



One Financial Plaza  
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December 05, 2019

VILLAGE OF LAZY LAKE  
2250 LAZY LANE  
LAZY LAKE, FL 33305

Bill Number 209286  
Billed through 11/30/2019

**VILLAGE OF LAZY LAKE / GENERAL LEGAL SERVICES**

**018862 018001 DJL**

Balance forward as of bill dated	11/06/2019	\$2,226.86
Payments and Trust amounts applied		\$2,226.86
Net balance forward		\$0.00

**FOR PROFESSIONAL SERVICES RENDERED**

11/06/19	DJL	Formulate Meetings Resolution and Staff Report to Village Council which authorizes Meetings outside of Village after Resolution No. 2019-1 expires; Prepare draft Resolution and Staff Report for November Agenda.	1.40 hrs
11/06/19	DJL	Review Village Charter for any provisions relating to general elections.	0.75 hrs
11/06/19	DJL	Receipt and review of e-mail from Mr. Benson re: form of Budget Reconciliation and respond with suggestion.	0.20 hrs
11/08/19	DJL	Finalize Draft Resolution concerning meetings and staff report and transmit to Village Administrative Assistant for November 19, 2019 Agenda.	0.40 hrs
11/11/19	DJL	Begin file Memo re: election procedures; begin work on proclamation.	0.25 hrs
11/13/19	DJL	Receipt and review of draft minutes and add suggestions; telephone conference with Ms. Tayar.	0.10 hrs
11/13/19	DJL	Prepare e-mail to Administrative Assistant asking that she place on the November 19 Agenda the Supervisor of Elections two election agreements.	0.20 hrs
11/13/19	DJL	Prepare Resolution changing December Meeting Date and send to the Village Administrative Assistant for the November 19 2019 Meeting Agenda.	0.20 hrs
11/13/19	DJL	Evaluate law and draft Budget Reconciliation Report; prep budget reconciliation Resolution draft and send to Mr. Benson for review.	1.25 hrs
11/14/19	DJL	T/C with Mr. Benson and revise Resolution for budget reconciliation.	0.75 hrs
11/14/19	DJL	Prepare e-mail to Village Administrative Assistant requesting that the draft financial statements prepared with assistance from Keefe McCullough be placed on the Agenda for the November 19, 2019 Meeting Agenda.	0.20 hrs
11/14/19	DJL	E-mail to Village Administrative Assistant re: Discussion item for local qualifying officer to be added to agenda for November 19, 2019 Meeting.	0.10 hrs
11/14/19	DJL	Prepare advisory e-mail to Village Administrative Assistant re: Statutory requirements for posting budget related matters on the Village Website.	0.30 hrs
11/14/19	DJL	Prepare e-mail to Mayor re: new Statutory requirement for municipal reporting to the State Office of Office of Economic and Demographic Research.	0.30 hrs
11/18/19	DJL	Prepare follow-up e-mail to Mr. Benson for review of draft budget	0.20 hrs

		reconciliation Resolution.	
11/19/19	DJL	Follow up with Mr. Benson; change Budget Resolution in light of revised financial statements; complete prep for and attend Lazy Lake Village Council Meeting.	2.50 hrs
11/22/19	DJL	Status conference with Mayor Anthony re: Miscellaneous Matters.	0.10 hrs
11/25/19	DJL	Receipt and review of draft financial statements from Mr. Benson with clarifications resulting from November 19, 2019 Village Council Meeting; Prepare revised Final Budget Resolution to make the changes as discussed; transmit to Mayor and Administrative Assistant with instructions.	0.75 hrs
11/26/19	DJL	Review state law re: elections; prepare Notice to be published in Sun Sentinel; Prepare draft Proclamation for Mayor to review; prepare e-mail to Mayor and Administrative Assistant.	1.00 hrs
Total fees for this matter			\$2,518.50

**BILLING SUMMARY**

LUNNY, DONALD	10.95 hrs	230.00 /hr	\$2,518.50
TOTAL FEES		10.95 hrs	\$2,518.50
TOTAL ADMIN COSTS			\$75.56
TOTAL CHARGES FOR THIS BILL			\$2,594.06
NET BALANCE FORWARD			\$0.00
TOTAL BALANCE NOW DUE			\$2,594.06
TRUST BALANCE			\$0.00

A 3% administration charge on all fees has been included to cover internal costs such as scanning, photocopying, postage, conference calls, long-distance telephone charges and similar other charges

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