

SUPPORTING DOCUMENTATION FOR APRIL 20, 2026, TOWN COUNCIL MEETING

ITEM #4 – CLERK’S REPORT

4 (1) The following hours of operation currently exist:

The Clerk works Mondays, Wednesdays, and Thursdays from 8 am – 4 pm (no lunch)

The Assistant Clerk works Monday – Friday from 9 am – 4 p.m (no lunch)

The Town Hall is open to the public Monday – Friday from 9 am – 4 pm

The Town stays within its budget if the number of hours worked by the Clerk and Assistant Clerk stay the same.

4 (2) I will be presenting job descriptions to the Town Council at the May 18, 2026 Town Council Meeting.

4 (3) Currently the submission deadline for agenda items is 14 days prior to the meeting. With two staff members working, the need for this much advance is not necessary. I would recommend a 7 day prior to the meeting deadline. It may avoid the need for some special meetings. The current resolution is attached to this packet.

4 (4) The Town Clerk manages the Town website and all persons desiring changes in the website need to go through the Town Clerk. The Town Clerk would approve items to go onto the website. The Town Clerk can delegate tasks for the website but would be responsible for its proper and effective use.

ITEM #9 New Business

9 (4) Folds Walker law firm has made a proposal for legal services to the Town. The first part of their proposal is in this packet. Anyone wishing to see the full proposal can read through it at the Town Hall during business hours. There was another attorney who expressed an interest in offering legal services to the Town but chose to wait and see if the Town hires Folds Walker.

Item
4(3)

TOWN OF FORT WHITE POLICIES AND PROCEDURES

MEETING AGENDA PREPARATION

POLICY NUMBER: ____-____

Objective:

Establish procedures for preparing, reviewing, and publishing Town Council agendas.

Definitions:

Agenda: Official order of business for Town Council meetings

Clerk: Town Clerk or designee responsible for agenda preparation

Citizen: Member of the public

Contractor : An entity who is providing goods or services to the Town on a contractual basis

Council: Mayor and four Council Members

Sponsor: Council Member, Town Clerk, Town Attorney, Staff submitting an agenda item

Staff: Town employees

Agenda Submission Rights

Council Members:

Any Council Member may submit agenda items to be placed on the agenda.

Staff:

Staff items are submitted through the Clerk.

Town Clerk:

The Clerk may submit agenda items on behalf of The Clerk, staff, contractors or the public

Public:

A member of the general public (citizen, business or organization) may submit a request to be placed on the agenda to the Town Clerk

Deadlines and Procedure

1. Citizen requests must be submitted seven (7) days prior to the meeting.
2. Per the rules of procedure, the Mayor may make an exception for citizen requests received late, if received before posting of the agenda.

3. All other agenda items are due by close of business 14 days before regular meetings.
4. Late submissions after the above deadline are not allowed unless this policy is amended by the Town Council.
5. Agenda and agenda packets will be posted to the Town website by close of business 7 days prior to regular meetings.
6. Additions at meetings require a majority vote.
7. The Council may temporarily amend the order of business by majority vote.

Order of Business

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Additions/deletions/approval of agenda
5. Approval of minutes
6. Public comment
7. Clerk's report
8. Attorney's report
9. Presentations
10. Mayor's and Councilor reports
11. Old business
12. New business
13. Citizen comments
14. Council member comments
15. Adjournment

Publication and Posting

The Clerk or Clerk designee posts agendas and packets as required by this policy. Items submitted after deadlines may be added at the meeting.

Special/Emergency Meetings

1. Agenda items must be included on the Special Meeting Request Form (Appendix A).
2. If the meeting is requested verbally, the agenda item(s) will be stated at the time of request. A Special Meeting Request Form will be submitted within ten (10) days to the Clerk.
3. Special/Emergency meetings address one subject and are not subject to change unless exigent circumstances exist.

4. Upon receiving a valid request, the Clerk shall immediately post the meeting notice (along with the Special Meeting Request Form) online and on the bulletin board.
5. Council Members, the Town Attorney, and the media will be notified immediately via email.

PASSED AND DULY ADOPTED, by the Town Council on this ____ day of _____ 20____.

TOWN OF FORT WHITE, FLORIDA

By: 
Kathryn Terry, Presiding Officer

APPROVED AS TO FORM AND LEGALITY:

By: _____
Town Attorney

ATTEST:

By: _____
Town Clerk

Item
6(1)



Town of Fort White, Florida

P.O. Box 129
118 SW Wilson Springs Rd
Fort White, FL 32038
(386) 497-2321
clerk@fortwhitefl.com

PROCLAMATION Youth Leadership Week 2026

Whereas: The annual celebration of National Student Leadership Week (NSLW) began on a national level in 1972 by Presidential Proclamation, and

Whereas: Students across Ft. White in schools that are both public and private, whether online or brick and mortar location demonstrate leadership in the classroom while soaring above academic expectations in leadership capacities within academic, social, athletic, and community groups, and

Whereas: Student leaders make significant contributions to the climate and culture of their schools and communities, and it's important to celebrate their individual and collective efforts!

Whereas: We believe students have earned their right to be recognized for the entire week of April 24 to April 30, 2026.

Now THEREFORE be it:

RESOLVED: Town Council of Ft. White hereby designates the week of April 24 to 30, 2026 as "Youth Leadership Week" joining the celebration of youth leaders sponsored by Our Community Cares Coalition and community partners encourage citizens, businesses, organizations, and government agencies to join in acknowledging the success of youth leadership throughout the community.

Signed on this ___ day of _____ in the year of our Lord 2026.

Chairman

Item 9/4

FOLDS WALKER, LLC

ATTORNEYS AT LAW

ALLISON E. FOLDS†
S. SCOTT WALKER†

DANIELLE C. ADAMS
KIERSTEN N. BALLOU
NORMAN S. BLEDSOE
A. DEREK FOLDS
LEONARD E. IRELAND, JR.*^
NICOLLE M. SHALLEY
SCOTT L. WHITAKER

527 E. UNIVERSITY AVENUE
GAINESVILLE, FL 32601
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FACSIMILE (352) 375-9960
WWW.FOLDSWALKER.COM

† Certified Family and Circuit Civil Mediator
* Certified Circuit Civil Mediator
^ Court Appointed Arbitrator

March 27, 2026

Mayor George Thomas
118 SW Wilson Springs Road
Fort White, FL 32038
mayor@fortwhitefl.com

RE: City Attorney Proposal

Dear Mr. Thomas,

Thank you for the opportunity to submit a proposal to service the citizens of Fort White by providing City Attorney Legal Services. Folds Walker, PLLC will fulfill all duties of the City Attorney while providing extensive experience from the municipal attorneys at the firm. Enclosed is background information on the firm and attorney's resumes.

Firm Profile Folds Walker, LLC

Folds Walker, PLLC is a full-service civil law firm serving the legal needs of municipalities, businesses, and individuals. Folds Walker, PLLC (and its predecessors) has served the legal needs of the North Central Florida community since 1948. The firm's current partners, Allison E. Folds and S. Scott Walker have practiced law together for over 40 years, all of which have involved the practice of municipal law.

The partners of the firm have long provided City Attorney Legal Services to multiple cities for nearly five decades. Currently, the firm provides legal services to the City of Newberry, City of High Springs, City of Alachua, City of Archer, City of Starke, City of Williston, City of Live Oak, and Town of Micanopy. The firm also serves as the General Counsel for the Gainesville Regional Utilities Authority. The firm has also provided representation to the Town of McIntosh and magistrate services to Alachua County, City of Cedar Key and City of Fanning Springs. This vast experience has provided our attorneys with a deep and broad understanding of government operations at all levels. Our attorneys have a proven ability to work cooperatively with local

City of Fort White
Proposal for City Attorney Legal Services
Folds Walker, PLLC

government staff, appointed officers, and elected leaders to address the variety of issues facing local governments.

For the past many years, the firm has received the highest available rating as a Preeminent Law Firm with a peer review rating "AV" from Martindale-Hubbell. This peer review is an objective indicator of our firm's high ethical standards and professional ability generated by the evaluations of other members of the Bar and the Judiciary. Our firm brings this reputation for excellence along with the highest quality legal services when representing our municipal clients.

In all aspects of our practice, our firm prefers a collaborative approach to completing tasks. We truly enjoy the camaraderie and familial environment that exists inside the office, and we strive to take the same approach with the City and the City staff. When the City presents our office with a complex or difficult question or request, the City can be confident that each response has a wealth of experience, knowledge, and consideration behind it. We diligently investigate and research issues at hand to find an appropriate solution. Allison E. Folds' mentor, former Assistant City Attorney of Gainesville and former Judge, Osceola Fagan (former City Attorney for the City of Gainesville) instituted this principle by placing great emphasis on every City Attorney opinion given to the City. The firm puts time and consideration into each opinion so that we may guarantee our legal opinion is well researched and debated among many knowledgeable attorneys.

Our attorneys meet regularly to share knowledge and proactively manage our municipal representation so that we provide unsurpassed, quality legal service to our municipal clients. Our front desk receptionist and staff are educated in the names of City personnel and instructed to find an available attorney when any city personnel or Commissioner's call (Note: we do not use phone trees or voicemail). Accordingly, we believe we are accessible and proactive in avoiding problems that could otherwise metastasize into litigation.

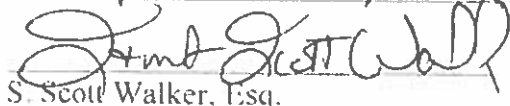
Our firm has provided competent and comprehensive legal services to its past and present municipal clients and is prepared to provide the same expectational services as City Attorney for the City of Fort White. Should you have any questions or need any further information, please do not hesitate to contact our office to speak with S. Scott Walker, Esq., Managing Partner, 527 E. University Avenue, Gainesville, Florida 32601 at 352-372-1282 or scott@foldswalker.com.

Our firm looks forward to the opportunity to serve.

Sincerely,

FOLDS WALKER, PLLC

DATE: March 27, 2026



S. Scott Walker, Esq.
Managing Partner

Table of Contents

Tab 1: Executive Summary	1
Land Use and Zoning Law	1
Utility Services	1
Public Contracting and Purchasing Law	2
Drafting or Reviewing Municipal Ordinances and Resolutions	2
Public Meetings, Public Records, and Administrative Law	2
Police and Fire Commissions	2
Government Ethics	2
Employment Law	3
Real Estate Law	3
Environmental Law	3
Tab 2: Fee Proposal	4
Retainer Services	4
Special Services	5
Hourly Rate and Fee Schedule	6
Reimbursement of Costs	6
Provision for Rate Increases	6
Billing Process	6
Tab 3: Proposed Attorneys, Paralegals, and Qualifications	7
S. Scott Walker, Esq.	7
Allison E. Folds, Esq.	8
Kiersten N. Ballou, Esq.	8
Danielle C. Adams, Esq.	8
A. Derek Folds, Esq.	9
Leonard E. Ireland, Jr., Esq.	10
Nicolle M. Shalley, Esq.	10
Tab 5: Insurance	11
Tab 6: References	12
Tab 7: Appendix	15

Tab 1: Executive Summary

Folds Walker, LLC serves as the legal advisors to, and attorneys and counselors for their municipal and local government clients and all of their officers in matters relating to their official duties, including, but not limited to: attend regular and special Commission meetings and advise the City Commission on all points of law and parliamentary procedure; prepare ordinances and resolutions required by the Commission; attend Planning and Zoning Board meetings; attend Code Enforcement Board meetings; prepare and/or review contracts and agreements; furnish the Mayor, Commission, City Manager, the head of any department, officer or board an opinion on any questions of law relating to their respective power and duties. In addition, the firm provides legal services in anticipation of civil litigation and conducts all civil litigation (including, but not limited to, coordination with outside counsel), appeals, and appearance or matters before other government agencies.

The partners of the firm have long provided City Attorney Legal Services to multiple cities for nearly five decades. Currently, the firm provides legal services to the City of Newberry, City of High Springs, City of Alachua, City of Archer, City of Starke, City of Williston, City of Live Oak, and Town of Micanopy. The firm also serves as the Utility Attorney for the Gainesville Regional Utilities Authority. The firm has also provided representation to the Town of McIntosh and magistrate services to Alachua County, City of Cedar Key and City of Fanning Springs. This vast experience has provided our attorneys with a deep and broad understanding of government operations at all levels. Our attorneys have a proven ability to work cooperatively with local government staff, appointed officers, and elected leaders to address the variety of issues facing local governments.

Land Use and Zoning Law

With over fifty years of experience representing local governments, our firm provides expert guidance on land use and zoning matters. We assist municipalities in drafting and enforcing zoning ordinances, navigating complex land development regulations, and representing local governments in disputes over land use decisions. Our attorneys work closely with planning and zoning boards to ensure compliance with state and local laws while promoting responsible growth and development. Our firm possesses extensive experience in guiding municipalities through the complexities of Quasi-Judicial hearings and related appeals to the Circuit Court.

Utility Services

Our firm represents a public utility and has extensive experience advising municipalities on utility service matters (such as the City of Newberry, City of Alachua, and the City of Starke who own and operate their own utility systems), including regulatory compliance, rate-setting, franchise agreements, and infrastructure development. We provide legal support on water, wastewater, electric, natural gas, and telecommunications issues, ensuring that municipalities effectively manage and expand their utility services in compliance with state and federal regulations.

Public Contracting and Purchasing Law

We assist municipalities in navigating the complexities of public contracting and procurement law. Our attorneys ensure compliance with competitive bidding requirements, draft and review contracts, and provide counsel on best practices to minimize risk and maximize value for public funds. Our experience in handling procurement disputes and contract negotiations ensures that municipalities obtain high-quality goods and services while adhering to applicable legal requirements.

Drafting or Reviewing Municipal Ordinances and Resolutions

With decades of experience representing municipalities, our firm provides comprehensive legal services in drafting and reviewing ordinances and resolutions. We ensure that local laws are clear, enforceable, and compliant with state and federal regulations. Our attorneys work closely with elected officials and municipal staff to tailor ordinances to meet the specific needs of each community while reducing legal risks and potential challenges.

Public Meetings, Public Records, and Administrative Law

Our firm advises municipalities on compliance with open government laws, including public meetings and public records requirements. We provide guidance on compliance with Florida's Sunshine Law and Public Records Act, ensuring transparency and accountability in government operations. Additionally, we assist with administrative procedures, rulemaking, and regulatory compliance to support efficient and legally sound governance.

Police and Fire Commissions

We offer legal counsel to police and fire commissions on matters related to personnel policies, disciplinary proceedings, collective bargaining, and compliance with state and federal regulations. Our attorneys have extensive experience advising public safety agencies to ensure they operate within the law while maintaining public trust and effective service delivery.

Government Ethics

Our firm provides legal guidance on government ethics, conflict of interest laws, and financial disclosure requirements. We help municipalities develop and enforce ethical policies to promote integrity in public service. Our attorneys advise elected officials, boards, and staff on compliance with ethics laws to prevent violations and uphold public confidence in local government. As aforementioned, we provide an annual ethics training that includes topics misuse of position, nepotism, and gifts amongst other issues. Folds Walker hosts an annual ethics training for all of our municipal and local government clients that covers Sunshine Law, the Public Records Act, and governmental ethics law.

Employment Law

We assist municipalities in all aspects of employment law, including personnel policies, employee discipline, labor relations, and compliance with workplace regulations such as the Fair Labor Standards Act and the Americans with Disabilities Act. Our attorneys provide proactive legal counsel to mitigate employment disputes and represent municipalities in litigation when necessary.

Real Estate Law

Our firm provides legal representation in real estate matters, including municipal property transactions, lease agreements, land acquisitions, and eminent domain proceedings. We ensure that municipalities comply with all legal requirements in property transactions and provide guidance on land use planning, development agreements, and zoning compliance.

Environmental Law

Our attorneys advise municipalities on environmental regulations, permitting, compliance, and liability issues. We assist in matters related to water quality, waste management, wetlands protection, and environmental impact assessments. Our firm helps municipalities navigate federal and state environmental laws to promote sustainable development and avoid costly legal challenges.

Tab 2: Fee Proposal

Given our qualifications, depth of personnel, and experience, the following fee proposal is submitted:

Folds Walker, PLLC proposes as its compensation for General Retainer Services an annual lump sum of \$48,000 per year, payable in monthly installments of \$4,000.00, due on or before the fifteenth day of each month.

Retainer Services

Folds Walker, PLLC would serve as the City Attorney and provide all routine legal services requested under the monthly retainer, including, but not limited to:

- Attendance at the regular meetings of the Fort White Town Council;
- Attendance at special meetings of the Fort white Town Council; and when requested by the Mayor or majority of the Town Council;
- Preparation of ordinances and resolutions when requested by the Mayor or majority of the Town Council;
- Preparation and/or review of all contracts, proposed amendments to the City Charter, Code of Ordinances, Land Development Code, and proposed amendments to the Comprehensive Plan for legal sufficiency;
- Providing legal advice to the Town Council and City employees on matters of concern when authorized by the Mayor or majority of the Town Council;
- Monitoring litigation when the City is a party but represented by other counsel when requested by the Mayor or majority of the Town Council; and
- Preparation of leases.

In addition, Folds Walker, LLC will provide the following additional services included in the Retainer:

- Provide annual Ethics, Sunshine Law and Public Records training session;
- Provide new Council Member orientation sessions (as needed); and
- Cooperate and communicate on a routine basis with City staff and elected officials to achieve the lawful legislative and policy directives of the Town Council.

Special Services

Folds Walker, PLLC would provide all special non-retainer services as needed and requested by the City, including, but not limited to the following:

- Prosecuting or defending litigation involving the City for matters which the Firm serves as counsel of record for the City that are initiated by a filing in an administrative tribunal or a state or federal court, including all arbitration and mediation proceedings brought under the Administrative Proceedings Act, Public Employees Relations Commission Act, or any other administrative proceedings;
- Providing legislative consulting services if requested by the City;
- Preparation of documents related to real property transactions and issuing title insurance commitments and policies if requested by the City for real property transactions;
- Conducting title searches, preparing deeds, recording real estate documents;
- Representing the City in all negotiations with third parties and in the acquisition and disposition of real property rights and interests, including accepting or obtaining right-of-way easements, and other conveyances.
- Preparation of municipal financing matters and any other services not specifically included above.

Special Projects

Matters which exceed ten (10) hours of time for that specific project. The firm will advise the City if a matter or project is contemplated to exceed ten (10) hours and provide an estimate for such work.

Hourly Rate and Fee Schedule

For special services not covered under the retainer, Folds Walker, PLLC offers a reduced hourly rate billing. Hourly rate billing occurs at a rate of eighty percent (80%) of our normal billable rate. The table below includes a layout of the reduced hourly rate for each position within the firm.

Position	Hourly Rate
Partner	\$400.00
Of Counsel/Senior Associate	\$375.00
Associate	\$350.00
Paralegal	\$150.00
Law Clerk	\$125.00

Reimbursement of Costs

Folds Walker, LLC will not charge the City for routine electronic legal research services, facsimiles, travel time or travel-related costs from our Gainesville office to Fort White, but shall be reimbursed for actual costs incurred on all other travel performed for the City, and other actual charges incurred in providing services to the City including, but not limited to, extraordinary copy costs, conference call charges and express mail.

Provision for Rate Increases

Folds Walker, LLC proposes a 3% increase in the annual lump sum amount at the beginning of the 2027-2028 fiscal year and every year thereafter.

Billing Process

Each month, our firm sends an invoice for the monthly retainer due upon receipt of same. In order to provide transparency, we issue an invoice detailing all of the time each individual within the firm spent on projects related to the City. There is no amount due associated with this invoice, it is merely for tracking and transparency purposes. For special matters not covered under the retainer, a monthly invoice will be issued to the City, by the 15th day of each month, laying out the hourly charges by each individual within the firm.

Tab 3: Proposed Attorneys, Paralegals, and Qualifications

The Folds Walker, PLLC municipal practice group includes the following attorneys who are licensed attorneys and are presently members of The Florida Bar: S. Scott Walker, Esq., Allison E. Folds, Esq., Kiersten N. Ballou, Esq., Danielle C. Adams, Esq., A. Derek Folds, Esq., Leonard E. Ireland, Jr., Esq, and Nicolle M. Shalley, Esq. Below is a summary of the experience of each of the attorneys and their respective resumés are included in the Appendix attached hereto.

S. Scott Walker, Esq.

S. Scott Walker is a member in good standing with The Florida Bar and was admitted on May 23, 1984. The firm has long been recognized as a superior law firm and has received the highest available rating as a Preeminent Law Firm with a peer review rating “AV” from Martindale-Hubbell. Since 2014, S. Scott Walker personally received a peer review rating of “AV” to join his longtime mentor and partner, Allison E. Folds, who has also received this distinction.

Through Mr. Walker’s 40 plus years of municipal law practice, he has served as legal advisor to boards at thousands of regular meetings, special meetings and workshops on behalf of his municipal clients, including but not limited to CRAs, Charter Review Committees, Planning and Zoning Boards, and Code Enforcement Boards. In addition to providing legal advice at meetings, Mr. Walker has provided general legal advice to Board members in their official capacities and staff members in person, by telephone, zoom, or e-mail with regard to legal matters affecting the municipal client.

In the past, Mr. Walker has attended and provided individual briefings with Commission, Council or Board members, as needed and requested. Mr. Walker has prepared, reviewed and revised numerous ordinances, contracts, resolutions, agreements, leases, interlocal agreements, special election ballots, procurement documents and franchise agreements. Mr. Walker reviews all agenda items for all meetings and workshops for the Boards he represents as City Attorney.

In the event of litigation, Mr. Walker has coordinated, directed and overseen the legal affairs of the Firm’s municipal clients, including, but not limited to recommending, initiating and engaging special counsel or experts, when needed. Mr. Walker is admitted to all trial and appellate courts of the State of Florida, including the Florida Supreme Court. Mr. Walker has succeeded at the trial level and the First District Court of Appeal. Additionally, Mr. Walker is licensed to practice before the U.S. District Court for the Northern and Middle Districts of Florida, the Eleventh Circuit Court of Appeals and the U.S. Supreme Court. In 2014, Mr. Walker was appointed by the Governor to serve on the Eighth Judicial Circuit Nominating Commission, having served as Vice Chair of that Commission in 2016-2018. Mr. Walker has also been admitted as Private Master to the First District Court of Appeals Inn of Court and currently serves on its Executive Board. He is the President of this Inn this year (2025-2026).

Mr. Walker has served on the board of directors and lead many civic and charitable organizations during his career including service on the Board of Directors of Big Brothers/Big Sisters of Tampa

Bay, past president of Gainesville Jaycees, Past Chair of the Long-Term Care Ombudsman Council, Vice Chair of the Eighth Judicial Circuit Judicial Nominations Commission. He is a Certified Family and Civil Mediator.

Allison E. Folds, Esq.

Allison E. Folds is the Senior Partner of Folds Walker, PLLC. He has served the community with expert legal counsel since he graduated from the University of Florida in 1965. His main area of practice is civil litigation with a focus on family law and commercial litigation. In addition to his legal practice, Mr. Folds is also a Certified Family and Circuit Mediator. Mr. Folds is the only attorney in the Eighth Judicial Circuit to hold this certification along with his partner Scott Walker.

For over 54 years, Allison E. Folds has represented Gainesville clients through complex proceedings, including high asset dissolution of marriage cases and civil litigation. For complex matters, he works closely with skilled and experienced forensic accountants, appraisers, vocational evaluators, psychologists and other professionals in order to help our clients achieve desired results. Mr. Folds is the former City attorney for the municipalities of Waldo, Newberry, Alachua, Hawthorne, Trenton, Cedar Key, Micanopy and McIntosh, Florida.

Allison has dedicated his career to civic leadership including past president of the Eight Judicial Circuit Bar Association, past President of the Gainesville Jaycees and past President of the Gainesville Country Club.

Kiersten N. Ballou, Esq.

Kiersten N. Ballou is a member in good standing of The Florida Bar and was admitted on September 2021. Ms. Ballou joined the firm in 2021 as a law clerk while a student at The University of Florida Law School. During her law school career, Ms. Ballou was a Dean's Scholar, Ethos of Excellence Scholar, and earned the book award in recognition of earning the highest grade in her Social Science, Crime, and the Law class. Ms. Ballou additionally had the honor of being accepted as a member of the UF Law Trial Team and competed in that capacity for two years while in law school. Ms. Ballou was also a Levin Ambassador and later served as the admissions coordinator for the Levin Ambassador's program.

After passing the bar, Ms. Ballou rejoined the firm in 2021 as an associate attorney. Ms. Ballou focuses her practice in the areas of family, municipal, and probate law. Ms. Ballou presently works on municipal matters for the City of Alachua, City of High Springs, City of Williston and handles Gainesville Regional Utilities Authority with Scott Walker and Danielle Adams.

Danielle C. Adams, Esq.

Danielle C. Adams is a member in good standing of The Florida Bar and was admitted in September 2022. Mrs. Adams attended the University of Florida on a full scholarship. She majored

in Biology and minored in Disabilities in Society. Mrs. Adams attended American University Washington College of Law in Washington, D.C. on an academic scholarship. During her academic career at the Washington College of Law, Mrs. Adams was the Managing Editor for the Journal of Gender, Social Policy, and the Law, the top cited legal periodical in the United States in the topic area of gender, social policy, and the law. She was also the Diversity and Inclusion Subcommittee Chair for all the Journals at American University.

Mrs. Adams started at Folds Walker as a File Clerk during her time at the University of Florida. She went on to become a Law Clerk for Folds Walker following her admission to American University Washington College of Law in Washington, D.C. Upon graduating from law school and passing the Florida Bar, Mrs. Adams became an Associate Attorney for the firm. She is admitted to practice in the U.S. District Court Northern District of Florida and U.S. District Court Middle District of Florida. She presently sits on the Professionalism Committee for the Eighth Judicial Bar Association and is a member of the Gerald T. Bennett American Inn of Court.

Mrs. Adams presently works on municipal matters for the City of Alachua, City of High Springs, City of Starke, and the City of Live Oak. She also serves the Gainesville Regional Utilities Authority with Scott Walker and Kiersten Ballou.

A. Derek Folds, Esq.

A. Derek Folds is a member in good standing of The Florida Bar and was admitted in May of 2015. Prior to attending law school, Derek worked as a deputy clerk at the Alachua County Clerk's Office for over 5 years in the official records, criminal trials, and felony divisions. While in law school, she worked as a law clerk for Creed & Gowdy, P.A., a boutique appellate law firm in Jacksonville, Florida. Derek served as the Notes and Comments Editor for the Florida Coastal Law Review and Senior Editor for the Public Interest Research Bureau. She also received the book award in recognition of earning the highest grade in four (4) of her law school courses (Property I, Products Liability - Advanced Legal Writing Requirement, Remedies, and Race and the Law).

In addition to her academic achievements, Derek served on the Executive Board of Law Students Against Violence and was recognized as a Pro Bono Honors Student for having provided over 125 hours of pro bono service during law school.

In her professional career, Mrs. Folds serves as the President Elect for the Eighth Judicial Bar Association and the Chair of the Professionalism Committee for the Eighth Judicial Bar Association. She joined Folds Walker, PLLC to work alongside her father, Allison Folds.

Mrs. Folds presently works on municipal matters for the Town of Micanopy and City of Archer.

Leonard E. Ireland, Jr., Esq.

Leonard E. Ireland, Jr. is a member in good standing with The Florida Bar and was admitted in 1967. Mr. Ireland began practicing at Clayton-Johnston, P.A., immediately following his graduation from Law School in 1967 and joined Folds Walker, PLLC. In 2024. Mr. Ireland has over 57 years of experience in many complex cases such as prosecuting and defending class action suits involving insurance companies, commercial disputes, land use disputes, construction litigation, and family law matters. In addition to being a highly respected Attorney in our area, Mr. Ireland has also been active in Gainesville area community activities. He served as President of the Gainesville Jaycees in 1971 and received the Gainesville Jaycees Distinguished Service Award. He has served as legal counsel to the Florida Jaycees, on the Board of Directors of the Kiwanis Club and the Rotary Club and served as President/Chairman of the Gainesville Area Chamber of Commerce in 1992. Mr. Ireland is Florida Certified Circuit Civil Mediator, and a Florida Court Appointed Arbitrator.

Nicolle M. Shalley, Esq.

Nicolle Shalley earned her Juris Doctor with High Honors from Florida State University College of Law, graduating in the top 6% of her class, and holds a Bachelor of Science in Public Relations from the University of Florida. Ms. Shalley has been a member of The Florida Bar since 2001 and has held leadership roles in both the City, County and Local Government Law Section of The Florida Bar and the Florida Municipal Attorneys Association.

Ms. Shalley has extensive experience in Florida local government law, land use, and real estate. She currently practices with Folds Walker, PLLC, focusing on transactional matters involving local government, utilities, zoning, and development. Prior to joining Folds Walker, she served as the County Attorney for Levy County, Florida, where she advised the Board of County Commissioners and county departments on a wide range of legal and policy matters, including land development regulations, governance restructuring, and comprehensive planning.

Ms. Shalley previously served as City Attorney for the City of Gainesville, leading an in-house legal department that supported the city commission and municipal operations. Earlier in her career, she practiced real estate and business law with private firms in Florida and worked in county government administration.

Please See Appendix B For All Resumes For Attorneys

Tab 5: Insurance

1. Cyber Insurance
Aggregate Limit (\$1,000,000)
2. QBE Insurance – Lawyers Professional Liability Insurance
Each Claim (\$1,000,000 – limit)
Aggregate (\$2,000,000 – limit)
3. Ohio Security Insurance – Property Insurance for 527 E. University Avenue,
Gainesville, Florida

Liability and Medical Expenses – Occurrence (\$1,000,000 – Liability Limit)
Products-Completed Operations (\$2,000,000 – Aggregate Liability Limit)
Other than Products-Completed Operations (\$2,000,000 – Aggregate Liability
Limit)
Medical Expenses – Any One Person (\$15,000 – Liability Limit)
4. Ohio Casualty Insurance – Commercial Umbrella Policy
Each Occurrence (\$2,000,000 – limit)
Aggregate (\$2,000,000 – limit)
Products-Complete Operations Aggregate (\$2,000,000 – limit)
Self-Insured Retention (\$10,000 – limit)
5. Travelers – Workers Compensation and Employer's Liability
Bodily Injury by Accident (\$500,000 – each accident)
Bodily Injury by Disease (\$500,000 – policy limit)
Bodily Injury by Disease (\$500,000 – each employee)

Invoice

Item#
9 (6)

POWELL CONSULTING
1359 SW MAIN BLVD
LAKE CITY, FL 32025
386-365-4906

Date: 03/05/2026
Invoice No.: 10322
Due Date: 04/04/2026

Bill To:
Town of Fort White
P.O. Box 129
Fort White, FL 32038

Hrs	Item	Description	Unit Price	Total
		Assistance with close out and adjustment of financial records for the fiscal year ended 9/30/2025		
3	2-4-26	Onsite visit	\$150.00	\$450.00
2	2-5-26	Work on General Fund	\$150.00	\$300.00
4.5	2-7-26	Financial research	\$150.00	\$675.00
3	2-9-26	Work onsite	\$150.00	\$450.00
2	2-10-26	Work on closeout	\$150.00	\$300.00
4	2-12-26	Work on closeout	\$150.00	\$600.00
3	2-16-26	Prepare report on finances	\$150.00	\$450.00
4	2-26-26	Prepare for and attend workshop	\$150.00	\$600.00
1.5	2-17-26	Work on report	\$150.00	\$225.00

Total \$4,050.00
Balance Due \$4,050.00

OK Josh

Please contact us for more information about payment options.

Thank you for your business.



Item:
9 (7)
WILLDAN

April 9, 2026

Mr. Joseph Helfenberg, Town Clerk
Town of Fort White
118 SW Wilson Springs Road
Fort White, FL 32038

Subject: Code Enforcement – Code Enforcement Consulting and Staffing Support

Dear Mr. Helfenberg:

Willdan Engineering (Willdan) appreciates the opportunity to provide the Town of Fort White with a letter proposal outlining potential support services for Code Enforcement operations. We understand that the Town is currently evaluating options to strengthen or establish its Code Enforcement program and may benefit from outside expertise to review existing conditions, develop program structure, and potentially provide interim staffing support. This letter summarizes several service options that may help the Town move forward.

For more than 60 years, Willdan has partnered with municipalities throughout the United States to provide Community Development services, including Code Enforcement, Building & Safety, Fire Prevention, and related regulatory programs. Our firm works with communities of all sizes—from small towns establishing their first formal compliance program to large cities seeking operational improvements or supplemental staffing. Our experience includes program analysis and development, ordinance review, policy and procedure creation, staff training, direct contract staffing when local agencies face recruitment challenges or temporary operational gaps, and more.

Consulting Services

At the Town's request, Willdan can provide consulting services at varying levels depending on the Town's needs.

The first option is a **Basic Consultant Review (recommended)**, which would consist of an administrative review of the Town's existing Code Enforcement structure, ordinances, procedures, and related documentation. This level of service would not require on-site meetings and would rely primarily on document review and remote consultation with Town representatives. This could also include onsite evaluations to be conducted by the assigned Code Enforcement Officer. The final product would be a **Findings Memorandum** summarizing observations, finding potential program deficiencies or areas of concern, and outlining recommendations to improve efficiency, consistency, and defensibility of enforcement actions.

The second option is a **Comprehensive Program Study**, which would include a more detailed analysis of the Town's Code Enforcement framework. This effort would include moderate program evaluation, review of relevant municipal codes, and development or refinement of operational materials, such as inspection forms, notices, and administrative templates, to support consistent enforcement practices. The objective of this study is to provide the Town with effective tools and an organized framework that supports the long-term implementation of an effective Code Enforcement program.

Code Enforcement Staffing Support

We understand that the Town currently lacks Code Enforcement staffing. To address immediate operational needs, Willdan can provide **staff augmentation services** to support the Town's enforcement activities. Under this option, Willdan would assign a qualified Code Enforcement Officer to perform basic enforcement functions, including complaint intake, field inspections, documentation of violations, and communication with property owners regarding compliance requirements.

For planning purposes, the Town may consider assigning **one Code Enforcement Officer on an as-needed basis**. Based on our current contract rate structure, the hourly rate for this service would be **\$75**, consistent with rates currently provided to nearby jurisdictions. The proposed officer would be an experienced Code Enforcement professional with expertise in municipal compliance programs and public engagement.

Our personnel are trained to conduct inspections, document violations, communicate clearly with residents and property owners, and support the Town's goals of fair, consistent, and community-centered enforcement. Services can be configured to accommodate the Town's preferred scheduling approach and enforcement priorities.

Additional Community Development Services

In addition to Code Enforcement consulting and staffing services, Willdan also provides a full range of **Building & Safety and Fire Prevention services**. These services include Building Official support, building plan review, building inspections, fire inspections, and assistance with fire prevention programs. Should the Town require these services in the future, Willdan would be pleased to discuss how our team can support the Town in maintaining safe and compliant development standards.

Willdan values the opportunity to work with the Town of Fort White and appreciates the Town's interest in reviewing options to strengthen its community compliance programs. We would be pleased to discuss these service options in greater detail and customize our approach to best meet the Town's functional needs and available resources.

If you have any questions or would like additional information, please contact us at your convenience. Al Brady at (951) 454-3539 or Terry Cox at (562) 233-8969. We are looking forward to the opportunity to assist the Town of Fort White.

Respectfully submitted,

WILLDAN ENGINEERING



Albert Brady, CBO
Director of Building & Safety

 abrady@willdan.com



► Table of Contents

About Willdan.....	2
Code Enforcement Program Expertise.....	2
Specialized Program Expertise.....	3
Real Results in Code Enforcement.....	4
Willdan Advantage.....	4
Scope of Work	6
Contract Code Services	6
Phase No. 1 – Needs Assessment and Service Definition.....	Error! Bookmark not defined.
Phase No. 2 – Stakeholder Engagement and Program Planning.....	6
Phase No. 3 – Program Development	6
Phase No. 4 – Program Implementation and Launch Support	6
Fee Schedule.....	8
Client References	8
Resumes	10



About Willdan

Willdan Engineering, incorporated since 1964, is a subsidiary of Willdan Group, Inc., a publicly traded Delaware corporation. Services are provided to nationwide clientele through three subsidiary firms – Willdan Engineering, Willdan Energy Solutions, and Willdan Financial Services – that offer a portfolio of diversified strengths. Throughout our history, Willdan Engineering (Willdan) has served as a full-service, multi-disciplinary firm specializing in building safety, code enforcement, municipal engineering, planning, and construction management and inspection services, along with a full complement of support disciplines. Willdan addresses the varied demographics of our public agency clients through ***focused, specialized services offering solutions tailored to the unique goals and visions of each agency.***

Rooted in Willdan’s corporate culture is its focus on quality customer service. Willdan has a reputation for delivering high-quality projects on time and within budget. The company has more than 1,700 employees, including licensed engineers, program and construction managers, financial analysts, planners, and other skilled professionals. Willdan benefits from well-established relationships with local and state government agencies, investor-owned and municipal utilities, and private sector commercial and industrial firms throughout the United States. We have supported implementation of community visions through building safety, engineering, inspection, planning, staff augmentation services, and construction management. Willdan knows customer service is essential to the city’s success. We will be the liaison between city staff and the community. Our team excels in adaptability, prompt responses, clear oral and written communication skills, efficient time management, and one-on-one interaction. These skillsets benefit the city’s development by combining residents and businesses to grow together.

Willdan has a deep understanding of the property maintenance disparities that exist across communities, including those found within Fort White. Our team has successfully implemented neighborhood enhancement strategies, including voluntary compliance programs for homeowners struggling with repairs. We have partnered with nonprofits to provide resources for these residents and developed neighborhood cleanup initiatives that encourage active community participation. These approaches align with the Town of Fort White’s emphasis on proactive and compassionate enforcement.



Willdan Staff of Experts

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Code Enforcement Services ▪ Building & Safety Services ▪ Fire Prevention Services ▪ Municipal Engineering and Management ▪ Highway and Freeway Engineering ▪ Environmental Planning ▪ Geotechnical/Geological Engineering ▪ Assessment Engineering ▪ Computer-Aided Analysis and Design ▪ Geographical Information System (GIS) | <ul style="list-style-type: none"> ▪ Program and Construction Management ▪ Construction Inspection and Support ▪ Traffic and Transportation ▪ Water and Wastewater ▪ Urban and Regional Planning ▪ Drainage and Flood Control ▪ Structural Engineering ▪ Right of Way Engineering ▪ Landscape Architecture |
|---|---|

Code Enforcement Program Expertise



At Willdan, we don't just enforce codes—we help cities build stronger, more effective enforcement programs that make lasting improvements in their communities. With decades of experience evaluating, developing, and implementing municipal code enforcement programs, our team has worked alongside cities to refine their policies, improve efficiency, and ensure compliance with local and state regulations.

Our management team members have served in public agencies, giving us a firsthand understanding of cities' challenges in managing code enforcement. Whether tackling substandard housing, bringing abandoned properties into compliance, or streamlining short-term rental enforcement, we've been at the forefront of developing innovative solutions that get results.

We approach every project with:

- A focus on practical, real-world solutions tailored to the City's needs.
- A commitment to policies and procedures that promote consistency and fairness.
- A proactive mindset that anticipates challenges before they become major issues.
- A collaborative approach that prioritizes working closely with City staff and community stakeholders.

Our Delivery of Services



Specialized Program Expertise

We understand that code enforcement isn't universal, it varies between municipalities. Willdan has extensive experience in specialty programs that target some of the biggest challenges cities face, including:

- **Abandoned Property Registration & Enforcement** – Helping cities track and manage vacant properties, ensuring owners take responsibility and preventing blight.
- **Short-Term Rental Compliance** – Developing regulations and enforcement strategies to balance property owner rights with neighborhood stability.
- **Graffiti Abatement** – Creating rapid-response programs that remove graffiti quickly and discourage future vandalism through smart prevention strategies.
- **Substandard Housing Enforcement** – Identifying dangerous living conditions and working with property owners to bring housing into compliance, improving safety and quality of life.
- **Cost Recovery** – Evaluating and implementing effective cost recovery strategies to sustain enforcement efforts without straining municipal budgets.

"I want to express my deepest appreciation to the Willdan Company and the outstanding experts who delivered exceptional information with the highest level of professionalism.... I am incredibly grateful for the support and professionalism of the Willdan team and look forward to continuing our work together."

James Brown, 2nd Vice President
Code Enforcement Association of Texas



Real Results in Code Enforcement

Over the years, Willdan has helped countless municipalities strengthen their enforcement programs. Some of our key successes include:

- **City of New Orleans, LA** – Code program evaluation, development, and implementation.
- **City of La Puente, CA** – Willdan performed a code enforcement program evaluation, development, implementation, training, and temporary staffing.
- **City of Memphis, TN** – Code program evaluation, development, and implementation.
- **City of Tempe, AZ** – Willdan conducted biannual proactive inspections.
- **City of McKinney, TX** – Willdan assumed responsibility for the Rental Housing Program previously managed by the Building Department. Through strategic relationship-building and effective project management, collaborated with property owners to develop and submit long-term, high-value rehabilitation plans, facilitating property improvements over extended periods.
- **City of Modesto, CA** – Willdan implemented and staffed the rental inspection program. We taught program administration how to skip trace and locate absentee landlords, enabling staff to hold them accountable and achieve greater compliance.
- **City of West Hollywood, CA** – Willdan assisted in implementing the proactive property maintenance program of rent stabilization multi-family units resulting in improved tenant protections, increased compliance from property owners, and greater housing stability within the community.
- **City of Albany, CA** – Willdan provided a code enforcement program evaluation and development. We drafted ordinance changes to allow the city to issue administrative citations, which will result in greater compliance.

From drafting new policies and ordinances to training enforcement teams and implementing technology-driven solutions, Willdan has the knowledge and hands-on experience to help the Town of Fort White refine and enhance its code enforcement efforts. We're ready to bring our expertise and support the City in making its enforcement program more effective, efficient, and impactful.

Willdan Advantage

Willdan believes code enforcement plays a crucial role in shaping communities' health, safety, and quality of life. It is the backbone of municipal governance, ensuring compliance with local ordinances while fostering responsible property stewardship. As such, at Willdan, we don't just enforce codes—we enhance communities. Our approach balances compliance with education, emphasizing collaboration with property owners and community stakeholders to achieve long-term, sustainable improvements.

Our team comprises former city managers, code directors, assistant directors, supervisors, senior officers, and specialists with deep-rooted experience in municipal code enforcement. Many of our professionals have also served on the boards of leading industry organizations, including the American Association of Code Enforcement (AACE), the Arizona Code Enforcement Association (ACEA) and the California Association of Code Enforcement Officers (CACEO). Willdan recognizes that the strength of the code enforcement profession lies in continuous learning, innovation, and collaboration. That's why we are deeply committed to the advancement of the industry through education and training.



Willdan maintains an ICC Preferred Provider status for code enforcement instruction nationally and our team has actively participated in and provided instruction for key organizations, including:

- American Association of Code Enforcement (AACE)
- EduCode – International Code Council (ICC)
- Code Enforcement Association of Texas (CEAT)
- Arizona Code Enforcement Association (ACEA)
- California Association of Code Enforcement Officers (CACEO)
- Florida Association of Code Enforcement (FACE)
- Oregon Association of Code Enforcement (OCEA)
- Washington Association of Code Enforcement ()
- Mortgage Bankers Association
- United States Foreclosure Network
- National Service Providers Association
- Pacific Southwest Association of Realtors
- Federal Reserve Bank of San Francisco
- Federal Reserve Bank of Kansas City
- Chicago Metropolitan Mayor's Caucus
- National Vacant Properties Campaign
- Center for Community Progress Reclaiming Vacant Properties
- National Property Preservation Conference, Washington D.C.



Partnering with Willdan means gaining access to a highly experienced team of code enforcement professionals dedicated to neighborhood preservation and revitalization. With decades of combined expertise, our executive team led the rehabilitation of more than 35 neighborhood areas, positively impacting municipalities in both the public and private sectors. These efforts have earned Willdan numerous prestigious recognitions, including:

- Merit Award – United States Congress
- Excellence Award – United States Senate
- Employee of the Year – American Association of Code Enforcement
- Helen Putnam Award – California League of Cities
- Program Implementation Excellence - National Chapter of the American Planning Association
- Harvard University – Kennedy School of Democratic Governance – Innovations in America
- Government Awards – Finalist - top 10 programs in the Nation.
- Excellence in Code Enforcement –State Assembly
- Neighborhood Revitalization Award –State Senate
- Lifetime Achievement Award – California Association of Code Enforcement Officers



Scope of Work

Contract Code Enforcement Consulting

This portion of the project aims to enhance the Town of Fort White's Code Enforcement program through analysis and development/assistance. Willdan staff will complete the project in coordination with the Town Manager's Office. Below are two options for consideration:

Option 1: Targeted Consultant Review of Code Enforcement Program

Willdan will conduct a focused review of the Town of White Fort's Land Development Code to identify existing enforcement authorities, tools, and opportunities within the current regulatory framework. This review will assess the effectiveness, clarity, and enforceability of applicable provisions.

As part of this effort, Willdan will solicit input from members of the Town Council to identify priority violations and enforcement concerns that are most important to elected officials and their constituents.

Based on this analysis, Willdan will:

- Develop standardized investigative case procedures, including step-by-step guidance for case initiation, documentation, follow-up, and closure.
- Provide basic forms and templates to support consistent enforcement practices.
- Prepare a Findings Memorandum summarizing observations, identified gaps, and recommended next steps for program improvement.

All services provided by the Code Enforcement Consultant/Manager under Option 1 will be performed remotely, with no on-site visit required.

Estimated Level of Effort: Not to exceed 50 staff hours

Compensation: \$135 per hour*

Total Not-to-Exceed Fee: \$6,750*

*Assistance may be provided by the assigned Code Enforcement Officer if deemed appropriate and in agreement between the Town and Willdan. **The hourly rate for said officer would be \$75 an hour, with no impact on the agreed-upon "not to exceed 50 staff hours" for this option.**

Option 2: Comprehensive Consultant Review and Program Development

Under this option, Willdan will conduct a comprehensive evaluation of the Town's Code Enforcement program, including an on-site visit to engage directly with Town leadership and staff.

Willdan will conduct interviews (via Webex) with the Town Council, Building & Zoning Department personnel, and other stakeholders identified by the Town. These interviews will inform a detailed needs assessment of the proposed program, organizational structure, operational practices, and enforcement challenges.

Based on this assessment, Willdan will develop a complete Code Enforcement Policy and Procedures Manual, including:

- Standardized investigative procedures and public contact protocols
- Required forms and documentation templates



- Report writing guidelines and sample templates
- Code Enforcement Officer safety guidelines
- Training and certification recommendations
- A violation classification Priority Matrix with recommended response timelines
- Implementation guidance and program rollout recommendations

In addition, Willdan will review the Town's municipal code and recommend amendments or new code sections to enhance clarity, strengthen enforcement authority, and streamline administrative processes.

Upon completion of the engagement, Willdan will provide a comprehensive Findings Memorandum outlining key observations, recommended policy changes, implementation steps, and strategic considerations.

Estimated Level of Effort: 300 staff hours

Compensation: \$135 per hour

Total Not-to-Exceed Fee: \$40,500

Staffing Support

Willdan Engineering will provide the Town of Fort White with one qualified Code Enforcement Officer (CEO) to assist the Town with the administration and enforcement of local codes and ordinances on a limited, **as-needed basis**. The assigned officer will work in coordination with Town leadership and staff to address community concerns, promote voluntary compliance, and establish consistent enforcement practices.

The Code Enforcement Officer will be prepared to perform typical municipal code enforcement functions, including **receiving and reviewing complaints, conducting field inspections, documenting observed conditions, and identifying potential violations of applicable Town codes and ordinances**. The officer will communicate with property owners, residents, and businesses regarding compliance requirements and provide education and guidance intended to encourage the timely correction of violations whenever possible.

Services may also include **maintaining case documentation, preparing notices of violation or warning letters, tracking case progress, and coordinating follow-up inspections** to verify compliance. The officer will provide periodic updates to Town staff regarding case status, enforcement activities, and emerging community issues that may require attention.

When necessary, the Code Enforcement Officer will assist the Town in developing basic administrative tools, such as inspection documentation templates, case-tracking methods, and simple forms to support consistent enforcement practices. The officer may also provide general guidance to Town officials regarding common code enforcement procedures and best practices used by other municipalities.

The intent of this staffing support is to provide the Town with a **flexible, scalable enforcement presence, allowing the Town to address immediate compliance needs while establishing the foundation for a more formal Code Enforcement program** if desired in the future. Services will be coordinated with Town leadership to ensure that enforcement priorities and scheduling align with the Town's operational needs.



Fee Schedule

Willdan will provide contract code enforcement services to the Town of Fort White for a flat hourly rate based on the Willdan hourly rate schedule below. All rates and costs shall be effective through the terms of the agreement.

NOTE: Overtime rates of 1.5x the regular hourly rate will be charged for all overtime hours worked.

POSITION	RATE (EACH)
Code Enforcement Officer (as-needed)	\$75/hour
Manager/Consultant	\$135/hour
Vehicle (if required for CE Officer)	\$10/hour

Client References

The clients we have chosen to verify our reputation and qualifications will confirm our dedication to expert technical ability, excellent service, and project commitment. We encourage the Town of Fort White to contact these references.

Public Agency

CITY OF TUCSON, AZ

Laurie Pumphrey
Code Enforcement Manager

 Laurie.Pumphrey@tucsonaz.gov

 386.454.6234

 4004 S. Park Avenue,
Building 1
Tucson, AZ 85714

CITY OF HIGH SPRINGS, FL

Jeremy Marshall
City Manager

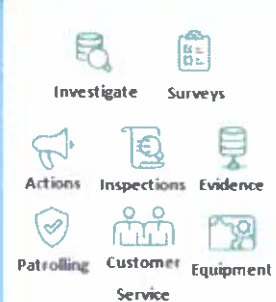
 jmarshall@highsprings.gov

 386.454.6234

 23718 W. US Hwy 27
High Springs, FL 32643

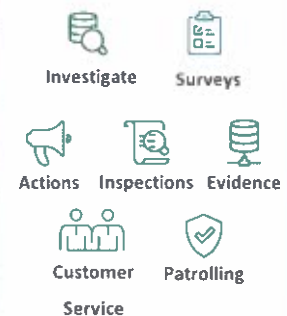
Description of Programs

Willdan personnel is tasked with investigating and enforcing code concerns related to the City's property maintenance, building, zoning, and nuisance codes. Staff works closely with property owners and tenants with the goal of voluntary compliance. When needed, staff prepares notices, citations, reports, inspection warrants, and works with the City Attorney's office.



Willdan personnel is tasked with investigating and enforcing code concerns related to the City's property maintenance, building, zoning, and nuisance codes. Staff works closely with property owners and tenants with the goal of voluntary compliance. When needed, staff prepares notices, citations, reports, inspection warrants, and works with the City Attorney's office.



Public Agency	Description of Programs	
TOWN OF GILA BEND, AZ Katherine Valenzuela <i>Town Manager</i> ✉ kvalenzuela@gilabendaz.org 📞 928.683.2255 ext. 13 📍 644 W. Pima St. P.O. Box A Gila Bend, AZ 85337	Willdan personnel investigates concerns and enforces violations of the property maintenance, building, zoning, and nuisance codes. Staff works with property owners and tenants with the goal of voluntary compliance. When needed, staff prepares notices, citations, reports, inspection warrants, and works with the City Attorney's office.	
CITY OF MANSFIELD, TX Lori Strittmatter <i>Regulatory Compliance Manager</i> ✉ Lori.strittmatter@mansfieldtexas.gov 📞 817.728.3636 📍 620 S. Wisteria Mansfield, TX 76063	Willdan personnel was tasked with investigating and enforcing code violations related to the property maintenance, building, zoning, and nuisance code. Staff worked closely with property owners and tenants to achieve voluntary code compliance where possible. Preparation of notices, citations, reports, and inspection warrants as needed to achieve compliance.	
COUNTY OF SAN DIEGO, CA Shiela Ligayon <i>Enforcement Supervisor</i> ✉ Sheila.Ligayon@sdcounty.ca.gov 📞 858.761.8989 📍 5510 Overland Ave, Ste 310 San Diego, CA 92123	Willdan personnel was tasked with investigating and enforcing code violations related to the property maintenance, building, zoning, and nuisance code. Staff worked closely with property owners and tenants to achieve voluntary code compliance where possible. Preparation of notices, citations, reports, and inspection warrants to achieve compliance.	



Consultant Firm Experience

Willdan has successfully provided code enforcement staff augmentation services and code consulting to municipalities for 61 years. During that time, Willdan has provided services to over 100 jurisdictions throughout the United States. Below is a partial list of Florida, Texas, Arizona, California, and Nevada clients to whom we have successfully provided professional services.

- City of Ormond Beach, FL - City of Benson, AZ - City of Big Bear Lake, CA - City of Costa Mesa, CA - City of Cypress, CA - City of Dana Point, CA - City of Del Mar, CA - City of Desert Hot Springs, CA - City of El Monte, CA - City of Folsom, CA - City of Fountain Valley, CA - City of Fullerton, CA - City of Gila Bend, AZ - City of Goleta, CA - City of Grand Terrace, CA - City of Hawaiian Gardens, CA - City of High Springs, FL - City of Highland, CA - City of Huntington Beach, CA - City of Irvine, CA - City of Irwindale, CA	- City of Isleton, CA - City of Kerman, CA - City of La Cañada Flintridge, CA - City of Laguna Beach, CA - City of Laguna Hills, CA - City of Laguna Niguel, CA - City of Laguna Woods, CA - City of Los Alamitos, CA - City of Maricopa, AZ - City of Maywood, CA - City of Mansfield, TX - City of No. Las Vegas, NV - City of Ojai, CA - City of Orange, CA - City of Orange Cove, CA - City of Palm Desert, CA - City of Pasadena, CA - City of Perris, CA - City of Queen Creek, AZ - City of Rancho Cordova, CA - City of Rosemead, CA	- City of San Jose, CA - City of San Juan Capistrano, CA - City of San Luis Obispo, CA - City of Sierra Madre, CA - City of Soledad, CA - City of South Pasadena, CA - City of Surprise, NV - City of Tempe, AZ - City of Thousand Oaks, CA - City of Torrance, CA - City of Tucson, AZ - City of Tustin, CA - City of Vernon, CA - City of Walnut, CA - City of West Hollywood, CA - County of El Dorado, CA - County of Orange, CA - County of San Bernadino, CA - County of San Diego, CA - Town of Fountain Hills, AZ - City of Waterford, CA
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Resumes

Resumes for our key staff follow. Additional resumes are available upon request.





EDUCATION

BA, Business Administration,
University of Southern California, Los Angeles

AA, Liberal Arts,
California State University, Fullerton

PROFESSIONAL CERTIFICATIONS

ICC Certified Building Official, (CBO 8724410)

PC 832 Certificate,
Orange County Sheriff's Academy, Orange

Basic Certification,
SCACEO

Intermediate Certification,
SCACEO

Advanced Certification,
SCACEO

Supervisory Certification,
SCACEO

Watershed Management Certificate, EPA - Environmental Protection Agency, Sacramento

33 YEARS OF EXPERIENCE

Albert Brady, CBO

Deputy Director of Building and Safety

Role: Project Manager

Al Brady is the Deputy Director of Building and Safety and the proposed Project Manager for this contract. He has over 33 years of experience in the code profession working directly for municipalities and in the private sector. Mr. Brady leads a team of building professionals who can provide both short and long-term services. During his career, he has developed and managed numerous code programs nationwide and specializes in performing program analysis and establishing successful policies and procedures.

Relevant Project Experience

- **Building and Development Review (BDRS) On-Call Services and Storm Recovery Services, Pinellas County, FL. Project Manager.**
- **Building Official, Building Inspection, Plan Review, Permitting Services, Town of Oakland, FL. Project Manager.**
- **Building Inspection and Plan Review Services, Marion County, FL. Project Manager.**
- **Building Inspection and Plan Review Services, Sarasota County, FL. Project Manager.**
- **Plan Review and Inspection Services, City of Panama City, FL. Project Manager.**
- **Building Official, Building Inspection, and Plan Review Services, City of Tallahassee, FL. Project Manager.**
- **Building Inspection and Plan Review Services, Alachua County, FL. Project Manager.**
- **Floodplain and Building Review, Post-Storm Recovery and Permitting Services, City of St. Pete Beach, FL. Project Manager.**
- **Building Official, Building Inspection, and Plan Review Services, City of Groveland, FL. Project Manager.**
- **Building Official, Building Inspection, and Plan Review Services, City of Montverde, FL. Project Manager.**
- **Building Official, Building Inspection, and Plan Review Services, City of Mascotte, FL. Project Manager.**
- **Building Official, Building Inspection, and Plan Review Services, Town of Howey in the Hills, FL. Project Manager.**
- **Building Official, Building Inspection, and Plan Review Services, City of Maitland, FL. Project Manager.**
- **Building Inspection and Plan Review Services, City of Winter Garden, FL. Project Manager.**
- **Plan Review Services, City of New Smyrna Beach, FL. Project Manager.**
- **Building Inspection and Plan Review Services, City of Palm Coast, FL. Project Manager.**
- **Plan Review Services, City of Delray Beach, FL. Project Manager.**
- **Storm Recovery Services, Town of Longboat Key, FL. Project Manager.**
- **Storm Recovery Services, Florida Department of Emergency Management, Tallahassee, FL. Project Manager.**





EDUCATION

B.S., Business Management, California Coast University, Santa Ana, CA

Business Management, California State University, Long Beach

Psychology, Cerritos Community College

PROFESSIONAL CERTIFICATIONS

PC 832 Certificate - Rio Hondo Community College

Certified Code Enforcement Officer, CACEO - California Association of Code Enforcement Officials

Basic Certification, SCACEO - Southern California Association of Code Enforcement Officials

Intermediate Certification, CACEO - California Association of Code Enforcement Officials

Advanced Certification, CACEO - California Association of Code Enforcement Officials

Supervisory Certification, CACEO - California Association of Code Enforcement Officials

Watershed Management Certificate, EPA - Environmental Protection Agency, Sacramento, CA

28 YEARS OF EXPERIENCE

John (Terry) Cox

Code Enforcement Manager

Terry Cox is a Code Official with over 28 years' experience in addressing community blight through developing effective neighborhood strategies. He has demonstrated the ability to train, motivate and manage cohesive teams focused on preserving communities. He is experienced in neighborhood improvement projects, operational management, community relations, consulting and project management.

Relevant Project Experience

Code Enforcement Manager, County of Orange, Santa Ana, CA. Oversaw the day-to-day operations of the Neighborhood Preservation Section with the County of Orange, which includes the training and supervision of both County and contract staff. Worked closely with staff from the Board of Supervisors, CEO's office, multiple County Departments, and additional outside agencies to coordinate investigations/enforcement activities and communicate findings/results, as well as to provide thorough and effective service to unincorporated islands within the County of Orange. Prepared and provided staff reports, departmental work plans, educational/informational materials and special presentations related to code enforcement. Developed and implemented policies and procedures to improve program efficiency and effectiveness. Coordinated and implemented special projects such as community cleanup days, target area sweeps and community meetings, thus spearheading the community outreach efforts of OC Development Services/OC Public Works. Communicated, both verbally and in writing, with representatives of the District Offices to address potential code-related concerns (Board of Supervisors). Analyzed current Neighborhood Preservation procedures and implemented changes when needed to improve program efficiency/effectiveness and staff morale (i.e., office hearing scheduling procedures, improved notification process, changes in rotational case assignments, etc.). Prepared and hosted Neighborhood Preservation bi-weekly meetings to maintain staff awareness of program status, goals and accomplishments, as well as to obtain feedback from staff with regards to improving the program. Reviewed officer prepared notifications to the public and case files submitted for closure to maintain quality assurance, providing staff with assistance and direction when needed. Researched and organized additional training for members of staff to improve officer awareness and effectiveness. Responsible for annual staff member reviews, coaching up of staff, and disciplinary action towards staff as needed. Responsible for developing and maintaining the annual budget for Neighborhood Preservation, as well as overseeing contract development/operations. Highly involved with the development and implementation of the new Land Management System and the Customer Resource Management online portal now utilized throughout OC Public Works to provide easily accessible online services to the stakeholders and visitors of Orange County.

Senior Code Enforcement Officer, Anderson Penna, Newport Beach, California. Managed overall contract and day-to-day operations of contract code staff assigned to the County of Orange. Received calls for service and investigated potential zoning, building, grading and general property maintenance code violations. Collected and documented evidence as part of code casework. Issued notices and administrative citations as needed to ensure code compliance. Prepared briefing papers and reports for review by management of the Board of Supervisors. Prepared and carried out inspection and abatement warrants. Planned, prepared and participated in community meetings and clean-up events. Worked closely with County Counsel and the District Attorney's office to host meetings, carryout civil litigation, and proceed with criminal court filings when voluntary compliance was not obtained.

AFFILIATIONS

*Member, California
Association of Code
Enforcement Officials*

Senior Code Enforcement Officer, Willdan, Anaheim, California. Managed overall contract and day-to-day operations of contract code staff assigned to the County of Orange. Received calls for service and investigated potential zoning, building, grading and general property maintenance code violations. Collected and documented evidence as part of code casework. Issued notices and administrative citations as needed to ensure code compliance. Prepared briefing papers and reports for review by management and the Board of Supervisors. Prepared and carried out inspection and abatement warrants. Planned, prepared and participated in community meetings and clean-up events. Worked closely with County Counsel and the District Attorney's office to host meetings, carryout civil litigation, and proceed with criminal court filings when voluntary compliance was not obtained. Provided code services to the City of La Canada-Flintridge. Also, prepared community education materials pertaining to code enforcement for the City of Laguna Hills.

Code Enforcement Officer II, City of Anaheim, California. Conducted field investigations and site surveillance of residential, commercial and industrial properties. Enforced all applicable code provisions, ordinances and statutes; issued infraction and misdemeanor citations for violations regarding zoning, litter, abandoned vehicles, weeds and debris accumulation. Photographed evidence, interviewed potential witnesses and composed letters to ensure remedial action was taken; received complaints from citizens; issued correction notices and performed abatements when necessary. Prepared memos and investigative reports. Responsible for the enforcement of parking violations and illegal street vendor activity.

Code Enforcement Officer I, City of Paramount, California. Conducted field investigations and site surveillance of residential, commercial and industrial properties. Enforced all applicable code provisions, ordinances and statutes; issued infraction and misdemeanor citations for violations regarding zoning, litter, abandoned vehicles, weeds and debris accumulation. Photographed evidence, interviewed potential witnesses and composed letters to ensure remedial action was taken; received complaints from citizens; issued correction notices and performed abatements when necessary. Prepared memos and investigative reports. Responsible for the enforcement of parking violations and illegal street vendor activity. Also responsible for Public Safety fleet maintenance and supervised the Los Angeles County inmates (trustees) assigned to provide maintenance services at the City's Public Safety Substation.





EDUCATION

Code Enforcement
Application and Supervision,
Rio Hondo Community
College

Criminal Justice, Goldenwest
College

Mediation, University of
California, Riverside

Management/Criminal
Justice, Riverside

Community College

Fire Science, University of
Missouri, Columbia

PUBLICATIONS

Co-authored "Code
Enforcement: A
Comprehensive & Strategic
Approach" Solano Press,
scheduled for release
September 2025

PROFESSIONAL CERTIFICATIONS

Lean Six Sigma Yellow Belt
LEAP Graduate

Reals Colors Facilitator

Active Violence Emergency
Response Training (AVERT)
Facilitator

First Responder Crisis Care
Coach

Addiction and Trauma
Recovery Coach

Administrative Hearing
Officer

Post Disaster Assessment
and Management

ICS 100 – 200 – 300 (FEMA)
Basic, Intermediate,

Advanced and Supervisory
Code Enforcement

Certificates

Basic Mediation

POST Clandestine

Methamphetamine

Laboratory Identification
Certificate

POST Field Training Officer

POST Officer Safety and
Field Tactics

POST Basic Law

Enforcement Officer

Basic Fire Science

Certificates

40+ YEARS OF EXPERIENCE

Douglas F. Leeper

Job Title/Position

Douglas Leeper is a formed Code Enforcement Director, with 40+ years in public service in fire prevention/suppression, law enforcement, and code enforcement. 20 years as a code enforcement manager/director and consultant developing, implementing, and managing the related programs listed below.

Previous Work Experience

Code Compliance Director, County of Ventura, CA. Douglas was responsible for management of the enforcement of municipal laws involving zoning, substandard housing, public nuisances, illegal construction, and dangerous buildings. Assist in drafting, and interpreting municipal ordinances, set internal policy, evaluate subordinate employees, provide written and oral reports to the RMA Director and Board of Supervisors involving budget, general programs/statistics, areas of concern, emerging trends, and specific cases.

Served as the Covid Compliance Manager responsible for managing the Covid Hotline, coordination of investigations of reports of violation of the Stay Safe At Home Orders throughout all jurisdictions within the county, Business Ambassador and Business Attestation programs.

Anderson-Penna Code Enforcement Services Manager, Newport Beach CA. Anderson-Penna is a private municipal services firm serving clients throughout California. They provide public works and development project management, engineering, plan review, building construction inspection and code enforcement. In addition, the firm offers program review and implementation for several of the disciplines within local government. I developed implemented, marketed, and managed the services of their code enforcement division. 18 staff assigned to 11 different jurisdictions in 5 counties throughout Southern California.

Code Enforcement Solutions Owner/Consultant, Nationwide. Description of duties – Consult with municipal governments and nonprofits – specializing and focusing on code enforcement, criminal, civil and administrative processes. Perform organizational, process, efficiency, and continuous improvement Kaizen reviews. Document current state and draft future state processes with improvement and efficiency recommendations. Train staff in improvement techniques and code enforcement best practices. Draft policies and procedures. Serve as interim director/manager during consolidation and improvement efforts. Clients included:

- City of New Orleans, LA
- City of Baton Rouge, LA
- City of Newburg, NY
- State of New Jersey
- City of Youngstown, OH
- City of Memphis, TN
- City of Bridgeport, CT
- City of Rancho Cordova, CA
- City of Simi Valley, CA

California Association of Code Enforcement Officers, Instructor. Create and present courses for code enforcement officers and supervisors. Courses created/presented: Recognizing and Responding to Financially Distressed Properties, Best Practices in Code Enforcement, Intermediate and Advanced Code Enforcement Modules (comprehensive 40-hour certification blocks).

City of Chula Vista, CA. Code Enforcement Manager. 18 FTE's & 8 Volunteers - Annual Budget \$1.4M. Responsible for management and supervision of the enforcement of



municipal laws involving zoning, housing, public nuisances, illegal construction and dangerous buildings. Served as prosecutor and clerk in administrative hearings involving violations of zoning, housing, business license and building codes, served as expert witness in court proceedings. Drafted municipal ordinances, set internal policy, evaluated subordinate employees, provided written and oral reports to mayor and council involving general programs/statistics and specific cases. Served as division PIO which included numerous television, radio and print media interviews. Gave presentations to civic and professional groups, homeowners and neighborhood associations and other departments to promote compliance programs and community involvement.

Innovative Ordinances Drafted at Chula Vista:

- Residential Abandoned Properties Registration and Maintenance Ordinance and Enforcement Program. This ordinance/program became a model for nearly 2,500 jurisdictions throughout the Nation.
- Hospitality Ordinance and Permit to Operate Program establishing minimum housekeeping, security, and management standards for hotels/motels.
- Temporary Sign Placement in Public Rights-of-Way Permitting Ordinance and Enforcement Program.

City of Riverside, CA. Code Compliance Manager. 24 FTE's - Annual Budget \$2.5M.

Responsible for management and supervision of the enforcement of municipal laws involving zoning, housing, public nuisances, illegal construction, and dangerous buildings. Served as prosecutor and clerk in administrative hearings involving violations of zoning, housing, business license and building codes, served as expert witness in court proceedings. Drafted policies and procedures, set internal policy, evaluated subordinate employees, provided written and oral reports to mayor and council involving general programs/statistics and specific cases.

City of San Bernardino, CA. Code Enforcement Manager. 29 FTE's - Annual Budget \$3M

Helped develop code enforcement program during consolidation of various sections of four different departments into one large code enforcement division. Responsible for management and supervision of the enforcement of municipal laws involving zoning, housing, public nuisances, illegal construction and dangerous buildings. Served as prosecutor and clerk in administrative hearings involving violations of zoning, housing, business license and building codes, served as expert witness in court proceedings. Drafted policies and procedures, set internal policy, trained and evaluated subordinate employees, proposed and managed budget, provided written and oral reports to mayor and council involving general programs/statistics and specific cases.

City of Branson, MO. Police Officer. Responsible for patrolling assigned areas investigating suspicious activity to determine possible criminal activity, responding to calls for service, investigating reports of criminal activity, interviewing victims, witnesses and suspects, arresting violators, recovering evidence, writing detailed reports documenting all activities and observations, testify in court.

City of Riverside, CA. Police Officer. Responsible for patrolling assigned areas investigating suspicious activity to determine possible criminal activity, responding to calls for service, investigating reports of criminal activity, interviewing victims, witnesses and suspects, arresting violators, recovering evidence, writing detailed reports documenting all activities and observations, testify in court.

City of Trenton, MO Firefighter. Maintain all equipment, answer phones, provide information and dispatch assistance, respond to calls for service, drive equipment to reported location, provide required suppression/aid.





EDUCATION

MS, Public Administration, National University, San Diego

BS, Business Management, University of Phoenix

Leading Edge in High Performance Organization, College of Charleston

Trained in Community Engagement by Pepperdine University

PROFESSIONAL CERTIFICATIONS

Certified Mediator - State of Texas

Certified Train the Trainer - continuing Education for Public Officials (CEPO)

PC 832

AWARDS

City Employee of the Year, San Jose

John Lowe Award of Excellence (CACEO):

California Association of Code Enforcement - Most Innovative Program Award -

Blight Buster

California Association of Code Enforcement - Most Innovative Program Award -

Probation Partnership

33 YEARS OF EXPERIENCE

Kerry Simpson, MPA

Project Manager

Kerry Simpson, MPA is a Willdan Code Enforcement Manager. She is a passionate and accomplished leader with extensive experience overseeing Code Compliance, Animal Services, Health Compliance, and Homeless Services. She has a proven track record in strategic planning, budgeting, and project management. Kerry has been recognized for developing innovative solutions to complex problems, cultivating strong relationships with stakeholders, and initiating impactful community engagement programs.

Previous Work Experience

Project Manager. Various Agencies, CA.

- City of Modesto
- City of Santa Cruz
- City of Salinas
- City of Bakersfield
- City of Albany
- City of San Leandro

City of McKinney, TX, Director of Compliance Services Oversaw all aspects of Code Compliance, Animal Services, and Health Compliance. Testified at the Building & Standards Commission and initiated demolition of substandard structures. Directed all aspects of project management including planning, budgeting, staffing, scheduling, monitoring, and reporting. Developed and implemented strategic plans to ensure organizational goals were met. Participated on Mayor's Homeless Taskforce. Mentored and coached staff members, enabling them to reach their highest potential. Managed a COVID-19 hotline during a time of crisis. Led cross-functional teams in the development of innovative solutions to complex problems such as homelessness. Established a proactive zoning enforcement program. Participated in writing and enforcing a new Unified Development Code in 2022, which won an award from the APA Texas Chapter. Issued criminal citations and warrants. Member of the City's Executive Leadership Team.

American Association of Code Enforcement (AACE) Third Vice President Facilitated leadership courses for managers. Conducted a nationwide skip tracing course to help officers locate absentee property owners. Established a collaborative legislative affairs program with ICC, the Responsible Hospitality Institute, and other stakeholders.

City of Rancho Cordova, CA, Neighborhood Services Manager Spear-headed a new comprehensive code compliance program in newly incorporated city to address blight, zoning violations, illegal cannabis grows. Managed Animal services program, including investigation and conviction of animal abuse cases. Initiated comprehensive rental housing inspection program. Functioned as the City's Fair Housing Officer. Managed and reported on Community Development Block Grants (CDBG). Implemented administrative citations program. Oversaw homeless response program which including code compliance officers, police officers, a homeless navigator, and cleanup crews. Assisted in City's Legislative Affairs program including monitoring bills and collaborating with the League of California Cities and other organizations. Won California Association of Code Enforcement award for the "Most Innovative Program" for Blight Busters and the Probation Partnership. Wrote and presented new ordinances to City Council including vacant building monitoring program, rental housing inspection program, property standards code. Presented Blight Busters as a case study to the Alliance for Innovation. Participated on the City's Leadership Team.



EDUCATION

*M.B.A., Business,
California Baptist
University, Riverside*

*B.A., Theater Arts,
University of California,
Riverside CA*

*Certified Code
Enforcement Officer-
SCACEO*

40 YEARS OF EXPERIENCE

Scott Barber

Code Enforcement Consultant/Program Manager

Scott Barber brings 30 years of local government experience, along with nearly 10 years of consulting for local jurisdictions, creating success through innovation and strategic partnerships, coupled with a fundamental and deeply ingrained understanding that public trust is earned. He has extensive experience in development processes and economic development activities related to business attraction through entitlement and permitting incentives. He has excellent communication skills and presentation skills, combined with solid budgeting and finance experience.

Relevant Project Experience

City of Loma Linda, CA. Code Enforcement Program Evaluator. He conducted a study of Loma Linda's Code Enforcement, Animal Control, and Parking Enforcement programs, and wrote Policies & Procedures for each of these programs.

City of Huntington Beach, CA. Code Enforcement Program Evaluator. He performed a third-party evaluation of the City's Code Enforcement Program, including a review and suggested updates to the City's Policy and Procedures Manual, analysis of case processing with both office and field staff, and a statistical and trend review of caseloads and case processing techniques, an analysis with recommendations for "right sizing" code enforcement investigative responses based upon staffing and budget resources. A "Findings Memorandum" with specific program recommendations was the final deliverable.

City of Burbank, CA. Code Enforcement Program Reviewer. He conducted an in-depth review of the City of Burbank's Code Enforcement Program, including onsite evaluation of office and field activities, systems analysis, program alternatives and modernization, resulting in a comprehensive management report and "road map" for bringing about long-term and sustainable changes to the program.

City of Ventura, CA. Code Enforcement Program Reviewer. He created a "Findings Memorandum" after conducting an onsite review of office and field functions, all code enforcement documentation and policies, validating information presented by Ventura's staff for City Management and Council approval of program enhancements.

City of Merced, CA. Code Enforcement Program Reviewer. He created a comprehensive Policies and Procedures Manual, along with findings and recommendations for program enhancements, based upon interviews with office, management and field staff, for use by the City's Code Enforcement Task Force.

Relevant Project Experience - Local Government

City of Riverside, CA. City Manager. The City of Riverside (City) is a full-service, municipal corporation with annual budgets of approximately \$1 billion and 2687 FTEs. Riverside is the 12th largest city in California and has a population of 308,511 citizens in an area of about 80 square miles. Riverside is a "full service" city, including its own publicly owned utility (electricity and water), a regional water quality control plant, and all municipal services.

City of Riverside, CA. Community Development Department Director. He served as the Community Development Director for the Department, which was formed during Fiscal Year 2005-06 by combining the Planning and Building and Safety Department with the Code Enforcement Division of the Public Works Department.





Certifications

Class I, Law
Enforcement Officer
Certification, South
Carolina Criminal Justice
Academy, Columbia,
South Carolina.

8 YEARS OF EXPERIENCE

Jennifer Dotson

Code Enforcement Officer

Jennifer Dotson is a dedicated and mission-driven public safety professional with over seven years of comprehensive experience in law enforcement, victim advocacy, and security operations. Proven ability to lead with integrity and empathy, and ensure the safety, rights, and well-being of individuals and communities. Skilled in crisis management, team leadership, conflict resolution, and community outreach. Committed to upholding the highest standards of justice, service, and accountability.

Relevant Project Experience

City of High Springs, Florida. Code Enforcement Office (Willdan contract to the City). Monitors and enforces ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern. Provides information on City regulations to property owners, residents, businesses, the public, and other City departments and divisions. Receives and responds to citizen complaints on alleged violations of City zoning and related municipal codes and ordinances. Conducts field investigations; inspects properties for violations; attempts to make contact at the residence or business to resolve violations; issues and posts warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations. Schedules and performs follow-up functions to gain compliance (letters, inspections, calls, meetings, discussions, and negotiations). Patrols assigned area to identify and evaluate problem areas and/or ordinance violations.

City of Lake View Police Department, Lake View, South Carolina. Law Enforcement Officer, Victims Advocate. Provided crisis intervention, support, liaison, and referral assistance to crime victims and survivors of police emergencies. Acted as liaison for crime victims and their families and prepared victims for their involvement with the criminal justice system; explained victims' rights, transported and accompanied victims to court proceedings, and assisted victims in completing petitions for court orders. Assisted victims in filing compensation claims, documented and managed case files, and cultivated inclusive and respectful working relationships that supported a sense of belonging for employees and the community.

HMR VSI-Gaffney, Gaffney, South Carolina. Director of Security. Responsible for maintaining the safety and security of all employees, data, and property of an organization. Developed and implemented security policies, protocols and procedures, managed budgets for security operations and monitored expenses. Recruited, trained and supervised security officers and guards and ensured all security equipment and technology was functioning properly.

Gaffney Police Department, Gaffney, South Carolina. School Resource Officer. Provided a visible law enforcement presence on school campuses to deter criminal activity and responded to emergency situations. Built positive relationships with students, staff, and parents to foster a safe and welcoming school environment and educated on topics such as bullying prevention, drug awareness, and internet safety. Investigated potential threats or incidents of violence on school property.

Gaffney Police Department, Gaffney, South Carolina. Police Officer, Class I. Enforced laws and ordinances to maintain public safety, patrolled assigned areas to prevent criminal activity, and responded to emergency calls. Conducted traffic stops, issued citations or traffic violations, investigated crimes, gathered evidence, and interviewed witnesses. Prepared detailed reports on incidents, arrests, and investigations and testified in court as a witness when required.





Item 1
9(8)

Municode proposal for Charter

From Krystal Hays <khays@civicplus.com>

Date Mon 4/13/2026 3:15 PM

To joe.a.helfenberger@gmail.com <joe.a.helfenberger@gmail.com>

Cc Joe Helfenberger <clerk@Fortwhitefl.com>; Lonnie Harrell <district2@fortwhitefl.com>; gary.new@woodardcurran.com <gary.new@woodardcurran.com>; Joshua Clemmons <Joshua.clemmons@civicplus.com>

📎 1 attachment (14 KB)

Fort White FL Municode proposal 04132026.pdf;

Joe,

It is my pleasure to present the attached proposal for your codification services for your Town Charter. I have included both the initial publication fee as well as the annual renewable online fees. When you are ready, I will be happy to review it with you to discuss your services and additional options. This would also be a great time to schedule a demo to see our online features. Please let me know your availability and I will send you a Zoom calendar invite for you to share with anyone you feel would benefit from seeing it.

I look forward to getting your project started. Please let me know if you have any questions or if I can help in any way.

Introducing our new ADA Accessibility solution [DocAccess](#) - Are you ready for your DOJ compliance deadline?

- Need a proposal? Upload materials for pricing, use this link: [Municode Upload Link](#)
- Existing customers submit new ordinances to [Ords Admin](#)
- Need Municode customer support? Call Municode Codification Customer Success team at 1-888-228-2233 or email codification-cs@civicplus.com

Krystal Hays

Legal Account Executive • CivicPlus

M: 940.465.4240

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Powering and Empowering Government

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-122895-1
4/13/2026 2:05 PM
5/31/2026

Client:
Town of Fort White, FL

Bill To:
FORT WHITE TOWN, FLORIDA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Krystal Hays		khays@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Publication	Publication (per page) Town Charter as separate publication	USD 1,000.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Online Code Hosting Premium Bundle	Online Code Hosting Premium Bundle: Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank and MuniPro	USD 900.00

List Price - Initial Term Total	USD 2,125.00
Total Investment - Initial Term	USD 1,900.00
Annual Recurring Services (Subject to Uplift)	USD 900.00

Initial Term	12 Months Beginning at Signing
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
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Annual Uplift	5% to be applied in year 2
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This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-122895-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign): _____

By (please sign): _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Organization Legal Name: _____

Billing Contact: _____

Title: _____

Billing Phone Number: _____

Billing Email: _____

Billing Address: _____

Mailing Address: (If different from above) _____

PO Number: (Info needed on Invoice (PO or Job#) if required)