



CITY OF MONROE
206 W SHERMAN
BOX 370
MONROE, IOWA 50170
641-259-2319

November 14, 2024

Requests for Letters of Interest and qualifications for an attorney and/or firm to represent the City of Monroe, Iowa regarding legal matters.

Scope of Services:

- Advise and opinions on all matters relating to affairs and those of City's divisions together with attendance at meeting conferences relating to those matters
- The drafting, preparation, review and provide recommendations for proposed ordinances and resolutions
- Review and provide written legal opinions on proposed ordinances, when requested
- Drafting, preparation and review of contracts, leases, and other documents with City's customers, suppliers, lessors and lessees, and other parties; drafting, preparation and review of employment agreement including provisions for deferred compensations
- General consultation and advice on overall city and/or corporate policies and procedures and the preparations of resolutions as directed by the Council
- Interpret and provide staff and Council written opinions on questions interpreting City and State Code matters
- Pre-litigation and litigation involving municipal infraction citations
- Act as legal advisor to all city officials, boards and commissions
- At the request of Council or staff, attend regular and special meetings of the City Council to provide legal guidance
- When necessary, review materials prepared for the City Council and confer with the City Administrator regarding issues that may need to be discussed prior to a meeting
- Prosecute or defend all actions and proceedings when so requested by the Mayor or Council
- Assist the City on personnel issues
- Advise the City on planning and zoning issues
- Advise the City on code enforcement and nuisance abatement issues
- Prepare and review documents related to land acquisition and/or development
- Firm shall be in attendance of regular City Council meetings when requested.
- The prosecution of violators of the City's Criminal Code of Ordinance or the defense of the City of Monroe Police Department in civil matters.

The Selection Process:

Letters of interest and qualifications must be submitted by December 5, 2024. The address is:

City of Monroe
Attn: Kim Thomas
206 W. Sherman St.
PO Box 370
Monroe, IA 50170

Information required on the submittal:

- Letter highlighting related legal experience of the primary attorney as well as the experience of that attorney's firm
- Hourly code to retain the services of the attorney and/or firm (based on the proposed scope of services)
- Attorneys should have at least five (5) years' experience in municipal law.

Process and basis of selection

The City Council will review applicants. Once the attorney and/or firm is chosen, the scope of services will be further defined and a contract will be prepared to be acted upon by the City Council of Monroe.

The amount of expertise in municipal legal issues by the lead attorney and others within the firm and the estimated cost of services will be used to determine selection of the successful firm/candidate.

If I can provide more information or be of further assistance please contact staff at Monroeadmin@monroeia.com or 641-259-3490.

Sincerely,

Kim Thomas
City Administrator