



**MINUTES OF THE REGULAR MEETING OF THE COMMON COUNCIL OF YOUNGTOWN, AZ**  
THURSDAY, January 23, 2014, TOWN CLUBHOUSE SQUARE, 12033 CLUBHOUSE SQUARE

Call to Order: Mayor LeVault at 6:48 p.m.

Roll Call Councilmembers present: Mayor Michael LeVault, Vice Mayor Jacob Duran, Councilmembers Margaret Chittenden, Dorena Mello, Shirley Gustafson, and Judy Johnson  
Absent: Councilmember June Miller.  
Staff present: Town Manager Jeanne Blackman, Town Attorney Trish Stuhan, Finance Manager Karen Sypniewski, Economic Development Manager Gayle Cooper, Community Development Coordinator Gregory Arrington, Public Safety Manager Mike Kessler, Library Manager Heidi Speed, Deputy Town Clerk Stacy Anderson and Town Clerk/Treasurer Diane Cordova.

Pledge of Allegiance and Invocation: Councilmember Johnson led the Pledge of Allegiance and Vice Mayor Duran offered the Invocation.

Communications: Comments, Commendations and Presentations by Mayor, Council Members, staff or members of the public. The Council may not propose, discuss, deliberate or take any legal action on the information presented pursuant to A.R.S. 38-431.02.

**A. Communications from Council**

**Mayor LeVault**

- I attended the ribbon cutting celebration and grand opening for the New Police Station in the City of El Mirage located at 12401 West Cinnabar Avenue on El Mirage Road. The newly constructed facility is adjacent to the City's Gateway Park and the Northwest Valley Family YMCA. Sheriff Joe Arpaio, City Mayors and City Councilmembers were in attendance. Right after the Star Spangled Banner there was a perfectly timed fly over of an F-16.
- The Salt River Materials Group (SRMG) is living up to their agreement. A split rail fencing is being installed starting at the south end of the berm. Three-strand wire fencing is being placed on top of the berm. I met with Public Works Manager Marty Mosbrucker on the details of a specific issue. When they were digging for the installation of the fence posting, they discovered water, they hit a sprinkler line.
- I attended the Governor's State of the State Address in Glendale. It was well attended and very optimistic.
- The first F-35 at Luke Air Force Base, will be out flying next week.
- Held the Mayor's Town Hall Meeting on Saturday, January 11, 2014. Salt River Materials Group (SRMG) Operations Manager Dan McQuade was present. Meeting was calm and straight forward. Mining is market driven; mining increases when there is demand for product.

**Councilmember Johnson**

- The Farmer's Market at two locations – Greer Park and Uribe Park, are doing well. It's a donation of \$10 for 60 lbs. of food; fruits, vegetables and bread. The money collected goes toward helping to pay the electricity for the Valley View Food Bank located at 107<sup>th</sup> Avenue and Peoria. Town Clerk Diane Cordova showed up and took several pictures for us.
- I attended the Youngtown Public Arts Commission meeting last night, Monday January 22, 2014. There was discussion about having an Art Show, arts-n-crafts alongside the Farmers Market on Saturdays.
- The Citizen's Academy on January 14, 2014 was great!

**Vice Mayor Duran**

- The Mayor and I and our wives attended the Martin Luther King (MLK) banquet. The impact of the culture of the MLK banquet causes everyone to bind together.

**Councilmember Chittenden**

- Our Dog Park signs are up, thanks to our Public Works department and to Councilmember Mello for donating the signs from her Fast Signs business. There will be a Dog Park Committee meeting on Saturday, January 25, 2014 at 10:00 a.m. There is a complaint in regard to not having an address on the Dog Park. I will make sure the address will be printed in the Youngtown Village Reporter and in the Library.

**Councilmember Mello**

- Now that the Dog Park is complete, hopefully we can work on a Community Garden.

## B. Communications from Staff: Town Manager's Report, Sun City Fire District (SCFD) Report.

### Town Manager Blackman

- Councilmember Mello there is hope on the horizon. A participant in the Citizens' Academy works for Home Depot and the possibility of getting supplies for a community garden was discussed.
- I want to commend Councilmember Johnson for all her efforts in coordinating the traffic flow and the parking signs for the Farmer's Market at Uribe Park.
- The sponsorship forms for our 60<sup>th</sup> Anniversary have been completed thanks to Deputy Town Clerk Stacy Anderson. We will be receiving support from Arizona Public Service (APS). We are also looking into having a float in the parade. The 60<sup>th</sup> Anniversary is scheduled for November 15, 2014.
- I attended the Maricopa Association of Governments (MAG) Manager's meeting. The main topic was transportation.
- I had the privilege of being part of the panel for the hiring of an Assistant City Manager for the City of Avondale.
- I attended The Citizens' Academy. Gregory Arrington Community Development Coordinator did a fabulous job. Nine individuals were in attendance. A very successful program.
- Had a meeting with Maricopa County Sheriff's Office (MCSO) and Sun City Fire District (SCFD). Staff was in attendance as well. These meetings will be held quarterly. One discussion centered around and up and coming pancake breakfast.
- Attended the Arizona Association for Economic Development (AAED) luncheon with Economic Development Manager Gayle Cooper.
- We are into our budget preparation.
- I would like to say my staff rocks!

### Deputy Town Clerk Anderson

- We will be busy the entire year planning. In October is the G.A.I.N. Event – Getting Arizona Involved in Neighborhoods; November will be our 60<sup>th</sup> Anniversary Celebration and in December the Winter Holiday Event.
- We had a Paper Shredding Service come out for our records retention and certify the shredding of 40 boxes of paper files. We follow the Arizona State Library, Archives and Public Records Arizona Revised Statute on retention schedules. Last year we had 60 boxes. The cost was very minimal for all that was shredded.

### Finance Manager Sypniewski

- The November 2013 financials have been completed.
- There was some shredding in my office; we discovered termites eating away at some boxes in my office closet.
- The Town Manager Jeanne Blackman and I will be attending the AzMT Arizona Metropolitan Trust renewal meeting on February 11 and 12, 2014. Discussion on the upcoming 2014-2015 rates. The Trust exceeds its budget on the revenue side and expenditures are showing under budget. The Trust continues to build reserves, presently at two million dollars.

### Community Development Coordinator Arrington

- Building permits have been issued to Jubilee Parish. They have been in contact with Sun City Fire District (SCFD) regarding the installation of fire sprinklers.
- Our first Citizens' Academy went well. Our next class is scheduled for Monday January 27, 2014 and our topic is local government.
- The International Building Codes 2012 were adopted at the previous council meeting. I'm glad to report that the Town's rating came down from a four to a three rating, which is very good. I communicated this to our Town Manager Jeanne Blackman and her response was, "why can't we be a "one"?"
- Attended the second planning meeting for the 60<sup>th</sup> Anniversary of our Town. We looked at routes and the blocking off of streets.
- Working with Sun City Fire District (SCFD) on developing a pool safety program for the month of May, 2014.
- Working on bringing forth Citizen Serve Business License module which will be discussed later on the agenda.

### Public Safety Manager Kessler (report attached)

- We had nineteen probationers out last Sunday. They cleaned alley ways between Wisconsin & Rhode Island and between 112<sup>th</sup> Drive and 113<sup>th</sup> Avenue.
- There was an accident on 111<sup>th</sup> and Nevada. A drunk driver decided he was too drunk to walk so he drove and drove his vehicle right into a stop sign. Stop sign will be replaced by Maricopa County.
- We won a big criminal citation in court.

### Public Works Manager Mosbrucker

- I am working on our street maintenance plan. I will be advertising for RFP – requests for proposals and hope to begin street asphalt repairs in March and April, 2014.

### Mayor LeVault

- I read an article in the Wall Street Journal that some of the store closing are the Sears and Wal-Marts. Many have shifted to online purchases. There is no more bricks and mortar, it is bricks and clicks.

**Economic Development Manager Cooper**

- The numbers are up 3.2% in retail sales due to purchases through the internet. Many are shopping without buying but then purchase online. Retail stores will have to reinvent their business.
- Youngtown now has a flower shop. They are open for business.
- I attended the AAED Arizona Association for Economic Development Legislative Luncheon with Town Manager Jeanne Blackman.

**Library Manager Speed**

- The library computers will undergo a migration, an upgrade coming from the Maricopa County Library District.
- The Friends of the Library will be having a book sale on the day of the AARP Health Fair on February 15, 2014 from 9:00 am to 1:00 p.m. They will be selling a bag of books for \$2.00.
- I read that in Texas there is a library that is all technology, no books. Everything is handheld electronic books; e-readers, kindles, tablets.

**Town Clerk Cordova**

- I also want to commend Councilmember Johnson and her husband Mike Fehlig for creating such synergy at the Uribe Park Farmer's Market. She was out there in the middle of the street, on the median directing traffic towards the Farmer's Market, and made signs for parking. The Farmer's Market up at Greer Park needs some help; I'll see what I can do.
- I am working on the candidate's election packet, hopefully to have them ready the first week of February.

**Sun City Fire District (SCFD) (report attached)**

**Fire Marshall Fox**

- If you need a fire truck for your 60<sup>th</sup> Anniversary Parade, let us know.
- There were zero fires to report in the month ending December 2013. We had 86 Rescue & EMS incidents; 1 hazardous condition; 6 service calls; 8 good intent calls and 5 false alarm/false calls for a total of 106. It's interesting to see that the year to date (YTD) in 2012 was 1,152 response calls and in 2013 YTD came in at 1,157; a difference of 5 calls. This shows a consistency. In December, SCFD does not assign fire prevention to our volunteers. The month of December is our catch-up month and much inventory is completed. We did have 3 mercantile/business inspections in December, 2013.

**5. Citizens Comments/Apearances from the floor:**

**Edward Johnson Resident of Youngtown**

- I've been around for a long time, lived here in Youngtown for 25 years. You will have to travel with me as I speak.
  1. Arizona Avenue, the street where Ace Hardware and Post Office are located, and right on the corner of where the thrift store is located, there has almost been two incidents, accidents. There is no stop sign. Why don't we look into placing a stop sign there?
  2. Once the fire flow project was completed, the curb markings, address numbers painted on the curb has taken a beaten. They have faded away. Can we look into have address numbers paint back onto the street curbs.
  3. Street lights, two on Illinois Avenue have been out for three and half months, since Halloween time frame. Let's light up the street and add more street lights.
- I believe if we have patience, good things will come.

**Mayor LeVault**

- I am directing staff to look into these issues; the stop sign, address curb painting, street light outages and report back at the next council meeting, Thursday February 6, 2013.

**6. Consent Agenda:**

A. Approval of Minutes: Strategic Planning Session Minutes of November 2, 2013; Work Session Minutes of Dec. 5, 2013; Regular Meeting of December 19, 2013 and Regular Meeting Minutes of January 2, 2014.

Councilmember Chittenden

Second – Councilmember Mello

Motion passed unanimously on a voice vote.

**7. Business**

A. Presenting a Proclamation: Declaring the month of February Career and Technology Month. (Proclamation attached)

Mayor LeVault

- I, Michael LeVault, Mayor of the Town of Youngtown, Arizona, on behalf of the Town Council do hereby proclaim February, 2014 as Career and Technical Education Month.

Vice Mayor Duran

- It is being said that many individuals will not be able to obtain a job without a college degree.

Mayor LeVault

- It's great that there are programs like West-Mec that provide career and technical education programs through a partnership with community colleges and high schools.

Councilmember Chittenden

- Will our Library focus on this for the month of February?

Library Manager Speed

- Yes we will.

B. Discussion Re: Community Development Block Grant (CDBG) application for the exterior renovations of the Youngtown Shopping Plaza located at 11122 W. Alabama Avenue, Youngtown, Az.

Economic Development Manager Cooper

- Last year's grant was declined due to a technicality. We have applied again for a grant in the amount of \$250,000 for an exterior beautification project on the Youngtown Shopping Plaza. The owners are Jubilee Parish/Gerizim, Inc. The shopping center is old and deteriorated that lends an air of dilapidation to the entry into Town Hall. This is a detriment to the Town's image. The awarding of the \$250,000 grant would not only correct this but would also result in higher lease capacity, providing a greater range of goods and services to the Town. Hopefully this will motivate other shopping centers and we will get cooperation for total beautification.

Mayor LeVault

- What will be the Town's in-kind match?
- Will the permit fees be waived?
- What about the construction sales tax?
- Was the reason on the denial last year correct?
- Is this grant competitive?

Economic Development Manager Cooper

- Yes this is a competitive grant.
- The issue for denial last year was due to property owners Jubilee Parish being a non-profit organization. CDBG Community Development Block Grant is very strict on not granting money to a non-profit organization. The owners of the property now belongs to Gerizim, Inc. as the for profit arm. The details have been worked out.

Councilmember Mello

- The Attorney's reviewed the application, correct?

Town Attorney Stuhan

- The issue was the mortgage holder.

Mayor LeVault

- The owner is not here tonight?

Councilmember Mello

- For the presentation at CDAC, it will be good to have the owners present.

Economic Development Manager Cooper

- They are not here tonight, but they will be present at the CDAC presentation.

Councilmember Mello

- If we have met the criteria, then we have a real good chance.

Mayor LeVault

- Are we then ready for the presentation to the CDAC Board scheduled for March 12, 2014?

Councilmember Mello

- We are only given a very limited time to present, less than 10 minutes.

Councilmember Chittenden

- Can you explain why we were denied last year?

Economic Development Manager Cooper

- The property was purchased by a church, RCCG – The Redeemed Christian Church of God known as Jubilee Parish. They are a big international church from Nigeria. Very lovely people however they are not very familiar with the business process for grants. They were to complete a for profit arm for the last grant application, however it was not completed in time. They do have it now. Gerizim Inc. holds the for profit title.

Mayor LeVault

- Was there a title transfer?

Economic Development Manager Cooper

- Banking is a bit different. There was a glitch with the bank. Jubilee Parish had to come up with the money to transfer the title. A church cannot receive CDBG funds. Gerizim Inc. is for profit and has control.

Mayor LeVault

- Did they form an S-Corporation?

Economic Development Manager Cooper

- They are incorporated and they presently have three Board Members.

Mayor LeVault

- Will the mortgage title be an issue on the application?

Councilmember Mello

- The Community Development Advisory Committee Project Coordinator Carl Morgan has seen the application and has approved. It will now go before the CDAC board for review.

Mayor LeVault

- At the SCFD meeting there was talk about having to install fire sprinklers in the sanctuary part of the church due to it being an assembly. Do owners know about having to install fire sprinklers?

Economic Development Coordinator Arrington

- They are aware that a water line will have to be installed large enough to carry the pressure for fire sprinklers. They have spoken with their engineers.

C. Presentation and Discussion Re: Citizen Serve Software Online Business License Registration Module. (Power point attached)

Deputy Town Clerk Anderson

- Citizen Serve is a web based program. We currently are able to complete building permits, document inspections and our Code Enforcement Department can record code violations. License fee users can log on and see if building permits have been issued, inspections, and if violations have been issued in any particular property address. We are presenting tonight to communicate that we are proposing to add the business license module. This will allow for businesses to register online for a business license and given the option to pay online. All the applications will be internally linked and have the ability to talk to each other. Because Citizen Serve is a web based application, it is accessible through iPad/tablets for employees out in the field, our Code Enforcement Department would greatly benefit. The yearly user fee is \$1800 for user. We currently have two users and we are looking to expand to five users.

Councilmember Mello

- What is the six month contract for \$5,000? Council only has to approve over \$15,000.

Town Manager Blackman

- The cost is for the Business License component which we are proposing to purchase. Prorated six months for users and data migration.
- Staff wanted to bring to Council for discussion.

Councilmember Mello

- The cost per year will be \$10,000?

Deputy Town Clerk Anderson

- Proposed cost for this current Fiscal year is \$5,000. Fiscal year 2014-2015 will be \$9,000 that's \$1,800 per user.

Councilmember Chittenden

- So the five users would be: two for Code Enforcement, one for business licensing - Stacy, one for Economic Development - Gayle, one for building permits - Gregory.

Mayor LeVault

- And one user for the Mayor.

Jim Garvey Citizen Serve

- We can get administrative users with a read only account to view reports.

Councilmember Chittenden

- Have the purchase of iPad/tablets/notebooks been budgeted for?

Town Manager Blackman

- This is under discussion and review. We wanted to communicate to Council the license requirement and user costs.

Councilmember Chittenden

- How safe is this to use, is this secure?

Jim Garvey Citizen Serve

- All data is encrypted over the internet, same as the banks. We do perform daily scans. In the 10 years of operation as a web-based product we have not had any security problems. We are certified and audited.

Mayor LeVault

- Can you track if an employee deletes data?

Jim Garvey Citizen Serve

- The data is backed up every fifteen minutes. There is definitely an archive; we can go back in time.

Councilmember Johnson

- I think this is a great thing.

Mayor LeVault

- What is the time frame on this?

Town Manager Blackman

- We will be moving forward and implement the process.

8. Call for Executive Session

None

9. Future Agenda & Meetings:

- A. There may be discussion of whether to place an item on a future agenda and the date, but not the merits of the item.

Councilmember Johnson

- When will the amendments to the sign ordinance come forth?

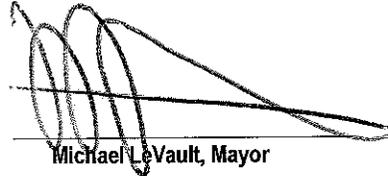
Town Manager Blackman

- We are working on bringing the National Sign Plaza Agreement first.

- B. Announcement of next Regular Meeting: Thursday, February 20, 2014 7:00 p.m.

Adjournment

Motion to adjourn: Councilmember Mello  
Second – Vice Mayor Duran  
Meeting Adjourned 8:31 p.m.



Michael LeVault, Mayor

Attest:



Diane Cordova, Town Clerk/Treasurer

Minutes approved at February 6, 2014 regular meeting.