



MINUTES OF THE REGULAR MEETING OF THE COMMON COUNCIL OF YOUNGTOWN, AZ
THURSDAY, DECEMBER 3, 2015, TOWN CLUBHOUSE, 12033 N. CLUBHOUSE SQUARE

1. **Call to Order:** Mayor LeVault at 7:02 p.m.
2. **Roll Call:** Council present: Mayor Michael LeVault, , Councilmembers Margaret Chittenden, Dorena Mello, Judy Johnson, June Miller and Charles Vickers Excused: Vice Mayor Jacob Duran
Staff present: Town Manager Jeanne Blackman, Town Attorney Trish Stuhan, Chief Financial Officer James Alcantar, Library Manager Heidi Speed, Citizen Services Specialist Nicole Dubé and Town Clerk Stacy Anderson.
3. **Pledge of Allegiance and Invocation:** The Pledge was led by Councilmember Vickers and the Invocation was given by Councilmember Mello.
4. **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 was out at Luke Air Force Base (LAFB) yesterday afternoon. There is a possibility that LAFB may be in line for additional F-35 aircraft. We met with one of the Operational Chiefs of Staff and assured them that the West Valley communities stand behind LAFB and their flight mission. It was commented on at yesterday's meeting that at this time, in the history of the United States Air Force, there are less aircraft in the air and less men and women on the ground because of budgetary reasons.
 - The Maricopa Association of Governments (MAG) Economic Development Committee is moving forward with the extension of the radius into the State of Arizona for the work border crossing card holders from Mexico. We will be asking Homeland Security that they be allowed further into the State. Currently they are allowed as far north as Tucson and 25 miles north from Yuma. Border Crossing card holders are mostly middle class Mexican residents that want to come north to the United States to spend money. MAG commissioned the University of Arizona School of Economics to conduct a study regarding the extension of the radius into Arizona and the finding was that it would interject an additional 200 million new dollars into the Arizona economy and create 2100 new jobs.

Councilmember Chittenden

 - Don't forget to attend the Winter Miracle Event this Saturday. It should be a lot of fun.
 - On December 12th we will have a Pet Blessing Event in Greer Park. Photos with Santa will be available. If you would like to volunteer for the event, please see me after the meeting.
 - B. **Communications from Staff:**

Town Manager Blackman

 - The following staff is excused from the Council Meeting this evening: Mike Kessler, and Marty Mosbrucker.
 - The Winter Miracle Event sponsored by Swell Farmacy is this Saturday from 5:00 p.m. until 8:00 p.m. We will have our Annual Tree Decorating contest between staff.
 - The Community Development Department has received a permit for a \$500,000 for renovation at Sun View Health and Rehabilitation.
 - We have continued to work very hard on the Community Development Block Grant (CDBG) application. Thank you to Gregory Arrington, Councilmembers Mello and Chittenden and Mayor LeVault for walking this process with us. I met with Carl Morgan with the Maricopa County to review our application. He had a few suggestions and we will be making those adjustments tomorrow.
 - In January 2016 we will be scheduling a budget retreat with Council.
5. **Response to Call to the Community:**
None to Report
6. **Citizen Comments/Appearance from the Floor:**

Resident Tim Ayers discussed his concerns on the seating arrangements for staff and the placement of the podium during the Council meetings.
Mayor LeVault directed staff to look into the configuration of the seating of staff.

7. **Consent:**

A. **Approval of Minutes:** Regular Meeting Minutes of November 19, 2015

Motion - Councilmember Mello

2nd – Councilmember Johnson

Motion passed unanimously with a voice vote

8. **Business**

A. **Presentation and/or Discussion Re:** Presentation on the annual RICO report

Town Manager Blackman

- The RICO Quarterly Report has been generated and submitted since the Town created a Police Department. Public Safety Manager Kessler has continued to prepare the report every quarter. The Arizona Senate passed SB 1170 that went into effect in July, 2015 that now requires the report not only to be reported to the State Attorney's Office, but to be brought forth to Council to show transparency. There are funds in the RICO account. Staff and the Town attorney will look at some options for spending those funds. The RICO funds are in a separate bank account just for these funds. There is currently approximately \$10,402 in the RICO account.

Mayor LeVault

- Could we use those funds to purchase anything?

Town Manager Blackman

- There are very specific items that the funds could be used for according to State statutes. The Town Attorney and staff will be looking into what we can and cannot use these funds for. The funds must be used for law enforcement training or equipment. We will be bringing forth recommendations to Council for approval at a later date.

Councilmember Mello

- Can we use the funds for Code Enforcement? Would Public Safety be able to purchase an ATV to go down into the river bottom?

Town Attorney Stuhan

- It depends on what the funds are used for. Generally it can only be used for law enforcement, but it goes a little more specific than that. There are certain types of crimes that we could purchase equipment for that would include burglary and officer safety. There is a very detailed Statute that goes through a list of items that can be purchased with these funds. If it was something that MCSO did with our Code Enforcement Officers that fit under certain types of crimes, it might work. We will have to do some brainstorming with MCSO to make sure that the funds are used appropriately.
- MCSO currently has ATV's that patrol the river bottom. They are also bringing back the bicycle patrol to Town.
- The funds could be used for relocation of officers, safety issues, education, etc. The money that is in the RICO account was generated from the sale of vehicles, drug money, etc. from the Youngtown Police Department cases.

Town Manager Blackman

- We have had conversations with Lt. Dowell of MCSO and one suggestion was to have radios installed in the Code Enforcement vehicles that would tie into MCSO's radio network.

Councilmember Chittenden

- Do we still need to continue preparing the reports even though we no longer have a police department?

Town Manager Blackman

- As long as we have RICO funds, the reports are required by State Statutes. This is all that is left from the liquidation of the police department.

C. **Presentation and/or Discussion Re:** Presentation on the finding of the Town Audit for Fiscal Year 2014-2015

Pat Walker from Walker Consulting spoke about the procedures for the Fiscal Year 2014-2015 audit.

- There will be two phases in the presentation tonight. Clifton Larsen Allen will present the audit findings for Fiscal Year 2014-2015 and Pat Walker Consultants will present how the audit affects the budget process. The Town will present the 1st quarter financials in a later presentation this evening.

Dennis Maschke from Clifton, Larsen, Allen presented the Financial Statements and Supplemental Information for year end June 30, 2015 (see attached)

- I believe that this is my tenth year working on the Town's audit. We have seen significant positive things happening in the Town, we have issued the audit sooner than previous years, less audit adjustments being proposed, and less findings. or recommendations than in previous years.
- I would like to highlight the Internal Controls report. One recommendation is within the payroll process. We noticed that with the Town's size, one person had sole access to entering new employees into the payroll system and entering payroll data into the accounting program. We recommend that that function be performed by two individuals so that one individual does not have complete control in the accounting system. This would prevent ghost employees. This procedure has already been put into place and is being practiced currently.
- We have issued an unmodified statement on the financials.

There was some discussion about the Public Safety Personnel Retirement System (PSPRS) unfunded liability and how it could affect the Town's budget.

Pat Walker gave a PowerPoint presentation on the effects of the audit on the budget (see attached)

- I always like to come before Council with good news. I work with cities and towns all over the State and you received an excellent audit.

D. Discussion, Presentation and/or Action Re: Presentation on the first quarter financials for Fiscal Year 2015-2016

Chief Financial Officer Alcantar presented the 1st quarter financial report for FY 2015-16 and the October 2015 monthly report (see attached).

Chief Financial Officer Alcantar reported that Council will be receiving the monthly financial report every month moving forward and fixed assets reconciliation done every quarter and not waiting until year end.

Mayor LeVault

- In an effort to be more transparent, is there a place on our website that we can post things about our budget and financials that our residents can pull up material for review?

Pat Walker

- You can post these quarterly and monthly reports on the website under the Finance section so that the residents can view the reports. This would show a level of transparency that has not been there previously.

Mayor LeVault directed staff to post the quarterly and monthly reports on the Town's website under Finance.

Mayor LeVault

- Town Manager could we please have the Public Works Manager recap his five year plan for street maintenance and repairs?

Town Manager Blackman

- I would like to thank Pat Walker for her leadership this past year in getting our financials caught up and the foundation that she has laid for us. Pat worked tirelessly in developing these templates for us to use going forward.

B. Presentation and/or Action Re: Presentation by the Thunderbird School of Global Management on the Traditional Neighborhood Development District

Marissa Burkett, Aaron Hale and Harsh Kagda from the Thunderbird School of Global Management presented a PowerPoint presentation on their recommendations for the Traditional Neighborhood Development District (TNDD) (see attached).

Aaron Hale stated that the hard bound detailed report will be mailed to Town Manager Blackman next week.

E. Presentation and/or Action Re: Approval of the revised 5 year Consolidated Plan to lay the foundation for future infrastructure needs for the Town of Youngtown and Community Development Block Grant (CDBG) Opportunities

Town Manager Blackman

- In order for us to submit the CDBG Grant application for street lights, we needed to review the current five-year plan regarding street light improvements. We have had this as one of our priorities for the last few years and this continues to be a top priority for the Town.

Motion - Councilmember Mello

2nd – Councilmember Johnson

Motion passed unanimously with a voice vote

F. Discussion and/or Action Re: Presentation on the closing of Town offices for the week of December 21 through December 25, 2015

Town Manager Blackman presented to Council the closing of Town offices for the week of Christmas with the Town Manager and the Mayor available for any issues that may arise.

Councilmember Mello expressed her concerns about closing of Town Offices for nine days and spoke about her apprehensions of the foot traffic that would not be serviced during the week of the closure.

Motion - Councilmember Miller

2nd – Councilmember Johnson

Motion passed unanimously with a voice vote; 5 ayes, 1 no, and 0 abstentions

9. Call for Executive Session:

No call was made.

10. 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 Regular Council Meeting on December 17, 2015 at 7:00 p.m.

Motion to Adjourn: Councilmember Mello

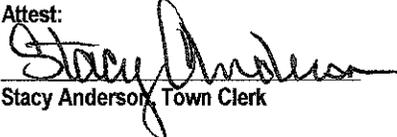
Second – Councilmember Vickers

Meeting Adjourned 9:27 p.m.



Michael LeVault, Mayor

Attest:



Stacy Anderson, Town Clerk

Minutes approved at January 7, 2016 regular meeting