

**Minutes  
Town of Clifton  
Town Council – Work Session  
March 2, 2017  
10:00 A.M.**

**Members Present**

Felix Callicotte, Mayor  
Luis Montoya, Vice Mayor  
Barbara Ahmann, Council member  
Laura Dorrell, Council member  
Ray Lorenzo, Council member  
B. Waddell Reyes, Council member  
Ray West, Council member

\*Absent

A quorum was present.

**Call to Order:** The meeting was called to order by Mayor Felix Callicotte followed by the Pledge of Allegiance.

**Discussion:**

**Town of Clifton FY 2018 Budget:** Town Manager Ian McGaughey provided an overview of the forthcoming process of the FY18 budget. He explained that department supervisors have submitted their budget requests and today's work session will give the Council the opportunity to offer their vision or projects for inclusion in the budget.

Mr. McGaughey's powerpoint presentation provided information to include:

- Roles in Budgeting.
- Reviewed funds definition.
- Explained revenue sources.
- Reviewed the General Fund budget requests by department comparing last year's budget to this year's request.
- Provided comparison information on the town's property tax rates and property values. (noted a significant decrease in "total assessed value" as reported by the Greenlee County Assessor).

The Town Manager explained that several expense factors have not yet been included at this stage of the budget presentation. These items include implementing the recent minimum wage law recently approved by the State of Arizona, factoring a 2% COLA; applying changes to employee benefits costs, including new employee positions and changes from part-time to full-time status as requested by department supervisors.

Mr. McGaughey proceeded with the presentation by reviewing the highlights from each departments budget:

- Mayor & Council Budget includes funding to work towards developing a General Plan and allocating funds for IT support for their tablets.
- Administration has increased funding for Dues and Memberships to account for the Arizona Department of Revenue fee to administer sales tax collection and is requesting funds for much needed improvements to the office/council chambers flooring.
- Code Enforcement's budget is requesting an increase in postage.
- Fire Department is suggesting to cost share between the town and the Volunteer Firefighters Fund in the purchase of a new vehicle for the Fire Chief, requesting funding for an additional hydraulic rescue tool a.k.a “jaws of life” and are also requesting to add additional funding for another volunteer firefighter.
- Public Works is seeking funding to change the employment status of the Administrative Assistant from part-time to full-time. The Public Works Director is also requesting funding to be allocated from within the HURF Funds to purchase a trencher or ditch witch.
- Police Department is requesting to purchase an additional police unit to accommodate one of the two cadets who are scheduled to begin the academy. The Chief will be submitting a grant application from the Governor's Office of Highway Safety for the other police vehicle. Additionally, the Chief is requesting a \$200 per month housing stipend as a hiring incentive. Finally, the Chief is seeking to allocate funds to comply with the Skills-Based Salary Advancement Program.
- Magistrate Court is requesting to increase the Judges hours from 2 days per week to 3 days per week.
- Library budget requests no increase.
- Visitor's Center is requesting annual compensation for the Manager in the amount of \$2,400. The position is currently volunteer.
- Parks and Recreation is asking for soccer field equipment/supplies.
- RV Park is requesting a new vehicle. They further explain that one of the vehicles they now use was already used by Animal Control and has been in service for many years. Additionally, this service was established primarily to generate funds for flood mitigation projects throughout town.

The Town Manager reported that in order to continue to classify this budget as an “enterprise” fund he will be recommending a rate increase for park rentals.

- Funding of the Sewer Budget primarily covers issues facing the aging wastewater treatment plant and collection system.

Comments from members of the Council in relation to projects for inclusion in the FY18 Budget were continuation of street improvement projects or maintenance projects and allocate funding to pursue the abatement of dangerous buildings.

Prior to adjournment, the Town Manager reported that he has scheduled the next budget work session encouraging public input for Tuesday, April 4, 2017 at 10:00 a.m.

He also plans to have a balanced budget ready for presentation to the Council by April 25, 2017

**Adjournment:** Motion to adjourn was made by Council member Ray West. Second to the motion was made by Vice-Mayor Luis Montoya. Motion carried.

Meeting adjourned at approximately 11:50 a.m.