



# TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE  
HUACHUCA CITY TOWN COUNCIL WORK SESSION  
OCTOBER 10, 2019 AT 6:00 PM  
HUACHUCA CITY TOWN HALL  
500 N. GONZALES BLVD.  
HUACHUCA CITY, AZ 85616**

## AGENDA

### **A. Call to Order – Mayor**

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

*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.*

**The meeting was called to order at:** 6:01PM  
**The Pledge of Allegiance was led by:** Mayor Wallace

### **Roll Call**

<b>Individual</b>	<b>Position</b>	<b>Present</b>	<b>Absent</b>
Johann Wallace	Mayor	X	
Donna Johnson	Mayor Pro-Tem	X	
Debra Trate	Councilor	X	
Christy Hirshberg	Councilor	X	
Joy Banks	Councilor	X	
Cynthia Butterworth	Councilor	X-6:04	
Matthew Williams	Town Manager	X	
Janine Collins	Town Clerk	X	

Thomas Benavidez	Town Attorney		X
------------------	---------------	--	---

**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.

**Call to Public:**

1. **Dwight Partain, 519 Navajo Street. Questions or points which he feels needs to be addressed.**
  - a. **Police- good job**
  - b. **Possible street lamps on 500 block Navajo?**
  - c. **Empty fire station?**
  - d. **Recreation center (Lower Huachuca City Park) outdoor fountain?**

**C.1 Business Before the Council - Mayor**

**C.1 Discussion Only [Mayor Wallace]:** Town Department Goals Planning Session. All Town Departments including Administration, Police, Landfill, Public Works, Library/Community Services, Court, Fire, Building Regulation, Pool, Bus, Senior Center, Water, Sewer, and Town Savings accounts may be discussed.

<b>Motion C.1: Open Item for discussion and/or action</b>	<b>Action: Open</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Mayor ProTem Johnson</b>

Matthew Williams: Town Goals: We will need to do another work session to complete all the departments.

Admin Financial Goals:

**1 year goals:**

Have \$ 1,000,000 in general fund savings. \$886k as of 8/31/19. Note: \$775k in October 2018.

**5 year goals:**

Have \$1,500,000 in general fund savings.

Have 50% of water/sewer budget in savings per utility.

Water-\$130k                  Sewer-\$109k

**10 year goals:**

Have \$2,100,000 in general fund savings, which should be 50% of the general fund budget, without grants.

Eliminate PSPRS unfunded liability \$306k.

***Maintain 50% of annual general fund budget & 50% of annual utility budget in savings, per utility.***

**Admin Staff Goals:**

**1 year goals:**

Town full time staff under ASRS retirement system. We are one of two towns that do not have this. You need to be in the system for 10 years to use it. If you retire under the 10 years you get everything back you put in. \$40k additional cost annually to Town. The Employees would need to buy in at 12% and the town would match it

**Donna Johnson:** What about people who have been here 20 years?

**Matthew Williams:** We would not be able to afford to pay for that.

Note: Police already under PSPRS.

Join insurance health pool with other small towns. Our insurance rates are high because we are small, the more employees you have the bigger the discount.

Employee training opportunities

Annual 2% employee COLA

Establish graduate student intern program in admin dept.

**5 year goals:**

Provide better insurance to employees. Reduce employee family insurance costs.

Cost share on employee tuition

Establish chain of succession per department. *Strive to hire staff who can eventually replace you.*

Increase employee skills/qualifications

**10 year goals:**

Council-what do you want to see?

**Landfill Financial Goals (Savings Account):**

**1 year goals:**

Have \$ 100,000 in landfill savings after upcoming equipment purchases.

**5 year goals:**

Have \$750,000 in landfill savings

Note: To accomplish this goal Landfill Property Lease of \$702k must be lowered as Town business development grows.

**10 year goals:**

**Maintain 50% of annual landfill budget landfill savings account. CIP purchases should never take the savings amount below 50%.**

**Landfill Expansion Trust Fund:**

Close current landfill cell 1 by 2022. Landfill cell 2 opening by 2022.

As cell 1 closes, trust fund money for cell 1 unlocks use to construct cell 2.

If not plan to pay \$100k annually to stay current with trust requirements in 2023.

Soil study for cell 3 2022. Cell 3-New pit opens.

We don't want to continue in cell 1, we could create a pyramid which would obstruct the views

**Landfill Equipment Goals:**

Sell 613 scraper for \$100k. Buy 623 scraper for \$200k. Note: Should have less then 5k hours, Cat inspected.

Buy Replacement Front End Loader, sell 966 loader once sewer pond project is completed.

Acquire back up scraper from GSA-CAT 615 or 623

"Flip" surplus equipment to build savings.

**5 year goals:**

Plan to replace D6 dozer & 816 compactor in 2026

Acquire backup compactor from GSA

Acquire rig & low boy to haul Town equipment

**10 year goals:**

Plan to purchase new equipment every 7 years. Always under warranty.

Budget to save and pay cash for new equipment every 7 year. Pay landfill savings back plus interest to Town landfill savings

**Public Works/Landfill Goals: By Jim Halterman**

**1 year goals**

We need a water wagon

Replace brush hog mower

Sell current backhoe & replace with newer backhoe

Replace landfill service truck (already approved by Council)

Hire for retiring crew members

CDL driver on staff

Trial run on 10 digital water meters

We need to pay the public works employees more

Replacing park equipment

**5 year goals**

Replace old water lines

Town water meters 100% digital-no meter reading required

Replace public works trucks with USDA BOGO Program

Have a back up packer

**Councillor Trate:** Why only digital 10 meters?

**Jim Halterman:** We want to see how they work first.

**10 year goals**

Replace Water Shutoff valves & Control panels

**HURF Goals:**

**1 year goals**

Complete Town road assessment with SVMPO

RFP for immediate Town HURF infrastructure needs

**5 year goals**

HURF Revenue bond to resurface Town roads

**10 year goals**

Use HURF funds to build pan & gutter on Town streets

Maintain long term schedule of Town road resurfacing

**Senior Center/Food Bank Goals:**

**1 year goals**

Establish a Food Pantry

Establish TEFAP/Senior Food Box Distribution

Establish internet access & computer classes

ADA bathrooms & working commercial kitchen in Senior Center

Senior Center Branding (Senior & Community Services/Library Extension)

Annual Senior Services Fair

Repair outside soffits and ceiling in kitchen

**5 year goals**

Establish Congregate Meal Program

Paint outside of building

**10 year goals**

Maintain Congregate Meal Program Grant Compliance

**Library Goals:**

**1 year goals**

New sign over front door

Reorganize maker's space

New adult computers  
Garden area behind library & beautification of front area  
Fix parking lot drainage problem  
Increase teen programming

**5 year goals**

Redo murals in children's computer area  
New carpet  
Paint outside of building

**10 year goals**

Sidewalk from back of library to front door  
Business/Learning center – building addition (northwest corner)

**Building/Planning Department Goals:**

**1 year goals**

Complete the modernization of the Town zoning codes  
Initiate an online code violation complaint process  
Create and publish online a GIS map, reflecting Town properties and zoning classifications  
Update ICODES (Building codes)

**5 year goals**

Install a sidewalk grid throughout the Town  
Revitalization of lower to encourage new construction  
Initiate a plan to encourage development on the west side

**10 year goals**

Construction of a new Town Hall complex @ corner of Gonzales and Skyline

**Councillor Butterworth:** how much would a new complex cost us?

**Jim Johnson:** 3-4 million on the low side depending on how big you go

**Police/Animal Control Goals:**

**1 year goals**

Police Department Operating Budget defined  
Procure Two New Police Vehicles or Determine alternative option  
Repeater (UHF/VHF) for expanded communications into Whetstone  
Develop Maintenance Schedule, Extended Warranty (Two years remaining)  
Train new Sworn Peace Officer (Currently in academy)  
Define Town Code Criminal vs. Civil – Proper Sanctions vetted through HCMC  
Upgrade/Add camera's (Audio to Holding Cells)

**5 year goals**

Expansion of Squad Room- Expand Interior of Building  
Outdoor Shooting Range  
Animal Shelter Open and operating in a more expanded role

**10 year goals**

Double the number of Officers (Annexation)  
Start or complete the turn over vehicle fleet

**D. Adjournment**

<b>Motion: to Adjourn</b>		<b>Action: Approved</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Mayor ProTem Johnson</b>	

**Meeting Adjourned: 7:00pm**

Approved by Mayor Johann R. Wallace on October 24<sup>th</sup>, 2019.

Mr. Johann R. Wallace  
Mayor

Attest:   
Ms. Janine Collins,  
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 October 10, 2019. I further certify that the meeting was duly called and a quorum was present.



---

Ms. Janine Collins,  
Town Clerk

