



**MINUTES OF THE REGULAR TELEPHONIC
MEETING COMMON COUNCIL OF YOUNGTOWN, AZ
12033 N. CLUBHOUSE SQUARE, TOWN COUNCIL CHAMBERS
THURSDAY, SEPTEMBER 17, 2020 at 5:30 P.M.**

1. **Call to Order:** Mayor LeVault called the meeting to order at 5:31 p.m.
2. **Roll Call:** Council present telephonically: Mayor Michael LeVault, Vice Mayor Chuck Vickers, Council Members, Margaret Chittenden, June Miller, Susan Hout, Karen Haney Duncan and Jack Duran.

Mayor Michael LeVault noted that a quorum is established for transacting business.

Staff present telephonically: Town Manager Jeanne Blackman, Town Attorney Trish Stuhan, Community Development Manager Gregory Arrington, and Town Clerk Nicole Smart.

1. **Pledge of Allegiance and Invocation:** Councilmember Miller led the Pledge and Councilmember Duran gave the Invocation.

2. **Summary of Current Events:**

- A. Summary of Current Events from Mayor and Council.

Mayor Michael LeVault stated he is happy to see the Youngtown Village Reporter in circulation.

Mayor LeVault stated that the G.A.I.N. Event has been cancelled, and a possibility the Winter Miracle will be cancelled as well.

Councilmember Chittenden is pleased to see the Youngtown Village Reporter is back, and would like to thank the Mayor and staff for all their hard work.

- B. Summary of Current Events from Town Manager

Town Manager Jeanne Blackman stated that Town Hall continues to stay busy through the pandemic. Also, Cynthia Upchurch has taken a position in the Court and we will not be hiring for the open position until a later date.

Town Manager Blackman mentioned the Youngtown Village Reporter is back on and should be in mailboxes this week if you have not already received it. Also, Town Manager and Town Clerk went around to deliver the newspaper to some of the businesses.

Town Manager Blackman mentioned that the last day to respond to the 2020 Census will be September 30th. Town of Youngtown is doing great, we are beating the Arizona average by over 5% and the National average by over 1%.

Town Manager Blackman mentioned she participated in the Code Enforcement interviews today.

Councilmember Jack Duran mentioned that everyone is invited to his graduation on September 26th, at 2:00 p.m.

Councilmember Chittenden asked how many code enforcement officers will we be hiring.

Town Manager Blackman stated that we will be hiring one full-time and one part-time officer.

3. **Staff Reports:**

- A. **Library:** No formal report was given.
- B. **Public Works:** No formal report was given.
- C. **Community Development:** No formal report was given.
- D. **Finance:** No formal report was given.
- E. **Town Clerk:** No formal report was given.
- F. **Municipal Court:** No formal report was given.

4. **Response to Call to the Community:** No response to Call to the Community.

5. **Citizens Comments/Appearances from the Floor:** No comments from the floor.

6. **Consent**

A. **Approval of Minutes:**

Regular meeting minutes of **August 20, 2020**

Motion to approve the Consent Agenda – Councilmember Duran
Second – Vice Mayor Vickers

Motion passed unanimously on a voice vote with all Councilmembers in attendance voting.

7. **Business**

A. **Presentation and/or Discussion Re:** Sun City Fire and Medical District (SCFD) Report, which may include discussion of inspections, fire prevention, staffing levels, response times, community needs, and ambulance services.

Chief Ron Deadman was in attendance to present the Sun City Fire and Medical District (SCFD) July report, which may include discussion of inspections, fire prevention, staffing levels, response times, community needs, and ambulance services, and answer questions from Council.

Councilmember June Miller thanked Chief Deadman for the great job Sun City Fire Department does for Youngtown.

Councilmember Margaret Chittenden thanked the Sun City Fire Department for the quick response regarding the incident in her neighborhood.

B. Presentation and/or Discussion Re: Maricopa County Sheriff's Office (MCSO) Report, which may include discussion of crime statistics, specific crimes including traffic violations, thefts, violent crimes, trespass and issues with homelessness, crime prevention, MCSO staffing levels, community needs, and response times.

Captain Brian Stutsman was in attendance to present the Maricopa County Sheriff's Office (MCSO) June and July reports, which may include discussion of crime statistics, specific crimes including traffic violations, thefts, violent crimes, trespass and issues with homelessness, crime prevention, MCSO staffing levels, community needs, and response times, and answer questions from Council.

Captain Stutsman stated that on October 19th, they will be enforcing the homeless people that are trespassing on private property.

Councilmember June Miller asked what was the blue alert that we received on the cell phone today, and did anyone get hurt. Councilmember Miller thank the Captain for all their hard work, and to also stay safe.

Captain Stutsman explained that the blue alert issued was in reference to an incident involving an officer shooting or attempted shooting. The shooter is in custody, the suspect driver fled the scene and is still outstanding, along with the vehicle. The Blue Alert system is meant to help law enforcement quickly find suspects accused of hurting or killing a law enforcement officer.

Councilmember Margaret Chittenden stated she is glad that MCSO is dealing with the Circle K homeless issues.

Councilmember Chittenden asked if MCSO can monitor 113th and Alabama in front of the dog park as there are vehicles that either park illegal, or the wrong direction, and running the stop sign.

Mayor LeVault thanked the Captain in regards to the effort the Captain is doing with the homeless issues. Mayor LeVault would like police officers to stay safe, and appreciate everything they do for us and the Town.

C. Presentation, Discussion and/or Action Re: Presentation of the July Financial Report.

Financial Consultant Pat Walker, was in attendance to present the July financial report, and answer questions from Council.

Financial Consultant Pat Walker, this financial report is designed to provide the Council on the financial status of the Town for the first month, of FY2021 (July).

The tables at the end of this report are for the period of July 1, 2020 through July 31, 2020 (FY21) and July 1, 2019 through July 31, 2019 (FY19). The tables also compare the July FY 21 budget to the FY 21 actuals. There is also a remaining column to indicate how much of the FY21 budget has not been spent, and a % of budget column to indicate the percentage of the budget spent year-to-date.

This report illustrates where the Town financials are for the first month of FY21. If you divide the budget evenly over twelve months, both revenues and expenditures would be

normally do not follow that pattern nor do expenditures. This is especially the case in the first month because some large expenditures are incurred during the first month of the fiscal year as blanket purchase orders are created and contracts for an entire year. Also, if a large expenditure is paid early it has more of an effect on the percentage of the budget used than if it were made later in the year. For tracking purposes, if revenues do not equal at least 8.33% for the first month, or expenditures exceed 8.33%, it is important to monitor the account within the next six months to determine if there is a need to adjust spending before fiscal year end to stay within the budget parameters.

Overall, based on revenue and expenditure analysis of FY21, the Town is above target with the annual budget projections for revenues and under the budget for expenditures year-to-date. The economy continues to experience the impact of COVID-19, but the Town of Youngtown seems to be holding steady with revenues and expenditures. However, this is only the first month of the fiscal year so we will continue to monitor the budget closely.

The General Fund's July 2020 YTD revenue for FY2020-21 totals \$483,901 (Table A), which is approximately \$43,128 above the first month of July 2019 of FY20. Revenue categories are discussed in further detail in the report.

For expenditures, preliminary figures show that 9.88% or \$391,114 of the General Fund Budget has been expended through July 31, 2020 of FY20 report.

Table A presents the FY21 General Fund actual revenue collections compared to budget for the first month of the 2021 fiscal year (July 1, 2020). The remaining column illustrates the difference between what was budgeted for the entire year, the monthly budget amount of 8.33% and what the City collected for the first month of FY21. As shown in the table, the total collections for the first month of the fiscal year is 11.03% of what was budgeted for the fiscal year for the first month in July 2020.

In Table B, local sales tax collections increased by \$4,543 compared to the first month of FY20. At this point we are not concerned as we show in Table A that the Local Sales Tax Revenue is exceeding the monthly budget for July 2020 by 1.54% (9.87%-8.33%) but we will continue to closely monitor.

These revenues include the City's portion of the State Urban Revenue Sharing (Income Tax), State-Shared Sales Tax, and Vehicle License Tax. Table A shows State Shared Revenues are slightly above the July budgeted amount by .64%. The average of the three state shared revenues collected to date are at 8.97% of budget. Table B shows that the three state shared revenues are above FY20 collections by \$33,480 or 21.38%. However, this amount will be reduced by reversing the receivable for FY20 during the audit preparation, but it is anticipated to still be on target.

As noted earlier in this report, Table C shows the General Fund spent \$391,114 during the first month of fiscal year 2020-21. Table C demonstrates how much budget is remaining and the percent of the budget used. The only department that is over the 8.33% of expenditures spent compared to budget is Parks, Buildings and Code Enforcement. The Parks department is at 15.77% versus the 8.33% primarily due to the AFR maintenance contracts created at the beginning of the year for the entire fiscal year and utilities. The utilities may change as there is a portion that will need to be booked back to FY20 for the

audit. Buildings is at 8.5% just slightly over the 8.33%. Code Enforcement is at 12.8% and is due to the prepayment of PSPRS for the entire year. This will even out over the course of the fiscal year.

The Highway User Revenue Fund (HURF) is what is referred to as the gasoline tax. HURF monies are only to be used for street-related purposes. The City maintains the HURF revenues and expenditures in a separate fund to ensure this.

Table E is the Highway User Revenue Fund (HURF) revenues collected in July FY20 compared to July FY20 Budget. The revenues are at 6.75%, slightly under budget and primarily the result of decreased interest income. Table F is comparing the HURF revenues collected in FY21 versus FY20. There is 21.37% decrease in FY21 from FY20. This is primarily because of the interest income received in FY21 compared to FY20. Table G is the HURF expenditures in FY20 compared to FY20 Budget. There has been .61% of the budget expended as of July 31, 2020. Table H is comparing the FY21 expenditures to FY20 expenditures. In FY21, the expenditures are \$596 less than what was expended in FY20.

The Town has cash accounts at BBVA Bank and the State Treasurer's Local Governmental Investment Pool (LGIP). Table I is a breakdown of the cash balances through July 31, 2020. Overall, the Town has over \$8 million in BBVA Bank accounts and the LGIP. The General Fund has over \$4.8 million available. At the time of this report, the Court Bank account had not been reconciled therefore it is not included in the balances. This will be reconciled by the August report.

Mayor Mike LeVault mentioned that everything that is happening with COVID-19, and the economy in our Town. He would like to keep an eye on the revenue side of the budget.

Councilmember Margaret Chittenden thanked Pat Walker for the detailed financial report.

Councilmember Jack Duran thanked Pat Walker for all the hard work she put in to the Financial Report, and appreciates everything she does.

Mayor Mike LeVault thanked Pat Walker and appreciates everything she does for the Town.

Town Manager Jeanne Blackman thanked Pat Walker as well, and Pat is vested in the Town's success and stability.

D. Presentation, Discussion and/or Action Re: Presentation regarding Development Impact Fees 101.

Financial Consultant Pat Walker, was in attendance to present the development impact fees 101, and answer questions from Council.

Financial Consultant Pat Walker stated that the Development impact fees are one-time charges applied to offset the additional public service costs of new development. Development impact fees are monies collected formally through a set schedule, or formula, spelled out in a local ordinance. The fees are levied only against new

development projects as a condition of permit approval to support infrastructure needed to serve the proposed development. They are calculated to cover a proportionate share of the capital cost for that infrastructure.

Discussion followed including development impact fee, Arizona Revised Statutes 9-463.05, major policy change regarding funding and financing infrastructure.

- E. Presentation, Discussion and/or Action Re:** To Authorize the Town Manager to approve the transfer and acceptance of sick leave in excess of the yearly caps in Guideline No. 640 of the Town's Personnel Rules to address leave requirements during Covid-19 and staffing issues; the Town Manager to re-evaluate the Town's leave policies and recommend possible amendments to the Town's Personnel Rules on or before January 31, 2021.

Town Manager Jeanne Blackman was in attendance asking for approval to authorize the Town Manager to approve the transfer and acceptance of sick leave in excess of the yearly caps in Guideline No. 640 of the Town's Personnel Rules to address leave requirements during Covid-19 and staffing issues; the Town Manager to re-evaluate the Town's leave policies and recommend possible amendments to the Town's Personnel Rules on or before January 31, 2021.and answer questions from Council.

Town Manager Blackman explained Covid-19 poses challenges for employees across the nation who require significant leave to recover from illness. Employees may also face surgeries or other medical issues requiring extensive recovery. The Town currently allows for the transfer of sick leave to offset hardship in these cases. However, the Town is finding that there are still unmet needs. Some longer-term employees have large accruals of leave that could assist employees needing more time off should they choose to donate time (in their discretion). The Town Manager recommends the Town Council authorize her to exceed the caps on sick leave transfers on a temporary basis to address staffing needs and provide greater flexibility while she examines the Town's policies for recommended updates in accordance with best management practices.

Mayor Mike LeVault asked what do we need to do to change the policy, and to treat employees fairly across the board.

Town Attorney Trish Stuhan stated that the Town Manager will check with our sister cities and towns what they have. Also, the Finance Department will also look into the short-term disability with the Trust.

Town Attorney Stuhan stated this change will provide the Town Manager with the authority to exceed the cap until the end of the year, and we will do a resolution to do the changes. If it a big change we will repeal or strikeout the policy, and rewrite or codify the new changes in the policy.

Councilmember Margaret Chittenden asked why is there a cap between now and the long-term disability.

Town Manager Blackman stated that they are looking into short-term disability, and this would be available through the trust, and how much it would cost to deduct the amount from the employees' paycheck.

Town Manager Blackman stated that we did not have to deal with anyone being out long term at the moment. Since we are on split shift, and other employees can step-in and help out, and some of the employees have been cross-trained. Also, if we have to, we would place a project on the back burner, until we can proceed.

Approval to Authorize the Town Manager to approve the transfer and acceptance of sick leave in excess of the yearly caps in Guideline No. 640 of the Town's Personnel Rules to address leave requirements during Covid-19 and staffing issues; the Town Manager to re-evaluate the Town's leave policies and recommend possible amendments to the Town's Personnel Rules on or before January 31, 2021.

Councilmember Miller
Second – Vice Mayor Vickers

Motion passed unanimously on a voice vote with all Councilmembers in attendance voting.

8. **Call to Executive Session:** No Call to Executive Session.

9. **Future Agenda & Meetings**

A. Future Agenda Items – None.

B. The next Regular Council Meeting will be held on **Thursday, October 1, 2020** beginning at 5:30 p.m.

Adjournment

Motion to Adjourn – Councilmember Duran

Seconded – Councilmember Chittenden

Meeting Adjourned 7:21 p.m.



Michael LeVault, Mayor

Attest:


Nicole Smart, Town Clerk

Minutes approved at the October 1, 2020 regular meeting