



**MINUTES OF THE REGULAR MEETING
COMMON COUNCIL OF YOUNGTOWN, AZ
12033 N. CLUBHOUSE SQUARE, TOWN COUNCIL CHAMBERS
THURSDAY, MARCH 21, 2024**

1. **Call to Order:** Mayor LeVault called the meeting to order at 5:30 p.m.
2. **Roll Call: Roll Call:** Council present: Mayor Michael LeVault, Vice Mayor Chuck Vickers, Councilmembers Margaret Chittenden, Mike Francis, Karen Haney Duncan, and Jim Starke. Councilmember Hout called in telephonically.

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

Staff present: Town Manager Jeanne Blackman, Town Clerk Nicole Smart, and Town Attorney Trish Stuhan

3. **Pledge of Allegiance and Invocation:** Councilmember Chittenden led the Pledge and Town Manager Blackman gave the Invocation.

4. **Summary of Current Events:**

Mayor LeVault mentioned he provided to Council a newspaper article that mentions Arizona County homelessness on steroids as migrant shelter funds run out. Mayor mentioned what's happening is Federal funding is running out at the shelters, and they are going to have to turn these people out on the street.

Mayor LeVault mentioned he attending the Metro Board meeting, and they mentioned the bus ridership is recovering much faster than the light rail. However, the bus and light rail are still around 50% of the ridership pre-pandemic. This is not just happening in Phoenix; this is happening across the country. For whatever reason, people are just not riding public transit like they used to.

Mayor LeVault mentioned how long the ballot will be in the November election, as there will be several propositions, electing judges, and so on.

Summary of Current Events from Town Manager

Town Manager Blackman completed our system award management documentation for continued eligibility for community development block grants (update must be made annually).

Town Manager Blackman attended a meeting with the Agua Fria Ranch HOA on parking concerns.

Town Manager Blackman attended a meeting with OVERSII – a parking enforcement organization along with the Agua Fria Ranch HOA.

Town Manager Blackman worked with Town Staff and Interstate Systems on a major computer upgrade.

Town Manager Blackman worked with Town Staff to finish final preparations for the Easter Egg Hunt which will take place on Saturday, March 23rd from 9 a.m. until noon.

5. **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.

6. **Response to Call to the Community:** No response from the Community.

7. **Citizens Comments/Appearances from the Floor:**

Youngtown Citizen John Maruna voiced his concerns in regards to the street sweepers not using water when they are sweeping. John wanted to know who is Affinium Security and what do they do for Youngtown. John mentioned asked how long a building permit is issued for, and he has a concern regarding a permit that was issued on a property a while back. John's last concern was parking the wrong way on the street.

Mayor LeVault mentioned he did an article a while back in regards to the three-prong approach to combat criminal activity which includes the license plate reader cameras, organizing neighborhood watch groups, and adding more security in the Town.

Mayor LeVault directed Town Manager Blackman to looking into Mr. Maruna's concerns.

8. **Consent**

A. **Approval of the Regular Council Meeting minutes of March 7, 2024.**

Approval of the Regular Council Meeting minutes of March 7, 2024.

Councilmember Francis

Second Councilmember Haney Duncan

Motion passed unanimously on a voice vote with all Councilmembers in attendance voting. Councilmember Hout's telephonic voice vote was noted as a yes.

9. Business

A. **Discussion and/or Presentation:** Presentation of the financial report.

Penny Malia, Financial Consultant was in attendance to present the comprehensive fiscal year 2023-24 (FY24), July 2023 – December 2023 financial report. This report will include a financial status summarization for the General Fund Highway User Revenue Fund (HURF), a description of major revenue categories, a comparison to December year-to-date (YTD) of fiscal year 2022-2023 (FY23) to December YTD fiscal year 2023-2024 (FY24), and cash balances as of December 31, 2023.

We have used one or more of the following in our analysis to assess the fund status for fiscal year end.

- 2023-24 Actual revenue/expenditure as a percentage of budget for the entire year
- Comparison of actual FY2023-24 as compared to actual for FY2022-23 for December.

This report illustrates where the Town finished for the six months which ended December 21, 2023. If you divide the budget evenly over twelve months, both revenues and expenditures would be at 50% of the projection. Revenues such as sales tax or fees normally do not follow that pattern nor do expenditures. For example, if a large expenditure is paid early in the fiscal year, 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 50% for the six months ending December 31, 2023, or expenditures exceed 50%, it is important to research and document the variances 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 fiscal year 2024, Youngtown is above the annual budget projections for revenues and below the budget for expenditures year-to-date. It is good news that the local sales tax collections are at 57.36% of budget, utility franchise fees are at 65.03% of budget, building permits are at 107.67% and state sales tax are at 66.73% which all are above the target of 50%, some more than others. The economy continues to experience the impact of COVID-19 as well as higher inflation, but the Town of Youngtown seems to be holding steady with revenues and expenditures. However, we will continue to monitor the budget closely as it is still unknown what the impact of the economy will be moving forward.

The General Fund's YTD revenue for FY2023-2024 totals \$3,878.343, which is approximately a 30.8% increase over FY23. Revenue categories are discussed in further detail in the report. The General Fund's expenses for FY24 totaled \$3,102,665 which is approximately 53.21% higher than was expended in FY23. This is mainly due to the increase in Code Enforcement Patrol Services in which ARPA funds were used in FY2023 to meet the reporting requirements for the funds.

The General Fund Major Revenue Categories presents the FY24 General Fund actual revenue collections compared to budget for December 2023 of the 2024 fiscal year (July 1, 2023 through December 31, 2023). The remaining column illustrates the difference between what was budgeted for the entire year and what the Town collected for December of FY24. As of December FY24, it appears that we will over realize revenues in Local Sales Tax, Utility Franchise Fees, Building Permits, State Sales Tax, Recreation Fees, Library Fees, JCEF

Fees, Court Revenue, Interest in Local Government Investment Pool (LGIP) and Donations. As shown in the table, the total collections for FY24 YTD are at 58.78% of what was budgeted for the year or 8.78 % higher than the target of 50%.

The local sales tax collections increased \$189,979 compared to December of FY23. This is a 14.84% increase over December 2022 which is good news.

The State Shares Revenues include the Town's portion of the State Urban Revenue Sharing (Income Tax), State-Shared Sales Tax, and Vehicle License Tax. State Sales Tax exceeded the previous fiscal year collections by \$209,502. Vehicle License Tax exceeded the previous year collections by \$11,376. The Urban Revenue Sharing Tax exceeded the previous year collections by \$263,304.

The General Fund spent \$3,102,665 through the second quarter of fiscal year 2023-2024. Positive remaining figures are still under budget. Overall, the General Fund has spent 43.06% of the budget. All departments except for Buildings are below 50% of the budget thus far. Buildings are at 55.65% of the budget which is slightly higher than the target of 50%.

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 Town maintains the HURF revenues and expenditures in a separate fund to ensure this is compliant. The HURF revenue totaled \$380,224 through the period ended December 31, 2023 of FY24. The HURF revenue totaled 56% which is higher than the 50% of budget projections for the six months of FY2024.

The HURF revenues collected for FY24 as compared to FY23. The HURF received \$71,211 additional revenue through the period ended December 31, 2023 of FY24 as compared to the period ended December 31, 2022. The FY24 through the period ended December 31, 2023 of FY24 expenses compared to FY24 budget and the % of budget expended. As of the period ended December 31, 2023 of FY24, 3.12% of the budget has been spent. The largest budgeted items are for street repairs and street improvement projects and typically will be expended in the spring. Table H shows FY24 HURF expenditures for the period ended December 31, 2023 of FY24 compared to the period ended December 31, 2022 of FY23. Of the \$95,294 of total expenses, 82.78% or \$78,883 was for salary expenses, street sweeping, RPTA transit and street improvement projects. This covers one full-time employee and one-third of a full-time position.

The Town has cash accounts at PNC Bank and the State Treasurer's Local Governmental Investment Pool (LGIP). Table I is a breakdown of the cash balances through December 31, 2023. Overall, the Town has \$13.46 million in PNC Bank accounts and the LGIP.

Councilmember Hout asked if she can have an explanation on the line item for donations.

Town Manager Blackman stated that line item is when we receive sponsorships for the Town's events. We only adopted a budget of \$700 because we were trying to be conservative in that because in the previous years, we did not receive any donations.

Mayor LeVault and Town Manager Blackman thanked Financial Consultant, Penny Malia, for the hard work she puts in.

B. Presentation, Discussion and/or Action: Approval of Pat Walker, Consulting LLC agreement with the Town of Youngtown.

Town Manager Blackman was in attendance to present the Pat Walker Consulting LLC agreement. Pat has been with the Town since 2014, and they have provided financial services to use, which include day-to-day items, invoicing, payroll, all the required reporting that we have to file, whether it's with the IRS, Workman's Compensation, in addition to budget and audit. Pat over the years has not increased the fee for their services at all, and they are asking for a very modest increase, as Pat covers the insurance for her and Penny. The rate per hour will be \$145, an average cost of almost \$10,000 per month, and not to exceed \$116,580 per year.

Mayor LeVault mentioned to pay attention to the quality of the work we are getting for outsourcing. It's a great tool to help us keep the bottom line black.

Approval of Pat Walker, Consulting LLC agreement with the Town of Youngtown.

Councilmember Chittenden

Second Councilmember Francis

Motion passed 7-0 on a roll call vote of seven (7) ayes, (0) abstained (0) nays. (Yay, Councilmembers Chittenden, Francis, Hayne Duncan, Starke, Vice Mayor Vickers, and Mayor LeVault. Councilmember Hout's telephonic voice vote was noted as a yes.

C. 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

Fire Chief Rob Schmitz presented the Sun City Fire and Medical District monthly report. Discussion followed including inspections, fire preventions, response times, purchasing and cost of the new ambulance, burning trash, and no burn days.

D. 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.

Discussion followed, including annual trespass forms, who is trespassing, local and non-local residents, Maricopa County Sheriff's Office meeting with other Cities and Towns surrounding Youngtown. MCSO is notified when another police department enters another jurisdiction.

E. Presentation, Discussion and/or Action: Approval of Resolution 2024-01 regarding the renewal of the Town of Youngtown's membership with the Arizona Municipal Trust.

Town Manager Blackman was in attendance to present Resolution 2024-01. This is where we have our health insurance, dental, vision, and life insurance. The Town has been with the Trust prior for over ten years. They have provided good services and benefits to the Town. However, every three years we have to renew whether we are going to continue to move forward with the Trust or seek another provider for management of our benefits.

Mayor LeVault asked if the rates will be going up this year?

Town Manager Blackman stated the rates will be going up by 4%, and she will look into it if the Town or the employee will absorb the 4% increase.

Approval of Resolution 2024-01 regarding the renewal of the Town of Youngtown's membership with the Arizona Municipal Trust.

Councilmember Francis

Second Councilmember Haney Duncan

Motion passed 7-0 on a roll call vote of seven (7) ayes, (0) abstained (0) nays. (Yay, Councilmembers Chittenden, Francis, Hayne Duncan, Starke, Vice Mayor Vickers, and Mayor LeVault. Councilmember Hout's telephonic voice vote was noted as a yes.

- F. Presentation, Discussion and / or Action Re:** Ongoing efforts to address criminal activity, nuisances, and homelessness in the Town

Mayor LeVault mentioned the Town will continue doing what we are doing in regards to keeping the town safe.

10. Call to Executive Session: No Call to Executive Session.

11. Future Agenda & Meetings

- A.** Future Agenda Items – none

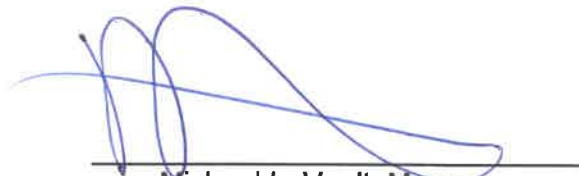
Adjournment

Motion to Adjourn

Councilmember Starke

Second – Councilmember Haney Duncan

Meeting Adjourned 6:44 p.m.



Michael LeVault, Mayor

Attest:



Nicole Smart, Town Clerk

Minutes approved at the April 4, 2024 Council meeting.