

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

**Monday, October 22, 2012
3:00 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, on Monday, October 22, 2012 at 3:00 P.M.

Vice Mayor Carl Tenney called meeting to order.

Members present: Vice Mayor Carl Tenney (chair), Councilmember Linda Hatch

Members absent: Councilmember Darryl Croft

Staff present: Human Resource Analyst Tiffany Resendez, General Services Director Cecilia Watts, Town Manager Robert Smith

3. APPROVAL OF MINUTES

3a. Approval of October 8, 2012 minutes

Councilmember Hatch moved seconded by Vice Mayor Tenney to approve the minutes.

4. CALL TO THE PUBLIC – No public comments

5. OLD BUSINESS

5a. Discussion of options for provisional legal services regarding the hiring of a Town Attorney.

The committee discussed the current attorney billing schedule and rates. The contract is indefinite with a 30-day notice signed in 2002 at a rate of \$150.00 per hour.

They addressed methods of selecting, maintaining, and evaluating attorney services. Topics discussed:

- stay with current firm
- Request for Qualifications (RFQ)
- hire Self Employed Town Attorney
- contract management
- accept service of process

The committee discussed putting together a RFQ, invite present and other firms to propose to render legal service for the calendar year 2013 with renewal possible, to maintain office hours on the day of council meeting and other suggestions to make law service efficient.

Councilmember Hatch moved to direct staff to prepare an RFQ for legal services to include the points we addressed in this discussion to be prepared for the next meeting for Committee review on November 5 with an ultimate goal of having it ready for Council on November 13, seconded by Vice Mayor Tenney passed.

6. NEW BUSINESS – No new business

7. ADJOURNMENT

Councilmember Hatch moved, seconded by Vice Mayor Tenney to adjourn, passed at 3:38p.m.

Submitted this 5th day of November 2012

By: *Liz Hart, Town Clerk Assistant*