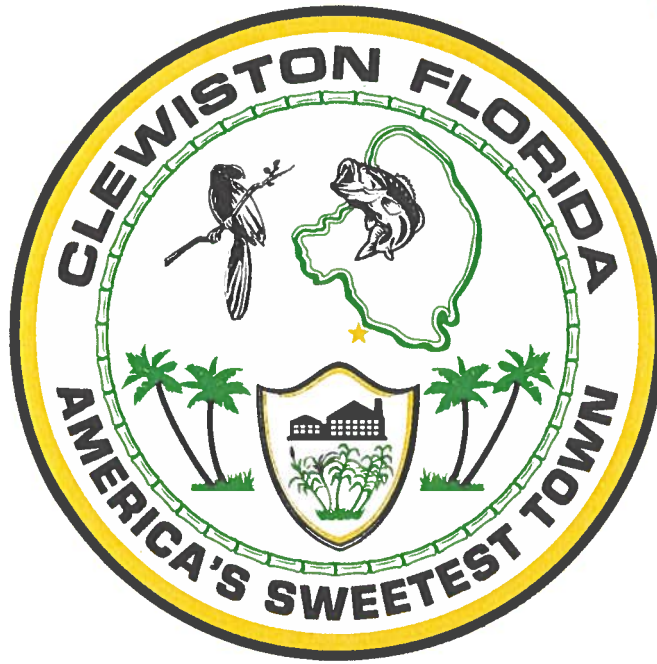


COPY



City of Clewiston, FL
Letter of Interest for Municipal Legal Services

May 7, 2025

Prepared By:

 **DAVIS &
ASSOCIATES, P.A.**

CITY OF CLEWISTON
FINANCE DEPARTMENT

MAY 05 2025

RECEIVED



LETTER OF TRANSMITTAL

TO: Lakisha Q. Burch, City Clerk, City of Clewiston
FROM: Keith W. Davis, Esq.
DATE: May 7, 2025
RE: Letter of Transmittal - Request for Letter of Interest Municipal Legal Services

Greetings, on behalf of Davis & Associates, P.A., I would like to formally express our interest in providing Municipal Legal Services for the City of Clewiston.

Davis & Associates, P.A. is a government law practice that currently represents a total of seven (7) municipal governments as well as the Palm Beach County League of Cities, Inc., the Treasure Coast Regional Planning Council, and the Florida Green Finance Authority. The Firm's attorneys also serve as Special Magistrates and Hearing Officers for a number of other municipal and county jurisdictions across the Gold Coast and Treasure Coast. We are perfectly positioned to deliver superior, timely, and cost-effective representation for whatever legal needs may arise for the City of Clewiston.

Firm attorney Dylan J. Brandenburg currently serves as General Counsel for the City of Clewiston and has held that position since June 23, 2022. As such, he is already intimately familiar with City's staff, operations, and current legal issues. Dylan became a Partner and Shareholder with Davis & Associates, P.A. in March 2025 and prior to that worked with the Firm in an of-counsel capacity for several years. By allowing Dylan, through the Firm with full support and back-up from the rest of the Firm's attorneys and support staff, to continue to serve Clewiston, the City will continue to enjoy the high quality legal representation it has come to expect over the years, only now with the additional support that will come from the 35 years of combined local government law experience that the Davis & Associates, P.A. legal team possesses.

The Firm as a whole is exceptionally familiar with the issues that arise in municipal operations: ethics for public officials; local government contracting, finance and procurement; personnel matters; land use and zoning law; elections law; code compliance; utilities; and intergovernmental relations. Our attorneys have experience



LETTER OF TRANSMITTAL

in each of the 28 categories of municipal legal services listed in the City's Request for Letters of Interest.

We are confident that our experience in these areas coupled with our ethos of establishing close collaborative relationships with our clients will ensure that the City's legal needs are met. If we can answer any questions or provide you with any further information, please do not hesitate to contact us.

Respectfully,



Keith W. Davis, President

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B. Profile of Offeror

i. Description of Organization

Davis & Associates, P.A. is prepared to perform all duties listed in the City of Clewiston Request for Letter of Interest for



Municipal Legal Services. Since local government and special district law is the primary focus of our practice, Davis & Associates, P.A. clients, whether governmental entities or citizens, receive the finest legal services available to them. All attorneys with the Firm are knowledgeable about Florida's Public Records and Sunshine Laws and regularly advise our clients on both. We routinely draft legal documents including contracts, interlocal agreements, ordinances, resolutions, leases, memoranda of understanding, etc.

OUR SPECIALTY IS ADVISING LOCAL GOVERNMENTS.

At Davis & Associates, P.A., we are extremely experienced in advising municipal governing bodies like the City. Though every local government is distinct and unique, all municipal clients share certain features with one another. All of our municipal clients are subject to Sunshine and Public Records Laws, have their own policies, standards operating procedures, enter into a variety of contractual agreements, navigate procurement issues, hire and fire staff, set utility rates and millage rates, and are subject to the same public financing and tax obligations. We regularly advise our municipal clients on all aspects of local government operations.

EXPERIENCE AND KNOWLEDGE IN ALL ASPECTS OF MUNICIPAL LAW.

Our attorneys are skilled in the Public Records and Sunshine Laws, public meetings and procedural operations, contract and document drafting, procurement, public utilities (three (3) of our municipal clients own and operate their own water and/or sewer facilities), environmental issues, legislative tracking, litigation, finance, interpreting various rules and regulations, and zoning and land use matters. The experience of Mr. Brandenburg, Ms. Barnard and Mr. Davis' experience in these areas is provided in detail below and is further expanded upon in the individual resumes that have been provided.

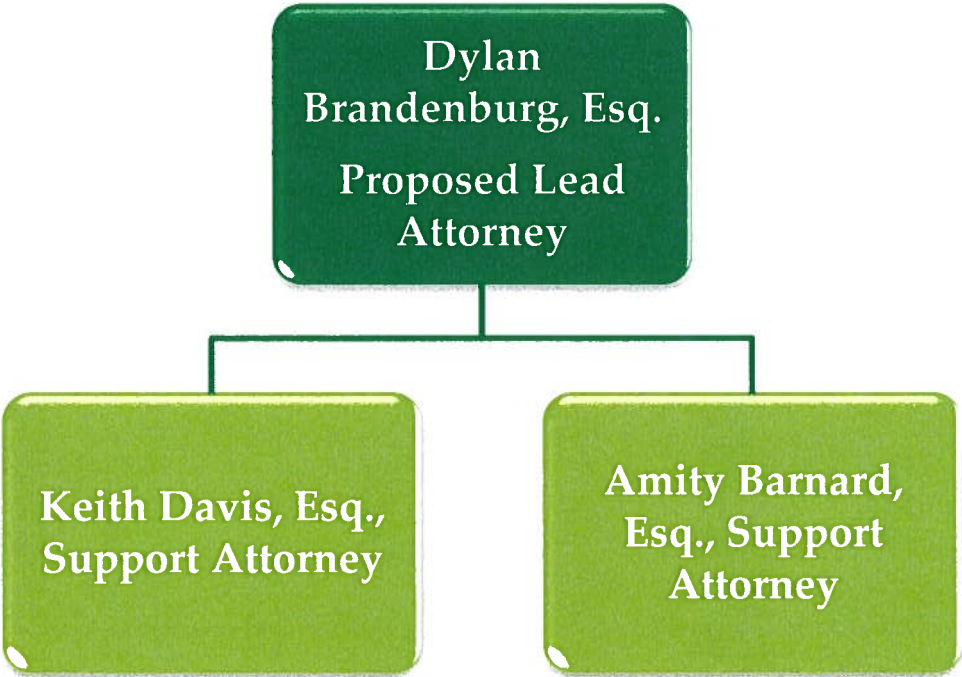
Our public clients expect the best customer service, and that is what Davis & Associates, P.A. provides. Firm attorneys carry smart phones and are accessible and always available. City personnel, consistent with the City's desired policy, can call Mr. Brandenburg, Mr. Davis or Ms. Barnard at any time and they will personally answer the phone, not an answering service or assistant. This high level of service is provided to all clients, and we welcome the opportunity to provide our high level of service to the City.

The attorneys of Davis & Associates, P.A. are knowledgeable on both the onboarding/hiring and separation/firing processes to ensure proper procedures are followed when the City finds personnel are unfit for the City’s projects. This extends to contract termination, starting with drafting terms in the contract that allow termination terms favorable to the City, to discussing the requirements of corrective measures, to contract termination.

We understand that the City’s business is very diverse. We are confident that the Firm’s attorneys are prepared to counsel and advise the City on all matters related to its various departments and further ranging from bond validations, contracting with state agencies (FDOT and others), permitting matters (FDEP, SFWMD and others), public hearings to adjust rates, fees and charges, and everything in between.

ii. Proposed Staffing

The organizational chart below depicts the Firm’s proposed structure for providing municipal legal services to the City.



Dylan J. Brandenburg, Esq. is proposed for appointment as the Lead City Attorney. Mr. Brandenburg has been serving as the City Attorney for nearly three (3) years since June 23, 2022. As Lead Attorney, Mr. Brandenburg is available to attend the City’s Workshops and Regular Board Meetings. Mr. Brandenburg is also available outside of the regular meeting times to attend meetings deemed necessary by the City and assist and provide counsel to the City at the City’s pleasure. Mr. Brandenburg is admitted to practice in all

Florida courts as well as the Federal Southern and Northern Districts of Florida, and the United States Supreme Court. For the Firm, Mr. Brandenburg also serves as Assistant General Counsel for the Village of Tequesta and Town of Palm Beach Shores.

Keith W. Davis, Esq. is Board certified by the Florida Bar as an expert in the area of City, County and Local Government Law. Mr. Davis currently represents the Village of Tequesta, City of Atlantis, Town of Manalapan, Town of Palm Beach Shores, Town of Briny Breezes and Village of Royal Palm Beach as General Counsel. Mr. Davis also serves as General Counsel for the Treasure Coast Regional Planning Council and Palm Beach County League of Cities, Inc. In addition to providing general counsel services to his clients, Mr. Davis is regularly retained as special counsel on a variety of issues. Mr. Davis has also been retained by the City of Port St. Lucie, Martin County, City of Lake Worth Beach, City of Pahokee, Village of Palm Springs and City of West Palm Beach to serve as special magistrate for code enforcement matters, including ADA / FHA related "reasonable accommodation" hearings.

Amity Barnard, Esq. is Board certified by the Florida Bar in the area of City, County and Local Government Law. Ms. Barnard is admitted to practice in all Florida courts as well as the Federal Southern District of Florida. Ms. Barnard currently serves as General Counsel for the Town of Mangonia Park and Florida Green Finance Authority. She also serves as Assistant General Counsel for the Village of Royal Palm Beach and Town of Palm Beach Shores. Ms. Barnard has also been retained by the City of West Palm Beach, Town of Loxahatchee Groves, Town of Ocean Ridge, Town of South Palm Beach and City of Greenacres to serve as special magistrate for code enforcement matters.

All of the Firm's attorneys are actively involved with the Florida League of Cities. Mr. Davis regularly serves on various Florida League of Cities Legislative Policy Committees, and currently serves as the President of the Florida Municipal Attorneys Association, having served as a Board Member for many years. We also pride ourselves on the fact that Mr. Davis and Ms. Barnard are both Board Certified experts in the area of City, County and Local Government Law by the Florida Bar. This certification is held by only 301 attorneys out of approximately 113,000 attorneys licensed to practice law in the State of Florida.

Resumes for each attorney, documentation indicating the active status of the Firm and proof of membership in good standing with the Florida Bar for each attorney are provided below.

iii. Firm Location

With regard to accessibility, Davis & Associates, P.A. is located in Palm Beach County at 701 Northpoint Parkway, Suite 205, West Palm Beach, Florida 33407. Our three (3) attorneys and two (2) staff personnel operate out of our West Palm Beach office and serve clients throughout St. Lucie, Martin and Palm Beach Counties.



Our attorneys and staff personnel reside from the Palm City area (Mr. Brandenburg and Mr. Davis) through Palm Beach Gardens (Ms. Barnard). These Attorneys and all assistant and support personnel will be accessible to the City at all times and will be available for any and all regular and special meetings, as well as for consultation and meetings with City staff as desired. The Firm is committed to providing the required resources necessary to respond to the City's assignments at all times.

Davis & Associates, P.A., is fully equipped with all necessary technology in order to provide our clients with efficient and superior legal services. The Firm utilizes "Westlaw" as its library and legal research support and, through that service, has access to the latest case law and legislation including United States Supreme Court cases, State and Federal legislation, Federal Court Cases, state court opinions, Attorney General Opinions, and administrative hearing reports and orders.

Our office is equipped with modern support technology and is capable of handling any requirements for reproducing and transmitting documents in technological formats compatible with the City's computer network. Our in-house computer network allows attorneys and staff to create original legal documents and transmit them as needed. The Firm's staff records documents, files interlocal agreements and court pleadings for litigation matters, obtains copies of documents unavailable by computer, and other similar tasks on a weekly basis. We deliver documents to our clients by hand delivery, overnight delivery, by email, or as otherwise necessary or desired.

The Firm, through its attorneys, is available to provide training on Sunshine Law, Public Records Law and Ethics to the City and its staff as part of the scope of services to be provided. Training may also be provided to subcontractors of the City if desired as it relates to such subcontractor's fulfillment of City obligations.

A listing of Florida counties, municipalities, and special taxing districts for which the Firm has provided legal services within the past three (3) years, including dates of service, is provided below.

iv. Local Government Experience

Davis & Associates, P.A., is highly regarded as a premier law firm. The Firm, founded in 1987, has a long history of working on local government issues throughout South Florida that has included interfacing with various levels of government and agencies including at the state, regional and local levels. The Firm has an exemplary reputation in managing matters for governmental public sector clients. Helping government decision-makers and staff navigate the process to successful conclusions is what we do.

The Firm's attorneys have significant experience in all areas of law affecting the City, including:

- **General Legal Counsel:** We represent small towns, larger cities, regional councils, a county-wide local government oriented corporation, and a state-wide separate legal entity (akin to a special district). We know how to advise each and every type of board and council, and the personnel that serve them. We are extremely proud that if asked, any and all of our clients will tell you that they are made to feel as though they are our only client. We are responsive with accurate advice, and our written work product is second to none.
- **Public Records and Sunshine Law:** These areas of the law are fundamental concepts through which we guide our clients on a daily basis. All of our attorneys work closely with municipal and district clerks and personnel to ensure that records are maintained according to applicable retention requirements and to ensure that requests to view public records are processed pursuant to state law. As an example, Mr. Davis recently handled a public records request for one of his clients on a very high profile matter regarding missing persons. Due to the volume of documents and public awareness of the matter, this was a complex review which ultimately resulted in a legal processing of the request. We also have strong working relationships with state experts in the Attorney General's Office regarding public records issues. Likewise, we advise elected and appointed officials on appropriate conduct in conformance with Sunshine Law requirements. We train the elected officials we represent annually, and also speak on these topics at various League of Cities sessions. Mr. Davis previously served as an expert witness on the topic of Sunshine Law compliance in a case involving allegations of legal malpractice in a municipality on the west coast of Florida.

- **Public Meetings and Procedural Operations:** Mr. Brandenburg, Mr. Davis and Ms. Barnard regularly sit on the dais for their municipal clients. We are exceptionally experienced in advising governing bodies on rules of procedure, order and decorum at public meetings. We also regularly counsel our clients on ethics issues to ensure compliance with Chapter 112, Florida Statutes and all reporting requirements therein. We assist the chair of every meeting we attend with the proper handling of public participation, processing action items through appropriate motions, and all other aspects of public meeting procedure. We are also very experienced in making sure that quasi-judicial proceedings, whether at our clients' Planning & Zoning Board or Board of Adjustment hearings, conform with all legal requirements, with particular attention to ensuring that an appropriate and defensible record exists in each instance.
- **Contract and Document Drafting:** The attorneys of Davis & Associates, P.A. regularly prepare, review, negotiate and interpret all variety of contracts. We regularly handle everything from simple agreements for the purchase of goods, to employment agreements for senior staff (managers, public works directors), to financing agreements for major purchases, to multi-agency interlocal agreements and both state and federal grant agreements. Additionally, we routinely draft and review deeds, leases, and other relevant legal documents. Collectively, we have also written hundreds of ordinances, resolutions and codes. The Firm's attorneys also handle major Charter reviews and re-writes that are ultimately placed before the electorate through referendum.
- **Procurement:** The Firm's attorneys regularly assist our clients with competitive bidding and procurement document drafting, ensuring compliance with Section 287.057, Florida Statutes. We are adept in the use of "piggybacking" as an economical means of obtaining contractual goods and services. We are also experienced with contracts that are borne out of the Consultants' Competitive Negotiation Act ("CCNA") process pursuant to Section 287.055, Florida Statutes.
- **Public Utilities:** Three (3) of the Firm's municipal clients own and operate their own water and/or sewer facilities (Tequesta, Mangonia Park and Manalapan). As a result, working with the utilities on a regular basis is a significant portion of the Firm's practice. Mr. Davis previously assisted the Village of Tequesta with an extremely complex tri-party agreement between the Village, the Town of Jupiter Inlet Colony and the Loxahatchee River Environmental Control District for the provision and

rehabilitation of utility infrastructure in the Inlet Colony (Tequesta provides water to the Inlet Colony). We also assisted the Town of Manalapan with an Office of the Inspector General audit of utility billing practices. In addition to the particular experience above, our attorneys are all experienced in utility rate setting requirements.

- **Legislative Tracking:** Annually, the Firm tracks the legislative session to identify bills likely to impact the Firm's clients. We advise our clients, through interim and final legislative memoranda, of the bills of consequence, changes to state law and necessary actions for each client to take to conform with these changes. We also report to the elected bodies at public meetings to ensure leadership, staff and the public are informed of incoming legislative changes.
- **Litigation:** While we try to keep our clients out of litigation whenever possible, we are experienced in defending them in land use appeals, prosecuting code enforcement foreclosures, and handling all varieties of related litigation matters, including discovery subpoenas and requests from third parties.
- **Finance:** We regularly assist our municipal and special district clients with budgetary and millage requirements including public notice requirements and audit requirements. We also handle budget hearings for each of our clients annually. The Firm's attorneys are experienced in handling referendums and validation hearings for general obligation and revenue bond issues. In addition, the attorneys have experience in implementing the requirements of Chapter 197, Florida Statutes related to the uniform collection method of collecting special assessments.
- **Interpreting Laws, Rulings and Regulations:** The attorneys at Davis & Associates, P.A. regularly review and interpret laws, rulings (including court and Attorney General opinions) and regulations for our municipal clients. In so doing, we remain current with developments in the legal field, ultimately ensuring that our client's policies, practices and procedures remain consistent with governing law. Mr. Davis and Ms. Barnard's service as code enforcement special magistrates for Martin County, the Cities of West Palm Beach, Pahokee, Greenacres, Lake Worth Beach, and Port St. Lucie, the Towns of Loxahatchee Groves, South Palm Beach, and Ocean Ridge and the Village of Palm Springs gives them regular and consistent opportunity to interpret and apply codes to real situations.

- **Zoning and Land Use:** The attorneys of Davis & Associates, P.A. have extensive experience in the area of land development, zoning and land use. We regularly assist all of the Firm's clients in processing and reviewing development applications including plats, comprehensive plan text amendments, future land use map amendments, zoning code text amendments, re-zonings, site plans, variances, special exceptions, and annexations. Our attorneys also serve on clients' various staff level review committees, reviewing development applications for legal and technical sufficiency prior to public hearing. Additionally, we are called upon regularly to interpret local code and state law land use requirements, prepare legal ads for public hearings, and provide legal guidance and advice to elected officials, planning and zoning board and staff during quasi-judicial hearings for the processing of land development applications. As such, we have collectively prepared countless development orders, and when necessary, defended those orders on appellate review.

v. Similar Municipal Engagements

Current public clients of the Firm, with relevant dates of service for each, are provided in the table below:

Current Public Clients:	Services Provided	Years of Service	Dates of Service
Local Government Clients			
City of Clewiston*	General Counsel*	3	2022 - Present
Village of Royal Palm Beach	General Counsel	>20	1990s - Present
City of Atlantis	General Counsel	>20	1990s - Present
Village of Tequesta	General Counsel	17	2008 - Present
Town of Palm Beach Shores	General Counsel	>20	1990s - Present
Town of Mangonia Park	General Counsel	>20	1990s - Present
Town of Manalapan	General Counsel	24	2001 - Present
Town of Briny Breezes	General Counsel	7	2018 - Present
Special District Clients			
Treasure Coast Regional Planning Council	General Counsel	10	2015 - Present
Palm Beach County League of Cities	General Counsel	>20	1990s - Present
Florida Green Finance Authority	General Counsel	13	2012 - Present
Special Magistrate Clients			
City of Port St. Lucie	Special Magistrate	7	2018 - Present
Martin County	Special Magistrate	4	2021 - Present
City of Pahokee	Special Magistrate	9	2016 - Present

Town of Loxahatchee Groves	Special Magistrate	3	2022 - Present
City of West Palm Beach	Special Magistrate	8	2017 - Present
City of Lake Worth Beach	Special Magistrate	7	2018 - Present
City of Greenacres	Special Magistrate	3	2022 - Present
Village of Palm Springs	Special Magistrate	1	2024 - Present
Town of South Palm Beach	Special Magistrate	4	2021 - Present
Town of Ocean Ridge	Special Magistrate	6	2019 - Present
* Attorney representing this client is "Of Counsel" to Davis & Associates, P.A. The Firm Davis & Associates, P.A. does not represent this client.			

Below are three (3) of the Firm's current local government clients and pertinent references:

1. Raymond Liggins, Village Manager
Village of Royal Palm Beach
1050 Royal Palm Beach Boulevard
Royal Palm Beach, FL 33411
(561) 790-5103
rliggins@royalpalmbeachfl.gov
2. Jeremy Allen, Village Manager
Village of Tequesta
345 Tequesta Drive
Tequesta, FL 33469
(561) 768-0460
jallen@tequesta.org
3. Alan Fiers, Mayor
Town of Palm Beach Shores
247 Edwards Lane
Palm Beach Shores, FL 33404
(561) 844-3457
afiers@pbstownhall.org

vi. Conflicts

The Firm does not have any conflicts of interest with our existing clients that would preclude us from accepting this representation.

vii. Litigation History

There has been no litigation filed against the Firm or any of the Firm's Attorneys in the past five (5) years which is related to the services that the Firm provides in the regular course of business.

viii. Form Retainer Agreement

The following pages provide a form agreement proposed for use if the Firm is selected to provide Municipal Legal Services for the City. This form, or engagement letters containing similar content, is currently in place for most of the Firm's clients. We are open to entering into whatever form of agreement the City desires.

[Date]

[Name]
[Position]
City of Clewiston
115 West Ventura Avenue
Clewiston, FL 33440

Re: Engagement Letter of Davis & Associates, P.A. for Municipal Legal Services

Dear [Name]:

Thank you for the opportunity to represent the City of Clewiston (the "City") as the City Attorney. This letter is intended to set forth our understanding as to the nature and scope of the legal services Davis & Associates, P.A. (the "Firm") have agreed to render to the City, the amount of our fees and costs for those services, and the manner in which our fees for those services will be paid. If this summary meets the City Commission's approval, please execute the acknowledgement below and return it to us at your convenience.

1. **Nature of Legal Services.** The Firm has been engaged to serve as the City Attorney for the City of Clewiston. The Firm agrees to perform all legal services required of the City Attorney except to the extent that those services may be assigned by the City Commission to another attorney in the sole and absolute discretion of the City Commission (i.e., specialized litigation services). The Firm, and its attorneys, agree to perform all services in a diligent and professional manner. It is contemplated that Dylan J. Brandenburg, Esq. will have primary responsibility for the City's legal affairs and will be the City's primary point of contact.
2. **Fees for Services.** The City will be charged and agrees to pay for the Firm's general municipal services at the rate of \$ _____ per hour, and at the rate of \$ _____ per hour for civil litigation and administrative litigation services. Travel time shall be billed at ½ the above hourly rate for general municipal services, or \$ _____. Time will be billed in quarter hour increments.
3. **Costs.** In addition to the fees discussed in paragraph 2, we anticipate that certain expenses may be incurred and advanced by the Firm on the City's behalf. The Firm will charge the City the Firm's flat four percent (4%) administrative fee for these expenses monthly. These expenses may include recording costs, courier charges, special postage (express mail, certified mail and the like), newspaper publication costs, and litigation costs such as court reporter expenses (including cost of transcript and court reporter's fee for attendance), and court costs (filing fees, service of process, newspaper publication costs, subpoena costs, witness fees, etc.). Please note that the Firm will not charge the City for long distance

phone calls, routine copying of documents performed at the Firm's office, computer charges, online legal research costs (i.e., Westlaw or LexisNexis charges), routine postage, clerical services.

4. **Payment of Fees and Costs.** The Firm will submit monthly written invoices to the City and each invoice will be due and payable when rendered. If an invoice remains unpaid for more than thirty (30) days after it is rendered, the Firm reserves the right, in our discretion, to cease to provide further legal services to the City. If legal services are suspended or terminated by the Firm due to nonpayment, then the Town still will be liable to the Firm for the payment of any fees and costs due up and until the date of suspension/termination.
5. **Independent Contractor.** The Firm, and its employees, are independent contractors and are not employees of the City.
6. **Insurance.** The Firm agrees to maintain, during the course of its services as City Attorney, a professional liability insurance policy and malpractice insurance policy for the professional services to be rendered. Such coverage must be provided by an insurance company or companies authorized to do business in the State of Florida. Certificates evidencing such insurance shall be delivered to the City upon execution of this Engagement Letter. Certificates shall name the City as Certificate Holder, and additional insured if requested by the City.
7. **Termination of Representation.** The Firm will serve at the pleasure of the City Commission and may be terminated at any time.

We appreciate the City's confidence in our Firm to serve as your City Attorney, and we look forward to working with you.

Sincerely,

Keith W. Davis, Esq.

Acknowledgement and Agreement

On behalf of the City of Clewiston, I hereby acknowledge that I have read and understand the terms of the Firm's engagement, such terms of engagement have been approved by the City Commission, and by my signature below, the City of Clewiston accepts representation by the Firm in connection with the Scope of Work as described above.

By: _____

Print Name: _____

Title: _____

Date: _____

Dylan J. Brandenburg, Esq.

Shareholder - Davis & Associates, P.A.



Dylan J. Brandenburg, Esq., is currently a Shareholder with Davis & Associates, P.A. Dylan obtained his law degree from Stetson University College of Law in St. Petersburg Florida in 2020 and was admitted to the Florida Bar that same year. Dylan currently serves as general counsel for the City of

Clewiston, Florida. His practice is dedicated to assisting clients with governmental, land use, community association, and other general civil matters. Prior to bar admittance, Mr. Brandenburg worked in a variety of governmental offices including with the City of Clearwater's City Attorney's office, the FL Governor's General Counsel's office and as an intern with the 15th Judicial Circuit's State Attorney's office.

Current Local Government Representation:

- City of Clewiston – General Counsel (through Dylan Brandenburg, P.A.)
- Village of Tequesta – Assistant Village Attorney
- Town of Palm Beach Shores – Assistant Town Attorney

Representative Recent Litigation Matters:

- *B&B Properties, INC., v. Palm Beach County, Fl Case No. 50-2019CA008660XXXXMB*
- *Yanko v. Town of Mangonia Park, FL Case No. 50-2023-CA-012240-XXXX-MB*

Length of Practice/Employment:

4-year member in good standing with the Florida Bar

2 years practicing with Davis & Associates, P.A. (Of Counsel)

4 years practicing in municipal law

References:



Danny Williams, City Manager

City of Clewiston

115 W Ventura Ave

Clewiston, FL 33440

(863) 233-7249

danny.williams@clewiston-fl.gov



Jeremy Allen, Village Manager

Village of Tequesta

345 Tequesta Drive

Tequesta, FL 33469

(561) 768-0460

jallen@tequesta.org



Alan Fiers, Mayor

Palm Beach Shores

247 Edwards Lane

Palm Beach Shores, FL 33404

(561) 844-3457

afiers@pbstownhall.org

Attorney Experience – Dylan J. Brandenburg

Mr. Brandenburg is a member of the City, County & Local Government Law Section of the Florida Bar and the Florida Municipal Attorneys Association. Mr. Brandenburg is admitted to practice in all Florida courts as well as the Federal Southern District of Florida. He has had no disciplinary action ever imposed upon him by any Bar including the Florida Bar and the Federal Bar. Mr. Brandenburg has never been sued for malpractice and has never been involved in any manner with a malpractice proceeding.

In the area of land use, Mr. Brandenburg has extensive experience in overseeing numerous future land use map amendments, re-zonings, plat approvals, and comprehensive plan and zoning code text amendments, land annexation matters for the City of Clewiston.

Mr. Brandenburg has on numerous occasions settled disputes between local government and private business entities, such as utility providers, without resulting litigation. He regularly handles code enforcement, departmental administration, and taxing issues for the City of Clewiston.

In the area of contracts, Mr. Brandenburg has negotiated and prepared numerous interlocal agreements, vendor contracts, construction, purchase, and settlement agreements on behalf of the Firm's municipal clients.

In the area of ordinance/resolution preparation, Ms. Brandenburg has drafted numerous ordinances and resolutions on behalf of the Firm's municipal clients and routinely briefs elected officials on the extent and authority of municipal lawmaking. These ordinances and resolutions involve a wide range of topics from general land use matters to separate legal entity governance and operations.

Mr. Brandenburg is also well versed in the Public Records Act, the Sunshine Law, and the Florida Code of Ethics for Public Officers and Employees.

Mr. Brandenburg has also represented private clients with land use, development, purchase/sale and other related general civil matters.

Keith W. Davis, Esq.

Board Certified Specialist in City, County and Local Government Law

President - Davis & Associates, P.A.



Keith W. Davis, Esq., is the President of Davis & Associates, P.A. Mr. Davis is Board certified by the Florida Bar in the area of City, County, & Local Government Law, and holds a peer review rating of AV through Martindale Hubbell. He obtained his law degree from the College of William and Mary in Virginia in 1992 and was admitted to the Florida Bar that same

year. Prior to joining the Firm in 2002, Mr. Davis served as an Assistant State Attorney for the 15th Judicial Circuit of Florida, prosecuting numerous misdemeanor, juvenile and felony cases.

Current Local Government Representation:

- City of Atlantis – General Counsel
- Town of Briny Breezes – General Counsel
- Town of Manalapan – General Counsel
- Town of Palm Beach Shores – General Counsel
- Village of Tequesta – General Counsel
- Village of Royal Palm Beach – General Counsel

Current Special District and Corporate Representation:

- Treasure Coast Regional Planning Council – General Counsel
- Palm Beach County League of Cities, Inc., – General Counsel

Representative Recent Litigation Matters:

- *EDX Royale Property, LLC v. Village of Royal Palm Beach*, 502024CA004626
- *DISH Wireless L.L.C. v. Town of Palm Beach Shores*, 9:23-cv-80487
- *Lake Drive and Inlet Corp., d/b/a The Anchorage v. Town of Palm Beach Shores*, 502022CA012749
- *Barry I. Haase and Sigrun F. Haase v. Town of Manalapan, Florida and Henry Siemon*, 502020CA002232
- *The Buccaneer Condominium Association of Palm Beach Shores, Inc. v. Town of Palm Beach Shores*, 502019CA015250

Length of Practice/Employment:

33-year member in good standing with the Florida Bar

23 years practicing with Davis & Associates, P.A.

23 years practicing in municipal law

References:



Jeremy Allen, Village Manager
Village of Tequesta
345 Tequesta Drive
Tequesta, FL 33469
(561) 768-0460
jallen@tequesta.org



Alan Fiers, Mayor
Town of Palm Beach Shores
247 Edwards Lane
Palm Beach Shores, FL 33404
(561) 844-3457
afiers@pbstownhall.org



Tom Lanahan, Executive Director
Treas. Coast Reg. Planng. Council
421 SW Camden Avenue
Stuart, FL 33462
(561) 383-2540
tlanahan@TCRPC.org

Attorney Experience – Keith W. Davis

Mr. Davis is a Florida Bar Board Certified Specialist in City, County and Local Government Law, and holds an AV peer review rating through Martindale Hubbell. He is a member of the City, County and Local Government Section of the Florida Bar and is the current President of the Florida Municipal Attorneys Association through the Florida League of Cities. He is admitted to practice in all Florida courts as well as the Federal Southern and Northern Districts of Florida, the United States Court of Appeals for the Eleventh Circuit, and the United States Supreme Court. He has had no disciplinary action ever imposed upon him by any Bar including the Florida Bar and the Federal Bar. Mr. Davis has never been sued for malpractice and has never been involved in any manner with a malpractice proceeding. The same can be said for all members of his Firm. For the past 23 years, Mr. Davis has successfully focused his practice on representing local government entities including municipalities and special districts, and has developed a reputation as an exceedingly professional and talented attorney among both clients and peers. Mr. Davis is a regular speaker at local and statewide seminars on a variety of topics involving local government.

In the area of land use, Mr. Davis is extremely experienced with comprehensive plan requirements and zoning codes. He has prepared both Evaluation and Appraisal Reports and plan amendments for several of his clients. He regularly works with local government staff in the upkeep and revision of all aspects of his clients' comprehensive plans, from future land use elements to capital improvement updates and everything in between, constantly keeping up with the changes in law to Chapter 163, *Florida Statutes*. He has overseen and directed numerous re-zonings, subdivisions and plat approvals. Mr. Davis has completely re-written zoning codes for the Towns of Manalapan and Palm Beach Shores, and has seen to the legal sufficiency of countless plan and code amendments over the years. He has prepared floodplain management codes for all of his clients. Mr. Davis has also successfully defended the Town of Mangonia Park against environmental hazard violations alleged by the Environmental Protection Agency, resulting in the ultimate dismissal of all charges. Mr. Davis has assisted his clients with Treasure Coast Regional Planning Council (TCRPC) projects and was closely involved with the Village of Tequesta's U.S. 1 project. In the past, Mr. Davis assisted the Town of Mangonia Park in working with TCRPC to present a conceptual "Transit Oriented Development" concept for the former jai alai site.

In the area of contracts, Mr. Davis has negotiated and prepared many contracts with both private entities and with other governments on behalf of his clients. Notably, Mr. Davis has negotiated and written complex contracts for cellular tower siting between the

Village of Tequesta and several telecommunications providers, as well as complex contracts for the erection and use of billboard signs in the Town of Mangonia Park. Mr. Davis has also negotiated and written employment contracts for police and fire chiefs in several of the towns he represents, and has negotiated and written town manager contracts. Mr. Davis has also negotiated, written and revised countless interlocal agreements between various governmental entities. In 2011, working with Erin L. Deady, P.A., Mr. Davis assisted in the drafting of the interlocal agreement that created the Florida Green Finance Authority, a special district that facilitates Property Assessed Clean Energy (PACE) financing in municipalities and counties throughout the state. Mr. Davis has also revised or prepared interlocal agreements for the provision of fire rescue service, law enforcement service and utility service.

In the area of intergovernmental conflicts and relations, Mr. Davis has closed interlocal agreements between the Village of Tequesta and the Town of Jupiter Inlet Colony for both fire rescue service and utility service. Mr. Davis also assisted the Village of Tequesta with an extremely complex tri-party agreement with the Town of Jupiter Inlet Colony and the Loxahatchee River Environmental Control District for the provision and rehabilitation of utility infrastructure in the Inlet Colony. He also recently worked to close the restatement and renewal of an interlocal agreement between the Town of Manalapan and the Town of South Palm Beach for wastewater service. Mr. Davis also worked with the Town of Palm Beach Shores for the renewal of its interlocal agreement with the City of Riviera Beach for EMS service. Mr. Davis has worked on many successful annexations on behalf of his clients; both voluntary and via interlocal agreement with Palm Beach County. Finally, Mr. Davis works with the Town of Mangonia Park to foster intergovernmental relations with both the City of Riviera Beach and the City of West Palm Beach regarding the Town's water service interconnect arrangements.

Mr. Davis has written and reviewed countless ordinances and resolutions for his clients. Mr. Davis is currently working with the Palm Beach County League of Cities, Inc. and municipal leaders throughout the county to facilitate the renewal of a Palm Beach County Local Option Fuel Tax which requires multi-jurisdictional resolutions and interlocal agreements among the county's 39 municipalities. Mr. Davis previously managed a two year project for the Village of Tequesta virtually re-writing and updating the Village's entire code of ordinances. This project required the drafting and adopting of dozens of ordinances. Mr. Davis has also prepared a number of resolutions regarding the "All Aboard Florida" project. There are many other examples, from ordinances that create code amendments, to resolutions making political assertions.

Mr. Davis is well versed on topics of sunshine law, public records, procurement, ethics and meeting procedure, and 501(c)(3) operations. He regularly advises the governing

bodies that he represents on many of these topics, and has been a speaker both locally and for the Florida League of Cities on these topics as well. Between 2003 and 2007, Mr. Davis helped create, and served on the Board of Directors, of two 501(c)(3) charter school non-profit corporations and is familiar with these types of organizations.

As general counsel for his various clients, in addition to the experience described above, Mr. Davis is also well versed in matters of constitutional law (speech and religious issues), civil rights (fair housing and ADA discrimination issues), personnel issues (especially the relationships between elected officials and municipal staff that arise in the council-manager form of municipal government), and public finance (taxation and borrowing).



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Judicial Nominating Commissions

Keith W Davis

Member in Good Standing

Eligible to Practice Law in Florida

Bar Number:	157577					
Mail Address:	Davis & Associates, P.A. 101 Northpoint Drwy Ste 205 West Palm Beach, FL 33417-1956 Office 561-586-7116 Cell 561-762-1766 Fax 561-586-3611					
Physical Address:	101 Northpoint Drwy Ste 205 West Palm Beach, FL 33417-1956 Office 561-586-7116 Cell 561-762-1766 Fax 561-586-3611					
Email:	keith@davislawfirm.com					
Personal Bar URL:	https://www.floridabar.org/members/profile/157577					
vCard:						
County:	W Palm Beach					
Circuit:	15					
Admitted:	10/02/1972					
10-Year Discipline History:	None					
Law School:	William & Mary Law School, 1972					
Board Certifications:	<table><thead><tr><th>Area</th><th>Year</th></tr></thead><tbody><tr><td>City, County and Local Government Law</td><td>2007</td></tr></tbody></table>	Area	Year	City, County and Local Government Law	2007	
Area	Year					
City, County and Local Government Law	2007					
Sections:	City, County & Local Govt Law Solo & Small Firm					
Practice Areas:	Administrative City/County/Local Government Government Government and Administrative Government and Public Policy Law and Government/Procurement Zoning, Planning and Land Use					
Federal Courts:	US Supreme Court US District Court, Northern District of Florida US District Court, Southern District of Florida					
State Courts:	Florida					
Firm:	Davis & Associates, P.A.					
Firm Size:	2-5					
Firm Position:	Managing Partner					
Firm Website:	http://davislawfirm.com					

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Amity Barnard, Esq., LEED GA
Board Certified in City, County and Local Government Law
Shareholder - Davis & Associates, P.A.



Amity R. Barnard, Esq., is a Shareholder with Davis & Associates, P.A. Ms. Barnard is Board certified by the Florida Bar in the area of City, County and Local Government Law.

She obtained her Juris Doctor from Vermont Law School in 2013 and was admitted to the Florida Bar in 2014. Ms. Barnard also holds Bachelor of Arts (*cum laude*) from the University of Florida in Environmental Science (2001) and a Master of Science in Natural Resources and Environmental Management from Ball State University (2004).

Local Government Representation:

- Town of Mangonia Park – General Counsel
- Village of Royal Palm Beach – Assistant General Counsel
- Town of Palm Beach Shores – Assistant General Counsel

Current Special District Representation:

- Florida Green Finance Authority – General Counsel

Litigation Experience:

- *EDX Royale Property, LLC v. Village of Royal Palm Beach*, Case No. 502024CA004626
- *Blancy Merineo and David Merineo v. Town of Mangonia Park*, Case No. 502023CA012240
- *Barry I. Haase and Sigrun F. Haase v. Town of Manalapan, Florida and Henry Siemon*, Case No. 502020CA002232
- *The Buccaneer Condominium Association of Palm Beach Shores, Inc. v. Town of Palm Beach Shores*, Case No. 502019CA015250
- *Florida Bankers Association v. Florida Development Finance Corporation, etc., et al.*, Case No. SC14-1603
- *Gowen v. State of Florida, et al.*, Case No. SC14-2269

Length of Practice/Employment:

11-year member in good standing with the Florida Bar

9 years practicing with Davis & Associates, P.A.

9 years practicing in municipal law

References:



Raymond C. Liggins, Manager
 Village of Royal Palm Beach
 1050 Royal Palm Beach Blvd.
 Royal Palm Beach, FL 33411
 (561) 790-5162
rliggins@royalpalmbeachfl.gov



Kenneth L. Metcalf, Manager
 Town of Mangonia Park
 1755 E. Tiffany Drive
 Mangonia Park, FL 33407
 (561) 848-1235
kmetcalf@tompfl.com



Alan Fiers, Mayor
 Town of Palm Beach Shores
 247 Edwards Lane
 Palm Beach Shores, FL 33404
 (561) 844-3457
afiers@pbstownhall.org

Attorney Experience - Amity R. Barnard

Ms. Barnard is Florida Bar Board Certified in City, County and Local Government Law. She is a member of the City, County & Local Government Law Section of the Florida Bar and the Florida Municipal Attorneys Association. Ms. Barnard is admitted to practice in all Florida courts as well as the Federal Southern District of Florida. She has had no disciplinary action ever imposed upon her by any Bar including the Florida Bar and the Federal Bar. Ms. Barnard has never been sued for malpractice and has never been involved in any manner with a malpractice proceeding.

Ms. Barnard is a certified Leadership in Energy and Environmental Design (LEED) Green Associate, and a member of the U.S. Green Building Council, South Florida Chapter. She was awarded with the 2014 Vermont Law School Academic Excellence Award for Advanced Legal Analysis, the 2004 Ball State University Dean's Citation for Academic Excellence, the 2003 Ball State University Outstanding Graduate Student Award, and the 2004 Ball State University Outstanding Graduate Thesis Award.

In the area of land use, Ms. Barnard has extensive experience in overseeing numerous future land use map amendments, re-zonings, plat approvals, and comprehensive plan and zoning code text amendments for the Village of Royal Palm Beach and the Town of Mangonia Park.

In the area of contracts, Ms. Barnard has negotiated and prepared numerous interlocal agreements, vendor contracts and settlement agreements on behalf of the Firm's municipal clients.

In the area of ordinance/resolution preparation, Ms. Barnard has drafted numerous ordinances and resolutions on behalf of the Firm's municipal clients and Florida Green Finance Authority. These ordinances and resolutions involve a wide range of topics from general land use matters to separate legal entity governance and operations.

Ms. Barnard is also well versed in the Public Records Act, the Sunshine Law, and the Florida Code of Ethics for Public Officers and Employees.



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Certified Foreign Legal Consultants

Law Faculty Affiliates

Florida Registered Paralegals

Courts

Legal Groups

Judicial Nominating Commissions

Amity Rainey Barnard

Member in Good Standing

Eligible to Practice Law in Florida

Bar Number: 109642

Mail Address: Davis & Associates, P.A.
701 Northpoint Pkwy Ste 205
West Palm Beach, FL 33407-1956
Office: 561-586-7116

Email: mitty@davislawteam.com W

Personal Bar URL: <https://www.aor-dsba.org/mybarprofile/109642>

vCard

County: Palm Beach

Circuit: 15

Admitted: 05/05/2014

10-Year Discipline History:	None
-----------------------------	------

Law School: Vermont Law School, 2013

Board Certifications	Area	Year
	City, County and Local Government Law	2022

Sections: City, County & Local Govt Law

Practice Areas: City/County/Local Government
Environmental and Land Use

Federal Courts: U.S. District Court, Southern District of Florida


Firm: Davis & Associates, P.A.

Firm Size: 2-5

Firm Position: Associate

Firm Website: <http://www.davislawteam.com/>





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Florida Profit Corporation
DAVIS & ASSOCIATES, P.A.

Filing Information

Document Number	PD3000066719
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Event Date Filed	01/08/2021
Event Effective Date	NONE

Principal Address

701 NORTHPOINT PARKWAY
SUITE 205
WEST PALM BEACH, FL 33407

Changed: 06/20/2016

Mailing Address

701 NORTHPOINT PARKWAY
SUITE 205
WEST PALM BEACH, FL 33407

Changed: 06/20/2016

Registered Agent Name & Address

DAVIS, KEITH W
701 NORTHPOINT PARKWAY
SUITE 205
WEST PALM BEACH, FL 33407

Name Changed: 01/12/2015

Address Changed: 06/20/2016

Officer/Director Detail

Name & Address

Title: PT

DAVIS, KEITH W
701 NORTHPOINT PARKWAY
SUITE 205
WEST PALM BEACH, FL 33407

Annual Reports

Report Year	Filed Date
2023	01/23/2023
2024	01/09/2024
2025	01/30/2025

Document Images

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CLARKEN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Office of America 501 S. Cherry Street Suite 600 Denver, CO 80246	CONTACT Nicole Clarke PHONE (AC, No. Exp.) (720) 214-7885 (AE, No.) E-MAIL (AC, No.) Nicole.Clarke@ioausa.com																	
	INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <td>INSURER A</td> <td>Bankers Insurance Company</td> <td>33162</td> </tr> <tr> <td>INSURER B</td> <td>Hartford Casualty Insurance Company</td> <td>29424</td> </tr> <tr> <td>INSURER C</td> <td>Everest National Insurance Company</td> <td>10120</td> </tr> <tr> <td>INSURER D</td> <td></td> <td></td> </tr> <tr> <td>INSURER E</td> <td></td> <td></td> </tr> <tr> <td>INSURER F</td> <td></td> <td></td> </tr> </table>	INSURER A	Bankers Insurance Company	33162	INSURER B	Hartford Casualty Insurance Company	29424	INSURER C	Everest National Insurance Company	10120	INSURER D			INSURER E			INSURER F	
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INSURER C	Everest National Insurance Company	10120																
INSURER D																		
INSURER E																		
INSURER F																		
INSURED Davis & Associates, P.A. 701 Northpoint Parkway, Suite 205 West Palm Beach, FL 33407																		

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR	TYPE OF INSURANCE	ADDL. INSR	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		09-0037795576-3-00	6/22/2024	6/22/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADJ INJURY \$ Excluded GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		09-0037795576-3-00	6/22/2024	6/22/2025	COMBINED SINGLE LIMIT (Per occurrence) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mandatory in MD) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	34WECBZ3336	7/15/2024	7/15/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Lawyers Professional		EML0001581-241	7/21/2024	7/21/2025	Per Claim 1,000,000
C	Lawyers Professional		EML0001581-241	7/21/2024	7/21/2025	Aggregate 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Addition of Remarks Schedule, may be attached if more space is required)						

CERTIFICATE HOLDER For information Only ACORD 25 (2016/03)	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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C. Pricing

As requested, proposed pricing for Municipal Legal Services has been provided in a separate sealed envelope that the Firm would like the City Commission to consider during contract negotiations.

PRICING PROPOSAL.

In response to the City of Clewiston's Request for Letter of Interest for Municipal Legal Services, Davis & Associates, P.A., can offer a variety of billing options, all of which are designed to add value to the City's annual legal budget. We can offer a flat hourly, blended rate of \$250.00 per hour for all attorney non-litigation work, with a litigation rate of \$275.00 per hour, and a one-half rate for travel time at \$125.00 per hour. Invoices will be submitted monthly and are fully itemized for ease of review. We typically charge our municipal clients a flat four percent (4%) administrative fee for all expenses that may be incurred in providing ancillary services (e.g. postage, courier, copying expenses, etc.). Of course, we are more than willing to discuss this arrangement in conjunction with the terms of the Professional Services Agreement.

Alternatively, we can offer a flat monthly retainer in the amount of the City's total budget for Municipal Legal Services divided equally over twelve (12) months, exclusive of litigation matters (which would be billed either at an hourly rate or under a separate retainer agreement). Such arrangement would need to be reviewed annually and revised in future years in the event that the budget of the City for general legal services deviates from the anticipated budgets provided in the above-referenced document.

The Firm is committed to using all available resources to minimize costs to the City. We are willing to discuss and further negotiate details of either of these proposals.