



Staff Report

Agenda Item: **A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CLARKDALE, ARIZONA ADOPTING A WATER RATE INCREASE, CREATING A WATER SYSTEM REPLACEMENT SURCHARGE AND SETTING THE WATER RATES AND SURCHARGE IN THE TOWN FEE SCHEDULE BY REPLACING RESOLUTION # 1322** - Discussion and consideration of Resolution #1337, a Resolution adopting a Water Rate increase, creating a Water System Replacement Surcharge and setting the Water Rates and Surcharge in the Town Fee Schedule by replacing Resolution #1322.

Staff Contact: Wayne Debrosky, Utilities Director

Meeting Date: June 22, 2010

Background: A worksession was held at the April 27th Council meeting which presented a proposed water rate structure for the Clarkdale Municipal Water Utility. During that meeting, Council directed the staff to move forward in the process for a water rate increase. On May 3, 2010, the Notice of Intent to Set Water Rates and the report with the data supporting the increase of water rates was submitted to the Town Clerk as required by A.R.S. 9-511.01. The Notice of Intent to Set Water Rates has been adopted by the Council and a Public Hearing Notice has been published in the newspaper as required by A.R.S. 9-511.01. A Public Hearing as required by A.R.S. 9-511.01 was held on June 22, 2010 in order for the Council to receive public comments about any proposed water rate increases before the Council can officially consider adopting the proposed water rate increase.

A.R.S. 9-511.01 governs the process to set rates:

May 3, 2010	The Utilities Director filed a report with data supporting the increase of rates with Town Clerk
May 11, 2010	Council Adopted the Notice of Intent to Set Water Rates at the Regular Council meeting in May 2010.
May 14, 2010	Public Hearing Notice was published in newspaper. (Not less than 20 days prior to the public hearing.)
June 22, 2010	Hold Public Hearing & Consider Adoption of Rates by Resolution. (Not less than 30 days after adoption of Notice of Intent.)
July 22, 2010	Rates become effective. (30 days after the adoption of the Resolution)

Recommendation: Adoption of Resolution #1337, a Resolution adopting a Water Rate increase, creating a Water System Replacement Surcharge and setting the Water Rates and Surcharge in the Town Fee Schedule by replacing Resolution #1322.



RESOLUTION # 1337

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CLARKDALE, ARIZONA ADOPTING A WATER RATE INCREASE, CREATING A WATER SYSTEM REPLACEMENT SURCHARGE AND SETTING THE WATER RATES AND SURCHARGE IN THE TOWN FEE SCHEDULE BY REPLACING RESOLUTION # 1322

BE IT RESOLVED, that the following price and fee structure is hereby revised as shown:

GENERAL FEES:

Business License issued annually for the period of July 1 - June 30	
Licenses issued for businesses starting operation between the following dates:	
July 1 - December 31	\$30.00/Year
January 1 - March 31	\$15.00
April 1 - May 31	\$10.00
June 1 - June 30	\$5.00
Home Occupation License	\$15.00
Town Code Copy	\$25.00
Photocopies (Per Page)	\$0.15
Photocopies of public records for non-commercial use (includes time, personnel and equipment cost, but does NOT include personnel time for searching for documents). This fee will not be charged for copies required to be free by A.R.S. 39-122(A) - those records concerning "a claim for a pension, allotment, allowance, compensation, insurance or other benefits which [are] to be presented to the United States or a bureau or department thereof."	\$0.25
Reproduction of records for Commercial Use, defined by A.R.S. 39-121.03(A)	To be determined according to A.R.S. 39-121.03(D)
Facsimile 1-3 Pages	\$3.00
4-10 pages	\$8.00
11 and up	\$1.00 per page
Talk of the Town - Business Card Ad	\$10.00
Returned Check Fee	\$35.00
Police Accident Reports	Same as Public Records
Liquor License Review - Special Event	\$25.00
Liquor License Review - Change/Extension	\$50.00
Liquor License Review - New Application/Transfer of Ownership	\$100.00

TRASH FEES:

Household Trash Service Per Month	
64 Gal. Container	\$16.25
96 Gal. Container	\$18.75
Additional Container	\$11.50
Account Collections (Referrals)	At Cost

FACILITY REIMBURSEMENT FEES:

Ballfield Electricity Reimbursement	\$25.00/day
Park Reimbursements - Non-resident of Clarkdale, commercial, other	
Event Requiring Electricity	\$30.00/day
3 to 5 days	\$90.00
Damage/Cleaning Deposit	\$50.00
Reservation of Gazebo/Cabana	\$30.00
Booth Fees 1 to 2 days	\$18.00 /day

3 to 5 days	\$48.00/event
Park Reimbursements – Resident of Clarkdale, private event*	
Event Requiring Electricity	\$25.00/day
3 to 5 days	\$50.00
Damage/Cleaning Deposit	\$50.00
Reservation of Gazebo/Cabana	\$25.00
Booth Fees 1 to 2 days	\$15.00 /day
3 to 5 days	\$40.00/event
* A resident may NOT book the facilities on behalf of a non-resident as a way of avoiding non-resident rates.	

SWIMMING POOL FEES:

Swimming Pool Reimbursement – Main Pool	
Non-resident of Clarkdale, commercial, other	\$144.00 for two hours (2 hour minimum) includes up to four lifeguards, \$48.00 per hour thereafter.
Resident of Clarkdale, private event*	\$120.00 for two hours (2 hour minimum) includes up to four lifeguards, \$40.00 per hour thereafter.
Swimming Pool Swim Reimbursements:	
Child	\$1.50/session
Adult	\$2.00/session
Child 10 visit pass	\$12.50/pass
Adult 10 visit pass	\$15.00/pass
Child season	\$40.00/pass
Adult season	\$60.00/pass
Family season	\$105.00/pass
Pool passes for Employees and active Town volunteers	½ price listed above
Swim lesson classes	\$30.00
Clean-up Charges (Amount charged to user if the Town must clean after an event) includes cleaning supplies	\$25.00/per hour per person
* A resident may NOT book the facilities on behalf of a non-resident as a way of avoiding non-resident rates.	

LIBRARY FEES:

Self serve copies	\$0.15/page
Computer printing 1-2 pages	Free
3 or more pages	\$0.10/page
Overdue Books, Audio, and Magazine Fine	
Child	\$0.05/day
Adult	\$0.10/day
DVD and Interlibrary loans	\$1.00/day
Overview videos	\$0.25
Lost items	Replacement cost plus \$5.00

CLARK MEMORIAL CLUBHOUSE FEES

Cleaning, Damage and Key Deposit	
Event with no alcohol	\$300.00
Event with alcohol	\$800.00
Security - Town Police Officers required with alcohol event - Minimum two Officers, Minimum two hours	See PD Fees
Clean-up Charges (Amount charged to user if the Town must clean after an event) includes cleaning supplies	\$25.00/per hour per person
Ladies Lounge - Meetings Only - Non-resident of Clarkdale, commercial, other	\$30.00/ hour
two hour minimum	
Per day	\$90.00/day
Ladies Lounge - Meeting Only - Resident, private event*	\$25.00/ hour
two hour minimum	
Per day	\$75.00/day
Men's Lounge - Meetings Only - Non-resident of Clarkdale, commercial, other	\$36.00/hour
two hour minimum	
Per day	\$108.00/day
Men's Lounge - Meeting Only - Resident, private event*	\$30.00/hour
two hour minimum	
Per day	\$90.00/day
Kitchen - Non-resident of Clarkdale, commercial, other	\$24.00/hour
two hour minimum	
Per day	\$72.00/day
Kitchen - Resident, private event*	\$20.00/ hour
two hour minimum	
Per day	\$60.00/day
Auditorium - Non-Resident of Clarkdale - Private event (no alcohol)	\$120.00/half day
Four hours or less	
Per day	\$240.00/day
Auditorium - Resident of Clarkdale - Private event (no alcohol)*	\$100.00/half day
Four hours or less	
Per day	\$200.00/day
Auditorium - Commercial event (no alcohol)	\$150.00/half day
Four hours or less	
Per day	\$300.00/day
Auditorium - All events with alcohol, Additional security required.	\$400.00/day
* A resident may NOT book the facilities on behalf of a non-resident as a way of avoiding non-resident rates.	

COURT FEES:

Court Fine Mailings per registered mailing	\$10.00
Dog Impoundment	\$20.00
Dog Housing	\$10.00/day
Dog Citation	
1st Offence - Petty Offense	\$50.00 minimum plus

	applicable surcharges.
2nd Offence with in 1 year of 1st Offence - Class 2 Misdemeanor	\$80.00 minimum plus applicable surcharges.
3rd Offence within 1 year of 1st Offence - Class 2 Misdemeanor	\$150.00 minimum plus applicable surcharges. \$200.00 maximum plus applicable surcharges.
Civil Traffic Default Fee – Per default judgment entered in a civil traffic violation case upon failure to appear or failure to pay a civil sanction, unless such default judgment is set aside under Rule 28, Rules of Procedure in Civil Traffic Cases (as amended). May be waived by the Court.	\$50.00
Warrant Administrative Fee – Charged when a warrant for failure to pay a fine, sanction, restitution, or agency fees, or issues an order to show cause (OSC) to enforce probation or court-ordered counseling or school. Imposed on the person for whom the arrest warrant is issued, or the defendant found in violation at the conclusion or default in an OSC hearing, and it shall be added to the amount set forth in an arrest warrant. May be waived by the Court.	\$100.00
Municipal Court Enhancement Fund Fee – This fee is used to enhance the technological, operational and security capabilities of the court. This fee is applicable to all fines, sanctions, assessments and diversion or probation programs. May be waived by the Court.	\$10.00
Collection Fee – The defendant shall be liable for all costs of collection, including attorney fees and fees charged by a collection agency engaged by the court.	
Court Appointed Counsel Fee – In addition to court appointed attorney reimbursement costs. May be waived by the Court.	\$25.00
Court Deferral Fee – This fee is used when the Town Prosecutor defers prosecution upon the completion of Deferred Prosecution Agreement or the Deferred Entry of Judgment Agreement for counseling or community service. A one-time discretionary fee as determined by the Town Prosecutor within a range of \$1.00 to \$500.00. Deferral fees collected from the defendant will be retained fully by the Town.	Per Town Prosecutor Discretion
Minimum Clerk Fee	Per A.R.S 22-404
Research Fee	Per A.R.S 22-404
Record Duplication	Per A.R.S 22-404
Copies of Documents	Per A.R.S 22-404

ANIMAL FEES: Tags and Licenses (due January 1st.)

Late fee – per permit after January 31 calendar year	\$5.00
Livestock Permits	\$25.00/year/animal
Chickens, Rabbits, etc.	
Up to 15	\$10.00/year
Each Additional 10 Animals over first 15	\$5.00/year/per each additional 10
1st Renewal After Suspension	\$20.00/year
Subsequent Renewals	\$50.00/year
Dog Tags - Male Neutered	\$5.00
Female Spayed	\$5.00

Male/Female Unaltered	\$10.00
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COMMUNITY DEVELOPMENT FEES:

Minor Land Division	\$200.00
Lot Line Adjustment	\$50.00
General Plan Amendment - Major	\$300.00 + \$15.00/acre
Abandonment Request	\$150.00
Subdivision Abandonment or Amend Recorded Plat	\$150.00
Design Review Board Application	\$90.00
Variance Request – Residential	\$100.00
Variance Request – Commercial	\$300.00
Conditional Use Permit Request	\$200.00
Zoning Change	\$300.00 + \$15.00/acre
Appeal of Design Review Decision	\$50.00
Request By Applicant to Table Hearing After Advertisement	\$100.00
Zoning Code	\$30.00
General Plan	\$30.00
Annexation Application Initial Deposit	\$5,000.00
Mapping: Plot of County Parcel map for individual property and approximately 300 foot area around parcel, black and white with no aerial information with or without zoning boundaries and annotation.	
8 ½" x 11"	\$2.00
11"x17"	\$3.00
18"x24"	\$4.00
24"x36"	\$5.00
Mapping: Plot of County Parcel map for individual property and approximately 300 foot area around the parcel, color with satellite aerial information and optional zoning district boundaries and annotation.	
8 ½" x 11"	\$3.00
11"x17"	\$4.00
18"x24"	\$6.00
24"x36"	\$8.00
Mapping: Plot of County Parcel map for individual property and approximately 300 foot area around the parcel, color with satellite aerial information and optional zoning district boundaries and annotation.	
11"x17"	\$4.00
18"x24"	\$6.00
24"x36"	\$8.00
Custom Mapping Work	\$30.00/hour
Site Plan Review Fee	\$300.00 + \$15.00/acre
Blanket Sign Permit (Real Estate)	\$25.00/year or \$3.00/month

SUBDIVISION FILING FEES:

Preliminary Plat	\$500.00 + \$15.00 per lot
Final Plat	\$500.00 + \$15.00 per lot

PAD/PUD FEES:

Extension of Time on Final Approval	\$300.00
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Preliminary or Final Site Plan Without a Zoning Map Change	\$1,000.00 +\$5.00 per acre
Revised Preliminary or Final Site Plan Initiated by Applicant	\$250.00 + \$5.00 per acre
Master Plans without Zoning Map Changes	\$500.00 + \$5.00 per acre
Legal, engineering and inspection fees for subdivisions, PAD's and PUD's	Equal to the amount charged to the Town

PUBLIC WORKS FEES:

Permit Right-Of-Way	\$50.00
Asphalt cut maintenance fee - minimum cut fee	\$100.00 per 60 square foot
Additional square foot over 60	\$1.67/square foot
Permits Issued to Franchised Utility	\$0.00
Private Road Street Sign	\$245.00 per sign
Private Road Traffic Control Signs (Stop, Yield, Speed)	\$385.00 per sign

****POLICE DEPARTMENT FEES:**

Officer Charge – (Flat hourly rate)	\$50.00 per hour
Officer Charge – (Employee overtime hourly wage plus benefits)	OT Hourly Wage/Benefits
Administration Fee	\$5.00 per shift
Vehicle Rate - includes a fuel surcharge and maintenance costs	\$5.00 per hour

VALLEY VIEW CEMETERY FEES:

Single Burial:	One-half lot	\$500.00
	Opening and Closing*	\$650.00
	Perpetual Care	\$175.00
	Dome**	\$285.00
Companion Burial:	One-half lot	\$500.00
	Opening and Closing*	\$1,300.00
	Perpetual Care	\$175.00
	Dome**	\$480.00
Cremations Only Section:	One-half lot	\$300.00
	Opening and Closing*	\$200.00
	Perpetual Care	\$175.00
Section V Single Burial:	One-half lot	\$500.00
	Opening and Closing*	\$650.00
	Perpetual Care	\$965.00
	Dome**	\$285.00
Section V Companion Burial:	One-half lot	\$500.00
	Opening and Closing*	\$1,300.00
	Perpetual Care	\$965.00
	Dome**	\$480.00
* Opening and Closing	Saturday Additional	\$500.00
	No Sunday or Holiday	
	Weekdays after 3 PM	
	\$100.00 per hour 2 hour minimum	\$200.00 Minimum
	Exhumations/Disinterment	
	Casket	\$650.00

	Cremation	\$300.00
** Dome	Oversize Domes Additional	\$420.00

WATER SERVICE RATES

Base User Rate Per Billing Period		
	Meter Size (inches)	
	5/8"	\$ 23.50
	1"*	\$ 39.00*
	1 1/2"	\$ 78.00
	2"	\$ 125.00
	3"	\$ 250.00
	4"	\$ 395.00
	6"	\$ 790.00
	8"	\$1,248.00
*Note: A customer having a 1" meter solely to service a mandated residential fire sprinkler system will be charged a 5/8" base user rate		
System Replacement Surcharge (Created 6/22/10 – Effective 7/22/10)		
	Meter Size (inches)	
	5/8"	\$ 2.00
	1"*	\$ 3.32
	1 1/2"	\$ 6.63
	2"	\$ 10.63
	3"	\$ 21.25
	4"	\$ 33.58
	6"	\$ 67.15
	8"	\$106.08
Note: A customer having a 1" meter solely to service a mandated residential fire sprinkler system will be charged a 5/8" System Replacement Surcharge		
Volume Rates Per Thousand Gallons (Revised 6/22/10 – Effective 7/22/10)		
	0-1,000 Gallons Per Month (included in base rate)	\$.00
	1,001- 5,000 Gallons Per Month	\$4.35
	5,001 – 10,000 Gallons Per Month	\$4.45
	10,001 – 15,000 Gallons Per Month	\$6.25
	15,001 – 20,000 Gallons Per Month	\$6.50
	20,001 – 25,000 Gallons Per Month	\$9.25
	25,001 – 30,000 Gallons Per Month	\$9.45
	Over 30,000 Gallons Per Month	\$9.60
	Single Meter, Multi-Family User @ Up To 5,000 Gallons Per Household/Unit	\$8.53
Other Charges Per Billing Period Per Meter		
	Water Resource Development	\$4.00
	Yavapai County Water Advisory Committee	\$0.32
	Gila River Adjudication	\$0.41
	Water Conservation Program	\$0.25

RECLAIMED WATER FEE

Reclaimed Water Rate - Per 1,000 gallons	\$2.00/1,000 gallons
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WATER SYSTEM CONNECTION CHARGES

Type A Fees	Meter Size (inches)	
	5/8"	\$500.00

	1"*	\$650.00*
	1 1/2"	\$850.00
	2"	\$1,150.00
	3"	\$2,685.00
	4"	\$3,635.00
	6"	\$8,485.00
	8"	\$11,485.00
Type B Fees **	Meter Size (inches)	
	5/8"	\$1,500.00
	1"	\$1,500.00
	1 1/2"	\$1,500.00
	2"	\$1,500.00
	3"	\$1,500.00
	4"	\$1,500.00
	6"	\$1,500.00
	8"	\$1,500.00
*Note: A customer having a 1" meter solely to service a mandated residential fire sprinkler system will be charged a 5/8" base user rate		
** Type B Fees to be in effect February 23, 2006 - February 1, 2013.		

WATER SYSTEM NEW ACCOUNT FEES

Deposits		
	3/4 or 5/8"	\$100.00
	1"	\$125.00
	1 1/2"	\$200.00
	2"	\$300.00
	3"	\$400.00
	4"	\$500.00
	6"	\$600.00
	8"	\$700.00
Water Service Turn-On		\$25.00
Emergency and Construction Turn-On/Turn-Off		
	During Business Hours	\$50.00
	Non-Business Hours	\$75.00

WATER SYSTEM - OTHER CHARGES

Reconnections (Per Disconnection for Non-Payment)	\$25.00
Meter Re-Reading/Test	\$25.00
Account Transfer	\$25.00
Account Collections (Referrals)	At Cost
Civil Penalties - Unauthorized Turn-On/Turn-Off/Tampering	\$100.00 per offense. Each day during which a violation occurs or continues shall be deemed a separate offense.

DELINQUENT UTILITY CHARGES (WATER, WASTEWATER, TRASH)

Account Delinquencies	Past due Amount at 10% After 14 Days
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OTHER WATER UTILITY RATE AND FEE POLICIES

<u>Deposits</u> – Deposits will be returned to home owner customers after one year, if no delinquencies occur. There will be no interest paid on the deposit. Rental Accounts - Retain deposits until account is closed on rental accounts.	
<u>Disconnection for Non-Payment</u> - Water service shall be disconnected for non-payment sixty (60) days from the due date.	
<u>Type B Water Connection Fees</u> – Type B Water Connection Fees are established and remain in place for any new water connections from February 23, 2006-February 1, 2013	
<u>Use of hydrants and/or hydrant meters</u> – Use of hydrants and/or hydrant meters for residential, commercial or construction customers will be allowed only by permit through the Clarkdale Utility Department.	

WASTE WATER CONNECTION (CAPACITY) FEE RESIDENTIAL:

Single Family Residential			\$3,242.00
Water Meter Size & Type	Safe Maximum Operating Capacity (gpm)	Calculated Capacity Ratio	Recommended Wastewater Capacity Fee
¾" Displacement	30	1	\$3,242.00
1" Displacement	50	1.67	\$5,403.33
1 ½ " Displacement	100	3.33	\$10,806.67
2" Displacement	160	5.33	\$17,290.67
3" Compound	320	10.67	\$34,581.33
4" Compound	500	16.67	\$54,033.33
6" Compound	1000	33.33	\$108,066.67
8" Compound	1600	53.33	\$172,906.67
3" Turbine (Class 1)	350	11.67	\$37,823.33
4" Turbine (Class 1)	600	20	\$64,840.00
6" Turbine (Class 1)	1250	41.67	\$135,083.33
8" Turbine (Class 1)	1800	60	\$194,520.00

SEWER USER FEES:

Residential User	\$28.00 per month
Commercial	\$28.00 per month minimum base rate, plus a usage fee of \$2.25 per thousand gallons of water purchased in excess of 5,000 gallons per month
Fee for reactivated accounts	\$25.00
Account Collections (Referrals)	At Cost

WASTE WATER DEVELOPMENT FEES:

Single Family Residential Waste Water Development Fee	\$1,000.00
All Other Development Fees:	
The rate is established by the proposed use's proportional share, as compared to single family residential uses. The proportional share to be determined based on the chart set forth below, and amended from time to time by Resolution of the Mayor and Common Council, setting forth the gallons per day for various uses (See Exhibit "A").	
Single Family Connection Fee = Cost per gallon times Average Daily Flow For Single Family Residences	
Fee	Cost per Gallon x Gallons per Day = Connection
	$\frac{1000}{280} = 3.57$ (cost per gallon)

Example: New 10 unit hotel (using table "A" below)	
\$3.57 x 125 x 10 = \$4462.50 Connection Fee	
All connection fees are to be collected in advance with the following exception:	
For buildings completed and occupied prior to May 27, 1997, and where the connection fee falls within specified amounts, a partial financing option will be made available.	
If connection is completed within 6 (six) months of the time that the sewer service becomes available, at least ½ (one-half) of the fee is to be paid to the Town of Clarkdale .	
Specified Amount of Connection Fee	Specified Financing Time Period
\$10,000-\$49,999.99	3 years
\$50,000 +	5 years

Exhibit "A" AVERAGE DAILY SEWAGE FLOW

Type of Establishment (Unit Basis)	Sewage Flow (gallons per day)
Airport (passenger)	4
Apartments, multiple family, 1 bedroom or less	105
2 bedrooms or more	140
Bar (patron)	25
Barber Shop (50 per chair over 8)	100
Beauty Parlor (100 per chair over 5)	1000
Camp: Campground overnight with flush toilet (camper space)	25
Campground overnight with flush toilet and shower (camper space)	50
Construction (bed)	50
Day with no meal served (camper space)	15
Luxury (camper)	100-150
Resorts, Day and night, with limited plumbing (camper space)	50
Tourists with central bath and toilet facilities (person)	35
Churches: Without kitchens (person)	7
With kitchens (persons)	10
Clubs, Country: (resident members)	100
(non-resident member)	25
Cottages with seasonal occupancy (resident)	100
Dental Office (chair)	500
Dog kennel (per animal)	15
Dwellings: Boarding or roomed houses (resident)	70
Additional kitchen requirements for non-residents (boarder)	10
Highway Rest Area (contact State Department of Transportation)	
Hospital (bed)	240-400
Hotel: Without kitchen (room)	125
With kitchen (room)	150
Institutions other than hospitals (person)	75-125
Laundries, self service (machine)	180
Manufacturing: No showers (person) (plus daily process water use)	25
With showers (person) (plus daily process water use)	35
Mobile Home Community System: For family (space)	250
For adults only community (space)	150

Motel: Without kitchens (room)	125
With kitchens (room)	150
Office (person)	25
Picnic: Without bathhouses, showers & flush toilets (picnicker)	20
With toilet facilities only (picnicker)	10
Public restrooms (toilet)	200
Recreation Vehicle Park: With water and sewer hook-up (vehicle)	100
Restaurant (seat)	30
Per meal served	7
Schools: Boarding (pupil)	100
Day with cafeteria, gymnasiums and showers (pupil)	25
Day with cafeteria, no gymnasiums and showers (pupil)	20
Day without cafeteria, gymnasiums or showers (pupil)	15
Service Station (bay)	1000
Shopping Center (sq. ft. of store area) (no food/laundry)	0.1
Single Family Residence	280
Stores: Under 5000 Sq. Ft. retail floor	500
Over 5000 sq. ft. retail floor (sq. ft.)	0.1
Swimming Pool (swimmer)	10
Theaters: Drive-In (car space)	5
Movie (seat) (vehicle)	5

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Clarkdale, Arizona, this 22nd day of June 2010.

APPROVED:

ATTEST:

 Doug Von Gausig, Mayor
 Director

 Kathy Bainbridge, Town Clerk/Finance