



MINUTES OF THE WORK SESSION MEETING OF THE COMMON COUNCIL OF YOUNGTOWN, AZ
THURSDAY, May 21, 2015, TOWN CLUBHOUSE SQUARE, 12033 CLUBHOUSE SQUARE

1. **Call to Order:** Mayor LeVault at 7:07 p.m.
2. **Roll Call:** Council present: Mayor Michael LeVault, Vice Mayor Jacob Duran, Councilmembers Margaret Chittenden, Dorena Mello, Judy Johnson and June Miller.
Staff present: Town Manager Jeanne Blackman, Town Attorney Trish Stuhan, Chief Financial Officer James Alcantar, Community Development Manager Gregory Arrington, Library Manager Heidi Speed, Public Safety Manager Mike Kessler, Public Works Manager Marty Mosbrucker, Town Engineer Grant Anderson and Town Clerk Stacy Anderson.

3. **Pledge of Allegiance and Invocation:** Councilmember Chittenden led the Pledge of Allegiance and Vice Mayor Duran gave the invocation.

4. **Business**

- a. **Discussion Re: FY 2015-2016 Budget Expenditure Presentation (Blackman)**

Town Manager Blackman

- Thank you Mayor and Council, Pat Walker has worked very closely with me and the staff to bring you a comprehensive and detailed budget for Fiscal Year 2015-2016. As the Mayor and Council, you have set the expectations over the course of several years, to maintain a top level of fiscal responsibility. You have had to make sure that staff has the resources to be able to provide for the community, while still adding to the rainy day fund for long-term sustainability.
- Local sales tax collection activity increased about 7% over the previous fiscal year.
- A Five-Year Forecast Model was created for the Town and will be used by the Town Council for future financial strategic planning.
- The LGIP General Fund account continues to increase and is poised to continue to increase through the Five-Year Forecast Model.
- A significant amount of this years' proposed budget is grant funding for the Peoria Avenue Straightening project.
- Extensive research and analysis, as well as a new forecasting model for budgeting for the Town, allows for detailed tracking of revenues and expenditures to ensure that expenditures do not exceed the proposed Fiscal Year 15-16 budget in the amount of \$6,125,811.
- Each of the department heads will go over their perspective budgets and answer any questions.
- The General Government budget for Personnel Cost significant budget changes are:
 - Account 6110 Salaries: Increase as a result of funding an Account Clerk, Chief Financial Officer and proposed 2% Town wide salary increase.
 - Account 6120 Council: This includes the Council salary increases.
- The General Government Operating budget significant changes are:
 - Account 7702 Accounting and Auditing: Increase is for assistance with accounting/internal control.
 - Account 7706 Legal Services: Increase is for legal assistance associated with the Peoria Avenue Straightening Project and other issues need legal advice/oversight.
 - Account 7704 Engineering: Increase for additional engineering input for projects for the Town.
 - Account 7728 Consultants: Decrease due to the hiring of the Chief Financial Officer.
 - Account 7779 Jail Expenses: Increase as a result of increased jail costs passed on to the Town.
- The General Government Department Capital Budget significant changes are:
 - Account 7930 Equipment: Carry forward for the purchase of a Town vehicle. Many of the Town vehicles are old and may need to be replaced over the next few years.
 - Account 7932 Signage & Landscape: For the implementation of the plans for the Traditional Neighborhood Development District.
- The Grants Fund significant budget changes are:
 - A separate Grant Fund was created to separate Grants from all other types of funding sources for better tracking and accountability.

Public Works Manager Mosbrucker

- The Parks Personnel costs significant budget changes reflects the proposed 2% salary increase.
- The Parks Operating budget significant changes are:
 - Account 7465 Water: Decrease due to the redistribution of costs between departments.

- Account 7610 Agua Fria Ranch (AFR) Park Maintenance: A portion of the Operation & Maintenance from the AFR Community Facility District (\$20,878) will be paid from the AFR Fee Fund.
- The Parks Capital Budget significant changes are:
 - Account 7949 Park Improvements: Funds will be used for park picnic benches.
- The Buildings Operating Budget significant changes are:
 - Account 7353 Building Repair & Maintenance: There is a decrease that reflects the true expenditure patterns from prior years.
 - Account 7355 Janitorial Expenses: There is an increase of 4% that reflects the increase to the janitorial contract with additional manpower support for more detailed cleaning.
 - Account 7455 Electricity: There is an increase to reflect the usage and potential increase in FY 15-16.
 - Account 7460 Gas: There is an increase as a result of distribution of billing that has been incorrectly charged to the Courts account.
- The Buildings Capital budget significant changes are:
 - Account 7940 Upgrades to Buildings: This has been increased to complete the following projects
 - Fire alarms in all Town buildings
 - Public Works Yard Gate
 - AC mini split unit for the Judge's office
 - Stucco for the Court building
 - Council remodel
 - HVAC replacement
- There are no significant changes to the Highway User Fund (HURF) Personnel budget.
- The HURF Operating significant budget changes are:
 - Account 7672 Insurance General: There will be a decrease as a result of paying the entire policy out of the General Fund.
- The HURF Capital budget significant changes are:
 - Account 7926 RPTA Grant Transit Amenities: RPTA was left in because it can only be used for transportation purposes.
 - Account 7938 MAG/TIP, Account 7976 MAG/CMAQ and Account 7936 CDBG Grants were moved to the Grant Fund.

Town Manager Blackman

- Lisa Lipinski is out on FMLA and I will be presenting the budget for the Court. The Court Personnel significant budget changes will show a decrease due to benefits being funded out of the Court Enhancement Line item for the part-time Court Clerk in the Operating Budget.
- The Court Operating Budget significant changes are:
 - Account 7307 Postage: Increase due to postage increases.
 - Account 7455 Electricity: Decrease due to distribution of costs with the Sheriff's Office.
 - Account 7720 Magistrate Fees: These costs are not included in Line Item 7777 Court Enhancement Fund.
 - Account 7731 Court Security Fees: This will be an increase because of the new Court security system.
 - Account 7771 Fill the Gap Expense: This is for grant awarded for the part time clerk.
 - Account 7777 Court Enhancement: This is for supplies, Judge's health, dental & vision insurance, computer maintenance, court interpreter, dues & subscriptions, training & meals, and magistrate fees.

Library Manager Speed

- There are no significant changes to the Library Personnel budget.
- The Library Operating budget has a decrease overall due to adjusting line items to reflect true expenditures.
- The Library Capital budget significant budget changes are:
 - Account 7939 Computer System Upgrade: The decrease is a result of purchasing six public computers, upgrade in software and the installation of a security system in FY 14-15.

Community Development Manager Arrington

- The Community & Economic Development Personnel budget has decreased due to combining the two departments and having one manager.
- The Community & Economic Development Operating budget has decreased due to combining the two departments.
 - Account 7602 Community Relations will be used for Youngtown Cares and the Recreation Center.
- The Community & Economic Development Capital budget has the following significant changes:
 - Account 7932 Signage & Landscape: This has increased because of the Traditional Neighborhood Development District signage and landscaping programs and installation of the Park signage.

Public Safety Manager Kessler

- The Public Safety Personnel budget significant changes are:
 - Account 6250 Group Health Insurance: Increased due to adding medical insurance coverage for two employees.
 - Account 6270 Public Safety Retirement: There is a significant increase as a result of the unfunded liability for retirement contributions.
- The Public Safety Operating budget significant changes are:
 - Account 7352 Vehicle Repair & Maintenance: Increase is due to the additional repairs due to aging vehicles.
 - Account 7362 Computer System Maintenance: The increase is due to adding an additional license for the CitizenServe software.
 - Account 7710 Patrol Services: Increase due to the MCSO contract for services.
- The Public Safety Capital budget significant changes are:
 - Account 7930 Equipment: there is a decrease as a result of purchasing IPad's for the Code Enforcement Officer's in FY 2014-15.

Consultant Pat Walker gave a brief PowerPoint presentation on the overall budget (see attached).

5. Citizen Comments/Appearance from the Floor:

Citizen Mercy Vickers

- Mayor LeVault will speak to Mrs. Vickers after the Council Meeting about the Community Garden

Citizen Ron Anderson

- Mr. Anderson spoke about the vacant lot next to his upholstery business to be used for storage.
- Mayor LeVault directed staff to continue to work with Mr. Anderson on this issue.

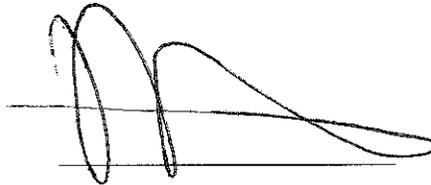
6. Future Agenda & Meetings:

- 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.
- B. Announcement of next Regular Council Meeting: Thursday, June 4, 2015 at 7:00 p.m.

Motion to adjourn: Councilmember Miller

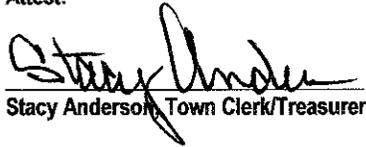
Second – Councilmember Mello

Meeting Adjourned 8:59 p.m.



Michael LeVault, Mayor

Attest:


Stacy Anderson, Town Clerk/Treasurer

Minutes approved at June 4, 2015 regular meeting.