
Sarah Cundiff, Management Analyst Public Works
Sonya Delgado, Parks & Recreation Director
David Maestas, Public Works Director
Lizeth Nanez, Senior Office Assistant
Larry Nichols, Community Development Director
Jose Provencio, Deputy Director Business Services

Committee Members Absent:
Steve Newby, Committee Member

Others:
Becky Baum, RC Creations, LLC

Vice-Chair Lorenz called the regular meeting to order at approximately 1:33 p.m.

1. Conflict of Interest:
Lorenz: I am to ask if there's any member of the committee or any member of the City staff that has any known Conflict of Interest with any item on the agenda today.

There were none.

2. Acceptance of the Agenda:
Lorenz: Let's move on to the Acceptance of the Agenda. Are there any edits anybody would like to make to the agenda today or are you okay with this?

Suttmiller: I'm okay with it and I make a motion we accept the agenda.

O'Neill: I'll second that.

Lorenz: All in favor.

The Agenda was Accepted Unanimously 3-0.

3. Acceptance of the Minutes:
Lorenz: Did everybody get a chance to read the minutes? Do I hear a motion to approve the minutes?

Suttmiller: Motioned.

O’Neill: I’ll second.

Lorenz: All in favor.

The Minutes were Approved Unanimously 3-0.

4. **New Business:**
   a. **FY2020-2025 Capital Improvement Program:**

Lorenz: Okay, so we have a report from Public Works about Capital Improvements Program FY2020 to 2025.

Maestas: Good afternoon Mr. Chairman, Members of the Committee. I am David Maestas, Director of Public Works with the City of Las Cruces. As you mentioned the discussion before you is going to be a summary about the process and development that the City goes through for its Capital Improvements Program. Providing you that discussion is going to be Ms. Sarah Cundiff, the Management Analyst with Public Works. She is an integral and critical part to the development of this list and therefore she’s highly qualified to provide this discussion for you. She also will be available for questions that you may have. I will still be here if we get to questions before another appointment that I have at 2:30, but again if it’s Sarah Cundiff you are in great hands with her.

She is going to give you a summary about some of the prioritization matrix that we have developed to help us with the program itself. Also, to let you know about some of the new initiatives that we have in place that help us better track our performance measures and help us meet our strategic business plan. With that I’ll turn it over to Ms. Cundiff. Thank you.

Cundiff: Thank you Mr. Maestas. Good afternoon Vice-Chair, Members of the Committee. My name is Sarah Cundiff. I’m the Management Analyst for Public Works. You may recognize me. Last time I was here I did a presentation about the Impact Fees. I was a Financial Reporting Analyst at the time so I’m now in a new capacity as a Management Analyst of Public Works. Within my capacity I manage the planning side and putting together of the CIP or Capital Improvements Program. You will hear me refer to it as a CIP very often and I’m sure lots of other acronyms will fly your way. If I say one and you need to pause me for clarification, please don’t be afraid to do so.

Our process in Public Works is to gather the departments in early/mid fall. We have the departments submit lists of projects to Public Works. Each one of those projects has a prioritized score and a rank. The difference between the score and the rank is the score is based on matrices. Matrices are specified
between two different categories and we will go over that in a few slides. The rank is a choice of the department to designate, which projects are their top priority in getting funded and moved forward for that year. Now the ranking as you see in bullet point number two here is that the newly funded projects are ranked. We have many CIP projects that have started one, two, three fiscal years ago. They take many years to complete. We don't rank those as it's a priority to complete the project and continue the project. We rank the new projects so that as projects are coming up for funding for the very first time, we can determine them and the amount of money we have, which projects to fund.

The CIP does go to Council for approval. It was approved on May 20th by the City of Las Cruces Council. Amendments are then taken during the second meeting of every month to Council. Should we need to amend a project because we underestimated or overestimated a carryover value, should we need to amend a project because it's been completed, legislative appropriation has been received and a new project will now be funded, items such as that require amendments and they're taken during the second meeting of every month for the Council.

As I mentioned some matrices are used to do the prioritization. This is how they are scored. We have two matrices. The first one is for Capital Projects. We discuss with our departments, which projects we consider capital and which projects we consider maintenance. For these capital items they choose a designation; zero, one, two, or three within each row and column. For strategic alignment if the project aligns with the City-wide Strategic Plan or mission, they get a score of 15 for that line item, being three times five. For example, if they did not have any strategic alignment on the project, they would get zero points, being zero times five. So, on and so forth they go through each one of these categories. They pick a rank: zero, one, two, or three. The rank designates a score and the score is submitted with the project to Public Works. These scores help us designate, which items should come up for funding next. If we have available funding, we choose the next project with a high score and rank.

Here is the matrix for maintenance projects. The factors are a little different for maintenance projects. Maintenance projects are considered items, which are replacing, replenishing, or rehabilitation on existing infrastructure, projects that are ongoing. As opposed to building a new building or expanding a new building. For example, maintenance would be fixing the air conditioner at the Animal Services Center. It's quite expensive. It is going to be capitalized because of the monetary value. However, it's a maintenance type activity. These maintenance types activities often fall into criteria such as it is a concern for safety, health, environmental, it's an emergency. There's external factors like we have a need to use some facilities based on currently we have the asylum seekers using a facility that needed a new air conditioner or any kind of maintenance. Those types of activities would be external factors. Those external factors, existing capital, and safety, health, and environmental
concerns will help them designate a score of zero, one, two, or three. Again, they use the matrices. It gives them a score and those scores are used later on.

I’m going to move on to the structure of the CIP. This is put together once all of the projects have been turned in with their rank and score. Your print out is in black and white. However, on the screen you can see the center column is green like the color of money. That is for funded projects. Any project you see in that column designates that there is budget in Fiscal Year 2020 for this project. If the project’s monetary value is listed in an outer year, it is not yet budgeted.

You can also see the rank in the purple box of projects. You can see the rank. The image I'm showing you is specific to the first page of the CIP so you can see the newly funded projects in Public Works. We have 14 newly funded projects on this year's CIP so you can see the ranks kind of scattered amongst those projects there in the project area.

Now the outer years being 2021, 2022, 2023, 2024, and 2025 is what we refer to as the ICIP or Infrastructure and Capital Improvement Plan. This portion of our CIP is considered the ICIP by the State of New Mexico. We submit these projects on an annual basis to the ICIP database, in which case they are assigned a number. As ICIP projects are assigned a number they then become eligible for legislative funding and are often taken to the legislative session and advocated for funding.

The last column, the last area you'll see in the green is the funding source. It does designate a general funding source. It's not specific as to the fund number or fund name, but it will tell you whether or not it's taxes, a grant, it's coming from the TIP (Transportation Improvement Program) fund. Kind of general umbrella ideas and later on I will show you, we'll go through the other handout in your packet. You can see the list of funding sources.

Here I'm going to show you just the newly funded projects. This page is not in your handout. I put together this slide just so you could see all the newly funded in one place. These are projects one through 14. All of these projects are being funded for the very first time as of July 1st. Many of these projects have been on what we would call the waiting list. Meaning they were on the CIP last year waiting for funding, they came up, their score was high enough, their rank was high enough, that as we allocated funding to the top projects these were the top four.

Newly funded projects will come up as the year goes on and we do not rank projects, newly funded projects that come in as the year moves forward. We only rank the newly funded projects for the very first cycle of the CIP at the beginning of the year. Oftentimes the projects we add to the newly funded list are going to be projects that are now funded by legislative appropriation. In fact, we had many projects get added just Monday for newly funded projects.
by legislative appropriations. They don't require the ranking and scoring. We're getting the funding. We don't have to weigh out the funding with any other projects. The funding is coming from the State. It's guaranteed. Once we accept the agreement, it's added to the CIP.

We have many other categories on the CIP. The next category you'll see is carryovers. These are projects that span multiple years. We have carryover projects in nearly all of our departments. A lot of our Capital Improvement Projects do span one, two, three, even beyond in fiscal years.

Now there are few departments that have annual projects. Annual projects are items, which do improve our infrastructure and are directly related to capital, however, are not a one time or unforeseen expense. These are items like repaving our streets, remarking the marks on our roadways, maintaining our traffic signal database that's called an ITS software, items like that. They directly relate to our infrastructure and we do it every single year. We set aside funding every single year for these projects. Economic Development and Utilities are in this pool with us with annual projects. We will very likely see other departments begin to put annual projects on the CIP moving forward.

The last category you have is future projects. You'll notice there is no funding in the green column. These projects are anticipated to start in coming years and will be on that waiting list, as we call it, for funding. They will go through the project, the process of getting a rank and a score next year and if their rank and score is high enough and the funding is available those projects will move into the inner year of the funded green column.

Before I move on to questions, I'd like to just briefly go through the last handout you have, which is the actual infrastructure plan. It's about 14 pages long. At the bottom you can see some abbreviations and notes. Just going to pull it up for me, aren't you? Thank you, ma'am. Perfect. Down here you can see the abbreviations and notes. Anytime in this funded source column you have questions, you can refer to the bottom and they will clarify abbreviations or words like grants. For example, grants; what kind of grants? Are we talking state, local, federal, private entity? When we use the term grants in the funding source it includes all of them.

Other funding sources include state entitlements, developer contributions, and donations. For example, you know a developer contributes to a specific park, a specific roadway, a specific traffic signal; that's not a donation because there is a service required from us to render. It's not a grant, there is no expiration or agreement like the state provides us. Those unusual categories are listed as other and those are your three.

Now you will see PIF (Park Impact Fees), which you all live in the world of PIF, Park Impact Fees and so does Sonya Delgado over here. PSIF or Public Safety Impact Fees, you all should be aware of those as well. WIF and WWIF those are Water and Wastewater Impact Fees. Down here at the bottom you see TIDD. TIDD is our Tax Increment Development District for Downtown. That
funding is specifically, the revenue is specifically designated to use for the district, in which the TIDD is received. Those projects are very specific. You can see two up here that are listed on this first page using TIDD. One is Campo and the other one is parking lot seven and the bathrooms with parking lot seven. For example, the 2A Downtown conversion that just got completed used TIDD funding as well. Anything that lies within that district will often be eligible and utilize TIDD funding.

That's the structure of the CIP. As you move down in pages you will see it moves from Public Works and down to Parks and Rec is next. There's Sonya's world. Down here we have our new projects for carryovers. Sonya doesn't have any annual projects listed yet although that may change in the near future. All of Sonya's wish list items, you could say, all of her future projects, and it moves forward then to other departments. Economic Development, Quality of Life, and Utilities. You're very last page will show you the totals by type for all the departments.

The CIP does get amended as I mentioned nearly every month. We rarely have a month go by that we don't amend the CIP so the handout I provided you is the CIP as accepted as of May 20, 2019. Amendments will happen to this document. It is a living document not a static document. Please do be aware that if you reference this handout in the future amendments may have changed. Amendments may have been accepted by Council between now and then. With that I will open it up for questions.

O'Neill: I have questions.

Cundiff: Yes sir.

O'Neill: First when you talk about the TIDD district that's strictly a special district drawn up for downtown or when you say district is that District 1, which is downtown?

Cundiff: It's a special district.

O'Neill: A special district.

Cundiff: Yes sir. Specifically, for downtown.

O'Neill: For downtown. The ICIP, the way I understand it, which relies on outside funding off the charts, right? From what you presented.

Cundiff: It can involve outside funding.

O'Neill: Okay. I understand that to be, we're competing with those projects with the rest of the State. Is that correct?

Cundiff: Correct. As items go up to the legislative session everyone in the State competes for that funding. The only projects that can be in the running for that
funding are items, which have an ICIP number. Only those projects are eligible to be in the running. Now we do have projects that are on the ICIP in outer years that we plan on funding ourselves, so we coordinate with grants, administration. We typically don't encourage that funding is sought for an item if we already have the funding secured, unless we need it.

O'Neill: Okay.

Cundiff: That process, I don't know if David Maestas wants to add anything to that, but that process - really what it comes down to is the projects, for which we don't have funding for we encourage that, and I don't know the term, the title for the gentleman who goes up and advocates for us. Those are the projects, in which we seek funding.

O'Neill: Okay so they're going to prioritize the projects sent from all the different cities in New Mexico and so we need to make sure that if we're sending something to them, especially if we need funding, that we make it look like a real need down here.

Cundiff: Yes.

O'Neill: We have to really emphasize.

Cundiff: We show the need and we show that we're shovel ready.

O'Neill: Okay.

Maestas: Good afternoon Mr. Vice-Chair, Committee Member O'Neill. The title that Sarah Cundiff was looking for is our lobbyist. We work closely with Mr. Horan and from his feedback we know or get an idea of what the legislature is willing to fund. We pair that with our ICIP list so that the prioritized list we are sending because although they have the entire list on file, we only set a priority list of 10 projects. We make sure that those 10 projects match what he has been talking to our legislative staff about.

O'Neill: Okay thank you. One more question, just so I understand the whole dynamic here. The departments in the City as far as the CIP, the Capital Improvement Projects, they send their requests into staff?

Cundiff: Correct.

O'Neill: Which is who? Who were they sending them to?

Cundiff: Me.

O'Neill: You.

Cundiff: Yes sir.
O'Neill: Which is, and what was your title again?

Cundiff: I'm the Management Analyst for Public Works.

O'Neill: Okay, and so then your department is the one that does the rankings and the priorities? Or are we involved in that? We're not.

Cundiff: The departments themselves set the score and the ranking. Then together collaboratively, we come together, all the departments that submitted. Because each department has a rank number one, so if we have five departments who submitted rank number one, we get together and discuss. We look at the scores, what funding do we have available, and we as a team of Management Analysts, Department Heads, Directors, those types of individuals, we decide of those five number ones, which is the number one, which is number two. That's how we set the rank that you saw on the slide with the newly funded projects. Because of those 14, five of them are ranked number one and five of them are ranked number two. We had to go through as a committee and make those decisions together.

O'Neill: Is there anyone independent on the committee? Because everyone's going to be advocating for their own projects obviously. Do you understand what I'm saying?

Cundiff: I see, yes.

Lorenz: You're involved in the prioritizing. Is there anyone independent from the City?

Maestas: Mr. Vice-Chair, Committee Member O'Neill. What we do in the first part of that, if you recall in the presentation, was that prioritization matrix and in that is where we get numbers from independent sources. In that matrix there were items like community input, community benefit. In developing these numbers, we get outside input on that.

O'Neill: Okay that comes from each department.

Maestas: That's correct. That comes from each department and has the outside input. Then when we get together as a committee of Department Directors and Management Analysts, we take these higher numbers and from there we prioritize them for the rankings that were on that other sheet that we were just looking at. Then we take that to Council and Council provides that final outside check based on what their constituents have been telling them for prioritizing and approving this Capital Improvement list.

O'Neill: Okay, and then where do we fit in? We're just to approve what you're doing?

Maestas: Great question. None of this funding that's in place here comes through the Capital Improvements Advisory Committee (CIAC). That's why you don't see
any of it. We can give you updates, we can let you know what projects are going on, but that's why there's no advisory input from this Committee.

O'Neill: We're just being made aware of what's going on?

Maestas: That's correct.

Cundiff: Yes sir.

O'Neill: Thank you.

Maestas: You're welcome.

O'Neill: That's all.

Lorenz: Well the next thing that we are tasked with as a Committee is to determine what to do with the Wastewater and Water Impact Fees. In your list here, I see one item that's funded with Wastewater Impact Fees and I see one item that's funded with Water Impact Fees and the descriptions of those items are very general. Water development, wastewater development. Is there any path or any way for us to find out what that actually is and how often those types of costs are occurring?

Suttmiller: We're briefed by the agencies that have Capital Improvement. Like he's going to, the chief is going to report to us what's going on with the police and we get a chance to have our input when that's happening or when they come up for renewal. Just like we were doing.

Lorenz: Which this is coming up for renewal right now.

Suttmiller: You're right.

Lorenz: Which is what makes me ask the question.

Suttmiller: As far as the scoring of them, no we don't have any impact on that. We do have...

Lorenz: No, not the scoring. I mean it just says water development. There're 18 gazillion things that could be water development.

Suttmiller: There is an impact improvement, Capital Improvement Program that is presented to us by the Water company. We get our say to a certain extent on that but we're basically an advisory group.

Lorenz: I understand that, but I don't think you understood my question. What my question was is when are we going to and how do we find out what these projects are and how often they need to be funded?
Maestas: Very good. Good questions Mr. Vice-Chair and Committee Members. Committee Member Suttmiller you were right on key. You actually see these projects and I apologize we should have said this as part of our discussion. If you see something that has Utility in there, that has already come to you beforehand and been approved as part of your review process for Utility projects and then when it goes to City Council that's more of a formality for the funding amount. We don't have any say on the funding or the funding use for that. That's already been taken care of through your Committee.

Lorenz: You just execute it as Public Works.

Maestas: We just put it on there so that we have one entire Capital Improvement Program for the City of Las Cruces. That goes to a different prioritization matrix than the other projects.

Lorenz: Okay. Thank you.

Maestas: You're welcome.

O'Neill: I have one after, you have any questions?

Suttmiller: No.

O'Neill: Being that we're the Capital Improvements Advisory Board, how would we...if we had a priority, if we thought certain things should be a priority, can we weigh in or can we not?

Suttmiller: We weigh in when, like Sonya has been presenting hers and she's got a list of what are the top Capital Improvements that she submitted in her and has been submitted to us, I believe earlier, has it not Sonya? I'm sorry to drag you in but these are two new people.

O'Neill: Will we just rely on the departments to view their priorities.

Suttmiller: Right.

O'Neill: That's what you're saying.

Suttmiller: Yes, we make recommendations to the department. The department's presented to us and we make, we get our input then and then it goes to the Public Works who is the City's designated people to do the rest of the work and they submit it to the Council. We get our shot at it before it gets to Public Works. It doesn't go.

O'Neill: Do we, that's what I'm asking?

Suttmiller: Yes, we do. Yes, we do.
Delgado: Mr. Chair, Members of the Board. Sonya Delgado, Parks and Recreation Director. Just a little bit of clarification. You've seen the list. Parks and Rec has two lists. We have one that we do internally because they're the projects aren't large enough for Public Works to help us on the construction portion because as you can see, they have quite a large list with very large items. If they're smaller than that, then we take care of them. We do work with them as far as guidance, making sure we got the right things in place, what have you. That particular list you saw was our internal one and that one's about 20, 25 long right now. Then of course we have the big list, which is the CIP that has just been presented to you.

Suttmiller: That was the one that was $42 million the last time I saw.

Delgado: This is the one that's $42 million. If you look at both current and then our future, we're sitting at $42 million but that does not count the 20 plus projects we have going on right now. We already clipped $3 million, which in our Park and Rec Impact Fees we have about $3.4 million. I just got added two projects to that and I'm already in the $6 million, which I'm not going to be able to get done this year.

Suttmiller: That will all be presented to us and then we make our thing. We come before it goes to the Public Works. I'm sorry.

Maestas: Does that answer your question?

O'Neill: Pretty much.

Lorenz: I don't have any further questions. Thank you very much.

Cundiff: Without any further questions I'd like to thank you for your time and hope you have a great day. Thank you.

Suttmiller: It was a good presentation.

O'Neill: Thank you, yes. Very detailed.

5. Old Business
   a. Utilities Department Impact Fee Update:

Lorenz: Mr. Provencio has an Impact Fee update for us. Thank you by the way for the tour last month.

O'Neill: Yes, appreciate that.

Provencio: Vice-Chair, Commissioners thank you. You're welcome and it was not too bad of a day. It wasn't too hot, so it was pleasant. That was the first time I got to be on one of those too.

Lorenz: A nice view from the top of the tank.
Provencio: Right.

O'Neill: He didn't know.

Provencio: Chairman and Commissioners.

Suttmiller: I've been up there twice.

O'Neill: I know. I'm just giving you a hard time. I barely made it.

Provencio: At this point I have an update in terms of the consultant TischlerBise is finishing up the preliminary draft. The plan was to have something in front of you, in front of us that we could present the Advisory Committee with some preliminary data. They're about two weeks a little bit behind completing that preliminary draft. We've been assured by the consultants that they'll have something to us by the end of next week. By this time, by the next Committee meeting we will have reviewed and have the position to present the preliminary draft.

Of the Development Impact Fee both Water and Wastewater and its impact on the charges that would be coming from that evaluation and update. I just, work's progressing. Just in summary work is progressing and we will be getting preliminary draft here shortly.

Lorenz: Okay, thank you very much.

6. **Next Meeting Date:**
**THE FOLLOWING ARE SUMMARIZED MINUTES DUE TO RECORDER ISSUES.**

Lorenz: Stated the next meeting would be August 15, 2019. And also mentioned they have Utilities and some financial review.

7. **Public Participation:**

Lorenz: Any Public Participation?

8. **Board Comments:**

Lorenz: Asked if anyone had any Board Comments. Also asked about what the Board is allowed to do.

**END OF SUMMARIZED MINUTES DUE TO RECORDER ISSUES.**

Lorenz: Sonya or Mr. Provencio or anybody else would be able to accurately represent that other than the Committee ourselves. I would like to know what more we can do to provide our recommendations to City Council?

Delgado: Mr. Chair, Members of the Board. Sonya Delgado, Parks and Recreation. I can tell you how Parks and Recreation Board takes things to Council. They are also
an advisory board. We've done it two different ways; one, when we need them to give action on a Master Plan for example, or even when they did the Parks and Rec Master Plan, they can, I've had on occasion had our Chair write a letter and they can say what have you and then we run that through and the Chair will sign it for the board because it's on a consensus. We've had our board present to Council. When they present to Council it's more of a "This is what we've done in the last six months. Maybe what we've done in a year" type of thing. You certainly can write a letter. When you go to approve at times there's been, that's when they say, "I move to approve this with the caveat that I want a letter that kind of outlines bullet form from our board. You can do that, and it's attached. When I took the PIF, I attached your notes, I highlighted where you discussed just the PIF, that's the part that goes in there, and so they have that directly. They don't have to sort through the entire meeting. They just get...

Lorenz: All right, because it's pages.

O'Neill: One page.

Delgado: ...They just get, when the PIF started the discussion and then when it was done, and you move on to item whatever was afterwards. That's the portion they get. Because if they bet the other one it's probably going to be about this high (hands about a foot apart), so they get that portion. They got that portion from you. They got that portion from the Parks and Rec Board, they also got any other notes that were associated with it, when we have open meetings, those types of things. That document was pretty big. They went through them and they have that. They can go through them rather quickly. They also have access to them on the web just like you do. They could have looked at them in their entirety, some of them did, they made comments to me after the fact. My job is to present it. It supposed to be short and sweet, they're supposed to go through all those details. My job is to give them your final answer. Now if you would've given me your answer and said, "I want this answer but this, this, and this with it." Then that's how I would present it back. You can do that at the time. That's how we've done with the Parks and Rec Advisory Board. I would definitely consult with Marcy in Legal just to make sure and I'm sure she can lay that out for you.

Lorenz: Thank you very much.

Delgado: Just a couple of examples.

Lorenz: Great. Thank you.

Provencio: Vice-Chair and Commissioners. I can address the point from the Utilities side. Whatever decision is formulating here at this level, the recommendation is made to our Utilities Board. Much of the same manner as like we've reviewed the points, these are the pertinent facts, this is what you recommend to the Board to consider. Everything's fairly linear as communication goes up to the
approving body. We’ve just finished going through this process with Utility
Customer Advisory Group (UCAG) where the UCAG made their
recommendation to the Board and the Board can look at it, accept it as whole,
modify it somewhat, but they have what your deliberations and your
discussions have been.

Lorenz: I understand. Thank you.

O’Neill: Can I weigh in on that just a little? I agree with you 100%. I think especially
on something as important as Impact Fees that it doesn't just come from one
member of the board like a report, it should be a collective, something we've
discussed and then we agree to extend that in. Of course, they have our motion
and our second, and our vote and they know how we feel about it, but we want
to explain whether it was a dissenting view here on this topic, and briefly put
what it was and that way.

Lorenz: Just a couple of paragraphs.

O’Neill: A couple of paragraphs just saying this is what we support, this is how we
came to our decision.

Suttmiller: I agree they need to know but one of the things is, this is a committee not a
board. The Board sits over there. We report to that Board. At that time, we're
given the opportunity to say anything we want to say. That Board talks to the
Council. It's just there's a chain of command basically and you don't jump
around it. Now you have every right as a citizen to get up there and say
whatever the heck you want to say.

Lorenz: I don't think I do.

Suttmiller: Yes, you do.

Lorenz: I don't think.

O’Neill: The courage to do that.

Suttmiller: You cannot pretext it with "I'm speaking for the..." This is my personal take on
it. I was part of the process and this is my personal take. Again, I'm not
disagreeing with you I'm just talking bureaucratic procedures. You were on the
Board for the Parks and Rec Department. The Board for us is over there. We
are a committee that reports to them to a certain extent. We don't report to
them, but we advise them as far as Capital Improvement Projects go, just like
we advise. Sonya can say, "I want to present this to the Board who will go to
the Council." We can go over and talk to the Board if that's what she wanted
and say, "This is what we do." I've presented to the Board here a couple of
times, several times, and this is how I felt and this how we felt as a Board and
this is why we did this.
O'Neill: That letter that we would put together that way like we're discussing was of the Board and they can choose or choose not to give it to the City Council.

Suttmiller: Right. They're the one that votes yes or no from our point of view. Then it goes to the City Council, which has plenipotentiary powers to say, "Yes or it's dead or change it actually." What you want to do is keep in mind we are a committee by state law that has a mission to advise people.

Lorenz: Correct.

Suttmiller: The normal thing is Boards in the City Manager talked to the Council and any citizen can talk to the Council.

O'Neill: You are saying we are not allowed to go to the City Council. Is that what you're saying?

Suttmiller: As a Board, yes. Basically, as a Board. I'm pretty sure Marcy...it's been about three years now since we were briefed by Marcy on this.

Lorenz: I thought it was last year, last fall.

Suttmiller: Was it?

Lorenz: Maybe it was a meeting that you missed. I'm going to go back and look at those minutes.

Suttmiller: Call her, I guess.

Lorenz: I certainly don't want to step on toes.

Suttmiller: No, no. You certainly won't step on my toes.

Lorenz: I want to make sure that our intentions are accurately represented to the bodies.

Suttmiller: Absolutely.

O'Neill: We should put that in our letter then if we have to go through the Board, we would like this presented. We would like our opinions on this page here.

Suttmiller: The reasoning why. This is what the Committee recommends as in the case with the Parks Department that make snappy rates. Why did we do that? This reason and this reason and this reason. The Wastewater, I presented to the Board on that when we went through it and we had that new contentious one with whiners and everything, we had a chance to expound. That was a different committee. Again, the thing is when we're doing Utilities that's the Board we report to.
Lorenz: Speaking of that, if that report, the draft of the report is available with enough time for us to read it before we meet again. I would love to meet next month. If for some reason, it's not available before we meet next month, I'm not sure there's a point.

Provencio: Vice-Chair and Committee. That's correct. I mean the whole objective is to get a preliminary draft in your hands with sufficient time.

Suttmiller: Also, previously the Board Chairman has met with the City Manager to explain ours...

O'Neill: That's what we're trying to schedule.

Suttmiller: What I think we're trying to schedule is we have pretty much always just made a paper report, said this is what we did all year, here it is, got any questions, call. Mr. Beerman desired a meeting and he asked for it and he wants one, good. Again, you'll get the meeting. If you become the Board Chairman, which I would heartedly endorse.

Lorenz: We're one member short, which you're advertising for currently so hopefully we'll get that. I don't think we really need to make a decision on any changes in roles in the next...

Suttmiller: Not until we've got a full Board. If we can't get a full Board fairly quickly, at least four members.

Lorenz: I'm happy to run the meetings until then. I'm not the best at Robert's Rules but I'll do my best.

Suttmiller: I tend to make my way around it.

Lorenz: Are there any other comments from the Board?

9. Adjournment:
Lorenz: Adjourn.

O'Neill: I'll make a motion to adjourn.

Adjournment was unanimously approved.

Jason Lorenz, CIAC Vice-Chair Date