

**PRESCOTT CAPITAL NEEDS COMMITTEE  
FIRST MEETING - PRESCOTT, ARIZONA  
FEBRUARY 20, 2008**

THE FIRST MEETING OF THE PRESCOTT CAPITAL NEEDS COMMITTEE WAS HELD ON WEDNESDAY, FEBRUARY 20, 2008, in the Prescott Municipal Building, 201 S. Cortez Street, Prescott, Arizona.

COMMITTEE MEMBERS PRESENT: Malcolm Barrett, Jr.; Joseph Baynes; Steven Blair; Paddie Braden; Stephanie Bragg; Frank Cimorelli; John Danforth; Tilden "Skip" Drinkard; Eloise Esser; Ken Lain; James Lawrence; Tammy Linn; Milbeth Mauer; Robert Reuillard; Elisabeth Ruffner; Rowle Simmons; John Stevens; Roger Swenson; Robert Weiss; Ronald Younger.

COMMITTEE MEMBERS ABSENT: David Maurer.

**1. Introduction of committee members and staff.**

Mayor Wilson opened the meeting at 4:00 p.m. and the meeting began with a welcome from Mayor Jack Wilson, Mayor Pro-Tem Mary Ann Suttles, and Councilmen Robert Roecker and Robert Luzius.

**2. The Mayor and City Council's mission and direction for this committee.**

The Mayor and Council representatives explained that the reason for the committee was to prioritize the City's capital needs and investigate possible funding sources, and they thanked them for their time.

City Manager Steve Norwood told the group that the focus of today's meeting was to take care of some housekeeping items, and those items were listed on the agenda. He explained that the City's Capital Improvements Program (CIP) needs and community expectations continue to grow, but there is no identified funding source other than the current sales tax.

**3. General direction regarding the Committee's role.**

Mr. Norwood said that the group will function as a resource; they will hear recommendations from city departments and take their priority list to the City Council. Needs might include water, sewer, streets, public safety and parks and recreation. He added that this is a monumental task.

**4. Timeline and key milestone dates.**

The group reviewed the timeline, backing up from the November 4 Election Day, which indicated that in order to have any questions on the November 4 ballot, the Council will need to adopt a resolution calling the election by July 8.

**5. Selection of meeting dates, times and location.**

The group discussed meeting days, times, frequency, and location, and after a brief conversation, it was decided that Wednesday at 4:00 p.m. would work best. The meetings would be scheduled for two hours. Location will be announced, but staff indicated that they are looking at the Founders Room at the Library, the Community Center, or the Police Training Room. The location will be given as soon as it is confirmed. The next meeting date is March 5, 2008. Staff stated that they anticipate having eight presentations from departments and at least one from the Finance Department. Sub-committees to address finance and public relations will need to be formed. The committee needs to understand that no decisions need to or should be made during the presentation phase. Once all information is presented, they can begin to work on priorities.

**6. Selection of Chairman and Vice Chairman.**

The next item was election of a chairman and co-chairman. Rowle Simmons, Robert Weiss and Roger Swenson were nominated, but all declined. Tammy Linn was nominated, accepted and was voted in. Robert Weiss was nominated as co-chair, accepted and voted in, and Elisabeth Ruffner was nominated as secretary, accepted and voted in.

**7. Questions and Answers.**

Norwood passed out the roster of committee members and asked everyone to make any necessary changes, list an e-mail address if they have one and return to him. The lists will be updated and redistributed at the next meeting.

Some question came up regarding the Open Meeting Law; after much discussion and no real resolution, it was decided that Elizabeth Burke, City Clerk, would come to the next meeting and review the Open Meeting Law requirements.

The first meeting (March 5) will have Public Safety as the presenters. This will include both Police and Fire and it may take two meetings to cover their CIP needs.

The group asked about a City Organizational Chart. Staff replied that one would be included in the next meeting's information packet. Norwood advised the group that City-related questions need to be directed to either him or Deputy City Manager Laurie Hadley. Media contacts need to go through Tammy Linn.

Staff noted that for those who do not have e-mail, hard copies of all information will be available at City Hall and they can be mailed as well. The group decided to rename the committee from the Blue Ribbon Committee to the Prescott Capital Needs Committee. The decision came from the committee's agreement that the

recommendations and future public relations of this issue needs to come from the citizens, not the city.

**8. Wrap-Up.**

Staff indicated that they will redo the front covers of the binders with the new committee name. The agenda for the next meeting will include the discussion of subcommittees, a “non-agendized item” topic, and a crash course in the Open Meeting Law.

**9. Set next meeting date and time.**

The next meeting will be held on Wednesday, March 5, 2008, at 4:00 p.m. with the location to be announced at a later date.

**10. Adjournment.**

The first meeting of the Prescott Capital Needs Committee adjourned at 5:15 p.m.

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TAMMY LINN, Chairman

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ELISABETH RUFFNER, Secretary