



**PUBLIC NOTICE  
REGULAR MEETING FOR THE COMMON COUNCIL OF  
YOUNGTOWN, ARIZONA**

The Town of Youngtown provides notice that it will conduct its Town Council meeting on **November 19, 2020** through technological means in order to minimize the spread of COVID-19. Council members will attend the Council meeting via telephone, as authorized by A.R.S. Section 38-431(4). The public may listen to the Town Council meeting by calling in telephonically using the conference call and meeting identification number provided below.

**Please state your name when you call in, then mute your telephone for the remainder of the call to ensure the Town Council can conduct its meeting without interference. No in-person attendance is available.**

The Mayor authorizes this action to serve the goal of protecting Town residents, staff, and in the interests of public safety. We thank you for your understanding. If you would like to comment on any matter on the agenda, please download a public comment form and submit it via email to Town Clerk Nicole Smart, [nsmart@youngtownaz.org](mailto:nsmart@youngtownaz.org) at least one hour before the meeting. **The Town Clerk will read public comments submitted before the meeting into the record. You may also comment during the public hearing portion of the agenda by unmuting your phone and providing verbal comments.**

**DATE: November 19, 2020**

**TIME: 5:30 p.m.**

**PLACE: Join the Regular Meeting by phone: 1-346-248-7799**

**Meeting ID: 957 8642 3506**

**Password: 597526**

**Link to the zoom meeting:**

<https://zoom.us/j/95786423506?pwd=dzRDU0lVclVtSnRPcDVMcXVqRURSZz09>

**1. Call to Order**

**2. Administration of the Oath of Office**

- A. Jack Duran, Susan Hout, and Chuck Vickers will be sworn in as Town Councilmembers for a term expiring in November, 2024 (Smart)
- B. Selection of the Vice Mayor (Mayor LeVault)

**3. Roll Call**

**4. Pledge of Allegiance and Invocation**

**5. Summary of Current Events: Brief Summary of Current Events pursuant to ARS § 38-431.02(K). Council may not propose, discuss or take legal action on the current event updates.**

- A. Summary of Current Events from Mayor and Council.
- B. Summary of Current Events from Town Manager.

6. **Staff Reports:** Staff may provide reports to Council on the following subjects which may include discussion with Council. Council will not take legal action.
- A. **Library:** The Library Manager may report to Council on library operations, monthly activities, book club events, and upcoming author visits.
  - B. **Public Works:** The Public Works Manager may report to Council regarding maintenance of Town facilities, recreational facilities, streets, parks, and schedules for work in the Town.
  - C. **Community Development:** The Community Development Manager and/or Community Development Coordinator may report to Council regarding business outreach, economic development projects, and code enforcement operations and activity reports.
  - D. **Finance:** The Finance Manager may report to Council regarding the Town's budget and monthly expenditures.
  - E. **Town Clerk:** The Town Clerk may report to Council regarding Town events, activities, meetings, and promotion of the Town on its website and social media sites.
  - F. **Municipal Court:** The Court Administrator may report to Council regarding activities of the Municipal Court, citations, hearings and schedules.

7. **Response to Call to the Community**

8. **Citizens Comments/Appearances from the Floor:** Please complete a speaker request form for the Town Clerk, listing the subject you would like to discuss. Each speaker is limited to five (5) minutes. Before you begin to speak, identify yourself clearly by stating for the record your name and address. Non-Agenda items: This is the time for citizens who would like to address the Town Council on any non-agenda item. The Council will listen to comments, and may take one of the following: 1) Respond to criticism; 2) Request that staff investigate and report on the matter; or 3) Request that the matter be scheduled on a future agenda.

9. **Consent**

A. **Approval of Minutes:**

- i. Regular meeting minutes of **November 5, 2020**

10. **Business**

- A. **Presentation, Discussion and/or Action 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 Deadman)
- B. **Presentation, Discussion and/or Action 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 Stutsman)
- C. **Presentation, Discussion and /or Action Re:** Presentation from Monica Yelin, Community Outreach Liaison from Debbie Lesko's office and to tell public and council about the services congressional offices provide (Yelin)
- D. **Presentation, Discussion and /or Action Re:** Approve additional expense and award contract to lowest bidder for the Library Expansion Project (Speed/Arrington)
- E. **Presentation, Discussion and /or Action Re:** Consideration and possible adoption of a notice of intent to adopt new fees on Marijuana Establishments and increase fees for Medical Marijuana Dispensaries and Medical Marijuana Cultivation, Infusion, or Manufacturing Facilities to recover costs to regulate medical marijuana dispensaries and cultivation facilities and adopt fees for marijuana establishments in response to the Smart and Safe Arizona Act. (Stuhan/Arrington)

**11. Call to Executive Session:** Convene Executive Session pursuant to ARS § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney regarding any above agenda items, as needed.

**12. Future Agenda & Meetings**

- A. There may be discussion of whether to place an item on a future agenda and the date, but not the merits of the item.
- B. Announcement of the next Regular Council Meeting: **Thursday, December 3, 2020.**

**Adjournment**

\*NOTE: Persons with special accessibility needs, including large print materials or interpreter, should contact the Town Clerk's office at (623) 933-8286 or TDD (623) 974-3665 no later than 24 hours in advance of regular scheduled meeting times. Citizens may appear before the Council to present their views on any subject concerning Town Government. The Council, however, may not discuss, consider or decide items NOT on the Agenda (ARS § 38-431.02 (H)) The Council will, if necessary, follow up at a later date. Due to limitation of time, citizens' comments are requested not to exceed five (5) minutes.

**POSTING CERTIFICATION OF THIS NOTICE**

The undersigned hereby certified that a copy of the attached notice and agenda were duly posted by 6:00 p.m. on **November 16, 2020** in the Town's designated posting locations pursuant to Resolution No. 06-04 and on the Town's website.

  
\_\_\_\_\_  
Nicole Smart, Town Clerk



**STAFF REPORT TO COUNCIL**

**DEPARTMENT:** *General Government*

**DEPARTMENT REPORT SUBMITTED BY:**  
*Town Manager, Jeanne Blackman*

**REPORT:**

- Mayor LeVault and I met with representatives from Comfort Inn and MCSO to discuss homelessness
- Mayor LeVault and I met with Shawn Parks and Ryan Taylor from Parks & Sons on the future of their bulk trash pickup program
- Mayor LeVault and I met with Tiffany Teague of American Family Insurance to discuss issues within the community
- Town Attorney Trish Stuhan and I met with Judge Lex Anderson and Court Administrator Lisa Lipinski on changes to our traffic enforcement procedures
- Community Development Manager Gregory Arrington, Code Enforcement and I met with property manager over at Mountain View Apartments regarding code issues



**STAFF REPORT TO COUNCIL**

<b>DEPARTMENT:</b> LIBRARY	<b>DEPARTMENT REPORT SUBMITTED BY:</b> HEIDI SPEED
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**REPORT:**

The Library remains closed to the public however we have e-books, photocopies, faxes, Wi-Fi, phone calls, and reference services available Monday thru Friday from 10:00 am – 4:00 pm.

We continue to offer Curbside Service Monday thru Thursday, from 10:30 am – 3:30 pm, for checking out books and movies. Our Card Catalog is linked to the Town website and our Facebook page, to provide patrons with an ability to put books and movies on hold for pick-up.

We are in the process of doing an inventory of every item in our card catalog to check for accuracy and availability.

Reopening plans are continually being evaluated with the Town Manager on a regular basis.



## STAFF REPORT TO COUNCIL

<b>DEPARTMENT:</b> Public Works	<b>DEPARTMENT REPORT SUBMITTED BY:</b> Marty Mosbrucker, Public Works Manager
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### **REPORT:**

- Monitoring the LGI Homes project clearing and crushing project.
- Citizens' Dog Park winter rye grass came in full with a few bare areas. Landcare reseeded the bare areas.
- AZ. Dept. of Agriculture inspecting all municipality pesticide (weed) control programs. Inspection was conducted with Youngtown.
- Town generator preventive maintenance service performed.



## STAFF REPORT TO COUNCIL

**DEPARTMENT: Community Development**

**DEPARTMENT REPORT SUBMITTED BY:**  
*Community Development Manager, Gregory Arrington*

- **MOUNTAIN VIEW GARDENS - 2**
  - **MET W/PROPERTY MANAGER IN REGARDS TO SITE CONDITIONS**
- **ARIZONA ASSOCIATION OF ECONOMIC DEVELOPMENT**
  - **GOVERNMENT AFFAIRS-ADVOCACY TASK FORCE MEETING**
- **CODE ENFORCEMENT LEAGUE OF ARIZONA**
  - **MONTHLY BOARD MEETING**
- **ARIZONA ASSOCIATION OF ECONOMIC DEVELOPMENT**
  - **GOVERNMENT AFFAIRS MEETING**
- **MARICOPA ASSOCIATION OF GOVERNMENTS**
  - **BUILDING CODES COMMITTEE**



### STAFF REPORT TO COUNCIL

<b>DEPARTMENT:</b> Town Clerk/Community Development Coordinator	<b>DEPARTMENT REPORT SUBMITTED BY:</b> Nicole Smart
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#### **REPORT:**

- The monthly Business License Report is attached for your review.
- The yearly Business License Invoices was mailed out for 2021.
- Continue to work on record retention and cleanup of old files that have exceeded the required retention period.
- Continue work on Town inventory list.
- I would encourage all staff and Council to “like” the Town’s page and submit pictures and stories. [www.facebook.com/townofyoungtownaz](https://www.facebook.com/townofyoungtownaz).





## Town of Youngtown

### October 2020 Business License Report

#### New Business Licenses

- Transient 7
- Commercial 1
- Home Based 0

#### Renew Business Licenses

- Transient 1
- Commercial 0
- Home Based 0

New Business Licenses		Renew Business Licenses	
Transient	\$150.00	Transient	\$60.00
Commercial	\$645.00	Commercial	\$0.00
Home Based	\$0.00	Home Based	\$0.00
<b>TOTALS</b>	<b>\$795.00</b>	<b>TOTALS</b>	<b>\$60.00</b>

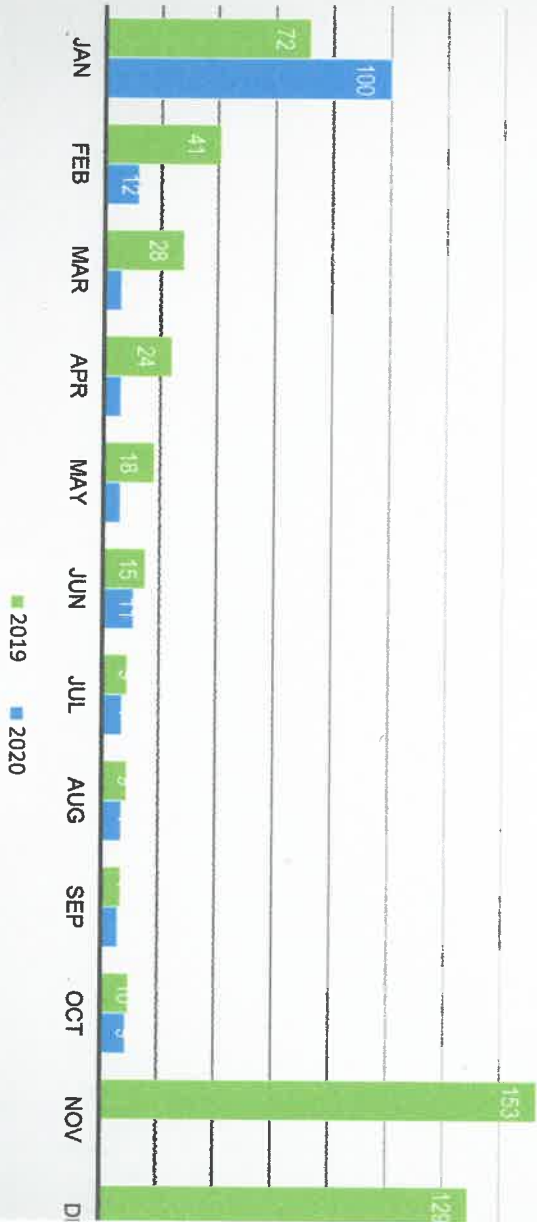
**Total Revenue for October 2020 = \$855.00**

**There was one (1) new Commercial Business for the Month of October.  
Office Grounds, LLC**

**All licenses now expire on December 31st of each year.**

	2019	2020
Jan	72	100
Feb	41	12
Mar	28	6
Apr	24	6
May	18	6
Jun	15	11
Jul	9	7
Aug	9	7
Sep	7	6
Oct	10	9
Nov	153	
Dec	129	
<b>Total</b>	<b>515</b>	

## Business License Activity 2019 vs. 2020





## STAFF REPORT TO COUNCIL

<b>DEPARTMENT: Youngtown Municipal Court</b>	<b>DEPARTMENT REPORT SUBMITTED BY:</b> <i>Court Administrator – Lisa Lipinski</i>
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### **REPORT:**

No formal presentation will be given on the following items:

#### **Health screening protocols for the courts of Arizona:**

The Arizona Judiciary is committed to the safety of the public, judges and court personnel. Pursuant to Supreme Court Administrative Order No. 2020-143, the Administrative Office of the Courts has established the following updated health screening protocols for judicial officers and court personnel, effective on Oct 23, 2020:

#### **Daily Wellness Check**

All judicial officers and court personnel are required to conduct a daily wellness check, prior to coming into the workplace, that includes checking for any of the following:

- Persistent unexplained symptoms anytime within the last 10 days: Fever over 100.4 degrees Fahrenheit or body chills
  - o Cough
  - o Shortness of breath or difficulty breathing
  - o Fatigue
  - o Muscle or body aches
  - o Headache
  - o New loss of taste or smell
  - o Sore throat
  - o Congestion or runny nose
  - o Nausea or vomiting
  - o Diarrhea

- At risk conditions:

- o Have had a COVID-19 diagnosis or a positive test result during the last 10 days.
- o A close contact as defined by being within 6 feet of an infected person for a cumulative total of 15 minutes or more within a 24-hour period starting from 2 days before the infected person's illness (symptoms) onset or, for asymptomatic persons, 2 days prior to the positive test specimen collection from the infected person.

Judicial officers and court personnel who have one or more of these symptoms or conditions should notify their supervisor/presiding judge for information and direction on returning to the workplace and, if needed, seek medical advice/treatment.

The above-mentioned listing of symptoms and conditions may change based on updated guidance from the Center for Disease Control and Prevention (CDC) and state and county health authorities.

### **Return to Workplace**

Courts should adopt return to workplace criteria consistent with guidance from CDC and state and county health authorities.

### **Temperature Taking**

Court leadership may implement body temperature screening for judicial officers and court personnel.

#### *Notes:*

1. Information on COVID-19 symptoms and the self-check process are updated frequently and can be found on the CDC website at <https://www.cdc.gov/coronavirus>. The CDC website also provides information on the differences between the symptoms of COVID-19 and Influenza (Flu). Please refer to this website for the most current guidance.
2. CDC advises that the foregoing list of symptoms does not include all symptoms. CDC recommends calling your medical provider for any other symptoms that are severe or concerning to you.
3. Having a temperature reading at 100.4 degrees Fahrenheit or above does not necessarily mean a person is sick with COVID-19. Some activities, the intake of caffeine, and some medical conditions can raise your body temperature.

Administrative Directive No. 2020-22

### **The Youngtown Municipal Court daily operations include:**

**Handling general inquires, payments in person and by phone, collection contact for past due cases, sentencing of cases and processing warrants for failure to appear/non-compliance on classes, jail or probation. Assisting citizens to refer to correct court for handling cases, providing contact information for law enforcement, animal control, directions to other Town services and local businesses.**



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

1. **Call to Order:** Mayor LeVault called the meeting to order at 5:55 p.m., immediately following the Board of Adjustment Hearing.
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.
3. 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, Library Manager Heidi Speed and Town Clerk Nicole Smart.

1. **Pledge of Allegiance and Invocation:** Councilmember Chittenden 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 mentioned that we are still in middle of the COVID-19 pandemic, and not much has changed with the Governor's order. We have a few councilmembers that are high risk. At the moment we are going to continue having our meetings virtually. The Mayor stated he is still attending his meetings virtually.

Mayor Michael LeVault stated he attended the Greater Phoenix Economic Council meeting, and there were a couple of interesting topics, one was the election, and the other topic was the ballot initiatives that passed, which were the proposition 207 for recreational marijuana, and proposition 208 the tax on income exceeding \$250,000 for teacher salaries and schools.

Councilmember Haney Duncan inquired on the number of cases of COVID in Youngtown.

Mayor LeVault stated that we are at 338, which has not changed much in the last 45 days.

Councilmember Chittenden stated that the Dog Park looks great, and would like to thank Gregory and the Landcare for doing such a great job.

Councilmember Miller stated since she has a new dog, she would like if someone can leave a sticker to put on her door in case there's a fire to warn that there is a dog in the house.

Councilmember Hout stated she will leave one in her box.

**B. Summary of Current Events from Town Manager**

Town Manager Blackman attended a meeting with Mayor LeVault, Bob Hazlett and Town Engineer Grant Anderson on the Peoria Wrap and other transportation projects in Youngtown.

Town Manager Blackman met with Mayor LeVault, Public Works Manager Marty Mosbrucker and with the staff from ADEQ regarding additional monitoring wells to be drilled in Town.

Town Manager Blackman met with Mayor LeVault, Community Development Manager Gregory Arrington and Joe Burton regarding a multifamily development project in Youngtown.

Town Manager Blackman participated in the Maricopa Association of Governments Prop 400 Working Group meeting.

Town Manager Blackman mentioned that the dog park looks great, and it will reopen on November 9<sup>th</sup> at 6:30 a.m.

Councilmember Miller asked Town Manager to explain her meeting with Joe Burton regarding the multifamily development project, asked if we are developing one.

Town Manager Blackman explained that it is a multifamily apartment project.

Attorney Trish Stuhan stated we will update Council once we have more information as this is not on the agenda.

**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.

Mayor LeVault spoke on behalf of Jess Barrett. Jess Barrett asked if we can relocate the stop sign that is behind the APS pole on 113<sup>th</sup> Avenue and Tennessee, and for the Town to consider relocating the south side stop sign.

Mayor LeVault asked staff to look into this matter.

## **6. Consent**

### **A. Approval of Minutes:**

Regular meeting minutes of **October 15, 2020**

Motion to approve the Consent Agenda – Vice Mayor Chuck Vickers

Second – Councilmember Chittenden

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

## **7. Business**

**A. Presentation, Discussion and/or Action Re: Case Z2020-02** – The Town of Youngtown is proposing a Text Amendment to the Youngtown Town Code, amending Title 17 Zoning, Chapter 17.08 Zoning Hearing Officer, Section 17.08.070 Duties of the Zoning Hearing Officer, to authorize the Zoning Hearing Officer to conduct design review in compliance with adopted design review standards.

- i. Community Development Manager Gregory Arrington presented the Staff Report including review of Planning and Zoning Hearing Officer Recommendations, and to answer questions from Council.
- ii. The Town of Youngtown is proposing the adoption of Application Procedures and Standards for Planning and Zoning Design Review of Residential Standard Plans which will have the effect of adopting design review standards for the Town.

The proposed amendments to the Youngtown Town Code, will amend Title 17 Zoning, Chapter 17.08 Zoning Hearing Officer, Section 17.08.070 Duties of the Zoning Hearing Officer to conduct design review in compliance with adopted Design Review Standards.

The criteria for text amendments are as follows:

### **1. CONSISTENCY WITH GUIDING DOCUMENTS.**

The proposed text amendment supports enforcement and penalties, related to the amendment of the Duties of the Zoning Hearing Officer requirements in residential districts.

The Town of Youngtown's 2025 General Plan sets a goal to promote the community as a desirable place to live, work, and visit. The Town's amendment is aligned with this effort.

### **2. COMPATIBLE WITH THE SURROUNDING AREA.**

This Town's amendment is compatible with current areas within the community. The proposed amendment is compatible with the goals of the Town and would assure that new development is meeting the expectation of high-quality development throughout the Town.

**3. PROMOTION OF HEALTH, SAFETY, OR GENERAL WELFARE.**

This proposed amendment promotes a healthy environment and the general welfare of Youngtown citizens.

**4. FACILITATION OF INFRASTRUCTURE.**

The proposed amendment does not impact the facilitation of infrastructure.

**5. THERE ARE CHANGED CONDITIONS.**

There are existing and proposed residential establishments that justify the need for this amendment.

**6. AFFECT ON NATURAL ENVIRONMENT.**

The proposed amendment does not impact the natural environment.

**7. COMMUNITY NEED.**

The proposed text amendment compliments the current aesthetic standards in the Youngtown Town Code, and advances the quality of development in Youngtown.

A Notice of Hearing was posted at the following locations as required by established public hearing procedures:

On the Town's Information Boards, Town's website, and the newspaper.

On October 20, 2020, a Citizens' Review Hearing was held.

On October 27, 2020, a Planning & Zoning Hearing was held.

**Planning and Zoning Officer Ray Jacobs recommends approval of the following items:**

- Adoption of the Application Procedures and Standards for Planning and Zoning Design Review of Residential Standard Plans, which will have the effect of adopting design review standards for the Town.
- Amendments to the Youngtown Town Codes will amend Title 17 Zoning, Chapter 17.08 Zoning Hearing Officer, Section 17.08.070 Duties of the Zoning Hearing Officer to conduct design review in compliance with adopted design review standards.

Attorney Trish Stuhan mentioned that Youngtown has been doing Design Review for subdivisions for many years, and what we are doing here is codifying it. It's time to make it clear in the codes, that the Planning and Zoning Hearing Officer has the authority and the duty to review the subdivision and use Design Review criteria.

- iii. Open Public Hearing and take testimony from the public related to the Text Amendment.

Mayor LeVault opened the public hearing at 6:18 p.m.



iv. Close Public Hearing

Mayor LeVault closed the public hearing at 6:18 p.m.

- v. Action to approve, deny, or approve with modifications the Zoning Case 2020-02, and the Proposed Ordinance 2020-03.

*Approval of the Zoning Case 2020-02, and the Proposed Ordinance 2020-03.*

*Councilmember Haney Duncan*

*Second – Vice Mayor Vickers*

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

**B. Presentation, Discussion and/or Action Re: Case Z2020-03 – The Town of Youngtown is proposing adoption of Application Procedures and Standards for Planning and Zoning Design Review of Residential Standard Plans which will have the effect of adopting design review standards for the Town (Arrington)**

- i. Community Development Gregory Arrington presented the Staff Report including review of Planning and Zoning Hearing Officer Recommendation, and to answer questions from Council.
- ii. The Town of Youngtown is proposing the adoption of Application Procedures and Standards for Planning and Zoning Design Review of Residential Standard Plans which will have the effect of adopting design review standards for the Town.

**NEIGHBORHOOD IMPACT/INTERFACE**

A Notice of Hearing was posted at the following locations as required by established public hearing procedures. On the Town's Information Boards, Town's website, and the newspaper.

On October 20, 2020, a Citizens' Review Hearing was held.

On October 27, 2020, a Planning and Zoning Hearing was held.

**Planning and Zoning Officer Ray Jacobs recommends approval of the following items:**

- Front character elevation will wrap on each side of elevation to the fence at a minimum.
- Administrative Approval of front yard setback to achieve variation of front yard setback; i.e., staggered.

Councilmember Chittenden mentioned that this application is very simple compared to other Cities and Towns.

Community Development Gregory Arrington mentioned that we need to thank the Town Attorney for doing a great job in regards to the application.

- iii. Open Public Hearing and take testimony from the public related to the Text Amendment.

Mayor LeVault open the public hearing at 6:29 p.m.

- iv. Close Public Hearing

Mayor LeVault closed the public hearing at 6:29 p.m.

- v. Action to approve, deny, or approve the Application Procedures and Standards for Planning and Zoning Design Review of Residential Standard Plans which will have the effect of adopting design review standards for the Town.

*Approval of the case Z2020-03 for the Application Procedures and Standards for Planning and Zoning Design Review of Residential Standard Plans which will have the effect of adopting design review standards for the Town.*

*Councilmember Chittenden  
Second – Councilmember Hout*

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

**C. Presentation, Discussion and/or Action Re:** Approval of notice of intent to adopt new subdivision construction quantity fees.

Community Development Manager Gregory Arrington presented the notice of intent to adopt new subdivision construction quantity fees, and to answer questions from Council.

Staff recommends approval to Amend the Community Development Department Fee Schedule (Engineering) relating to Exhibit A – adding, Youngtown Certificate of Construction Quantities Schedule.

Consistent application of the Community Development Department Fee Schedule (Engineering) based on the Project Valuation and the assessment of the appropriate fee for a project.

Currently Exhibit A of the Community Development Department Fee Schedule does not address development fees associated with subdivision construction quantities. The new fee is intended to recoup costs associated with managing new subdivisions within the Town.

Mayor LeVault asked if a certificate of occupancy will be given to each home, and are the fees comparable to our peers.

Community Development Manager Gregory Arrington stated that at the final inspection of each home a certificate of occupancy will be issued at that time, and the fees are comparable to other cities and towns.

Councilmember Chittenden asked if a developer does a subdivision, he will get an application for each home or for the whole area, as there will be 125 homes being built in that area.

Community Development Manager Gregory Arrington stated that each house requires a permit application, that is when we will collect the permit fees for each home.

Town Attorney Stuhan stated that under our state laws, whenever we want to adopt a new fee, we need to post the notice of intent fees on our website, and people will know that we will be increase our fees. In sixty days, Council will adopt the new fees, and at that point the Town can increase or decrease the fees, and do any changes.

*Approval of notice of intent to adopt new subdivision construction quantity fees.*  
*Vice Mayor Vickers*  
*Second – Councilmember Haney Duncan*

***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 –**  
Councilmember Chittenden recommends to add on a future agenda dates for the Town's Retreat.

Mayor LeVault asked Town Manager to look into a location and dates for the retreat.

**B. The next Regular Council Meeting will be held on Thursday, November 19, 2020**  
beginning at 5:30 p.m.

#### **Adjournment**

*Motion to Adjourn – Councilmember Chittenden*  
*Seconded – Councilmember Haney Duncan*  
***Meeting Adjourned 6:41 p.m.***

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Michael LeVault, Mayor

Attest:

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Nicole Smart, Town Clerk

Minutes approved at the November 19, 2020 regular meeting

**SUN CITY FIRE DISTRICT  
YOUNGTOWN MONTHLY REPORT  
OCTOBER, 2020**

<b>INCIDENT RESPONSE SUMMARY</b>				
<b>Incident Type</b>	<b>OCT 2020</b>	<b>YTD</b>	<b>OCT 2019</b>	<b>YTD</b>
<b>FIRE</b>	7	28	2	39
<b>RESCUE &amp; EMS INCIDENT</b>	128	1,227	133	1,151
<b>HAZARDOUS CONDITION (NO FIRE)</b>	2	8	1	13
<b>SERVICE CALL</b>	2	13	3	18
<b>GOOD INTENT CALL</b>	1	13	0	13
<b>FALSE ALARM &amp; FALSE CALL</b>	1	22	1	29
<b>INCIDENT TOTAL</b>	<b>141</b>	<b>1,311</b>	<b>140</b>	<b>1,263</b>

<b>PREVENTION INSPECTION SUMMARY</b>				
<b>Property Use</b>	<b>Number of Initial</b>	<b>Number of Reinspects</b>	<b>Total Inspections</b>	<b>Total Violations</b>
<b>ASSEMBLY</b>	4	0	4	0
<b>EDUCATIONAL</b>	0	0	0	0
<b>HEALTH CARE, DETENTION, &amp; CORRECTION</b>	2	0	2	0
<b>RESIDENTIAL</b>	1	0	1	3
<b>MERCANTILE &amp; BUSINESS</b>	11	1	12	0
<b>STORAGE</b>	0	0	0	0
<b>SPECIAL PROPERTY &amp; OTHER</b>	2	1	3	3
<b>TOTAL INSPECTIONS</b>	<b>20</b>	<b>2</b>	<b>22</b>	<b>6</b>



Maricopa County Sheriff's Office

## Annual Report for Youngtown

This report reflects a year to year comparison of calls for service and on view based on the primary deputy's call sign.

### Data Sources and Knowledge Stores

The Maricopa County Sheriff's Office (MCSO) utilizes Intergraph's Computer-Aided Dispatch (I/CAD), that went live within the MCSO on September 24th, 2013.

### Definitions

**Calls for Service (CFS)** – occurs when a resident contacts the Office, typically by phone, and a deputy is dispatched to handle the call (Wilson & Weiss, 2009). They include calls to "911" for emergency assistance along with to non-emergency numbers (Police Data Initiative, n.d.).

**Deputy Initiated Activities (On View/DV)** – occurs when a deputy initiates the dispatch by conducting a traffic stop or other proactive policing event.

**Unknown Origin** – this occurs when the I/CAD is unable to determine the origin of the event. This is rare but does happen.

### Additional Information

An asterisk (\*) indicates subcodes were grouped under the main event category. For example, speeding and no seatbelt, etc., are grouped under the main event category Traffic Violation\*.

### References

Police Data Initiative. (n.d.). *Calls for Service*. Retrieved June 13, 2018, from Police Data Initiative: <https://www.policedatainitiative.org/datasets/calls-for-service/>

Wilson, J., & Weiss, A. (2009). *A performance-based approach to police staffing and allocation*. Washington, DC: Office of Community Oriented Policing Services.

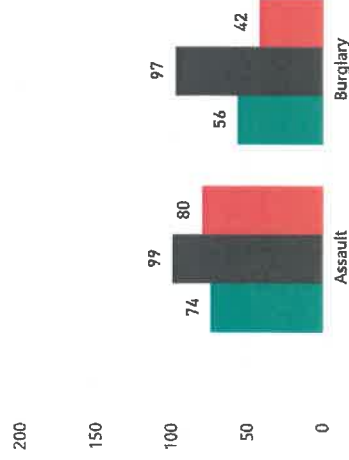
## Top 20 Calls For Service

Event Category	2018	2019	2020
WELFARE CHECK	688	725	487
TRESPASSING	85	152	227
SUSPICIOUS PERSON	113	161	146
FALSE BURGLAR ALARM*	117	148	91
CIVIL ACTION	133	108	74
CITIZEN/MOTORIST ASSIST	106	92	67
LOUD NEIGHBORS	76	102	84
DISTURBING			
UNWANTED GUEST	63	80	97
SUSPICIOUS ACTIVITY	60	86	77
FOLLOW UP	51	83	66
SUSPICIOUS PERSON AND VEHICLE	58	68	65
SUSPICIOUS PERSON AND VEHICLE	51	66	71
CIVIL MATTER/STANDBY	64	58	37
INJURED/SICK PERSON	45	62	45
CRIMINAL DAMAGE	51	54	46
VEHICLE CRASH (NO INJURIES)*	61	35	23
FIGHT/MUTUAL COMBAT (DV)	52	30	36
ANIMAL PROBLEM	47	45	22
ASSIST OTHER AGENCY	41	44	25
PATROL/VACATION WATCH	34	22	21
Total	1996	2221	1807

## Top 20 On View

Event Category	2018	2019	2020
PATROL/VACATION WATCH	1987	957	688
FOLLOW UP	540	433	233
TRAFFIC VIOLATION*	101	369	279
COMMUNITY POLICING*	209	57	49
WELFARE CHECK	72	94	65
TRAFFIC CONTROL	104	98	22
CITIZEN/MOTORIST ASSIST	80	68	49
SUSPICIOUS PERSON	44	50	62
SUSPICIOUS PERSON AND VEHICLE	43	38	49
TRESPASSING	18	38	57
SUSPICIOUS VEHICLE	32	27	35
SPECIAL DETAIL	19	21	13
ASSIST OTHER AGENCY	21	20	11
WARRANT ARREST ATTEMPT	25	9	10
ORDERS OF PROT - HARASS - CIVIL USE ONLY	12	16	7
CIVIL SUMMONS -CIVIL USE ONLY	11	8	13
FOUND PROPERTY	14	6	7
SUSPICIOUS ACTIVITY	10	5	8
WARRANT ARREST	10	8	5
TRAFFIC HAZARD	9	7	3
Total	3361	2329	1665

## Major Crime Indicators



Year ● 2018 ● 2019 ● 2020

## Top 20 Calls for Service with Incident Reports

Event Category	2018	2019	2020
WELFARE CHECK	57	75	64
THEFT	44	54	48
CRIMINAL DAMAGE	42	50	39
VEHICLE CRASH (NO INJURIES)*	39	21	18
CONVENIENCE MARKET THEFT	12	37	14
ASSAULT	18	25	19
TRESPASSING	4	19	37
DEAD BODY	15	25	16
FOUND PROPERTY	24	22	9
FIGHT/MUTUAL COMBAT (DV)	15	16	20
Total	270	344	284



Maricopa County Sheriff's Office

## Annual Report for Youngtown

October, 2020

### Top 20 Calls For Service

Event Category	2020
WELFARE CHECK	58
TRESPASSING	22
SUSPICIOUS PERSON	19
UNWANTED GUEST	18
LOUD NEIGHBORS DISTURBING	16
SUSPICIOUS ACTIVITY	9
CIVIL ACTION	8
LOITERING	8
FOLLOW UP	7
INJURED/SICK PERSON	7
SUSPICIOUS PERSON AND VEHICLE	7
ABANDONED VEHICLE	6
CITIZEN/MOTORIST ASSIST	6
ASSIST OTHER AGENCY	5
CIVIL MATTER/STANDBY	5
FALSE BURGLAR ALARM*	5
THEFT	5
FIGHT/MUTUAL COMBAT (DV)	4
MOTORIZED BIKES DISTURBING	4
ASSAULT	3
ASSIST TO FIRE/EMS	3
CONVENIENCE MARKET THEFT	3
CONVENIENCE MARKET THEFT - UNWILLING TO AID IN PROSECUTION	3
CRIMINAL DAMAGE	3
NARCOTICS/OTHER DRUGS	3
NEIGHBOR TROUBLE	3
SHOTS FIRED	3
<b>Total</b>	<b>243</b>

### Top 10 On View

Event Category	2020
PATROL/VACATION WATCH	58
TRAFFIC VIOLATION*	25
FOLLOW UP	14
TRESPASSING	11
COMMUNITY POLICING*	9
CITIZEN/MOTORIST ASSIST	8
SUSPICIOUS PERSON AND VEHICLE	5
WELFARE CHECK	5
SPECIAL DETAIL	4
SUSPICIOUS ACTIVITY	3
SUSPICIOUS PERSON	3
WARRANT ARREST ATTEMPT	3
<b>Total</b>	<b>148</b>

### Top 10 Calls for Service with Reports

Event Category	2020
CONVENIENCE MARKET THEFT	2
FOUND PROPERTY	2
STOLEN AUTOMOBILE RECOVERY - MCSO	2
TRESPASSING	2
ASSAULT WITH A DEADLY WEAPON	1
ATTEMPTED ASSAULT W/A DEADLY WEAPON - UNWILLING TO AID IN PROSECUTION	1
CITIZEN/MOTORIST ASSIST	1
DUI	1
STOLEN VEHICLE	1
WARRANT ARREST - FELONY WARRANT	1
WARRANT ARREST ATTEMPT	1
<b>Total</b>	<b>15</b>

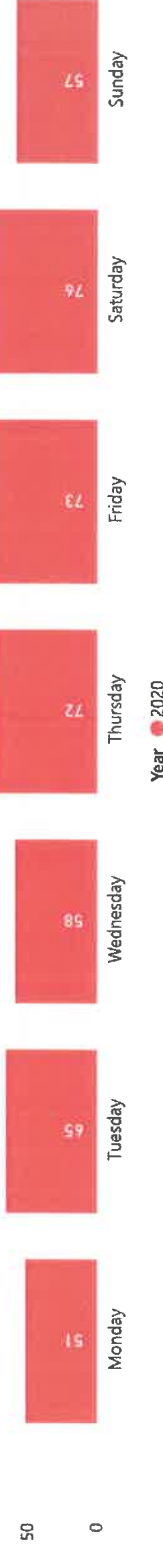
### Areas of Special Interest

Event Category	2020
DUI	1
NARCOTICS/OTHER DRUGS	3
SEXUAL ASSAULT ADULT - UNWILLING TO AID IN PROSECUTION	1
<b>Total</b>	<b>5</b>

### Events by Call Source

Call Source	2020
Calls for Service (CFS)	285
Deputy Initiated Activities (On View/OV)	167
<b>Total</b>	<b>452</b>

### Calls for Service by Day of Week



### Major Crime Indicators

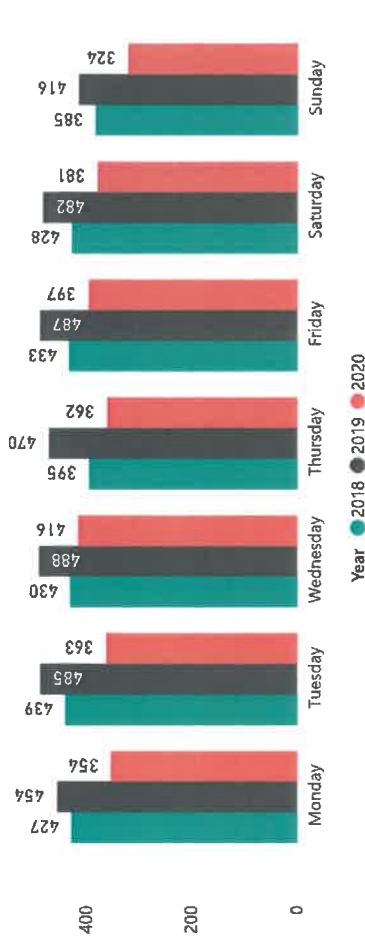


# CALLS FOR SERVICE

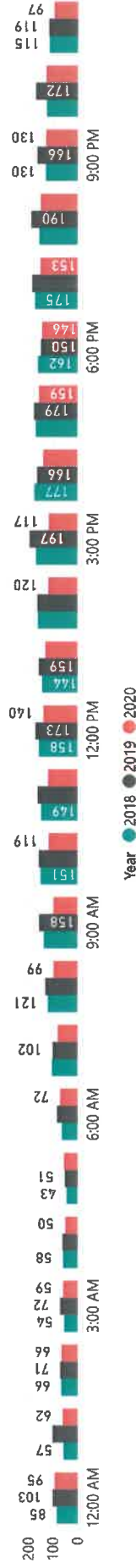
Calls for Service by Month



Calls for Service by Day of Week



Calls for Service by Hour



Calls for Service by Year and Hour of the Day

Year	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
2018	85	57	66	54	58	43	63	104	121	138	151	149	158	144	162	170	177	171	162	175	157	130	127	115	2937
2019	103	103	71	72	62	51	84	102	132	158	159	163	173	159	164	197	186	179	150	187	190	166	172	119	3282
2020	95	62	66	59	50	56	72	82	99	99	119	121	140	132	120	117	141	150	146	153	153	130	130	97	2597
Total	283	222	203	185	170	150	219	288	352	395	429	433	471	435	446	484	484	509	458	515	499	426	429	331	8816

Calls for Service by Day of the Week and Hour of the Day

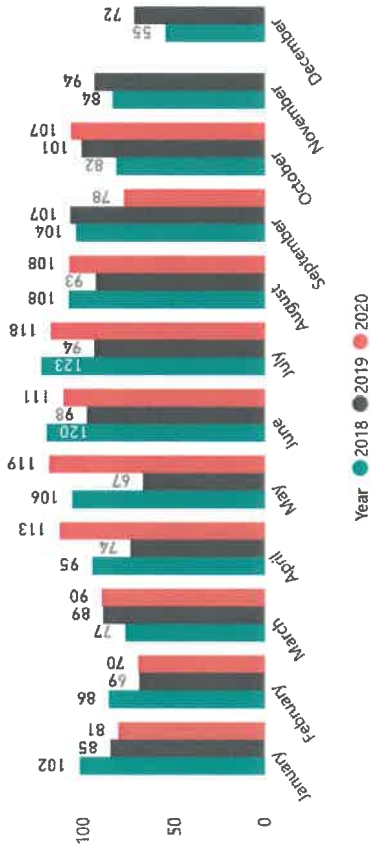
Day Name	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total	
Monday	41	29	27	22	17	11	32	40	53	63	54	63	67	72	71	74	63	85	57	67	56	52	60	49	1235	
Tuesday	39	33	30	18	22	24	35	48	68	67	69	59	75	86	63	69	67	83	62	71	67	56	53	43	1287	
Wednesday	29	37	30	31	32	25	38	36	40	68	83	71	81	75	62	79	73	70	60	84	76	56	53	45	1334	
Thursday	23	23	26	24	23	28	42	46	63	53	67	53	66	41	59	79	82	75	71	63	69	58	52	41	1227	
Friday	35	23	22	25	23	22	34	49	60	52	54	67	56	68	80	78	87	71	83	90	72	57	62	47	1317	
Saturday	51	38	42	28	24	22	22	39	39	44	54	67	54	56	66	62	51	56	61	71	87	84	101	72	1291	
Sunday	65	39	26	37	29	18	16	30	29	48	48	53	72	57	45	43	61	69	64	69	62	63	48	34	1125	
Total	283	222	203	185	170	150	219	288	352	395	429	433	471	435	446	484	484	509	458	515	499	426	429	331	331	8816



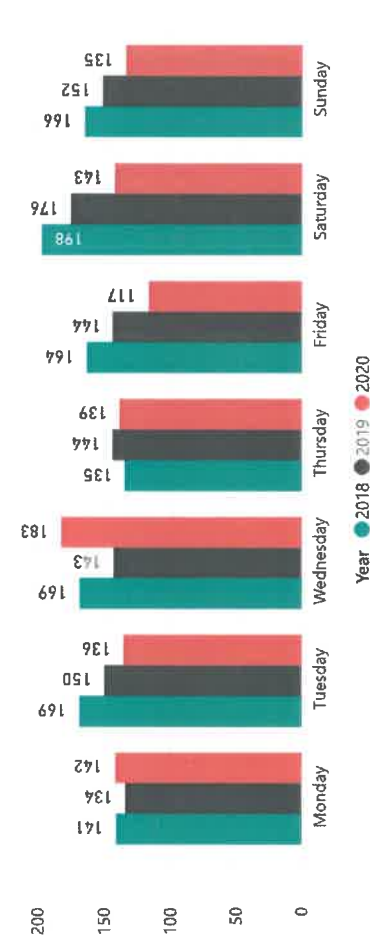
# CALLS FOR SERVICE

## ASSISTING UNITS

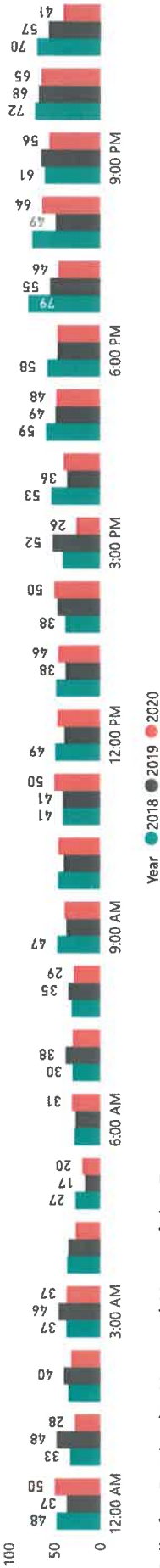
Calls for Service by Month



Calls for Service by Day of Week



Calls for Service by Hour



Calls for Service by Year and Hour of the Day

Year	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
2018	48	33	35	37	36	27	28	30	31	47	46	41	49	48	38	41	53	59	58	70	75	61	72	70	1142
2019	37	48	40	46	35	17	27	38	35	37	40	41	39	38	47	52	36	49	47	55	49	65	68	57	1043
2020	50	28	32	37	27	20	31	30	29	39	46	50	47	46	50	26	40	48	47	46	68	56	65	41	995
Total	135	109	107	120	98	64	86	98	95	123	132	132	135	132	135	119	129	156	152	180	188	182	205	168	3180

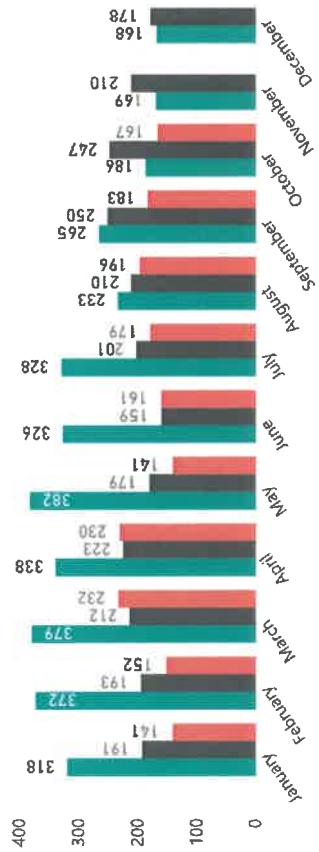
Calls for Service by Day of the Week and Hour of the Day

Day Name	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
Monday	19	15	16	14	11	6	14	15	11	18	12	12	15	17	19	12	20	27	16	20	26	26	27	29	417
Tuesday	18	17	12	12	10	10	12	14	15	23	24	22	24	21	17	16	13	28	20	25	28	22	27	25	455
Wednesday	15	19	21	21	22	10	16	12	10	26	34	20	16	20	21	20	28	17	16	32	27	25	24	23	495
Thursday	12	9	12	13	11	14	13	18	20	14	19	17	20	13	22	17	14	17	29	21	29	24	21	19	418
Friday	18	8	10	19	15	8	13	14	18	14	11	17	18	21	20	20	22	22	26	29	19	19	26	18	425
Saturday	19	24	21	14	10	10	9	11	12	15	18	27	23	24	23	22	15	16	23	27	35	36	46	37	517
Sunday	34	17	15	27	19	6	9	14	9	13	14	17	19	16	13	12	17	29	22	26	24	30	34	17	453
Total	135	109	107	120	98	64	86	98	95	123	132	132	135	132	135	119	129	156	152	180	188	182	205	168	3180

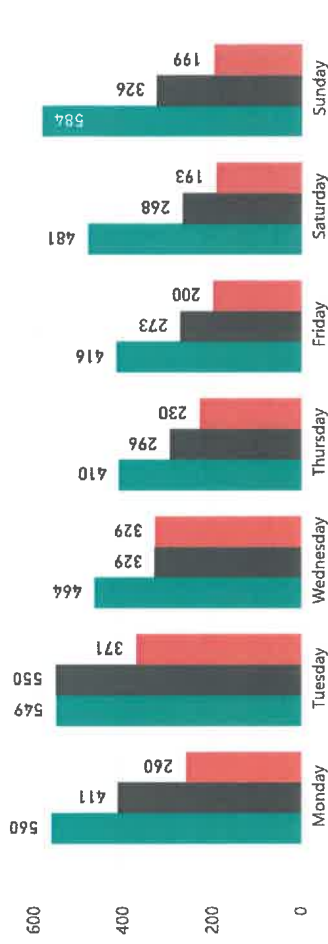


# ON VIEW

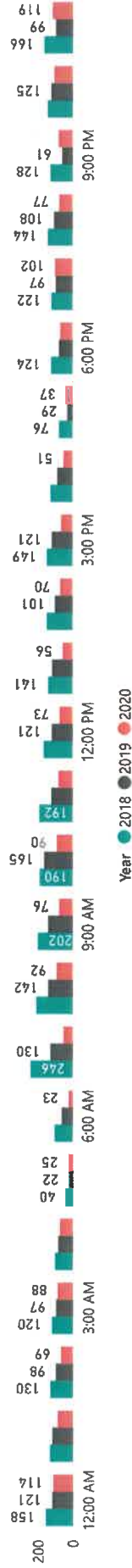
On View by Month



On View by Day of Week



On View by Hour



On View by Year and Hour of the Day

Year	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
2018	158	133	130	120	102	40	103	246	211	202	190	192	167	141	148	149	127	76	124	122	144	128	145	166	3464
2019	121	119	98	97	85	22	64	130	142	142	165	123	121	118	101	121	87	29	78	97	108	61	125	99	2453
2020	114	87	69	88	74	25	23	53	92	76	90	81	73	56	70	65	51	37	71	102	77	81	108	119	1782
Total	393	339	297	305	261	87	190	429	445	420	445	396	361	315	319	335	265	142	273	321	329	270	378	384	7699

On View by Day of the Week and Hour of the Day

Day Name	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
Monday	55	55	53	62	64	18	28	77	61	57	51	60	59	50	40	35	41	28	53	45	57	38	59	67	1231
Tuesday	78	59	54	60	51	17	24	82	75	94	93	84	89	75	71	83	89	30	44	53	36	31	61	61	1470
Wednesday	72	55	49	54	49	18	49	64	76	57	66	60	41	40	45	51	46	15	27	33	31	37	43	44	1122
Thursday	53	49	40	25	20	11	19	43	75	62	63	34	48	37	33	33	22	20	32	48	33	29	61	46	936
Friday	42	46	32	36	31	2	28	43	69	46	48	39	38	33	40	40	30	7	25	44	35	34	46	55	889
Saturday	42	37	35	33	21	11	14	46	44	44	58	51	32	39	38	37	21	20	37	54	73	61	51	43	942
Sunday	47	38	24	35	25	10	28	74	45	60	66	58	54	41	52	56	46	22	55	44	64	40	57	68	1109
Total	393	339	297	305	261	87	190	429	445	420	445	396	361	315	319	335	265	142	273	321	329	270	378	384	7699

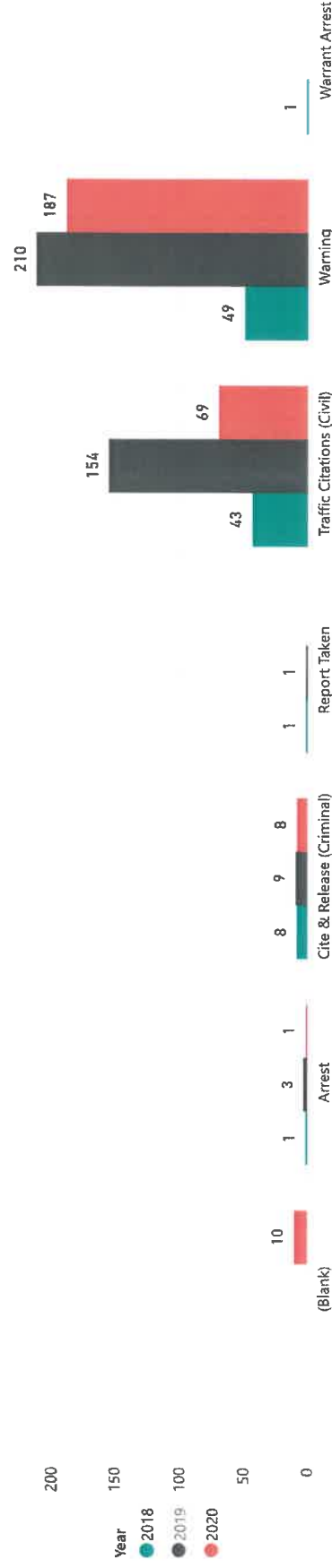
# TRAFFIC

This report reflects the traffic stop activity based on call types for traffic violations (910) and reckless/overly aggressive driving (693/693R) along with DUI and aggravated DUI (692 and 692F) for all call sources (calls for service and on view). Canceled calls have been removed.

## Call Types by Year

DESCRIPTION	2018	2019	2020
CIVIL CITATION - NO IR	42	145	63
CIVIL CITATION *PROPERTY IMPOUNDED - IR GENERATED	1	7	6
CRIMINAL TRAFFIC CITE & RELEASE *PROPERTY IMPOUNDED	5	2	2
CRIMINAL TRAFFIC CITE & RELEASE NO PROPERTY IMPOUNDED	2	6	6
DETAIL COMPLETED AS ASSISTING UNIT	40	39	56
DETAIL COMPLETED AS PRIMARY UNIT	3	4	2
DETAIL COMPLETED VIA PHONE	1	1	1
INCIDENTAL CONTACT	1	4	1
NON TRAFFIC CONTACT FORM COMPLETED-NO IR	1	17	
OFFENSE REPORT NO ARREST - NON TRAFFIC	1		
OFFENSE REPORT SUPPLEMENT	4	3	1
OFFENSE REPORT WITH BOOKING - INCLUDES TRAFFIC / NON-TRAFFIC	1	1	
OFFENSE REPORT WITH CITE & RELEASE - NON TRAFFIC	1	1	
POLICE SERVICE REPORT	1		
SUPERVISOR DUTIES	5	7	3
TOW TRUCK REQUEST OR CIVIL CITATION WITH VEHICLE TOW/IMPOUND	2		
UNABLE TO LOCATE / UNABLE TO CONTACT FOR SERVICE	4	4	
VEHICLE CRASH SUPPLEMENTAL REPORT	1		
WARNING ISSUED	49	210	187
WARRANT ARREST - IR GENERATED (NO NEW CHARGES FILED)	1		
<b>Total</b>	<b>157</b>	<b>440</b>	<b>348</b>

## Disposition Categories by Year

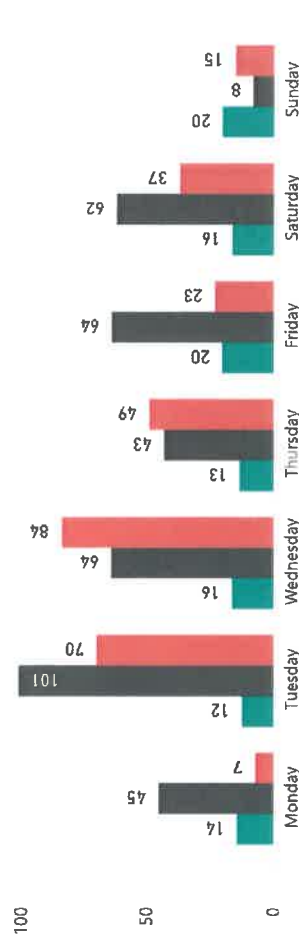


# TRAFFIC

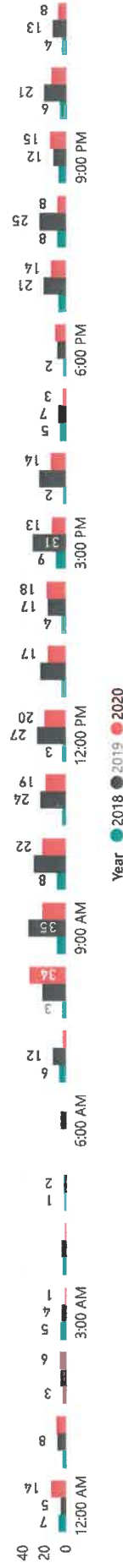
Traffic by Month



Traffic by Day of Week



Traffic by Hour



Traffic by Year and Hour of the Day

Year	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
2018	7	3	3	5	3	1		6	3	8	8	3	3	4	4	9	2	5	2	7	8	7	6	4	111
2019	5	8	5	4	4	2	5	12	22	35	30	24	27	24	17	31	25	7	8	21	25	12	21	13	387
2020	14	9	6	1	1		3	34	22	22	22	19	20	17	18	13	14	3	10	14	8	15	14	8	285
Total	26	20	14	10	8	3	5	21	59	65	60	46	50	45	39	53	41	15	20	42	41	34	41	25	783

Traffic by Day of the Week and Hour of the Day

Day Name	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total
Monday			1	4				3	6	8	5	3	5	3	4	1	3	4	3	6	2	1	3	1	66
Tuesday	1			2	1		1	6	14	22	24	19	16	18	10	21	17	2	3	2	3	2	3	1	183
Wednesday	2	4	1				2	4	18	18	15	12	12	13	9	15	17	3	4	4	2	5	3	1	164
Thursday	7	2	3		1	1		2	10	7	4	7	11	3	3	9	1	4	3	5	3	2	12	5	105
Friday	4	6	3	2	2		2	3	7	7	4	3	4	4	10	2	3	3	7	9	5	7	10	7	107
Saturday	2	4	3		2			3	4	3	6	1	1	1	2	4	2	4	16	20	12	12	7	115	
Sunday	10	4	3	2	1	2			2	1	1	1	1	3	1	1	1	3	1	3	4	1		43	
Total	26	20	14	10	8	3	5	21	59	65	60	46	50	45	39	53	41	15	20	42	41	34	41	25	783



## TOWN COUNCIL ACTION FORM

**SUBJECT:** Discussion and/or action to approve additional expense and award contract to lowest bidder for the Library Expansion Project.

**STAFF PRESENTER:** Heidi Speed, Library Manager & Gregory Arrington, Community Development Manager

**RECOMMENDATION:** Request Council approval of additional funding in the amount of \$255,600.00, plus contingency amount of \$30,000.00 misc./architects fees for a total of \$285,600.00, and accept the low bid and award a contract to Kroll Contractors, Inc., in the amount of \$401,000.00 for the library addition. Breakdown is as follows:

SGIAC State Grant Award	\$38,200.00
Town Match	\$38,200.00 – previously approved by Council
Library LGIP Fund	\$69,000.00 – remaining LGIP balance
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$145,400.00</b>
<b>PLUS TODAY'S REQUEST</b>	<b>\$285,600.00 (\$255,600.00 + \$30,000.00 Contingency)</b>

**COMMUNITY BENEFIT:** See attached justification.

**DISCUSSION:** We previously received a SGIAC State Grant in the amount of \$38,200.00 and approval from Council for a Town match of \$38,200.00. Because of unforeseen delays, we received an extension from the State to complete this project by June 21, 2021. Some of the delays included: Architectural plans had to be redrawn several times by the architects, a flood zone issue (that has since been rectified), adding sprinklers to the original building and addition, and rising construction costs. Nine bids were received with Kroll Contractors being the lowest bid. See attached.

**FISCAL IMPACT:** Breakdown as follows:

SGIAC State Grant Award	\$38,200.00
Town Match	\$38,200.00 – previously approved by Council
Library LGIP Fund	\$69,000.00 – remaining LGIP balance
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$145,400.00</b>
<b>PLUS TODAY'S REQUEST</b>	<b>\$285,600.00 (\$255,600.00 + \$30,000.00 Contingency)</b>

**REVIEWED BY:**

**PREPARED BY:**

*via email*

Trish Stuhan, Town Attorney

*via email*

Heidi Speed, Library Manager

  
Jeanne Blackman, Town Manager/Chief Finance Officer



20165 N. 67th Ave.  
Suite #122A  
Glendale, AZ 85308  
P: 602.682.7665

October 21, 2020

Gregory Arrington  
Nicole Smart  
12030 N Clubhouse Square  
Youngtown, AZ 85363

RE: Youngtown Library Addition Bid

Mr. Arrington and Ms. Smart

Bids were received at the Town Clerks office at the above stated address at 1:00 PM on October 14, 2020; and opened and read in the Town Council Chambers. A total of nine (9) bids were received on the project. The bids have been checked for accuracy and for compliance with the contract documents. It is noted the second and third lowest bidders did not include a Signature Form. Bids received were closely grouped in value. A tabulation of the bids received is attached with this letter.

Licenses for the three (3) lowest bidders are in good standing, as evidenced by the attached Register of Contractors information. It has been verified the apparent lowest bidder, Kroll Contractors, Inc. is satisfied with their bid. Contact has been made to representatives of the apparent lowest bidder's two (2) Similar Projects; both representatives had positive comments.

Please call me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Tamara Caraway". The signature is fluid and cursive.

Tamara Caraway  
President  
Avid Architects LLC

Attch: Sealed Tabulation of Bids  
ROC Licenses Status





**Avid Architects**  
20165 N 67th Avenue #122A  
Glendale AZ 85308  
P: 602.682.7665 C: 623.760.3361

**TABULATION OF BIDS**

**Project:** Youngtown Library Addition  
**Address:** Youngtown, AZ  
**Proj Num:** 2019-001

**Bid Opening:** 10.14.2020  
**Time:** 1:00 PM  
**Time Zone:** AZ

Contractor	Bid Bond	Lic	Questionnaire	No Collusion	Signature Form	Addendum Received			Base Bid	Alt 1	Alt 2	Alt 3
						1	2	X				
Kroll Contractors, Inc.	X	X	X	X	X	X	X		\$401,000.00	\$2,200.00	\$2,200.00	\$4,500.00
TSG Constructors, LLC	X	X	X	X	No	X	X		\$407,000.00	\$3,000.00	\$3,000.00	\$4,000.00
August Building Company, LLC	X	X	X	X	No	X	X		\$417,000.00	\$4,500.00	\$3,800.00	\$3,000.00
GCON, INC.	X	X	X	X	X	X	X		\$444,565.00	\$2,224.00	\$2,127.00	\$3,196.00
Straight Arrow Contracting, LLC	X	X	X	X	X	X	X		\$459,000.00	\$2,441.00	\$2,384.00	\$4,438.00
EDGE Construction, LLC	X	X	X	X	X	X	X		\$465,000.00	\$2,285.00	\$2,277.00	\$3,875.00
Stratton Builders	X	X	X	X	X	X	X		\$469,113.00	\$2,556.00	\$2,445.00	\$2,619.00
Path Construction Southwest, LLC	X	X	X	X	X	X	X		\$508,000.00	\$2,950.00	\$1,780.00	\$10,770.00
Redden Construction, Inc.	X	X	X	X	X	X	X		\$535,837.77	\$2,932.43	\$3,173.99	\$4,039.03

I HEREBY CERTIFY THAT THE ABOVE TABULATION OF BIDS IS A TRUE AND CORRECT LISTING OF ALL BIDS RECEIVED THIS DATE.



*Tamar D. Caraway*  
Expires 6/30/2023

YOUNGTOWN PUBLIC LIBRARY  
JUSTIFICATION FOR SGIAC GRANT REQUEST

*New Space Needed for Changing Demographics*

Youngtown Public Library is requesting SGIAC funds for a building addition which will serve as a program room for author visits, a meeting space for Book Club and other community clubs, an area to host job fairs and/or mock interviews for job seekers and a quiet place for students to do homework/tutoring. When we have held events like author visits or "Wildman Phil's Reptile Show", we have had to use the Town Council Chambers. The Library gets frequent requests for a meeting space, therefore this assistance would enable us to provide much needed services to our Library patrons and the community.

Originally, Youngtown was founded as a retirement community in 1954, but the age overlay was rescinded in 1998, which caused the population to almost triple. The library was built in 1996, before the population increase. (The population in 1990 was 2,542 and today is 6,760).

Additionally, our supply closet is currently being used as a clerk's office, lunchroom and storage area. Having a new storage closet in the room addition would alleviate this issue and provide a dedicated office space needed to support the necessary functions of the library.

Because libraries aren't just about books anymore, we strive to be flexible to the changing needs of the community. We would like to continue to offer services as the needs arise, and a program room would help us achieve this.

## YOUNGTOWN PUBLIC LIBRARY RECEIVES GRANT!

The Arizona State Library, Archives and Public Records, a division of the Secretary of State's Office, has approved more than \$127,000 in matching grants throughout the state for library construction projects.

"Libraries are changing to meet the informational, technological and educational needs of their communities," Secretary of State Michele Reagan said in the press release. "These changes may require building construction or technological infrastructure updates, and I am proud to play a small part in getting the funds to communities throughout our state."

Libraries receiving construction grant funding for 2019 are:

- Casa Grande Library, study/conference rooms \$45,000.00
- Globe Public Library, roof replacement, \$12,000
- Yavapai County Library District, Mayer Public Library renovation, \$32,400
- Youngtown Public Library, community room addition, \$38,200

In 1981, the Arizona Legislature developed State Grants-in-Aid to help Arizona libraries meet the information needs of Arizona residents. SGIA provides limited construction funding to public libraries and annual awards to county library districts and to municipal libraries in cities with populations of 100,000 or more. In addition to construction, other primary uses for the grant funding include collections development, staff training, programming, supplies and technology support.





**KATIE HOBBS**  
SECRETARY OF STATE

November 12, 2019

Heidi Speed, Manager  
Youngtown Public Library  
12035 N. Clubhouse Square  
Youngtown, AZ 85363

Dear Ms. Speed:

Your request for a deadline extension to complete the SGIA 2019 Construction project has been approved. This is a one-time allowance; no further extensions will be approved.

The project must be completed by June 30, 2021. Payment will be made at the completion of construction and the submission of a final narrative describing the work that was completed and the importance of the project to the library, photographs of the completed project, and a fiscal report. You will submit your narrative and fiscal report online and mail a signed Certification of Expenditures and photographs. Instructions for submitting these documents will be emailed to you at a later date. If you have any questions, call Jaime Ball at 602-926-6266 or email her at [jball@azlibrary.gov](mailto:jball@azlibrary.gov).

Please remember to thank your legislators for their support of the State Grants-in-Aid program that provides this funding.

Sincerely,

Holly Henley, State Librarian and Director of Library, Archives and Public Records

**LIBRARY DEVELOPMENT - HOLLY HENLEY, STATE LIBRARIAN**  
Arizona State Library, Archives, and Public Records  
1919 W. Jefferson St.  
Phoenix, AZ 85009  
Telephone: (602) 542-6200 Fax: (602) 542-3260  
[www.azlibrary.gov](http://www.azlibrary.gov)

**TOWN OF YOUNGTOWN  
NOTICE OF INTENT - PROPOSED NEW OR INCREASED FEES**

Pursuant to A.R.S. § 9-499.15, the Town of Youngtown, Arizona, ("Town"), hereby gives notice that it may adopt new fees on Marijuana Establishments and increase fees for Medical Marijuana Dispensaries and Medical Marijuana Cultivation, Infusion, or Manufacturing Facilities.

The amendments are intended to recover costs to regulate medical marijuana dispensaries and cultivation facilities and adopt fees for marijuana establishments in response to the Smart and Safe Arizona Act. A schedule of fees with supporting information is attached.

**The Town Council will consider this matter at its regular Town Council meeting to be held at the Town Hall, located at 12030 North Clubhouse Square, Youngtown, Arizona, on January 21, 2021 at 5:30 p.m. Following such consideration, the Town Council may approve, disapprove or modify said fees.**

Information about the proposed fees are available at the Town Clerk's office during normal office hours, Monday through Friday, 8:00 a.m. through 4:00 p.m., and on the Town's website at <http://www.Youngtownaz.org/>

DATE POSTED ON TOWN WEBSITE: November 20, 2020.

## SCHEDULE OF FEES

The proposed fees are as follows:

### Business License Fees.

- Amend Title 5 Business Licenses and Regulations, Chapter 5.04 Business Licenses Generally, Section 5.04.080 Schedule of Fees to adopt new fees for Marijuana Establishments.
  - Classification: Marijuana Establishment
  - License Fee:
    - Business License Application Fee: \$2500
      - Estimate is calculated at \$150 an hour and provides just over 16 hours of review by community development, police, fire, town attorney and other necessary staff and contractors. The fee provides for management of additional traffic, law enforcement, and public safety needs concerning the locations of the facilities.
    - Annual Renewal Fee (if no changes): \$750
      - Estimate is calculated at \$150 an hour and provides 5 hours for work involved in the renewal reviews and processing to address ongoing operations and continued compliance with laws.
- Amend Title 5 Business Licenses and Regulations, Chapter 5.04 Business Licenses Generally, Section 5.04.080 Schedule of Fees to amend fees for Medical Marijuana Dispensaries.
  - Classification: Medical Marijuana Dispensary
    - Initial Business License Fee: \$2500
      - Estimate is calculated at \$150 an hour and provides just over 16 hours of review by community development, police, fire, town attorney and other necessary staff and contractors. The fee provides for management of additional traffic, law enforcement, and public safety needs concerning the locations of the facilities.
    - Annual Renewal Permit Fee (if no changes): \$750
      - Estimate is calculated at \$150 an hour and provides 5 hours for work involved in the renewal reviews and processing to address ongoing operations and continued compliance with laws.
- Amend Title 5 Business Licenses and Regulations, Chapter 5.04 Business Licenses Generally, Section 5.04.080 Schedule of Fees to amend fees for Medical Marijuana Cultivation, Infusion, or Manufacturing Facility.
  - Classification: Medical Marijuana Cultivation, Infusion, or Manufacturing Facility
    - Initial Business License Fee: \$2500
      - Estimate is calculated at \$150 an hour and provides just over 16 hours of review by community development, police, fire, town attorney and other necessary staff and contractors. The fee provides for consideration of management of additional traffic, law

enforcement, and public safety needs concerning the locations of the facilities.

- Annual Renewal Permit Fee (if no changes): \$750
  - Estimate is calculated at \$150 an hour and provides 5 hours for work involved in the renewal reviews and processing to address ongoing operations and continued compliance with laws.

### **Zoning Fees.**

- Staff is recommending adoption of new fees to address zoning verification and security costs related to marijuana establishments and new medical marijuana dispensaries.
  - Zoning Certification Letter: \$300
    - Estimate of 2 hours of staff time at a rate of \$150 an hour.
  - Background and Security Review Fee: \$450
    - Estimate of 3 hours of review at a rate of \$150 an hour.