



City of Naples, Florida

City Attorney Questionnaire

Thank you for your interest in serving the City of Naples as our next City Attorney. Please provide brief answers to the questions below and include them in your submission materials.

Law Firm/Candidate Name _____

Point of Contact Name & Title _____

Email _____ Phone _____

1. Please provide the earliest date you and/or your firm can begin the transition process to City Attorney.
2. The City Attorney has dedicated office space and a city-employed Legal Coordinator on staff to provide support to the City Attorney. Said employee is salaried and works 8:00 AM – 5:00 PM, Monday through Friday, during City Hall office hours. Please advise if you can provide a full-time presence in City Hall or if you are proposing a hybrid plan. Details are requested.
3. Please provide a summary of services you have provided for other municipalities in Florida.
4. There are numerous areas of legal expertise required by the City of Naples, two of which (municipal and general government law and land use/real estate law) are critical in the day-to-day counseling of the City Council and staff. Please confirm your expertise in these areas and describe any experience you have in construction law, real estate transactions, election law, and the development and interpretation of city codes.
5. Do you have any known conflicts serving the City of Naples based on your prior or existing relationships with other clients (for example serving a developer with project approvals pending or needed in the city)?

6. Please describe the role and responsibilities of a Full-time in-house City Attorney. If you were to be the Naples In-House Attorney, who would be your client? Who would you need to work with to get the job done?
7. Please describe the most important issues that you believe will need to be addressed immediately after accepting the position.
8. In the role of City Attorney, you will need to effectively supervise the work of other attorneys working on matters of importance for the City. This includes attorneys specializing in airport issues, labor, insurance, real estate, land preservation, etc. The fees can quickly become a significant expense for the City. Please explain how you will effectively manage this responsibility.
9. The position of City Attorney is complex, stressful, and deals with a high-volume workload. Please describe how you will be able to manage the workload while maintaining the quality of life you desire.

