



*Office of*  
**INDIAN RIVER COUNTY  
ATTORNEY**

Dylan Reingold, County Attorney  
William K. DeBaal, Deputy County Attorney  
Susan J. Prado, Assistant County Attorney

**MEMORANDUM**

**TO:** Board of County Commissioners  
**THROUGH:** John Titkanich, Jr., County Administrator  
**FROM:** Dylan Reingold, County Attorney  
**DATE:** June 12, 2023  
**SUBJECT:** County Attorney Position

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As you are aware on June 7, 2023, I announced that I will be stepping down from the County Attorney position at the end of July or in early August. I am bringing this agenda item to begin the discussion of finding a new County Attorney for Indian River County.

For the Board's consideration, I am highlighting various options for filling the County Attorney position. Each of these options has various costs and timeframes.

**Promotion of Mr. DeBaal**

Bill DeBaal has been working for the County Attorney's Office for almost 20 years and has served as the Deputy County Attorney for almost 16 years. I am not sure what Mr. DeBaal's wishes are, but the Board could certainly consider promoting Mr. DeBaal to the County Attorney position. I will note that Mr. DeBaal has completed one year in DROP.

**Open Search Managed by Human Resources**

The Board could choose to do an open search managed by the Human Resources Department. In 2013, the Human Resources Department conducted the search. Notices were posted in the Press Journal, the Florida Association of Counties webpage and in the Florida Bar News, which is how I discovered the opening. The cost for this search would be limited to staff time and any applicable advertising costs. Applications would be screened by Human Resources for minimum qualification and referred to the Board for consideration. During the 2013 search, the Board sought an attorney with an active membership in the Florida Bar, with at least ten years' experience as a practicing attorney with at least five years of local government law experience.

## **Open Search with Assistance from Florida Association of County Attorneys**

The Florida Association of County Attorney's (FACA) provides a recruitment service for counties seeking a new County Attorney. The position would be posted and advertised by County Human Resources staff, based on FACA's recommendations. FACA will then convene a panel of volunteer County Attorney's to vet the applicant pool and provide a recommended short list to the Board. The cost of this service would be \$5,000, plus advertising expenses.

## **Open Search Utilizing Recruitment Firm**

The Board could choose to utilize the services of a recruitment firm to assist in this process. It is anticipated that the cost of a recruitment firm would be similar to the cost of the recruitment firm for the recent County Administrator search. The recruitment firms manage the entire process, assisting in identifying an organization's requirements, reaching out to potential candidates, utilizing established networks to communicate the opportunity, screening applications, conducting initial assessments, identifying top candidates, and providing guidance through the interview and selection process. The Board used this process in its search for the new County Administrator, however as the new County Attorney should be a member of the Florida Bar, the Board would want to consider a firm with a strong focus on Florida recruitment.

## **Other Considerations**

In any of the options outlined above, it would also be important for the Board to determine the traits and characteristics that would be sought for the next County Attorney as the process moves forward. A discussion of the opportunities and challenges facing the County would be helpful, as would a general range of compensation that the Board would provide for this position going forward.

## **Recommendation**

The County Attorney recommends that the Board have a discussion regarding how best to fill the position of County Attorney and provide direction to staff.