

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

**Tuesday August 20, 2013
5:00 P.M.**

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

Councilmember Pat McKee called the meeting to order.

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

Staff present: Town Manager Robert Smith, Finance Director Joe Duffy, PW Director/Town Engineer Ron Gritman

3. APPROVAL OF MINUTES

3a. July 17, 2013 minutes.

Councilmember Hatch moved, seconded by Vice-Mayor Croft to approve the July 17, 2013 minutes, and passed.

4. OLD BUSINESS

4a. Discussion and review of Town's procurement code.

Joe Duffy advised the Town attorney provided revisions to the procurement code.

The committee discussed and suggested changes to the following topics:

- Procurement policy, expanded verbiage
- Cooperative purchase agreement, in-house construction project
- Clarification of "town labor"
- Council approval for formal bid process
- Council approval of an in-house project
- Petty cash accounts the finance department's purview
- Approval of the Town manager add or his designee
- Clarify the definition of sole source provider

The Town attorney will review the redrafted changes and Joe will present to the Finance Committee for final approval.

5. NEW BUSINESS

5a. Update on Caselle "Clarity" upgrade.

Joe Duffy advised he believes the Clarity upgrade will provide a significant impact to the Town's customer service. Town staff is currently training on the different modules. Some of the features the system is capable of are linking a citizen with the different businesses they own and their utilities, dual windows for power users, express pay, customer alerts, file attachment, report customizing, and vendor file merging. The pending start date is first week in October.

Joe Duffy advised the Town Clerk's office is looking into including a document management module; a permit management module scheduled for November/December and he is checking into the contract use of a collection agency.

6. ADJOURNMENT

Councilmember Hatch moved, seconded by Vice-Mayor Croft to adjourn, passed at 5:48 P.M.

Submitted this 18th day of September, 2013

By: *Liz Hart, Town Clerk Assistant*