

ADMINISTRATIVE POLICIES - CITY ATTORNEY

Legal Requests:

A request for a legal opinion from the City Attorney should be channeled through either the City Manager, the City Clerk, Mayor or City Council for approval before being forwarded to the City Attorney. Legal staff is only authorized to incur bills for the City when requested by the Mayor, City Council, City Manager, or City Clerk, and the City is not billed unless the request comes from one of them. The attorneys will return council members' phone calls and discuss matters, but not do a lot of research without a legal request.

Procedure for Subpoena/Summons (see attachment CA-1)

POLICY FOR SUBPOENAS/SUMMONS

CITY OF VENICE: The following order should be followed in accordance with Florida Statutes 48.111 relative to the service of summons/subpoenas to the City of Venice:

1. Mayor
2. In the Mayor's absence, the Vice Mayor
3. In the Mayor and Vice Mayor's absence, any member of the Venice City Council.
4. If none of these individuals are at city hall when they are attempting to serve the papers, they will need to come back when one of them is here.

Note: No one other than those listed above may accept service on behalf of the City of Venice.

INDIVIDUALS: Subpoenas/summons should only be served on the individual listed. No one should accept it on behalf of another individual.

PROCESS: When papers are served, the original should be sent to Alan Bullock, with a copy to Kelly Fernandez. Make a notation on the city attorney's copy stating who accepted service, and when it was served (date and time, if possible).