

**Minutes**  
**Town of Clifton**  
**Town Council Regular Meeting**  
**May 11, 2023**  
**2:00 P.M.**

**Members Present**

Mayor Laura Dorrell  
Vice-Mayor Anthony James  
Council member Luis Montoya  
Council member Ray Lorenzo  
Council member Ray West  
Council member Karen Crump-Frye  
Council member Janeene K. Carrillo

\*Excused

\*\*Participated via telephone

Quorum Present

The Town's legal counsel, Trish Stuhan, participated via telephone.

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

**Call to the Public:** Ms. Torey Cranford, Business Analyst representing Eastern Arizona College Small Business Development Center (SBDC) introduced herself. She also provided insight to programs offered by the SBDC.

Mr. Vernon Velasquez, residing at 140 Sierra Dr., requested Council to consider changing the town's sewer user ordinance to consider a provision for "vacation" status. He explained that currently he leaves town for a few months during the summer but must continue to pay the town's sewer user fee because he maintains an active water account. The "vacation" status would put the account on hold until the resident returns and would resume paying the monthly fee.

**Council Reports:** Mayor Dorrell requested input from Council on the proposed "Clifton" sign. She also expressed concern on pedestrian safety along Highway 191 near Kempton Chevrolet and Dollar General. She has requested that the Town Manager reach out to ADOT.

No reports were offered by the rest of the Council.

**Consent Agenda:** Motion to approve the following items listed under consent agenda was made by Council member Ray West:

1. Approval of the April 13, 2023 Regular Meeting and April 20, 2023 Special Session Minutes;
2. Receive Department Reports;
3. Approval of April 2023 Demands.

Second to the motion was made by Council member Luis Montoya.

Voting in favor of the motion were Council members West, Montoya, Crump-Frye, Carrillo, Lorenzo, James and Dorrell. Motion carried.

**Old Business**

**Discussion and/or action for the Town to sponsor, plan and organize the Clifton Hill Climb:** Town Manager, Rudy Perez reported that he has confirmed that the Sports Car Club of America will sanction the event. Mr. Perez further explained that the previous organizers estimated a budget of \$10,000 for the event. He stated that this matter will be discussed during the budget work session he is planning to schedule next week.

## New Business

**Discussion and/or action to approve adding the Accounting Assistant job description to the Town of Clifton's Personnel Policy-Position Classifications:** Town Clerk, Espie Castaneda explained that administration is preparing for changes to the accounting operations due to her retirement. Part of the transition plan entails hiring an Accounting Assistant however, the appropriate job description needs to be added to the town's personnel policy.

Motion to approve adding the Accounting Assistance job description to the Town's Personnel Policy was made by Council member Luis Montoya. Second to the motion was made by Council member Ray West.

Voting in favor of the motion were Council member's Montoya, West, James, Carrillo, Lorenzo, Crump-Frye and Dorrell. Motion carried.

**Discussion and/or action to approve a Notice of Intent to increase miscellaneous rates and fees pursuant to A.R.S. § 9-499.15:** Council member Montoya reported that the recent meeting of the Rates and Fees Committee addressed the request from the Clifton Police Department to consider increasing the finger printing service fee from \$5.00 to \$10.00.

Discussion continued on the publication requirements for increasing these types of fees. Publication requires uploading the notice on the town's website and publishing in a local newspaper. Of concern was the cost to publish in the local newspaper. Council members suggested that it might be more beneficial to consider approving multiple rates and fees at one time in order to justify the cost of the newspaper publication.

Motion to table the Notice of Intent to increase miscellaneous rates and fees indefinitely was made by Council member Montoya. Second to the motion was made by Vice-Mayor James.

Motion carried.

Upon review of the statute, the town attorney advised Council that the publication in the local newspaper is not required for this type of rate increase. She explained that publication in the local newspaper would be required for. The only requirement is to upload the notice on the town's website. The requirement to publish the notice in the local newspaper has been removed from the statutory requirement of A.R.S. §9-499.15.

With consent of Vice Mayor James, who seconded the original motion, Council member Montoya made a motion to amend his previous motion. The amended motion approves the Notice of Intent to increase miscellaneous rates and fees as presented.

Voting in favor of the amendment were Council members Montoya, James, Carrillo, Lorenzo, Crump-Frye, West and Dorrell. Motion carried.

**Discussion and/or action to approve a Notice of Intent to increase Wastewater Rates, Fees and Service Charges pursuant to A.R.S. § 9-511.01:** Council member Montoya also reported on the recommendation by the Rates and Fees Committee to address the sewer user fees for RV Parks. He explained that currently each RV park is monitored per month by staff to determine usage. The rate assessed for each occupied space is equal to the residential rate. The time and effort of staff to monitor each of the individual RV Parks monthly is not cost justified.

The proposal by the rates and fees committee is to establish standard monthly rates for RV Parks with 1-9 connections using a .75 multiplier of the residential rate for each connection and establishing a residential rate for each connection at RV Parks with 10 or more connections regardless if being used.

Motion to approve the Notice of Intent to increase Wastewater Rates, Fees and Services Charges was made by Vice-Mayor James. Second to the motion was made by Council member Ray West.

Voting in favor of the motion were Council members James, West. Montoya, Crump-Frye, Carrillo, Lorenzo and Dorrell. Motion carried.

**Discussion and/or action to authorize the Mayor to execute the Government Services Contract between the Arizona Department of Environmental Quality and the Town of Clifton for the asbestos and lead abatement of the former Elks Lodge:** Town Manager, Rudy Perez explained that the town has an opportunity to move forward with the removal of the asbestos and lead abatement of the former Elks Lodge. This next phase of the abatement project will be funded through the ADEQ Brownfields State Response Grant. The grant funding covers up to \$250,000.00

Mr. Perez further explained that the roof of the original portion of the building may need to be addressed. This repair is not covered by the grant funds and will need to be paid by the town.

Council member West expressed concern about these agreements and reference to the town's responsibility. He expressed caution in preliminary cost estimates provided to the town and too often the cost estimates exceed the estimate.

Motion to authorize the Mayor to execute the Government Services Contract between the Arizona Department of Environmental Quality and the Town of Clifton for the asbestos and lead abatement of the former Elks Lodge was made by Council member Carrillo. Second to the motion was made by Council member Montoya.

Voting in favor of the motion were Council members Carrillo, Montoya, Crump-Frye, West, James, Lorenzo and Dorrell. Motion carried.

**Discussion and/or action to authorize the Mayor to execute the proposed Caselle, Inc. Hosted Software & Services Proposals and Software as a Service Agreement to manage the towns accounting system:**

- a. **Hosted Software & Services – Initial 50% set up fee and monthly subscription**
- b. **Accounting Services – monthly subscription**

The Town Clerk reviewed the actions taken by staff to provide the town with a transition plan affecting management of the town's accounting system. Research to provide the best options included obtaining a quote from an accounting firm and contacting similar size municipalities to determine how they are handling their financial reporting/management. A majority of municipalities reported using Caselle Software to manage their accounting services. The Town of Pima provided a different option in that they subscribe to Caselle to utilize their software and subscribe for their accounting services.

The issue of procurement was an initial concern. Staff contacted the town's current software company as well as other fund accounting software companies to determine if they offered accounting services similar to Caselle. It was determined that the only company offering this package of services was Caselle. Town staff provided the town manager with a report documenting due diligence in attempting to locate other vendors. As a sole source /professional services procurement is legally permissible.

Motion to authorize the Mayor to execute the proposed Caselle, Inc. Hosted Software & Services Proposals and Software as a Service Agreement to manage the town's accounting system was made by Council member Montoya. Second to the motion was made by Council member West.

Voting in favor of the motion were Council members Montoya, West, Lorenzo, Crump-Frye, Carrillo, James and Dorrell. Motion carried.

**Manager's Report:** Town Manager, Rudy Perez reported on the following activities:

- ✓ Informed Council that he will be scheduling a Budget Work Session as well as a Special Session to request use of contingency funds as noted in the discussion regarding the initial deposit required by Caselle Software.
- ✓ Referring to the Arizona Department of Transportation's (ADOT) amended intergovernmental agreement, Perez explained that he had just received amendment No. One from ADOT which included increase construction project costs for the replacement of Chase Creek Bridge #1 and that he would confirm the increase project costs with ADOT.
- ✓ Provided Council members with a copy of correspondence provided by the Arizona Department of Transportation (ADOT), notifying the town of the forthcoming highway rehabilitation project along Highway 191 and requested that any comments from Council should be provided to him by no later than Thursday, May 25, 2023.
- ✓ Reported that Sunland Asphalt Construction Company will begin the street improvement project along Palicio Loop beginning June 12, 2023.

**Adjournment:** Motion to adjourn was made by Council member Carrillo, seconded by Council member Luis Montoya. Motion carried.

Meeting adjourned at approximately 3:21 p.m.