



**PROFESSIONAL SERVICES  
LEGAL COUNSEL FOR THE CITY OF EDGEWATER AS THE  
SPECIAL MAGISTRATE**

The City of Edgewater is requesting Letters of Interest from qualified attorneys or law firms who are interested in providing professional services as the City of Edgewater 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, land use law, animal control, and traffic enforcement law is required.

Duties may include, but are not limited to:

- 1) Hearing and deciding alleged violations of the City of Edgewater Code of Ordinances as the City of Edgewater Special Magistrate.
- 2) Assessing fines against violators of City codes and ordinances; affirming or modifying fines previously imposed;
  - a) Consistent with Chapter 162, Florida Statutes, adopting rules for the conduct of hearings; issuing subpoenas to alleged violators and witnesses and for the production of 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;
  - b) Making findings of fact based on evidence of record, and conclusions of law, and entering orders 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.
- 3) Presiding over and adjudicating traffic infraction hearings on citations issued for violations of F.S. Ch. 316, State Uniform Traffic-Control Law, as adopted, in its entirety and as part of the Code of Ordinances and rendering rulings based on evidence and facts submitted during such hearings.
- 4) Hearing and deciding alleged violations of the City of Edgewater Animal Control Ordinance and assessing fines and affirming or modifying fines previously imposed .
- 5) Hearing and deciding Dangerous Dog cases and making findings of fact based on evidence of record, and conclusions of law, and issueing orders affording the proper relief consistent with powers granted in the City of Edgewater's Code of Ordinances.

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.

**FINANCE DEPARTMENT - PURCHASING**  
P.O. Box 100 • Edgewater, FL 32132-0100  
(386) 424-2400 Ext. 1306 • Fax (386) 424-2409  
**e-mail: [pdrosten@cityofedgewater.org](mailto:pdrosten@cityofedgewater.org)**  
[www.cityofedgewater.org](http://www.cityofedgewater.org)

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](mailto:pdrosten@cityofedgewater.org).

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the **RLoI** process.

Event	Date
Letter of Interest Due/Opening Date	October 16, 2019 3:00 pm
Evaluation Committee	October 23, 2019 10:00 am
Firm Presentations (if applicable)	October 29, 2019 9:00am – 12:00pm
Notice of Recommendation	October 29, 2019
City Council Hearing Date	December 2, 2019

**Please submit on or before October 16, 2019 at 3:00 pm to:**

**City of Edgewater – LoI – Special Magistrate  
104 N Riverside Drive  
PO Box 100  
Edgewater, FL 32132**

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