

# THE CITY OF NAPLES

*invites your interest in the position of*

# CITY ATTORNEY



Perfectly situated on the southwest coast of the Gulf of Mexico, the City of Naples is a high-end destination and one of the premier cities in America.

Naples is seeking a City Attorney with the highest degree of professionalism and ethics to serve as a trusted advisor to the City's elected officials. Deadline for submission inquiries is March 25, 2024.



## THE COMMUNITY

Located in southwest Florida, the City of Naples has a total area of 16.4 square miles, of which 12.3 miles are land. Naples sits on the coast of the Gulf of Mexico, directly south of Fort Myers, north of Key West, and west of Fort Lauderdale/Miami. World-renowned, the City is a premier residential community and a high-end destination with more than nine miles of pristine white sandy beaches, eighty area championship golf courses, multiple parks, and world class art, culture, dining, nightlife, and shopping.



16.46  
SQUARE MILES

Notorious for its natural beauty and outstanding quality of life, the City of Naples is known as home to “the happiest, healthiest, and most relaxed people in the nation.” The City is diverse, multi-cultural, and highly educated, with a population over 19,000, and the median age of residents is 65.3.



19,372  
RESIDENTS

While the City of Naples is known for its leisure and cultural activities, the year-round residents of Naples are very engaged, energetic, and take great pride in their community. In 2018, the Milken Institute names it one of the nation’s 20 best performing cities. With its “complete streets” initiatives, Naples strives for multi-modal means of transportation. Walking, jogging, and cycling are popular among citizens and visitors. Naples has inventoried nearly 20,000 city-owned trees in its parks and public rights-of-way, earning recognition from Tree City USA.



9,594  
HOUSEHOLDS

For fans of shopping, downtown Naples is a world class destination. Along 3rd Street South and 5th Avenue South are a delightful variety of stores and restaurants. There are many art galleries, and Tin City specializes in antiques and handmade local novelties. Naples has three community centers, five large parks, and a city-owned and operated marina. The iconic Naples Pier attracts over one-million visitors each year from all over the world.



SOUTHWEST  
FLORIDA

The City of Naples, with its dazzling array of amenities; scenic locations; and numerous economic, cultural, tourism, entertainment, and active lifestyle offering is truly a great place to raise a family, live, work, and play.

“The enduring character of Naples reflects our commitment to protect and enhance the natural environment, and to preserve our small town feel and charm. These features, together with a positive business climate, sustain economic vitality. Residents place a high value on our town’s unique “sense of place”, natural beauty, quality of life, healthy economy, and ethical government; and actively engage and defend them.”



# THE GOVERNMENT

The City of Naples currently operates under a Council-Manager form of government. The Council is comprised of the Mayor and six Council members. Elections are staggered and non-partisan. Officials serve four-year terms and are elected at large. They are limited to two consecutive terms in their roles. Elections are held in February of even numbered years except in those when Florida holds a presidential primary. During those years, the election coincides with the presidential primary. The Council appoints three officials: the City Manager, City Clerk, and City Attorney.

The City provides a full range of services, including seven operating departments; Building (permits, inspections, construction site compliance, and flood management); Parks, Recreation and Facilities; Fire-Rescue; Planning (comprehensive planning, design review, land development regulations, and public art); Police; and Public Works (streets, stormwater, utilities). They are supported by the following departments: Finance, Human Resources, and Technology Services. The remainder of the employees are in the offices of the Mayor and Council, City Attorney, City Clerk, and City Manager. All but approximately 100 employees are represented by one of five collective bargaining units: Police and Police Sergeants by the Fraternal Order of Police; Firefighters by the International Association of Firefighters; Supervisors by the Government Supervisors Association of Florida/Office and Professional Employees International Union; and General Employees by the American Federation of State, County, and Municipal Employees.



The organization has a capable and dedicated staff of approximately 520 full-time employees with an FY 2023-24 adopted operating budget of \$197.19 million, including a Capital Improvement Plan programmed at \$51.57 million. The 5-Year Capital Improvement Plan is currently projected to be at least \$229.3 million through FY 2026-27. Naples is very sound financially. Its bond ratings are the highest possible and the City has the resources to tackle capital projects involved with parks, roads, utilities, and other infrastructure.

The City also has a Community Redevelopment Agency, and the City Council appoints the Board of the Naples Airport Authority, a dependent district that operates on city-owned property.

The City adopts and enforces local laws compelling or restricting certain activities with enforcement. It must comply with applicable laws and rules enacted by the State and Federal governments. The City is bound by over 350 contracts and interlocal agreements. The governing body conducts at least bi-weekly meetings taking action on a scheduled agenda with a variety of items that include legislative and quasi-judicial determinations.

All of the preceding creates a substantial risk for litigation and significant need for experienced legal advice and counsel.





## ABOUT THE POSITION

The City Attorney serves as the chief legal advisor to the council and city administrators and represents the city in legal proceedings and performs other related duties as the council may deem necessary. The mission of the City Attorney’s Office is “to provide legal counsel to the City Council, Advisory Boards and City staff on all matters involving City legal affairs in a thorough and proficient manner and to prosecute and defend vigorously, litigation before judicial and administrative agencies.”

In the past 26 years, the City has employed two law firms through contractual agreements. Roetzel and Andress served the City from 1997 to 2020 and Vose Law Firm served from 2020 to 2023. Law firms and sole practitioners will be considered for the position.

The City Attorney, along with the City Manager and City Clerk, is a chartered employee who operates under the Mayor and Council through the provisions of their employment agreement.

The City Attorney’s Office is located in City Hall at 735 8th Street South, Naples, FL 34102. Operating from Monday through Friday, the office is open from 8 am to 5 pm and is staffed with a Legal Coordinator.

Responsibilities include attending all City Council and CRA meetings, and select board and committee meetings. At these meetings, the Attorney will provide appropriate legal advice and opinions as necessary and provide parliamentary guidance concerning the conduct of each of the meetings.

The City Attorney will draft legal documents, provide advice on insurance matters, prosecute/defend the City in legal actions, and assist in real estate matters. Additionally, the attorney will review procurement contracts, handle bid protests, and collaborate with other counsel when necessary.

The City Attorney must comply with public records laws, stay informed about legislative changes, and fulfill other legal duties as required by the City Council. Monthly bills and status reports, including a quarterly litigation report, will be provided to the City Council and City Manager.



## CANDIDATE REQUIREMENTS

The City Attorney must be currently licensed to practice law in Florida and be a member in good standing of the Florida Bar. They must possess a minimum of five years’ experience practicing law in the courts of the State of Florida, of which a minimum of three years consists of practice in the area of municipal government. Board certification in City, County, and Local Government preferred.

The attorney will be knowledgeable in the following municipal and other law including:

- Administrative matters and proceedings;
- City Charter and City Code of Ordinances issues;
- Code Enforcement;
- Contract Law;
- Drafting and reviewing ordinances and resolutions;
- Ethics Laws;
- Constitutional law;
- Applicable federal and state laws;
- Land use and zoning;
- Litigation in state and federal courts;
- Municipal leases and agreements;
- Public records and Sunshine Law matters

If the City Attorney is not already, they will be expected to quickly become proficient in all the above with respect to the laws and regulations of the City of Naples.



## FEES FOR SERVICES

The respondent may select one of the following three compensation options it intends to use if selected as Naples' City Attorney.

- Option "A" - Retainer/Fixed Fee Cap Plus. The attorney will bill a monthly retainer for General Government Services plus hourly fees for litigation, special projects, or both, if not covered by a retainer.
- Option "B" - Hourly Fees for All Work. The attorney will use hourly rates to bill for the legal services they provide to the City.
- Option "C" - Respondent's Choice. Any billing methodology Respondent wishes to propose.

No matter which of the preceding options the Firm selects, it should provide monthly bills to the City and maintain auditable records to account for all expenses billed.



## MORE INFORMATION



## CONTACT



[HR@naplesgov.com](mailto:HR@naplesgov.com)



[\(239\) 213-1810](tel:(239)213-1810)

**Resumes are subject to the provisions of Florida's Public Records Law.**

**The City of Naples is an Equal Opportunity Employer.**

## SUBMITTAL REQUIREMENTS

Interested firms or attorneys should convey the following information via email to:

**City Manager, Jay Boodheshwar**  
[JBoodheshwar@naplesgov.com](mailto:JBoodheshwar@naplesgov.com)

- Letter of Interest, including:
  - Credentials
  - Earliest date available to commence service as City Attorney
  - Fees for services option
  - Specify if you plan to be present full-time at City Hall or via a hybrid plan
- Curriculum Vitae
- Minimum of three (3) reference letters from past/current clients including a summary of services provided to Florida municipalities

**Closing date: March 25, 2024, at 5:00 pm EST**

