

**MINUTES OF THE REGULAR MEETING  
OF THE COUNCIL FINANCE SUBCOMMITTEE  
OF THE TOWN OF CHINO VALLEY**

**Tuesday, January 21, 2014  
5:00 P.M.**

The Council Finance Subcommittee of the Town of Chino Valley, Arizona, convened for a regular meeting in the Council Conference Room, located at 202 N. State Route 89, Chino Valley, Arizona.

Councilmember Pat McKee called the meeting to order at 5:00 P.M.

Members present: Councilmember Pat McKee (chair), Councilmember Linda Hatch, Vice-Mayor Darryl Croft

Staff present: Finance Director Joe Duffy

**3. APPROVAL OF MINUTES**

- 3a.** Consideration and possible action to approve the October 29, 2013 meeting minutes.

Vice-Mayor Croft moved, seconded by Councilmember Hatch to approve the October 29, 2013 minutes, passed.

**4. OLD BUSINESS**

- 4a.** Update on Xpress Bill Pay conversion

Finance Director Duffy advised that Xpress Bill Pay went out to all Town utility users and the Town will use Xpress Bill Pay for all cash receipting at Town multiple locations. To date 50% of the users elected to go paperless.

- 4b.** Discussion and update on LTAF funds

Finance Director Duffy advised that the LTAF-2 funding might become available again. LTAF grant fund, dedicated to transit, is currently \$21,000 of which the Town matches 25%. In-kind match can be used to offset the Town's matching funds.

**5. NEW BUSINESS**

- 5a.** Review fiscal year June 30, 2013 Comprehensive Annual Financial Report and Audit Findings.

Finance Director Duffy presented the 2013 Comprehensive Annual Financial Report. The committee discussed the nine year-end adjustments that Hinton-Burdick audit team found. The audit team will present their report to Council in February.

- 5b.** Review and discussion of cooperative purchasing contract to provide collection agency services.

Finance Director Duffy advised with the installation of the new Clarity software, expense and payment tracking is easier, and the next step is using a collection agency. He presented information for selecting Valley

Collections as the Town's collection agency as a co-op with the City of Peoria. The information included limitations of a collection agency, writing off the funds on accounts older than 36 months, recording improvement districts, code policies, and agreements regarding late fees. He requested guidance from the committee regarding a policy for turning over delinquencies to the collection agency.

**6. ADJOURNMENT**

Councilmember Hatch moved, seconded by Vice-Mayor Croft to adjourn, passed at 5:45 P.M.

Submitted this 5<sup>th</sup> day of March, 2014

By: *Liz Hart, Town Clerk Assistant*