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## Professional Services

Municipalities often have projects that they lack the time, staff, or expertise to tackle. These municipalities may request low cost assistance from the Municipal Assistance Center (MAC) . With diverse training and experience in law, human resources, financial management, public administration and water resources, MAC's team of professionals works with communities all across the state, bringing that experience to bear on the different challenges facing many local governments.

MAC offers a highly competitive cost structure for the following services:

### Legal Review and Drafting

MAC attorneys can conduct legal reviews or assist in drafting:

- Policies
- Ordinances
- Legal Opinions
- Governance Charters
- Zoning Bylaws
- Town Meeting Warnings

*MAC's legal team has created a number of free model documents and templates on a wide range of topics designed to help members comply with Vermont and federal laws and learn about best practices. These documents and accompanying guidance explain legal requirements and options, so they can be customized to meet each municipality's needs. Municipalities may use these documents as a jumping off point for their own policies, rules, and ordinances or contact the MAC team for drafting assistance.*

Search in the [Resource Library](#) <sup>[1]</sup> for examples of MAC model policies, ordinances, and guidance.

### Consulting

MAC attorneys, professional staff and consultants can help municipal officials with specific projects:

- Reviewing and updating employee job descriptions
- Preparing for a professional audit
- Reviewing internal financial controls and assessing fraud risk

# Executive Recruitment Services

The municipal assistance center professional and administrative services team provides start to finish support to municipalities in their managerial recruitment efforts. Support services include:

- Advertising and job description drafting and review
- Targeted ad placement
- Application gathering and candidate communication
- Interview scheduling
- Background and Reference Checks
- Providing guidance and education on all stages of the hiring process

## Contact MAC:

Members should contact the Municipal Assistance Center to inquire about our low cost professional services at [info@vlct.org](mailto:info@vlct.org) [2] or call 1-800-649-7915

## Current Hourly Rates:

\$92/hour - Attorney Legal Review and Drafting

\$88/hour - Consulting and Professional Staff Assistance

\$44/hour - Administrative Staff Support

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### Links

[1] <https://www.vlct.org/resource-library>

[2] <mailto:info@vlct.org?subject=MAC%20Professional%20Services%20Inquiry>