

**MINUTES OF THE REGULAR MEETING  
OF THE COMMON COUNCIL FINANCE COMMITTEE  
OF THE TOWN OF CHINO VALLEY**

**Wednesday September 17, 2013  
5:00 P.M.**

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

Councilmember Pat McKee called the meeting to order at 5:05 P.M.

Members present: Councilmember Pat McKee (Chair), Councilmember Linda Hatch

Members absent: Vice-Mayor Darryl Croft

Staff present: Finance Director Joe Duffy, Town Manager Robert Smith, General Services Director Cecilia Watts, Administrative Technician Sally Self, Senior Accountant Cindy Sandlin

**3. APPROVAL OF MINUTES**

**3a.** August 20, 2013 minutes.

Councilmember Hatch moved, seconded by Councilmember McKee to approve the August 20, 2013 minutes, and passed.

**4. OLD BUSINESS**

Mr. Duffy reported that at the October 8, 2013 council meeting he would discuss procurement code procedures.

**5. NEW BUSINESS**

**5a.** Discussion and Review of Xpress Bill Pay Proposal.

Mr. Duffy highlighted the on-line bill payment procedure using Xpress Bill Pay and its compatibility with the Town's Clarity system. Highlighted points are customer notification, mailing expenses, the Town's billing and check process. Questions were raised regarding initial set-up and ongoing fees charged to the Town.

Councilmember Hatch moved, seconded by Councilmember McKee to table review of Xpress Bill Pay proposal, and passed.

**5b.** Approve revision to charter per Council direction.

Councilmember Hatch as moved, seconded by Councilmember McKee to amend the Council sub-committee charter of the Finance Committee charter to reflect the example presented, and passed. The frequency changed to annually and as needed, and meeting day and time changed to 3<sup>rd</sup> Tuesday at 5:00 P.M.

**6. ADJOURNMENT**

Councilmember Hatch moved, seconded by Councilmember McKee to adjourn, passed at 5:30 P.M.

Submitted this 30th day of October, 2013

By: *Liz Hart, Town Clerk Assistant*