

# Town Attorney (Retained Counsel)

## Town of Monrovia, Indiana

### Position Overview

The Town of Monrovia, Indiana, is seeking proposals and applications from qualified attorneys or law firms to serve as **Town Attorney on a retainer basis**. The selected attorney will serve as the chief legal advisor to the Town and provide legal counsel, representation, and guidance on all municipal matters.

The Town Attorney will work closely with the Town Council, Clerk-Treasurer, Town departments, boards, commissions, and other municipal officials to ensure compliance with federal, state, and local laws and to protect the legal interests of the Town.

### Responsibilities

The Town Attorney's duties shall include, but are not limited to:

- Providing legal advice and guidance to the Town Council, elected officials, boards, commissions, and staff.
- Attending Town Council meetings and other public meetings as requested.
- Drafting, reviewing, and revising ordinances, resolutions, policies, agreements, contracts, leases, and other legal documents.
- Advising on Indiana municipal law, public records requirements, open door laws, ethics, procurement, zoning, planning, economic development, utilities, employment matters, and code enforcement.
- Representing the Town in administrative proceedings, negotiations, and litigation as authorized by the Town.
- Assisting with enforcement of municipal ordinances and regulations.
- Advising on real estate transactions, easements, annexations, rights-of-way, and land use matters.
- Providing guidance regarding personnel and employment-related issues.
- Monitoring legal developments affecting local government operations and advising Town officials accordingly.
- Coordinating with special counsel when specialized legal services are required.

### Qualifications

Applicants must:

- Be licensed and in good standing to practice law in the State of Indiana.

- Have demonstrated experience in municipal, governmental, public sector, or related legal practice.
- Possess knowledge of Indiana statutes and regulations affecting local government operations.
- Be available to provide timely legal guidance and attend meetings as needed.

## Compensation

This position will be retained through a professional services agreement.

Applicants should submit:

- Proposed annual retainer fee;
- Description of services included under the retainer;
- Hourly rates for services outside the scope of the retainer, if applicable;
- Any additional costs or fee schedules.

The Town reserves the right to negotiate compensation and contract terms with the selected applicant.

## Application Requirements

Interested attorneys or law firms should submit:

1. Letter of Interest;
2. Resume or Firm Qualifications;
3. Description of municipal law experience;
4. References from current or former municipal clients;
5. Proposed fee structure and retainer arrangement.

## Selection Criteria

Applications will be evaluated based on:

- Municipal law experience;
- Familiarity with Indiana local government operations;
- Availability and responsiveness;
- Qualifications and references;
- Proposed fee structure and overall value to the Town.

## Equal Opportunity

The Town of Monrovia is an Equal Opportunity Employer and encourages applications from all qualified individuals.

## Submission Information

Applications and proposals should be submitted to:

**Town of Monrovia**

Tammy Everett, President

Monrovia Town Council

TEverett@Monrovia.IN.gov

317-996-6114

The Town of Monrovia reserves the right to reject any or all applications and to select the candidate or firm deemed to be in the best interests of the Town.