



**CITY OF FORT LAUDERDALE  
City Commission Agenda Memo  
CONFERENCE MEETING**

**#18-0427**

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**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee R. Feldman, ICMA-CM, City Manager

**DATE:** April 17, 2018

**TITLE:** City Attorney Selection Process

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The City Attorney is one of four Charter Officers and is responsible for providing sound and confidential legal advice to the Mayor, Commissioners, City Manager, and each of the City's departments.

Section 4.10 of the Charter of the City of Fort Lauderdale establishes the minimum qualifications for the position stating in part, "The city attorney shall be a lawyer of at least two (2) years' experience and practice in the courts of the State of Florida." The duties of the City Attorney are specified in Section 4.12:

- Serves as legal advisor and attorney for the City, and its officers for all matters relating to their official duties;
- Prosecutes offenders against the City's ordinances;
- Attends meetings of the City Commission and advises the City Commission on all points of law and parliamentary procedures;
- Prepares ordinances and resolutions required by the City Commission for adoption or enactment;
- Prepares, reviews, and endorses all contracts concerning the City;
- Protects and defends the City against all complaints, suits, and controversies;
- Files actions on behalf of the City as requested by the City Commission;
- Authors legal opinions on questions of law relating to any legal matter affecting the powers, duties, obligations or liability of any City officer or City employee;
- Acts as legal advisor to any City board or department;
- Performs professional duties as required by the City Charter, City ordinance or resolution; and
- Supervises Deputy City Attorneys and Assistant City Attorneys

The purpose of placing this item on the Conference Meeting Agenda is to allow the Mayor and the Commissioners to discuss the qualifications and duties of the City Attorney and to provide direction for the recruitment and selection of a permanent City Attorney.

Committee to assist the Commission in its search for a new City Attorney. An executive search firm Bob Murray & Associates was awarded the professional Recruiting Services and handled the recruitment. The cost for the recruitment was \$24,100.46.

It is recommended that the City Manager hire an independent executive search firm with experience in handling city attorney recruitments to solicit qualified applicants and bring three to five candidates to the Commission for selection.

**Attachment**

Exhibit 1- Section 4.12 of the Charter of the City of Fort Lauderdale

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Prepared by: Averill Dorsett, Human Resources

Department Director: Averill Dorsett, Human Resources