



Support your local merchants

**AGENDA
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, OCTOBER 13, 2021 at 5:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/89927987859?pwd=Tm1TNzlwYUx5ODR2RkNUTzBvbmk5UT09>

One Tap Mobile: 1-253-215-8782 or 1-346-248-7799

Meeting ID: 899 2798 7859

Passcode: 268345

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. **Call to Order**
2. **Roll Call.** Council Members Jackie Baker, Bill LeBeau, Cris McPhail Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins.
3. **Pledge of Allegiance**
4. **Presentation, Discussion and Possible Direction to staff regarding future office space needs by various departments.** Staff Resource: All Departments
5. **Adjournment**

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes: (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1)); (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2)); (3) Discussion or consultation for legal advice with the attorneys of the public body. (A.R.S. §38-431.03(A)(3)); (4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation (A.R.S. § 38-431.03(A)(4)); (5) Discussion or consultation with designated representatives of the public body to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5)); (6) Discussion, consultation or consideration for negotiations by the town or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6)); (7) Discussion or consultation with designated representatives of the town to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(7)).

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting.

The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 10-07-2021 at 2:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk

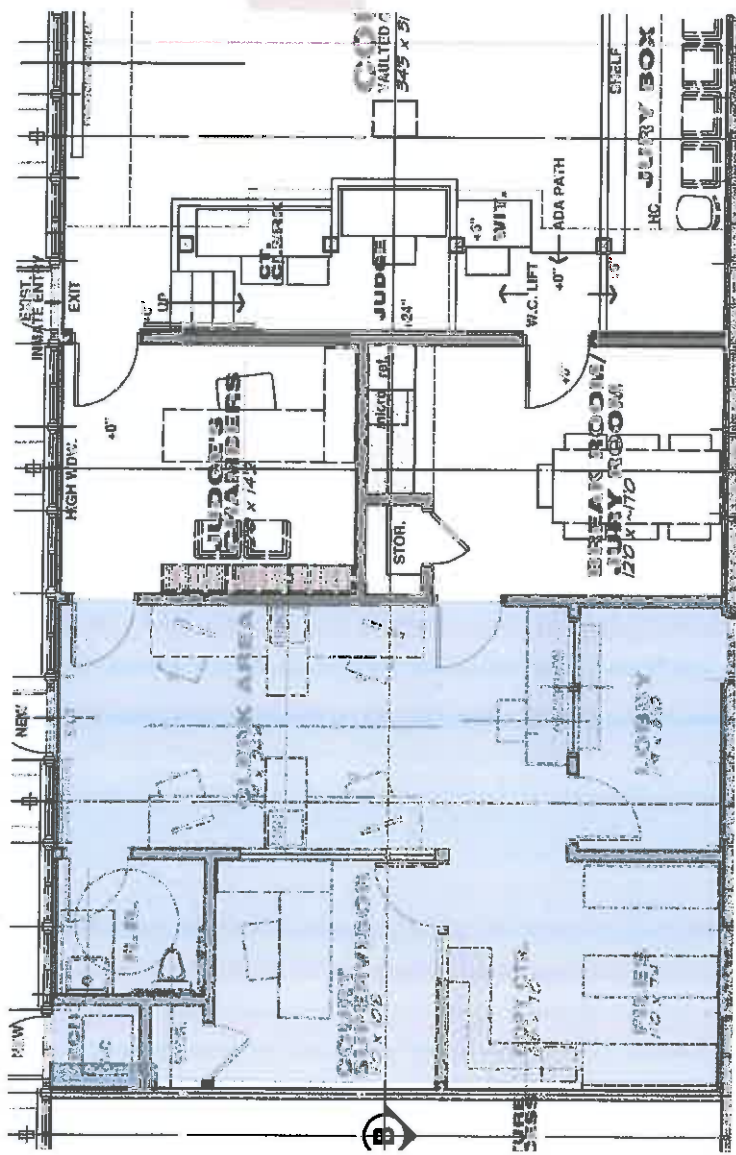
Use	Space Assessment Space Required (sq ft)	Current	Proposed Increase	Position	Status	Remarks
Workstation	146	146	0	Director		
Workstation	146	146	0	Building Official		
Plan Review	63	63	0	Building Official		
Workstation	85	85	0	Building Inspector/Safety		
Workstation	85	85	0	Plans Examiner		
Workstation	85	41	44	Permit Technician		
Workstation	85	41	44	Permit Technician		
Workstation	85	85	0	Sr Planner		
Workstation	85	85	0	Zoning Inspector		
Training/Tests	40	0	85	Code Enforcement		
Lobby	350	40	0	Bldg Inspector/Code Enf		
Equipment	200	158	92	Shared		
Conference	200	120	80	Common		
Access/Misc	1300	130	70	Common		
Break Room	100	300	1000	Common		
File Room	500	55	45	Common		
Tool Storage	160	329	171	Archive		
		0	160	Code Enforcement		
Totals						
	3885	1994	1791			

Code Enforcement	Status	Remarks
Code Enforcement	filled	
Director	open	
Director	open	
Sr Planner	filled	
Zoning Inspector	open	
Permit Technician (split)	open	
Permit Technician (split)	open	
Bldg Inspector/Code Enf Hybrid	FY 23	

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Sr Planner	filled	
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While reviewing the current space needs the Court faces and considering its potential need for future growth. The pressing needs currently could easily be resolved by expansion into the current AA room. which is right next door to the Court clerk area (see above layout- highlighted in blue). We do see this as an issue that will need attention and addressing within the next 2-3 years max.

With its approximate 384 Square feet availability next door, the Court would utilize it by:

Additional workstation 85 sf for an additional court clerk area,

Expansion of the current clerk's area: giving an additional 30 sf will give distance between each pod area not being so close in proximity of each other.

Copy Center: rather than a 'copy cubby' (which is what we currently have-) current space is approximately 46 sf; an additional 46 sf allows for space in a high traffic area and counter space to allow for review of files, copy machine, mail area etc.

File room: Current file area is approximately 70 sf; an addtl 70sf would allow for plenty of file retention area with a table to also review files, allow for space to pull Court docket while being out of the 'high traffic area' we currently have.

Conference room: new approximately 110 sf. There currently is not a conference room, while we utilize the Jury/breakroom for most of our court staff meetings/training sessions. We could use an additional small conference room to serve this purpose.

TOWN OF CAMP VERDE

Public Works Department
395 S Main Street Camp Verde, AZ 86322
Office (928) 554-0823 Fax (928) 567-1540
Publicworks@campverde.az.gov



To: Russ Martin, Town Manager
From: Ron Long, Public Works Director
Date: September 22, 2021
Re: 300 Building Space Use & Future Needs

Russ,

The 300 building is currently occupied by three Departments; Finance, Human Resources, and Public Works. The building also houses IT and non-profit organizations. Parks & Recreation Division utilizes the majority of the square footage (SF) in the building for their recreation activities, storage, and public meeting/conference rooms.

Current Uses and Approximate Square Feet of Space Occupied

Finance	507 SF
Human Resources	491 SF
P W Admin.	462 SF
PW Conference Rm.	351 SF
P&R Office	912 SF
P&R Gym & Stage	7,825 SF
P&R Meeting/Conf. Rm.	1,548 SF
P&R Kitchen	1,084 SF
P&R Storage	2,069 SF
Waste Water Office	518 SF
Maint. Office/Storage	1,930 SF
Maint. Grounds Shop	886 SF
Maint. Carpentry Shop	996 SF
IT	300 SF
Non-Profit Org.s	300 SF
Non-Profit Storage	105 SF
Red Cross Storage	402 SF

Our future space needs will be determined by the acquisition of the Camp Verde Water System, increases in staffing, and the relocation of some of the current users. Maintenance will be relocating to the Sports Complex next year freeing up approximately 3,812 SF of space. Finance may relocate to the front of the building which is

currently occupied by Parks & Recreation. And Parks & Recreation will eventually relocate to the Grounds Shop. These future uses will require some level of remodeling/construction prior to occupancy.

Future Space Needs and Approximate Square of Feet Space Required

Water Division Office	500 – 600 SF
Parks & Recreation Office	900 – 1,000 SF
Finance Office	600 – 700 SF
P&R Meeting/Conference Rooms	3,478 SF

