

**Minutes  
Town of Clifton  
Town Council – Special Session  
April 19, 2018  
10:00 a.m.**

**Members Present**

Luis Montoya, Mayor  
Barbara Ahmann, Councilmember  
Laura Dorrell, Councilmember  
Ray Lorenzo, Councilmember  
B. Waddell Reyes, Councilmember  
Ray West, Councilmember  
Vacant, Councilmember

\*Excused

A quorum was present.

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

**Budget Work Session:**

Presentation of the FY19 Proposed Budget – Ian McGaughey, Town Manager: Mr. McGaughey began his presentation by explaining that this proposed budget is balanced with no reliance on fund balance. He stated that this budget is a conservative, tight budget.

Referring to local revenues, projections are conservative although there are two new businesses in the process of establishing themselves. He explained that the property tax rate he factored into the budget is limited to 4.1549 which is comparable to last years tax rate.

On the expenditure side, for the first time in many years, the Police Department will be fully staffed with seven officers including the Chief. The budget continues to provide employees and dependents with 100% coverage which made an impact on the budget. Mr. McGaughey also discussed future options for councils' consideration with regards to benefits coverage. Possibly reducing the amount of employer paid coverage was an example. The Town Manager reported that a 2% COLA was also factored in.

Mr. McGaughey explained that he had to eliminate some of the department requests and discussed these decisions with each department head and reported that they were understanding to the situation. In some instances, departments may move forward with some of the purchases before the end of this fiscal year.

The following is a brief explanation of his recommendation for each departments budget:

Mayor & Council retains \$100,000 covered by Fund Balance as has been customary for future needs as determined by the Council.

Administration: Reduced the requested funding for the stucco job for the front of the facility to \$5,000 and staff will purchase necessary supplies and equipment for the custodian.

Code Enforcement: Retained the purchase of the tablet and software and eliminated the Building Inspector part time position since the Code Enforcement Officer will soon be certified.

Fire Department: Retained the funding for Fire Equipment as requested.

Public Works: Budget includes funding for the steel drum roller and funding to rent a concrete cutter for sidewalks.

HURF: Allocates funding to purchase the asphalt distributor (oil truck); matching funds for the Chase Creek Bridge local match and Park Avenue Grade Crossing Local match.

Police: As requested by the Chief, a part-time records clerk has been funded through FMI Funds for 1 year with the expectation to catch up on the backlog. Future options to alleviate the issue would be to purchase redaction software hoping to streamline the records request process.

Magistrate: Also included in this budget with funding to come from the Court's Special Funds.

Library: No changes.

Visitor's Center: Retained the increase in postage.

Parks: The request for the riding lawnmower will move forward at this time and be expensed to FY18 Budget.

RV Park: Retained the allocation for wifi expansion.

Sewer: Includes prospective funding for the WWTP improvement from USDA-RD which significantly increases the overall budget compared to previous years.

Projects and Donations: Funding for these special requests would have to be determined by the Council and funded through fund balance.

## **Old Business**

**Discussion and/or action to authorize the Mayor to execute an agreement between Bowman Consulting and the Town of Clifton for design of the Wastewater Treatment Plant:** Mr. McGaughey explained that this agreement is still under review by the town's attorney and

recommends tabling the item.

Motion to table the item was made by Councilmember Ahmann, second to the motion was made by Councilmember West. Motion carried.

**Discussion and/or action regarding establishing a tentative schedule related to the Town Manager recruitment process:** The Town Manager reported that 26 applications/resumes had been received for consideration. He explained that he would be forwarding these applications/resume via email to each Councilmember.

Mayor Montoya suggested that each councilmember should review and rank these resumes and be prepared to present their top 10 candidates during a work session on Thursday, May 3 at 9:00 a.m.

Motion to schedule a work session for Thursday May 3, 2018 at 9:00 a.m. was made by Councilmember Reyes. Second to the motion was made by Councilmember Dorrell. Motion carried.

**Adjournment:** Motion to adjourn was made by Councilmember West. Second to the motion was made by Councilmember Dorrell. Motion carried.

Meeting adjourned at approximately 11:12 a.m.