



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

TUESDAY, APRIL 19, 2011, TOWN CLUBHOUSE, 12033 CLUBHOUSE SQUARE

1. **Call to Order** Mayor LeVault called the meeting to order at 6:30 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, Finance Officer Jackie Hoffman, Library Manager Nancy Lewis, and Town Clerk/Treasurer Letty Goldberg.
3. **Pledge and Invocation** The Pledge was led by Councilmember Chittenden. Invocation was offered by Vice Mayor Duran.
4. **Business**
 - A. **Council Briefing from Staff Re: FY 2011-12 Budget – Library - \$82,947**
 - Town Manager Robinson**
 - I am recommending a pay increase and a change in title and position description from Library Manager to Library and Museum Manager. This position will also be exempt – meaning no overtime pay. We have conferred with our attorneys that this is appropriate for this position.
 - Finance Officer Hoffman**
 - Amounts for contributions to state retirement will change. They reflect the 1% increase we knew about, but not the new 53% employee, 47% employer contribution rate.
 - Mayor LeVault**
 - Surprise is in a tug-of-war between Council and Interim City Manager. Their Manager says the Council should tell him what projects they want and then he works the budget to do the projects. They want more involvement. Youngtown is transparent. We look at every line item. This is like a forensic audit.
 - Town Manager Robinson**
 - We do zero-base budgeting. We validate each expense. Staff has been working on the Fiscal 2011-2012 budget since January, starting with the Revenues.
 - Library Manager Lewis**
 - We look at our expenditures at the 6-month point then double the amount to reflect a full year. Then we analyze how it compares to the previous year. If it is higher or lower we look at what is different. The Library is here to provide a service to our residents.
 - Town Manager Robinson**
 - I did some calculations based on the number of library users in a year compared to the cost. If the Youngtown library users paid their share of the library expense they would pay \$56 per year, non residents would pay \$78.70, or averaged together all card holders would pay \$33 per year.
 - Library Manager Lewis**
 - The Library has not received reciprocal borrowing funds from the Maricopa County Library for the past two years. Prior to that we received between \$8,000 and \$12,000 per year. Youngtown residents are seeking library services elsewhere. The two Sun City Libraries are now part of the Maricopa County Library System. We did see an increase in patrons when the Fairway Library closed for reconstruction. On the plus side, we do have a \$60,000 library computer system that we paid nothing for and the County Library provides the support and maintenance. We are an affiliate. The County wants \$5 per transaction for inter-library loan, so we do go on the system to locate it at another library, and then refer the patron to other libraries. I meet quarterly with the libraries in the area. We are not in competition with each other.

- Library hours are from 10 a.m. to 4 p.m. Monday through Friday. We average between 60 and 100 patrons per day. Our volunteers have gone from 23 to 17 to 10. We have 10 half-day shifts to fill. I invite you to come and see what we do.
- Line 7930 is to replace two of the public computers that were purchased in 2004 and not working correctly. Also a networked printer that will work faster than the printer we have now.
- We are seeing more interest in the Youngtown Museum. Visitors are calling and scheduling tours. A group from Denver contacted Sun City looking for the original age-restricted community. They were told you need to talk to Youngtown, which was nice since we do pre-date them. Members of this group came to visit the museum. They believe that they live in the oldest age-restricted condo community. We have done tours for Good Shepherd Assisted Living and the El Mirage Senior Center.
- We have copies of the Youngtown Village Reporter available. Don't sell it short. People do read it and it is a way to reach people. We explain that it is not a newspaper; it is a newsletter with information about the Town. We also have a Youngtown area at the Library where we post Town notices and agendas, and have a copy of the Town Code. We have flyers and bookmarks promoting Youngtown events.

Councilmember MacKay

- My hats off to you.

Mike Fehlig, Youngtown resident

- My wife, Judy Johnson, would like to know how many residents from Agua Fria Ranch use the Youngtown Library.

Library Manager Lewis

- We don't have a breakdown, Polaris sorts by zip code and Youngtown is all one zip code. It would mean sorted manually through a couple of thousand names and addresses to get a count.

Councilmember Mello

- That is an interesting question. Could the file be exported to Excel?

Library Manager Lewis

- I will have to ask the County Library for the answer.
- We have tried adding a youth volunteer program, but then they developed scheduling or transportation problems. We are still interested in having youth volunteers.
- Summer Reading program will be starting soon. The County provides the posters, flyers, rewards and incentives. We should have the flyers in about two weeks. Along with that we will schedule storytelling on Tuesday mornings. Last year we had up to 40 children at a time for story hour. Arrowhead Kiwanis volunteered last year to read and they have asked to be included this year as well. We are delighted to have the help.

Councilmember MacKay

- You should contact Jackie Monty to see if the information could be included in the Agua Fria Ranch e-mail blasts. Also contact her about placing flyers on the HOA bulletin boards by the mail boxes.

B. Council Briefing from Staff Re: FY 2011-12 Budget – General Government - \$1,123,406

Town Clerk/Treasurer Goldberg

- The budget for General Government has a number of items located in it because they don't seem to belong in another budget but are necessary. Many of these items affect many or all departments. For example, Line 7930 includes funds for a server for the Town complex as well as four computers to replace four computers at Town Hall.

Finance Officer Hoffman

- In 2007 we purchased a server and located it at the Police Department where it is in a climate-controlled room with a heat sensor and a back-up generator. We discovered that the Accounting software was not getting backed up. This has been remedied and now our system is backed up regularly and stored off-site. The Accounting server is 10 years old and is dedicated. Our current computers are by Gateway. We will purchase computers from Dell on state contract where we can take advantage of negotiated prices and warranties.

Town Manager Robinson

- Last summer and fall we upgraded computers at Town Hall and the Public Works Manager's office to Office 2010 (Word and Excel). The Police Department still needs to upgrade its software and computers.
- There is still one area that remains to have computer cables placed underground, but that is not in this budget.

Mayor LeVault

- I would like to see an estimate for the cost of completing the placing of computer and phone lines underground at the Town complex.

Councilmember Mello

- Why is the health insurance line so much less?

Finance Officer Hoffman

- We had five people who were Medicare-eligible choose to waive the Town's insurance plan. This coming year Lloyce will be going off our insurance. We may have more coming off our insurance.

Town Manager Robinson

- I made that decision even though my contract reads that the Town will provide health insurance.

Councilmember Mello

- At my business our medical insurance rates tripled when we had employees who were Medicare-eligible. We pay \$350 toward our employee's insurance and they have to pick up the balance. We have each employee rated individually.

Mayor LeVault

- We spent less on health insurance this year. We need to pay attention to actual expenses.

Councilmember Mello

- What are line 7757 Ground Water Tax and the line below that that says Department of Water Resources Fee?

Town Clerk Goldberg

- The Ground water tax was a surprise to us this year. We didn't realize that Uribe Park and the drainage along Agua Fria Parkway were in a Ground Water Reclamation District until we got the tax bill last fall.

Town Manager Robinson

- The rate is based on water usage and last year we spent money on seeding and water to improve the playing field at Uribe Park. All that heavy watering cost us twice.

Town Clerk Goldberg

- The Department of Water Resources Fee is how the Legislature decided to fund the shortfall to the Department as recommended by the Governor's Office. Cities and towns would pay the needed amount on a pro-rata basis. Cities with a water utility will add a fee to the water bill and pass it on to their customers. Since we don't have a utility, we have to use General Fund monies to cover the \$8,579.

Councilmember Oglesby

- Line 4395 Sale and Rental of Town Property – Would this include rent from clubs for use of the Clubhouse? Some of the clubs may not be able to afford it.

Town Manager Robinson

- That is a Council decision. There are casualties to making ends meet. We don't want to nickel and dime our residents, but we give a lot of services that are not financially supported by the residents.

Mayor LeVault

- We are a policy making body and we have to consider intended and unintended consequences. If we rent out the Clubhouse or parks this may mean an increase in staff time.

Town Manager Robinson

- It currently takes ¼ of an employee's annual time to do setups at the Clubhouse. Greer Park has a refundable \$25.00 fee for staff to open/close restrooms and turn on lights/electricity, and energy use of those utilities.

Councilmember Mello

- Youngtown is going to get its CDBG funding for FY 2011-12. Congress is said to be increasing the funding, but even if they decreased the funding, Youngtown, El Mirage and Gila Bend would still have their projects funded. Some of the unfunded projects were transferred to SCTAP.

Councilmember MacKay

- Why is there an increase in line 7674 Insurance, Claims from \$1,500 to \$20,000?

Town Manager Robinson

- Although we don't anticipate that it will be resolved this year, there is a law suit from a former Police Chief and we need to be prepared.

Mayor LeVault

- Our insurance company will review the case. They will make the determination to go to trial or settle.

Councilmember Chittenden

- Line 7815 Economic Development has \$100,000; what is that for?

Town Manager Robinson

- Fifty percent is estimated to be used to hire an Economic Development consultant with a specific scope of work to be accomplished. We need to spread that money as far as we can.

Mayor LeVault

- Historically, almost every municipality has a full-time Economic Development person either on staff or by contract.

Town Manager Robinson

- The Contingency Line at \$100,000 is small for a \$4 million budget. We do not charge things to that line, but to the line where the expense belongs so that we can analyze what happened when creating the next budget.

Mr. Fehlig

- Will the Economic Development person interface with the Programs, Projects Grants (PPG) Manager?

Town Manager Robinson

- The PPG Manager will monitor the work of the Economic Development consultant.

Mayor LeVault

- Economic Development was a priority from the Visionaries.

Town Manager Robinson

- The Visionaries had 33 projects as priorities. These are Council-approved goals.

Mayor LeVault

- We don't have money for all of the projects from the Visionaries. We need to generate revenues for the Town. I spend a lot of time out of Youngtown and it is clear we are on our own. As we are now we are not economically viable. We have two years, maybe, to generate new funds. A SLID would bring in up to \$80,000 to pay electricity for street lights in North Youngtown. A lot of people are stunned that we still have our own Police Department.

Town Manager Robinson

- Dr. Kathryn French's students are gathering information for some of the Visionaries projects. Regarding solar, unless they are muni-owned, the town would only receive plan review fees and rental fees.

Councilmember Mello

- I was concerned about the Town's liability if we were to turn off the street lights. We need all the facts to make a decision.

Councilmember Robinson

- The Youngtown Community Fund has requested a donation of \$1,000. In the past a donation to the Community Fund was in the budget, but that was not appropriate. We no longer have 10% of LTAF to give to organizations in our community, since there is no LTAF grant. The Community Fund owns its own building, and if it closes, the building goes to Sun City's Sunshine Services.

Councilmember Oglesby

- I resigned from the Community Fund Board. They started charging for using equipment.

Councilmember Mello

- It was hard to borrow equipment since they are only open mornings a couple of days each week.

Town Manager Robinson

- Some towns, like Litchfield Park, have two budgets. You see the \$7.8 million budget, but the real budget is closer to \$5 million. They keep counting on the Wigwam.

5. **Public Comments** No public comments.

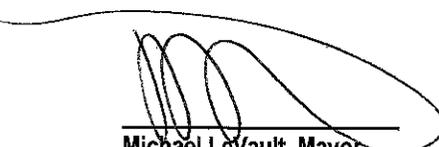
Regular Council Meeting: Thursday, April 21, 2011, 6:00 p.m.

Adjournment.

Motion to adjourn – Councilmember Mello

Second – Vice Mayor Duran

Meeting adjourned at 8:12 p.m.



Michael LeVault, Mayor

Attest:



Letty Goldberg, Town Clerk/Treasurer

Minutes approved at the May 5, 2011 Regular Meeting.