

**TOWN OF PAYSON
TOWN COUNCIL MEETING
MINUTES OF THE SPECIAL MEETING
March 3, 2015**

CALL TO ORDER

Mayor Evans called the meeting to order at approximately 4:00 p.m. in the Town Hall Council Chambers, 303 North Beeline Highway, Payson, Arizona.

PLEDGE OF ALLEGIANCE

PRESENT: Mayor Kenny J. Evans, Vice-Mayor Michael Hughes, Council Member Fred Carpenter, Council Member Su Connell, Council Member Richard Croy, Council Member Chris Higgins, and Council Member John Wilson.

STAFF PRESENT: Debra Galbraith - Town Manager, LaRon Garrett - Assistant Town Manager, Donald Engler - Police Chief, Silvia Smith - Town Clerk, Cameron Davis - Parks, Recreation and Tourism Director, Emily Linkey - Library Director, Tanner Henry - Water Division Manager, and David Staub - Fire Chief.

OTHERS PRESENT: Tracie Bailey - Chief Deputy Town Clerk, Hope Cribb - Finance Manager, Tammy Enlow - Budget Analyst, Bobby Davis - Economic Development, Sheila DeSchaaf - Planning and Development Director, Doni Wilbanks - Planning Specialist I, Tomi Huddlestun - Human Resources Manager, and Nelson Beck - Parks Supervisor.

1. **Review Status of FY 2012/2015 Corporate Strategic Plan.**
2. **Review FY 2015/2018 Draft Corporate Strategic Plan: Additions, Revisions and Deletions.**

Hope Cribb, Finance Manager, recognized Tammy Enlow, Budget Analyst, for her budget award and thanked Ms. Enlow for her hard work. Ms. Cribb gave a brief summary of where the Town was at financially currently and gave a brief background on the Corporate Strategic Plan (CSP). Ms. Cribb explained the CSP was designed around 10 Key Result Areas (KRAs). Each KRA had its own set of priorities and strategies to achieve. Ms. Cribb went over KRA 1, Economic Development, Tourism & Economic Vitality. Mayor Evans asked if the enterprise Just Serve could be tapped into as a resource. Council Member Carpenter asked Bobby Davis, Economic Development, to address who he was working with to foster training opportunities. Mr. Davis replied he was working with the Industrial Development Authority (IDA) out of Gila County, the Rim Country Chamber of Commerce, the Arizona Commerce Authority and Economic Development. Mr. Davis noted there had been two training sessions for businesses with over 45 attendees and two more training sessions were planned. Council Member Connell asked what the key business sectors were. Mr. Davis replied the focus was on

manufacturing businesses that have a low impact. Mr. Davis had spoken with two or three manufacturers out of California. Council Member Connell noted that under number 5 working with Gila Community College and the High School was great and asked Mr. Davis not to forget about the other high school programs. Mr. Davis replied he was working on accomplishing that. Mayor Evans noted that for some time the Town has worked to become more business friendly. Debra Galbraith, Town Manager, noted that was addressed under number 4.

Ms. Cribb went over KRA 2, Financial Excellence. Ms. Cribb noted the forecast has been very close. Ms. Cribb went over KRA 3, Infrastructure. Mayor Evans asked Ms. Cribb to add the use of the County Transportation Tax for street maintenance. Council Member Croy asked if the Town has looked into options for bus routes. LaRon Garrett, Assistant Town Manager, responded several years ago a study was done and it was decided not to go with the plan because the Town would have to pay subsidies. Council Member Connell asked if the list of streets the Transportation Advisory Board determined were a priority could still be used. Mr. Garrett replied that Board was currently inactive, but the list of priorities it had prepared would show up in the Capital Improvement Plan (CIP). Mayor Evans noted the other infrastructure that had to come to the forefront was to bring in an alternate system for the internet. Ms. Galbraith responded that could go under technology. Mayor Evans asked to defer it to KRA 10, Technology. Mayor Evans asked why the stripping was coming off on Highway 87. Mr. Garrett replied the stripping was flaking off on Highway 87 because it was temporary stripping.

Ms. Cribb went over KRA 4 Innovation and Efficiency. Mayor Evans noted streamlining Boards and Commissions could be added to number 3 under this KRA. Sheila DeSchaaf, Planning and Development Director, noted the Planning and Zoning Commission had made a recommendation that would go to Council March 19, 2015, regarding the Planning and Zoning Commission being redesigned to do Design Review too. Mayor Evans noted that at one point the development process was called a one stop shop. Ms. DeSchaaf responded the Town of Gilbert had a promotional video on the one stop shop where all departments reviewed the plans and approved them. Council Member Higgins noted there were a lot of people with different information and asked if there was a way to get correct, accurate information out to the general public. Tanner Henry, Water Division Manager, responded Colin Walker, Water Superintendent, has been doing a lot of public speaking in the community and the Water Department produced a milestones video on the C. C. Cragin project that ran on Channel 4. Mr. Walker had also spoke on TOP Talk. Council Member Higgins noted his friend from Pennsylvania was very impressed by the video. Mr. Henry explained the plan was to capture more video as the project continued and use it as a teaching tool. Mayor Evans suggested showing the video at the Chamber's monthly meeting. Council Member Higgins believed the more people understood the water rate increase needed the less people would be irritated. Council Member Connell suggested Mr. Henry talk to the theatre manager and see if the theatre would show the video as a community contribution. Mr. Henry replied he would follow up on that. Council Member Wilson noted it could be shown during the commercials at the theater. Mr. Henry had also shown the video to the Water Infrastructure

Finance Authority (WIFA). Council Member Carpenter asked how did that work. Mr. Henry replied very well.

Ms. Cribb went over KRA 5, Neighborhoods and Livability. Vice-Mayor Hughes asked Ms. Cribb to consider putting in something with Fire Wise to promote the understanding and how to make your property fire wise. Council Member Carpenter noted that was already addressed in KRA 8. Mayor Evans noted the Town has continued to work with the developer by Wal-Mart on affordable housing and that would meet everything under number 2. Council Member Carpenter asked if there were any Habitat for Humanity houses in the plan. Mayor Evans responded he had been contacted by Habitat for Humanity. Mayor Evans asked Ms. Cribb to add Timber Ridge. Ms. Cribb replied she would add it. Mayor Evans asked if the Green Valley Park shoreline improvement should be added under number 3. Mr. Henry noted it was called shoreline protection. Ms. Galbraith noted the shoreline protection process was created by one of the Water Department employees. Mr. Henry explained the original design was supposed to have shoreline protection, but it was removed. Mr. Henry explained he had talked to Scott Kelly, Water Systems Operations Supervisor, Mr. Garrett and Mr. Walker about shoreline protection and Mr. Kelly came up with the design. Mr. Henry noted Game and Fish was very happy about it and he has had great feedback. Ms. Galbraith asked Mr. Henry to talk about the fish fence. Mr. Henry explained there had to be a barrier to keep the white amour fish in the lakes from washing down stream during a flood event. The fish fence would be on the far west end of the park and the design was done. Ms. Galbraith asked if this was a project staff figured out. Mr. Henry replied yes. Ms. Galbraith acknowledged the Town has very talented staff. Council Member Connell asked what the status was on the Master Plan for Parks and Recreation. Cameron Davis, Parks, Recreation and Tourism Director, replied in a couple of weeks when Council approached the CIP it was on the top of the list and would move forward if the money was there. Council Member Wilson noted Emily Linkey, Library Director, was doing a fabulous job at the library and needed more money for maintenance and to expand the library.

Ms. Cribb went over KRA 6, Social Services. Mayor Evans asked what the program started a year ago for drug abuse was. Don Engler, Police Chief, explained it had evolved into the Community Prevention Council and focused mainly on youth. It has grown to include more middle age and elderly people with substance abuse. Mayor Evans asked if the Town has been recognized by the state for this. Council Member Connell asked if the block watch was active. Chief Engler explained the National Night Out funding had dried up a couple of years ago and the Police Department was focused on the Community Block Watch Program. There were six communities involved. Mayor Evans asked if the Police Department was taking the lead with the monitors for seniors at risk. Chief Engler responded the Guardian Angel Program was run by Police Department volunteers and was still active. Council Member Connell asked if the Police Department was involved with the vial of life. David Staub, Fire Chief, responded your entire medical history was contained in a vial you kept handy. The challenge was that it had to be kept up to date.

Ms. Cribb went over KRA 7, The Payson Team. Ms. Galbraith noted the Information Technology Department (IT) had created an intranet for employees. Ms. Galbraith explained there was an established career path program with a set of different titles that staff could progress through with a series of training staff could take to get to the next level. Mayor Evans noted staff has talked about creating a succession plan for senior workers also and how the Town would succeed them. Mayor Evans asked that this be a priority. Ms. Cribb replied it would be made a priority.

Ms. Cribb went over KRA 8, Public Safety. Mayor Evans noted the round-a-bout was a challenge and asked if staff could put something in the newspaper about how round-a-bouts work. Chief Engler responded staff has put together a list of areas to promote on Channel 4. The Police Department would present a local version of the heroin issue on March 11, 2015, at 7:00 p.m. in the Council Chambers. It would be presented by the detectives who worked the drug issues. There would be another presentation on identity theft and traffic. Chief Engler explained the Police Department has hired a lot of new, young employees without experience who would be trained by older officers in customer service and how to balance their interaction with people. Ms. Galbraith asked Chief Engler to explain priority 1. Chief Engler explained it was serious calls such as a heart attack or bank robbery where someone could be injured or killed. Council Member Carpenter noted approximately a year ago Council had looked at codes and the Fire Department had a budget for education for fire conditions. Chief Staub responded there was a budget for education and the Fire Department continuously educated the community throughout the year. Mayor Evans asked if the Fire Department worked with the crew south of town. Chief Staub replied yes. Council Member Carpenter noted the first Saturday of May was Fire Wise day. Mayor Evans asked if the Tonto Apaches had done a lot of work on the fire break. Chief Staub replied yes. Council Member Carpenter would like to see the Town move in the direction of code enhancement as a goal. Mayor Evans believed number 6 addressed that. Council Member Carpenter would like to see code improvements added to it. Ms. Galbraith suggested staff look at codes first. Ms. Galbraith would ask Ray LaHaye, Chief Building Official, to look at it. Mayor Evans noted the Town's recourse was to wait for the property owner to clean up their property. Council Member Carpenter felt the Town needed to address this long term. Ms. Galbraith felt possibly Mr. LaHaye could start with the Wildland/Urban Interface (WUI) Code to get a base and then have an enforcement in that. Council Member Carpenter believed there needed to be a maintenance code. Mayor Evans agreed.

Ms. Cribb went over KRA 9, Sustainability. Council Member Carpenter asked what WET stood for. Mr. Henry believed it stood for Water Education Training to teach kids about water resources and conservation. Council Member Carpenter asked when the electronic device collection was. Mr. Henry replied it was April 1, 2015. Ms. Galbraith would like staff to come up with a way to help property owners.

Ms. Cribb went over KRA 10, Technology. Mayor Evans asked staff to try to find someone to work with to create an E form to fill out at Development Services. Mr.

Garrett noted there were some E forms available. Ms. Galbraith noted the current software system would do some of that and department heads were still trying to get on board. Channel 4 programming has changed and Steve DeHaan, IT Manager, has added many new programs. Staff was trying to get people more involved in Channel 4 to use as a resource. Council Member Higgins asked how people could view channel 4. Ms. Galbraith explained people could click on channel 4 on the Town website to view it live or go to Channel 4 on Suddenlink Cable TV. Ms. Galbraith noted Mr. DeHaan was looking for more programs to put out there and would like more organizations to do programs. Council Member Carpenter noted there could not be any political programs. Ms. Galbraith suggested The Time Out Shelter do a program. Mayor Evans asked if the C.C. Cragin video was on Channel 4. Ms. Galbraith replied yes. Council Member Carpenter asked for a fire wise video to be added on Channel 4. Council Member Connell suggested the departments incorporate what they do for the Leadership Program and asked if the newspaper would be interested in doing a page. Ms. Galbraith noted in the past the newspaper had done a whole page for articles and departments and had stopped doing the page. Ms. Galbraith would look into it. Ms. Galbraith asked the Council if the Leadership Academy was something the Council would be interested in doing again. Council Member Carpenter noted Council Member Connell was a graduate of the first Leadership Academy. Vice-Mayor Hughes believed it was a very good program to go through and it had brought him to where he was today. Mayor Evans noted Channel 15 was doing a program called Access Arizona and had contacted him to do a half hour segment on Payson. Council Member Higgins asked what the number of viewers online for Channel 4 was. Mr. DeHaan responded there were not any definite numbers for Channel 4. Mr. DeHaan would look into tracking it online. Council Member Higgins asked if there was a way to get real numbers. Ms. Galbraith responded staff would try to find out what programs people were watching. Mr. DeHaan noted there was a link for people to contact him with comments. Mr. DeHaan noted his department needed better equipment to produce high quality shows for TV 4. Ms. Galbraith noted Mr. DeHaan had just started working on this four months ago. Mr. DeHaan noted he did have videos for Fire Wise on Channel 4, but they were older and staff may want to get newer videos to put on Channel 4.

Mayor Evans asked to add the use of microwave technology under number 2. Ms. Galbraith asked to add the Microsoft Surfaces there to. Mr. DeHaan noted he has added the mobile finger printing. Mr. Davis noted people could buy tickets through the Parks and Recreation website. Council Member Higgins asked if people could use Square to take credit card payments. Mr. Davis believed the problem was getting the payment to the Finance Department. Mr. Davis noted currently people had to use an ATM at the site that charged a fee. Ms. Galbraith noted when you used the card all of the receipts went to one account and then it would have to be determined what account the payment went to. Council Member Higgins believed there could be ten different accounts to it. Council Member Carpenter asked if the Police Department could issue e-tickets. Council Member Engler replied the AZTRAC Program allowed police to collect all data at an accident site besides issuing tickets. Council Member Carpenter asked if the Police Department was looking at body cams. Chief Engler noted the body cams have had very favorable results and the Police Department would use them if it was able to fund

them. Council Member Connell asked if there were grants available for body cams. Chief Engler would look into that. Ms. Galbraith noted there was a bill in front of the Legislature. Chief Engler stated it was a bill that would require police to have body cams and if it was unfunded it could be a challenge. Ms. Galbraith noted the EPCR was electronic patient care reporting done from a tablet and sends the information to the hospital. Staff was looking at different programs for this. Ms. Galbraith asked Ms. Cribb to put the high speed web under number 3.

ADJOURNMENT

Mayor Evans adjourned the meeting at approximately 5:38 p.m.

APPROVED:

_____ Date: _____

Kenny J. Evans, Mayor

ATTEST:

Silvia Smith, Town Clerk

Certification

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the Town Council of the Town of Payson held on this day the 3 of March, 2015. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this ____ day of _____, 2015.

Tracie Bailey, Deputy Town Clerk