

**MINUTES OF THE REGULAR MEETING
OF THE LEGAL SERVICE REVIEW COMMITTEE
OF THE TOWN OF CHINO VALLEY**

**Monday, January 7, 2013
3:30 P.M.**

The Legal Service Review 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.

Vice Mayor Carl Tenney called meeting to order at 3:30 P.M.

Members present: Vice Mayor Carl Tenney (chair), Councilmember Linda Hatch (by phone), and Councilmember Darryl Croft

Staff present: General Services Director Cecilia Watts, HR Analyst Tiffany Resendez

3. APPROVAL OF MINUTES

3a. November 5, 2012 minutes

Councilmember Croft moved, seconded by Vice Mayor Tenney to approve the minutes, and passed.

4. CALL TO THE PUBLIC – No public comments.

5. OLD BUSINESS – No old business

6. NEW BUSINESS

6a. Review of the request of proposals packets received for legal services.

The committee discussed their strategy for evaluation of firms

- Interfacing in person with Council members, leadership team, key staff and meetings
- Billable hours for travel time and incidentals
- Office location and travel distance/time

Councilmember Croft moved seconded by Vice Mayor Tenney to discount any fees from any RFP and not take them into consideration remove them from the documents. Passed 2-0 with Councilmember Hatch voting against.

The committee discussed (4) four firms for initial interview regarding

- Interview times
- Interview questions
- standing with the Arizona Bar

7. ADJOURNMENT

Councilmember Croft moved, seconded by Vice Mayor Tenney to adjourn, passed at 4:16 P.M.

Submitted this 23th day of July 2013

By: *Liz Hart, Town Clerk Assistant*