

**TOWN OF PAYSON
TOWN COUNCIL MEETING
MINUTES OF A WORKSTUDY MEETING
March 10, 2009**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PRESENT: Mayor Kenny Evans, Council Member Su Connell, Vice-Mayor Ed Blair, Council Member Rick Croy, Council Member Michael Hughes, Council Member John Wilson, and Council Member Mike Vogel.

STAFF PRESENT: Debra Galbraith - Town Manager, Sam Streichman - Town Attorney, Marty deMasi - Fire Chief, LaRon Garrett - Public Works Director, Colin P. Walker - Assistant Public Works Director, Don Engler - Police Chief, Silvia Smith - Town Clerk; Ray Erlandsen - Acting Community Development Director, Cameron Davis - Parks, Recreation and Tourism Director.

OTHERS PRESENT: Gaye Stidham - Deputy Town Clerk, Diane Stoyer - Legal Department Office Manager, Hope Cribb - Budget Analyst 1.

PURPOSE OF MEETING

Debra Galbraith, Town Manager, explained that in the past there was a CSP that was replaced by the Payson Goal Plan in the last two years. The plan for the future is to develop a Corporate Strategic Plan and a Business Plan. The Business Plan will involve more of the PGP items: how we can achieve the goals set out in the CSP. The Business Plan will also create the performance measure mechanism for staff. As goals change, the Business Plan will change.

A Capital Improvement Plan will also be a part of the process. She explained that because of budget situations, a current CIP project might not be able to be accomplished within the proposed timeline and need changed, making the CIP up for review and dissection annually.

Mayor Evans said he didn't see any capital fire department projects in the latest PGP. He was concerned that the completion of Fire Station 11 project, approved by voters, had not been carried forward. He asked if the completion of Fire Station 11 and building of a third fire station had been removed from the plan or if the project had fallen through the cracks. Ms. Galbraith explained that it was there when she first came but were removed in the latest plan. Chief deMasi explained

that the request for funding the completion of the Station 11 project was denied last year because of budget concerns. Council Member Wilson noted that between the bond for this project passing and the implementation, costs rose so much that they weren't able to complete the project before running out of bond money.

Mayor Evans suggested the pursuit of FEMA grants to finish Station 11. Chief deMasi said he had checked on a USDA Rural Development grant but was told by the local coordinator that the Town did not qualify at that time. He had also looked at funds from Proposition 202 but was unsuccessful. However, the Assistance to Fire Fighters program had provided some funds recently to complete the sprinkler system and exhaust system portions of the Station 11 project.

Ms. Galbraith explained that this process outlined was designed to provide this type of information for the future so that the progress of projects and goals was readily available.

Vice-Mayor Blair asked for larger print in the documents and the dates of adoption of the plans visible. Ms. Galbraith directed him to the adoption dates on the documents provided.

1. Background of Corporate Strategic Plan.
 - A. Review of current Payson Goal Plan; additions, revisions, and completions.
 - B. Review 06/07 Corporate Strategic Plan.
 - C. Citizen Survey Results.

Ms. Galbraith explained each of the tabbed sections in the Council documents, "Town of Payson Corporate Strategic Plan Meetings", dated March 2009.

She explained that future documents will be larger print and spread sheets will be more readable.

Ms. Galbraith explained that the Five-Year Capital Improvement Plan will include a "funding sources" page for all capital projects and would include future years' funding if the project required more than five years to complete. This would more plainly present total costs of projects as well as annual costs.

Ms. Galbraith presented the compilation of the citizen surveys provided in

the Council documents. Even though less than 1% of the Town's population was represented with the survey, she believed that it did show some general areas that citizens felt were good or they were concerned about. Vice-Mayor Blair suggested shortening the survey to get a larger response. Ms. Galbraith explained that the survey was long in order to help gather the information needed to make a smaller survey in the future. She said that was the intent for any future surveys. She also brought to their attention the survey that had been on the website for some time with only 2 or 3 questions. It had not received much response either.

2. Process for taking action on the 09/10 Corporate Strategic Plan/Payson Goal Plan.

Council Member Connell said it would be helpful to go through the documents and have staff comment on items; their completion and progress. Council Member Croy agreed. Vice-Mayor Blair said that the KRAs were daunting. Ms. Galbraith explained that once the document is prioritized, there would be a table of simple strategic goals which would more plain to understand. She said that the details are there for staff in setting performance measures. She stated that she could provide an overview in the front of the new document and the details would be in the body.

Council Member Hughes pointed out that the details were needed for the overall document. Ms. Galbraith stated that an executive summary might be the answer to Vice-Mayor Blair's concerns, but agreed the details were needed in the body of the document.

Vice-Mayor Blair asked that staff review KRAs to give the Council information about their progress or completion so that the Council was not discussing things that were no longer relevant. Council Member Hughes noted that a CSP is a living document that always is being updated. He described the document as the broad path of where you want to go and the Business Plan as how you will get there.

Mayor Evans voiced his concern about the amount of paper needed to accomplish this and would like it to someday be living in electronic form. Ms. Galbraith assured him that the budget, the CIP, the Business Plan and the CSP would all reside on the website and be in electronic form for the Council and staff.

Sam Streichman said that an electronic form would be good for working purposes, but for public record purposes and retention compliance, a hard copy would need to be kept of drafts and the finished document.

Mayor Evans suggested any working documents include a footer that says where the official document was available, the date of the last revision and explaining that the working document is updated.

3. Scheduling future meetings to deal with updating the Corporate Strategic Plan/Payson Goal Plan. March 24, 2009, has been tentatively scheduled for further review of the Corporate Strategic Plan/Payson Goal Plan.

Mayor Evans suggested that since the process had been reviewed at this meeting, staff now review items in their department and provide that information for Council action at a future meeting. He suggested that the March 24th meeting include both public input and department input at the same time. That would make the meeting of the 17th another work session and taking the draft to the public on the 24th.

Ms. Galbraith said that another meeting would need to be added for Council adoption and then budget meetings will need to be rearranged.

Council Member Connell said that if staff got their part accomplished and emailed to Council, Council could have their questions ready for the next meeting. She also suggested that potential dates for future meetings be emailed to them.

ADJOURNMENT

The meeting adjourned at approximately 6:08 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 regular meeting of the Town Council of the Town of Payson held on this day the 10 of March, 2009. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this ____ day of _____, 2009.

Gaye Stidham, Deputy Town Clerk