

Capital Improvements Advisory Committee

Minutes for the Meeting on
September 17, 2020
1:30 p.m.
Utilities Center
Conference Room 218
via Zoom Video Transmission

Committee Members Present:

Jason Lorenz, Chairman
Steve Newby, Committee Member
Mark O'Neill, Committee Member
Adam Roberts, Committee Member

Committee Members Absent

Eugene Suttmiller, Vice-Chairman

Others:

Harry Hardee, Commissioner LCU Board

City Staff Present:

Liam Beasley, Accountant
Robert Cabello, Senior Assistant City Attorney
Yvette Cenicerros, Senior Office Assistant Temp
Carl Clark, Deputy Director
Environmental/Technical Support
Sonya Delgado, Parks and Recreation Director
Adrian Guzman, Media Operations and Production Coordinator
Cody Haver, Fire Battalion Chief
David Maestas, City Manager Advisor
Amanda Mendez, Senior Office Assistant Temp.
Lizeth Nanez, Senior Office Assistant
Larry Nichols, Community Development Director
Jose Provencio, Deputy Director Business Services
Domonique Rodriguez, Rate Economic Analysis Manager
Alma Ruiz, Senior Officer Manager
Delilah Walsh, Interim Utilities Director

Chair Lorenz called the regular meeting to order at approximately 1:36 p.m.

Chair Lorenz: First I have a message from the Attorney General about these types of meetings. We have in attendance today myself, Chairman Jason Lorenz. We have Mark O'Neill, and we have Adam Roberts. Not attending today is Eugene Suttmiller, and hopefully Steve Newby will make it. All members of the public body participating remotely must identify themselves whenever they speak and must be clearly audible to the other members of the public body and to the public. Members of the public should be afforded remote access via Livestream or other similar technology if possible, or call-in number for listening by phone. The Chair should suspend discussion if the

audio or video is interrupted, and I'm sure Adrian Guzman will let me know if that happens. All votes of the public body must be by roll call, and the public body should produce and maintain a recording of the open session of the meeting.

1. Conflict of Interest:

Lorenz: Now, are there any member of the committee or member of the City staff that has any known Conflict of Interest with any item on the agenda today? I hear none.

There were none.

2. Acceptance of the Agenda:

Lorenz: I need a motion to accept the agenda.

O'Neill: I'll make such a motion. This is Mark O'Neill.

Lorenz: Thank you Mark. Is there a second?

Roberts: Adam.

Lorenz: Thank you Adam. All in favor.

The Agenda was Accepted Unanimously 3-0.

3. Acceptance of the Minutes:

a. Regular Meeting on May 21, 2020.

Lorenz: Next, I need a motion to Accept the Minutes. I assume you've had an opportunity to go over them.

Roberts: Yes, I'll make a motion.

Lorenz: Thank you Adam. And a second Mark.

O'Neill: Yeah, second.

Lorenz: All in favor.

The Minutes were Approved Unanimously 3-0.

Lorenz: All right. Next, first item of New Business is a Utilities Department Impact Fee Update by Mr. Provencio.

Ruiz: I'm sorry. Jason, can you take the acceptance by roll call, please?

Lorenz: Oh, sure. I'll go ahead and take the Acceptance of the Agenda and the Minutes together. Mr. Roberts.

Roberts: Yes, sorry.

Lorenz: Thank you. Mr. O'Neill.

O'Neill: Yes.

Lorenz: That good enough for you Alma.

O'Neill: You have to vote too.

Ruiz: As long as you accept as well.

Lorenz: Yes. Yes, I do. Thank you.

4. New Business:

a. Utilities Department Impact Fee Update

Lorenz: All right now Mr. Provencio.

Provencio: Okay. Good afternoon Chairman, Commission Members. Jose Provencio, Deputy Director for Business Services for the Utilities Department. I'll present the wrap up review of the last Fiscal Year's budget.

Ruiz: I'm sorry Joe. The first item of the agenda is the Impact Fee Update.

Provencio: Oh, I'm sorry. That's right. I got ahead of myself. The Impact Fee Update. The work session was held this this Monday where the Council discussed the concept of the allocation. After a long deliberation there was a recommendation to revisit the whole policymaking of the allocation for the Water and Wastewater Impact Fees. They did approve the recommendation by the Utilities Board for increase in the Water and Wastewater Development Impact Fees. And that concludes that segment of the update for today's meeting.

5. Old Business:

a. Utilities FY20 End-of-Year Financial Review

Provencio: Okay, now we're at the presentation providing the summary for Fiscal Year 20 with respect to revenues for the Water and Wastewater Development Impact Fees. For each one of the slides here we present both the monthly revenues collected for each one of the components, the builder, developer, customer, and the rate base. Each slide for both Water and for Wastewater presents this level of activity in terms of scale throughout the year.

Slide number three presents the activity for Wastewater which is pretty presents the magnitude of the revenues collected throughout the last fiscal year. Pages, or excuse me slides, four, and five present the cumulative activity for the past several years in regard to revenues collected for the Impact Fees both Water and Wastewater. Slide four presents the Water activity and slide five presents the activity of accumulated revenues for total

year end for Wastewater. The next slide presents the tabular data for Water and Wastewater as a means of comparison for Fiscal Year 19. The next slide presents the summary presentation for Fiscal Year 20. What we've added here is the target distributions for each of the, this is the line, the very bottom in red font to answer any questions or provide a base reference, as to how the Impact Fees are allocated between the builder, customer, and rate base, both for Water and Wastewater.

This is the presentation for Fiscal Year 19 actuals, and the actual and the budgeted Fiscal Year 20, and the recorded values and revenues and expenses for the Development Impact Fees, and the budget for Fiscal Year 21. Slide nine presents the same information but for Wastewater development. That pretty much presents the historical as well as the projected Fiscal Year 21. That ends the presentation. I'll stand by for any questions you may have.

Lorenz: I don't see any hands up from the Members. I do have one question for you Mr. Provencio. On a slide number seven, so you had mentioned that City Council tabled the conversation about the allocation and of course these fees are paid in an allocated way right now. This target line, is this actual or is this theoretical?

Provencio: It is the designated allocation factors even though it's titled target, the values that are denoted at the very bottom row are the existing allocation factors for Water and Wastewater, Chairman.

Lorenz: Okay, so it's not a calculation of what was actually collected but it's what is required by ordinance right now.

Provencio: That's correct, rather resolution, Chairman.

Lorenz: Resolution. Thank you.

Provencio: You're welcome.

Lorenz: That was the only question I have. Mr. O'Neill do you have anything?

O'Neill: No, not at this time.

Lorenz: Mr. Roberts.

Roberts: No, I have no questions.

Lorenz: Great. Thank you Mr. Provencio.

Provencio: Your welcome.

b. Public Safety FY20 End-of Year Financial Review

i. Public Safety Impact Fees Fund 2450 FY2020.

Lorenz: Next we have Public Safety Fiscal Year 20 End-of-Year Financial Review by Liam Beasley.

Beasley: Good afternoon Chairman and Commissioners. My name is Liam Beasley. I'm an accountant with the City of Las Cruces Finance section. This first presentation will be the Public Safety Impact Fees for Fiscal Year 2020. Here is the month to month revenues and expenditures during the course of the year. The average expenditure was about \$80,300.00 per month and the average revenue was \$53,000.00 per month. This is the cumulative amount for the entire Fiscal Year. By the end of the year the total revenue was at \$645,000.00 and the total expenditures are \$964,000.00. This is a comparison of revenue, expenditures, and fund balance over the previous six Fiscal Years from Fiscal Year 15. As you can see at the end of Fiscal Year 20 the fund balance remaining was \$530,000.00. This is about a 38% decrease from where we were at last Fiscal Year.

This is a comparison from month to month for the previous six years for Public Safety Fees collected, and then expanded as well. In Fiscal Year 19 there was \$1.3 million expenditures and then Fiscal Year 20 was \$964,000.00 like I mentioned, this is about a negative 25% drop. Then for the Impact Fees collected in Fiscal Year 20, was about the same as Fiscal Year 19. During the course of the year the Impact Fees were spent on Debt Service for two debt instruments. There was the 2014 loan for a fire vehicle and then the outstanding bond debt on the East Mesa Public Safety complex.

You should have been provided some tabular data that kind of makes up these graphs in the presentation. If you're looking at that you'll notice how October had negative transfers. This is just simply an accounting correction to bring the monthly transfers down to \$80,300.00 per month. The transfers out is what allows the Impact Fees to pay off the debt for what I just previously mentioned. And then also when you're looking at the data, the fair market value column, all that means is it's the unrealized gains or losses from what the City holds as investments. This is the particular amount that's allocated to the Public Safety Impact Fee fund. If there are any questions equals on the Public Safety Impact fees I can take those right now.

Lorenz: There was a table that you showed that isn't in my printout. Could you go back maybe about four or five slides, that showed the fund balance in a yellow bar. Thank you. I just wanted to have another look at that one. I have no further questions. Mr. O'Neill.

O'Neill: Yes, I have a couple of questions. A couple are related, one question is not related to my first question but, last time we brought this up there was a situation where you said the negative expenditure was because of transfers that allow Public Safety Impact Fees to pay off that debt that were set up incorrectly. Since then are they being set up correctly now? Has that been corrected?

- Beasley: Yes. That was corrected earlier in the Fiscal Year. It was just ...
- O'Neill: I'm sorry.
- Beasley: Sorry, continue.
- O'Neill: And I just wondered if it's all corrected now on these figures that we're getting now.
- Beasley: Yes sir. Everything is correct. So, it's just an accounting adjustment to bring back in the monthly amount of transfers into that \$80,300.00 which was budgeted at the beginning of the Fiscal Year.
- O'Neill: Okay, so that was to bring down the transfer, but we shouldn't have that situation come up again, or is that going to happen again?
- Beasley: No.
- O'Neill: Okay.
- Beasley: No. At the beginning of the Fiscal Year we have a certain amount allocated to transfer to pay off that debt. At the end of the Fiscal Year the appropriate amount was allocated. It was just the first few months were a bit different, and so that negative amount was just a correction to bring things back into line.
- O'Neill: So, is that something that could happen in the future? Is that like a one-time thing, will we have to do that again?
- Beasley: No, it shouldn't happen again.
- O'Neill: Okay. My other question is as far as the Public Safety funds, can you detail a little bit of what some of those funds go towards, what exactly those Public Safety funds so we have a little more detail as far as what that's spent on.
- Beasley: Right. For the past few years, it's only been used to pay off debt service for certain loans and bonds. As I had mentioned, there was the East Mesa Public Safety Complex that was built recently. Some of the Impact Fees are going towards the principal and interest on those debt payments. Previously there's been about three fire vehicles that there were loans taken out for, and those fees have been paying off those as well.
- O'Neill: Another question I have. One of our past meetings we have the Fire Department Chief come up and he had a safety fund. They need it or is that a separate fund just for the Fire Department. Because that was brought up at the meeting and he didn't have any requests for the money, so therefore we

didn't allot any or we didn't recommend the allotment of any new funds for him. But is that a part of this same fund?

Beasley: Commissioner. I believe, I don't recall exactly that conversation, but.

Lorenz: I can help you with that Mark. Yes, this is the fund and there was on the calendar an opportunity to review and revise the Public Safety Impact Fee. At that time he didn't feel that it needed revision so it wasn't really the removal or the absence of a fee, it was really the absence of a review of that fee at that time.

O'Neill: Okay.

Lorenz: Any other questions you've got Mark?

O'Neill: I'm good for that right now.

Lorenz: All right. Thank you. Mr. Roberts do you have anything for Liam on this?

Roberts: No, I don't.

Lorenz: Great. Well thank you very much Mr. Beasley.

c. Parks & Recreation FY20 End-of Year Financial Review

i. Parks & Development Impact Fees 4106 FY2020.

Lorenz: If you would move on to the Parks and Rec Financial Review.

Beasley: Alright, so the Park Development Impact Fee financials. This is also for Fiscal Year 2020. Here's the month to month revenues and expenditures. The average revenue was about \$127,000.00 per month and the average expenditure was \$44,000.00 per month. For the whole year, the total revenues ended up being about \$1.5 million and the total expenditures at the end of the Fiscal Year were a little over \$1 million.

The six-year comparison for revenues, expenditures, and fund balance. At the end of the year, the fund balance for Park Impact Fees was at \$4.7 million and this is about a 12% increase from where we were at the end of Fiscal Year 2019. Here's the month to month and six-year comparison for the actual Impact Fees collected and expended. Compared to Fiscal Year 2019, the Impact Fees collected were about 5% up, and then compared to the previous year as well, the expenditures were about 33% over Fiscal Year 2019.

In terms of what the Impact Fees were spent on over this past year, we had the East Mesa Outdoor Fitness Court, the Hadley Outdoor Fitness Court, the Calle Abuelo Neighborhood Park reimbursement to developers for parks and trails, the development in the Metro Verde subdivisions, and the Provencio Van Dame Field Lighting Project.

Again just some points of note going over the tables that were provided, when you see zero impact fees in September, there were actually \$78,000.00 collected but then \$78,000.00 issued in refunds for fees that should have been waived for a subdivision, and so that's why those net to zero during September. Again, finally the Fair Market Values, just the unrealized gains and losses from the City's investments. And this is the amount that was allocated to the Park Impact Fee fund. Any questions on the Park Impact Fees financials I can take right now.

Board Member Newby arrived approximately 1:50 p.m.

Lorenz: See Mr. Newby joined us. Thank you for coming in. I do have one question for you. Back on slide number four. It seems the fund balance increases dramatically every year. I know these funds have to be spent in a certain amount of time, I believe it's seven years, or they are to be refunded to the fee payer. Are we in danger of that happening?

Beasley: Chairman. Yes, I believe it is seven years as well. And I have a separate spreadsheet where I track the amount that gets carried over that we need to spend between each year, and as of right now we're not in danger. I don't have the exact numbers off the top of my head, but I can provide those.

Lorenz: I'm a bit concerned about that so I would like to see that the next time we hear from you. You don't need to run out tomorrow and round them up, but I would like to see that. How about the Committee? Does anybody have any questions? We'll start with Mr. O'Neill.

O'Neill: No, I don't, but I would like to see that as well, so we know where we stand.

Lorenz: Mr. Roberts?

Roberts: No additional questions. That was my only concern.

Lorenz: Mr. Newby?

Newby: Yes, Mr. Chairman. Yes, we've talked about this the last couple of meetings and it does seem that the projects that Parks and Cathy has presented this, there's quite a backlog but they seem to be making progress. I'd say we all have the same concern that we don't lose seven-year hitch there.

Lorenz: Yeah, to see that fund balance increase the way it does in respect to the revenues, I'm concerned there. I'd like to see accounting of that. That's all I have for you Liam. Thank you very much for the presentation.

Beasley: Thank you.

d. 2020 Construction Activity Quarterly Update

Lorenz: And finally, my good friend Mr. Larry Nichols has a 2020 Construction Activity quarterly update.

Nichols: Good afternoon, Chairman Lorenz, Committee Members, City staff, and public. Larry Nichols, Director of Community Development. I always look forward to these updates for the committee particularly since the last two years we've been experiencing, I'll paraphrase it into one word, a very robust construction activity that adds to the capital improvement program and to the activities. The Community Development Department, I've shown you this slide before but I just want to reemphasize that we do work with assistance of the public, the Council, and the departments and our committees and our boards and commissions. Particularly through the pandemic the Community Development Department was declared essential operation and we have for the last, I call it 10 months because really the pandemic began to come surface back in December. We have been on essential operation similar to the Fire Department, the Police Department, the Utility Department, and those to maintain the activity that has been generated during this time.

This is the department structure that during the pandemic that we have been using to maintain our essential operations. You'll note that I mentioned that we were an essential operation, we had 52 staff members. Those were permanent techs, inspectors, planners, GIS, and neighborhood specialists. In particular under the neighborhood specialist is where all of the grant programming has been distributed and contributed to our agencies that we are in contract with. Community of Hope would be an example of those, but they all add to the activity within the City and to enable us to continue our daily lives.

So, I used the word robust. This slide indicates here, sorry I'm going back over my slides so I can read it easier. The permanent valuation during this year from year to date is at \$164 million. That shows about a 9% increase over last year's activities. People often ask me, well how is that possible? You know, they say that folks were having difficulty with investing and purchasing businesses and homes, but these figures don't reflect that. In fact, we're finding that our permits are up 7% new homes during this period of time year to date. We're at 415. We still have the last quarter to go. We've been averaging about 55 to 60 new Certificates of Occupancy per month for new single-family dwellings. If we maintain that level of activity, we're going to find it we're going to be plus or minus 700 new homes for the year. That is the highest volume that we've had in the past 14 years. Whenever I see the figures of like 700 new homes or 650, I equate that if we just use a factor of two to 2.5 residents per home, I think it's probably more than that, but if we use that, that means we'd be adding about 1,400 to 1,500 new residents to the City of Las Cruces that need services, that need fire protection, police protection, they need utilities, they need parks, they need libraries. Of course, they need the retail businesses that support them as well. So, all in all when I say robust, I think all of these figures help support that terminology.

In addition to the new homes we had commercial buildings. We had six new commercial buildings during this time, another increase of 6% medical facilities. The Mountain View Hospital is completing their renovation, that was a \$12 million project. The Three Crosses Regional Medical Center, we're issuing the Certificate of Occupancy for the hospital portion of that development this month. Next month will be the second portion of that development, which is called the Medical Office Building, MOB. They are going to be having two doctors occupy five of the spaces that are in that facility, and then there will be three others that will be available in short time, we hope to be completed and become operational.

Then under new business registrations year to date we're at 1,609. That's very, very similar to what it was last year. It's not quite the double digit or near double digit increase, but it's at about 2% of where we were last year, due to the pandemic I would wager to guess. We have had an increase in home occupancies under business registrations as compared to last year at the same time.

The COVID pandemic influence on the construction activity. In early March in the first announcements it was shelter in place and we saw a lot of closed businesses, not being able to maintain operations. The Governor's order and the public health order did not shut down construction. I'm getting some feedback. Are you still hearing me clearly? Well I was mentioning about the governor and the public health guidelines, that really impacted many folks. It did not apply to construction, either in commercial or residential. That enabled for all of us to go ahead and continue with operations. In March, April construction activity from 2019, we started with those two months, but then I went ahead and populated the rest of the months up to September. You could see on the slide here that from 2019 to 2020, 2020 being in the pandemic. Despite the pandemic, we still saw an increase in activity of 21%. In April it lessened a little, people were adjusting to the pandemic I believe, but still it was an increase over the 2019 values. And then it continued down to June, and then June it showed an increase of 28%. In July 21%, August 39%. As an example, we had nearly 72 new home occupancies issued that month. There again folks are mentioning to me, well how can this be we're in a pandemic, folks have had some of their revenues adjusted. My thought on it and maybe Chairman Lorenz you can add to this, but the interest rate has enabled a number of folks to be able to qualify for home purchases and they haven't had that capacity in recent times but they seem to have it now. Then secondly, a number of the new home sales or purchases, I'm told, are from out of the City. They're from people coming from other parts of the United States to Las Cruces and the southwest in general.

Under the development activity during this period there were 11 new subdivisions that were brought on. Primarily they were in Legends West North on Phase 3. I reported this last time but that will still impact this report. Metro Central Phase 1 and multifamily apartment and commercial

infill development. We have a couple of apartment complexes now going in the infill district, one of them is about a 52-unit complex. Another one that's coming up that's not quite in the infill but still multifamily is a 62-unit complex. That's helping with the multifamily housing factor.

We had seven re-zonings. We're finding that we have quite a few more re-zonings this year. Last year as well. Folks are finding ways to rezone their properties so that they can develop them. We've been really busy with the Planning and Zoning Commission and City Council with those approvals. We had three projects on the infill district, primarily small-scale commercial. Then we have the community blueprints, we call them, the Sierra Tract Development Blueprint is a four-and-a-half-acre development that's in the central part of the City on Spruce Street. It's going to be a mixed housing development. It will have so I think it's 32 units. There's going to be 10 or 12 single-family dwellings, a few townhouses, and a small apartment complex, for the total of 32 mixed housing units. We have the El Paseo Blueprint that's being reenergized if you will. We have formed committees and we have a new ad hoc committee to study that area to find ways of increasing the land use and activity for the El Paseo Corridor. Then, East Lohman Master Plan is its public presentation stage. This is a development that the Utility Department has been working on it very diligently and vigorously to remediate that site for it to have a master plan. I think the area that has been remediated and will be available for development in the initial stages, I believe it's about 72 acres, maybe a little more than that. The total site is larger than that, but the initial stage for the master plan I have it here as 112 acres, I think. That is in about 50% complete before the master planning. We think that master plan will be completed about probably mid spring or middle around May or so or middle of the year of 2021. And then we've had recently brought about a new master plan. It's going to be known as the Metro Vista Master Plan. It's on the on the East Mesa. It's an 840-acre development. It has a private consultant who is developing that master plan. They've had two public outreach meetings, but it definitely will impact the activity to come in future years. It will also have impact on demands for City infrastructure, water, sewer, wastewater, solid waste, fire, police, and all the services that come with a development of this nature.

We undertake trying to keep people informed about all of this activity. I produce a monthly construction activity report that is sent out to the homebuilders, the Chamber of Commerce, Association of Contractors, the Real Estate Associations, design professionals, architects, engineers. And of course, we emphasize how it relates to the Elevate Las Cruces comp plan. We make reports regularly to City Council, the Planning and Zoning Commission, Economic Development Policy Committee, and the Capital Improvement Advisory Committee, which is your committee, Mr. Chairman.

Then I'd like to end with giving the information I think probably most folks know this, but I would just highlight it here. The City associates and staff are welcoming our new City Manager, Ifo Pili. Ifo has joined us. He started a

week ago Monday. He's been coming in every day here at City Hall. He is very easy to talk to. He's very accessible. I think we're going to find that he's going to help all of us to improve the City of Las Cruces. The photos you see there the Community Development Department did this for Mr. Pili. When we met with him, we gave him the Elevate Las Cruces drink mug but also the little statue you see there, the folks with their arms on each other's shoulders. I knew that Mr. Pili had played professional football and so I told him, I said we're going to reflect back on those days and have you be part of our team. We'll huddle up to figure out how to develop the City. And so, each one of those it represented he was one of the members of that circle there, and then it was Community Development, Mission, Vision, Strategic Business Plan, and City customers. I had a colored stone I put in front of each of those statuettes. In the middle was a stone that I had fashioned that incorporated all those colors and I labeled that one City of Las Cruces. The thing I would guess was bringing forward was we're going to work together as a team to develop our future. And I guess that was it. So, I think that's a good one to end with. And I stand for any questions that the Committee may have.

Lorenz: I'll give the input that you requested and then I'll turn it over to Mr. O'Neill for his questions. But Larry, I think you're right on the money with your analysis for why homebuilding is picking up in Las Cruces. At our home building company, we've noticed a dramatic increase in people moving to Las Cruces from large cities outside of the state, Chicago, New York, Los Angeles. I think there was a real exodus from some of those communities because they were so significantly impacted by COVID. Also so impacted by civil unrest and the wide-open spaces of New Mexico are a desire. Mr. O'Neill I'll hand it to you.

O'Neill: Thank you. Well said. I like your teamwork concept. I love that. As he was a player and I was a coach we can appreciate that. Also, it's nice to hear something not negatively impacted by the COVID with your construction that's going on in City. I wanted to ask you a question in regard to that. I know there was a lot of emphasis a while back before COVID about streamlining the process at City Hall with permits and zoning and business registrations. How is that going? Is that still going along smoothly? I imagine you're getting kind of bombarded, but how is it being handled and how's it moving along as far as that goes?

Nichols: Thank you for the question. Mr. Chairman, Committee Member O'Neill. The pandemic brought a lot of negativism I guess you would say, I've been studying my staff, my associates, and how that impacts the processes for permit issuance and inspection and reviews for subdivisions. There is a little morale suffering because of the pandemic. What brings that on? The newscasts that we see, the headlines we read the, the change in schedules for people, the revenues being impacted. That kind of correlates to what I've learned is called anticipatory grief. I thought, well what does that mean? And what it means is the anticipatory grief is that one may think that there's something negative or bad going to happen, they can't quite put their finger

on it, but they anticipate it's going to happen. Those things we're factoring in. I guess we're going to call it fortunate, but I also maybe think about what you said, well Larry you mentioned that you're going to work on process improvement, program improvement.

We started that committee Mark, we started that just prior to the pandemic. What have we done? I have not been able to bring on any additional staff. We're going to do that now. We're going to be advertising for it. What we've done is this, we developed what we call the interactive video inspection process for inspections. We are doing about 75% of those now. We are doing inspections on same day of request in many cases, and if not then within the next day, at the latest the day after. We are not behind on inspections right now. We are not behind on plan review. We are not behind on issuing Certificates of Occupancies for completed projects. We are current with our cases that we bring to the Planning and Zoning Commission. In spite of the pandemic, and maybe as a result of the pandemic, we have found innovation and other means and methods of being able to keep up with our workload. The way we've done that, and I want to send out an appreciation to the Home Builders Association and the General Contractors Association. We recently brought forward an initiative to increase the commercial, last year the residential permit fees, and then recently the commercial and trade fees. The reason for doing that as I told everyone, this is going to enable us to improve our resources. We'll be looking for newer technology, we'll be looking for ways of shortening process for permitting and for inspection and other processes in the City. I use this formula, and I've spoken to the City Council and to the City Manager. I have kind of an architectural and engineering formal education, so this is a formula. I call it W SUB L, which stands for Workload plus R sub A, which stands for Resources Available, equals CL, the customer service level, CS sub L, the customer service level. If your workload is up, Mark, but your resources are the same, your customer service level is going to be compromised. That's what we were seeing for a few years here. Over the last year, two years, I'll say, we've been able to adjust to the workload through acquiring additional resources to enable us to have a higher level of customer service. That's my mantra. That's what I'm working for, for the developers and the contractors, along with our strategic business plan. I guess that was kind of a long explanation for you. I can just tell you that even with the pandemic and then the additional increases in activity, we have been able to maintain our customer service level on process and inspection and permitting.

O'Neill: Great. I appreciate the detailed answer. I commend you and your staff for keeping up with that. I was just concerned about any kind of backlog of all that like with the increased activity and the COVID. It sounds like we're okay. Reflects on you.

Nichols: Yes, I like to say that I've just finished discussion with the State Construction Industries Division. I think we're the most innovative building department in the state. I had discussion with him recently, and I presented some of the

programs that we're using here. The director of the Construction Industry Division said, you know what Larry, we're going to use your City of Las Cruces as a prototype from for the state on some of your techniques that you're using to address inspection and permitting so Felt pretty good about that.

O'Neill: Fantastic. Glad to hear it. I have one more question. I wondered how the impact of the withdrawal from the Tax Increment Development District (TIDD) if that affect your department and your construction or funding or does that play a part at all with you guys. The TIDD fell apart.

Nichols: Mr. Chairman, and Mark. That that transaction, the developer withdrew his application for the TIDD, but I don't think it completely stopped that. I think the conversations are being renewed. I don't know at what status they are. I don't think it was an activity that will stop that project. It may have a different form; it may have a different structure but I think it's going to be brought forward.

O'Neill: What percentage will your department be involved? Marl O'Neill again. How will your department be involved in that, like, percentage wise, or will you still be overseeing a lot of that?

Nichols: Mr. Chairman this is Larry. Yes, sir we will from this standpoint. We did do on that parcel of land; we did what we call the Apodaca Blueprint. It'll have kind of the design that land use of that kind, that we had hoped the developer would achieve. I think those are going to be utilized. They will have their own master planning, but I think they're going to take several of those features. When they come in to do that development, they will present their master plan to Community Development and then on to Planning and Zoning and then to the City Council for approval. So yes, our department will be involved initially with the subdivision and the master plan design, it's *Theirs* but we'll be reviewing it, and then when it comes time for a permitting the various projects, we'll be involved in the permitting and then a follow up inspections.

O'Neill: Very good. Thank you for what you do and for your presentation. That's all I have. Mr. Chairman.

Nichols: Thank you Mr. Chairman. The Community Development Department appreciates and thanks the Capital Improvement Advisory Committee for the support that you give us.

Lorenz: Thank you Mark. Mr. Roberts, any questions for Mr. Nichols?

Roberts: No, nothing for me. Very informative.

Lorenz: Thank you Mr. Roberts. Now Mr. Newby, any questions?

Newby: Larry always speaks very well about advances in his department, but I always think comparisons really tell the tale. Here in Doña Ana County we have three permit granting authorities: The City, the County, and construction industries. I work with all three of them. I am thrilled to hear that construction industries is going to follow your lead Larry and in fact, I have called the chief building official now for three weeks with no return call. The county I've had a project in for seven weeks. They have not unrolled the plans yet. Look at what the City has done under Larry's leadership and their ability under extraordinary conditions, to not just run circles around the other two, but to come up with new ways to do things that will serve them well into the future. My thank you Larry. Wouldn't expect anything different from you, but when you're dealing with all three permit entities, it's nice to have at least one that continues to shine for me and fellow architects. Thank you so much.

Lorenz: Yes. Steve, I absolutely agree. We haven't seen inspections as timely or Certificates of Occupancy as timely ever as we are right now. So, I appreciate the job that you and your staff are doing. Well done. Thank you. If that's it for the questions. I'm sorry Larry go ahead.

Nichols: No, I just saying we're all doing this as a team. As that little statuette showed kind of, we're, you hear the words a lot these days, but we're all in this together. Well, even before this condition, we were in that together, and after I do my monthly report on construction activity, highlight some of those percentages by presented today, my final comment to the City Council and the City Manager's office is roll on Las Cruces, roll on.

Lorenz: Thank you, Larry.

6. Public Participation:

Lorenz: Next on the agenda is Public Participation. I don't know if we had any questions. Alma, do you know?

Ruiz: No, we did not have any submissions.

Lorenz: Shocking.

7. Action:

- a. **Ask for Volunteer or Assign a CIAC Member to write the 2019 CIAC Annual Report and submit to CIAC for review and discussion at the next meeting prior to submitting to the City Manager.**

Lorenz: Next we have a couple of action Items. Thank you, Alma. We need a member to write our annual report. Historically it's been the Vice-Chair, but we haven't issued a report in a couple of years and I think it's time that we do. Do we have a Committee Member that would like to volunteer to put pen to paper for us? You guys are awfully quiet. You're going to make me do it, aren't you?

Newby: Regarding the report. If you volunteer to be lead, I will be happy to help you scribe a scintillating report.

Lorenz: Fantastic. Thank you, Steve.

Newby: I'll design the cover and then you do everything else.

Lorenz: Thank you very much. Alma, you have something?

Ruiz: I do have a question. Just whoever volunteer now that I know it's Steve Newby. I'll go ahead and send the past report so he has a reference, a couple of years past reports, just so he has a reference as to what we've done in the past.

Lorenz: Thank you, Alma.

Newby: Let the record reflect, I volunteered to help the Chair, as number one assistant.

Lorenz: Great. Thank you, Steve.

b. Accept CIAC Member Nomination and Vote for Chair and Vice-Chair.

Lorenz: Next, we need to open up nominations for the Chair and Vice-Chair moving forward. I'm not sure when that would go into effect. I assume the next meeting but we haven't done this in a little while.

O'Neill: Do we have to take action on that other item about, you have that under action items, so we need to make a motion for that?

Lorenz: I don't think we need to vote do we Alma.

Ruiz: No, as long as there was a volunteer that's the action.

Lorenz: Great.

O'Neill: Okay.

Ruiz: That everybody was in agreement.

O'Neill: All right. I agree.

Lorenz: Well, since you've got your mic hot Mark, would you like to nominate anybody for Chair and Vice-Chair.

O'Neill: I'd like to nominate you, Mr. Lorenz for our Chair of our Board.

Lorenz: How about Vice-Chair.

Newby: I'd like to volunteer Mark O'Neill as Vice-Chair.

Lorenz: We do get voluntold around here don't we. How about Mr. Roberts? Would you like to make a nomination?

Roberts: Both those sound great to me.

Lorenz: All right, well in my other committees and boards normally whoever doesn't attend the meeting tends to get the seat. Without Eugene Suttmiller here I thought he might get a nomination, but since he didn't, I guess we'll go ahead and put it to vote. We have one nomination for Chair and that's myself Jason Lorenz, one nomination for Vice-Chair and that is Mark O'Neil. Do I hear a motion? Or are nominations enough?

Newby: So made.

Roberts: Second.

O'Neill: I'll second.

Lorenz: Okay, we'll do this by roll call. Mark O'Neill yay or nay.

O'Neill: Okay with me. Yes.

Lorenz: Steve Newby.

Newby: Yes.

Lorenz: Thank you and Adam Roberts.

Roberts: Yes.

Lorenz: I also agree, I guess. That's the last of the action items we have.

8. Board Comments:

Lorenz: Next up on the agenda is Board Comments. I'll open that up to Mark first. Do you have anything for us?

O'Neill: Yes, I do. We can hear you fine. Yes. First, I'd like to thank Alma for helping get me set up on the on the Zoom. It made it really easy for me, her and her staff I should say. Thank you very much for that.

I'd like to also maybe have something put on the agenda. I was going to bring it up during public safety but it's really a new item and it might require action. That would be to make a recommendation, I guess this Board can make a recommendation on funding or resolution as far as a project that I

feel strong about. What it is about is for the, fire department now has a mobile unit and it's run by one of the firemen and medic, I believe, a Mr. Paul Ford. It's a great, great thing because it takes some of the pressure off the Police Department and the Fire Department that should be fighting fires and doing that. What this mobile unit does is go out when there's a problem with a senior citizen, has an accident, homeless, mental health issues, ODs, drugs, things that do not require weapons, that do not require the police necessarily, but maybe a domestic dispute that doesn't require weapons. I'd like to look into that and I'd like to have someone come, the Fire Chief and this Mr. Ford to explain what he does, because I think we might be able to steer some funding or at least make a recommendation as such, because he needs help. We need another person that does what he does, maybe another unit, another vehicle. Being that they have that reserve in the Fire Department and then for the public safety funds. I'd like to see us expand upon that, maybe have one coming from the Police Department or one from the Fire, or both from the Fire Department, anyway we can ask them questions to see. I know Councilperson Gandara was very interested in something like this, to take some of the pressure off the Police Department on issues where they don't really require policemen, and they can always call the police in if they need help. There are so many issues that can be handled this way. I was seeing what the Committee thinks about that, maybe putting it on the next meeting's agenda. Doesn't necessarily have to be next month, but sooner the better I guess.

Lorenz: Understood. Thank you, Mark. Mr. Roberts, do you have any board comments?

Roberts: No, I just want to thank Alma and her staff for putting all this together, these packets together. Thank you to all the presenters.

Lorenz: Thank you Mr. Roberts. Mr. Newby?

Newby: Same here. Alma thank you so much for your patience. Also, having the agendas delivered, I think is great.

Lorenz: Thank you, Mr. Newby.

9. Next Meeting Date:

Lorenz: Next item on the agenda is ... Next Meeting is scheduled for October 15th. The agenda looks pretty light. I don't anticipate a lot happening between now and then. I'm inclined to cancel that meeting if I don't have any objections.

O'Neill: No objection.

Newby: I'm good.

Lorenz: I think we'll probably want to meet in November and probably skip December. I think skipping October is going to make a lot of sense.

Hopefully, by the time we get together in November things are a little less weird. They probably won't be, but I hope that they are.

10. Adjournment:

Lorenz: All right. Well that brings us to the end of the agenda. I call it adjourned. Thank you all very much. A very special thanks to Alma and her staff. They make this so much easier on us.

O'Neill: Excuse me Jason.

Lorenz: Yes.

O'Neill: Can we get that item on the November meeting and maybe we can get the appropriate people contacted.

Lorenz: I can certainly make sure we reach out to the appropriate people and check on our scope and their availability.

O'Neill: Thank you.

Lorenz: My pleasure.

O'Neill: Appreciate that.

Lorenz: All right. Thank you guys.

Chairperson