



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL WORK SESSION
May 5, 2021 AT 6:15 PM
COUNCIL CHAMBERS
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

SPECIAL NOTICE: BY NEW PROCLAMATION OF THE MAYOR, DUE TO SIGNIFICANT PROGRESS IN THE BATTLE AGAINST THE COVID-19 PANDEMIC, THE MAYOR AND COUNCIL WILL RESUME IN-PERSON PUBLIC MEETINGS, BUT WILL CONTINUE TO OFFER A REMOTE ACCESS FORMAT. MEMBERS OF THE PUBLIC MAY COME TO TOWN HALL TO ATTEND THESE MEETINGS OR THEY MAY ATTEND BY GOING TO [OR CALLING TO]: <https://www.facebook.com/HuachucaCityAZ> or 520-844-2096. IN ADDITION, THE MAYOR HAS RESUMED IN-PERSON CALLS TO THE PUBLIC AT THESE MEETINGS. HOWEVER, MEMBERS OF THE PUBLIC MAY STILL CHOOSE TO SUBMIT WRITTEN COMMENTS TO THE TOWN CLERK TWENTY-FOUR HOURS IN ADVANCE OF THESE MEETINGS.

ADVANCE NOTICE OF ALL 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 6:15 pm

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

Roll Call.

Present: Johann Wallace, Keith Settlemeyer, Cynthia Butterworth, Jean Post, Suzanne Harvey (Not voting), Brandye Thorpe (Not voting), Thomas Benavidez, Attorney (Not voting).

Absent: Christy Hirshberg, Debbie Trate.

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. 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.

Discussion on Developing the Budget for the Upcoming Fiscal Year [Manager Harvey] – The Council will work on establishing a tentative budget for the fiscal year 2022. All town revenues and expenses may be discussed, along with budget priorities, budget adoption timeline and process, anticipated taxes and fees, capital improvements, and personnel and equipment costs in all town departments.

Motion: Item C.1, **Action:** Open for Discussion Only, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.

Manager Harvey introduces the new Finance Clerk, Kristy Ramirez. She advises that tonight will be a presentation of revenue and proposed departmental budgets involved with the General Fund. There will be another Work Session where grant revenue and enterprise fund budgets will be discussed. She also advises that there were several issues with the budget the Town is currently working under, to include an expense line in the landfill budget that does not match the amount that we have in our revenue. That throws the budget off by about \$180,000.00. Our budget did not balance last year. I don't know how it was made to look like it did, but it did not. However, there is still valuable data there, we can look at the expenses for this year and see those costs.

For next year the projected revenue is \$1,900,200.00. The projected expenditures are \$1,981,573.00. As it stands, the proposed budgets do not have enough expected revenue to cover them. There is a shortage of \$81,373.00. She advises that there are a few ways this can be resolved. We could increase the landfill lease payment to the 2020 levels which was \$702,000.00, or we wouldn't have to increase it the full amount, just the \$81,000.00. Each department could be required to cut their budget by 2-5%. Every department would have to look at their budget and find a way to reduce it by that. I will tell you, some departments will have difficulty doing that. Unless we reduce services, we may not be able to cut by that 2-5%.

Another possibility is to carry over revenue from this year. We do have that surplus because of the AZ Cares Act.

Another important thing to consider is that some of these things will change. We are trying to get more accurate data, especially regarding personnel costs. Some of our personnel costs were not coded properly, therefore they were not being taken out of the correct department. We have also had staff turnover, which affects benefits. Some previous staff did not take benefits and the new staff does.

Staff proceeds to go through each department's budgets.

Council asks question and makes suggestions.

It is agreed that the next work session will be on May 12, 2021, and the grants and enterprise funds will be discussed, along with changes to what was presented at this meeting.

D. Adjournment

Motion: 7:56pm, Action: Adjourn, Moved by Johann Wallace, Seconded by Cynthia Butterworth.

Motion passed unanimously.

Approved by Mayor Johann R. Wallace on May 13, 2021.

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 May 5, 2021. I further certify that the meeting was duly called and a quorum was present.

Ms. Brandye Thorpe,
Town Clerk