



# TOWN OF HUACHUCA CITY

The Sunset City

## MEETING MINUTES OF THE HUACHUCA CITY TOWN COUNCIL WORK SESSION

**May 28, 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**

### 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	By Phone	
Christy Hirshberg	Councilor	X	
Joy Banks	Councilor	X	
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.

<b>Motion C: Open item for discussion and/or action</b>		<b>Action: Open</b>
<b>Moved by: Mayor Wallace</b>	<b>Seconded by: Councilor Hirshberg</b>	

**Chief Bidon:**

**Income:**

- Emergency Medical Services \$275,834
- Fire Protection Contracts \$3,000
- User Fees \$400

- Training \$5,000

Total \$284,234

#### **Intergovernmental Revenue**

- Federal Grants \$200,000
- State Grants \$15,000
- State Land \$40,000

Total \$255,000

#### **Misc. Revenue**

- Huachuca City \$410,000
- Carry Over \$90,000
- Contributions/Donations \$1,000
- Interest \$5,000
- Volunteer Retirement \$2,500
- Reimbursement Uniform Allowance \$2,000

Total \$510,500

#### **Taxes**

- CFDA \$127,136
- Central Property \$43,512
- Personal Property \$15,625
- Real Estate \$576,541

Total \$762,814

**Total \$1,812,548**

#### **Operations**

- Communications \$50,000
- Dispatch Contract \$24,000
- EMS Supplies \$14,000
- Grant Matching Funds \$20,000
- Fuel, Oil & Lubricants \$30,000
- Small Tools and Equipment \$25,000
- Supplies and Materials \$10,000
- Vehicle Repairs and Maintenance \$15,000

Total \$188,000

#### **Other Services & Charges**

- Administration \$6,000
- Insurance \$26,000
- Interest \$500
- Leases & Rentals \$96,200
- Misc Office Equipment \$4,500
- Office Supplies \$9,000
- Professional Services \$17,000
- Reimbursement County Services \$4,000
- Building Repairs & Maintenance \$10,000
- Telephone \$5,000

- Utilities \$16,000
- Fire/EMS Equipment Maintenance \$15,000

Total \$209,700

#### Training

- Paramedic Class \$14,000
- Firefighter I,II \$8,000
- State Fire School \$3,500
- Misc Training Classes \$3,000
- Training Computer \$1,500
- Fire Training Programs \$3,000
- Travel \$4,000
- Training Officer \$5,000

Total \$42,000

#### Personnel Services

- Wages
  - Administration \$154,500
  - Staff \$563,377
  - Overtime \$36,000
  - Part Time \$117,656
- Physicals \$15,000
- Benefits
  - Insurance \$45,000
  - ASRS \$29,115
  - APSRS \$58,454
  - FICA \$42,000
- Volunteers \$2,500
- Uniforms \$9,000
- Worker's Comp \$37,000
- 5% Cola \$35,894

Total \$1,145,405

#### Capital Outlay

- Equipment Vehicles \$150,000
- Contingency Fund \$77,443

Total \$227,443

#### Total \$1,812,548

**Chief Bidon:** We will be looking into replacing equipment in the next few years so we have to put that into account.

Cardiac Monitors: Need Four Total I the next 3 years \$120,000-\$180,000

Video Laryngoscope: Need Three \$1,200-\$10,000

Nozzles: Need four \$650-\$1,200

Self-Contained Breathing Apparatus- Replace 24, 24 spare bottles, 24 masks, Possible Grant Funding \$200,000

#### Wildland Equipment

- Saw Tool
- Chaps
- Wedges
- Strainers
- Fuel Cans
- Drip Torch mounts
- Brush PPE Weather Kit
- GPS

Total: \$12,044.00

**Hose:**

- 1 ¼ inch Attack Line 1,000 feet- \$4,210.64
- 2 ½ inch Attack Line 1,000 feet - \$4,429.00
- 4 inch Supply Line 2,000 feet - \$14,519

Total: \$23,158.64

**Ladder Truck:**

Used or New \$95,000 - \$1,200,000

**Landfill- Jay Howe:** I just received this, there will have to be changes once I've really looked into it.

Personnel Services –reduction of \$158,616?  
Employ Benefits- needs to match the personnel services

I'm also going to look into the numbers for the leases and maintenance.

**Mayor Wallace:** I didn't expect you to have all the numbers, we just wanted to see some numbers. We can get our accountant Spencer to help get the information that you need.

**Parks and Rec**

Account Description	FY2021 Proposed
Maintenance & Supplies	\$1,460
Community Relations-4th of July	\$8,000
Special Activities	\$800
Total	\$10,260    5% = 540.00

**Senior Center**

Account Description	FY2021 Proposed
Personnel Services	\$0
Overtime	\$0
Employee Benefits	\$0

Telephone \$0  
 Insurance \$0  
 Supplies \$1,650  
 Attorney Fees \$0  
 Utilities \$4,800  
 Internet Services \$0  
 Total Expenditures \$7,000 5% is \$367

**Summer Splash**  
**Account Description FYE 2020 Proposed**

Personnel \$2,940  
 Employee Benefits \$300  
 Supplies \$200  
 Total \$3,440 5% is \$250

**Pool**  
**Account Description FY 2021 Proposed**

Personnel Services \$10,144  
 Employ Benefits \$1,008  
 Advertising \$0  
 Telephone \$100  
 Utilities \$6,800  
 Maintenance & Supplies \$2,600  
 Certifying/Tng \$300  
 Total: \$20,952 5% is \$1,089

**Jim Halterman- Public Works**

**Water**  
**Account Description FY2021 Proposed**

Personnel Services \$71,000

Overtime	\$1,200
Standby time	\$4,160
Uniform Expense	\$2,400
Employee Benefits	\$31,000
Insurance	\$3,110
Office Supplies	\$200
Utilities	\$43,200
Contract Labor	\$8,000
Sales Tax	\$12,700
Postage	\$3,400
Maintenance & Supplies	\$16,000
Vehicle Expense	\$12,000
Fuel Expense	\$10,000
Computer Expense	\$200
Water Test	\$6,000
Equipment Maintenance	\$13,000
Professional Service	\$9,000
Travel	\$1,000
Water Capital Outlay	\$100
Bad Debt Expense	\$100
Total	\$247,770 Decrease 5%

**Sewer**

<b>Account Description</b>	<b>FY2021 Proposed</b>
Personnel Services	\$71,000
Employee Benefits	\$31,000
Insurance	\$3,110

Utilities \$7,100  
 Contract Labor \$15,000  
 Maintenance & Supplies \$4,800  
 Vehicle Expense \$3,000  
 Fuel \$13,000  
 Computer Expense \$200  
 ADEQ Fees \$4,000  
 Equipment Maintenance \$3,000  
 Sewer Chemicals \$800  
 Professional Service \$10,000  
 Sewage Pond Compliance \$5,000  
 Bad Debt Expense \$100  
 Muffin Monster Payment \$3,500  
 Payment of WIFA Loan \$25,000  
 Total: \$207,370 decrease 5%

**Public Works**

**Account Description      FY2021 Proposed**

Personnel Services \$14,585  
 Overtime \$500  
 Uniform \$1,450  
 Insurance \$1,555  
 Employee Benefits \$9,762  
 Contract Labor \$1,000  
 Utilities \$30,000  
 Maintenance & Supplies \$1,750  
 Equipment (Mower Repair) \$813



Fuel \$1,000

Total: \$62,415 decrease 5%

**Mayor Wallace:** Remember I had some questions about the Police budget there were a few numbers off but they were fixed, it was personnel and benefits. The budget still kept the 5% decrease.

**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: 7:05 pm**

Approved by Mayor Johann R. Wallace on June 11, 2020.

\_\_\_\_\_  
Mr. Johann R. Wallace  
Mayor

Attest: \_\_\_\_\_  
Ms. Janine Rustine,  
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 May 28, 2020. I further certify that the meeting was duly called and a quorum was present.

\_\_\_\_\_  
Ms. Janine Rustine,  
Town Clerk