MINUTES OF THE REGULAR MEETING OF THE COMMON COUNCIL OF YOUNGTOWN, AZ

THURSDAY, April 17, 2014, TOWN CLUBHOUSE SQUARE, 12033 CLUBHOUSE SQUARE

Call to Order: Mayor LeVault at 6:51 p.m.

Roll Call

Councilmembers present: Mayor Michael LeVault, Vice Mayor Jacob Duran, Councilmembers Margaret Chittenden, Dorena Mello, Judy Johnson and June Miller.

Councilmember Absent: Councilmember Shirley Gustafson.

Staff present: Town Manager Jeanne Blackman, Town Attorney Trish Stuhan, Community Development Coordinator Gregory Arrington, Economic Development Manager Gayle Cooper, Public Safety Manager Mike Kessler, Public Works Manager Mosbrucker, Library Manager Heidi Speed, and Town Clerk/Treasurer Diane Cordova.

Pledge of Allegiance and Invocation: Councilmember Miller 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

- Mayor Scott Smith from the City of Mesa has resigned as Mayor and has stepped down as the Chairman for Maricopa Associations of Government (MAG). I as Vice-Chair of MAG, have ascended to that position, I am now the Chair of MAG.
- Last week I traveled to Nogales, Sonora, Mexico, along with Mayors from Sonora and elected officials from Arizona. The Maricopa Association of Governments (MAG) helped organize the trip for elected officials and business leaders from Arizona, in cooperation with state wide planning organizations in an effort to build a globally competitive "mega region". Local government leaders in Arizona and Sonora signed a partnership agreement to create the Arizona-Sonora Binational Megaregion.
- The Neighborhood Watch Program will be meeting May 10, 2014 at 10:00 a.m.
- The "Youngtown Cares" a community volunteer program, similar to the Neighbors helping Neighbors will begin the week of May 25, 2014. Pastor Ray Lepage, New Beginnings Baptist Church, will have a mission team coming to Youngtown to help those most in need in our community.
- The Youngtown Community for Good, Biz Council and Buy Local programs have begun this week. Dave Moss will be occupying the space where the court personnel office was. It will be a mini-incubator with a future home of a Biz Council with its objective to operate as a chamber resource.

Councilmember Mello

- There was $600,000 extra in CDAC funding. We need to submit more than one application each year.
- Our fire flow project could of received funding through WIFA - Water Infrastructure Finance Authority. It's an independent agency of the State of Arizona and is authorized to finance the construction, rehabilitation and/or improvement of drinking water, wastewater, wastewater reclamation, and other water quality facilities/projects. Generally, WIFA offers borrowers below market interest rates on loans.
- At a CDAC meeting, there was a presentation presented on Healthy Communities and how just five miles makes a difference in producing a healthy community. Maybe since Carl Morgan will be out to speak to us on our 5 year consolidated plan we can ask him to show the presentation to Council.

Councilmember Miller

- Mayor LeVault, will MAG be having a passing of the gavel ceremony on your ascension as Chair?

Mayor LeVault

- In June at the Desert Peaks Awards Ceremony.

Councilmember Chittenden

- The Healthy Communities presentation was very interesting, showing that three to five miles shows improvement to a person health. This can be a selling point for Youngtown.
- The interior fencing in the Dog Park should be completed by the end of April. This separates the smaller dogs from the larger dogs. There will be a Dog Park Committee meeting on May 3, 2014 at 9:00 a.m. at the Methodist Church, 113th Avenue and Alabama.

Councilmember Johnson

- There are two Farmers Market on Saturday, one at Uribe Park, Agua Fria Ranch Parkway; and Greer Park, 112th and Alabama Avenue.

B. Communications from Staff: Town Manager's Report

Town Manager Blackman

- We have conducted four preliminary budget meetings. I want to thank Department Heads for all their preparation.
- A Block Watch Meeting is scheduled for May 10, 2014.
- I attended the West Valley Mayor and Managers meeting at MAG. The topic continues to be on transportation.
- I've graduated from the MCSO Maricopa County Sheriff's Office Citizens' Academy.
- Held the quarterly meeting with MCSO and SCFD.
- I along with Councilmember Judy Johnson, Mike Fehlig and Jesse Ramirez from Valley View Community Food Bank, visited a food pantry at Radiant Church. We are looking at the possibility of a food pantry here in Youngtown.
- I am encouraged about starting the process with CDAC and having Carl Morgan come out to speak to staff and Council.
- I've been working with the Town Attorney's regarding elections. The Youngtown's seal is legally protected. It is an official symbol of the government and may only be used for town business. The use of Youngtown's seal by candidates for Mayor or Council is prohibited because use of Youngtown's seal is likely to mislead the public into believing the campaign has been sponsored by, endorsed, or is otherwise affiliated with town government and staff. I will pass this notice to all candidates that the unauthorized use of Youngtown's seal is prohibited by law and Youngtown will take all legal actions necessary to prohibit the unlawful use of its seal.

Economic Development Manager Cooper

- Last week was filled with meetings and events; Urban Land Institute Women's Leadership Institute, Leadership West Alumni Committee; Arizona Association for Economic Development (AAED) Events Committee; AAED Mixer; RSP Architects Phoenix – Appreciation Event; International Economic Development Council (IEDC) – Certification and Education Committee – Candidate Success Task Force Teleconference (I am the Chair) and Grants webinar.
- This week: Budget Presentation to Council; IEDC webinar; Greater Phoenix Economic Council (GPEC) Economic Council Development Directors' Team (EDDT) Meeting and Westmarc ED Summit.
- Next week I will miss the Council meeting, as I have an AAED Conference in Tucson from Wednesday through Friday. We are Silver Sponsors.
- The Mayor's Breakfast invitations are going out. That will take place on Friday, May 16, 2014. All store-front business owners have been invited – just over 100. Wildflower Bakery will be catering and Dave Moss will be speaking about the My Youngtown Initiative. Next month we will bring to council the contract with National Signs.
- I am preparing a request for proposals for the Commerce Park engineering design. This will be published pending Council approval of the budget line item for the Commerce Park. I am also meeting with potential developers of the park; interest is there.

Community Development Coordinator Arrington

- March is Building Safety Month and we will be working with SCFD on a public service announcement regarding pool safety, permitting, call before you dig, and will continue the public service announcements throughout the month of May.
- Attending the CELA Conference in Tucson where I taught several classes.
- We have two applications in for the Youngtown Cares Program.
- We have received permitting for the remodeling of Quick Trip (QT). They will be completing over $100,000 in interior renovations.
- Completed a Citizens' Academy on April 8, 2014 where Judge Lex Anderson presented. On April 21, 2014 EPCOR Water and APS, Arizona Public Service, will be speaking at our last Citizens' Academy. We have twelve graduating out of our inaugural class. There will be a graduating ceremony for our citizens.
- I presented to Council my department budget at the preliminary budget meeting.

Public Safety Manager Kessler

- Code Enforcement Report: 117 open cases, 102 are for nuisance and 15 are zoning issues; illegal signage which includes A–frame signage.
- We mailed out 63 letters to owners of vacant properties. There were 15 of these letters returned. We have forwarded these addresses to a company who will research and locate property addresses that are bank owned property. We did have 23 properties with out of state owners who have since had their properties maintained.
- The speed radar trailer is out in the community.

Library Manager Speed

- There is a Book Club meeting tomorrow, Friday, April 18, 2014. I will be making a presentation on the history of the library, "From Bathtubs to Barcodes".
- The traveling library continues tomorrow as well, Friday, April 18, 2014 at Discover U Montessori School.

Town Clerk Cordova

- I am working on the publication notice for the General Plan 2025. There are some amendments/changes that stakeholders and staff have identified. We are seeking citizens input.
- At the budget preliminaries with council, I presented the Community Facility District (CFD) Budget and both Street Light Improvement District Budgets; the AFR SLID and the North Youngtown SLID.

- I am currently working on the resolutions for the Community Facility District (CFD) and the AFR Slid and the North Youngtown Slid. These resolutions will be coming before Council.
- In May, I will be bringing contracts to Council, for approval.

5. Citizens Comments/Appearances from the floor:

Patrick King

- Congratulations, Mayor LeVault, on your ascension as Chair for MAG.
- I want to thank Town Manager Blackman for her work with APS and getting the street light outages repaired. I can see the difference.
- Also want to thank her for her efforts on taking a big stand on the homelessness situation that was happening in our parks.

6. Consent Agenda:

A. Approval of Minutes: The Regular Meeting Minutes of March 6, 2014 and March 20, 2014 and Work Session meeting minutes of April 3, 2014 - Motion made by Councilmember Johnson
Second – Vice Mayor Duran
Motion passed unanimously on a voice vote.

7. Business

A. Presentation and Discussion Re: Sun City Fire District (SCFD) Report

Sun City Fire Marshal Fox

- Congratulations Mayor LeVault on becoming the Chair for MAG.
- I want to extend my thanks to Code Enforcement Official Lupe Romero for having the probationers clean up the business property at Tequila Willy's.
- The SCFD Youngtown Monthly report for the month of March, 2014 there was one fire. It was a kitchen fire. When the engines and ladder truck arrived, the fire was already out. When a residential fire call is received, it is normal procedure to have three fire engines and one fire ladder truck respond. I am glad to report that response time was less than four minutes; dispatched at 14:53 hours and arrival time at 14:57. Total incident calls came in at 91 with a year to date total of 307. On the prevention inspection side, there was one church assembly inspection with the majority being mercantile & business inspections totaling 16. Total inspections reported at 25 with 5 re-inspections, bringing the grand total to 30 inspections for the month of March, 2014.
- SCFD has a very effective volunteer program. We currently have 16 volunteers that put in 300 volunteer hours a month. They go around installing lock boxes, smoke alarms, and conduct public relations.
- Building Safety Month – May 2014, SCFD will be working with Youngtown Economic Development Coordinator Gregory Arrington on public announcements. We will inform and educate on pool safety and will be bringing awareness to other building safety/hazards each week throughout the month of May, 2014.

B. Presentation and Discussion Re: Declaring the Month of May Building Safety Month (proclamation attached)

Mayor LeVault read the Proclamation announcing the Month of May 2014, Building Safety Month.

Community Development Coordinator Arrington

- We will be conducting some education and awareness on building safety. We will have PSA – Public Service Announcements and will announce in the Village Report for citizen participation.

C. Discussion and/or Action Re: Approval of Resolution 14-02 updating Youngtown Library Policy.

Library Manager Speed

- Staff is recommending the approval of Resolution 14-02 updating the Youngtown Public Library Policy and Procedure Manual. Proposed recommendation to state, "Exceptions may be made to the Youngtown Public Library policies at the discretion of the Library Manager, if the Library Manager determines that the operation of the Library will be benefitted and the exception is generally consistent with the purposes of this policy.
- The community benefit is in providing the best customer service to our patrons which is a top priority of the Youngtown Public Library.
- For example, the Library Manager may decide to waive a fine if a patron has been unable to return materials due to illness or other reason, or hold canned food drives to help offset fines and fees. I had an out of state patron wanting to print their flight boarding pass and I waive the print fee due to individual being a guest.

Mayor LeVault

- This is pretty much common sense for any manager to do.

Councilmember Mello

- Why does it even have to be written in the policy? Can't a manager make a decision such as waiving fees if it is in the best interest of the Town? As a business owner, I equip my employees to make decisions; you want them to make decisions.

Councilmember Chittenden

- The Library waives the fees for a customer that is unable to return materials due?

Town Manager Blackman

- We are looking across the board in all of Youngtown's written policies and procedures. This is the catalyst in moving forward to codify all policies and procedures.

Motion to approve of Resolution 14-02 updating Youngtown Library Policy.
Councilmember Mello
Second – Councilmember Miller
Motion passed unanimously on a voice vote.

D. Discussion and/or Action Re: Approval of Maricopa County Elections Department (MCED) Menu of Service Agreement.

Town Clerk Cordova

- This is a menu of service that the Maricopa County Elections Department will provide for our Primary and General Elections. The MCED Menu of Service Agreement is a standard procedure followed by all municipalities. The cost for both of the elections is estimated to be $14,000 to $16,000. The amount has been budgeted for. Some of the services that MCED will take care of are: Spanish translation on ballot text; they will provide rotation of candidate names on ballots; they will recruit 6 to 9 poll workers for each election. They provided Campaign Finance Training on March 20, 2014, which we will be billed for.

Councilmember Mello

- The cost per registered voter is $.50, is that the cost?

Town Clerk Cordova

- I believe so, I will verify that cost at $.50 per registered voter.

Motion to approve MCED Menu of Service Agreement. – Councilmember Johnson
Second – Vice Mayor Duran
Motion passed unanimously on a voice vote.

8. Call for Executive Session:
   None

9. Future Agenda & Meetings:
   A. There may be discussion regarding the potential placement of an item on a future agenda, and the date, but not the merits of the item.
   B. Announcement of next Regular Meeting: Thursday, May 1, 2014 at 7:00 p.m.

10. A Response to call to the Community:
    None

Adjournment

Motion to adjourn: Councilmember Mello
Second – Vice Mayor Duran
Meeting Adjourned 7:52 p.m.

Michael LeVault, Mayor

Attest:

Diane Cordova, Town Clerk/Treasurer

Minutes approved at May 1, 2014 regular meeting.