

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

**Wednesday July 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 conference room, 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, PW Director/ Town Engineer Ron Gritman, General Services Director Cecilia Watts

3. APPROVAL OF MINUTES

- 3a.** Approval of March 5, 2013 draft minutes.
- 3b.** Approval of April 2, 2013 draft minutes.
- 3c.** Approval of May 8, 2013 draft minutes.
- 3d.** Approval of June 21, 2011 draft minutes

Councilmember Hatch moved, seconded by Councilmember McKee to approve the minutes, passed.

4. OLD BUSINESS – No old business

5. NEW BUSINESS

5a. Review of committee charter.

The committee reviewed and made changes to the charter. Councilmember Hatch moved, seconded by Councilmember McKee to approve the Council committee charter for the Finance Committee with the changes discussed, passed.

5b. Discussion and Review of Town's procurement code.

Finance Director Duffy presented the current procurement code, which were last addressed in 2001 and in 2005. He explained the following topics:

- Council has expenditure authority that is controlled through CAP and the budget.
- Items over \$20,000 go out for public bid
- Emergency purchase can be authorized by Mayor and ratified by Council
- Staff procurement authority are budgeted items less than \$20,000
- Non-budgeted items fall under contingency funding
- Oral bids vs. written bids
- Sealed bids
- Sole providers, used equipment, cooperative purchasing state contract pricing

The committee discussed the proposed changes to procurement code.

The committee proposed changes in:

- the filing requirements
- creation of in-house projects definition

The committee scheduled the August meeting.

6. Adjournment

Councilmember Hatch moved, seconded by Councilmember McKee to adjourn, passed at 6:32 P.M.

Submitted this 21st day of August, 2013

By: *Liz Hart, Town Clerk Assistant*