



**SHEPARD  
SMITH  
HAND &  
BRACKINS**

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January 16, 2026

Ken Cassel  
Town of Dundee, Town Manager  
c/o Erica Anderson, Town Clerk  
EAnderson@townofdundee.com  
202 E. Main Street  
Dundee, Florida 33838

Re: Request for Legal Services, Town of Dundee

Dear Mr. Cassel:

Shepard, Smith, Hand & Brackins, P.A. respectfully submits this Letter of Interest to provide municipal legal services to the Town of Dundee, Florida (“The Town”). Our firm seeks appointment as Town Attorney to serve as general legal counsel to the Town Commission, Town Manager, and Town staff.

If selected, D. Andrew “Drew” Smith, III will serve as Lead Town Attorney, with Patrick Brackins serving as Assistant Town Attorney. Both attorneys are shareholders of the Firm and are Board Certified by The Florida Bar in City, County, and Local Government Law. They are supported by an experienced municipal law team with a focused practice devoted to representing Florida local governments.

### **Firm Qualifications and Municipal Experience**

Shepard, Smith, Hand & Brackins is a full-service law firm founded in 2008 with a primary emphasis on local government law. Our attorneys regularly serve as city, town, and special district counsel throughout Florida, advising elected officials, managers, and staff on the full range of legal issues affecting municipal operations.

We currently serve as city or town attorneys to 13 Central Florida municipalities: the Cities of Apopka, Maitland, Dunnellon, Dade City, Edgewood, Flagler Beach, Mascotte, Mount Dora, and Webster, the Towns of Eatonville, Melbourne Beach, and Ponce Inlet, and the Village of Highland Park. Often, we are engaged in litigation-specific matters for local governments and/or special districts or agencies that we do not otherwise generally represent, and three of our attorneys serve as special magistrates and/or local hearing officers. Additional clients include one housing authority, a hospital board, and private litigation clients. We serve as special counsel to several other cities, towns, counties, municipal boards, and community redevelopment agencies.



407.622.1772



shepardfirm.com



2300 Maitland Center Pkwy, Ste 100  
Maitland, FL 32751

Our practice in local government law is broad and varied. Representative matters we assist our clients with include: ordinance drafting, resolution drafting, agreement and legal instrument drafting, representing municipalities in bond issues, community redevelopment matters, police matters, collective bargaining negotiation, Sunshine Law and public records education and compliance, personnel matters, utilities matters, public works, construction, charter review, code enforcement, land use, litigation (prosecution and defense) and appeal, intergovernmental disputes and negotiations, annexations, and election-related matters.

Our Firm understands the legal, procedural, and policy-driven environment in which municipal governments operate. We pride ourselves on delivering clear, well-reasoned legal advice that supports effective governance and defensible decision-making.

### **Approach to Municipal Representation**

Our approach is grounded in responsiveness, preparedness, and practical judgment. We prioritize accessibility to elected officials and staff, timely communication, and proactive issue-spotting to minimize legal exposure. Mr. Smith and Mr. Brackins work collaboratively with municipal leadership to ensure that legal advice is not only technically sound but also aligned with the client's operational objectives and community priorities.

We emphasize professionalism in public settings and are experienced in advising governing bodies during meetings, workshops, and hearings involving complex or sensitive matters. Our goal is to serve as trusted advisors who add value through consistency, clarity, and institutional knowledge.

The Firm maintains a balanced workload supported by experienced attorneys and professional staff, allowing us to absorb the responsibilities associated with serving as Town Attorney without compromising responsiveness or service quality. We are fully prepared to attend Town Commission meetings, workshops, and special meetings as requested and to provide prompt legal support to the Town Manager and Town staff.

### **References and Additional Information**

Attorney resumes and a list of municipal client references are included with this submission. Shepard, Smith, Hand & Brackins is available for the public interview scheduled for February 10, 2026. We would welcome the opportunity to serve the Town of Dundee and to provide high-quality, ethical, and effective municipal legal representation.

Thank you for your time and consideration.

Sincerely,



D. Andrew "Drew" Smith, III  
Shepard, Smith, Hand & Brackins, P.A.



# D. Andrew Smith, III

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## EXPERIENCE

### SHAREHOLDER

Shepard, Smith, Hand & Brackins, P.A.  
(2008 - Present)

Currently serves as City Attorney for the Cities of Flagler Beach and Edgewood, as Assistant City Attorney and Code Enforcement Prosecuting Attorney for the Cities of Maitland, Ponce Inlet, and Mount Dora, and as Code Enforcement Hearing Officer for the City of St. Cloud; has served as Special Counsel to the Cities of DeBary and Winter Springs; Special Litigation Counsel to the City of Eustis; and as Special Counsel and Charter Review Facilitator to the City of Winter Garden.

### SHAREHOLDER

Langston, Hess, Bolton, Shepard & Augustine, P.A.  
(2007 - 2008)

Served as Assistant City Attorney to the Cities of Maitland, Mount Dora, and Edgewood, Assistant Town Attorney to the Town of Ponce Inlet, and as Special Counsel to the City of Winter Garden.

### ASSOCIATE

Langston, Hess, Bolton, Shepard & Augustine, P.A.  
(2004 - 2007)

Served as Assistant City Attorney to the Cities of Maitland and Mount Dora, and Assistant Town Attorney to the Town of Ponce Inlet.

### ASSOCIATE

Shepard Law Offices, P.A.  
(2002 - 2004)

Served as Assistant City Attorney to the City of Maitland and Assistant Town Attorney to the Town of Windermere.

## EDUCATION

### WASHINGTON AND LEE UNIVERSITY SCHOOL OF LAW

- Juris Doctor, 2002

## ACTIVITIES + HONORS

- Florida Bar Board Certified in City County & Local Government Law
- AV Rated – Martindale-Hubbell Legal Directory: 2012 - Present



# Patrick Brackins

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## EXPERIENCE

### **SHAREHOLDER**

Shepard, Smith, Hand & Brackins, P.A.  
(2016 - Present)

Counsels and represents private and public clients as general counsel and as special counsel in all aspects of local government law and litigation through appeal. Regularly prepares and reviews ordinances, resolutions, policies, contracts, leases, briefs, and other legal documents. Experience includes serving as:

- City Attorney for Dade City and Mount Dora
- Special Counsel to the Orange County Code Enforcement Board (2021 – present)
- Special Counsel to the City of Clermont Code Enforcement Board (January 2023 – present)
- Counsel for the Winter Park Housing Authority (2018 – present)
- Local Hearing Officer for the City of Orlando (2017 – present)
- Assistant City Attorney for the cities of Apopka, Dunnellon, Edgewood, Flagler Beach, Maitland, and Mascotte; Assistant Town Attorney for the Towns of Ponce Inlet and Eatonville; and Assistant Village Attorney for the Village of Highland Park
- Assistant General Counsel to the 2020 Orange County Charter Review Commission
- Litigation, appellate and/or special counsel for multiple public and private entities, including the Cities of Jacksonville Beach, New Smyrna Beach, Satellite Beach, and the Citrus County Hospital Board

### **CAREER LAW CLERK, U.S. MAGISTRATE JUDGE**

(2008 - 2016)

Drafted all orders and report and recommendations in even numbered civil cases; drafted substantive criminal orders; managed civil docket; and managed term law clerks.

### **STAFF ATTORNEY, FLORIDA NINTH JUDICIAL CIRCUIT**

(2006 - 2008)

Drafted proposed orders and opinions on appeals and first-tier writs; drafted proposed legislation.

## EDUCATION

### ST. THOMAS UNIVERSITY, MIAMI GARDENS

- Juris Doctor, *2006*

### UNIVERSITY OF FLORIDA

- B.A., Political Science

## ACTIVITIES + HONORS

- Florida Bar Board Certified in City, County and Local Government Law (2021)
- Federal Bar Association Orlando Chapter:
  - President (2021 - 2022)
  - President-Elect (2020 - 2021)
  - Secretary (2019 - 2020)
  - Director at large (2018 - 2019)
- Middle District of Florida's Bench Bar Fund Committee (2018 – 2021)
- Former board member of Christian Service Center of Central Florida (2014 - 2018)
- Eagle Scout



# Clifford B. Shepard

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## EXPERIENCE

### SHAREHOLDER/FOUNDER

Shepard, Smith, Hand & Brackins, P.A.  
(2008 - Present)

Counsels and represents private and public clients as general counsel and on specialized matters relating to local government law, charter review, real property, and civil litigation. Regularly prepares and reviews contracts, briefs, and other legal documents. Experience includes serving as:

- General Counsel for 2020 Orange County Charter Review Commission
- City Attorney for City of Maitland
- City Attorney for City of Apopka
- Town Attorney for the Town of Ponce Inlet
- Town Attorney for the Town of Eatonville
- Land Use Counsel for multiple public entities
- Litigation Counsel for multiple public and private entities
- General Counsel for Florida Redevelopment Association
- General Counsel for multiple Community Redevelopment Agencies
- Special Magistrate for the City of Kissimmee

## EDUCATION

### UNIVERSITY OF FLORIDA COLLEGE OF LAW

- Juris Doctor, 1985

### UNIVERSITY OF FLORIDA COLLEGE OF JOURNALISM

- B.S. Newswriting & Editing, 1981

## ACTIVITIES + HONORS

- Florida Bar Board Certified in City County & Local Government Law
- Best Lawyers in America© – since 2018
- Florida Super Lawyer – *Law & Politics Magazine*, since 2006
- Florida Legal Elite – *Florida Trend Magazine*

## ACTIVITIES + HONORS (cont'd)

- Martindale-Hubbell *Bar Register of Preeminent Lawyers*®
- Executive of the Year (2019) – Volusia League of Cities
- Certified Circuit Court and Appellate Mediator
- AV Rated – Martindale-Hubbell
- *Florida Bar Journal/News* Editorial Board - Chairman ('93-'94)
- Member - Orange County Bar Association
- Florida Academy of Professional Mediators
- Chairman – Kids Beating Cancer (1998 – 2005)
- Member - Land Planning Agency, City of Oviedo (1988-1990)
- Member - Community Associations Institute
- Teaching Fellow - University of Florida Appellate Advocacy Program

## SEMINARS GIVEN

- “Charter Amendment Processes” – Sponsored by Florida Municipal Attorneys’ Association
- “Florida Sunshine Law: The Law in Plain English” – Available on DVD
- “Sunshine and Social Media: Pitfalls for the Unwary” – Sponsored by The Florida Bar
- “It’s a Mad, Mad, Ad World: Advertising Challenges for City Clerks” – Sponsored by the Florida Association for City Clerks
- “Ethics for Municipal Officials” – Sponsored by Florida League of Cities
- “CRA Basics” - Sponsored by Florida Municipal Attorneys’ Association
- “*Strand v. Escambia County*: What now?” – Sponsored by the Florida Redevelopment Association
- “Special Districts in Florida” – Sponsored by Lorman
- “Spoliation of Evidence: An Ounce of Prevention” - Sponsored by LHBZH
- “Writing that Makes a Difference” - Sponsored by the Florida Bar

## BAR MEMBERSHIPS

- Florida
- Tennessee
- District of Columbia Court of Appeals
- United States Supreme Court
- United States Court of Appeals - Eleventh Circuit
- United States District Court – Southern, Middle and Northern Districts of Florida
- United States Tax Court



# Andrew J. Hand

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## EXPERIENCE

### **SHAREHOLDER**

Shepard, Smith, Hand & Brackins, P.A.  
(2008 - Present)

Representation regarding local government matters, land use, real property, CRAs, business, and litigation. Advised clients in all areas of law related to municipal government, drafted development documents, drafted municipal ordinances, provided extensive advice to local governments regarding Florida growth management law, provided advice to local governments regarding utilities, environmental issues, and provided advice regarding general municipal issues. Assisted clients in all aspects of business representation and complex commercial litigation. Assisted clients in commercial real estate closings and advised clients regarding “green” development issues.

- City Attorney – City of Mount Dora, Florida
- City Attorney – City of Dunnellon, Florida
- City Attorney – City of Mascotte, Florida
- City Attorney – City of Webster, Florida
- Village Attorney – Village of Highland Park
- Florida Redevelopment Association – Asst. General Counsel
- Hearing Officer – Orange County, Florida

### **ADJUNCT PROFESSOR OF FLORIDA LAND USE LAW**

University of Florida, Frederic G. Levin College of Law  
(2009)

Designed and taught an upper-level law course. Florida Land Use Law (LAW6930, Section 5457) is a “practitioner-oriented” course addressing land use law specific to the State of Florida. The course curriculum focuses on the necessity, history, and implementation of growth management controls in Florida and addresses county and municipal authority to regulate requirements mandated by Florida’s Growth Management Act, comprehensive planning in Florida, zoning ordinances, creative land use controls, CRAs, CDDs, Florida takings law, and litigation relating to land use disputes.

## EXPERIENCE (cont'd)

### ASSOCIATE

Langston, Hess, Bolton, Shepard & Augustine, P.A.  
(2007 - 2008)

Representation regarding local government matters, land use, real property, CRAs, business, and litigation.

## EDUCATION

### UNIVERSITY OF FLORIDA, FREDERIC G. LEVIN COLLEGE OF LAW

- L.L.M. Environmental and Land Use Law, May 2009
- Juris Doctor (cum laude), *December 2006*

### UNIVERSITY OF FLORIDA, WARRINGTON COLLEGE OF BUSINESS

- Master of Science in Real Estate, May 2006
- B.S. Business Administration (cum laude), *May 2002*

## ACTIVITIES + HONORS

- Orlando's Attorneys of the Year – Orlando Style Magazine: 2023
- Florida Super Lawyers Rising Star – Law & Politics Magazine: 2020
- Florida Bar Board Certified in City, County and Local Government Law
- LEED® AP (Leadership in Energy and Environmental Design Accredited Professional)
- Planning Award for Town of Marineland Unified Land Development Code – Awarded by American Planning Association, Florida Chapter

## SEMINARS GIVEN

- Florida Redevelopment Association - "CRA: What you Need to Know" (October 2016)
- University of Florida, Levin College of Law, Marine and Coastal Law - "Dark Sky Legislation by Local Governments" (March 2010)
- Florida Brownfields Association - "Brownfields & Green Development" (November 2009) Moderator
- University of Florida, Levin College of Law Conservation Clinic - "A Normative Analysis of Transferable Development Rights in Florida and their Role in Takings Analysis" (April 2009)



# Ryan G. Knight

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## EXPERIENCE

### **ASSOCIATE**

Shepard, Smith, Hand & Brackins, P.A.  
*(June 2023 – Present)*

Representation of all the firm's municipal clients, Condominium/HOA Associations, and clients in commercial and complex litigation.

- Town Attorney – Town of Melbourne Beach, Florida
- Special Magistrate – City of Edgewater

### **PARTNER**

Boyd & Jenerette, P.A.  
*(August 2021 – January 2022)*

### **SENIOR ASSOCIATE**

Boyd & Jenerette, P.A.  
*(August 2018 – August 2021)*

Perform all aspects of complex construction defect litigation as lead attorney representing contractors in both public and private construction arenas for projects including condominiums, multi-family and single-family housing, and commercial construction projects. Representation includes clients with exposure in excess of four million dollars and cases in excess of twenty million dollars as lead attorney.

### **ASSOCIATE**

Law Offices of Jack D. Evans  
*(September 2013 – August 2018)*

Litigated insurance defense cases as lead counsel including premises liability, automobile liability, and construction defect litigation.

### **ASSISTANT PUBLIC DEFENDER – FELONY DIVISION**

Office of Public Defender, 7th Judicial Circuit  
*(2012 - 2013)*

Trial experience includes ten jury selections, six jury trials and three bench trials as first-chair attorney and additional four jury trials as second-chair attorney. Responsible for all aspects of misdemeanor and felony trial. Managed caseload of over 150 cases before the Honorable David H. Foxman and Honorable Michael Hutchinson.

## EDUCATION

### **FLORIDA COASTAL SCHOOL OF LAW**

- Juris Doctor, *2011*

### **UNIVERSITY OF NORTH FLORIDA**

- Bachelor of Business Administration in Finance, *2007*



# Abigayl Osborne-Liborio

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## EXPERIENCE

### **ASSOCIATE**

Shepard, Smith, Hand & Brackins, P.A.

*(August 2024 – Present)*

Assists in the representation of municipal clients and private clients. Regularly prepares and reviews ordinances, resolutions, policies, contracts, leases, and other legal documents. Prepare litigation materials, including pleadings, discovery requests and correspondence.

Perform legal research on municipal resolutions and ordinances. Analyze public policy, including proposed legislation and administrative rules, to determine the potential impact on clients. Support clients in navigating the local procurement process.

### **LEGAL SECRETARY**

Goren, Cherof, Doody & Ezrol P.A.

*(June 2019 - December 2021)*

Managed a high volume of litigation files, ensuring accurate and timely organization and retrieval of documents. Coordinated scheduling for court appearances, depositions, and other legal events, ensuring timely preparation and execution. Drafted and edited various legal documents, including pleadings, motions, and correspondence.

### **FILE CLERK/OFFICE ADMINISTRATOR ASSISTANT**

Goren, Cherof, Doody & Ezrol P.A.

*(January 2018-May 2019)*

Maintained both physical and electronic filing systems, including organizing, sorting, and retrieving documents. Assisted Office Administrator with project management, calendar management and inventory control.

## EDUCATION

### **DWAYNE O. ANDREAS SCHOOL OF LAW AT BARRY UNIVERSITY, ORLANDO**

- Juris Doctor, 2024

### **FLORIDA INTERNATIONAL UNIVERSITY**

- Bachelor of Science, Criminal Justice, 2017



# Holli R. New

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## EXPERIENCE

### **ASSOCIATE**

Shepard, Smith, Hand & Brackins, P.A.

*(August 2023 – Present)*

Assists in the representation of municipal clients. Drafts ordinances, resolutions, policies, contracts, and other legal documents. Renders oral and written legal opinions to government officials, staff, and board members. Serves as legal counsel for the Town of Eatonville Code Enforcement Board.

### **LAW CLERK, GOVERNMENT RELATIONS AND LOBBYING FIRM**

Gazitua Letelier, P.A.

*(February 2022 – December 2022)*

Performed legal research on municipal resolutions and ordinances. Analyzed public policy, including proposed legislation and administrative rules, to determine the potential impact on clients. Supported clients in navigating the local procurement process.

### **LAW CLERK**

Folds & Walker, LLC

*(May 2021 – August 2021)*

Drafted ordinances, resolutions, and city and departmental policies. Performed legal and factual research for impending litigation. Supported attorneys in preparing for quasi-judicial and judicial proceedings.

## EDUCATION

### **FLORIDA INTERNATIONAL UNIVERSITY COLLEGE OF LAW**

- Juris Doctor, 2022

### **UNIVERSITY OF CENTRAL FLORIDA**

- B.A., Legal Studies, 2017

## CLIENT LIST

<b>Client Name</b>	<b>Position</b>	<b>Duration</b>
Apopka	City Attorney	2014-2022, 2023-present
Avon Park	CRA Attorney	2024-present
Clermont	Code Enforcement Officer	2022-present
Dade City	City Attorney	2023-present
<i>Davenport</i>	<i>City Attorney</i>	<i>2017-2020</i>
Dunnellon	City Attorney	2013-present
Eatonville	Town Attorney	2022-present
Edgewater	Special Magistrate	2025-present
Edgewood	City Attorney	2008-present
Flagler Beach	City Attorney	2008-present
Florida Redevelopment Association	General Counsel	2010-present
Fort Myers	CRA Attorney	2023-present
Highland Park	Village Attorney	2023-present
<i>Howey-in-the-Hills</i>	<i>Special Magistrate</i>	<i>2022</i>
Jacksonville Beach	CRA Attorney & General Counsel	2011-present
Kissimmee	Special Magistrate	2021-present
Lake Wales	CRA Attorney	2024-present
Maitland	City Attorney	1998-present
Mascotte	City Attorney	2008-present
Melbourne Beach	Town Attorney	2024-present
Mount Dora	City Attorney	2008-2016, 2023-present
<i>New Smyrna Beach</i>	<i>Special Counsel</i>	<i>2019-2024</i>
<i>Ocala</i>	<i>Special Counsel</i>	<i>2022-2023</i>
Orange County	Code Enforcement Officer & Hearing Officer	2020-present
Orlando	Hearing Officer	2018-present
<i>Ormond Beach</i>	<i>Special Counsel</i>	<i>2023-2024</i>
<i>Palm Coast</i>	<i>Special Counsel</i>	<i>2020</i>
Pensacola	CRA Attorney	2024-present
Ponce Inlet	Town Attorney	2008-present
<i>Port Richey</i>	<i>Special Counsel</i>	<i>2020-2022</i>
Saint Cloud	Special Magistrate	2015-present
Sebring	CRA Attorney	2022-present
Tampa	CRA Attorney	2024-present
Webster	City Attorney	2025-present
<i>Winter Garden</i>	<i>Special Counsel</i>	<i>2008,2015,2016,2019,2023-2024</i>
Winter Park Housing Authority	General Counsel	2018-current
Winter Springs	Special Counsel	2021-2022