



Legal Service Review Advisory Group

**Monday, November 26, 2018
6:00 p.m. to 8:00 p.m. (tentative)
Takoma Park Community Center
7500 Maple Avenue, Takoma Park MD**

Present: Ellen Zavian, Anne Hollander, Rizzy Qureshi, Jason Damweber

Meeting Start Time: 6:05pm

- The meeting began with a review of the draft meeting minutes from the group's previous meeting, held on November 5, 2018. Ellen made a motion to accept the minutes, which was seconded by Anne. The minutes were unanimously approved.
- The group then debriefed from their interviews with chief administrative staff from municipalities that are similarly situated to Takoma Park regarding their knowledge and experience with municipal attorneys – the types of relationships, costs, etc.
 - Anne reported that the person with whom she spoke noted that they have a similar relationship with their City Attorney in that they are selected by and accountable to the City Council and they are contracted rather than in-house. Their attorney works on an hourly basis. For the gamut of legal needs, the municipality has spent between \$90,000-146,000 in total per year for the last five years.
 - Ellen reported that the person with whom she spoke also had a similar relationship with their City Attorney in that they are selected by and accountable to the City Council and they are contracted rather than in-house. The contract is reviewed each time a new mayor is elected. The last time the municipality put out an RFP, they got four or five responses and selected a firm that covers all of their legal needs except labor issues. In the past last five years, they have spent between \$150,000-220,000 per year on all their legal needs. The contracted firm also has associate attorneys who work on things like legal research and charge a lower hourly rate.
 - Rizzy had not been successful in reaching the person he was supposed to interview, and will be following up with them and the group.
- The group members agreed to have the notes from the various interviews they have conducted typed up by Friday, December 7.
- They also discussed options regarding a framework for their report to Council and agreed to follow the City Council's mandate. The structure of the report is likely to include a section on methodology for information gathering, a summary of their findings, identified legal needs (expertise and soft skills), and recommended next steps.

- The group will meet next on December 11 from 6-8:00pm in the Council Conference Room. They also tentatively plan to meet on December 17 from 6-8:00pm in the same place.