



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL WORK SESSION
May 14, 2020 AT 6:00 PM
HUACHUCA CITY Library/ Online
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

SPECIAL NOTICE: BY PROCLAMATION OF THE MAYOR DUE TO THE COVID-19 PANDEMIC, THE MAYOR AND COUNCIL WILL HOLD PUBLIC MEETING'S AT THE TOWN LIBRARY. THESE MEETINGS WILL BE LIVE-STREAMED. MEMBERS OF THE PUBLIC MAY ATTEND THESE MEETINGS BY GOING TO <https://www.facebook.com/HuachucaCityAZ>. IN ADDITION, THE MAYOR HAS TEMPORARILY SUSPENDED CALLS TO THE PUBLIC AT THESE MEETINGS. HOWEVER, MEMBERS OF THE PUBLIC MAY SUBMIT WRITTEN COMMENTS TO THE TOWN CLERK TWENTY-FOUR HOURS IN ADVANCE OF THE MEETING. ADVANCE NOTICE OF THESE MEETINGS CAN BE FOUND AT THE TOWN'S USUAL AGENDA POSTING LOCATIONS INCLUDING THE TOWN'S WEBSITE <https://huachucacityaz.gov/>

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: 6:00 pm
The Pledge of Allegiance was led by: Mayor Wallace
The invocation was offered by: None

Roll Call

Individual	Position	Present	Absent
Johann Wallace	Mayor	X	
Donna Johnson	Mayor Pro-Tem	X	
Debra Trate	Councilor	By Phone	
Christy Hirshberg	Councilor	X-6:11	
Joy Banks	Councilor	By Phone	
Cynthia Butterworth	Councilor	X	
Jean Post	Councilor	X	
Philip Cushman	Town Manager	X	
Janine Rustine	Town Clerk	X	
Thomas Benavidez	Town Attorney		X

B. Call to the Public – Mayor TEMPORARILY SUSPENDED – WRITTEN COMMENTS MAY BE SUBMITTED TO THE TOWN CLERK

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. Discussion [Manager Cushman]: Upcoming budget for the fiscal year 2021. All town revenues and expenses may be discussed.

Motion C: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Staffing acknowledge: library director Ms. Suzanne Harvey, Dr. Johnson building official and zone plain administrator, Ms. Margaret Saenz for court, Ms. Ha Vu finance clerk, and Chief Thies chief of police.

Mayor Wallace: We probably will have a work session with public works and landfill next week.

Director Vu: This is a snapshot of our revenue and our expenses and as of today our revenue is at 2.5 million, our major expenses are the payroll the Whetstone fire, SEACOM, the risk pool and the stardust and the major expenses are two point two million and the difference is three hundred two.

Manager Cushman: Administration FY 2021 Proposed

Personnel Services	\$150,000
New Hire	\$150
Overtime	\$250
Employee Benefits	\$37,913
Attorney Fees	\$0
Advertising	\$4,000
Telephone	\$8,600
Insurance	\$50,000
Office Supplies	\$6,000
Printing	\$1,000
Utilities	\$8,000
Contract Labor	\$1,700
Postage	\$3,500
Vehicle Expense	\$600
Fuel Expense	\$600
Computer Expense	\$8,000
Building Maintenance	\$4,000
Equipment Maintenance	\$250
Memberships	\$2,500

Audit \$35,750
Travel/Training \$4,000
Election Supplies \$8,000
Codifying/Digitizing \$2,100
Capital Lease Expense \$10,000
Capital Outlay-Equipment \$1,000
HURF Repayment \$4,200
Total \$352,113 decrease 5%

Ms. Margaret Saenz: There is an increase because the budget was not done correctly last year, my salary and our bailiff's salary was not put in correctly last year.

Court FYE 2021 Budget Proposed

Personnel Services \$21,008 1/2 Salary
Overtime \$250
Prosecution Fees \$4,500
Employee Benefits \$7,850 Clerk, Security & Judge
Court Appointed Attorneys \$4,000
Contract Labor Pro Tem \$1,000
Office Supplies \$200
Contract Labor Judge \$7,200 Court PT
Contract Labor Security \$9,760 PT
Computer Expense \$2,750 Increase per AOC
Audit \$0
Travel/Training \$1,500 possible NJO
Jail Fees \$4,000
Increase \$64,018

Manager Cushman: One comment on this is because of the backlog of COVID we're probably going to have an increase in budget. How many cases do you have on the docket right now?

Ms. Saenz: I have 55 criminal traffic cases that need initial appearances and I have a hundred and sixty civil traffic that have to have their initial arraignment.

Manager Cushman: With all of our cases we may not see things back to normal till November.

Mayor Wallace: So what you're saying is we might actually have to see an increase in some of these costs for the next fiscal year.

Dr. Johnson: Building FYE 2021 Budget Proposed
Contract labor \$55,000

Building regulations supplies \$600

Abatement \$1,020

Total: \$56,620 which is a 5% decrease

Chief Thies: You won't see the animal control budget, I combined both police and animal control.

Police FY 2021 Budget Proposed

Personnel Services \$290,320

Overtime \$6,500

Uniform Expense \$3,100

Employee Benefits \$124,000

PSPRS Board Attorney \$0- no retirement planned for this budget cycle

SEACOM \$81,950

Insurance \$3,500

Prosecution Fees \$5,600

Telephone \$5,400

Office Supplies \$1,200

Printing Expense	\$1,225
Utilities	\$5,400
Maintenance & Supplies	\$1,080
Weapons & Ammo	\$2,000
Vehicle Expense	\$12,000
Police Fuel Expense	\$12,000
Computer Expense	\$2,500
Police Vehicle Impound Fee	\$2,210
Equip Repair & Maintenance	\$6,200
Membership	\$200
Travel & Training	\$2,000
Community Relations	\$3,000
Capital Lease	\$2,760
Police Capital Outlay	\$22,084
Vehicle Lease	\$39,000
Body Worn Camera Program	\$4,400
SV Cont Payment	\$6,000 – SV animal Shelter
Medicine/Vaccine	\$3,000 – Shelter
Travel & Training	\$500 – ACO
Total:	\$649,129 decrease of 5%

Director Harvey: Library FY 2021 Proposed

Personnel	\$86,091
New Hire	\$0


Benefits	\$9,007
Telephone	\$2,100
Insurance	\$400
Office Supplies	\$1,000
Utilities	\$10,600
Inmate Labor	\$1,300
Maintenance & Supplies	\$750
Fuel	\$40
Computer	\$1,500
Internet	\$3,800
Van Maintenance	\$200
Membership	\$0
Training/Travel	\$500
Community Relations	\$0
Capital Lease/Outlay	\$3,700
Total:	\$ 120,988 decrease 5%

D. Adjournment

Motion: to Adjourn		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Meeting Adjourned: 7:03 pm

Approved by Mayor Johann R. Wallace on May 28, 2020.


 Mr. Johann R. Wallace
 Mayor

Attest: 
 Ms. Janine Rustine,
 Town Clerk



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 May 14, 2020. I further certify that the meeting was duly called and a quorum was present.


 Ms. Janine Rustine,
 Town Clerk