



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF PORT ST. LUCIE, FL
INVITES YOUR INTEREST IN THE POSITION OF
CITY ATTORNEY

THE COMMUNITY

The City of Port St. Lucie is a naturally beautiful coastal community located 50 miles north of West Palm Beach along the East Coast of Florida. Port St. Lucie is in the center of a three-county area known as the Treasure Coast and is in St. Lucie County, with Ft. Pierce serving as the county seat. The city is bordered on the east by the Indian River and split in half by the North Fork of the St. Lucie River.

The City encompasses 120 square miles, two-thirds of the County, and has tremendous future growth potential. Its 1970 population was only 330 residents. Today, Port St. Lucie is the largest city along the Treasure Coast, sixth largest in the state, and one of the fastest growing in the nation. Its current population is approximately 240,000, with only 84.3% of its single-family lots developed.

The City was primarily a residential community but is now increasing the number of commercial sites to support its citizens' needs. Although originally designed as a retirement community, Port St. Lucie's average age is 43 as the City has become known for its exceptional quality of life, including its affordable homes.

The City has a robust economic development strategy. Major employers include St. Lucie County School Board, Lawnwood/HCA Medical, FedEx, Amazon, Cheney Brothers, Cleveland Clinic Martin Health, City of Port St. Lucie, Walmart Distribution Center, St. Lucie County, Indian River State College, Florida Power and Light Company, and Pursuit Boats.

Recreational opportunities are plentiful due to the tropical climate and location. Boating enthusiasts can easily access the Atlantic Ocean using the St. Lucie River via Stuart to the St. Lucie inlet. In addition to water adventures on the St. Lucie River, beautiful beaches are only a short drive away.

The City's extensive Parks and Recreation programs offer numerous outdoor and sporting opportunities for all age groups. With over 40 unique parks and recreational facilities, as well as eight golf courses within the city, there are many leisure opportunities for this active community. The City is home to the New York Mets Spring Training Facility, as well as the Port St. Lucie Mets (Single A), which is part of the Florida State League.

Port St. Lucie is served by three major north-south highways: Interstate 95, the Florida Turnpike, and U.S. Highway 1. The Ft. Pierce inlet, 20 miles to the North, serves the local commercial markets, such as the transportation of citrus grown in the county's unincorporated areas. The Treasure Coast International Airport, a small general aviation airport, is located in St. Lucie County, while Melbourne and West Palm Beach are the nearest airports offering scheduled commercial flights.



The public school system is county-wide and governed by a School Board of five members.

The St. Lucie County School District has six high schools (grades 9-12), twelve schools that combine grades K-8, seventeen elementary schools, five middle schools (grades 6-8), four alternative education schools, and over 40,000 students. The public school system allows parents to select a school of their choice from a number of schools in residential choice zones. The City also has six Charter Schools. Indian River State College, MedVance, Keiser Career College, and Florida International University (FIU) have facilities located within Port St. Lucie, providing excellent higher education opportunities.

With its Tropical South Florida environment, Port St. Lucie's average annual temperatures range from a high of 83 degrees to a low of 66.

THE ORGANIZATION

Port St. Lucie was incorporated in 1961 by the original developer, General Development Corporation, who was responsible for starting several communities throughout the state. The City has operated under a Council/Manager form of government since 1976.

The City is led by a five-member elected Council, which sets policy and determines the long-term vision for the city. Each Council member has one vote, including the Mayor, so legislative authority is equally spread among all five members.

The Mayor and City Council members serve four-year terms. Terms are staggered to have three, and then two council members elected every two years, with no term limits.

The City's Mission is to provide exceptional services that enhance the community's safety, beauty and quality of life through innovation, engagement and fiscal responsibility. The Vision for the City is to be a leader in finding innovative solutions that put residents first and support opportunities for all people to thrive.

The City Council's duties include appointing the City Attorney, City Manager, and City Auditor and determining policy, adopting legislation, adopting the budget, and setting rates and fees.

The City of Port St. Lucie provides most traditional municipal services through several specialized city departments, which are directed by department heads who are appointed by and report directly to the City Manager. Major services include law enforcement (Police Department), water and sewer (Utilities Systems), Parks and Recreation, roads and drainage (Public Works), building inspections (Building), and several others. Fire and rescue services in the city are provided by the St. Lucie County Fire District, which is a completely separate government entity from the City.

The City has approximately 1,420 employees and an FY2023 total budget of \$704.9 million, which includes a general fund of \$172.7 million, and a five-year CIP budget of \$328.7 million. The City is financially stable and has a AA bond rating.

THE POSITION

The City Attorney position is a professional, managerial, and administrative role which provides legal advice and/or counseling and legal representation to the Mayor, City Council, City Manager, department directors, and City employees in their official capacity. The City Attorney manages the activities of the City Attorney's Office, which has a total of 18 staff, including the City Attorney, Senior Deputy City Attorneys, Deputy City Attorneys, Paralegals, and Support Staff.

The duties and responsibilities of the City Attorney include, but are not limited to:

- Keeps the mission, vision, and values of the City of Port St. Lucie at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity by generating innovative solutions to work situations.
- Performs duties or oversees legal staff in researching legal questions, preparation of resolutions, issuance of briefs and legal documents, representation of the City in various civil lawsuits, and rendering of legal opinions.
- Directs and reviews work of staff counsel through conferences, inspection of documents, and evaluation of results obtained.
- Gathers evidence in civil, criminal, and other cases to formulate defense or to initiate legal action.
- Prepares legal briefs and develops strategy, arguments, and testimony in preparation for the presentation of cases.
- Provides legal counsel for prosecution of eminent domain proceedings and other civil suits, actions, and proceedings authorized by the Council.
- Attends all meetings and workshops of the City Council and meetings of certain other City boards and committees, unless otherwise excused.
- Provides legal defense counsel in suits and actions brought against the City, except in cases where special legal counsel is engaged.
- Works with the Police Department and other City departments to enforce Florida laws and statutes within the City.
- Reviews and renders written legal opinions on matters relating to municipal government, pertinent decisions, policies, regulations, and other legal matters relating to the City.
- Advises City Council and City officials concerning transactions of business involving internal affairs and public relations.
- Interprets laws, rulings, and regulations for City Council and City officials.
- Reviews various matters for compliance with applicable laws and ordinances.
- Prepares, reviews, and approves, as to form and sufficiency, ordinances, resolutions, deeds, and contracts.



- Provides legal assistance regarding labor disputes and employee relations matters.
- Confers with colleagues with specialty in the area of lawsuits to establish and verify the basis for legal proceedings.
- Conducts research, interviews clients and witnesses, and handles other details in preparation for trial or adjudication.
- Represents the City in court and before quasi-judicial or administrative agencies of government.
- Directs the preparation of department budget.
- Assigns and supervises attorneys and support staff; supervises outside counsel, as may be assigned.
- Collaborates with the City Manager on matters of City business and as directed by Council.
- Routinely meets with the City Council members to review and discuss projects, programs, and related legal matters impacting City government.
- Performs the duties of the City Attorney as described in the City of Port St. Lucie Code of Ordinances.
- Routinely monitors and stays abreast of Federal and State legislation and case law affecting local government issues.
- Routinely apprises the City Council and the City Manager as to the status and progress of pending matters.
- Serves as a member of the City's core Emergency Operations Team and shall be required to report to the Emergency Operations Center (EOC) when activated.
- Adheres to the terms and conditions outlined in the Personnel Rules and Regulations.
- Adheres to the terms and conditions of the Collective Bargaining Agreement(s), as may be applicable.
- Performs other duties and tasks as may be assigned by the City Council.

Port St. Lucie is experiencing exponential growth and seeks a City Attorney adept at guiding a fast-growing community.

The ideal candidate will:

- Keep the Council equally informed and provide the Council with options and choices to consider, along with associated risks.
- Be approachable, accessible, responsive, and decisive.
- Work well with other departments and agencies, both internal and external to the organization, as a supportive, service-oriented team player.
- Provide strong leadership with a collaborative, mentoring management style.
- Possess excellent verbal and written communication skills, expressing legal terminology in layperson's terms.
- Have a reputation for being accountable, fair, ethical, and trustworthy. Must be transparent, honest, and forthcoming.
- Demonstrate sound, independent judgment and tact.
- Maintain security and confidentiality.
- Understand the importance of being politically astute while remaining apolitical.
- Have substantial administrative and management experience with a public or private legal practice.
- Possess a thorough knowledge of legal principles and concepts related to local government law, including Florida Sunshine and public record laws, and have experience in applying them properly.

The selected candidate will manage a considerable workload and effectively establish expectations, processes, and procedures within the City Attorney's Office, resulting in high-quality work with an attention to detail and rapid responsiveness.

Requirements include a Bachelor's degree from an accredited college or university; a Juris Doctorate degree (J.D.) from an accredited college of law; and a minimum of nine (9) to twelve (12) years of progressively responsible legal experience, with five (5) years in government law and civil practice. A minimum of five (5) years supervising other attorneys is required. Experience in one or more of the following is important: civil or criminal trials or administrative hearings, code enforcement, environmental and land use, public contracts, public purchasing, public finance, real estate, and employment law. Board certification in Local Government with the Florida Bar is preferred. Preferred candidates will have legal experience in growth management, land use or exposure to land use law, as well as environmental, contractual, employment, historic preservation, public utilities, and experience working for a fast-growth community. Experience in transactional law, litigation, and arbitration is a plus. Must be a member in "good standing" with the Florida Bar and have a valid Florida Driver's License with a clean driving record.



COMPENSATION

The salary is set by the City Council and dependent upon qualifications. The City offers a comprehensive benefit package that includes medical, dental and vision insurance and offers a retirement contribution equal to 12% of bi-weekly earnings into a 401A Defined Contribution Plan; 3% employee required contribution. Basic Life Insurances, AD&D, and short- and long-term disability insurances are provided at no cost to employees. Additionally, the City of Port St. Lucie offers a wide array of benefits designed to meet the diverse needs of its workforce, including but not limited to:

- On-site clinic for employees and dependents on City's Health Insurance; available day one of employment
- Flexible Spending Account and Health Reimbursement Account
- Wellness Program and Life Scan Wellness Screenings
- Regenex
- Accrued Annual Leave; 12 days of paid sick time annually available on first day of employment; 3 paid personal leave days available on first day of employment; 40 hours compensatory leave upon each anniversary
- 12 observed paid holidays

TO APPLY

If interested in this outstanding opportunity, visit our website at www.srnsearch.com and apply online. The first review of resumes will occur on December 27, 2023; the position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate consent. Final interviews will be held with the City of Port St. Lucie. Candidates will be advised of the recruitment status following the selection of the City Attorney. *Pursuant to Florida Open Records laws, applications and resumes are subject to public disclosure.*

Questions regarding this recruitment may be directed to:

Ms. S. Renée Narloch, President
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