



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

MONDAY, APRIL 4, 2011, TOWN CLUBHOUSE, 12033 CLUBHOUSE SQUARE

1. Call to Order Mayor LeVault called the meeting to order at 5:45 p.m.
2. Roll Call Council present: Mayor Michael LeVault, Vice Mayor Jacob Duran, Councilmembers Margaret Chittenden, Dorena Mello, Shirley Oglesby, and Susan MacKay. Council excused: Councilmember Judy Johnson.
Staff present: Town Manager Lloyce Robinson, Police Chief Terry McDonald, Judge Lex Anderson, Finance Officer Jackie Hoffman, Court Administrator Diana Kutcher, Police Management Assistant Linda "Candi" Nilles, and Town Clerk Treasurer Letty Goldberg.
3. Pledge and Invocation Pledge led by Councilmember Oglesby. Invocation offered by Vice Mayor Duran.
4. Business
 - A. Council Briefing from Staff Re: FY 2011-12 Budget - Court - \$187,538
Court Administrator Kutcher
 - The Court has four revenue lines: 4369 Court Enhancement Fund, 4370 Judicial Collection Enhancement Fund, 4371 Court Revenue, and 4372 Court/Fill the Gap. 4369, 4370 and 4372 are special funds coming from additional fees assessed on court fines and fees. The special funds have limitations/restrictions on how they may be expended. For example, to make purchases greater than \$2,500 using 4370 requires permission from the Administrator of the Court (AOC).

Finance Officer Hoffman

 - These special funds are held in liability accounts and booked as revenue. 4369 shows \$28,000 which will be balanced with a \$28,000 expenditure in the Court budget.

Councilmember Mello

 - What about purchase of equipment such as computers?

Judge Anderson

 - AOC does administration for all of the Courts in the State and they want all of the Courts to have the same software and equipment since they are all linked together. The Court does have to pay for the computers and software.

Mayor LeVault

 - What happened with the concept of consolidation of our Court with another jurisdiction?

Town Manager Robinson

 - We were in discussions with the Peoria Court and they sent four pages of questions. We have had unofficial reports that some departments such as Code might like to see Peoria with a different judge. The topic is not currently on the table.

Judge Anderson

 - Regarding Court revenues, with the layoffs at the Police Department, the ticket writers aren't there.

Court Administrator Kutcher

 - Court security is being covered by Youngtown Police Officers.

Councilmember Mello

 - Why are there lines for jury pool and jury expense?

Judge Anderson

 - We have to provide jury service although only a small percentage request a jury trial, the Court has to be prepared. Everyone is entitled to a jury trial, for a jury to determine their guilt or innocence. Counsel usually encourages settlement, but some defendants want to take their chances with a jury.

- Court Administrator Kutcher has created a report that includes the oldest receivables/collectibles totaling \$1.4 million. For some of these fines, we've done everything that we can do to try to collect them. We are going to ask the Prosecutor to look at these old cases. If the Prosecutor makes a motion to dismiss some of these cases, I can dismiss them.

Court Administrator Kutcher

- There are 1172 cases outstanding. We have tried payment plans, license revocation, and tax intercepts. Some of these cases go back 20 to 30 years and just aren't collectible.

Judge Anderson

- The average fine is \$536 for a code violation with approximately \$263 coming to the Town.

Town Manager Robinson

- Please note that the Prosecutor's cost is in the General Government budget as part of the separation of powers. We have reduced that budget line from \$45,000 to \$40,000 for FY 2011-12.

B. Council Briefing from Staff Re: FY 2011-12 Budget – Code Compliance - \$63,982

Chief McDonald

- When I came onboard as Police Chief about a year ago, there was a property tax in the offing and I had about 18 Officers, now I have eight Officers and I've inherited Code Enforcement. We have grant monies in the budget; if we don't get the grant, we're not going to spend it.
- Sgt. Michael Kessler is supervising the Code Enforcement Officers. Twenty-five percent of his salary is represented in the Code Enforcement budget. There is an increase in the two retirement systems for Sgt. Kessler and Code Officer Joseph Garnica. If an employee needs a tool to do their job, the Town should provide it. Therefore we will be purchasing two cell phones for the Code Enforcement Officers. They have been using their personal cell phones. Management Assistant Nilles and I are hoping to postpone the need for new uniforms for Code Officers for another year.

Management Assistant Nilles

- I've taken uniforms left by former Police Officers and removed the embroidery. I am planning to stitch Town Seal patches, already available from the Public Works Manager, over the Police stars for Code to use for the next budget year.

Chief McDonald

- We have budgeted for an increase in supplies. This includes licensing upgrades for software.

Councilmember Chittenden

- Line 7949 violations – cleanup. Are liens being filed?

Judge Anderson

- Liens should be cleared before the house is sold. Town Manager Robinson should ask the Prosecutor about liens against bank-owned houses.

C. Council Briefing from Staff Re: FY 2011-12 Budget - Police and Police Grants - \$1,187,623

Councilmember Chittenden

- I'm concerned about the age of our police vehicles. Are officers cleaning their own uniforms? Also, Chief, have you considered solar tubes for the Police Department to save on electricity for lighting?

Management Assistant Nilles

- Our fleet is aging. We recently spent to have new tires and brakes on two Police vehicles. Our police vehicles do a lot of stopping because of the type of driving our officers have to do. Officers are responsible for maintenance of their uniforms. We will have to check any security issues regarding the use of solar tubes in a Police facility.

Chief McDonald

- Police dog Cisco is doing well, but he is getting older but he should be able to work a few more years. The Department is trying out another dog. Sgt. Dave Evans is handler for both dogs. Sgt. Lupe Rios of the Maricopa County Sheriff's Office called Sgt. Evans to tell him about the availability of a dog from Luke Air Force Base. It was apparently a handler issue, not a dog issue. Sgt. Evans called me and I called Town Manager Robinson because time was short to make a decision. The new dog is a Weimaraner called "Brady". Brady and Cisco get along, and he is a people-oriented dog. MCSO will train him at no cost to the Town.

Councilmember Mello

- I noticed changes to personnel.

Chief McDonald

- We will be working on our backlog of cases and then a big one comes up that has to be handled immediately. We need to manage our cases rather than react to them. Robin Rennells started out as a volunteer and is currently working part-time covered by a grant. We want to add her as a full-time investigator. Part of her salary would be covered by the grant. She is certified. We need to formalize our intake procedures and look out for liability.

Councilmember Chittenden

- What about a Paid Reserve Officers Program?

Vice Mayor Duran

- Will paid Reserve Officers cut the overtime line?

Chief McDonald

- If we did pay Reserve Officers to work in place of another Officer or Sergeant, the cost would be their rate of \$18.55 per hour instead of the overtime rate of time and a half rate of a regular Police Officer or Sergeant.

Management Assistant Nilles

- My experience is that paid Reserve Officers have a greater commitment to serving the Town and accommodating the Department's needs.

Town Manager Robinson

- Town Council needs to consider the caliber of our employees for a Town of this size. We've been creative over and over again, but this year we are hitting the wall on revenues

Chief McDonald

- I declined a pay adjustment. I'd like to invest back into the Department.

Town Manager Robinson

- Finance Officer Hoffman and I learned from the Arizona League of Cities and Towns today that the State budget passed by the Legislature will have additional impacts on us. For Youngtown, there is another cut to HURF of \$29,500 and we will have to pay \$8,579 as our share to subsidize the budget of the Arizona Department of Water Resources. Also they changed the percentage of contributions to the State Retirement System. The League was unaware that these changes were even being discussed. The Legislature doesn't have to be transparent or consider the open meeting law.

Finance Officer Hoffman

- For next Fiscal Year they changed the contribution amounts to the Arizona State Retirement System (ASRS) to have the employee pay 53% of the contribution and employers pay 47%. They made no changes to the Public Safety and Elected Officials Retirement Systems. For the Public Safety Personnel Retirement System the employee contribution percent has stayed constant, while the employer has always paid a greater percent.

Management Assistant Nilles

- I am in discussions with representative of Maricopa County Animal Control (MCAC) and will be negotiating a service contract for FY 2011-12. I have requested service reports for the last three years. MCAC has several plans. I think Youngtown is in an inner tier. We will be reporting back to Council.

Mayor LeVault

- Thanks to those that volunteered. We got Councilmember Judy Johnson moved to her new home in three and a half hours.

5. Public Comments

None.

Special Work Session – Budget Briefing: Tuesday, April 5, 2011 at 5:30 p.m.

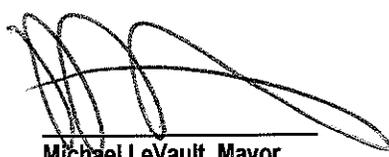
Regular Council Meeting: Thursday, April 7, 2011 at 7 p.m.

Adjournment

Motion to adjourn – Councilmember Mello

Second – Councilmember Oglesby

Meeting adjourned at 7:13 p.m.



Michael LeVault, Mayor

Attest:



Letty Goldberg, Town Clerk/Treasurer

Minutes approved at the April 21, 2011 Regular Meeting.