



**PROFESSIONAL SERVICES
LEGAL COUNSEL FOR THE CITY OF EDGEWATER CITIZEN CODE ENFORCEMENT
BOARD AND TO PROVIDE SERVICES AS A SPECIAL MAGISTRATE**

The City of Edgewater is requesting Letters of Interest from qualified attorney's or law firms who are interested in providing professional services as Legal Counsel for the City of Edgewater Citizen Code Enforcement Board and to provide services as a Special Magistrate.

The attorney, or all members of the firm selected, must be current members in good standing with the Florida Bar. Knowledge of and experience with municipal, state or county government, code enforcement, zoning, real property law and land use law is preferred.

Duties may include, but are not limited to:

- 1) Legal counsel representing the Citizen Code Enforcement Board
- 2) Hearing and deciding alleged violations of the City of Edgewater Code of Ordinances as the City of Edgewater Special Magistrate for Emergency Hearings and Animal Control Cases;
 - a) Assessing fines against violators of city codes and ordinances; affirming or modifying fines previously imposed;
 - b) Consistent with Chapter 162, Florida Statutes, adopting rules for the conduct of hearings; subpoenaing to hearings alleged violators, witnesses and evidence (if needed); taking testimony under oath and issuing orders having the force of law to commence whatever steps are necessary to bring a violation into compliance;
 - c) Issue findings of fact based on evidence of record, and conclusions of law, and issue an order affording the proper relief consistent with powers granted in the City of Edgewater's Code of Ordinances and in accordance with Chapter 162, Florida Statutes.

Attorney or Firm qualifications which will be evaluated in the selection process include the nature and extent of experience and expertise in City/County government legal services, and specifically code enforcement proceedings.

Respondents must submit one (1) original Letter of Interest as well as one (1) digital copy on a USB drive. The Letter of Interest shall include the following information: brief description of the attorney or law firm, summary of similar and relevant experience, resumes of individual(s) who would be assigned primary responsibilities for the engagement, client references and a proposed cost and fee schedule.

Final selection will be made by the City of Edgewater City Council. The City anticipates entering into a professional services agreement with the selected attorney or firm. The City of Edgewater reserves the right to reject all replies.

Any inquiries should be directed via email to: Pat Drosten, Purchasing Specialist, City of Edgewater, pdrosten@cityofedgewater.org.

FINANCE DEPARTMENT - PURCHASING
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