



**CITY OF CAPE CORAL, FL**  
INVITES YOUR INTEREST IN THE POSITION OF  
**CITY ATTORNEY**



# THE COMMUNITY

Cape Coral (approx. pop. 209,000) is Lee County's peninsular city, located along Southwest Florida's beautiful, renowned Gulf Coast. Nestled between the scenic Caloosahatchee River, Charlotte Harbor, and the Intracoastal Waterway, Cape Coral is known as a "Waterfront Wonderland."

"The Cape" is the 8th largest city in Florida and the largest city between Tampa and Miami, comprising 122 square miles. It is a tropical community with year-round recreational activities, warm and friendly residents, and an excellent quality of life.

Cape Coral began in the 1950s as one of the first master-planned communities. Today, the city is one of the fastest-growing cities in the nation. What makes Cape Coral truly different from other cities is its sense of community, where residents care about neighbors, and when they need help, they pitch in.

The Cape's picturesque waterfront paradise has many attractions for residents and tourists alike. Its 400 miles of canals (some of which are nearly 200 feet wide!) are open to boating and fishing with direct access to the Caloosahatchee River and the Gulf of Mexico. Downtown Cape Coral has an array of stores, shops, restaurants, and a weekly farmer's market, which is a center of the community and offers mouthwatering goods.

Community amenities include the Cape Coral Parks System and a City-owned golf course, among others. Community events include numerous cultural, arts, and annual celebrations and festivals, including Bike Nights, Sounds of Jazz, Tour de Cape, and Red, White & Boom. For outdoor and cultural enthusiasts, there are golf courses, tennis courts, athletic parks, nature preserves, museums, music, and plays. Those who love nature will find wonderful local ecological preserves and parks where wildlife abounds.

Trends in the Cape Coral Housing market reflect growth and revitalization for the city. Although Cape Coral offers the luxury of coastal South Florida living, the homes are affordable by the standards of most real estate throughout the country.

Growth momentum in Cape Coral is sustained by continuously expanding public and private school systems with high-performance standards. The city's public schools are operated by the Lee County School Board, which is planning to construct as many as 40 new schools in Lee County in the next decade.



Cape Coral is only 14 miles from the Southwest Florida International Airport, which serves nearly eight million passengers annually. Other commercial airports in the region are located in Sarasota, Tampa, West Palm Beach, Fort Lauderdale, Miami, and Punta Gorda.

Over the last several years, Cape Coral has received various accolades as a great place to live, work, and play, including awards recognizing the city for safety, the fastest growth rate (population and economy), the most affordable, and the most anticipated job growth. Cape Coral is consistently ranked #1 or #2 in terms of safety for cities its size in Florida and is currently ranked in the Top 10 cities nationwide for population growth.

# THE ORGANIZATION

The City of Cape Coral's vision is to thoughtfully grow into a vibrant and inclusive community that encourages residential character, creates economic opportunity, and ensures respect for its unique environment. Its mission is to provide services and resources that enhance the quality of life for those who live, learn, work, and play in Cape Coral. The City's guiding principles and core values include Integrity and Transparent Government; Environmental Sustainability; Public Safety and Quality of Life; Fiscally Responsible; Citizen and Community Engagement; and Innovative Thinking.

Incorporated in 1970, the City has a Council-Manager form of government. The Council consists of a Mayor and seven (District) Council members elected at large to four-year staggered terms with a two-term limit. The City has three charter officers—City Attorney, City Auditor, and City Manager, each of whom reports to the City Council.

Cape Coral is a full-service city with several departments and offices, including Capital Improvements Projects, Communications, Development Services, Economic and Business Development, Financial Services, Fire, Human Resources, Parks and Recreation, Police, Public Works, Information Technology Services, Utilities, and a Community Redevelopment Agency (CRA). The City has about 1,877 full-time equivalents and a total FY2023 adopted budget of \$966 million, including a General Fund of \$216 million and a Capital Projects Fund of \$70 million.

The City has a robust Strategic Plan which aligns with the Council's goals and priorities of City Services and Amenities; Communication; Economy, Education, and

Workforce; Fiscal Sustainability; Infrastructure; and Environmental Sustainability.

The City Government is fiscally conservative, proactive in meeting challenges, and consistently supportive of allocating resources for superior services. The City values its businesses and wants to continue encouraging economic development while managing sensible growth and protecting the environment. Citizen participation and input in the governmental processes are highly valued, as is transparency with the government operating "in the Sunshine" and under very broad open public records laws.

## THE POSITION

The City Attorney is appointed by the City Council and serves as chief legal advisor to the City Council, City Manager, and all departments, boards, commissions, and agencies. The City Attorney serves as a trusted advisor and partners with Council, providing sound legal opinions and monitoring legal aspects of the City's activities.

Key responsibilities include:

- Oversees the Legal Division's functions and supervises its 12 full-time employees.
- Prepares written legal opinions and renders legal advice to the City Council, boards, committees, and City Departments.
- Interprets federal, state, county, and City statutes, ordinances, charters, rules, regulations, court decisions, etc.
- Represents the City and its officers and employees personally or via designee in litigation matters, including preparation for trial of cases and handling of appeals.
- Appears before all federal and state courts and administrative agencies on behalf of the City.
- Supervises outside attorneys working alongside the City Attorney's Office on legal proceedings.
- Prepares proposed legislation and makes recommendations to repeal or amend existing laws.
- Reviews, drafts, and approves ordinances, charter amendments, resolutions, contracts, deeds, leases, permits, licenses, and other legal documents.
- Confers with and renders assistance to City Departments in establishing departmental policies by developing and applying legal points and procedures; recommends changes in policies and procedures in order to meet legal requirements.
- Attends meetings of the City Council, boards, and committees to advise on legal matters.
- Conducts legal research as needed.
- Maintains professional contact with other agencies as applicable.
- Performs other related duties as required.



After almost 32 years with the City of Cape Coral, the current City Attorney is retiring.

## THE IDEAL CANDIDATE

Cape Coral, which is only half built out, is experiencing explosive growth and seeks a City Attorney adept at guiding a fast-growth community. The ideal candidate will:

- Keep Council equally informed, and provide Council with options and choices to consider, along with associated risks.
- Be approachable, accessible, and responsive.
- Work well with other departments and agencies, both internal and external to the organization.
- 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 ethical and trustworthy.
- 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 and experience in how to apply 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.

## REQUIREMENTS

Requirements include graduation from an accredited college of law and a license to practice law in the State of Florida, along with a minimum of ten (10) years of progressively responsible legal experience, of which at least seven (7) years will be in the public sector and local government law in a city of similar complexity.

Preferred candidates will have:

- Recently practiced in the state of Florida.
- Legal experience in land use or exposure to land use law, as well as environmental, contractual, employment, historic preservation, and public utilities.
- Experience working for a fast-growth community that is not yet built out.

Additional information is available on the City's webpage at [www.capecoral.gov](http://www.capecoral.gov), or the following sites:

### Economic and Community Development

- [20+ Fastest-Growing Cities In The US \(2023\) | Quicken Loans](#)
- [www.capecoral.gov/edo/view\\_reports.php](http://www.capecoral.gov/edo/view_reports.php)
- [www.capecoral.gov/edo/about/index.php](http://www.capecoral.gov/edo/about/index.php)
- [www.capecoral.gov/department/community\\_development/city\\_planning\\_division/comprehensive\\_planning/index.php](http://www.capecoral.gov/department/community_development/city_planning_division/comprehensive_planning/index.php)

### Parks & Recreation

[www.capecoral.gov/department/parks\\_and\\_recreationhome/index.php](http://www.capecoral.gov/department/parks_and_recreationhome/index.php)

## COMPENSATION

The starting salary will be competitive and dependent on qualifications. Florida does not have a state-level income tax. The City offers an excellent benefits package, including:

- City-paid employee health coverage (additional for spouse or family)
- 5 weeks PTO (sick & vacation)
- 11 paid holidays
- Pension plan
- City-paid life and long-term disability
- Optional Vision and Dental Plans
- Employee Health & Wellness Center for health care services
- Tuition reimbursement
- Gym membership reimbursement
- And much more!



## TO APPLY

If you are interested in this challenging but rewarding opportunity, please visit our website at [www.srnsearch.com](http://www.srnsearch.com) and apply online. 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. Candidates will be advised of the status of the recruitment following the selection of the City Attorney.

Questions regarding this recruitment may be directed to:

**Ms. S. Renée Narloch, President or  
Mr. Elliott Pervinich, Vice President**  
S. Renée Narloch & Associates  
[info@srnsearch.com](mailto:info@srnsearch.com) | 850.391.0000  
[www.SRNSEARCH.com](http://www.SRNSEARCH.com)

The City of Cape Coral is an Equal Opportunity Employer and values diversity at all levels of its workforce.

*Pursuant to Florida Open Records laws, applications and resumes are subject to public disclosure.*



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