



TOWN OF HUACHUCA CITY

The Sunset City

HUACHUCA CITY TOWN COUNCIL PUBLIC MEETING NOTICE

Thursday, April 10, 2025, at 6:00 PM

**COUNCIL CHAMBERS
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

AGENDA

A. Call to Order – Mayor

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum
- c. Invocation

Any prayer/invocation that may be offered before the start of regular Council business shall be the voluntary offering of a private citizen, for the benefit of the Council and the citizens present. The views or beliefs expressed by the prayer/invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker. A list of volunteers is maintained by the Town Clerk's Office and interested persons should contact the Town Clerk's Office for further information.

B. Call to the Public – Mayor

A.R.S. 38-431.01 states the Public Body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the Public Body. At the conclusion of an open call to the public, individual members of the Public Body may respond to criticism made by those who have addressed the Public Body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Public Body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

C. Consent Agenda - Mayor

All items listed in the Consent Agenda are considered routine matters and will be enacted by one motion of the Council. There will be no separate discussion of these items unless a Member of the Town Council requests that an item or items be removed for discussion. Council Members may ask questions without removal of the item from the Consent Agenda. Items removed from the Consent Agenda are considered in their normal sequence as listed on the agenda, unless called out of sequence.

- C.1 Consider approval of the Minutes of the Regular Council meeting held on March 27, 2025.
- C.2 Consider approval of the Payment Approval Report.

D. Unfinished Business before the Council – Mayor

Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen, who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.

E. New Business Before Council - Mayor

Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen who wishes may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.

E.1 Discussion and/or Action [Manager Harvey / Ruben Villa]: Presentation and approval of proposed fiscal year 2025 budget amendments: Arizona cities and towns commonly amend previously approved budgets as needed throughout the fiscal year. These amendments do not increase the total approved budget, nor do they affect our Home Rule expenditure limit. Instead, they enable us to make necessary adjustments between specific line items to reflect updated priorities, address unforeseen needs, or capitalize on new funding opportunities.

Staff requests authorization of the following budget amendments:

A. Reallocate Fire Services Contract Budget to “Transfers Out” for Capital Projects.

Previously, the Mayor and Council approved the use of American Rescue Plan Act of 2021 [ARPA] funds for either a list of specific capital projects or for Fire Service costs. As of March 31, 2025, all capital project expenditures have been either incurred or formally committed (encumbered), and they are properly recorded in the ARPA Fund.

The proposed amendment would move the budget for the Fire Services Contract (within the General Fund) to the “Transfers Out” line item, which will be redirected to cover capital project expenses. In turn, the ARPA grant will now be used to pay for Fire Services, freeing up General Fund dollars to pay for the approved capital projects. This shift does not increase any budget totals but simply reassigns existing funds to better align with federal reporting requirements and maximize compliance.

B. Reallocate Capital Projects Budget to “Skyline Project” to Cover Required City Match for Roadway Improvement Grant.

Our agreement with ADOT was recently amended to ensure that we have adequate funds in place to complete the Skyline Project, a priority capital initiative involving roadway improvements. Based on 99% design completion, there was potential shortfall of approximately \$500,000. The Town was able to obtain Surface Transportation Block Grant [STBG] funds to cover that cost, but there is a match requirement of \$30,223.

To meet this new match requirement and ensure the project remains on schedule, staff recommend reallocating funds from the Capital Projects Fund to the Skyline Project line item. Sufficient capacity exists within the Capital Projects Fund from uncommitted budgeted amounts, allowing this adjustment without adversely affecting other planned projects. This amendment does not increase the total approved budget.

E.2 Discussion and/or Action [Dr. Jim Johnson/Manager Harvey/Town Attorney]: Initiating land use designation changes to legally identify and properly designate Town real property as public right-of-way for the multi-use pathway and Skyline Drive improvement projects. Staff seek authorization to proceed with land use designation changes which will require preparation of an ordinance/s to properly dedicate the necessary property as public right-of-way with utilities. The affected parcels are portions of Cochise County Assessor's Parcel Nos. 106-47-049A, 106-47-057A, and 106-47-149B. A map with specific descriptions of the affected parcels is included in the meeting packet.

E.3 Discussion and/or Action [Gerald Hursh/Manager Harvey]: Approval of the Town's Title VI Plan for its transportation services. As a recipient of federal transportation grant funds, the Town must adopt a plan that prohibits discrimination based on race, color, or national origin, and must provide, among other things, a means for members of the public to file complaints and obtain relief.

E.4 Discussion and/or Action [Manager Harvey]: Presentation of the highlights and takeaways from the Town's first Strategic Planning Retreat held April 1, 2025. This will include sharing council members' individual comments and suggestions for the Town's strategic direction. The Council might schedule a work session to discuss a potential plan of action to implement suggested courses of action over the next few years.

F. Reports of Current Events by Council

G. Adjournment

Posted at 5:00 PM on April __, 2025, at the following locations:

Town Hall Bulletin Board 500 N. Gonzales Blvd. Huachuca City, AZ 85616	Town Hall Lobby 500 N. Gonzales Blvd. Huachuca City, AZ 85616	Town Website https://huachucacityaz.gov
Huachuca City U.S. Post Office 690 N. Gonzales Blvd. Huachuca City, AZ 85616	Huachuca City Library 506 N. Gonzales Blvd. Huachuca City, AZ 85616	Huachuca City Police Department 500 N. Gonzales Blvd. Huachuca City, AZ 85616

Ms. Brandye Thorpe

Town Clerk

Note: This meeting is open to the public. All interested people are welcome to attend. A copy of agenda background material provided to the Councilmembers, with the exception of confidential material relating to possible executive sessions, is available for public inspection at the Town Clerk's Office, 500 N. Gonzales Blvd., Huachuca City, AZ 85616, Monday through Friday from 8:00 a.m. to 5:00 p.m. or online at www.huachucacityaz.gov

Individuals with disabilities who need a reasonable accommodation to attend or communicate at a town meeting, or who require this information in alternate format, may contact the Town at 456-1354 (TTY 456-1353) to make their needs known. Requests should be made as early as possible so there is sufficient time to respond.



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
March 27, 2025 AT 6:00 PM
COUNCIL CHAMBERS
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

A. Call to Order – Mayor

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum

B. Roll Call.

Roll Call.

Present: Johann Wallace, Cynthia Butterworth, Danielle Cardella (online), Nallely Arreola (online), Christy Hirshberg Debra Trate, Geovona Thompson, Town Manager Suzanne Harvey (Not voting), Town Clerk Brandye Thorpe (not voting), Town Attorney Thomas Benavidez (Not voting).

Absent:

- c. Invocation

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- C.1 Consider approval of the Minutes of the Regular Council meeting held on March 13, 2025.
- C.2 Consider approval of the Payment Approval Report.

Motion: Items listed on the Consent Agenda Action: Open for discussion and/or Action, moved by Johann Wallace, Seconded by Debra Trate.

Motion: Approval of the items on the Consent Agenda, **Action:** Approve, **moved by** Johann Wallace, **Seconded by Cynthia Butterworth.**
Motion passed unanimously.

D. Unfinished Business before the Council – Mayor

Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen, who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the mayor at any time.

D.1 Discussion and/or Action [Town Attorney]: Ratification of emergency action taken by the Town Council that may have violated the Open Meeting Law on March 7, 2025. This action involved an Emergency Meeting of the Town Council, pursuant to A.R.S. 38-431.02(D), for the following purpose:

Adoption of Resolution No. 2025-04 approving a grant agreement for receipt of Federal Transit Administration [FTA] funds through the Arizona Department of Transportation [ADOT] for funding to provide public transportation services. The Grant application deadline was 3:00 pm, March 7, 2025, and the Town Council had to approve the grant agreement by this time for the Town to be eligible to receive funding.

This action is taken pursuant to A.R.S. § 38-431.05. The public may obtain a detailed written description of the action to be ratified, and all deliberations, consultations, and decisions by members of the public body that preceded and relate to this action to be ratified at Huachuca City Town Hall, 500 N. Gonzales Blvd, at least 72 hours in advance of the meeting.

Suggested Motion: “I move to ratify the Council’s emergency approval of Resolution No. 2025-04.”

Motion: Item D.1 Action: Open for discussion and/or Action, moved by Johann Wallace, Seconded by Cynthia Butterworth.

Attorney Benavidez advises that this is due to the Special Emergency meeting held on March 7, 2025. We did not post the meeting in time to meet the Open Meeting Law requirements but the law does allow for emergency meetings and so now we just need to do this ratification.

Minutes from the Special Emergency meeting and other documentation will be attached to these minutes.

Motion: I move to ratify the Council's emergency approval of Resolution No. 2025-04. , Action: Approve, moved by Johann Wallace, Seconded by Cynthia Butterworth.
Motion passed unanimously.

E. New Business Before Council - Mayor

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E.1 Discussion and/or Action [Mayor Wallace]: Retirement of Public Works Director, James Halterman.

Motion: Item E.1 Action: Open for discussion and/or Action, moved by Johann Wallace, Seconded by Christy Hirshberg.

Mayor Wallace and Manager Harvey both thank Jim Halterman for his 20 plus years of service to the Town. He has a vast knowledge of the Town and its water system. They wish him well in his retirement.

Jim Halterman thanks everyone.

E.2 Discussion and/or Action [Mayor Wallace]: Recognition of Library employee, Marta Arambula, for her service to the Town.

Motion: Item E.2 Action: Open for discussion and/or Action, moved by Johann Wallace, Seconded by Christy Hirshberg.

Mayor Wallace and Stephanie Fulton thank Marta for her service, mentioning her deep understanding of STEM and programming for children and adults.

Mayor Wallace moves item E.12 up

E.12 Discussion and/or Action [Mayor Wallace]: PROCLAMATION NO. 2025-06 - A PROCLAMATION OF THE MAYOR OF THE TOWN OF HUACHUCA CITY, DECLARING THE WEEK OF APRIL 5 - 11, 2025, AS "WEEK OF THE YOUNG CHILD."

Motion: Item E.12 Action: Open for discussion and/or Action, moved by Johann Wallace, Seconded by Cynthia Butterworth.

Mayor Wallace presents a signed copy of the Proclamation to Melissa from First Things First. Melissa thanks the Mayor and expresses her appreciation for the advocacy and championing of early care and education. She is the Regional Director of First Things First and she appreciates the support.

E.3 Discussion and/or Action [Dr. Jim Johnson]: Desert Sage Rezoning – Second Reading and Approval of Ordinance No. 2025-01 - CHANGING THE ZONING OF 2.64 ACRES OF PROPERTY OWNED BY DESERT SAGE APARTMENTS, L.L.C., GENERALLY SITUATED AT 712 GONZALES BLVD. (TAX PARCEL NO. 106-47-024), FROM “B/C” (“GENERAL BUSINESS/COMMERCIAL DISTRICT”) TO “R-4” (“RESIDENTIAL DISTRICT”).

Motion: Item E.3 Action: Open for discussion and/or Action, moved by Johann Wallace, Seconded by Cynthia Butterworth.

Mayor Wallace asks if Council has any questions or concerns. Council has no concerns.

Motion: Ordinance 2025-01, Action: Approve, moved by Johann Wallace, Seconded by Cynthia Butterworth.

Motion passed unanimously.

E.4 Discussion and/or Action [Suzanne Harvey]: Approval of the Town’s financial audit results for fiscal year 2024. A member of the audit firm, HintonBurdick, PLLC, will make the presentation. Any Town expenses and revenues for the past fiscal year may be discussed.

Motion: Item E.4 Action: Open for discussion and/or Action, moved by Johann Wallace, Seconded by Christy Hirshberg.

Jennifer Frank gives the following presentation:

Audit Reports

Independent Auditors Report (pg 1-3)

Unmodified or “clean opinion”

Report on Internal Control over Financial Reporting and on Compliance (pg 83-84)

Prior year material weakness cleared.

Prior year (starting 2018) compliance item cleared.

State Legal Compliance Report (pg 85)

- Unmodified or “clean opinion”

Government Wide Financial Highlights

Total net position (equity) was \$12,052,869 at June 30, 2024 (page 9).

Over time, increases or decreases in net position are an indicator of whether the financial health of the Town is improving or deteriorating.

Government Wide Financial Highlights

Net position increased by \$2,329,756 during fiscal year 2024 (page 11).

- The net position of governmental activities increased by \$2,607,498 prior to interfund transfers in of \$2,091,331.
- The net position of business-type activities decreased by \$277,742 prior to interfund transfers out of \$2091,331.

Government Wide Financial Highlights

Governmental capital assets decreased by \$50,002 (net). The Town reported \$164,050 of additions, and \$214,052 of depreciation expense (pg 44)

Business-type capital assets decreased by \$178,904 (net). The Town reported \$74,222 of additions, disposals of \$14,000, and \$253,326 of depreciation expense (pg 45).

Government Wide Financial Highlights

Total Governmental long-term debt was \$865,632 at June 30, 2024. (pg 47-49)

- \$42,573 – Compensated Absences
- \$532,632 – Net Pension/OPEB Liability
- \$290,000 – Excise Tax Revenue Bonds
- \$0 – Notes payable

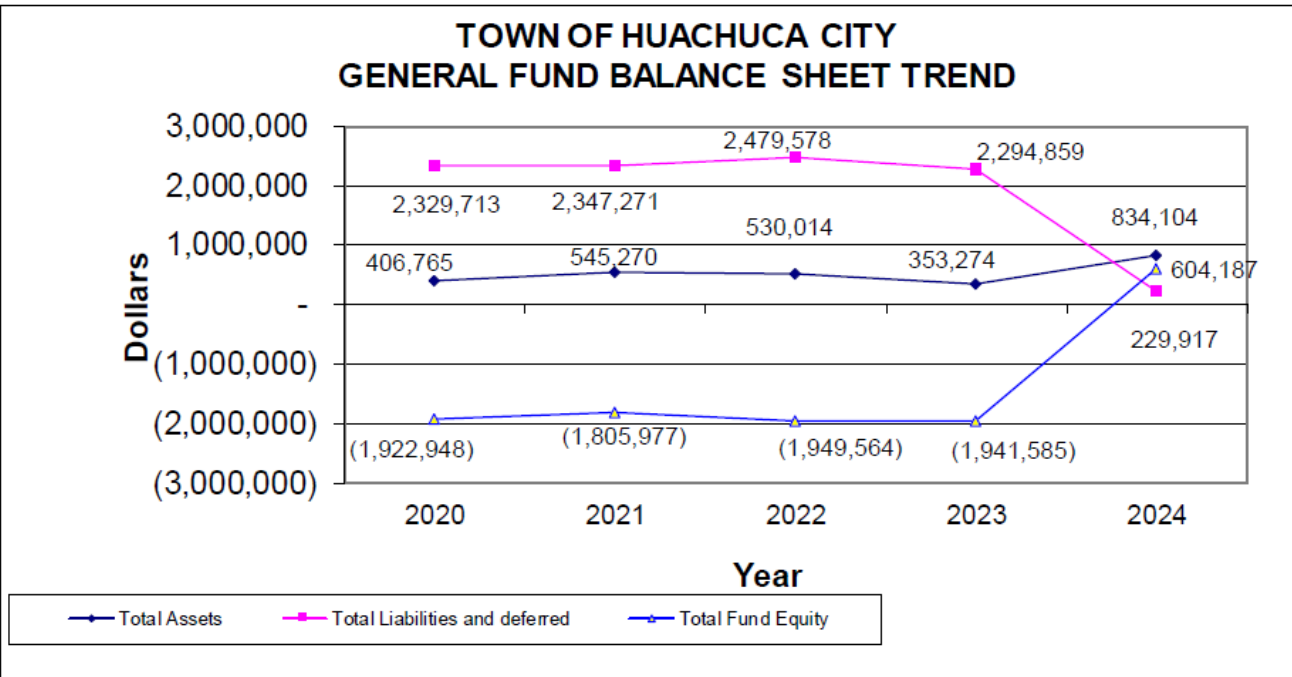
Overall, governmental long-term debt increased by \$123,031.

Government Wide Financial Highlights

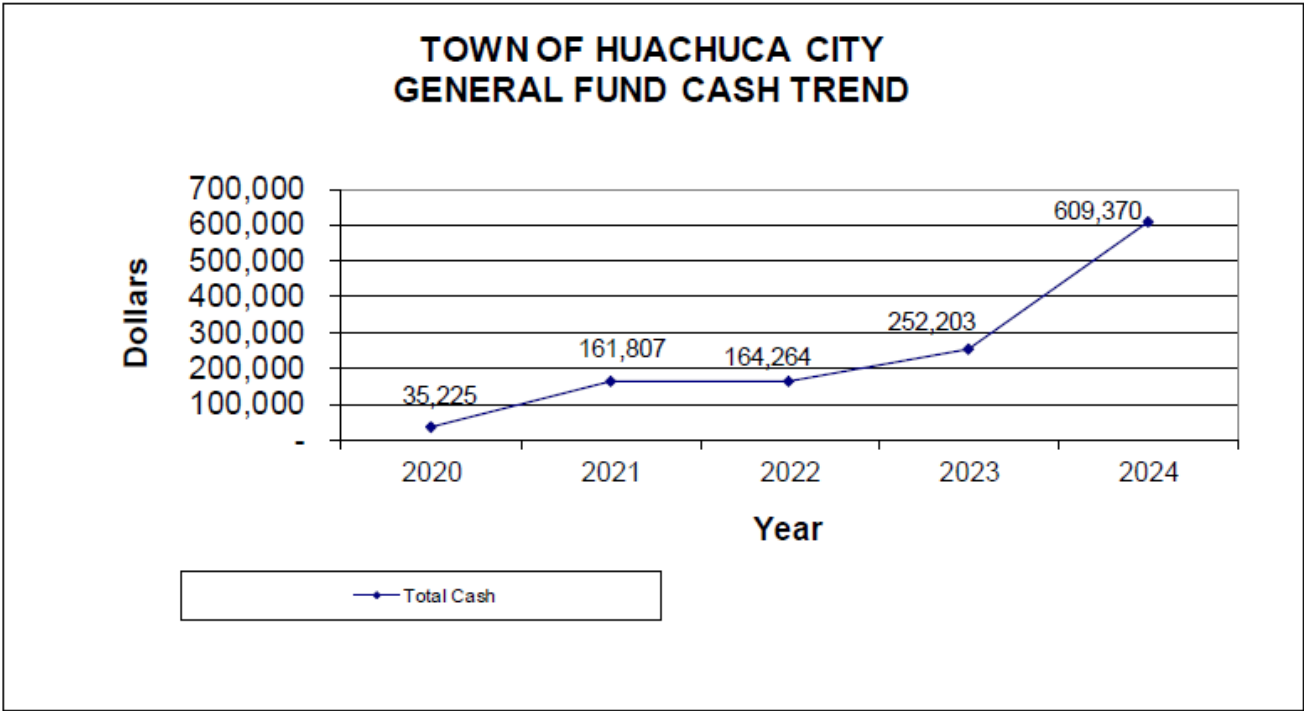
Total Business-Type long-term debt was \$5,028,398 at June 30, 2024.

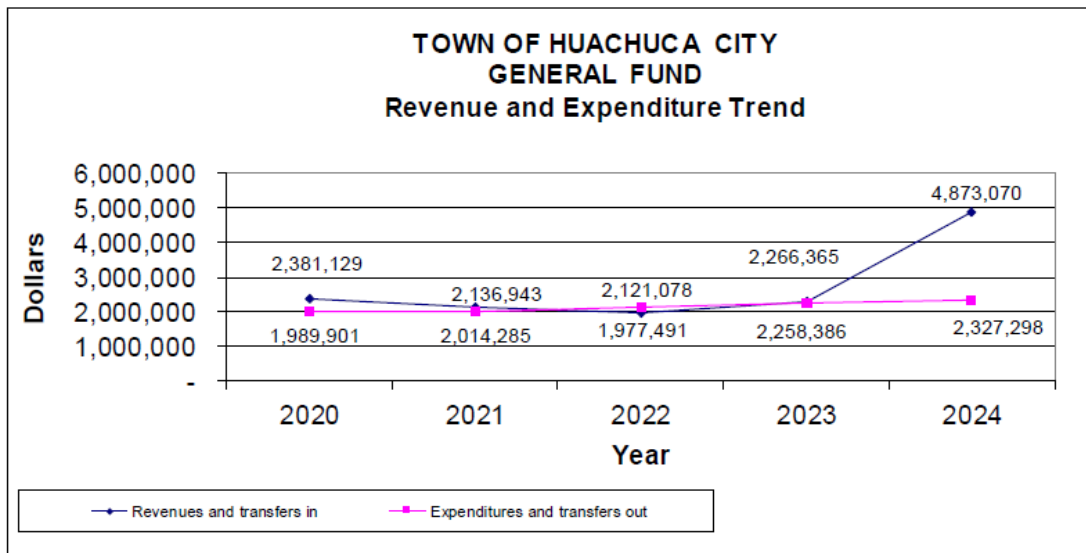
- \$1,400,037 – Notes Payable
- \$18,490– Compensated Absences
- \$3,609,871 – Landfill Closure/Postclosure

The Town's Business-Type long-term debt increased by \$84,537

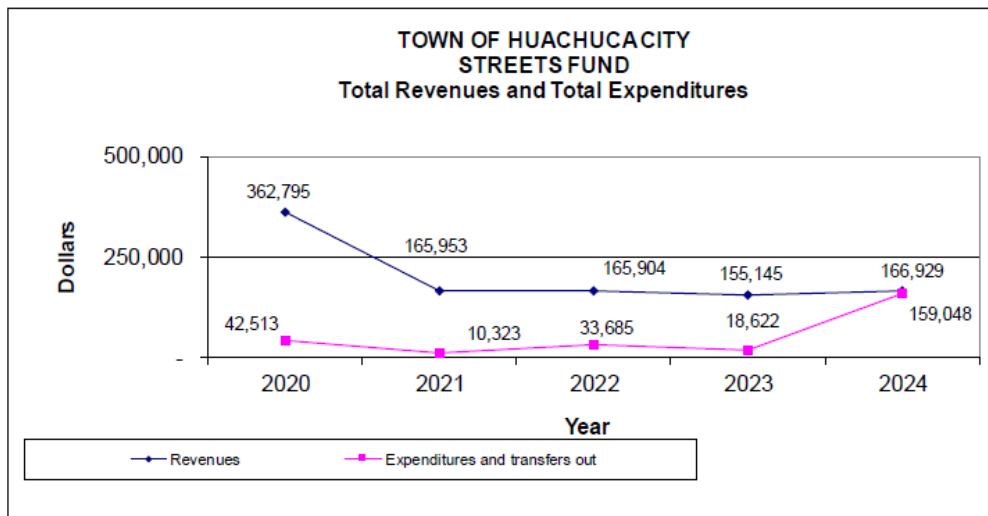


The amount due to the Landfill Fund was written off through transfers in FY 2024.

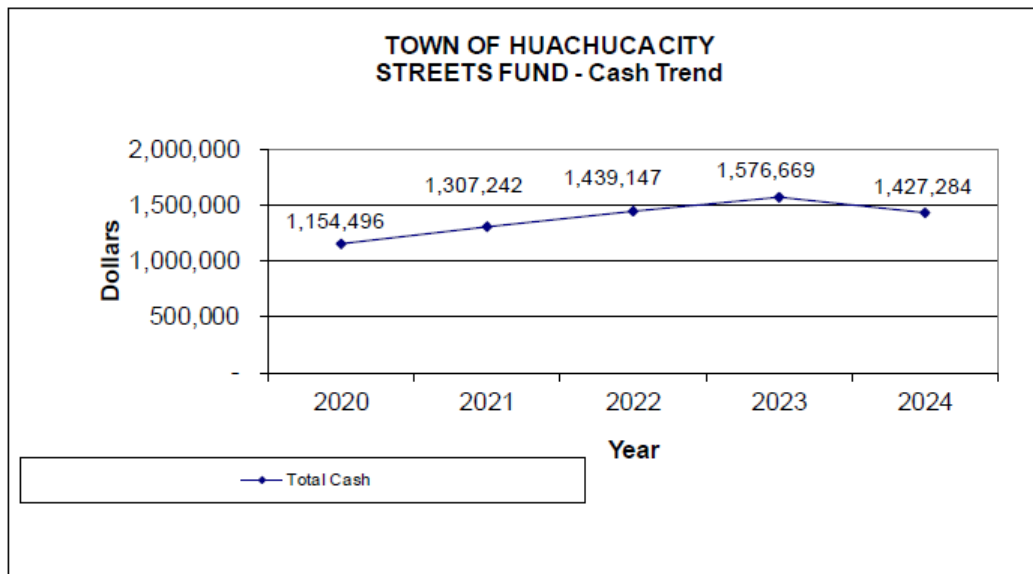




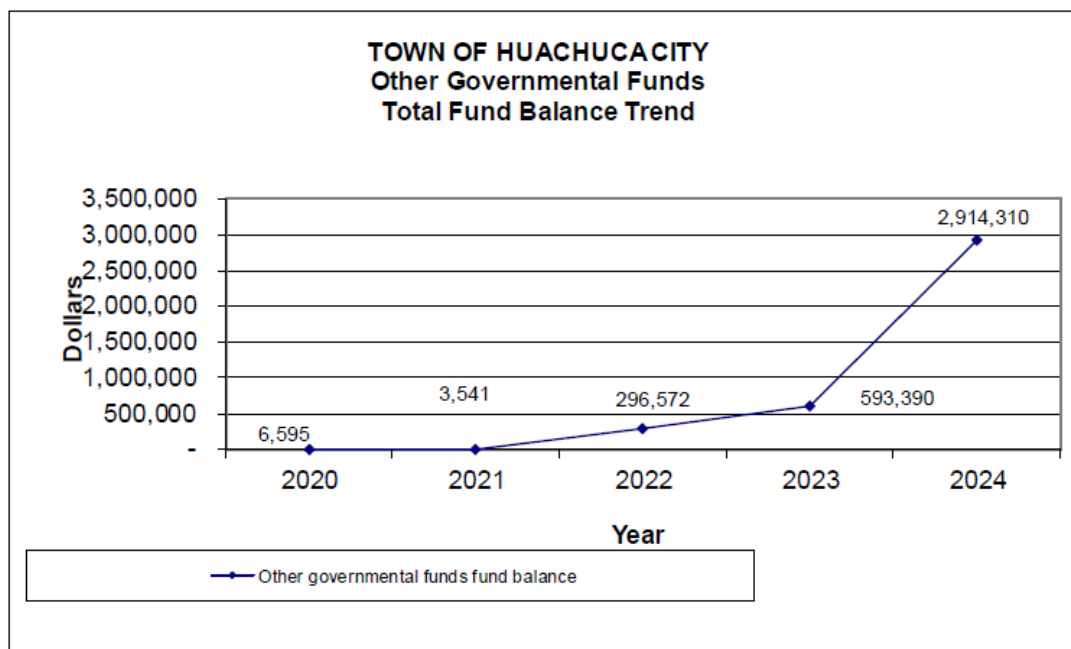
Most revenue items saw increases from the prior year with a few exceptions. Revenues increased \$515,374 from prior year, excluding the transfer in. Expenses saw modest increases from prior year.



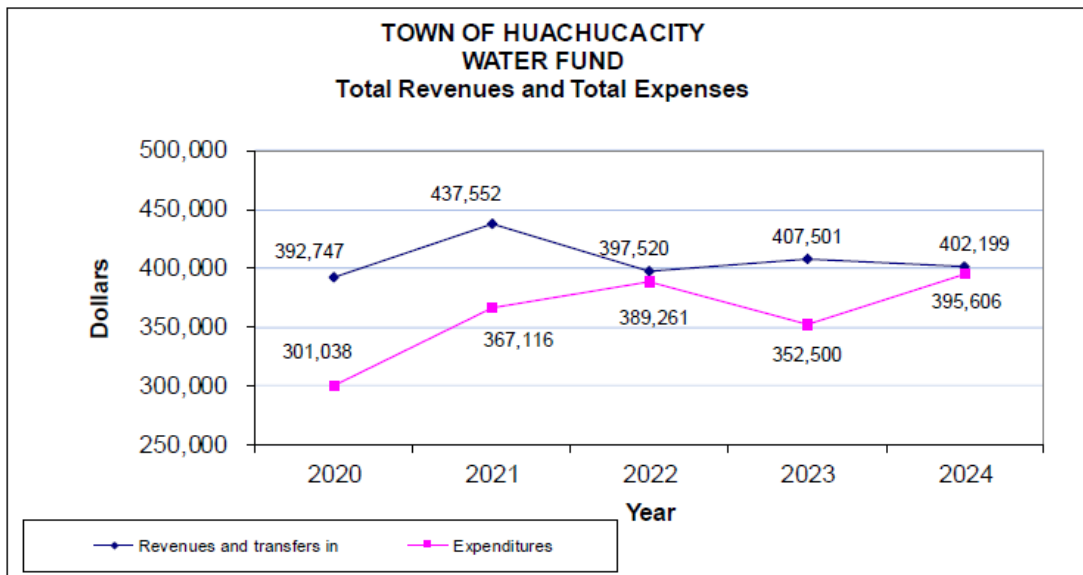
Over time, revenues should approximate expenditures in the Highway Users Revenue Fund. The increase in revenue in fiscal year 2020 was due to one-time HB2748 monies (infrastructure funds).



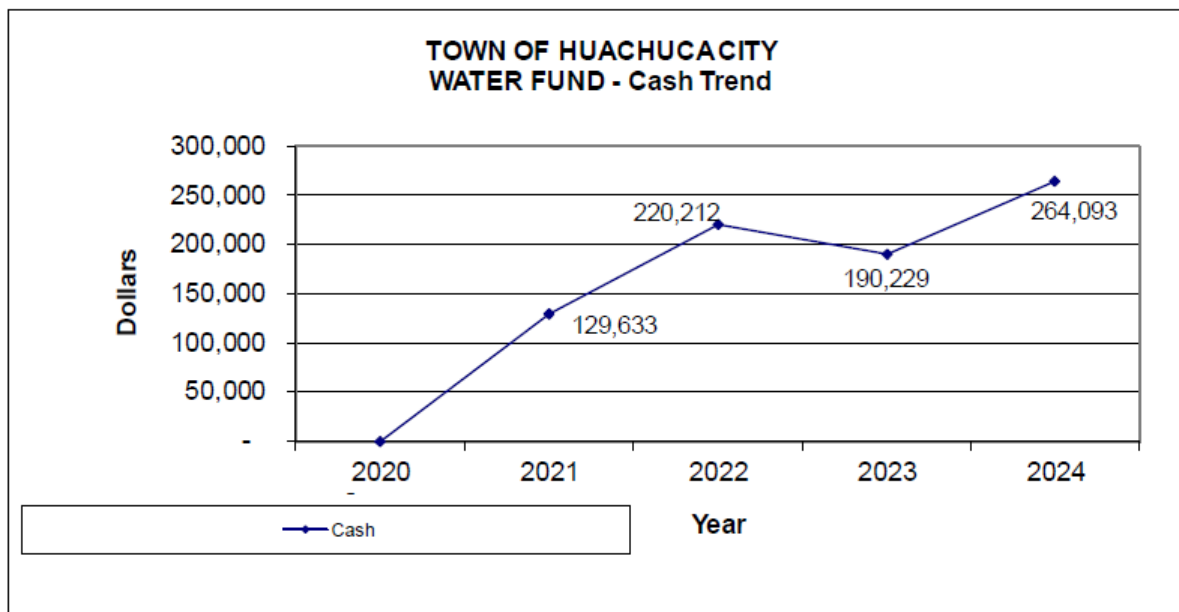
Cash in the HURF fund has increased 23% over the past five years.

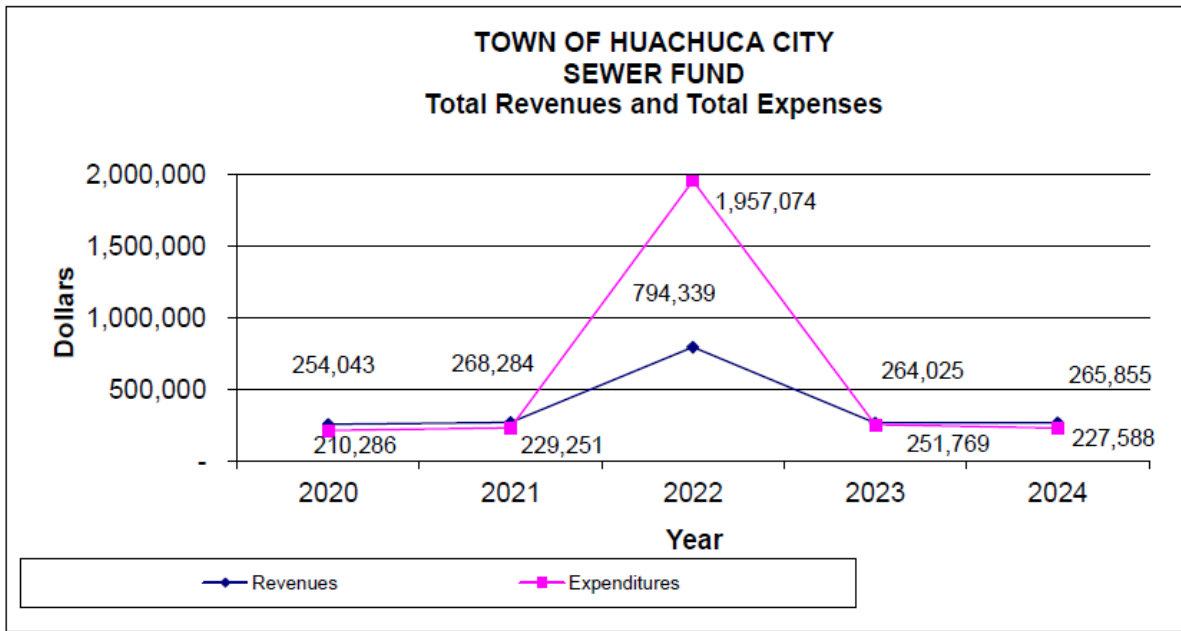


The increase in 2024 relates to the Skyline Project fund.

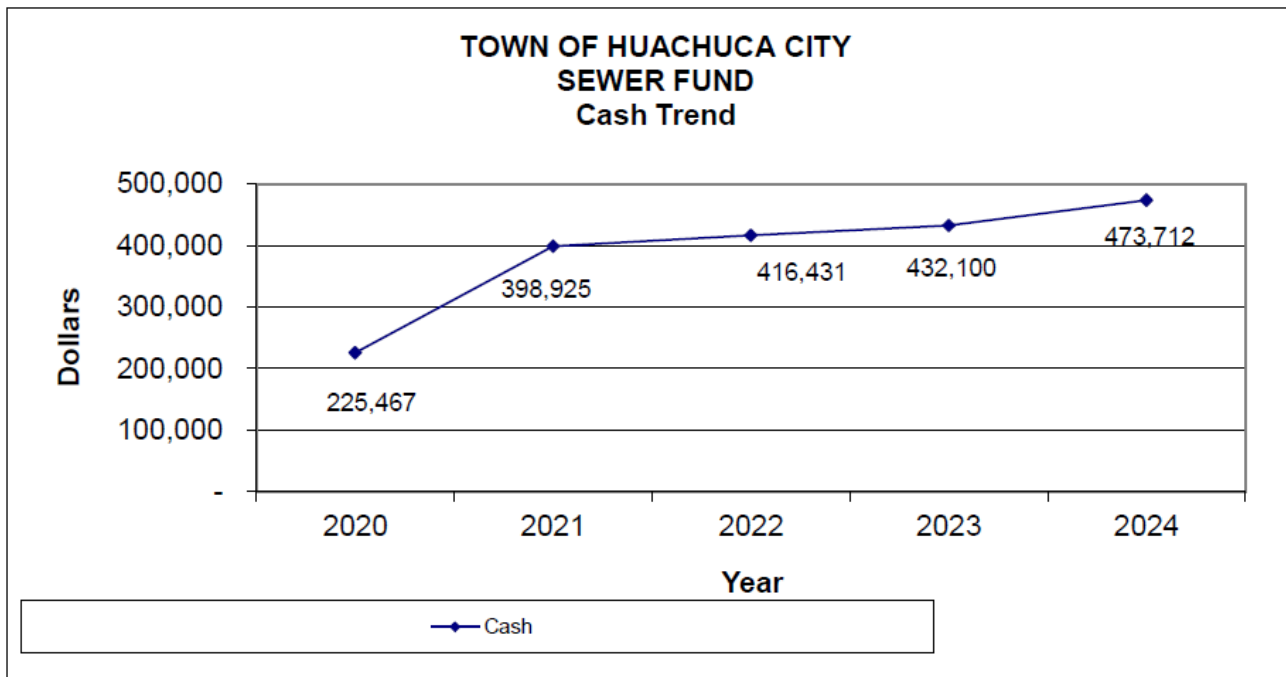


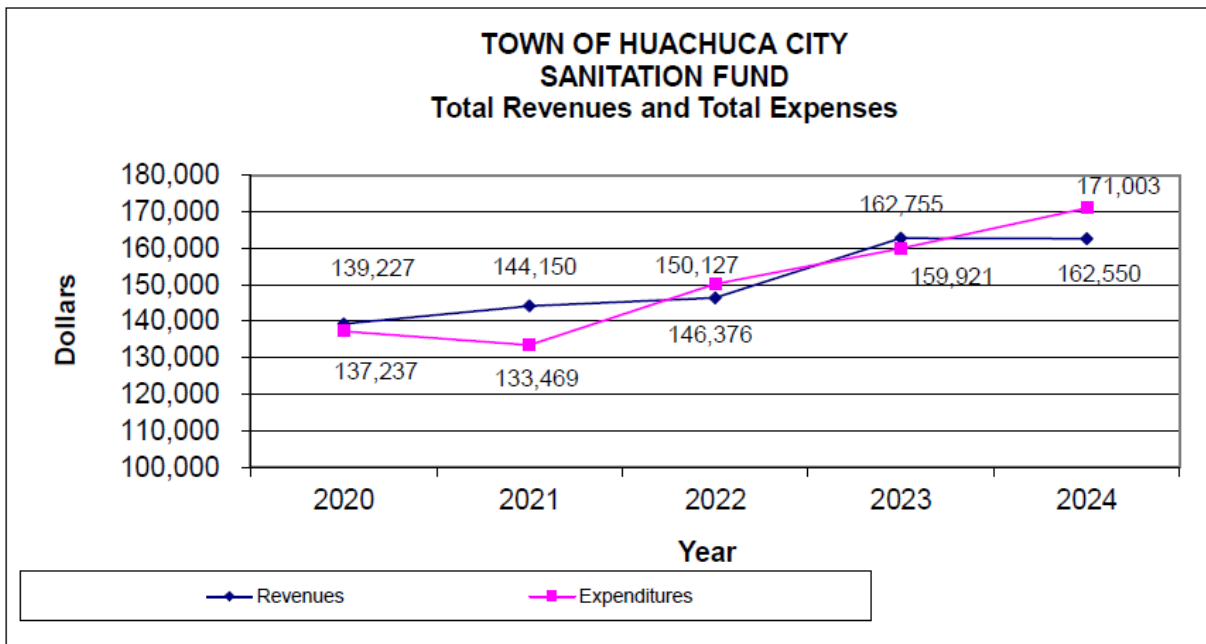
Fiscal year 2024 reported revenues in excess of expenditures of \$6,593.



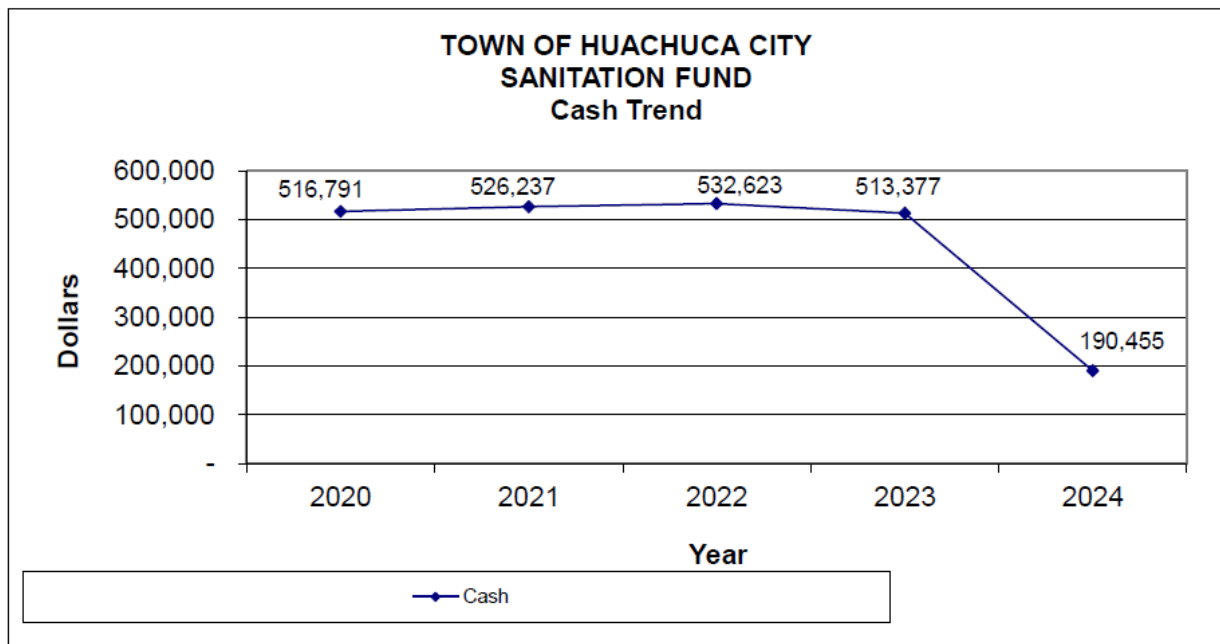


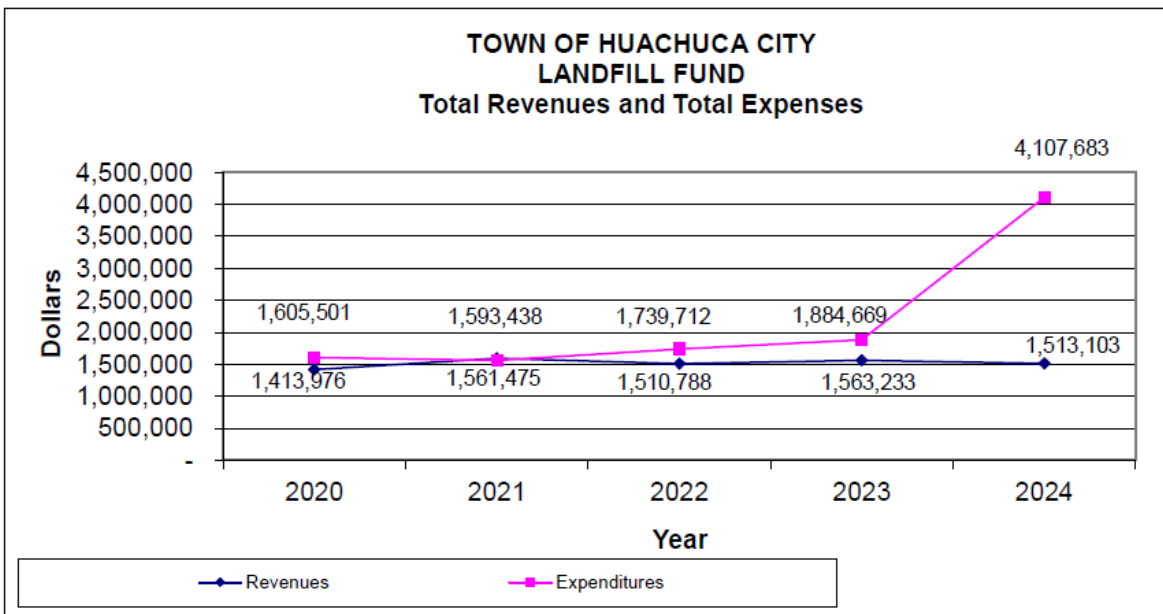
In 2024 the Sewer Fund had net income of \$38,267. In 2022, Sewer Fund expenses exceeded revenues by \$1,162,735. This is a result of one-time environmental remediation costs related to the sewer ponds which totaled \$1,730,965. A portion of this cost was covered through grant funds and the remainder was covered by new debt borrowings.



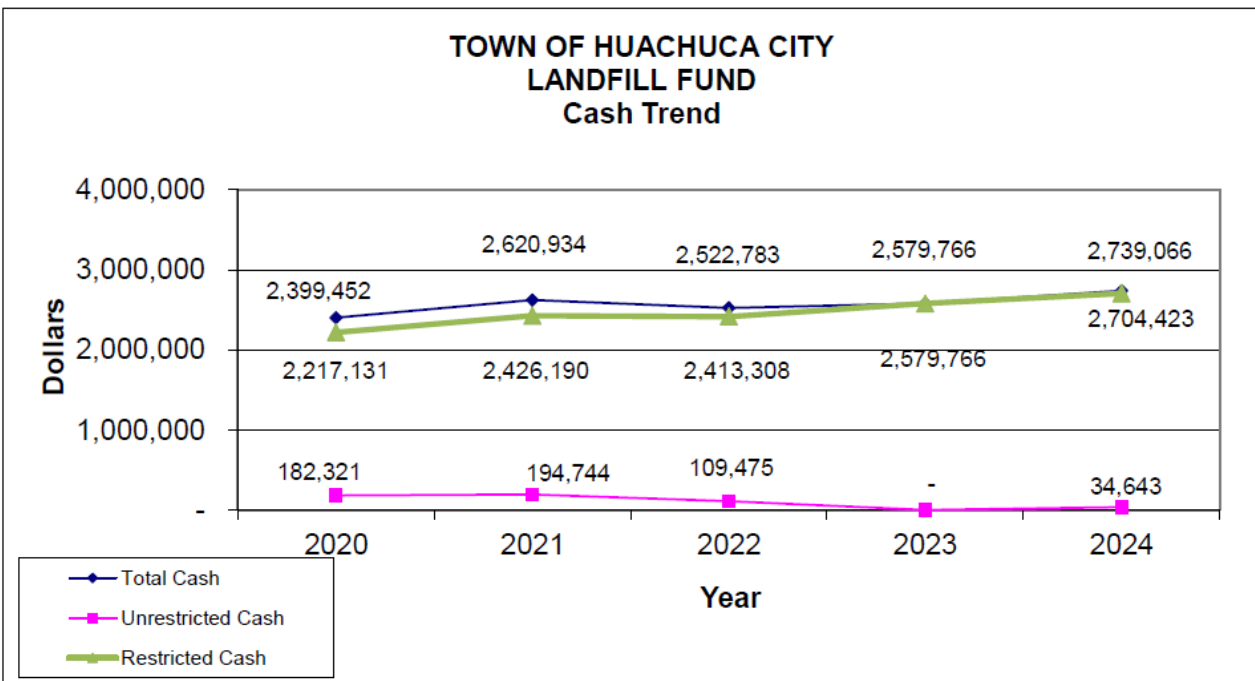


Sanitation Fund expenses exceeded revenues \$8,453.





In 2024 the loans to other funds were written off totaling \$2,280,431
 The landfill fund paid \$702k in rents to the general fund.
 The fund reported \$206,705k in closure/post-closure expense and
 \$127,969 in depreciation expense.



Cash is restricted for the landfill post-closure costs

Ms. Frank thanks staff and Ruben Villa for their dedication and timely responses to requests for documentation. She advises that this audit went much better than prior years.

Motion: The audit results for fiscal year 2024, Action: Accept, moved by Johann Wallace, Seconded by Cynthia Butterworth.

Motion passed unanimously.

E.5 Discussion and/or Action [Suzanne Harvey]: RESOLUTION NO. 2025-05 - A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AUTHORIZING THE TOWN TO ENTER INTO AN AMENDMENT OF THE INTERGOVERNMENTAL AGREEMENT WITH THE ARIZONA DEPARTMENT OF TRANSPORTATION ["ADOT"] TO DESIGN AND CONSTRUCT IMPROVEMENTS TO A PORTION OF SKYLINE DRIVE.

Motion: Item E.5 Action: Open for discussion and/or Action, moved by Johann Wallace, Seconded by Cynthia Butterworth.

Manager Harvey advises that we have to amend the agreement because of rising costs and the projected increase is about half a million more and requires an amendment. We will still be able to pay for it because we put it in our TIP with the SVMPO that was approved and so most of it will be paid with STBG federal funds. Our match will be about \$30,000.00 that we have available in our budget in our HURF. It also looks like the walking path will come in under budget and so some of those funds could be used for this.

Motion: Resolution 2025-05, Action: Approve, moved by Johann Wallace, Seconded by Debra Trate.

Motion passed unanimously.

E.6 Discussion and/or Action [Stephanie Fulton]: Approval to apply for Legacy Foundation Responsive Grants for \$5,000 for a new water fountain with bottle filler for Hunt Park and outdoor fitness stations for both Hunt and Leffingwell Parks and \$5,000 for another year's service of the dual language story walk stories.

Motion: Item E.6 Action: Open for discussion and/or Action, moved by Johann Wallace, Seconded by Cynthia Butterworth.

Mayor Wallace asks if Council has any questions. No questions from Council.

Motion: Staff to apply for the grants for that stuff, Action: Approve, moved by Johann Wallace, Seconded by Debra Trate.

Motion passed unanimously.

E.7 Discussion and/or Action [Dr. Jim Johnson]: Proposed Flood Hazard Determinations for Cochise County, Arizona and Incorporated Areas, Including Huachuca City. The Federal Emergency Management Agency [FEMA] has issued a preliminary Flood Insurance Rate Map

[FIRM], and Flood Insurance Study [FIS] report, reflecting proposed flood hazard determinations. The Town and any affected property owners may wish to challenge FEMA's proposed determinations. Copies of the FIRM are available for review at FEMA's website or by calling the FEMA Mapping and Insurance eXchange [FMIX] at 1-877-FEMA MAP (1-877-336-2627).

Motion: Item E.7 Action: Open for discussion and/or Action, moved by Johann Wallace, Seconded by Cynthia Butterworth.

Mayor Wallace advises that Doc is not going to be giving a presentation or anything, he's just here to answer any questions Council may have for him. If we would like for someone from the County to come talk about this and what it actually means, we could do that. He asks if Council would like County to come and translate the information for us. Councilmember Trate would like them to come. She asks if there is a way to put some door hangers out to get this information to more people. Mayor Pro Tem Hirshberg states that that would cost quite a bit of money. Mayor Wallace advises that we put it online, we put it in the newsletter but instead of it being a little blurb, make it half a page or so. He also states to let your neighbors know, because that's what we have is word of mouth. Mayor Wallace states we should leverage businesses in the Town, put the newsletter out in as many places as we can.

Mayor Wallace would like a public meeting/work session on April 24th at 6pm with County representatives here as well. The regular meeting can be pushed back to 6:30 on that day.

Motion: Schedule a Work Session on April 24th at 6pm, and get with County to have them here , Action: Direct Staff, moved by Johann Wallace, Seconded by Cynthia Butterworth.
Motion passed unanimously.

E.8 Discussion and/or Action [Suzanne Harvey]: Approval to purchase fireworks for the Town's Fourth of July celebration. All aspects of the celebration may be discussed.

Motion: Item E.8 Action: Open for discussion and/or Action, moved by Johann Wallace, Seconded by Christy Hirshberg.

Manager Harvey advises that she received the two quotes included in the packet. The more expensive one is comparable to the show we had last year and the cost has only risen slightly. She recommends that we purchase that show.

Councilmember Butterworth would like to not purchase fireworks and put that money into a fund to get a kitchen in the Activity Center. She mentions the noise and how it disturbs wildlife and pets. Also how much it disturbs people with issues like PTSD.

Councilmember Thompson states that she was asked specifically if we could do the daytime activities again. Manager Harvey advises that we do still do the daytime activities, we just moved them to later in the day because during the heat we didn't have many people coming. We still have the pie eating contest and all the activities.

Mayor Wallace would like to go with option 1, if necessary he will fund the difference between the two.

Motion: The purchase of option 1 in the amount of \$5720.00 , Action: Approve, moved by Johann Wallace, Seconded by Christy Hirshberg.

Motion passed 6-1. Councilmember Butterworth voted Nay.

Motion: , Action: Direct Staff, moved by Johann Wallace, Seconded by Cynthia Butterworth.
Motion passed unanimously.

E.9 Discussion and/or Action [Mayor Wallace]: PROCLAMATION NO. 2025-03 - A PROCLAMATION OF THE MAYOR OF THE TOWN OF HUACHUCA CITY, DECLARING THE MONTH OF APRIL, 2025, AS "SEXUAL ASSAULT AWARENESS AND PREVENTION MONTH."

Motion: Item E.9 Action: Open for discussion and/or Action, moved by Johann Wallace, Seconded by Christy Hirshberg.

E.10 Discussion and/or Action [Mayor Wallace]: PROCLAMATION NO. 2025-04 - A PROCLAMATION OF THE MAYOR OF THE TOWN OF HUACHUCA CITY, DECLARING THE MONTH OF APRIL, 2025, AS "FAIR HOUSING MONTH."

Motion: Item E.10 Action: Open for discussion and/or Action, moved by Johann Wallace, Seconded by Cynthia Butterworth.

E.11 Discussion and/or Action [Mayor Wallace]: PROCLAMATION NO. 2025-05 - A PROCLAMATION OF THE MAYOR OF THE TOWN OF HUACHUCA CITY, DECLARING THE WEEK OF APRIL 6 - 12, 2025, AS "LIBRARY WEEK."

Motion: Item E.11 Action: Open for discussion and/or Action, moved by Johann Wallace, Seconded by Cynthia Butterworth.

F. Reports of Current Events by Council

Councilmember Butterworth- 21st was food distribution. 22nd was at the Community meeting.
Councilmember Cardella- Will be attending some grand openings of restaurants throughout the County.

Councilmember Trate- Was at the Community Meeting, we should have them quarterly. Will be at the Strategic Retreat on Tuesday for a few hours.

Mayor ProTem Hirshberg- Will be at the Strategic Retreat. Was at the Community Meeting and felt it was positive.

Councilmember Arreola- Was at the Community Meeting. We should have them more often.

Councilmember Thompson- Was at the Community Meeting. Met with the Chief of Police to get an understanding of his day to day operations.

Mayor Wallace- Nothing reported.

G. Adjournment

Motion: To Adjourn, Action: Adjourn, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Motion passed unanimously.

Approved by Mayor Johann R. Wallace on April 10, 2025.

Mr. Johann R. Wallace
Mayor

Attest: _____
Ms. Brandye Thorpe,
Town Clerk

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on March 27, 2025. I further certify that the meeting was duly called and a quorum was present.

Ms. Brandye Thorpe,
Town Clerk

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Amazon Capital Services, Inc							
10491	Amazon Capital Services, Inc	1347-ND3J-W	Office Supplies	04/01/2025	118.11	118.11	10-43-460
10491	Amazon Capital Services, Inc	1QF1-WMMT-K	Toilet seats needed for Communit	04/01/2025	90.19	90.19	10-57-500
Total Amazon Capital Services, Inc:					208.30	208.30	
Arizona Business Equipment							
10455	Arizona Business Equipment	AR44202	Printing AD	04/01/2025	205.46	205.46	10-43-300
10455	Arizona Business Equipment	AR44202	Printing PD	04/01/2025	83.50	83.50	10-51-295
10455	Arizona Business Equipment	AR44202	Printing LB	04/01/2025	69.50	69.50	10-62-300
10455	Arizona Business Equipment	AR44202	Printing Water	04/01/2025	68.47	68.47	51-40-300
10455	Arizona Business Equipment	AR44202	Printing Sewer	04/01/2025	68.47	68.47	52-40-300
10455	Arizona Business Equipment	AR44202	Printing LF	04/01/2025	68.47	68.47	55-40-300
Total Arizona Business Equipment:					563.87	563.87	
AT&T							
1398	AT&T	1063-3/4/25	Library Landline	03/04/2025	42.61	42.61	10-62-271
Total AT&T:					42.61	42.61	
AZ Department of Corrections Labor							
1315	AZ Department of Corrections Lab	D084772 2025	Labor AD	03/17/2025	32.06	32.06	10-43-366
1315	AZ Department of Corrections Lab	D084772 2025	Labor PD	03/17/2025	3.56	3.56	10-51-366
1315	AZ Department of Corrections Lab	D084772 2025	Labor PW	03/17/2025	14.25	14.25	10-57-366
1315	AZ Department of Corrections Lab	D084772 2025	Labor LB	03/17/2025	35.62	35.62	10-62-366
1315	AZ Department of Corrections Lab	D084772 2025	Labor Water	03/17/2025	64.13	64.13	51-40-366
1315	AZ Department of Corrections Lab	D084772 2025	Labor Sewer	03/17/2025	64.13	64.13	52-40-366
1315	AZ Department of Corrections Lab	D084772 2025	Labor LF	03/17/2025	71.25	71.25	55-40-366
Total AZ Department of Corrections Labor:					285.00	285.00	
Cintas Corporation No. 445							
10067	Cintas Corporation No. 445	4223445182	Office Supplies	03/10/2025	34.65	34.65	10-43-460
10067	Cintas Corporation No. 445	4224203852	Office Supplies	03/17/2025	21.69	21.69	10-43-460
10067	Cintas Corporation No. 445	4224941652	Office Supplies	03/24/2025	34.65	34.65	10-43-460
10067	Cintas Corporation No. 445	4223445157	Uniforms- PW	03/10/2025	11.66	11.66	10-57-410
10067	Cintas Corporation No. 445	4224203781	Uniforms- PW	03/17/2025	11.66	11.66	10-57-410
10067	Cintas Corporation No. 445	4224941682	Uniforms- PW	03/24/2025	11.66	11.66	10-57-410
10067	Cintas Corporation No. 445	4223445157	Uniforms- Water	03/10/2025	52.52	52.52	51-40-410
10067	Cintas Corporation No. 445	4224203781	Uniforms- Water	03/17/2025	52.52	52.52	51-40-410
10067	Cintas Corporation No. 445	4224941682	Uniforms- Water	03/24/2025	52.52	52.52	51-40-410
10067	Cintas Corporation No. 445	4223445157	Uniforms- Sewer	03/10/2025	52.52	52.52	52-40-410
10067	Cintas Corporation No. 445	4224203781	Uniforms- Sewer	03/17/2025	52.52	52.52	52-40-410
10067	Cintas Corporation No. 445	4224941682	Uniforms- Sewer	03/24/2025	52.52	52.52	52-40-410
10067	Cintas Corporation No. 445	4223445153	Landfill Supplies	03/10/2025	5.92	5.92	55-40-290
10067	Cintas Corporation No. 445	4224203758	Landfill Supplies	03/17/2025	5.92	5.92	55-40-290
10067	Cintas Corporation No. 445	4224941605	Landfill Supplies	03/24/2025	5.92	5.92	55-40-290
10067	Cintas Corporation No. 445	4223445153	Landfill Uniforms	03/10/2025	32.13	32.13	55-40-410
10067	Cintas Corporation No. 445	4223445182	Landfill Uniforms	03/10/2025	102.77	102.77	55-40-410
10067	Cintas Corporation No. 445	4224203758	Landfill Uniforms	03/17/2025	32.13	32.13	55-40-410
10067	Cintas Corporation No. 445	4224203852	Landfill Uniforms	03/17/2025	102.45	102.45	55-40-410

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
10067	Cintas Corporation No. 445	4224941605	Landfill Uniforms	03/24/2025	32.13	32.13	55-40-410
10067	Cintas Corporation No. 445	4224941652	Landfill Uniforms	03/24/2025	102.77	102.77	55-40-410
Total Cintas Corporation No. 445:					863.23	863.23	
CMI, INC.							
1750	CMI, INC.	8072085	Laser printer for intox unit	03/27/2025	365.00	365.00	13-40-810
1750	CMI, INC.	8072085	custom flash drive for intox unit	03/27/2025	65.73	65.73	13-40-810
1750	CMI, INC.	8072086	Intox unit assembly	03/27/2025	9,063.00	9,063.00	13-40-810
1750	CMI, INC.	8072086	Gas system for Intox unit	03/27/2025	1,440.88	1,440.88	13-40-810
Total CMI, INC.:					10,934.61	10,934.61	
Core & Main LP							
4375	Core & Main LP	W486190	Restock water meters for water di	03/11/2025	736.99	736.99	51-40-472
Total Core & Main LP:					736.99	736.99	
COX Business							
10695	COX Business	8301-3/1/25	Internet Town Hall	03/01/2025	1,000.00	1,000.00	10-48-481
Total COX Business:					1,000.00	1,000.00	
DE Lage Landen Financial Services							
10476	DE Lage Landen Financial Servic	589727750	Copier Lease- Admin	03/23/2025	168.37	168.37	10-43-840
10476	DE Lage Landen Financial Servic	589727750	Copier Lease- Police	03/23/2025	68.19	68.19	10-51-705
10476	DE Lage Landen Financial Servic	589727750	Copier Lease- Library	03/23/2025	68.19	68.19	10-62-705
Total DE Lage Landen Financial Services:					304.75	304.75	
Deborah and Dean Hansberry							
10833	Deborah and Dean Hansberry	04012025	Water Refund	04/03/2025	49.65	49.65	51-21350
Total Deborah and Dean Hansberry:					49.65	49.65	
Discount Tire							
1982	Discount Tire	1977499	two new tires for 2020 Nissan Ver	03/20/2025	417.13	417.13	10-51-470
Total Discount Tire:					417.13	417.13	
Garden Canyon Towing, LLC							
2348	Garden Canyon Towing, LLC	45356	Impound tow 250312-07 Blk 2007	03/12/2025	172.66	172.66	10-51-505
Total Garden Canyon Towing, LLC:					172.66	172.66	
Johnson Environmental Tech. Inc.							
10673	Johnson Environmental Tech. Inc.	250325	Quarterly Monitoring	03/25/2025	2,060.00	2,060.00	55-40-855
Total Johnson Environmental Tech. Inc.:					2,060.00	2,060.00	
July							
10728	July	4425	Quarterly Plan Fees	04/04/2025	600.00	600.00	10-43-122
Total July:					600.00	600.00	
Legend Technical Services of Arizona Inc							
10774	Legend Technical Services of Ariz	2404920	GW Monitoring	03/25/2025	347.00	347.00	51-40-510

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
10774	Legend Technical Services of Ariz	2504921	GW Monitoring	03/25/2025	127.00	127.00	51-40-510
Total Legend Technical Services of Arizona Inc:					474.00	474.00	
Mettler Toledo							
4210	Mettler Toledo	655373223	Basic Preventive Maintenance	01/21/2025	887.03	887.03	55-40-650
Total Mettler Toledo:					887.03	887.03	
P&M Construction Services Inc							
10572	P&M Construction Services Inc	2106	Rental for 623F Scraper. \$7,680	02/04/2025	7,680.00	7,680.00	55-40-650
Total P&M Construction Services Inc:					7,680.00	7,680.00	
Patrick K Greene							
4527	Patrick K Greene	MARCH2025	Legal fees for March	03/21/2025	1,365.00	1,365.00	10-45-120
Total Patrick K Greene:					1,365.00	1,365.00	
PITNEY BOWES BANK INC							
3187	PITNEY BOWES BANK INC	1026914629	Postage- Admin	02/07/2025	25.61	25.61	10-43-440
3187	PITNEY BOWES BANK INC	1026914629	Postage- Water	02/07/2025	89.64	89.64	51-40-440
3187	PITNEY BOWES BANK INC	1026914629	Postage- Sewer	02/07/2025	89.64	89.64	52-40-440
3187	PITNEY BOWES BANK INC	1026914629	Postage- Landfill	02/07/2025	51.22	51.22	55-40-440
Total PITNEY BOWES BANK INC:					256.11	256.11	
Ruben A. Villa							
4360	Ruben A. Villa	H-036-033025	Consulting Services- Admin	03/30/2025	1,307.85	1,307.85	10-43-650
4360	Ruben A. Villa	H-036-033025	Consulting Services- Magistrate	03/30/2025	109.02	109.02	10-45-650
4360	Ruben A. Villa	H-036-033025	Consulting Services- Road User	03/30/2025	163.53	163.53	23-40-650
4360	Ruben A. Villa	H-036-033025	Consulting Services- Water	03/30/2025	980.79	980.79	51-40-650
4360	Ruben A. Villa	H-036-033025	Consulting Services- Sewer	03/30/2025	734.70	734.70	52-40-650
4360	Ruben A. Villa	H-036-033025	Consulting Services- Landfill	03/30/2025	654.11	654.11	55-40-650
Total Ruben A. Villa:					3,950.00	3,950.00	
Senergy Petroleum LLC							
10215	Senergy Petroleum LLC	SEN-989141	DYED-ULSD #2	02/14/2025	34.23	34.23	10-57-476
10215	Senergy Petroleum LLC	SEN-992471	DYED-ULSD #2	02/20/2025	23.44	23.44	10-57-476
10215	Senergy Petroleum LLC	SEN-989141	DYED-ULSD #2	02/14/2025	154.02	154.02	51-40-476
10215	Senergy Petroleum LLC	SEN-992471	DYED-ULSD #2	02/20/2025	105.46	105.46	51-40-476
10215	Senergy Petroleum LLC	SEN-989141	DYED-ULSD #2	02/14/2025	154.02	154.02	52-40-476
10215	Senergy Petroleum LLC	SEN-992471	DYED-ULSD #2	02/20/2025	105.46	105.46	52-40-476
10215	Senergy Petroleum LLC	SEN-989141	DYED-ULSD #2	02/14/2025	3,080.32	3,080.32	55-40-476
10215	Senergy Petroleum LLC	SEN-992471	DYED-ULSD #2	02/20/2025	2,109.12	2,109.12	55-40-476
10215	Senergy Petroleum LLC	SEN-993073	Diesel Exhaust Fluid	02/21/2025	197.51	197.51	55-40-476
Total Senergy Petroleum LLC:					5,963.58	5,963.58	
Sierra Vista Fry Fire District							
10600	Sierra Vista Fry Fire District	2025-028	Contract (minus per diem & credit	03/31/2025	110,626.19	110,626.19	10-53-360
10600	Sierra Vista Fry Fire District	2025-026	Primer Pump and Motor for Engin	03/31/2025	2,527.63	2,527.63	10-53-470
10600	Sierra Vista Fry Fire District	2025-027	E161 Seatbelts x2	03/31/2025	752.24	752.24	10-53-470
Total Sierra Vista Fry Fire District:					113,906.06	113,906.06	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Southwest Motor Services Group							
10480	Southwest Motor Services Group	11499	250222-20 impound tow	02/22/2025	100.00	100.00	10-51-505
Total Southwest Motor Services Group:					100.00	100.00	
SW Building Inspection Service							
4025	SW Building Inspection Service	10890	Code Enforcement/Zoning	03/31/2025	4,800.00	4,800.00	10-54-360
Total SW Building Inspection Service:					4,800.00	4,800.00	
The Pin Center							
3133	The Pin Center	0325187	Purchase of 50 Challenge Coins	03/27/2025	414.00	414.00	10-42-530
Total The Pin Center:					414.00	414.00	
Tierra Water Management							
10566	Tierra Water Management	1567	Operator of Record Water	03/31/2025	750.00	750.00	51-40-650
10566	Tierra Water Management	1567	Operator of Record Sewer	03/31/2025	1,250.00	1,250.00	52-40-650
Total Tierra Water Management:					2,000.00	2,000.00	
Turner Laboratories, Inc							
4243	Turner Laboratories, Inc	24F0039	haloacetic acids, TTHM	06/03/2024	804.00	804.00	51-40-510
Total Turner Laboratories, Inc:					804.00	804.00	
Verizon Wireless							
4343	Verizon Wireless	6107893189	cell phones	03/07/2025	1,847.04	1,847.04	10-48-275
Total Verizon Wireless:					1,847.04	1,847.04	
Wells Fargo Remittance Center							
4377	Wells Fargo Remittance Center	12/14/24-1/13/	Christmas Raffle	01/13/2025	152.11	152.11	10-42-530
4377	Wells Fargo Remittance Center	12/14/24-1/13/	Public Notice	01/13/2025	713.05	713.05	10-43-250
4377	Wells Fargo Remittance Center	12/14/24-1/13/	USPS-Villa	01/13/2025	32.00	32.00	10-43-440
4377	Wells Fargo Remittance Center	12/14/24-1/13/	Walmart	01/13/2025	12.15	12.15	10-43-460
4377	Wells Fargo Remittance Center	12/14/24-1/13/	Finance Charge	01/13/2025	264.06	264.06	10-43-483
4377	Wells Fargo Remittance Center	12/14/24-1/13/	Gingers Title	01/13/2025	53.33	53.33	10-51-470
4377	Wells Fargo Remittance Center	12/14/24-1/13/	Restock city flags through Carrot-	01/13/2025	1,885.63	1,885.63	10-57-460
4377	Wells Fargo Remittance Center	12/14/24-1/13/	lowes	01/13/2025	526.71	526.71	10-57-500
4377	Wells Fargo Remittance Center	12/14/24-1/13/	Ace/Harbor Freight	01/13/2025	104.19	104.19	10-57-540
4377	Wells Fargo Remittance Center	12/14/24-1/13/	Mountain Plains LIB	01/13/2025	9.51	9.51	10-62-460
4377	Wells Fargo Remittance Center	12/14/24-1/13/	Membership Renewal	01/13/2025	105.00	105.00	10-62-640
4377	Wells Fargo Remittance Center	12/14/24-1/13/	Servsafe	01/13/2025	15.00	15.00	10-62-660
4377	Wells Fargo Remittance Center	12/14/24-1/13/	D&M Tire	01/13/2025	20.00	20.00	23-40-610
4377	Wells Fargo Remittance Center	12/14/24-1/13/	Amazon	01/13/2025	153.48	153.48	51-40-460
4377	Wells Fargo Remittance Center	12/14/24-1/13/	oReilly	01/13/2025	21.69	21.69	51-40-470
4377	Wells Fargo Remittance Center	12/14/24-1/13/	Dollar general	01/13/2025	10.85	10.85	52-40-610
4377	Wells Fargo Remittance Center	12/14/24-1/13/	PortaPot	01/13/2025	63.00	63.00	55-40-340
4377	Wells Fargo Remittance Center	12/14/24-1/13/	Lowes,PHX WEld	01/13/2025	435.94	435.94	55-40-460
4377	Wells Fargo Remittance Center	12/14/24-1/13/	HArbor Freight	01/13/2025	33.83	33.83	55-40-610
4377	Wells Fargo Remittance Center	12/14/24-1/13/	Polar Express	01/13/2025	1,259.42	1,259.42	86-40-100
Total Wells Fargo Remittance Center:					5,870.95	5,870.95	
Wist Office Products							
4169	Wist Office Products	2520078	Restock Supplies.	03/21/2025	67.61	67.61	51-40-460

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Total Wist Office Products:					67.61	67.61	
Grand Totals:					168,624.18	168,624.18	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:
Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Suzanne Harvey, Town Manager

DATE: 04/10/2025

SUBJECT: Request for FY25 Budget Amendment

Cities and towns commonly amend previously approved budgets as needed throughout the fiscal year. These amendments do not increase the total approved budget, nor do they affect our Home Rule expenditure limit. Instead, they enable us to make necessary adjustments between specific line items to reflect updated priorities, address unforeseen needs, or capitalize on new funding opportunities.

This request seeks your approval for a budget amendment related to the ARPA (American Rescue Plan Act) Grant Closeout and Reporting. These changes have become necessary since the FY25 budget was originally approved.

Request:

1. Reallocate Fire Services Contract Budget to “Transfers Out” for Capital Projects

Previously, the Mayor and Council approved the use of ARPA funds for either a list of specific capital projects or for Fire Service costs. As of March 31, 2025, all capital project expenditures have been either incurred or formally committed (encumbered), and they are properly recorded in the ARPA Fund.

To simplify the final ARPA closeout report due to the federal government by April 30, 2025, and to increase the likelihood of a smooth review, we recommend focusing the ARPA reporting exclusively on Fire Service expenses. This provides a more straightforward and transparent narrative for federal auditors.

The proposed amendment would move the budget for the Fire Services Contract (within the General Fund) to the “Transfers Out” line item, which will be redirected to cover capital project expenses. In turn, the ARPA grant will now be used to pay for Fire Services, freeing up General Fund dollars to pay for the approved capital projects. This shift does not increase any budget totals but simply reassigns existing funds to better align with federal reporting requirements and maximize compliance.

FUND/ DEPARTMENT	TYPE	GL CODE	ACCOUNT	APPROVED BUDGET	AMENDMENT AMOUNT	AMENDED BUDGET
General Fund/ Transfers Out to Capital Projects	Expenditure	10-90-980	Transfers Out	-	440,000.00	440,000.00
General Fund/ Fire Departmentg	Expenditure	10-53-360	Fire Services	440,000.00	(440,000.00)	-
Capital Projects Fund / Transfers In from GF	Revenue	80-39-910	Transfers In	-	440,000.00	440,000.00
Capital Projects Fund / Authorized Expenditures	Expenditure	80-40-850	Fire Services	-	440,000.00	440,000.00

2. Reallocate Capital Projects Budget to “Skyline Project” to Cover Required City Match for Roadway Improvement Grant

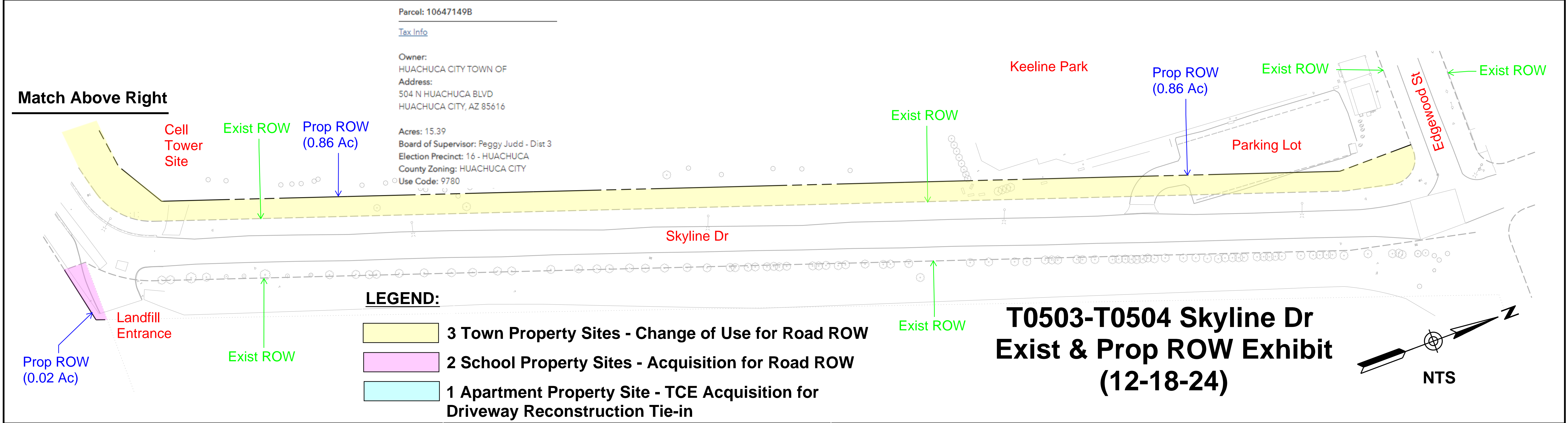
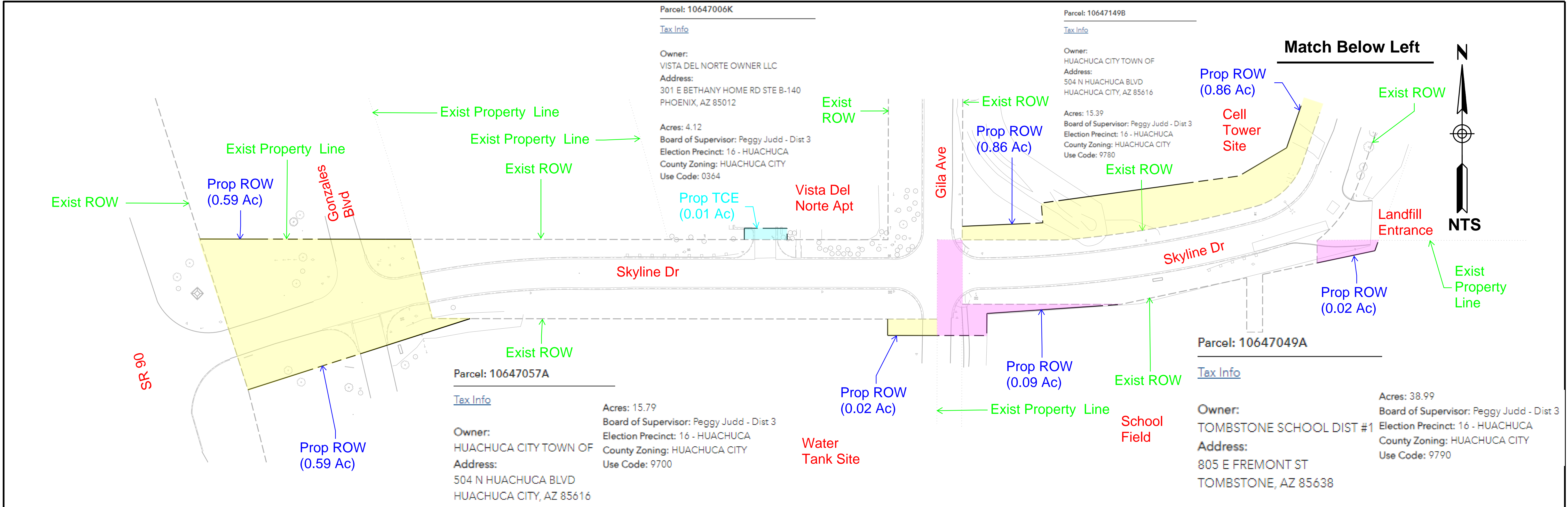
Our IGA with ADOT was recently amended to ensure that we have adequate funds in place to complete the Skyline Project, a priority capital initiative involving roadway improvements. Based on 99% design completion, there was potential shortfall of approximately \$500,000. Luckily we were able to obtain STBG funds to cover the majority of that cost but we did incur a match requirement of \$30,223.

To meet this new requirement and ensure the project remains on schedule, staff recommend reallocating funds from the Capital Projects Fund to the Skyline Project line item. Sufficient capacity exists within the Capital Projects Fund from uncommitted budgeted amounts, allowing this adjustment without adversely affecting other planned projects.

FUND/ DEPARTMENT	TYPE	GL CODE	ACCOUNT	APPROVED BUDGET	AMENDMENT AMOUNT	AMENDED BUDGET
Capital Projects	Expenditure	80-40-928	Transfers Out	-	30,223.00	30,223.00
Capital Projects	Expenditure	80-40-807	Road, Street & Sidewalk	100,000.00	30,223.00	130,223.00
Skyline	Revenue	28-39-980	Transfers In	-	30,223.00	30,223.00
Skyline	Expenditure	28-40-810	Construction	1,855,000.00	30,223.00	1,885,223.00

These adjustments are essential for maintaining fiscal responsibility, ensuring that available resources are used efficiently, and are aligned with the City Council's previously approved priorities. These amendments do not increase the total approved budget.

We respectfully request your consideration and approval of these budget amendments. Please let us know if you have any questions or would like further details—we are happy to provide additional clarification as needed.



	PRELIMINARY		NAME	DATE	ARIZONA DEPARTMENT OF TRANSPORTATION INFRASTRUCTURE DELIVERY AND OPERATIONS DIVISION ROADWAY DESIGN SERVICES	ROUTE N/A	F.H.W.A. Arizona Division	STATE ARIZ.	PROJECT NO.	FEDERAL AID NO.	SHEET NO.	TOTAL SHEETS	RECORD DRAWING				
						MILEPOST N/A			0000 CH HCY	NFA							
		Review NOT FOR CONSTRUCTION OR RECORDING	BURGESS & NIPLE 1500 N. PRIEST DR. SUITE 102 TEMPE, AZ 85288			ROW PLOT			LOCATION SKYLINE DR; SR90 TO LANDFILL ENTRANCE								DWG NO.
									TRACS NO. T0503 01C		ADOT				___ OF ___		

Title VI Plan Cover Page

Town of Huachuca City 2025



Title VI Contact: Suzanne Harvey Town Manager

Title VI Contact Phone: 520-456-1354

Title VI Contact Email: sharvey@huachucacityaz.gov

TTY Number (If applicable):

Alternate Language Phone: 520-456-1354

Address: 500 N Gonzales Blvd Huachuca City, Arizona 85616

Web Address: <https://huachucacityaz.gov>

Para Información en Español: Gerald Hursh 520-581-4989

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Executive Summary

The Town of Huachuca City provides weekly trips to Sierra Vista for the Senior citizens and individuals with disabilities within our area. We run 2 times a week from 9am to 4pm making stops at medical offices, shopping centers, and the local Salvation Army.

What type of program fund(s) did you apply for?

- ☒ 5310
- ☐ 5311
- ☐ Other (please explain) _____

Type of Funding Requests? (Check all that apply)

- ☒ Vehicle Funds
- ☒ Operating Funds
- ☐ Other (please explain) _____

Is your agency receiving direct funds from FTA?

- ☐ If yes, please attach a copy of your FTA letter of approval of Title VI Plan.
- ☒ No

Non Discrimination Notice to the Public

Notifying the Public of Rights Under Title VI and ADA Town of Huachuca City

Town of Huachuca City operates its programs and services without regard to race, color, national origin or disability in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **Town of Huachuca City**.

For more information on the **Town of Huachuca City's** civil rights program, and the procedures to file a complaint, contact **Suzanne Harvey Town Manager, 520-456-1063, (TTY)**; email **sharvey@huachucacityaz.gov**; or visit our administrative office at **500 N Gonzales Blvd Huachuca City, Arizona 85616**. For more information, visit **<https://huachucacityaz.gov>**.

Complaints may be filed directly with the Arizona Department of Transportation **(ADOT) Civil Rights Office**. ATTN: Title VI Program Coordinator 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 or with the Federal Transit Administration **(FTA)**. ATTN: Title VI Program Coordinator, 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, contact **520-456-1354**. *Para información en Español llame: **Gerald Hursh 520-581-4989**

*** The sentence above should be provided in any language(s) spoken by LEP individuals within your service area that meet the safe harbor threshold.**

Non Discrimination Notice to the Public - Spanish

Aviso Público Sobre los Derechos Bajo el Título VI Y ADA Town of Huachuca City

Town of Huachuca City (*y sus subcontratistas, si cualquiera*) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964, Sección 504 de la Ley de Rehabilitación de 1973 y La Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA). El nivel y la calidad de servicios de transporte serán proveídos sin consideración a su raza, color, país de origen, o discapacidad.

Para obtener más información sobre el programa de Derechos Civiles de **Town of Huachuca City**, y los procedimientos para presentar una queja, contacte **Suzanne Harvey Town Manager 520-456-1063, (TTY)**; o visite nuestra oficina administrativa en **500 N Gonzales Blvd Huachuca City, Arizona 85616**. Para obtener más información, visite **<https://huachucacityaz.gov>**

Una queja puede ser presentada con la oficina de Derechos Civiles del Departamento de Transporte de Arizona (**ADOT**). Atención: Title VI Program Manager, 206 S. 17th Ave MD 155A Phoenix AZ, 85007 o con la Administración Federal de Transporte (**FTA**). Atención: Title VI Coordinator, 1200 New Jersey Ave., SE Washington DC 20590

The above notice is posted in the following locations: **Huachuca City Town Hall, online at <https://huachucacityaz.gov> and on all the transit buses.**

This notice is posted online at **<https://huachucacityaz.gov>**

Non-Discrimination ADA/Title VI Complaint Procedures

These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) as they relate to any program or activity that is administered by **Town of Huachuca City** including consultants, contractors and vendors. Intimidation or retaliation as a result of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color, national origin, or disability may file a Discrimination complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within **180** calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The ADA/Title VI contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted **Town of Huachuca City** will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the **Town of Huachuca City** or submitted to the State or Federal authority for guidance.

- (7) **Town of Huachuca City** will notify the ADOT Civil Rights Office of ALL Discrimination complaints within 72 hours via telephone at 602-712-8946; or email at civilrightsoffice@azdot.gov.
- (8) **Town of Huachuca City** has 10 business days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 10 business days from the date of the letter to send the requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the Authority can administratively close the case. The case can be administratively closed also if the complainant no longer wishes to pursue their case.
- (9) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Discrimination violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff members or other action will occur.
- (10) A copy of either the closure letter or LOF must also be submitted to ADOT within **72** hours of that decision. Letters may be submitted by hard copy or email.
- (11) A complainant dissatisfied with **Town of Huachuca City** decision may file a complaint with the Arizona Department of Transportation (**ADOT**) or the Federal Transit Administration (**FTA**) offices of Civil Rights: **ADOT**: ATTN ADA/Title VI Program Coordinator 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: Attention Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590
- (12) A copy of these procedures can be found online at: <https://huachucacityaz.gov>.

If information is needed in another language, contact **520-456-1354**. *Para información en Español llame: **Gerald Hursh 520-581-4989**

Discrimination ADA/Title VI Complaint Form

Section I:		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to Section III.</i>		
If not, please supply the name and relationship of the person for whom you are complaining.		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section III:		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin <input type="checkbox"/> Disability
Date of Alleged Discrimination (Month, Day, Year): _____		
<p>Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.</p> <p>_____</p> <p>_____</p> <p>_____</p>		
Section VI:		
Have you previously filed a Discrimination Complaint with this agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please provide any reference information regarding your previous complaint.

Section V:

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

☐ Yes ☐ No

If yes, check all that apply:

☐ Federal Agency: _____

☐ Federal Court: _____ ☐ State Agency: _____

☐ State Court : _____ ☐ Local Agency: _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

Section VI:

Name of agency complaint is against:

Name of person complaint is against:

Title:

Location:

Telephone Number (if available):

You may attach any written materials or other information that you think is relevant to your complaint.

Your signature and date are **required** below:

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Town of Huachuca City

Suzanne Harvey Town Manager

500 N Gonzales Blvd Huachuca City, Arizona 85616

520-456-1063

sharvey@huachucacityaz.gov

A copy of this form can be found online at **<https://huachucacityaz.gov>**

Discrimination ADA/Title VI Investigations, Complaints, and Lawsuits

If no investigations, lawsuits, or complaints were filed select the option below.

☒ **Town of Huachuca City** has not had any ADA nor Title VI Discrimination complaints, investigations, or lawsuits in **2024**.

Complainant	Date (Month, Day, Year)	Basis of Complaint (Race, Color, National Origin or Disability)	Summary of Allegation	Status	Action(s) Taken	Final Findings?
Investigations						
1)						
2)						
Lawsuits						
1)						
2)						
Complaints						
1)						
2)						

Public Participation Plan

Town of Huachuca City is engaging the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys.

As an agency receiving federal financial assistance, **Town of Huachuca City** made the following community outreach efforts and activities to engage minority and Limited English Proficient populations since the last Title VI Plan submittal to ADOT CRO.

☒ Posted the Nondiscrimination Public Notices to the following locations:

☒ Within transportation vehicles

☒ Lobby of agency

☒ Added public interactive content to the agency's webpage for the public e.g. social media, to communicate schedule changes or activities (<https://huachucacityaz.gov>)

☒ Hosted an information booth at a community event (10-31-2024)

Town of Huachuca City will make the following community outreach efforts for the **upcoming year**:

☒ Post the Nondiscrimination Public Notices to the following locations:

☒ Within transportation vehicles

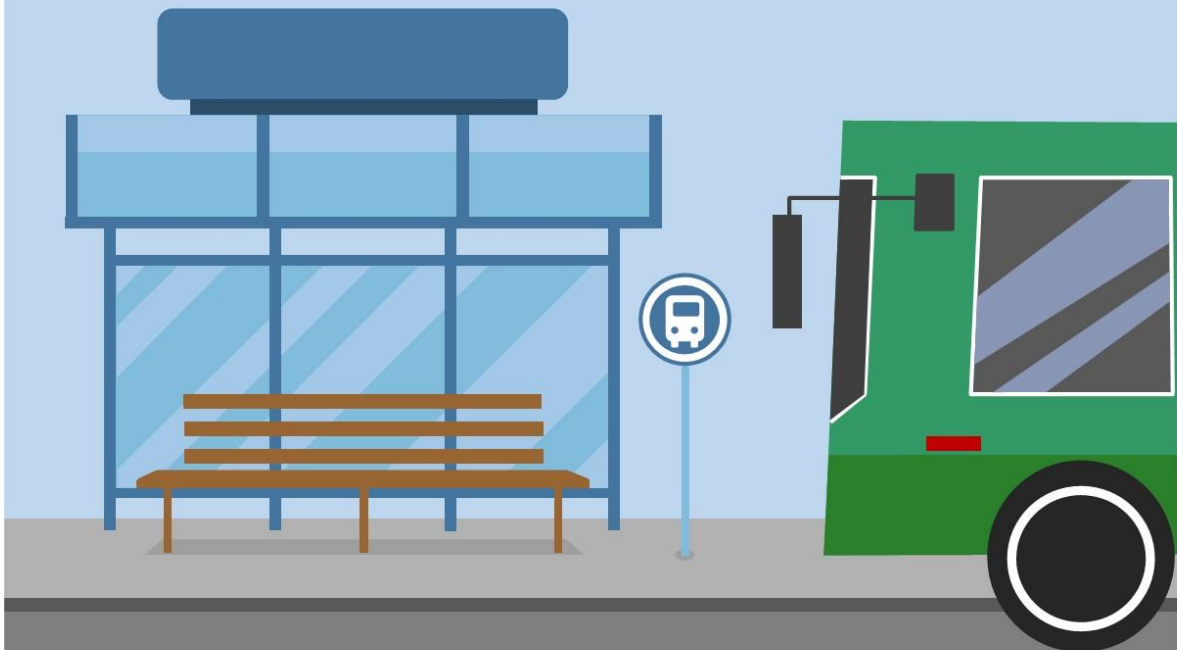
☒ Lobby of agency

☒ Add public interactive content to the agency's webpage for the public e.g. social media, to communicate schedule changes or activities.

☒ Host an information booth at a community event

☒ Update agency documents/publications to make them more user-friendly e.g. comment forms or agency brochures.

HUACHUCA CITY FREE BUS SERVICE



Huachuca City runs a free bus service on Tuesdays and Thursdays. The service picks you up at your home and will drop you off in Huachuca City or take you into Sierra Vista. The service runs from 9am until 4pm depending on the riders appointments. Please make a reservation at least 24 hours in advance.

Call Town Hall at (520) 456-1354 to make a reservation

Limited English Proficiency Plan

Town of Huachuca City has developed the following Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to **Town of Huachuca City** services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining the **Town of Huachuca City's** extent of obligation to provide LEP services, the **Town of Huachuca City** undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

- 1) The number or proportion of LEP persons eligible in the **Town of Huachuca City** service area who may be served or likely to encounter by **Town of Huachuca City** program, activities, or services;



LEP.docx

- 2) The frequency with which LEP individuals come in contact with an **Town of Huachuca City** services;

Town of Huachuca City's staff reviewed the frequency with which office staff, dispatchers and drivers have, or could have, contact with LEP persons for **2024**. **Town of Huachuca City** averages **0**contacts per **YEAR**.

- 3) The nature and importance of the program, activities or services provided by the **Town of Huachuca City** to the LEP population.
- 4) The resources available to **Town of Huachuca City** and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

Town of Huachuca City provides a statement in Spanish and will for additional languages specific to the LEP community make up that will be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested.

Safe Harbor Provision for written translations

Town of Huachuca City complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

- (1) Non-Discrimination Notice
- (2) Discrimination Complaint Procedures
- (3) Discrimination Complaint Form

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches each LEP group. Vital documents include the following:

- (1) Notices of free language assistance for persons with LEP
- (2) Notice of Non-Discrimination and Reasonable Accommodation
- (3) Outreach Materials
- (4) Bus Schedules
- (5) Route Changes
- (6) Public Hearings

1) **Town of Huachuca City** provides language assistance services through the below methods:

- ☒ Staff is provided a list of what written and oral language assistance products and methods the agency has implemented and how agency staff can obtain those services.
 - ☒ Instructions are provided to customer service staff and other **Town of Huachuca City** staff who regularly take phone calls from the general public on how to respond to an LEP caller.
 - ☒ Instructions are provided to vehicle operators, station managers, and others who regularly interact with the public on how to respond to an LEP customer.
 - ☒ Use of “I Speak” cards.
-

2) **Town of Huachuca City** has a process to ensure the competency of interpreters and translation service through the following methods:

Town of Huachuca City will ask the interpreter or translator to demonstrate that he or she can communicate or translate information accurately in both English and the other language. **Town of Huachuca City** will train the interpreter or translator in specialized terms and concepts associated with

the agency's policies and activities. **Town of Huachuca City** will instruct the interpreter or translator that he or she should not deviate into a role as counselor, legal advisor, or any other role aside from interpreting or translator. **Town of Huachuca City** will ask the interpreter or translator to attest that he or she does not have a conflict of interest on the issues that they would be providing interpretation services.

3) **Town of Huachuca City** provides notice to LEP persons about the availability of language assistance through the following methods:

***CHECK ALL THAT APPLY AND REMOVE THOSE THAT ARE NOT APPLICABLE:**

- ☒ Posting signs in intake areas and other points of entry
- ☒ Statements in outreach documents that language services are available from the agency.
- ☒ Announcements at community meetings
- ☒ Information tables at local events
- ☒ Signs and handouts available in vehicles and at stations
- ☒ Agency websites
- ☒ Customer service lines

4) **Town of Huachuca City** monitors, evaluates and updates the LEP plan through the following process:

Town of Huachuca City will monitor the LEP plan by conducting an annual Four-Factor analysis, establishing a process to obtain feedback from internal staff and members of the public and conducting internal evaluations to determine whether the language assistance measures are working for staff. **Town of Huachuca City** will make changes to the language assistance plan based on feedback received. **Town of Huachuca City** may take into account the cost of proposed changes and the resources available to them. Depending on the evaluation, **Town of Huachuca City** may choose to disseminate more widely those language assistance measures that are particularly effective or modify or eliminate those measures that have not been effective. **Town of Huachuca City** will consider new language assistance needs when expanding transit service into areas with high concentrations of LEP persons will consider modifying their implementation plan to provide language assistance measures to areas not previously served by the agency.

5) **Town of Huachuca City** trains employees to know their obligations to provide meaningful access to information and services for LEP persons and all employees in public contact positions will be properly trained to work effectively with in-person and telephone interpreters. **Town of Huachuca City** will implement processes for training of staff through the following procedures:

Town of Huachuca City will identify staff that are likely to come into contact with LEP persons as well as management staff that have frequent contact with LEP persons in order to target training to the appropriate staff. **Town of Huachuca City** will identify existing staff training opportunities, as it may be cost-effective to integrate training on their responsibilities to persons with limited English proficiency into agency training that occurs on an ongoing basis. **Town of Huachuca City** will include this training as part of the orientation for new employees. Existing employees, especially managers and those who work with the public may periodically take part in re-training or new training sessions to keep up to date on their

responsibilities to LEP persons. **Town of Huachuca City** will implement LEP training to be provided for agency staff. **Town of Huachuca City** staff training for LEP to include:

- A summary of the **Town of Huachuca City** responsibilities under the DOT LEP Guidance;
- A summary of the **Town of Huachuca City** language assistance plan;
- A summary of the number and proportion of LEP persons in the **Town of Huachuca City** service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population;
- A description of the type of language assistance that the agency is currently providing and instructions on how agency staff can access these products and services; and
- A description of the **Town of Huachuca City** cultural sensitivity policies and practices.

***PROVIDE SAMPLE DOCUMENTS YOUR AGENCY PROVIDES FOR LEP
INDIVIDUALS**

Jose Olivas – Huachuca City Police Department – 520-678-9299 – Spanish

Suzanne Harvey - Huachuca City Town Manager – 520-678-0177 – Italian

TBD –ASL

Non-elected Committees Membership Table

Subrecipients who select the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Subrecipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

☒ **Town of Huachuca City** does not select the membership of any transit-related committees, planning boards, or advisory councils.

Monitoring for Subrecipient Title VI Compliance

Describe how you monitor your subrecipients. This can be through site visits, submissions of Title VI Plans annually, or training and surveys.

☒ **Town of Huachuca City** does not monitor subrecipients for Title VI compliance.

Title VI Equity Analysis

A subrecipient planning to acquire land to construct certain types of facilities must not discriminate on the basis of race, color, or national origin, against persons who may, as a result of the construction, be displaced from their homes or businesses. “Facilities” in this context does not include transit stations or bus shelters, but instead refers to storage facilities, maintenance facilities, and operation centers.

There are many steps involved in the planning process prior to the actual construction of a facility. It is during these planning phases that attention needs to be paid to equity and non-discrimination through equity analysis. The Title VI Equity Analysis must be done before the selection of the preferred site.

Note: Even if facility construction is financed with non-FTA funds, if the subrecipient organization receives any FTA dollars, it must comply with this requirement.

☒ **Town of Huachuca City** has no current or anticipated plans to develop new transit facilities covered by these requirements

Fixed Route Transit Provider Analysis

Fixed Route: Public transit service (other than by aircraft) provided on a repetitive, fixed-schedule basis along a specific route, with vehicles stopping to pick up passengers.

A subrecipient providing fixed route service, as defined above, must determine the distribution of transit amenities or the vehicle assignments for each mode in a non-discriminatory manner. The subrecipient must develop policies to ensure service is not distributed on the basis of race, color, or national origin.

Effective practices to fulfill the Service Standards requirements include developing written policies covering each of the following service indicators: (can be expressed in writing or in table format – see Circular Appendix G & H pp. 87-91)

☒ **Town of Huachuca City** is not a Fixed Route Transit Provider

Board Approval for the Title VI Plan

***(INSERT A COPY OF THE BOARD MEETING MINUTES AFTER
CONDITIONAL CRO APPROVAL. BOARD MINUTES MUST BE FOR THE
YEAR OF THE GRANT APPLICATION CYCLE)**

March 27, 2025

TOWN OF HUACHUCA CITY



Town Manager

RETREAT PRESENTATION



GOALS

- Improve HR - Employee Retention Effectiveness
 - ASRS
 - Employee Manual
 - Streamline HR Processes/standard practices
 - Find & fund training to develop employees
- Improve Code Enforcement
- Abatement Program – will promote economic growth
- Update Procurement Code



GOALS

- Beautification of highway & community areas
- Improve Roads/Contract with County?
- New Meters/eval of water system/mapping
- Improve Landfill
 - Reduce costs
 - Evaluate current operations & current life
 - Next steps to use expansion area
 - Better solution for landfill assurance money
 - New equipment



GOALS

- Re-establish commissions
- Meet regularly with community members & business owners
- Improve Keeline & finish Veteran's Park
- Better communication with public; improve website to make town more attractive to new residents and businesses and to improve access to information
- Skyline Projects



GOALS

- Alleyway plan
- Identify capital projects/equipment and make a planning document and fund
- Start CDBG Planning
- General Plan Update
- Explore possibility of Flood Mitigation Project with grant funding
- Leadpipe Inventory



Challenges:

- Funding
- Staffing/Expertise
- Lack of volunteers

Staffing:

- P/t admin assistant to help with routine/hr tasks
- PT Parks & Rec and PT Public Works for alleyways
- PT IT
- PT Community Development Coordinator/webmaster

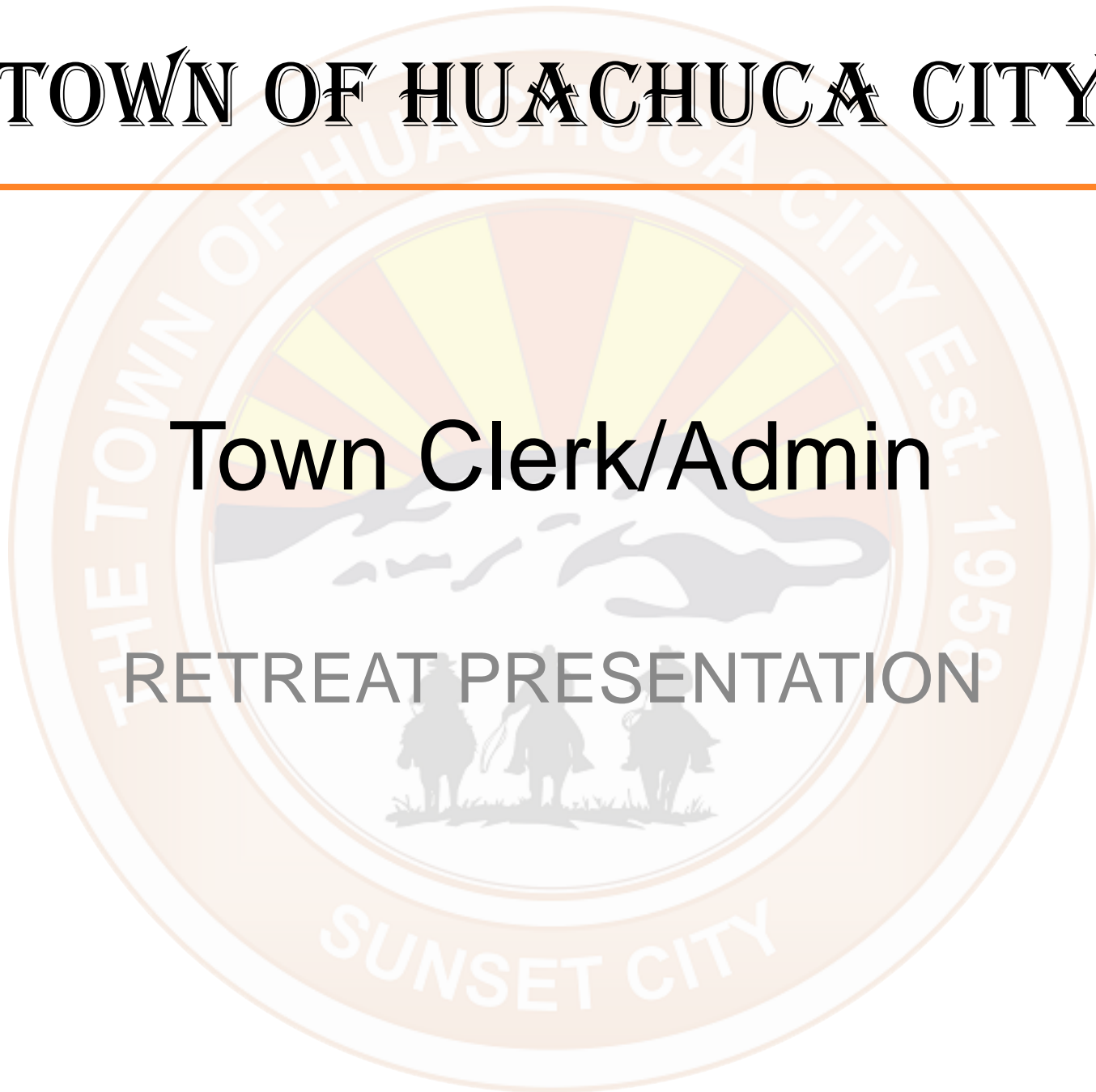
Equipment Needs: IT upgrades (council/staff)

Training Needs: To be identified departmentally

TOWN OF HUACHUCA CITY

Town Clerk/Admin

RETREAT PRESENTATION





- GOALS- RECORDS MAINTENANCE, FORMS, WATER METERS, VOIP PHONES, WORK ORDERS, WEBSITE
- CHALLENGES- COORDINATION, FUNDING, TECHNICAL
- STAFFING NEEDS- NONE CURRENTLY (POSSIBLY PART TIME IT PERSON?)



- EQUIPMENT NEEDS- VOIP PHONES, METERS, PROGRAMS, TABLETS, SHREDDER, SERVER, PRINTER
- TRAINING NEEDS- CROSSTRaining, AMCA, RECORDS MANAGEMENT

TOWN OF HUACHUCA CITY

COUNCIL AND COMMUNITY INPUT

RETREAT PRESENTATION





- Exercise Classes at the pool
- Get help for floodplain
- Goat Head mitigation
- Traffic Light to get on highway
- Speeding on the highway in the morning especially
- Code Enforcement
- Water meters that measure to 100 gallons/real-time view of water usage
- Dog Park



- Street repairs
- Parks and Recs Department –sporting events at Keeline
- Bring in new businesses
- Promote the arts – add art to our public spaces
- Solve the Goat Head problem
- Commercial Kitchen in Activity Center
- Intern program to help staff
- Embrace new businesses instead of chasing them to other communities
- Contract out Police to save money



- After-school program – partner with school
- Improve communication with citizens
- Bring back Parks and Rec committee
- Daily/weekly park inspections to insure safety & cleanliness
- Bike Rentals through PD & Library
- Acquisition of Morales Property near Hunt Park
- Grass/Sprinklers and remove dead/dying trees; replace with native trees
- Outdoor volleyball court and Splash pad
- Update building, zoning & yard (neighborhood preservation codes)



- Repair roads/improve street & and park lighting
- Water meters – update with new technology
- Bring small business in by offering incentives
- More events and maybe a farmer's market
- Clean up and make residents clean up
- Pay Town employees better to get & keep good ones
- Improve registration of dogs and cats.
- More dynamic website/more appealing