



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

## THE COMMUNITY

The City of Margate (pop. 55,851) is situated in the heart of southeastern Florida and is part of the Miami-Fort Lauderdale-Pompano Beach Metropolitan Statistical Area, home to more than 5.5 million people. Margate is the 15th largest of the 31 cities in Broward County. It is centrally located within the County with easy accessibility to many major highways and encompasses a nine square mile area of tree-lined streets and 30 miles of canals.

The City of Margate is only 7.5 miles from the Atlantic Ocean and about twenty minutes from the Fort Lauderdale-Hollywood International Airport and Port Everglades, one of the western hemisphere's most accessible deep-water seaports for cargo, cruise and trade ships.

The City is widely known for its exceptional home-town quality of life and delivery of excellent municipal services, including award winning police and fire departments. Other recognitions and awards include Playful City, USA; Tree City, USA; and the National Association of Town Watch's "National Night Out" Award.

Major roadways provide easy commuting to nearby large scale entertainment and concert venues, shopping malls and professional sporting arenas for the Florida Panthers, Miami Marlins and the Miami Dolphins, among others. Margate offers a large variety of family-owned businesses, as well as several large chain stores and restaurants.

The City affords numerous recreational opportunities for residents and visitors alike. The City has many parks and recreational facilities including the Calypso Cove Aquatic Facility, tennis courts, basketball courts, baseball, softball, soccer, and football fields, playgrounds, and boat ramps.

Residential properties account for nearly 67% of the developed area of the City. The local economy in Margate continues to show growth. The City's taxable value provided by the Broward County Property Appraiser of \$2.4 billion for FY 2016 is an increase of 7.9% from FY 2015. The positive economic climate in Margate can be attributed to the foresight of the City Commission to have a well-planned City incorporating key components to ensure a positive quality of life for the residents and an economically stimulating environment for businesses to prosper.

The City is pursuing long-term economic growth through attracting new business, supporting improvements to existing businesses, providing exceptional recreational/cultural opportunities, and building a positive image for the community where people can live, work, shop, and enjoy entertainment in one central location.

Major employers include Northwest Medical Center, the City of Margate, JM Lexus, and Broward County Schools. The median age is 42.13, and the median income is \$42,029. The City has many options for higher educational opportunities within the region.



## THE ORGANIZATION

The City of Margate was originally created as a municipal corporation in 1955 to be known as the Town of Margate. In 1961, the Town of Margate was incorporated as a City. The City currently operates under a City Commission/City Manager form of government. The City Commission consists of the Mayor, Vice Mayor and three commissioners. The five commission members are elected at-large on a non-partisan basis for a four-year term. Effective with terms beginning November 2012, term limitations are

three consecutive four-year terms. The Mayor is elected annually by the members of the City Commission

for a one-year term, not to exceed two years in succession. The City Commission determines policy, adopts legislation, approves the City's annual budget, and hires the City Manager, City Attorney and City Clerk. The City Manager is responsible for carrying out the policies of the City Commission, overseeing the daily management of the City, and for appointing the City's department directors.

The City provides a wide range of services including police and fire protection (which includes all fire protection by contract to the neighboring City of Coconut Creek), emergency medical service, water and wastewater services, stormwater services, recreation, public improvements, streets, planning and zoning, and general administrative services. The City has approximately 527 employees and a FY 2016 total budget of \$102 million, which includes a \$55 million General Fund budget.

The City is financially accountable for two blended component units which consist of the Northwest Focal Point Senior Center (Center) and the Margate Community Redevelopment Agency (MCRA). The Center is a special district located in Margate, providing services to seniors residing within the City, as well as Broward County. The Center funds its operations through grants from various governmental and charitable agencies, as well as in-kind services from the City. The Margate Community Redevelopment Agency (MCRA) is a dependent special district created in 1996 by the Margate City Commission. A major project on the horizon is the Margate City Center, a 36-acre site assembled by the MCRA for redevelopment purposes. Redevelopment of the site will include a mix of commercial and recreational features, as well as residential options to make Margate a community of choice for its diverse population and employee base. The Margate City Commission serves as the board governing both the MCRA and the Senior Center.

## THE CITY ATTORNEY'S OFFICE

The mission of the City Attorney's Office is to protect the legal interests and assets of the City with the highest level of professionalism, ethics and dedication to serve the City of Margate for the benefit of its citizens. The primary role of the

City Attorney is to protect the legal interests of the City in the conduct of its daily business and in the prosecution and defense of legal challenges. The Office currently has two staff—the City Attorney and one Executive Secretary/Paralegal, who is shared with the City Manager’s Office. The City Attorney also serves as the City Prosecutor and currently represents the City and the MCRA.

The City Attorney’s Office interprets and applies local, state and federal statutory and case law and the City Charter and Code of Ordinances; researches legal authority in order to provide guidance to the City; prepares ordinances and resolutions; negotiates, drafts and reviews contracts, bonds, and other legal documents. The Office also prosecutes, defends and settles legal challenges filed on behalf of or against the City in State and Federal Courts and before administrative agencies; or ensures the City is properly represented by outside counsel. This includes challenges to City ordinances, development, approvals, employment actions, civil rights actions, torts, tax liability issues, the foreclosure of City liens and mortgages, the prosecution of municipal ordinances and adjusting claims made.

## THE POSITION

The City Attorney is the chief legal advisor to, and attorney for, the City and its elected and appointed officers. The City Attorney is appointed by and serves at the pleasure of the City Commission. The City Attorney has overall responsibility for the Office of the City Attorney and is expected to exercise considerable initiative and independent professional judgment in all legal matters affecting City government. This is a full-time position, with an office location at City Hall.

Responsibilities of the City Attorney include:

- Provides legal counsel to the City Commission, all charter officers, and all City departments as well as the Margate Community Redevelopment Agency (MCRA), City boards, committees, and employees generally in their official duties;
- Recommends policy or procedure changes and coordinates implementation strategies in compliance with the law;
- Prepares ordinances, resolutions, policy regulations, and procedures to be adopted by the City Commission;
- Advises the City Commission and all Charter Officers through review of organizational goals and objectives as they relate to current laws and judicial decisions;
- Retains special counsel on behalf of the City as authorized by policy or the City Commission;
- Plans, organizes, administers, directs, and supervises the activities of the Office of the City Attorney;
- Serves on the City’s negotiation team for the City in union/labor contract negotiations;
- Acts as labor counsel for the City;
- Develops the annual departmental budget;
- Attends meetings of the City Commission, its agencies, boards, and committees, as appropriate;
- Participates in and attends professional organizations and seminars to expand proficiency in law and practice;
- Prosecutes and defends suits, complaints, and controversies for and on behalf of the City including: challenges to City ordinances; development approvals; employment actions; civil rights actions; torts; tax liability issues; the foreclosure of City liens and mortgages; and the prosecution of municipal ordinances; or ensures the City



is properly represented by outside counsel;

- Evaluates claims made against the City and advises management or the City Commission on recommended plan of action to address cases and claims;
- Approves the form of all contracts, deeds, bonds, charters, ordinances, and formal resolutions;
- Conducts legal research, provides legal opinions, and memoranda and renders legal advice and assistance, including advice as to ethics for public officials;
- Interprets and applies state and federal statutory law, case law, the City Charter and Code of Ordinances;
- Negotiates, drafts and reviews contracts, bonds and other legal instruments for approval of form and legality;
- Reviews agenda backup for City Commission meetings;
- Stays current on court decisions, administrative decisions, legislation and problems relevant to local government and related matters; and,
- Performs other duties as assigned.

The City Attorney position is open due to the retirement of the incumbent after more than 38 years of service. The new City Attorney will be charged with assessing the overall workload of the Office and determining the level of resources needed. In addition, the City Commission is considering appointing separate legal counsel for the MCRA and will look to the new City Attorney to provide advice relative to this matter. The City Attorney will often educate staff and others, including the public, and provide solid legal opinions.

## THE IDEAL CANDIDATE

The ideal candidate will be a strong, approachable leader with a collaborative management style who is confident, accessible, diplomatic, and

able to quickly build trusting relationships. The successful candidate will have an impeccable reputation for being ethical, loyal, proactive, and solutions-oriented. Candidates must possess a thorough knowledge of legal principles and concepts related to local government law and have the ability to handle administrative, trial and appellate work. The successful candidate must communicate effectively, handle several assignments concurrently, maintain security and confidentiality, and work well with all stakeholders, both internal and external to the organization. A consummate professional with strong analytical and negotiating abilities, as well as knowledge of current laws and ordinances, who can provide sound legal advice to the City Commission and others, is needed. The successful candidate must be decisive, direct, and remain apolitical.

Graduation from an accredited college of law plus a license to practice law in the State of Florida is required. At least ten (10) years of progressively responsible legal experience with an emphasis in municipal and civil law is needed. Florida municipal experience and knowledge of the Broward County Elected Official Code of Ethics is preferred. Experience in legal areas such as Appellate, Constitutional, Land Use/Zoning, Purchasing, Environmental, Open/Public Records, Contracts, and Labor/Employment Law, including litigation and transactional law, is needed.

## COMPENSATION

The salary range is open and dependent upon qualifications. The starting salary will be based upon the knowledge and experience of the individual selected. The City offers a competitive benefits package. For additional information visit: [www.margatefl.com](http://www.margatefl.com). The State of Florida does not have a state income tax.



## TO APPLY

If interested in applying for this outstanding opportunity, please visit our website at [www.srnsearch.com](http://www.srnsearch.com) to apply online. Résumé review will begin January 26, 2016; position is open until filled. Résumés will be screened according to the qualifications outlined above. The most qualified applicants will be invited to screening interviews with S. Renée Narloch & Associates. A select group of candidates will then be asked to provide references upon determination that they may be recommended as finalists; references will be contacted only following candidate approval. Final interviews will be held with the City of Margate. 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**

**S. Renée Narloch & Associates**

**[info@srnsearch.com](mailto:info@srnsearch.com) | 850.391.0000 | [srnsearch.com](http://srnsearch.com)**

To learn more about the City of Margate, visit:

[www.margatefl.com](http://www.margatefl.com)

The City of Margate is an Equal Opportunity Employer.

**PURSUANT TO FLORIDA'S BROAD PUBLIC RECORDS/SUNSHINE LAWS, APPLICATIONS AND RÉSUMÉS ARE SUBJECT TO PUBLIC DISCLOSURES.**



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