

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

**Tuesday, September 25, 2012
5:00 P.M.**

The Legal Service Review Committee of the Town of Chino Valley, Arizona, convened for a regular meeting in the Chino Valley Council Chambers conference room, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, September 25, 2012 at 5:00 p.m.

Vice Mayor Carl Tenney called the meeting to order.

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

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

3. **APPROVAL OF MINUTES**- No prior minutes
4. **CALL TO THE PUBLIC**- No public comments
5. **OLD BUSINESS** – No old business
6. **NEW BUSINESS**
 - 6a. Discussion of options for provisional legal services regarding the hiring of a Town Attorney.

The committee discussed the following topics:

- The spectrum of a hired attorney's involvement, In-house attorney, firm-based attorney, and a firm based attorney who spends part of the time at Town hall.
- Options for hiring an attorney
- The Town attorney's current job function
- Attorney fees cost
- Hiring an attorney for day to day issues Part time attorney or another firm to supply needs
- Reviewing ongoing cases – quick resolution of cases
- Job description, salary range, approximation of hours used, types of issues that the attorney reviews

The committee directed staff to gather information on how other municipality attorneys are providing legal service.

The next committee meeting on October 8 at 4:00 pm

7. ADJOURNMENT

Councilmember Linda Hatch Moved, seconded by Councilmember Darryl Croft to adjourn, passed.

Submitted this 8th day of October 2012

By: *Liz Hart, Town Clerk Assistant*