



MINUTES OF WORK SESSION OF THE COMMON COUNCIL OF YOUNGTOWN, AZ

THURSDAY, April 9, 2009, TOWN HALL CONFERENCE ROOM, 12030 CLUBHOUSE SQUARE

1. **Call to Order** Mayor LeVault called the meeting to order at 4:05 p.m.
2. **Roll Call** Council present: Mayor Michael LeVault, Vice Mayor Jack Duran, Councilmembers Lucille Rethford, Margaret Chittenden, Shirley Oglesby, Susan MacKay and Council-Elect Judy Johnson
Council absent: Dorena Mello
Staff present: Town Manager Lloyce Robinson, Finance Officer Jackie Hoffman, Town Clerk/Treasurer Letty Goldberg, Library Assistant Nancy Lewis and Volunteer Coordinator Diane Cordova

3. **Business**

- A. Council Briefing from Staff Re: FY 2009-10 Budget-Library-\$88,324
 - Utilities costs have increased significantly and this budget will need to be adjusted to reflect
 - Library Budget formerly was Community Resources Budget which included the Volunteer Coordinator personnel, special events and other costs; the FY 2009-10 budget will reflect the Library costs only and Volunteer Coordinator will be absorbed into the General Government Budget.
 - Reduction realized in Library revenue of @ \$1,000
 - Increased use by Youngtown and Sun City residents
 - Discussion ensued re this increased patronage will continue when the new Fairway/Sun City Library facility is completed
 - Youngtown youth responding to Library Assist. Lewis' suggestions to research, read and explore the Library's many resources
 - Summer Reading Program will be run by Maricopa County Library and Youngtown personnel will be receiving training and materials for the program without cost to the Town
 - Patrons express their gratitude for the organized, comfortable atmosphere in the Library.
 - Would like to purchase a chair and lamp for reading (\$1,200) capital improvement project.

Discussion ensued regarding English as a Second Language (ESL) program. Efforts will be made to explore this program as a service to the community.

Volunteer Coordinator Cordova gave a brief overview of FY 2008-09 Special Events.

- Formerly included in the Community Resources, now Library, budget.
- All events considered successful with increased numbers of attendees, coordination of special displays and minimal cost to the Town. (GAIN-Oct.; Winter-Dec.; Cultural Community-April.)
- Expectation to have a single event next year due to funding resources.
- Difficult to get Town volunteers; even Library is experiencing this downturn.
- Working on Census and reaching the Hispanic community for this important Town activity.
- Worked with Chief Johnson on updating Neighborhood Block Watch and finalizing details on the Community P.R.I.D.E. program.

- C. Council Briefing from Staff Re: FY 2009-10 Budget General Government - \$926,953
- Budget increased by \$56,873
 - Personnel includes Council, Town Manager, Town Clerk, Finance Officer, 1 Administrative Assistant, 1/5 Admin. Assist. and addition of Deputy Town Clerk.
 - This Budget services all the other departments re insurance, legal, prosecutor, finance responsibilities (payroll, accounts payable), fixed assets, economic development, records retention, updates to Town Codes, auditing services, etc.
 - Succession plan starting to address 2-3 years when the Clerk, Manager, Admin. Assist. may retire. Town needs to reflect on future scenarios and plan accordingly.
 - Diane Cordova to move to the Dep. Town Clerk position, assuming responsibilities as backup to Town Clerk and Finance Officer, while continuing with any special events, special projects (Census), and volunteers.
 - Finance Officer is backed up by Town Clerk and Town Manager can back up Town Clerk, but need to have a historical position in place has become critical as is a management/administrative position.
 - Line Item 7930 Equipment \$12,500 – Copier and Scanner - Copier is older and experiencing more problems with maintenance. Town Hall does not have a scanner.
 - Line Item 7776 Law Books \$100, reduced from \$600 and current year's expenditures over \$1,145. Town Clerk will use other vendor to retain this resource at a more reasonable cost.

Discussion ensued to reduce new line item, "Historical Preservation" from \$5,000 to \$4,000 and add \$1,000 to Youngtown Community Fund.

Closing Remarks for entire Town Budget of \$4,819,671 (\$437,553 increase over FY 2008-09)

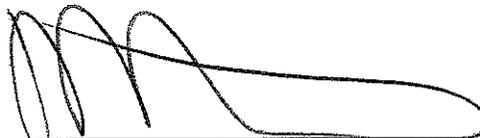
- Agua Fria Ranch Community Funding District removed from Town Budget. This is a correction per the approving resolution in 2003 when the CFD was formed. The Town Council meets as the CFD Board, but their budget is reviewed and approved separately from the Town Budget. The Town Budget (Revenue) refers to revenue from the CFD for maintenance of the AFR area.
- Economic Stimulus revenue streams have increased the HURF budget to accommodate the receipt of these monies.
- Merit program is planned to continue with a 2% award and available for "outstanding" employee performance only. Each Dept. Head has to find the money to fund the 2% .

4. Public Comments

None.

Adjournment.

Motion to adjourn –Councilmember Chittenden
Second – Councilmember Rethford
Meeting adjourned at 6:45 p.m.



Michael LeVault, Mayor

Attest:



Letty Goldberg, Town Clerk

Minutes approved at the May 7, 2009 Regular Meeting.