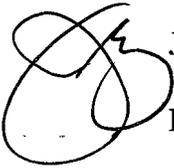


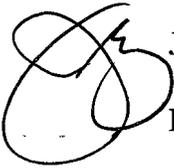


**MEMO**

**TO:** Mayor and Council

**THROUGH:** Debra Galbraith, Town Manager

**FROM:**  Jerry Owen, Community Development Director

**DATE:**  February 7, 2008

**SUBJECT:** Capital Improvements Plan

Attached for your review and use is the Town of Payson Capitol Improvements Plan for 2008/2009 fiscal year. This document was prepared with the assistance a Technical Advisory Committee and Curt Dunham with Partners for Strategic Action. The Capital Improvements Plan is a planning and management tool prepared as a prelude to the budget process. For the purposes of this document, a capital project is defined as a tangible asset costing \$25,000 or more with useful life of at least five years. The Plan breaks the submitted projects into several categories based on their characteristics, funding sources and readiness. Evaluation criteria were developed and used to rank the rated projects. Staff and Curt Dunham will make a brief presentation on the process and final report for the Council's consideration. If you have any questions, please let me know. Thanks.

FEB 07 2008 D.S.

# **Town of Payson Capital Improvements Plan**

# **DRAFT**

**February 2008**

**This Plan funded in part by an Arizona Department of Commerce Growing Smarter Grant.**

## **I. Introduction**

The Town of Payson Capital Improvements Plan (CIP) is a management tool that is used to provide guidance for municipal operations. The Town provides services to citizens and visitors and the provision of these services requires significant outlays for structures, equipment, and facilities that are the organization's operational infrastructure. The town is also counted upon to provide amenities such as parks, trails, and open space to enhance the quality of life in the community.

The CIP serves as the link between the town's planning and budgeting function as it provides direction to transform the broad strategic goals of the organization into tangible facilities and services. The town has been doing capital improvements planning for decades through its budgeting process, but is choosing to take a more comprehensive and collaborative approach to infrastructure planning and financing.

The CIP is not a budget or intended to supersede the budgeting process in any way. There will be many more capital expenditures under the limits of this plan that will be included in departmental budget requests. The CIP is a "living document" that will be updated annually prior to the start of fiscal year budget deliberations.

To develop the plan, a multi-disciplinary CIP Technical Advisory Committee (TAC) was assembled to work with a planning consultant. The planning process began in December 2007 and concluded in February 2008. The Advisory Committee was comprised of leadership from all of the key town departments, upper management, representatives of the town council, and several citizens.

## **II. Defining Capital Projects and Prioritization Approach**

It is essential that a standard definition be developed for Capital Projects that is used organization-wide. The definition should be sensitive to the relative size of the budget but not so inclusive that it focuses on the minutia of day-to-day activities.

In addition, over \$69 million of projects have been submitted for this planning process. Since there will almost always be more needs than available resources, it is also important to have a method to categorize and prioritize projects.

The Technical Advisory Committee developed and adopted the following definition:

***Capital Projects are defined as tangible assets costing \$25,000 or more with a useful life of at least five years.***

In addition, all projects are not the same when it comes to setting priorities for funding and implementation. Some are immediate in need while others may be several years away. There are also different funding options and constraints.

When projects are submitted, they will pass through a “funnel” that places the various projects in categories.

At this point, some projects may receive Priority Funding – in other words the projects have been determined to have major implications if not implemented. This could be due to imminent health and safety, emergency, or legal issues. Projects designated as such will be recommended for priority funding.

It is the goal of good planning that these types of priority funding events are minimal, but it is recognized that events occur that will prompt special consideration and a necessary degree of flexibility.

Should the TAC recommend that a project or projects leave the Decision-Making Funnel and go to Priority Funding, the Town Council and management will determine if they concur with the recommendation to fund the project or send it back into the Decision-Making Funnel for further evaluation.

Projects that do not receive priority funding (which should be a vast majority of submittals) will then pass to the next level.

The following categories provide the structure for the Capital Improvements Plan.

**Assumption/Contingent/Restricted Fund Projects.**

These projects may be determined to pass directly into the CIP as Programmed Projects since they could be carryovers from prior years with existing dedicated funding sources, in progress with existing funding, or the fulfillment of contractual obligations. This category also includes projects with dedicated or restricted funding sources (e.g., HURF) that will be programmed/prioritized at a departmental level. It also includes projects that may be contingent on grants or other funding sources that if received, it is assumed that the town will provide any matching funds to implement the project.

### **Operational Capital**

Projects that are essential to departmental operation are included in the category and should be included in departmental budgets. The urgency of need will be determined as part of the budgeting process.

### **Anticipated Needs**

Projects that are not being proposed for funding in the current budget cycle but are anticipated needs in the future fit this category. Identifying these projects that will be needed in the future provides a "heads up" for management and leadership as to projects on the horizon. It also permits large ticket items to have resources banked to meet the future need.

This category also includes projects deemed necessary to keep the organizational operational and that ARE NOT new or expanded services. While they do not go through the Decision Matrix they also are not guaranteed to be funded. They will be examined on a case by case basis as to imminence of need.

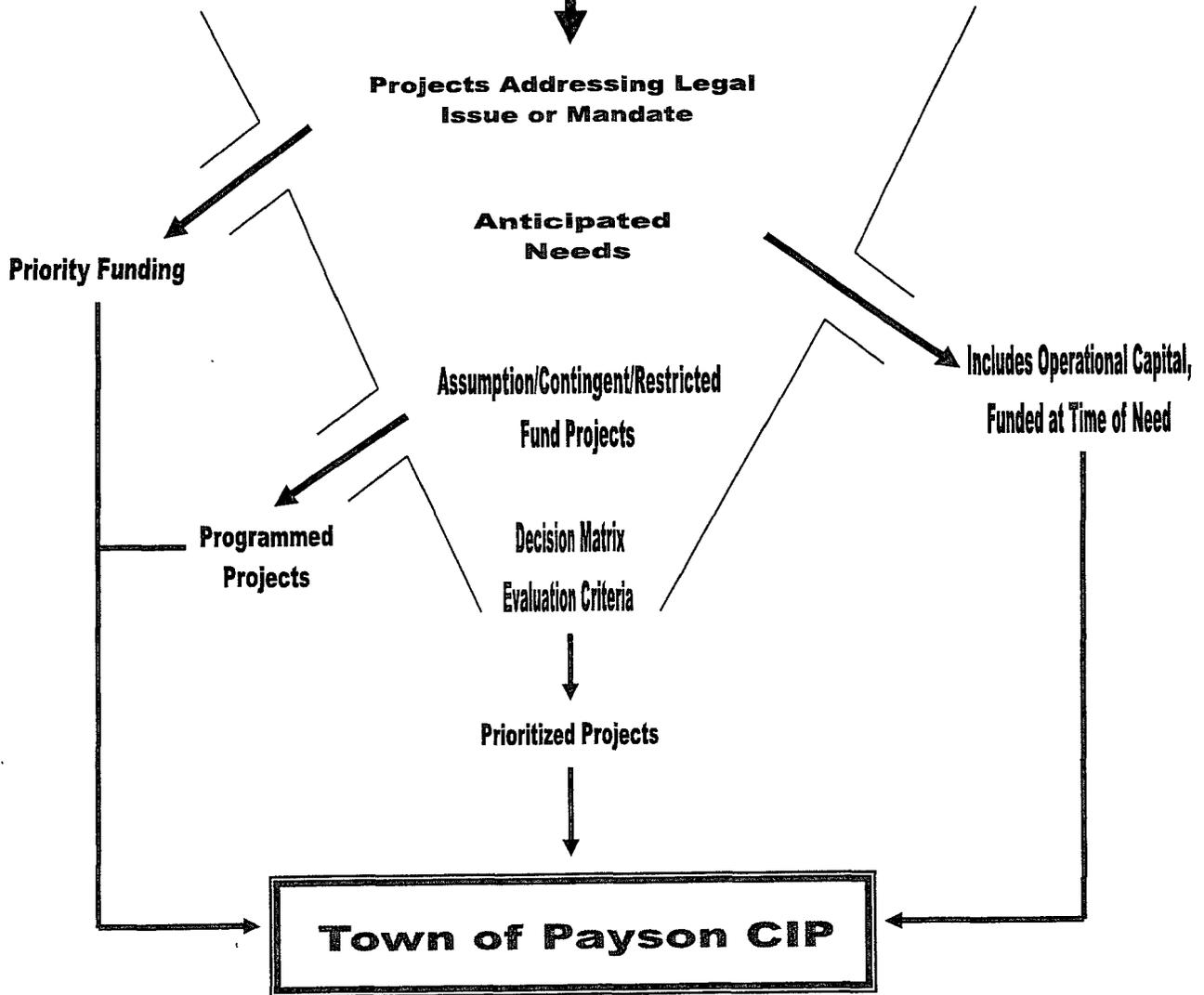
Other projects in this category are in need of more refinement, additional information, or further planning. These will be acknowledged in the CIP but no action will be taken until the project is further defined and clarified.

### **Decision Matrix – Rated Projects**

The remaining projects will pass into the Decision Matrix where the Evaluation Criteria will be used to prioritize the projects to be included in the CIP.

# Decision-Making Funnel

## Capital Projects



### **III. Project Evaluation Criteria**

The intent of the CIP is to as objectively as possible evaluate all capital needs on an organizational-wide basis. This is best accomplished through a standard set of Evaluation Criteria that are as applicable as possible to a wide variety of types of capital projects.

Some basic parameters must also be set to ensure the only justified projects are brought into the decision process.

#### **Parameters**

- Projects must be compatible with overall town goals and planning
- Projects that directly address a potential danger or litigious situation will not be subject to the Project Evaluation Process

#### **Adopted Criteria**

The TAC developed the following set of four Evaluation Criteria to use during the process.

- **Fiscal Impact**
  - Initial project cost
  - Impact on operations
  - Staffing costs and impacts
  - Impact on maintenance costs
- **Revenue Preservation and Generation**
  - Cost savings opportunities
  - Coordination of projects to preserve resources
  - Potential economic development/revenue generation opportunities
- **Community Impact**
  - Overall impact (percentage of public that will benefit)
  - Desired by public – Payson Goal Plan
  - Improving service levels to the public
- **Addressing Health, Safety, Environmental, and Regulatory Issues**
  - Public health and safety
  - Environmental stewardship
  - Regulatory compliance

It was determined that all four Evaluation Criteria will be weighted equally for this Evaluation Process. The Evaluation Criteria will be re-visited annually to make any adjustments or weighting changes.

#### IV. Submitted Projects

The following projects were submitted for consideration by the town's departments and members of the Technical Advisory Committee.

Project #/Name	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Total
<b>Police Dept.</b>								
08-001 - Building Remodel	\$65,500							\$65,500
08-002 - Radio Infrastructure Upgrade	\$46,860							\$46,860
08-003 - Compound Remodel	\$63,800							\$63,800
08-004 - Building Security Upgrade	\$32,000							\$32,000
<b>Engineering/Streets</b>								
08-005 - Mud Springs Rd Phase 2 Const	\$1,050,000							\$1,050,000
08-006 - Bonita Street Phase 2 & 3	\$1,338,460	\$186,000	\$180,960	\$299,920	\$522,540	\$149,040		\$1,338,460
08-007 - Wade Lane Sidewalk	\$65,000							\$65,000
08-008 - Granite Dells Roundabout Landscaping	\$45,000							\$45,000
08-009 - Granite Dells Roundabout Street Lighting	\$34,000							\$34,000
08-010 - Airport Road & Highway 87 Traffic Control	\$390,000							\$390,000
08-011 - Pavement Preservation	\$550,000							\$550,000
08-012 - American Gulch Improvement District	\$250,000							\$250,000
08-013 - Purchase 1 new 6 cy dump truck	\$75,000							\$75,000
08-014 - Purchase a new Crack Seal Machine	\$45,000							\$45,000
08-15 - Main Street Parking Lot	\$140,000							\$140,000
08-16 - Green Valley Park Parking Lot Expansion	\$700,000							\$700,000
08-17 - Longhorn Road Sidewalk Project	\$180,000							\$180,000
08-018 - Summit Street Resurfacing, McLane Road to Mesquite Street	\$40,000							\$40,000
08-019 - E. Phoenix Street - Highway 87 to Sycamore Street - Design Only	\$67,000	\$65,000		\$635,000				\$767,000
08-020 - Small Area Transport. Study	\$120,000							\$120,000
<b>Financial Services</b>								
08-021 - Town Hall Carpet Replacement	\$50,000							\$50,000
<b>Fire Dept.</b>								
08-022 - Utility 121 chassis replacement				\$300,000				\$300,000
08-023 - Battalion 1 vehicle (BC1)		\$45,000						\$45,000
08-024 - Cardiac Monitors			\$80,000					\$80,000
08-025 - DSFD Automatic Aid contract	\$140,000	\$160,000	\$180,000	\$200,000				\$680,000
08-026 - Fire Station 11 build-out	\$300,000							\$300,000
08-027 - Fire Station13 (FS 13)			\$3,500,000					\$3,500,000
08-028 - Ladder 111 replacement					\$1,000,000			\$1,000,000
08-029 - Mobile computer replacement				\$75,000				\$75,000

Project #/Name	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Total
08-030 - Public Safety Master Plan	\$40,000							\$40,000
08-031 - Rehab/Support vehicle		\$75,000						\$75,000
08-032 - Rescue 111						\$100,000		\$100,000
08-033 - Self Contained Breathing Apparatus					\$150,000			\$150,000
08-034 - Thermal Imaging Cameras (TIC)	\$30,000							\$30,000
<b>Parks and Recreation</b>								
08-035 - Payson Area Trails System (PATS)	\$125,000	\$125,000	\$125,000	\$125,000	\$150,000	\$150,000	\$150,000	\$950,000
08-036 - Green Valley Park - Amphitheater Lighting	\$150,000							\$150,000
08-037 - Green Valley & Rumsey Park Ramada Construction			\$100,000					\$100,000
08-038 - GVP Park Maintenance Shop & Storage				\$400,000				\$400,000
08-039 - Payson Event Center	\$180,000	\$4,000,000						\$4,180,000
08-040 - Park Land Acquisition		\$2,500,000				\$3,500,000		\$6,000,000
08-041 - Rumsey Park Play Equip. Ph 3	\$126,000							\$126,000
08-042 - Rumsey Park Restroom Building & Maintenance Storage area		\$145,000						\$145,000
08-043 - Rumsey Park Drainage & People Circulation Plan		\$50,000	\$50,000	\$50,000	\$350,000	\$50,000	\$50,000	\$600,000
<b>Water Dept.</b>								
08-044 - Fish Fence Project	\$65,000							\$65,000
08-045 - Land Purchase	\$55,726	\$55,726	\$55,726	\$55,726	\$55,726	\$55,726	\$55,726	\$390,083
08-046 - Replace Backhoe		\$150,000						\$150,000
08-047 - CC Cragin Project Consulting Fees	\$150,000	\$300,000	\$500,000	\$500,000	\$250,000		\$1,700,000	\$3,400,000
08-048 - Houston Mesa Road Waterline & Water Treatment Plant					\$15,000,000	\$15,000,000		\$30,000,000
08-049 - Security Gate Installation	\$15,000	\$7,000	\$7,000	\$8,000	\$9,000			\$46,000
08-050 - GVP Shoreline Protection	\$50,000	\$50,000						\$100,000
08-051 - Groundwater Remediation	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$175,000
08-052 - Replace Wheel Loader		\$150,000						\$150,000
08-053 - New Water Mains	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
08-054 - Membrane Pilot Study	\$40,000							\$40,000
08-055 - Payson West Well Development		\$80,000						\$80,000
08-056 - Radon Removal Eng. Study	\$30,000		\$30,000					\$60,000
08-057 - Water Line Replacement	\$50,000		\$50,000		\$65,000		\$75,000	\$240,000
08-058 - Reserve Well Development		\$85,000		\$85,000				\$170,000
08-059 - SCADA Equip. Wells & Tanks	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$375,000
08-060 - Warehouse Addition	\$40,000							\$40,000
08-061 - Storage Building	\$40,000							\$40,000
08-062 - Tower Well Purchase	\$93,750	\$93,750	\$93,750	\$93,750	\$93,750	\$93,750		\$562,500
08-063 - Treatment Plant Land Purchase					\$500,000			\$500,000
08-064 - Replace Service Trucks	\$30,000		\$30,000		\$30,000		\$40,000	\$130,000
08-065 - Replace Well Pumps	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$40,000	\$40,000	\$230,000
<b>Administration</b>								
08-066 - Enhanced Recycling Project	\$150,000	\$75,000						\$225,000
<b>Payson Public Library</b>								
08-067			\$1,250,000					\$1,250,000

Project #/Name	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Total
<b>Tourism &amp; Economic Vitality</b>								
08-068 - Water/Piombg. upgrade, painting, carpeting, receptionist area upgrade, phone system upgrade, & new conference room build out	\$25,000	\$10,000						\$35,000
08-069 - J.W. Boardman & Company Display Enhancements	\$10,000							\$10,000
08-070 - Payson Entry/Exit Enhancements	\$60,000	\$45,000	\$45,000					\$150,000
08-071 - Bootleg Alley Acquisition	\$125,000	\$125,000						\$250,000
08-072 - Main Street Enhancements	\$865,815	\$500,000		\$500,000		\$500,000		\$2,365,815
<b>Community Development Dept.</b>								
08-073 - Carpet Replacement	\$40,000							\$40,000
08-074 - Meeting Room/Parking Expansion	\$138,000	\$270,000						\$408,000
08-075 - Housing Needs Assessment & Strategic Plan	\$50,000							\$50,000
08-076 - Affordable & Workforce Housing Fund	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
08-077 - General Plan Update		\$200,000						\$200,000
08-078 - Highway Landscape Beautification	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000			\$750,000
<b>Individual</b>								
08-079 - Wireless Internet Nodes								TBD

All submitted project sheets are attached as Appendix B.

## V. Capital Program

The Capital Program consists of the submitted projects that have gone through the Decision-Making Funnel, and when required, have been prioritized using the Evaluation Criteria. The Capital Program is to be used as a tool or guide in making budget decisions for this fiscal year as well as longer range budgeting and financial planning.

The definitions for the various project categories are found in the previous section.

### Assumption Projects

Assumption Projects								
08-15 - Main Street Parking Lot	\$140,000	0	0	0	0	0	0	\$140,000
08-020 - Small Area Transport. Study	\$120,000	0	0	0	0	0	0	\$120,000
08-030 - Public Safety Master Plan	\$40,000	0	0	0	0	0	0	\$40,000
08-045 - Land Purchase - Contractual	\$55,726	\$55,726	\$55,726	\$55,726	\$55,726	\$55,726	\$55,726	\$390,082
08-047 - CC Cragin Project Consulting Fees	\$150,000	\$300,000	\$500,000	\$500,000	\$250,000	0	\$1,700,000	\$3,400,000
08-048 - Houston Mesa Road Waterline & Water Treatment Plant	0	0	0	0	\$15,000,000	\$15,000,000	0	\$30,000,000
08-053 - New Water Mains	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
08-054 - Membrane Pilot Study	\$40,000	0	0	0	0	0	0	\$40,000
08-056 - Radon Removal Eng. Study - Regulatory Mandate	\$30,000	0	\$30,000	0	0	0	0	\$60,000
08-062 - Tower Well Purchase - Contractual	\$93,750	\$93,750	\$93,750	\$93,750	\$93,750	\$93,750	0	\$562,500
08-066 - Enhanced Recycling Project	\$150,000	\$75,000	0	0	0	0	0	\$225,000
08-068 - Water/Piombg. upgrade, painting, carpeting, receptionist area upgrade, phone system upgrade, & new conference room build out	\$25,000	\$10,000	0	0	0	0	0	\$35,000
<b>Totals</b>	<b>\$944,476</b>	<b>\$634,476</b>	<b>\$779,476</b>	<b>\$749,476</b>	<b>\$15,499,476</b>	<b>\$15,249,476</b>	<b>\$1,855,726</b>	<b>\$35,712,582</b>

### Operational Capital

Project #/Name	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Total
08-002 - Radio Infrastructure Upgrade	\$46,860	0	0	0	0	0	0	\$46,860
08-004 - Building Security Upgrade	\$32,000	0	0	0	0	0	0	\$32,000
08-011 - Pavement Preservation	\$550,000	0	0	0	0	0	0	\$550,000
08-013 - Purchase 1 new 6 cy dump truck	\$75,000	0	0	0	0	0	0	\$75,000
08-014 - Purchase a new Crack Seal Machine	\$45,000	0	0	0	0	0	0	\$45,000
08-021 - Town Hall Carpet Replacement	\$50,000	0	0	0	0	0	0	\$50,000
08-022 - Utility 121 chassis replacement	0	0	0	\$300,000	0	0	0	\$300,000
08-023 - Battalion 1 vehicle (BC1)	0	\$45,000	0	0	0	0	0	\$45,000
08-024 - Cardiac Monitors	0	0	\$80,000	0	0	0	0	\$80,000
08-025 - DSFD Automatic Aid contract	\$140,000	\$160,000	\$180,000	\$200,000	0	0	0	\$680,000
08-028 - Ladder 111 replacement	0	0	0	0	\$1,000,000	0	0	\$1,000,000
08-029 - Mobile computer replacement	0	0	0	\$75,000	0	0	0	\$75,000
08-046 - Replace Backhoe	0	\$150,000	0	0	0	0	0	\$150,000
08-049 - Security Gate Installation	\$15,000	\$7,000	\$7,000	\$8,000	\$9,000	0	0	\$46,000
08-051 - Groundwater Remediation	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$175,000
08-052 - Replace Wheel Loader	0	\$150,000	0	0	0	0	0	\$150,000

08-057 - Water Line Replacement	\$50,000	0	\$50,000	0	\$65,000	0	\$75,000	\$240,000
08-058 - Reserve Well Development	0	\$85,000	0	\$85,000	0	0	0	\$170,000
08-059 - SCADA Equip. Wells & Tanks	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$375,000
08-064 - Replace Service Trucks	\$30,000	0	\$30,000	0	\$30,000	0	\$40,000	\$130,000
08-065 - Replace Well Pumps	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$40,000	\$40,000	\$230,000
08-073 - Carpet Replacement	\$40,000	0	0	0	0	0	0	\$40,000
08-075 - Housing Needs Assessment & Strategic Plan	\$50,000	0	0	0	0	0	0	\$50,000
08-076 - Affordable & Workforce Housing Fund	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
Totals	\$1,353,860	\$802,000	\$552,000	\$873,000	\$1,309,000	\$215,000	\$330,000	\$5,434,860

### Anticipated Needs

Project #/Name	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Total
08-16 - Green Valley Park Parking Lot Expansion	0	\$700,000	0	0	0	0	0	\$700,000
08-027 - Fire Station 13 (FS 13)	0	0	\$3,500,000	0	0	0	0	\$3,500,000
08-031 - Rehab/Support vehicle	0	\$75,000	0	0	0	0	0	\$75,000
08-032 - Rescue 111	0	0	0	0	0	\$100,000	0	\$100,000
08-033 - Self Contained Breathing Apparatus (SCBA)	0	0	0	0	\$150,000	0	0	\$150,000
08-037 - Green Valley & Rumsey Park Ramada Construction	0	0	\$100,000	0	0	0	0	\$100,000
08-038 - GVP Park Maintenance Shop & Storage	0	0	0	\$400,000	0	0	0	\$400,000
08-040 - Park Land Acquisition	0	\$2,500,000	0	0	0	\$3,500,000	0	\$6,000,000
08-042 - Rumsey Park Restroom Building & Maintenance Storage area	0	\$145,000	0	0	0	0	0	\$145,000
08-043 - Rumsey Park Drainage & People Circulation Plan	0	\$50,000	\$50,000	\$50,000	\$350,000	\$50,000	\$50,000	\$600,000
08-055 - Payson West Well Development	0	\$80,000	0	0	0	0	0	\$80,000
08-063 - Treatment Plant Land Purchase	0	0	0	0	\$500,000	0	0	\$500,000
08-067 - Library Expansion	0	0	\$1.25 mil	0	0	0	0	\$1.25 mil
08-070 - Payson Entry/Exit Enhancements	0	\$60,000	\$45,000	\$45,000	0	0	0	\$150,000
08-071 - Bootleg Alley Acquisition	0	\$125,000	\$125,000	0	0	0	0	\$250,000
08-074 - Meeting Room/Parking Expansion	0	\$138,000	\$270,000	0	0	0	0	\$408,000
08-077 - General Plan Update	0	\$200,000	0	0	0	0	0	\$200,000
08-078 - Highway Landscape Beautification	0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	0	\$750,000
08-079 - Wireless Internet Nodes	0	0	0	0	0	0	0	0
Totals	0	\$4,223,000	\$590,000	\$645,000	\$1,150,000	\$3,800,000	\$50,000	\$1,758,000

### Rated Projects

The following projects were rated using the Evaluation Criteria Matrix. They are placed in priority order with the total points awarded for each project indicated in parenthesis after the project name.

Project #/Name	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	Total
<b>Ranked Projects (#)=ranking score</b>								
08-034 - Thermal Imaging Cameras (90)	\$30,000	0	0	0	0	0	0	\$30,000
08-044 - Fish Fence Project (90)	\$65,000	0	0	0	0	0	0	\$65,000
08-039 - Payson Event Center (86)	\$180,000	\$4,000,000	0	0	0	0	0	\$4,180,000
08-035 - Payson Area Trails System (PATS) (83)	\$125,000	\$125,000	\$125,000	\$125,000	\$150,000	\$150,000	\$150,000	\$950,000
08-072 - Main Street Enhancements (82)	\$865,815	\$500,000	0	\$500,000	0	\$500,000	0	\$2,365,815
08-019 - E. Phoenix Street - Highway 87 to Sycamore Street - Design Only (80)	\$67,000	\$65,000	0	\$635,000	0	0	0	\$767,000

08-050 - GVP Shoreline Protection (80)	\$50,000	\$50,000	0	0	0	0	0	\$100,000
08-006 - Bonita Street Phase 2 & 3 (79)	\$1,338,460	0	0	0	0	0	0	\$1,338,460
08-012 - American Gulch Improvement District (75)	\$250,000	0	0	0	0	0	0	\$250,000
08-036 - Green Valley Park - Amphitheater Lighting (73)	\$150,000	0	0	0	0	0	0	\$150,000
08-018 - Summit Street Resurfacing, McLane Road to Mesquite Street (65)	\$40,000	0	0	0	0	0	0	\$40,000
08-010 - Airport Road & Highway 87 Traffic Control (64)	\$390,000	0	0	0	0	0	0	\$390,000
08-041 - Rumsey Park Play Equip. Ph 3 (58)	\$126,000	0	0	0	0	0	0	\$126,000
08-001 - Building Remodel (45)	\$65,500	0	0	0	0	0	0	\$65,500
08-061 - Storage Building (43)	\$40,000	0	0	0	0	0	0	\$40,000
08-007 - Wade Lane Sidewalk (42)	\$65,000	0	0	0	0	0	0	\$65,000
08-008 - Granite Dells Roundabout Landscaping (42)	\$45,000	0	0	0	0	0	0	\$45,000
08-060 - Warehouse Addition (33)	\$40,000	0	0	0	0	0	0	\$40,000
08-003 - Compound Remodel (24)	\$63,800	0	0	0	0	0	0	\$63,800
08-005 - Mud Springs Rd Phase 2 Const (16)	\$1,050,000	0	0	0	0	0	0	\$1,050,000
08-17 - Longhorn Road Sidewalk Project (15)	\$180,000	0	0	0	0	0	0	\$180,000
08-026 - Fire Station 11 build-out (15)	\$300,000	0	0	0	0	0	0	\$300,000
08-009 - Granite Dells Roundabout Street Lighting (14)	\$34,000	0	0	0	0	0	0	\$34,000
<b>Totals</b>	<b>\$5,560,575</b>	<b>\$4,740,000</b>	<b>\$125,000</b>	<b>\$1,260,000</b>	<b>\$150,000</b>	<b>\$650,000</b>	<b>\$150,000</b>	<b>\$12,635,575</b>

## **VI. Annual Update Process**

**Following is a recommended update process and timetable for keeping the CIP as an important and relevant planning tool:**

### **October**

The TAC membership will be determined

### **November**

TAC will be mobilized and convene to complete the following tasks:

- ✓ Review progress and accomplishments in previous year
- ✓ Review Evaluation Criteria and make any changes, additions, deletions
- ✓ Examine Capital Project Definition to ensure it is still appropriate
- ✓ Provide direction and timeline for Project Sheet completion and submittal

### **December**

Submit and finalize Project Sheets

Hold Project Evaluation Session

### **January**

Update CIP

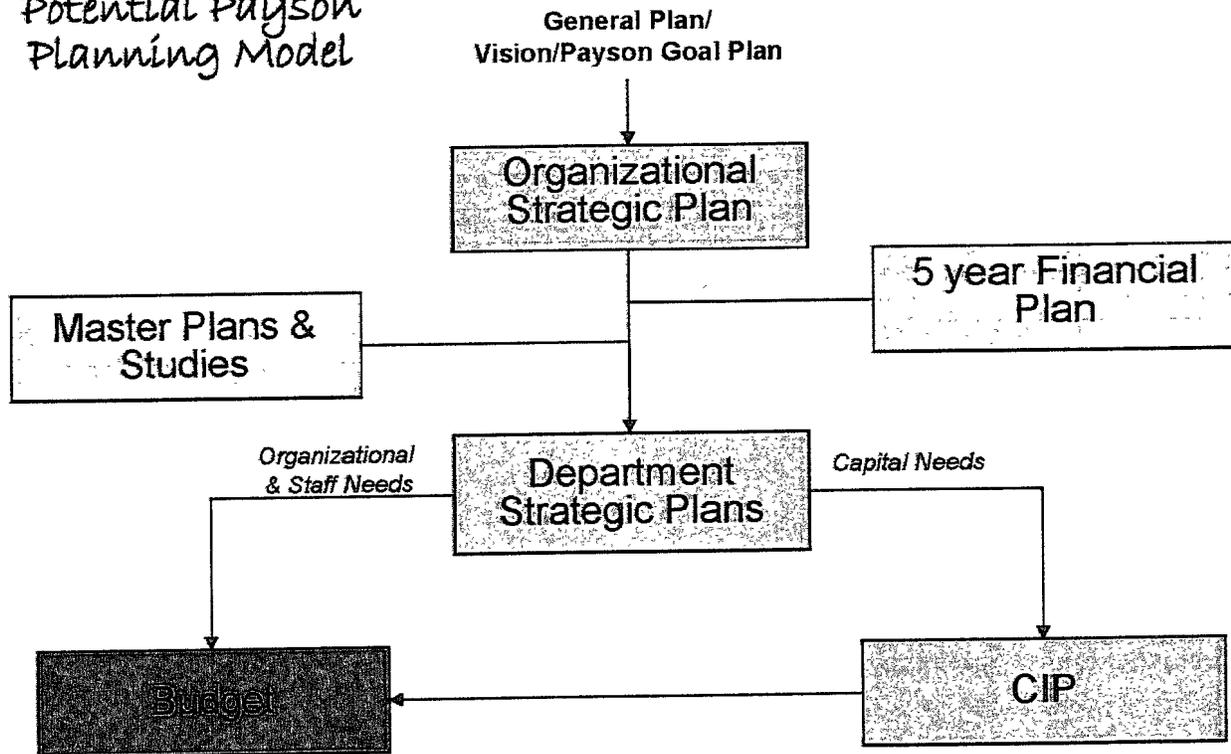
### **February**

Council adopts updated CIP and brings into budget process

# APPENDIX A – POTENTIAL PLANNING STRUCTURE

Overall, the Town of Payson is working to upgrade its planning infrastructure by expanding its planning systems through processes like the Capital Improvements Program. The following graphic illustrates a potential planning model for Payson similar to ones used successfully in other municipalities.

*Potential Payson  
Planning Model*



## APPENDIX B – CIP PROJECT SHEETS