

**PRESCOTT CAPITAL NEEDS COMMITTEE
MEETING - PRESCOTT, ARIZONA
MARCH 12, 2008**

A MEETING OF THE PRESCOTT CAPITAL NEEDS COMMITTEE WAS HELD ON WEDNESDAY, MARCH 12, 2008, in the Arizona Room of the Hassayampa Inn, 122 East Gurley Street, Prescott, Arizona.

COMMITTEE MEMBERS PRESENT: Malcolm Barrett, Jr.; Joseph Baynes; Steven Blair; Paddie Braden; Stephanie Bragg; Frank Cimorelli; John Danforth; Eloise Esser; James Lawrence; David Maurer; Milbeth Mauer; Robert Reuillard; Elisabeth Ruffner; Rowle Simmons; Roger Swenson; Robert Weiss; Ronald Younger; Ken Lain (arrived at 5:06 p.m.); John Stevens.

COMMITTEE MEMBERS ABSENT: Tammy Linn; Tilden "Skip" Drinkard.

1. Call to Order

Vice Chairman Weiss called the meeting to order at 4:00 p.m.

2. Approval of minutes of March 5, 2008 Committee meeting.

Ruffner said that the minutes were a good record of the meeting, with questions and answers, but if members did not receive enough of an answer, they need to be sure and follow up.

Corrections to the minutes were noted on page 6 and 8, "policy" to "police" and the addition of "Turn Cell Phones Off" to the list of meeting guidelines.

LAWRENCE MOVED TO APPROVE THE MINUTES OF THE MARCH 5, 2008, COMMITTEE MEETING, AS CORRECTED, SECONDED BY REUILLARD; PASSED UNANIMOUSLY.

3. Distribution/Discussion of the Meeting Guidelines.

Staff indicated that the list of meeting guidelines was listed in the minutes. Lawrence suggested that they add that during the phase of presentations, they should listen and ask questions, but it would be inappropriate to make any comments or observations until all of the presentations have been made. Chairman Weiss suggested that they leave it up to the presenters on when they want to address questions.

4. Follow-up Discussion on responses from Mark Woodfill re financing questions.

Chairman Weiss said that Mr. Woodfill was going to answer any further questions regarding the finances, but he was at another meeting. He will be coming later in the meeting, and if there is time he will address any further questions at that time.

Mauer said that she received two e-mails with statistical data, but not all of it printed out. Hadley noted that there were copies of the handouts on the back table.

5. Presentation on Public Safety capital needs.

Emergency Services Director Darrell Willis addressed the members, and introduced Deputy Chiefs Ralph Lucas and Bruce Martinez. He said that the current and past councils, as well as city managers have been good to the Fire Department, but they have not been able to get over the hump with the big ticket items.

Willis said that two years ago the Fire Department embarked on a road map for the future; they felt that things were not getting taken care of so they put together a strategic plan. He then began a PowerPoint presentation to address the department's priorities.

Critical Priorities

- #1 – Improve Fire Department infrastructure – Most of the stations are 30 years old and there are holes in the response system.
- #2 – Increase Our Resources – There is a lot of growth in the area and they have not been able to keep up with that growth.
- #3 – Develop Those Resources – They need to develop their resources, whether they are relations or personnel.
- #4 – Develop Our Employees

Lucas said that this all dovetails into the strategic plan. He noted that each of the members received a clear binder, and at the very back is a disk that is a short video, which will be shown later.

Martinez then began review of the Action Items.

Action Item #1 – Build New Downtown Fire Station/Administrative Office Facility

Martinez said that equally important to the station downtown is the administrative offices which will be included. Right now they are in a 5,000 sq. ft. office, for which they pay around \$60,000 a year in rent. They feel this is a waste of money, and it still does not provide enough space. He then reviewed the whys:

- Reduce Response Time – The downtown area is the busiest district and currently the Central Yavapai Fire District (CYFD) station on Sixth Street responds to all of those calls. By moving to the downtown station, response times will be decreased.
- We Take Over Our Busiest District.

- Improve ISO Rating, Insurance Rates – The ISO (Insurance Service Offices) rate areas and set insurance premiums based on those ratings. Currently Prescott is at a 4; they would like to be at a 1.

Blair asked what rating most communities in Arizona are. It was noted that Flagstaff is a 3; Central Yavapai is at a 5/8. They said that 4 is nothing to be ashamed of, but they could do better, and that would reduce insurance premiums from 5-15% for businesses. Lucas said that to get a rating, a community contacts them. He would not want to contact them now as there would be the possibility of that number going higher. They want to make sure they are in the right position before contacting them.

- Office Space.
- Crime Deterrence – The location of the downtown station is perfect as it is in one of the most crime-ridden areas. Two years ago they had a double homicide in that area, and their presence there would help deter crime and would also integrate into the park and trail system.

Martinez said that they are currently at 30% design on the building and expect to have a complete design within three to four months, but they don't have any funding to build it.

It was noted that there is an Intergovernmental Agreement (IGA) for automatic aid with the Central Yavapai Fire District to respond to each other's calls. CYFD will respond to the City's calls, but they will not do hydrants, inspections, and education.

Action Item #2 – Construct New Public Safety Training Center and Props

Lucas said that the current facility was built in 1974. It has been used as a live-fire training center since it was built, and that has put a lot of strain on it. In 2008, they will no longer be doing live-fire training in it because when they subject concrete and block structures to 1200 degrees day after day, the concrete becomes spalded, and it is not worth risking the lives of their firefighters if the structure was to collapse. They can still use it for smoke drills, and some limited training. The problem is that they cannot train completely without live-fire training so the firefighters become comfortable in the real situation.

Lucas said that the classroom is quite old itself and is too small. To do their paramedic certifications, they have had to rent or borrow space, but that continues the problem as then they have to rent tables, etc. They need to have a training facility that is adequate in size, providing for multiple classes at the same time. They are 20 years behind the technological curve in training props for both police and fire.

Ruffner asked where the building was located. Lucas said it was at the end of Sundog Ranch Road, near the transfer station. He said that it is a joint facility and they are only talking about the Fire Department's needs; the Police Department will talk about their own needs.

Simmons asked if Police and Fire would be able to use the same classrooms. Lucas said that was what they were looking at.

Lucas said that the CYFD recently got a bond for \$16 million, which included \$5.4 million to build a new training facility. It is all state-of-the-art equipment, but it is located on the east side of Prescott Valley and to drive there they would have to take engines out of service. They need to have a training facility in Prescott so crews can go out and train, but if there is a call, they can still respond.

Action Item #3 – Complete the Public Safety Radio Infrastructure

Martinez said that they already have infrastructure built at the Communications Center downtown, with the technology available to use Automatic Vehicle Locators (AVL) and Mobile Computer Terminals (MCTs)/Mobile Data Terminals (MDTs).

Martinez said that the AVL shows where they are at all times and allows dispatch to pick the closest unit. He said that the technology is so good that it will consider the type of road, stop signs, straightest path, etc. and it provides a huge benefit to decrease response times.

He said that the MDT is the computer part of the equipment and captains would use this to allow them to go radioless. The call would come out, he would hit that he is in route and all other units would know who was responding, with real time data. He said that the Fire Department would utilize 10 of these for their first-line units, for around \$15,000, and the Police Department would be looking at around 29 units. He said that the technology has been around for 25 years; they just have not had the chance to afford it. Now they have the infrastructure in place, but they need the equipment.

Blair asked if the department would break down the different costs for each item at the end of the presentation. Hadley noted that information is available in the Capital Improvement Plan (CIP) sheets at the back of each packet.

Lucas noted that when the sergeant was shot recently, it was in a bad location for radio communication in the infrastructure and his only lifeline other than the other officer would have been that equipment. Had the officer gone down with no backup and was unable to communicate, when dispatch tried to clear that officer, they would have know where he was located and would send units. They do not have that capability right now.

Action Item #4 – Design and Build a Fire Station in the Location of Watson Lake

Lucas said that this is an actual need now due to response times in that whole area of the City. The response time in that area averages around 6 ½ minutes. He then showed a slide that indicated that the National Fire Protection Agency (NFPA) wants to see 4-minute response times; currently the City has 24% of Code 3 responses with less than 4-minute response times. He said their goal is to be at less than 6 minutes for 90% of the time; they are now at 67% of the time, but they are still at over 6 minutes for some.

Cimorelli said that a statement was made previously that they cannot keep up with growth, but according to the chart, in looking at the last two years, it does not indicate the response time is any more. He asked how they can justify the statement that they cannot keep up with growth.

Lucas said that the premise is that it does affect their response time. There is growth not just in Prescott, but in the whole area, with around 100,000 residents. They have added one fire station in the last 17 years. Willis noted that the response times indicated in the chart were only for Code 3 calls, and the numbers are an average. Some of the Code 3 calls are people coming to the fire station, so that is 0 minute response time.

Cimorelli said that he would like to see data that supports the statement mentioned. Lucas said that they have computer software that has monitored those for the last four years, so he would get that information to the members. He noted that they are pushing 8,000 calls a year, and 3700 of them were Code 3 calls.

Action Item #5 – Renovation of City Fire Facilities

Lucas said that the City has supported them a lot in the past few years, and they have made significant changes in the stations, but with the age of the stations, they are losing water heaters, HVAC systems, etc. because they are used 24 hours a day, 7 days a week.

Lucas said that the National Fire Protection Agency (NFPA) and Occupational Safety and Health Agency (OSHA) have standards for stations, and the City's stations do not meet those standards. While they are looking for grants to assist with meeting these standards, they still need to address these needs.

Action Item #6 – Relocation of the Current Airport Station

Willis said that there are Federal Aviation Administration (FAA) requirements that they have 3-minute response times anywhere on the airport grounds, so they need to move the existing station to meet that requirement. He said that the good thing is that the FAA will provide 95% of the funding for that move. He said

that this year they have funding to design the station, with a 5% match from the City, and in the program for next year they will fund the improvements at 95%.

Action Item #7 – Design and Build City’s 8th Fire Station

Lucas said that this station is to keep pace with current and anticipated growth and improve service levels.

Action Item #8 – Maintain Current and Anticipated Service Levels

Lucas reviewed a map showing the various locations of stations around the City. He showed the locations of the closest stations to Watson Lake, and stated that it is close to a 7-minute response time to get there. He said that the City currently owns property in that area.

Younger asked if some of these proposals are current needs and others are years out. Willis said that the Watson Lake Station is needed right now. If they live in Cliff Rose, they would have a 7-minute response time. He said that a future need would be Station 8 in the area of Pioneer Parkway.

Swenson asked where the CYFD’s stations were located. Lucas said that the closest would be on the Outer Loop Road. They are currently also located on Sixth Street, but once the Downtown Station was built the personnel at Station 72 will go there, and the CYFD personnel will take over Station 72.

Swenson asked if the City provides as much service to CYFD as they do for the City. Lucas said that they did. He said that CYFD’s crews are responding to most of the calls in the Downtown area at this time.

Blair asked if the \$28 million mentioned included all of the associated costs. Willis said that it would provide for the facilities and apparatus, but not the employees, which would be \$600,000 to \$1 million a year to open one station. He said that is an ongoing cost that will increase annually. He said that the national average is 4 crewmembers to an engine; Prescott is at 3.

Lucas added that people outside of the City that come into the area produce more calls as well.

Cimorelli said that he is a big believer in the Fire Department. He said that it is serious business what the committee members have been asked to look at, and he will be asking the same question of every presentation. He is not refuting what is being said, but he does want to see data, including calls. Blair said that he would like to have the costs associated with each station.

Hadley said that one of the plans that Mr. Norwood has was to meet again next week to discuss the Public Safety capital needs. They realize that they will receive a lot of information at this meeting, and they want the members to have

an opportunity to review further information presented and ask questions, so they will schedule that for next week, rather than a new department presentation.

Ruffner asked about growth outside of the Prescott city limits. Lucas said that with the IGA, the Department runs calls all over the place. Sometimes they will be requested to respond through mutual aid. Members asked for that information on those numbers as well.

Reuillard asked if the Department responds to calls on the reservation. Lucas said that they do; the Tribe pays the City \$330,000 a year to respond to their calls, through a fire protection agreement.

Blair asked if the City is reimbursed for assistance provided for such things as wildfires. Lucas said that they are funded whenever someone assists. Willis said that last year they were reimbursed \$1.2 million by the US Forest Service through their agreement.

Willis noted that the CYFD and Prescott Fire Departments cannot do it alone. If they don't respond outside the City limits, the response times within the limits would go down the tubes. They are a mutually supporting agency. He said that they have looked at things to cut costs, but if they were to pull up and not honor the IGA, they would have to fill a \$600,000 gap tomorrow. Lucas added that, in addition, it is the right thing to do.

Barrett asked if there were any national figures available on general populations and how many people are served by each station. Lucas said that there are, and he would provide that information to the committee members.

Swenson asked if the CYFD was tied into the dispatch with equipment. Lucas said that they were, and they are getting ready to have MCTs and AVLs on all of their vehicles.

Swenson asked what the relationship was with the ambulance service, as he sees both responding. Lucas said that fire stations are placed strategically within a community to reduce response times. An ambulance service is the transport mechanism and they respond from a sole location, which is on Hinman Street, along with a location on Bullwacker Hill. He clarified that the City's paramedics cannot transport; that is the service of the ambulance. Lucas said that Lifeline's response time is much higher.

Simmons noted that when the information provided to the committee, it would also be helpful to know the area covered, the square miles, served by the department, as it has increased dramatically over the years. Martinez said that information is in the annual report and they will get that to the committee members.

Action Item #9 – Maintain Efficient, Cost-effective and Specialist Firefighting Equipment

Lucas said that just for one defibrillator, the cost is \$24,000; turnout gear is \$2,000; air packs are \$5,000, and this equipment does not last forever. The big-ticket capital items have a life span of 3-10 years and they would like to get them on a rotating process so they don't have to keep coming to Council saying they would like it new, when they are 15 years old. He said that the Fire Department is so diversified now; they not only fight fires, they respond to medical calls, car accidents, water emergencies, hazardous materials, etc.

Action Item #10 –Provide Necessary Firefighting Apparatus

Lucas said that the fire apparatus and equipment has been put on a schedule to replace it periodically from the Capital Improvement Fund, but at times like these when they have to cut back, those funds are frozen and it becomes a problem.

Martinez said that they want to give the Police Department time to give their presentation so they would defer the video until later.

Younger asked, with regard to the ISO rating, if the Department had all of the things they talked about if it would translate into an improved rating and savings. Lucas said that the real savings is in lives, but the monetary savings would be offset in reduced insurance rates to businesses. He said that there are so many variables; he is sure they would improve, but there are infrastructure needs relating to water supply, communications, etc. and they are all integrated.

Reuillard asked if the Department is competitively-priced for recruiting firemen. Lucas said that they were; the Council and staff have worked hard to be sure that was maintained.

Danforth said that when he adds up the sheets at the end of the presentation, he gets between \$17 million and \$18 million, and asked how that correlates with the suggested \$28 million. He said that at some point they will need to have costs associated with each item. Martinez said that they have a capital spreadsheet and they will provide that.

Danforth said that there is a sizeable difference between the cost in the current budget in the capital plan for the Downtown Station and what was presented; he asked why there was such a change. Martinez said that they will not have a true number for awhile; it has all been based on estimates and those have gone up. He said that they will get a clean copy of all costs for the members.

Barrett noted that it was not a "warm and fuzzy" feel-good committee and they really need to see dollars.

A brief break was taken between 5:06 and 5:12 p.m. while the Police Department set up their equipment.

Police Chief Randy Oaks then began the presentation for the Police Department. He said that while questions arose earlier about growth, they structured their presentation around today's needs, and tempered it with future growth. He said that they grouped their presentation by Capital Facilities and Capital Equipment.

Oaks said that they should be proud of the cooperative relationship between the Police Department and Fire Department in Prescott.

Capital Facilities

1. Shooting Range Improvements
2. Police Headquarters Facility
3. Public Safety Training Center
4. Police/Fire Storage Building
5. Indoor Shooting Range

Item #1 – Shooting Range Improvements

Oaks said that improvements at the existing facility will come about before they can fund it. It currently has no security fencing, no residential sound barrier, limited safety backstop and only a porta-pottie.

Ruffner asked for the location of this facility. Oaks replied that it was located near the Training Center. He said that if they were to abandon it, it would be a Superfund area to remove the lead and restore the land. The Federal government would mandate that, and they do not want to relocate it, but bring it up to some safety standards.

Oaks said that there is a housing development at Storm Ranch that will be located downrange from the existing site. They have looked into the impacts that the development could have and the Legal Department reviewed it, and they believe that it is the responsibility of the Police Department to rectify the situation.

Cimorelli said that the developer will have problems selling their homes. Oaks said that is something they thought, and it is definitely a disclosure issue. He asked how many times they hear about people building next to an airport, and then complaining about the noise. He said that noise is one thing, but bullets are another.

Barrett asked how many shooting stations there were. Kappel replied that there were 14 on an average. He said that if they had an indoor range with 8 stations, they could do things during shifts. He said that looking at this range on a residential plot map the closest house is 75 yards away.

Cimorelli asked if there were any opportunities for contracting out an indoor range. Kappel said that the only one available is in Prescott Valley and as much as it is used, it would not be practical to go out of the jurisdiction to train there; it would be a scheduling nightmare.

Item #2 – Police Headquarters Facility

Oaks said that first he wanted to comment that 222 S. Marina is a nice building; one of the nicest facilities in the City of Prescott. It is 17 years old and has been fairly-well maintained. He said that it is not about how nice it is but rather its size. They are unable to expand; they have no parking. It was constructed in 1991 with 24,000 sq. ft., projected to be good for 10 years.

Barrett asked if they were still paying on the bond. Woodfill replied that they were; the 20-year bond will be paid off in 2009.

Oaks reviewed their needs—40,000 sq. ft., which is an existing need today. He said that the only reason the currently facility is functional is because the Communications Center moved out of the basement and relocated, but even with that, they are out of space.

Oaks said that in looking at locating a station, they looked at land owned by the City, and looked at what annexations are coming up, such as the Fann annexation of 1142 acres and Granite Dells, Cavan property, Deep Well Ranch and some State Trust Lands. He said that they have two substations, one is an office within the Fire Station at Lee Blvd. and the other is at the Fry's Marketplace on Miller Valley Road, but there is nothing in the north.

Oaks said that with all of the existing and future growth to the north, a great site would be near Pioneer Park, but they do need a strong police presence in downtown Prescott, so they would plan to maintain a portion of their current offices to maintain that strong presence.

Blair asked if he meant that the Pioneer Park would be the headquarters. Oaks replied that was correct.

Oaks showed pictures of the existing facility and showed a comparison of the existing facility and current needs.

Reuillard asked if the expanded facility would be for the next ten years. Oaks replied that was correct. He said that it would be good for ten years out approximating what growth they expect to have. He said that it wouldn't be wise to just meet with needs today.

Blair asked if they would build the new facility with the ability to add on in the future. Oaks replied that they would. Not only would they design the building for

future add-on, but they would also have enough property for such an expansion. Blair said that is part of the capital costs to be considered.

Oaks then reviewed slides that compared the existing facility with needs with regard to locker rooms, holding cells, interview rooms, and vehicle bays.

Danforth asked for clarification on which building was being discussed. Oaks said that he was showing the existing facility on Marina, but the proposed bays would be housed at the new Storage Facility next to the Training Center on Sundog Ranch Road. He said that the storage facility would have ten bays; the Fire Department would use seven of them and Police would use the other three.

Oaks then showed pictures of the existing storage facility on Willow Creek Road. He said that they have been working with Facilities to try and make some temporary improvements.

Oaks then reviewed comparisons with regard to the need for a K-9 Kennel area. He said that they currently house them off-site when officers take vacations, etc., but they really can't take that liability to have them stored somewhere else. He also showed the need for a weapons armory, and said there is nowhere for computer/radio repair to take place. He said that as they increase those technologies the outside vendors will not be able to keep up with it, and it will need to be brought in house.

Oaks then showed the needs of the Patrol Sergeants, who currently share one office for five of them. The final comparison was the parking needs at the existing facility.

Item #3 – Joint Police/Fire Public Safety Training Center

Oaks said that they currently have one training room, with a maximum capacity of 40 people. He then showed a slide that listed the various groups that routinely use that room.

Oaks then reviewed the needs for such a facility: 4 classrooms with storage; specialty training rooms & training equipment, training personnel offices for Police and Fire, and one 300-seat conference room, with multi-media.

Oaks said that if they had the large conference room, they could host training in Prescott for Police and Fire personnel from all over Northern Arizona, and if they host, they get seats at no charge for Prescott personnel.

Item #4 – Police/Fire Storage Building/Facility

Oaks said that this was the facility discussed previously. He showed slides of the inadequate storage currently existing, and noted this would be a 9200 sq. ft. secured and enclosed facility.

Item #5 – Indoor Shooting Range

Oaks said that their needs were listed by priority, and this item was listed last because it would be nice to have, but if they made improvements to the existing range, they could get by. He said that it would be more efficient to have this facility.

He said that there is no availability within the City of Prescott for indoor shooting. Any shooting that takes place at the outdoor range will be challenged; there is the cost associated with scheduling and they cannot predict the weather.

Ruffner asked if there is enough land for this building. Oaks said that there is quite a bit of land. He said that their intent was to try and locate this facility either next to the Police Headquarters or next to the fire training facility.

Simmons asked if they would go out to the outdoor range once a year to use it. Kabbel said that they would still need to use the outdoor range for long-range shooting, which would not be available at an indoor range. He noted that the existing facility is also used by the Veterans Administration (VA) officers and Yavapai College officers.

Lain asked what the estimated acreage was in that area. Kabbel said that there are at least 5 acres next to the storage center; there are 20 acres just to the north of the firing range.

Lain asked if they would propose to maintain the existing 24,000 police headquarters facility or abandon it. Oaks said that the proposal would be to turn that back to the City, and he believes that City departments would occupy that building.

Barrett said that at one time there was talk about property swaps with the County at the jail facility. Hadley said that was pretty well dead, since they are now building on Prescott Lakes Parkway, and they will have to maintain the 255 E. Gurley because the public was adamant that the court be kept downtown.

Barrett asked how many square feet that building was. Hadley said that it was probably close to 100,000, but the second floor is occupied by the jail which would take extensive remodeling to be usable.

Oaks said that one thought was that if a new Police Headquarters was built that City Hall could relocate into the old headquarters on Marina, freeing up the building where Finance, Human Resources, Code Enforcement is and perhaps those could be rented for some income. He said that the City is crunched everywhere.

Lawrence said that from capital needs funding, they would need a breakdown of what portion is growth-related, so they would know what portion could be

addressed by impact fees. Oaks said that he would get that information. He noted that most of what they are proposing at this time is based on current needs.

Capital Equipment

1. Mobile Emergency Command Vehicle
2. Special Weapons and Tactics (SWAT) Team Armored Personnel Carrier
3. Mobile Data Computers / Automatic Vehicle Locators

Item #1 – Mobile Emergency Command Vehicle

Oaks showed a picture of the existing vehicle which is a seized 1997 Class C motor home. He then showed what they would be asking for; something built for this specific use. Blair asked if the vehicle would be shared with the Fire Department. Oaks said that it would. Blair suggested that they break down the cost to each department, stating that it would make it easier to sell.

Lain asked how many of these vehicles were available in the area. Oaks said that the Sheriff's Office also has a command center, but it usually not available to the City. Willis noted that the Fire Department does have a Hazmat Truck, which has a table in it.

Oaks said that the cost was around \$400,000 and would probably be good for about 20 years, since it is not used on a daily basis.

Item #2 – SWAT Team Armored Personnel Carrier

Oaks said that they currently have nothing with armor. He showed a picture of the van they currently use. He said that in the past they could probably have gotten something through military surplus, but everything is in Iraq at this point. Oaks said that they work with the other agencies, and are training together next week with the Sheriff's Office and Prescott Valley. He said that the Department of Public Safety has a vehicle, but they cannot use it as it is deployed with the state's team in it.

Item #3 – Mobile Data Computers – Automatic Vehicle Locators

Oaks said that the Department is currently acquiring nine of these under a grant, and they would like to equip the rest of the patrol fleet of 24. He said that this allows them to communicate via data that people cannot monitor.

Oaks said that as the committee members look at the needs, officer safety is paramount. About 80% of the Department's budget is allocated to personnel costs.

Lain asked if these are laptops using a Verizon card. Oaks replied that is what they use for now.

6. Adjournment.

Vice Chairman Weiss said that they were out of time. Hadley noted that everyone would be there next week, except for Chief Oaks and herself. She said that they would have Mark Woodfill do his finance questions/follow-up and will leave the rest of the time to review additional information and address questions. She said that if they need additional information, they should let them know as soon as possible, getting with Patti Crouse this week, as she will also be out of town next week.

Hadley reminded everyone that the capital forms are at the back of each packet, which indicate the initial up-front cost and maintenance, and she would encourage everyone to look through those.

Reuillard asked if they could get a single-page recap showing the different needs and associated costs. Staff replied that they would do that.

There being no further business to be discussed, the meeting adjourned at 6:07 p.m.

TAMMY LINN, Chairman

ELISABETH RUFFNER, Secretary