



MINUTES OF REGULAR MEETING OF THE COMMON COUNCIL OF YOUNGTOWN, AZ

THURSDAY, October 18, 2012, TOWN CLUBHOUSE, 12033 CLUBHOUSE SQUARE

1. **Call to Order** Mayor LeVault called the meeting to order at 6:53 p.m.
2. **Roll Call** Council present: Mayor Michael LeVault, Vice Mayor Duran, Councilmembers Margaret Chittenden, Dorena Mello, Shirley Gustafson, Susan MacKay and Judy Johnson.
Staff present: Town Manager Lloyce Robinson, Town Attorney Kelly Schwab, Finance Officer Jackie Hoffman, Economic Development Consultant Gayle Cooper, Public Safety Manager Mike Kessler, Library Manager Heidi Speed, Public Works Manager/Building Official Jim Fox, Programs Projects Grants Manager Mark Hannah, and Town Clerk/Treasurer Diane Cordova.
3. **Pledge of Allegiance and Invocation:** Councilmember MacKay led the Pledge of Allegiance and Vice Mayor Duran offered the Invocation.
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. Communication from Council

Mayor LeVault

- Youngtown's G.A.I.N event was a success.
- The "Grand Flow" celebration ceremony on the completion of the fire flow project will be next week, Wednesday October 24, 2012 at 9:00 a.m. This project is such a significant improvement for the Town of Youngtown. The Town is now in compliance with the International Fire Standards Code.
- A group of cities and towns met for the second time regarding the US-60/Grand Avenue (COMPASS)-corridor optimization, access management system study. These mean big improvements for Grand Avenue.

Councilmember Johnson

- The Mud Run was the best at the G.A.I.N event.
- I am proud to be a resident of this Town. Whenever there is a need, the staff and council work immediately to fill the need. I called Lloyce Robinson, Town Manager, which in turn called Mike Kessler, Public Safety Manager and the need was filled in one day. This person had no transportation, was evicted from her home, we found a place for them, and the Town gave her a bicycle. I was so touched and so were they. This is what it's all about.
- Agua Fria Ranch will be having their Home Owners Association (HOA) garage sale this Saturday, October 20, 2012.

Councilmember Mello

- The G.A.I.N event was one of the best we've had.
- We got awarded the additional \$54,720. The Town is known for finishing projects on time, we have a good track record and our use of awarded CDBG (Community Development Block Grant) funds.

Mayor LeVault

- Hopefully this will cover our overage on the fire flow project.
- The Town had no additional dollar of debt on this project; this was due to staff team effort and a job well done.

Public Works Manager Fox

- Yes, it should cover most of the two change orders that have been submitted. A little from Highway Users Revenue Fund (HURF) might have to be utilized.

Councilmember Chittenden

- It is because we are accountable for the money that we receive from CDBG. We also return money that we don't use; we have a good reputation.

- Everyone from the Dog Park Committee along with the volunteers enjoyed the G.A.I.N event.
- The Youngtown Clubs will be hosting a Fall Festival from 8:00 a.m. to 2:00 p.m. at Greer Park. The Dog Park Committee will be having a dog costume contest. The 4 Paws Rescue Center will be giving out information on cat adoption and The River Bend Apartments have been getting involved and are a great help. They will be giving information on rabbit adoption.

Presenting Proclamation Declaring Eleventh Annual Cities & Towns Week and
Presenting Proclamation Declaring October American Archives Month
Mayor LeVault

- I have two proclamations: The week of October 22-26 is proclaimed as the Arizona League's 11th Annual Cities and Towns. This week is set aside each year to recognize the services that cities and towns provide, as well as to honor those who serve at all levels of municipal government.
- The month of October 2012 celebrates the Arizona Archives Month. The purpose of Archives Month is to celebrate the value of Arizona's historical records, to publicize the many ways these records enrich our lives, to recognize those who maintain our communities' historical records and to increase public awareness of importance of preserving historical records in repositories, institutions and tribal archives across the state. Councilmember MacKay put in a lot of time and effort in our Historical Museum. It is very important to know our history.

**B. Communications from Staff: Town Manager's Report, Fire Department Report
Town Manager Robinson**

- There was a required training for all employees and volunteers on discrimination and harassment. For those who could not attend, there will be another training on Tuesday, October 23, 2012 at 10:00 a.m. This is open for all Councilmembers to attend as well.

Finance Officer Hoffman (report attached)

- There is a two month financial report on our medical insurance, Arizona Metropolitan Trust (AzMT). On page 2 there is a surplus of \$680,520. Claims are running below budget.

Deputy Town Clerk Anderson

- The G.A.I.N event was a huge success. All committee members did a great job. This event brought in \$4,800 of sponsorship; local business got involved; the digital billboards sponsored advertising for the event; even with overtime pay to employees, the event was conducted under \$2,000 with a \$23.16 left.

Public Safety Manager Kessler

- Our Code Enforcement Officer, Lupe Romero has completed her Level 1 Code Enforcement certification.

PPG Hannah

- I would like to announce that is will be my last official Council meeting. I want to thank Council, staff and Town Manager Robinson. I've enjoyed my time here. I am officially saying goodbye to an 8 to 5 life. I wish you all the best.
- Got word that we got awarded \$5,000 from the Arizona Sports and Tourism Authority for the repair cost on the basketball courts.

Mayor LeVault

- Mr. Hannah you have been an integral part of this team. If I may say, "You have been worth your weight in gold." You have brought millions of grant money to this Town. You have shown that you have a heart for this Town and for its people.

Public Works Manager Fox

- I am meeting with a contractor in regards to the basketball courts.
- The fire flow project is near completion. EPCOR Water Company is testing all the hydrant valves. Concrete collars are being placed around the hydrants. All hydrants are now functional. The streets are being milled and are looking nice with the half street paving.
- Aurora Village Project is moving along. There is an asbestos abatement on October 19, 2012. Salvage of equipment, street light poles all to be removed from the property with demolition to begin October 24, 2012 with the new construction to begin November 2012.
- I want to thank Vice Mayor Duran, Pastor of New Joy Ministries for donating the playground equipment and canopy to the Town. This equipment will be placed at Caliche Park, known as Janice Beck Memorial Park.

Town Clerk Cordova

- I want to remind those on the Public Safety Police Retirement System (PSPRS) Board of a meeting to be held October 23, 2012 at 9:00 a.m. at the Town Hall Conference room.

Library Manager Speed

- Reminding everyone of the Fall Festival Saturday October 27, 2012
- The Library is conducting their can food drive, donations going to the Valley View Food Bank.

Sun City Fire Report, Chief Olsen (report attached)

- We are pleased to have been part of the G.A.I.N. event.
- The Sun City Fire Report for the month of September 2012; total incidents 84 with 890 year to date; Total inspections 58 with a total of 42 violations.

Maricopa County Sheriff's Office (MCSO) Report, Ken Booker (report attached)

- I also am very honored to be involved in this community.
- The MCSO September 2012 report reflects a total of 463 situations requiring intervention or response. Of these service indicators, 213 were deputy-initiated on-view activity and 250 were citizen requests for service. We had zero violent crimes; there were 12 crimes against property; we had 31 arrests which are cited and release; 4 juvenile arrests and release; 85 traffic citations.

Councilmember Johnson

- I know he is not present tonight, but I have to say thanks to Sergeant Pauly White. He has gotten a group of residents at Agua Fria Ranch to start Block Watches.

Mayor LeVault

- We need to get Sgt. White to attend and speak at the next Home Owners Association (HOA) meeting.

Booker, MCSO

- Sgt. White has completed certification on how to conduct housing coordination meetings. He can come out and do an overview on a neighbor and create a crime free assessment.
- Like to thank the Town for the donation of bicycles. They are a great assist as we conduct bike patrols in the Town.

C. Recognition of outstanding service by J. Mark Hannah, Programs Projects Grant Manager

Town Manager Robinson

- This is a small token of our appreciation for your dedication and service to the Town of Youngtown. (Presented a glass plaque and 2 USA travel guide books.
- You have been an integral member of my team and will be missed greatly on a personal and professional level.

5. Consent Agenda

- A. Consideration and Action on Meeting Minutes; Work Session Meeting Minutes of October 4, 2012 and Regular Council Meeting of October 4, 2012.**

Motion to approve Consent Agenda – Councilmember Chittenden

Second – Vice Mayor Duran

Motion passed on a voice vote

6. Business

- A. Discussion and/or Action Re: Approval of Resolution 12-22 adopting Financial Policies and Procedures for the Town of Youngtown.**

Town Manager Robinson

- There have been two work sessions regarding adopting a Financial Policies and Procedures for the Town. We discussed several guideline recommendations from the executive policy summary from the City of Buckeye. I would like to point out your requested changes: page 4 the second paragraph, Council shall be advised and approve of all contracts executed/expenditures expended in excess of \$15,000; page 5 “establish and maintain a general fund contingency reserve”. Reserve for the Local General Investment Pool (LGIP) shall continue with a minimum \$1 million balance. This policy implies a commitment to adopt and implement a plan to increase this general fund contingency reserve level; page 7 for future reference, the Town will maintain a secondary property tax rate that will support existing and future property tax supported debt.

- I am proud and extremely respectful of Council for your sense of responsibility on setting a financial standard, this is this Council's legacy.

Mayor LeVault

- This is yet another first for the Town for placing a financial policy in place. Maintaining a million dollar balance is a great fire wall to have in place.

Councilmember Chittenden

- It is good to have a \$1 million balance.

Motion to approve Resolution 12-22 adopting Financial Policies and Procedures for the Town of Youngtown. –

Councilmember MacKay

Second – Councilmember Mello

Motion passed on a voice vote

B. Discussion and/or Action Re: Approval to create Economic Developer Position

Town Manager Robinson

- Mark Hannah, our Programs, Projects and Grants Manager will be retiring at the end of October 2012; I have completed an analysis of the organizational structure of this Town. This is my 9th re-alignment in 6 years. In all of the realignments the only unsuccessful position was the Volunteer Coordinator position. It was in a time when individuals needed a paying job; they were not considering volunteering. Cutting is not always the answer. It is not quantity it's about quality; the quality of people. All the department heads are working individuals that work without assistants or secretaries. The Town Manager cannot do it all; expertise is needed by others that are qualified. The question I propose is, "where are we, and how do we get to where we need to go?" Growing revenue is needed. Perhaps a property tax and grant money. Mark Hannah is leaving a big hole that staff-wise has to be filled. We have the funding to do this: Mark's 8 months' salary and the 8 month contract budgeted on our current Economic Developer Consultant Contract. Why would I recommend a consultant to become an employee? As a consultant, the Town cannot provide any resources other than information, but as an employee we may provide a local office space, etc. There is a present need for the Town to focus on a commerce park project and the commercial element. There is a need for someone to be available every day to our Town's businesses; a need for someone to be here to talk with investors; there is a need to invest in economic development and marketing. There will be no deficit in revenue in the creation of these two positions, Economic Development Manager and Grants Writer. If Council approves, the job position will be posted. The job descriptions have been approved by the Town's Attorney. Position will be effective November 1, 2012 with 6 month probations, performance evaluations and expectations.

Mayor LeVault

- When this Council and staff took over 5 ½ years ago, this town was out of money. We have made some profound accomplishments. Several critical infrastructure needs have been met; street lights have been installed; eight miles of alleys have been paved to bring PM-10 into compliance with Maricopa County's 5% reduction plan; all four phases of the fire-flow project has been completed bringing the entire town up to International Fire Code Standards. The Town has neither incurred debt nor increased taxes in order to finance all these projects. We have managed to reduce operational expenses by one-third, cut ¼ of payroll expense and have built a surplus rainy day fund. These have been a tough 5 years, however a very satisfying 5 years. I looked over the 2008 payroll figures and found that back then our buildings public works director was making greater than \$60,000; plus on payroll was a building inspector, while on top of that the Town was farming out plan reviews. Our present Public Works Manager is also the Town's Building Inspector Official plus does plan review. Mr. Jim Fox is doing all of these jobs. He has saved the Town's thousands of dollars with his expertise being utilized in all aspects. Gayle Cooper has been around as a consultant. She has become an integral part of the team. We are in a pivotal time now, we need to generate revenue. Gayle was instrumental in getting the approval from Arizona Public Service (APS) to grant us the commercial property on Olive Avenue. I think having her on board as an employee makes sense. Mark Hannah is leaving a big hole to fill. I don't want to miss a beat and to effectively do these things, grant money needs to continue to flow in. This is smart government. We have been and will continue to be good stewards of the resident's money.

Councilmember Mello

- The Community Development Block Grants (CDBG) and the Federal Government has these down as important jobs. Economic Development is the focus and grant writing is being greatly favored right now.

Vice Mayor Duran

- This is a wise decision, especially with where the town is going and the need for sustainability we need to keep rolling. I approve of the job positions.

Councilmember Chittenden

- Go Forward!

Councilmember Johnson

- It is important to have these two job positions filled.
- We need to wake up these business owners.

Councilmember MacKay

- As you make recall, on the Visionary Committee, I was the strongest proponent for an Economic Development person. It is needed in order to survive. An employee is always here. These are excellent changes. The grant position, we need someone to focus on just that, grants.

Councilmember Gustafson

- Town Manager Robinson, I appreciate all that you have done for this Town. You have done your homework well.

Mayor LeVault

- A part of the Visionary Committee, having vision is very important. Not to sound too spiritual, but there is a verse in the bible, "Where there is no vision, the people perish." As policy makers it is important to have vision. We lay out the vision and staff makes it a reality.

Motion to approve to create Economic Developer Position – Councilmember Johnson

Second – Vice Mayor Duran

Motion passed on a voice vote

C. Discussion and/or Action Re: Approval to create Grant Writer position

Councilmember Johnson

- Everything that was just discussed pertains to the grant writer position.

Motion to approve to create Grant Writer position – Vice Mayor Duran

Second – Councilmember Gustafson

Motion passed on a voice vote.

D. Discussion and/or Action Re: Agreement for Law Enforcement Services between the Town of Youngtown and Maricopa County Sheriff's Office (MCSO) Amendment #2 – Towing and Radar Systems

Town Manager Robinson

- This 2nd amendment is regarding a Youngtown business, Kopy's a local towing company. MCSO has a revolving 64+ list of towing companies. Our concern is for a Youngtown business such as Kopy's to be utilized and placed on MCSO towing list.
- There is also 2 radar systems that MCSO successfully bid and won that will reduce our capital outlay on our contract for policing services by \$700.

Councilmember Chittenden

- So this is to have towing be done by Kopy's. Once towed to Kopy's what happens then, does an individual have access to their vehicles once it has been towed there?
- Where are the radar systems going?

Town Manager Robinson

- The towing to Kopy's and how they conduct their business once a vehicle is towed there has nothing to do with us.
- The radar systems are going to MCSO.

Motion to approve Agreement for Law Enforcement Services between the Town of Youngtown and Maricopa County Sheriff's Office (MCSO) Amendment #2 – Towing and Radar Systems – Councilmember Chittenden

Second Vice Mayor Duran

Motion passed on a voice vote.

E. Presentation: General Plan 2025 Draft Document (power point attached)

Blanton & Cooper- Gayle Cooper, CECD and Joseph Blanton, AICP

- We have given public notification regarding the General Plan 2025; notices on Town website, ads and articles in the Youngtown Village Reporter, letters sent to landowners and progress reports given at Town Council Meetings. We have given opportunities for public involvement; there was a visioning workshop which was well attended. The vision statement that came out from the visionary workshop is, "Youngtown is a transitional community; rooted in tradition, committed to ensuring a secure and prosperous future for its residents and stakeholders." We held a Land Use Scenarios workshop and presented the draft General Plan. What are the reasons for a General Plan Update? To comply with legislation; an update is needed every 10 years; recognize changes for example the sand and gravel mining along Agua Fria River alongside Agua Fria Ranch Development; and to ensure secure future. We are reporting a shift in demographics, the downward economic factors, employment and incomes and types of businesses. Proposed Land Uses, live and work along 111th Avenue; the sand & gravel mining operation and the extension of a commercial 15 acre business commerce on Olive Avenue. The Transportation Element is the re-alignment of 115th Avenue and Peoria Avenue. The Water Resource Element; town water provider bought by EPCOR Water Company; wastewater to Tolleson Treatment Plant; and plans to enact effective conservation measures. The Open Space & Recreation Element; Youngtown has seven parks; tot lots have been incorporated. Environmental planning element; partner with surrounding entities; protect air and water quality; encourage best environmental use for riverbed. The Economic Development Element has five goals; 1. Community Revitalization 2. Public Relations and Marketing Campaign 3. Business Enhancement 4. Business Attraction 5. Business Diversification. Growth areas element; the Town is largely developed; infill/redevelopment projects are needed and need to devote remaining open land to employment and commercial. The cost of development element; Youngtown must maintain low fees to encourage development and redevelopment; town must establish an additional income source in order to be sustainable.

Mayor LeVault

- This 2025 General Plan will be voted upon in 2014, is that correct? No more public hearing? Is the next step the ballot and posting on website?

Town Manager Robinson

- Yes, due to the legislative approval of elections to Fall and even number of years the General Plan 2025 will be brought to the voters in 2014.

Joseph Blanton

- There will be a 60 day review hearing before the adoption of the General Plan 2025.

Mayor LeVault

- The old General Plan will stay in place until the new one is adopted.

Councilmember Chittenden

- The employment summaries- the figures are incorrect.

Gayle Cooper

- Joseph and I have set a meeting with Maricopa Associations of Government (MAG) to make those corrections.

F. **Presentation: Overview of Emergency Operations Management and the Town's Emergency Operations Center (EOC) Programs, Projects, Grants Manager Hannah (PowerPoint attached)**

- The Town of Youngtown is in collaboration with Sun City Fire and MCSO. When an emergency strikes, who does what and why? Typically, the initial first responder to arrive on the scene assumes command. He or she will assess the scene, assign incoming routes and arrivals and assess threats to responding units. Once the first supervisor arrives, Incident Command (IC) on scene they will assume command announce the transfer; order specialty response units and establish inner and outer perimeters; Incident Command (IC) vs. Emergency Operations Center (EOC). An IC is tactical in nature and EOC focus is strategic. An EOC would generally be staffed by Mayor, Town Manager, Department Heads, SCFD command staff and MCSO Commanders along with non-governmental personnel may include operational leaders from A.P.S. Southwest Gas, Century Link.

7. **Call for Executive Session**

None needed

8. **Future Agenda & Meetings:**

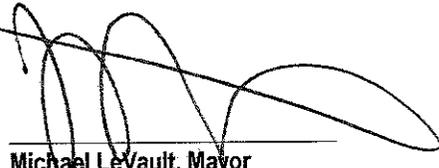
Announcement of next Meeting: Thursday, November 1, 2012, 2012, Work Session at 6:30 p.m. and Regular Meeting immediately following.

9. **Response to Call to the Community**

None

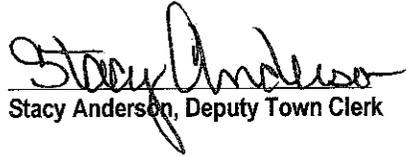
Adjournment.

Motion to adjourn – Councilmember Mello
Second – Vice Mayor Duran
Meeting adjourned at 8:56 p.m.



Michael LeVault, Mayor

Attest:



Stacy Anderson, Deputy Town Clerk

Minutes approved at November 15, 2012 regular meeting