

**TOWN OF PAYSON
TOWN COUNCIL MEETING
MINUTES OF THE SPECIAL MEETING
May 17, 2011**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Mayor Evans reported that an equine HV1 virus was reported in Arizona putting horse sponsored events in jeopardy. There is concern about cross contamination with horses moving from state to state. There is no vaccine for the virus and transmission paths are unknown.

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

STAFF PRESENT: Debra Galbraith - Town Manager, Tim Wright - Town Attorney, Marty deMasi - Fire Chief, Don Engler - Police Chief, Silvia Smith - Town Clerk, LaRon Garrett - Public Works Director, and Cameron Davis - Parks, Recreation & Tourism Director.

OTHERS PRESENT: Gaye Stidham - Deputy Town Clerk, Hope Cribb - Finance Manager, Battalion Chief Dan Bramble, Co Horgan - Town Prosecutor.

- A. Council Decision Request filed by Debra A. Galbraith, Town Manager, to bring a staff reorganization proposal back to Council on May 19, 2011 that provides for 2-deep management leadership, potential career leadership progression and distributed management authority.**

Manager Galbraith explained that this Council Decision Request was asking direction from the Council; whether they wanted more information concerning reorganization. If so, the plan would be to come back in detail on Thursday, May 19, 2011.

Motion: to approve a Council Decision Request filed by Debra A. Galbraith, Town Manager, to bring a staff reorganization proposal back to Council on May 19, 2011 that provides for 2-deep management leadership, potential career leadership progression and distributed management authority.

Moved by Vice - Mayor Michael Hughes, seconded by Council Member Su Connell.

Council Member Carpenter asked what budgetary impact this would have. Manager Galbraith said, at this point, nothing. Mayor Evans explained they were asking to come back with a plan and that information would be available then.

Vote: Motion carried 7 - 0

Yes: Mayor Kenny Evans, Vice - Mayor Michael Hughes, Council Member Ed Blair,

Council Member Fred Carpenter, Council Member Su Connell, Council Member Rick Croy, and Council Member John Wilson.

B. Discussion/possible action re: a Council Decision Request filed by Debra Galbraith, Town Manager, regarding the First Responder IGA between Payson and Hellsgate Fire District, including, but not limited to (1) budget considerations of such IGA; and (2) the potential termination of such IGA.

Chief deMasi explained the current automatic aide agreement with Hellsgate. Part of his budget reflects paying them annually. If Fire Station #13 was in service, this Hellsgate agreement would not be necessary. A 90 day notice is required to terminate the agreement.

Manager Galbraith said she felt there were funds to go ahead with Fire Station #13. If Council approved the termination of the agreement, it would include giving notice realizing we would still need to pay for July and part of August. The Council Decision Request outlined a mutual aide agreement more like the countywide agreement we have with other fire districts where we ask for assistance. An automatic response system without the financial portion might be negotiated in addition to the mutual aide agreement.

Motion: to approve a Council Decision Request filed by Debra Galbraith, Town Manager, regarding the First Responder IGA between Payson and Hellsgate Fire District, including, but not limited to (1) budget considerations of such IGA; and (2) the potential termination of such IGA.

Moved by Council Member Ed Blair, seconded by Vice - Mayor Michael Hughes.

Manager Galbraith explained more information about funding and operations of the station were in the Fire Department budget.

Vote: Motion carried 7 - 0

Yes: Mayor Kenny Evans, Vice - Mayor Michael Hughes, Council Member Ed Blair, Council Member Fred Carpenter, Council Member Su Connell, Council Member Rick Croy, and Council Member John Wilson.

C. Discussion/possible action re: Departmental Budget Presentations.

1. Police Department Budget Presentation

Ms. Cribb gave a quick snapshot of the revenue and expense summary. This summary included adjustments since the last meeting. Manager Galbraith asked the Council to keep in mind the General Fund revenue numbers include \$350,000 in a SAFER grant and \$350,000 in expenditures of that grant. That is also true of the COPS grant funds.

Council Member Blair asked if a different revenue source was allowing the fire station to go forward. Mayor Evans explained that at their last meeting changes to the budget were approved by Council and this is what it looks like. There was no additional revenue. Manager Galbraith added that the result of the discussion at the last meeting was to plan to open Fire Station #13 with SAFER funds but knowing that those funds were probably not going to come. The Council had the option to

not open the building and board it up. However, Chief deMasi thought they found a way to keep service to that part of Town.

Chief Engler explained how the Police Department budget concerns the entire Town. He said he did his best to present a conservative budget. He noted changes in communications adding overtime because dispatch is not fully staffed.

Within the Operations portion of the budget, jail fees were moved to services.

Animal Control shows additional funds to the Humane Society.

Chief Engler noted that anticipated grants were less than funded, so he projected a lower amount in this budget. He explained that the COPS grant paid for an officer 100% the first three years and the Department is required to keep that officer for a minimum of 12 months. He didn't know if there would be funding for one or two school resource officers.

The capitol budget contained \$120,000 for vehicle replacement for three vehicles. Manager Galbraith noted these will be a lease-purchase with payments for five years adding more debt next year.

Mayor Evans asked if there was an increase in insurance and retirement. Manager Galbraith explained that the PSPRS increase for fire was 35% and for police was 42%.

Council Member Blair asked if the lease payments were made to another state. Manager Galbraith explained that previous lease-purchase agreements were with an out-of-state company. This lease-purchase would go out to bid. She reminded him that it was illegal to favor local companies, but the bid process would give everyone an opportunity.

Council Member Carpenter asked if the warranty work was done locally on police vehicles. Chief Engler said it was, along with any recall work.

2. Fire Department Budget Presentation

Chief deMasi stated the most substantive change to this budget year was to attempt opening Fire Station #13.

Chief deMasi explained that the Operations portion of the budget did not include any capital, wildland fire response or grants. He noted the increase in personnel costs including insurance and retirement contributions as well as three additional firemen. The \$353,000 in SAFER grant funds were still reflected in this budget.

Council Member Blair asked if there would be an increase in utility costs with the third station. Chief deMasi said those costs were in the services area in the budget.

Chief deMasi explained the basic plan to open Fire Station #13 was to increase the reserve (POC) firefighters, hire three additional firefighters and reconfigure current personnel. A battalion chief would move between stations. He said that they would try different response models and evaluate them as they move forward. Chief

deMasi stated that part of reconfiguring their records management system, incident software with mapping capability was installed. This allows the Fire Department to see that Station #13's area is the lowest in the number of calls. The Department's target response time for emergencies is five minutes and to reach that goal 90% of the time. Response time is now at 65% to 70% at five minutes. Fire Station #13 will improve that response time and give them strategic reserve for other parts of Town. He believed Station #13 would be a little faster response than Hellsgate.

The Capital portion of the Fire Department budget included a new fire engine for Fire Station #13. Bond monies would be used for this purchase.

Chief deMasi correctd the Expenditures number to \$3,672,800.

Grants will be pursued including the AFG equipment and prevention programs, Mogollon Health Alliance, and Hazardous Fuel Reduction Grant programs.

The wildland response expenditures were an estimate because the fire activity is unknown. However, there is no cost to the Town as they bill for the firefighter's services. Some revenue is generated.

D. Discussion/possible action re: Town of Payson FY 2011/2012 budget. Note: The Adoption of the Tentative Budget is currently scheduled for June 02, 2011.

Manager Galbraith asked, now that Council had seen the presentation, whether they wanted to proceed with Fire Station #13.

Vice-Mayor Hughes stated that looking at both options, closed or open, the difference was very small and makes a minimal impact on the budget, about \$58,000. For the difference in the money and the advantages of having the station open he said he felt it was well worth it. Manager Galbraith added that was the opinion of the Budget Committee.

The Council, by consensus, agreed this was the best option.

Council Member Blair stated that citizenry will appreciate the station open. He expressed his appreciation of the many hours of work by the Budget Committee. Mayor Evans added his thanks.

Manager Galbraith explained that at the next meeting these will come back in the form of a tentative budget for adoption. Council will still be able to ask questions and can change expenditures. However, after the tentative budget is adopted, revenues can't be changed and expenditures can go down but not up. June 16, 2011 is scheduled for the final budget adoption. The first Thursday in July the property tax levy will come to Council.

ADJOURNMENT

Mayor Evans adjourned the special meeting at approximately 4:48 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 17 of May, 2011. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this ____ day of _____, 2011.

Gaye Stidham, Deputy Town Clerk