



HISTORIC TOWN OF EATONVILLE, FLORIDA

REGULAR COUNCIL WORKSHOP AGENDA

Tuesday, August 04, 2026, at 6:30 PM

Denton Johnson Center - 400 Ruffel St, Eatonville, FL 32751

Please note that the HTML versions of the agenda and agenda packet may not reflect changes or amendments made to the agenda.

I. CALL TO ORDER

II. CITIZEN PARTICIPATION (Three minutes strictly enforced)

III. PRESENTATIONS

1. Economic Impact of cultural Heritage Tourism **(Administration/PEC)**

IV. COUNCIL DISCUSSION

2. Discussion of the Request For Proposals (RFP) submitted for General Legal Services for the Town of Eatonville **(Administration)**
3. Discussion of the Request For Proposals (RFP) submitted for General Legal Services for the Town of Eatonville **(Administration)**
4. Discussion of the Bruce and Winnie Mount Scholarship Program Results **(Administration/Clerk Office)**

V. COMMENTS

5. Staff Comments

VI. ADJOURNMENT

The Town of Eatonville is subject to the Public Records Law. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

****PUBLIC NOTICE****

This is a Public Meeting, and the public is invited to attend. This Agenda is subject to change. Please be advised that one (1) or more Members of any of the Town's Advisory Boards/Committees may attend this Meeting and may participate in discussions. Any person who desires to appeal any decision made at this meeting will need a verbatim record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based – per Section 286.0105 Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Town of Eatonville at (407) 623-8910 "at least 48 hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26

Cover Sheet

PROCLAMATIONS, AWARDS, AND PRESENTATIONS	YES	Department: ADMINISTRATION
INTRODUCTIONS		Exhibits: N/A
CONSENT AGENDA		
COUNCIL DISCUSSION		
ADMINISTRATIVE		

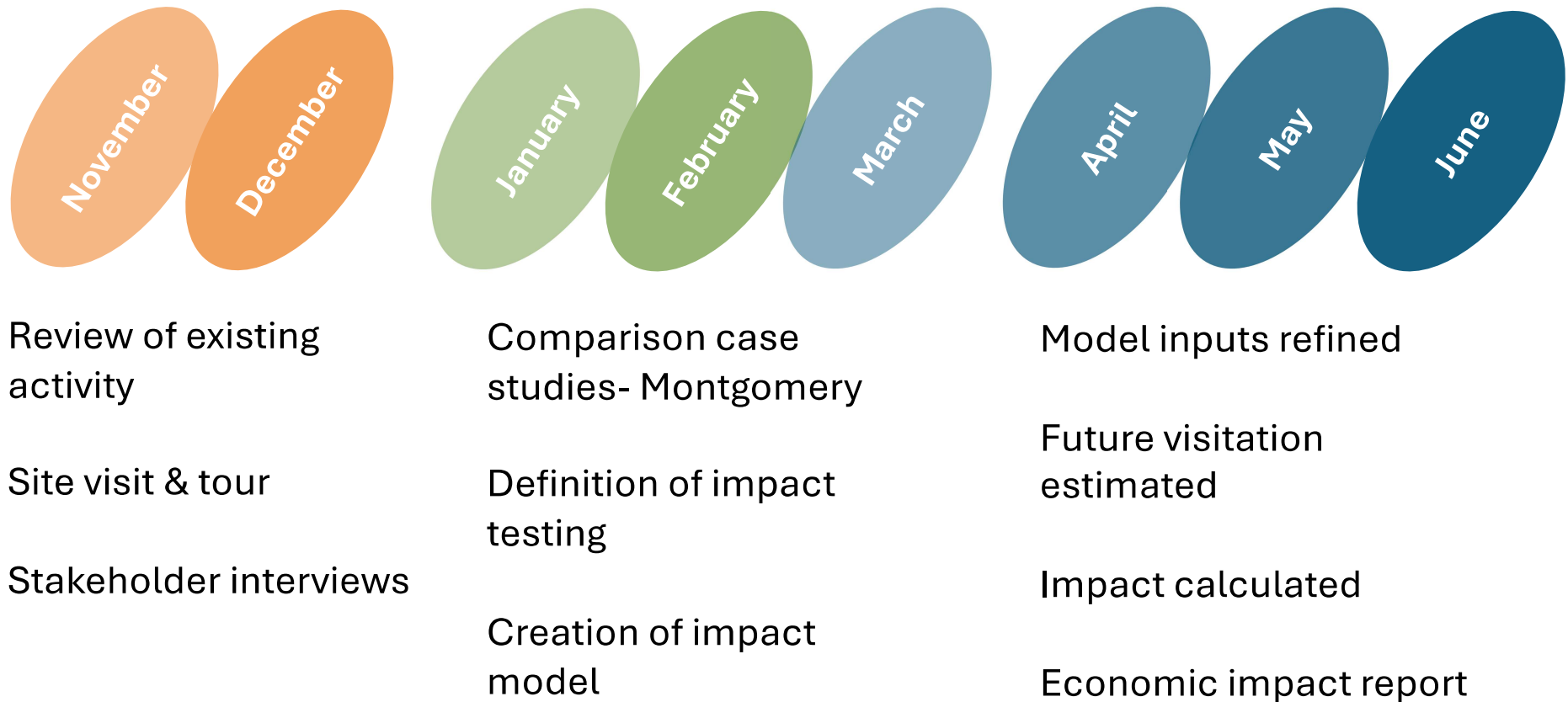
Economic Impact of Cultural and Heritage Tourism

Partners for Economic Solutions

Abby Ferretti



Economic Impact of Cultural & Heritage Tourism Timeline



Cultural & Heritage Tourism

40% of U.S. tourism activity is cultural or heritage-related

*Best practices favor **regenerative tourism** — where community-wide, shared experience becomes the draw, attracting more visitors through year-round programming.*

25 -35% more spending by Cultural Tourists

Draws for Cultural Tourists:

- Local history & unique heritage assets
- Art, architecture & local way of life
- Good, markets & sports
- Spiritual & local religious ceremonies

Comparison Case Studies- National Benchmarks

Atlanta, GA

- MLK Jr. National Historical Park — 700K–1M visitors/yr
- National Center for Civil & Human Rights — 30,000+ visitors
- Sweet Auburn district

Greensboro, NC

- International Civil Rights Center & Museum (1960 sit-ins)
- Historic Magnolia House
- NC A&T State University Galleries
- 4-mile Walkway of History

Montgomery, AL

- EJI Legacy Sites — 500,000 visitors/yr
- Freedom Rides Museum — 12,000–14,000 visitors
- Civil Rights Memorial Center (SPLC)

Other Notable Black Heritage Museums

Nashville — National Museum of African American Music • Louisville — Roots 101 African American Museum • Denver — Black American West Museum • Los Angeles — Hidden History Museum • Las Vegas — Harrison House & Historic Westside Tours

Eatonville Cultural Heritage Cluster

Zora Neale Hurston® National Museum of Fine Arts (The Hurston ®)

Free admission; ~1,465 annual visitors; annual rotating exhibit, artist-in-residence, and group tours.

ZORA!® Festival

3-day event since 1990 — America's longest-running African American arts & humanities festival. Academic conference, Education Day, 80+ vendors, headline concert.

Eatonville Rising

Six-event series of programs to celebrate two significant milestones: 140th anniversary of incorporation of Eatonville & 90th anniversary of the publication of *Their Eyes Were Watching God*.

Eatonville's Historic Sites & Community Assets

St. Lawrence A.M.E. Church (1881)

Original building (Thomas House) holds one-of-a-kind Andre Smith murals depicting the 23rd Psalm in Eatonville vernacular.

Kennedy Boulevard

Historic main street with iron archway and revitalized business district.

Club Eaton

Former Chitlin' Circuit landmark; state funding underway to restore as performing arts, dining & entertainment venue.

Matilda Moseley House Museum (1888)

Home of Hurston's childhood friend "Tilly"; 2nd-oldest structure in town; restoration approved via state grant.

Robert Hungerford School (est. 1897)

Modeled on Tuskegee Institute; educated students statewide and beyond. Building demolished c. 2020.

Eatonville Memorial Gardens

Historic cemetery and final resting place of community leaders; preserved by the nonprofit ECCA.

Two Economic Impact Scenarios

Baseline Investment

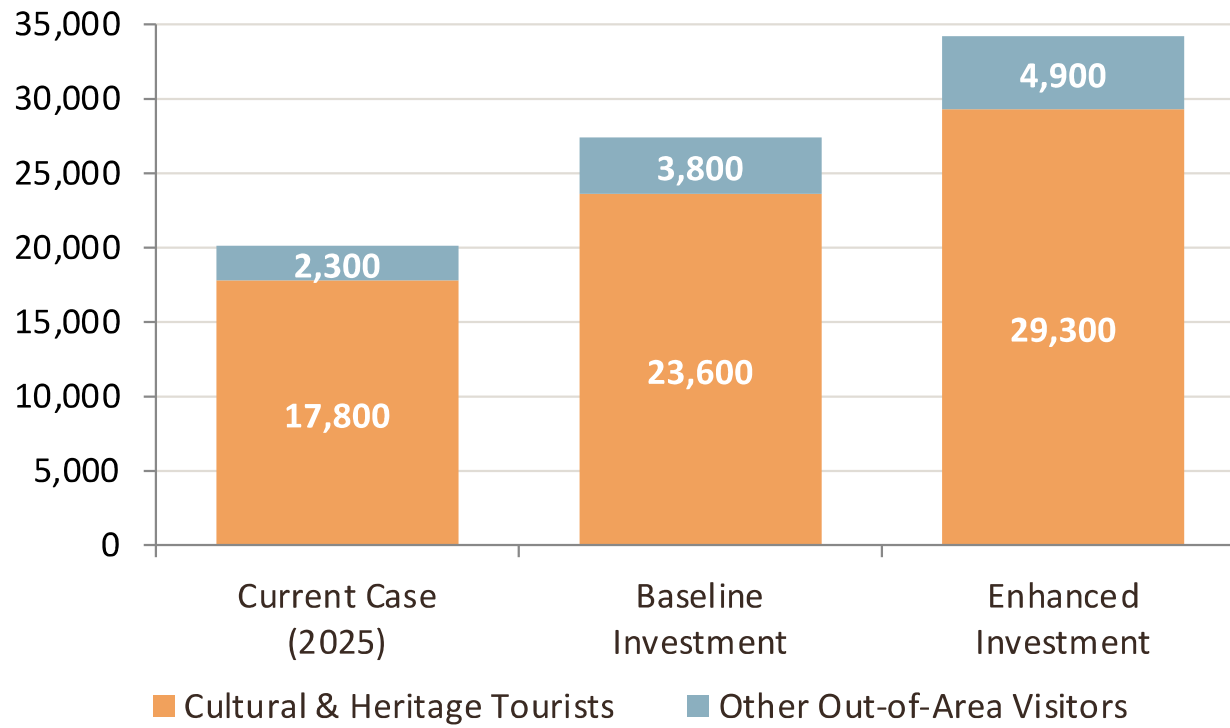
- Increased marketing & programming
- Investment in a new Zora Neale Hurston[®] National Museum of Fine Arts
 - with multi-media exhibits & rotating exhibits
 - Renovation to Club Eaton
 - Expansion of Night Market
 - Faith-community programming and hosting

Enhanced Investment

- Higher investment level with development & programming
 - Larger museum facility

Visitation Growth Potential

Out-of-Area Visitor-Days by Scenario



53,800

Total visitor-days, Current Case (2025)

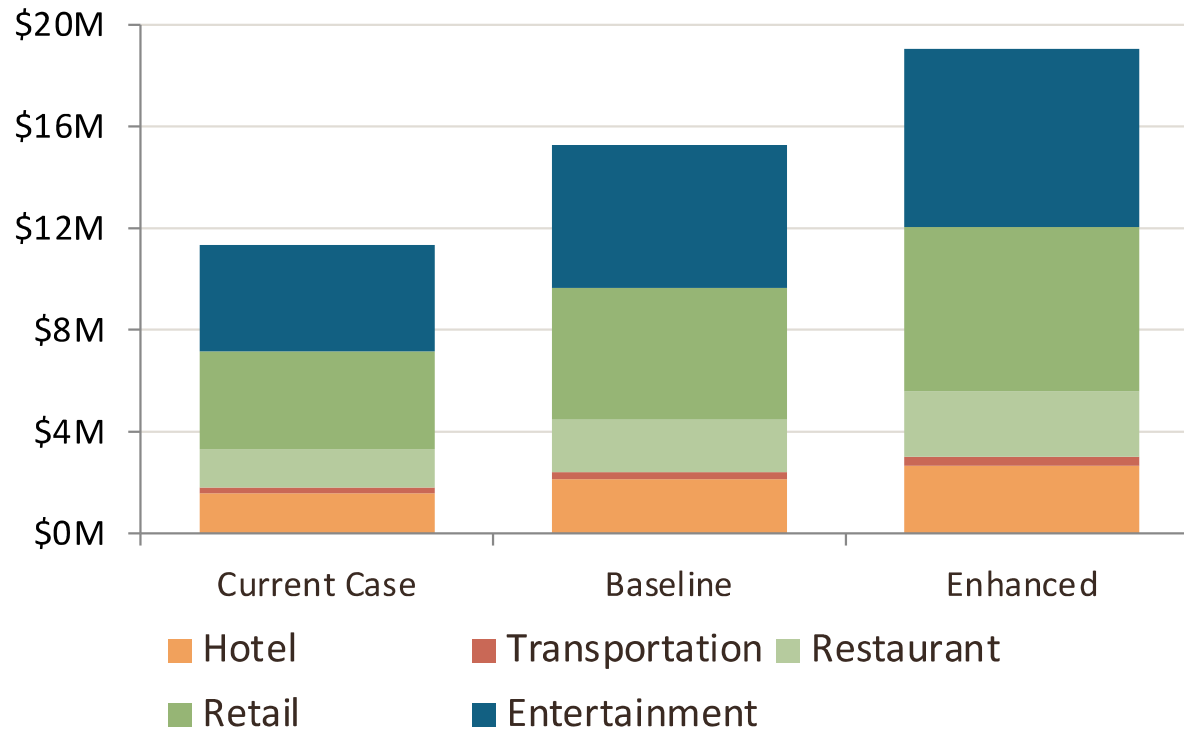
83,200

Total visitor-days, Baseline Investment

102,100

Total visitor-days, Enhanced Investment

New Regional Spending by Category

**\$11.3M**

Current Case (2025)

\$15.3M

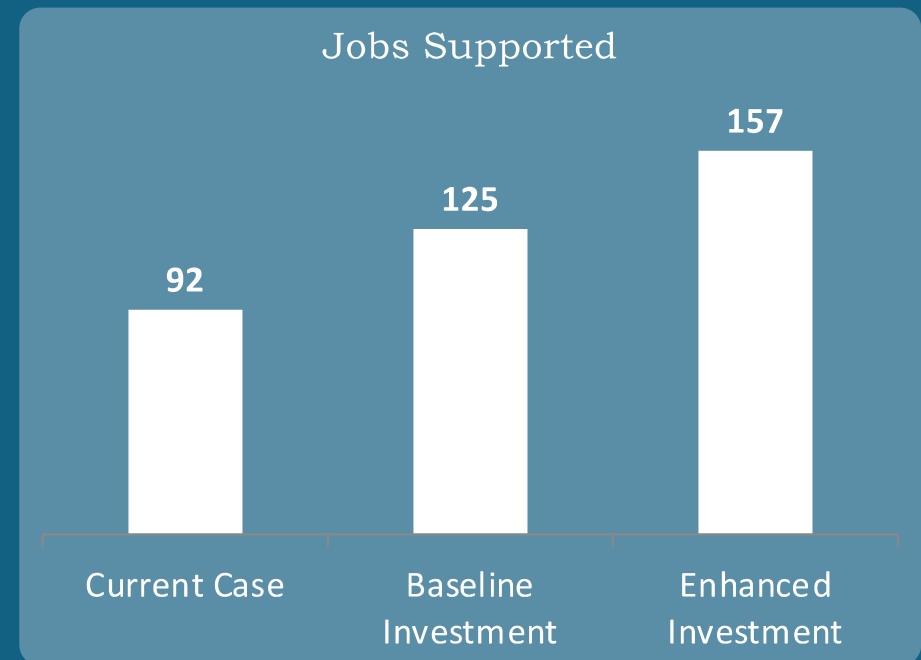
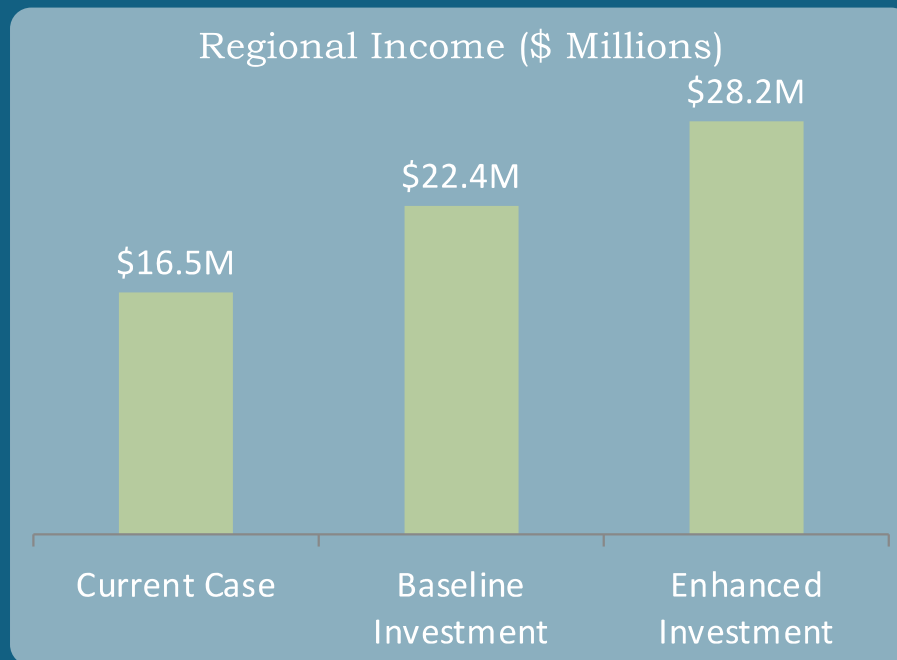
Baseline Investment

\$19.1M

Enhanced Investment

Total Regional Income & Jobs Supported

Direct, indirect & induced impacts across Orange and Seminole counties (U.S. BEA RIMS II model)





HISTORIC TOWN OF EATONVILLE, FLORIDA

TOWN COUNCIL WORKSHOP

AUGUST 4, 2026, AT 06:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Discussion of the Request For Proposals (RFP) submitted for General Legal Services for the Town of Eatonville (**Administration**)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS	YES	Department: ADMINISTRATION
INTRODUCTIONS		Exhibits: • RFP 2026- 0522 • TG Law Proposal
CONSENT AGENDA		
COUNCIL DISCUSSION		
ADMINISTRATIVE		

REQUEST: Requesting that the Town Council discuss for consideration the Request For Proposal (RFP) submitted By TG Law for General Legal Services for the Town of Eatonville.

SUMMARY:

The Town of Eatonville solicited proposals from qualified law firms or individual attorneys licensed to practice law in the State of Florida to provide comprehensive legal services. The Town currently operates without in-house legal counsel and relies entirely on outside legal services.

The RFP went out on May 22, 2026, with a deadline for June 26, 2026. One RFP was submitted for consideration.

RECOMMENDATION: - Recommending that the Town Council discuss for consideration the Request For Proposal (RFP) submitted By TG Law for General Legal Services for the Town of Eatonville.

FISCAL & EFFICIENCY DATA: N/A

TOWN OF EATONVILLE
FLORIDA

Office of the Chief Administrative Officer

REQUEST FOR PROPOSALS
LEGAL SERVICES

RFP Number:	RFP: 2026- 0522
Issue Date:	May 22, 2026
Proposal Deadline:	June 26, 2026, at 12 PM EST
Contract Term:	Three (3) Years with Two (2) One-Year Renewal Options
Issued By:	Town of Eatonville, <i>Chief Administrative Officer</i>
Contact:	Katrina Gibson

Submit Proposals To:

Town of Eatonville — Office of the Finance Department
307 E. Kennedy Boulevard, Eatonville, Florida 32751
Or by email: kgibson@townofeatonville.org

SECTION 1: INTRODUCTION AND BACKGROUND

1.1 About the Town of Eatonville

The Town of Eatonville is a Historic municipality located in Orange County, Florida, incorporated in 1887. The Town is governed by a five-member Town Council and administered by a professional Chief Administrative Officer. With a resident population of approximately 2900, the Town provides a full range of municipal services including public safety, utilities, parks and recreation, planning and zoning, and public works.

1.2 Purpose of this RFP

The Town of Eatonville (hereinafter "Town") is soliciting proposals from qualified law firms or individual attorneys licensed to practice law in the State of Florida to provide comprehensive legal services. The Town currently operates without in-house legal counsel and relies entirely on outside legal services.

1.3 Guiding Legal Framework

All services rendered under any resulting agreement shall comply with applicable Florida law, including but not limited to:

- Chapter 166, Florida Statutes (Municipalities)
- Chapter 286, Florida Statutes (Public Meetings)
- Chapter 119, Florida Statutes (Public Records)
- Part II, Chapter 112, Florida Statutes (Code of Ethics for Public Officers and Employees)
- Florida Constitution, Article VIII
- All applicable federal, state, and local laws and regulations

SECTION 2: SCOPE OF SERVICES

2.1 Town Attorney Services

The selected firm shall serve as Town Attorney and shall provide, at a minimum, the following services:

- Attend all regular and special Town Council meetings, workshops, public hearings, and meetings of other Town boards
- Provide written and verbal legal opinions on municipal law matters
- Draft, review, and negotiate ordinances, resolutions, contracts, agreements, and other legal documents
- Advise Town staff and officials on all legal matters affecting Town operations
- to Represent the Town in administrative proceedings before state and federal agencies

- Monitor and advise on changes to Florida and federal law affecting the Town
- Assist with public records and Sunshine Law compliance
- Support the Town Manager and Department Heads on day-to-day legal questions
- When requested by the Council or by the Chief Administrative Officer, performance of investigations that may require interviewing witnesses, taking testimony, review of reports, and legal research.
- Assist with the preparation and/or review charter revisions, ordinances, resolutions, documents and papers that are pertaining to Town matters upon requested by the Town Council or Chief Administrative Officer
- Provision of staff assistance, legal research and counseling related to the acquisition or sale of real property, preparation of leases, deeds and easements; utility franchise agreements; referendum questions, contracts, surety/performance/payment bonds, insurance policies, bills of sale, liens, waivers, subordinations, and other legal instruments; liability situations; grant guidelines; pension laws, arbitration, collective bargaining; and other matters as necessary requiring legal advice.

2.2 Specialized Legal Services

In addition to general Town Attorney functions, the Town requires access to expertise in the following practice areas:

Primary Practice Areas	Additional Areas
• Land Use, Zoning & Planning • Municipal Finance & Bonds • Civil Rights & Employment Law • Real Property & Eminent Domain • Environmental & Coastal Law • Public Procurement	• Litigation & Appeals • Code Enforcement • Public-Private Partnerships • Utilities & Infrastructure • Grant Compliance • Cybersecurity & Privacy Law

2.3 Litigation Services

The selected attorney or firm shall be responsible for, or shall coordinate, the defense and prosecution of litigation involving the Town, including:

- Civil rights claims under 42 U.S.C. § 1983
- Personal injury and property damage claims
- Code enforcement and nuisance abatement proceedings
- Land use and development appeals
- Labor and employment disputes
- Contract disputes

SECTION 3: PROCUREMENT TIMELINE

Milestone	Date / Deadline
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Milestone	Date / Deadline
RFP Issued	May 22, 2026
Pre-Proposal Conference (Optional)	June 4, 2026, at 10:00 AM EST
Deadline for Written Questions	June 13, 2026, at 4:00 PM EST
Addenda Issued (if applicable)	June 19, 2026
Proposal Submission Deadline	June 26, 2026, at 2:00 PM EST
Evaluation Committee Review	June 29– July 2, 2026
Recommendation to Town Commission	July 07, 2026

All dates are subject to change. Any changes will be issued via official Addendum. The Town reserves the right to modify the schedule at its sole discretion.

SECTION 4: PROPOSAL REQUIREMENTS

4.1 General Submission Requirements

Proposals must be submitted in a sealed envelope or by secure email to Kgibson@townofeatonville.org no later than June 26, 2026, at 12:00 PM EST. Late proposals will not be considered. Proposals shall include the following:

1. Cover letter signed by an authorized representative of the firm
2. Table of Contents
3. Firm Overview and Qualifications (Section 4.2)
4. Proposed Personnel and Staffing Plan (Section 4.3)
5. Experience with Florida Municipalities (Section 4.4)
6. Approach and Methodology (Section 4.5)
7. Fee Schedule and Cost Proposal (Section 4.6)
8. References (Section 4.7)
9. Required Certifications and Disclosures (Section 4.8)

4.2 Firm Overview and Qualifications

- Firm name, address, and contact information
- Year established and number of attorneys
- Florida Bar registration numbers for all attorneys who will work on this engagement

- Description of the firm's practice areas relevant to municipal law
- Any disciplinary actions, sanctions, or malpractice claims in the past five (5) years
- Current or potential conflicts of interest with the Town of Eatonville

4.3 Proposed Personnel and Staffing Plan

Proposers shall identify all attorneys and support staff who will be assigned to this engagement. For each proposed attorney, provide:

- Name, title, and Florida Bar number
- Years of experience in municipal law
- Law school and year of graduation
- Relevant certifications (e.g., Board Certified City, County and Local Government Law)
- Current caseload and availability commitment to the Town
- Designated primary contact and backup contact for the Town

4.4 Experience with Florida Municipalities

Proposers shall demonstrate specific experience providing legal services to Florida municipalities. Provide at least three (3) representative matters or engagements involving Florida local governments within the past five (5) years, including:

- Client name and type of government entity
- Nature and scope of legal services provided
- Outcome and duration of engagement
- Contact information for a reference at that entity

4.5 Approach and Methodology

Proposers shall describe their approach to providing municipal legal services, including:

- How the firm will handle day-to-day inquiries from Town staff and the Town Manager
- Process for preparing for and attending Council meetings
- Approach to managing litigation and minimizing legal exposure
- Strategy for staying current with Florida legislative and regulatory changes
- Use of technology and document management systems
- Approach to billing transparency and cost control

4.6 Fee Schedule and Cost Proposal

The Town requires a clear and comprehensive fee schedule. Proposers shall provide:

Service / Role	Proposed Hourly Rate
Town Attorney (Primary)	\$_____ / hour
Associate Attorney	\$_____ / hour

Paralegal / Legal Assistant	\$_____ / hour
Specialized Counsel (Litigation)	\$_____ / hour
Specialized Counsel (Bond / Finance)	\$_____ / hour
Flat Monthly Retainer (if proposed)	\$_____ / month

Proposers shall also disclose any out-of-pocket expenses that will be billed to the Town (e.g., court filing fees, travel, expert witness fees). All costs must be clearly itemized.

4.7 References

Provide contact information for a minimum of three (3) Florida municipal clients. References must be from the past five (5) years. The Town reserves the right to contact references without prior notice.

4.8 Required Certifications and Disclosures

- Certification that the firm and all proposed attorneys are in good standing with The Florida Bar
- Disclosure of any current or potential conflicts of interest with the Town of Eatonville or its officials
- Certification of non-collusion (required per Florida law)
- Certification of compliance with Section 287.135, Florida Statutes (Scrutinized Companies)
- Evidence of professional liability (malpractice) insurance of no less than \$1,000,000 per occurrence
- E-Verify certification per Section 448.095, Florida Statutes
- Public Entity Crimes Statement (required per Section 287.133, Florida Statutes)

SECTION 5: EVALUATION CRITERIA

Proposals will be evaluated by a Selection Committee appointed by the Town Chief Administrative Officer. The Committee will score proposals using the following weighted criteria:

Evaluation Criterion	Weight	Max Points
Qualifications and Experience in Florida Municipal Law	30%	30
Qualifications and Experience of Proposed Personnel	25%	25
Proposed Approach and Understanding of Town's Needs	20%	20
Fee Proposal and Cost Competitiveness	15%	15
References and Past Performance	10%	10

TOTAL	100%	100
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Finalists may be invited to oral presentations. The Selection Committee's recommendation will be forwarded to the Town Council, which retains final approval authority. The Town reserves the right to negotiate contract terms and fees with the top-ranked proposer.

SECTION 6: GENERAL TERMS AND CONDITIONS

6.1 Right to Reject

The Town reserves the right to reject any and all proposals, to waive informalities, and to accept the proposal deemed to be in the best interest of the Town. The Town is not obligated to select the lowest-cost proposer.

6.2 No Contract Until Executed

Issuance of this RFP does not constitute a commitment by the Town to award a contract. No contract shall be binding until fully executed by both parties and approved by the Town Council.

6.3 Public Records

All proposals become public records upon award of the contract or rejection of all proposals, pursuant to Chapter 119, Florida Statutes. Proposers claiming trade secret exemptions must clearly identify such material and submit a redacted version of their proposal in addition to the original.

6.4 Conflicts of Interest

Proposers must disclose any representation of clients whose interests may conflict with the Town of Eatonville, including any development applications, lawsuits, or regulatory matters involving the Town. The Town Attorney shall be subject to the Florida Rules of Professional Conduct and Chapter 112, Florida Statutes.

6.5 Insurance Requirements

The firm selected shall maintain, at a minimum, the following insurance coverage throughout the term of the contract:

- Professional Liability (Errors & Omissions): \$1,000,000 per occurrence / \$2,000,000 aggregate
- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Workers' Compensation: Statutory limits per Florida law

The Town of Eatonville shall be named as an additional insured on all applicable policies. Certificates of insurance must be provided prior to contract execution.

6.6 Governing Law and Venue

Any contract resulting from this RFP shall be governed by the laws of the State of Florida. Venue for any dispute shall be in Orange County, Florida.

6.7 Sunshine Law Compliance

All meetings of the Selection Committee are subject to Section 286.011, Florida Statutes (Government in the Sunshine). The Selection Committee's deliberations shall be conducted as open public meetings with reasonable public notice.

SECTION 7: CONTACT INFORMATION AND QUESTIONS

All questions regarding this RFP must be submitted in writing to the Town Clerk no later than June 13, 2026, at 4:00 PM EST. Questions and responses will be posted as an Addendum.

RFP Point of Contact	
Name:	Katrina Gibson, Finance Director
Address:	307 E. Kennedy Boulevard, Eatonville, FL 32751
Phone:	(407)623-8900
Email:	Kgibson@townofeatonville.org
Website:	www.townofeatonville.org

Proposers are instructed NOT to contact Town Council, Town staff (other than the designated contact above), or Selection Committee members regarding this RFP. Any such contact may be grounds for disqualification.

ACKNOWLEDGMENT AND CERTIFICATION

By submitting a proposal in response to this RFP, the Proposer acknowledges that it has read, understands, and agrees to all terms and conditions set forth herein, and certifies that all information submitted is accurate and complete.

Authorized Signature: _____ Date: _____
 Printed Name: _____ Title: _____
 Firm Name: _____ Florida Bar #: _____

Town of Eatonville — RFP-2026-0522 — Legal Services

307 E Kennedy Boulevard | Eatonville, Florida 32751 | (407) 623-8900 | www.townofeatonville.org



A PROPOSAL FOR LEGAL SERVICES TO: TOWN OF EATONVILLE, FL

RFP 2026-0522

DUE: JUNE 26, 2026 AT 12:00 PM



TG LAW PLLC
Your Advocates for Justice

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SECTION 1. COVER LETTER & EXECUTIVE SUMMARY

June 26, 2026

Town of Eatonville
Office of the Finance Department
307 E. Kennedy Boulevard
Eatonville, Florida 32751

RE: Response to RFP 2026-0522 – Comprehensive Legal Services

Dear Chief Administrative Officer and Members of the Town Council:

TG Law PLLC (“TG Law”) is honored to submit this proposal to provide comprehensive municipal legal services to the Historic Town of Eatonville. As the oldest incorporated African American municipality in the United States, established in 1887, Eatonville possesses a unique legal footprint, a rich cultural heritage, and a resilient community structure that deserves protective, forward-thinking, and structurally sound legal counsel.

We understand that the Town currently operates without in-house legal counsel and relies entirely on outside legal services to manage its full range of municipal operations. In municipal governance, reliance on outside counsel can sometimes lead to fragmented representation, slow response times, or unexpected cost overruns if not managed with absolute transparency. TG Law changes that paradigm. We provide a “virtual in-house” experience, combining the comprehensive capabilities of a full-service firm with the immediate accessibility, predictability, and localized focus of a dedicated staff attorney.

Our firm brings deep, certified expertise across the exact statutory landscapes dictating Florida municipal governance—including Chapter 166 (Municipalities), Chapter 286 (Public Meetings/Sunshine Law), Chapter 119 (Public Records), and Part II, Chapter 112 (Code of Ethics). Crucially, our attorneys do not merely view local government through a theoretical lens; several of our practitioners have served directly as Florida local government administrators, including roles as City Manager, Assistant City Manager and Community Redevelopment Director. This unique background ensures that our legal advice is grounded in operational realities, structured to minimize administrative friction, and focused heavily on preventative law to protect public funds and maintain community trust.

With a fully staffed office located in nearby Orlando, our team is uniquely positioned to provide seamless, hands-on, and highly responsive legal services to Eatonville’s leadership and staff. We are prepared to safeguard the Town’s interests, honor its history, and provide the steady, transparent legal foundation required to advance its community goals.

Sincerely,



Gemma Torcivia, Esq. Managing Partner, TG Law PLLC
gtorcivia@tgjustice.com | (561) 602-6222

2. FIRM OVERVIEW & QUALIFICATIONS

2.1 Firm Profile

Firm Name: TG Law PLLC

Address: 100 E. Pine Street, Suite 110, Orlando Florida 32801
515 N. Flagler Drive, Suite 350, West Palm Beach, Florida 33401

Primary Contact: Gemma Torcivia, Esq., Managing Partner | gtorcivia@tgjustice.com | (561)-602-6222

Year Established: 2020

Number of Attorneys: 5

Florida Bar Registration Numbers

The following attorneys are active members in good standing with The Florida Bar and will be assigned to support the Town of Eatonville:

- **Gemma Torcivia, Esq.** (Managing Partner) – Bar ID: 1009366
- **Jennifer D. Cockcroft, Esq., B.C.S.** (Partner, Board Certified Specialist) – Bar ID: 0722960
- **Paul Nicoletti, Esq.** (Of Counsel, Board Certified Specialist) – Bar ID: 366269
- **Zackery Good, Esq.** (Partner) – Bar ID: 1031414
- **Kate Watson, Esq.** (Associate Attorney) – Bar ID: 92598

2.2 Description of Firm's Practice Areas & Specialized Legal Services

TG Law concentrates its practice in local government law and civil litigation. The firm operates two seamlessly integrated offices in Florida: a West Palm Beach office and a fully integrated Central Florida office in Orlando. TG Law employs a dedicated team of five municipal attorneys, supported by experienced paralegals and legal staff. This depth of specialized personnel ensures that all municipal disciplines—ranging from procurement and public records to complex land use and labor negotiations—are executed with high efficiency and absolute legal accuracy.

TG Law provides a "virtual in-house" model designed specifically to address the challenges of a rapidly growing town. Rather than treating local government law as a secondary corporate sideline, our entire practice is dedicated to protecting public sector assets, insulating local jurisdictions from legal exposure, and facilitating day-to-day government operations smoothly.

A distinguishing strength of the firm is the practical experience of its leadership. Before entering private practice, members of the leadership team served in senior local government positions, including City Manager, Assistant City Manager, and Community Redevelopment Agency Executive Director. This experience provides the firm with an understanding of both the legal and operational challenges facing municipalities. TG law has significant experience advising municipal clients on quasi-judicial proceedings, compliance with ethics laws, and issues related to growth management and economic development, which aligns directly with the needs of the Town of Eatonville.

TG Law's attorneys are experienced with providing services to town council-town administrator governments. The firm's attorneys, paralegals, and administrative staff provide sufficient depth to ensure uninterrupted legal services and prompt response times to the Town of Eatonville. In strict alignment with **Sections 2.2 and 2.3** of the Town of Eatonville's RFP, TG Law possesses deep, comprehensive expertise across all requested primary and specialized practice areas.

2.3 Primary Practice Areas (RFP Section 2.2)

- **Land Use, Zoning & Planning:** TG Law provides extensive experience drafting and defending complex development agreements, unified land development regulations (LDRs), future land use map (FLUM) amendments, and impact fees. Backed by Board Certified Specialists, we regularly guide staff through quasi-judicial planning workshops and specialized magistrate hearings.
- **Municipal Finance & Bonds:** We support local finance departments with non-ad valorem assessment roll formations, impact fee accounting requirements, and ad valorem tax issues. While we do not act as independent bond counsel, we possess extensive experience coordinating, supervising, and managing the specialized work of outside bond counsel to ensure total contract alignment.
- **Civil Rights & Employment Law:** In personnel operations and human resources, we conduct objective internal personnel investigations, navigate complex Title VII discrimination challenges, and advise on mandatory E-Verify and background screening regulations.
- **Real Property & Eminent Domain:** We are well-qualified to perform legal research, counseling, and execution related to the acquisition or sale of real property, as well as the preparation of commercial leases, deeds, and easements.
- **Environmental & Coastal Law:** Our practice focuses on helping municipal clients navigate delicate wetlands protections, water utility service boundary expansions,

and stormwater management regulations, ensuring green infrastructure policies are legally enforceable and insulated from Bert J. Harris Act property rights claims.

- **Public Procurement:** We evaluate, draft, and review Invitations to Bid (ITB), RFPs, RFQs, and design-build invitations to ensure complete alignment with the Consultants' Competitive Negotiation Act (CCNA), statutory surety bond laws, and federal grant reimbursement rules. Our team is also able to evaluate and provide guidance on the many procurement vehicles available to local governments ranging from bids and cooperative solicitations to public-private partnerships and sole source contracting. In fact, the attorneys on our team have provided guidance to municipalities in the procurement and administration of major construction projects. Our team is well versed in the various procurement methods needed to bring a project to fruition, including selection of design professionals pursuant to the CCNA, construction bids, design-build solicitations, public-private partnerships, and unsolicited proposals. As experienced government administrators, our attorneys are uniquely equipped to provide legal guidance throughout the entire life cycle of a construction project and spot potential challenges well in advance.

2.4 Additional Areas (RFP Section 2.2)

- **Code Enforcement:** We serve as board counsel or primary presenters in Special Magistrate hearings, establishing clear compliance frameworks, legally defensible fine structures, and efficient municipal lien foreclosure processes to recover outstanding code enforcement revenues. Our managing partner, Gemma Torcivia also serves as a Special Magistrate.
- **Public-Private Partnerships (P3s):** Our team brings real-world capability to Public-Private Partnerships and unsolicited project proposals, successfully guiding local governments through the contractual and financial engineering required for multi-million-dollar developments.
- **Utilities & Infrastructure:** We provide legal services regarding electric, water, wastewater, and solid waste utilities, including legal guidance on fee collection methods and municipal utility liens. Our attorneys can provide guidance on all phases of transactions, including contract negotiations and regulatory matters. Our team has provided legal services to electric utilities, water and wastewater utilities and solid waste utilities. TG Law's attorneys can also provide legal guidance on fee collection methods and municipal utility liens to assist the Town in collecting revenues. Our firm also supports our clients in utilizing the provisions of the Florida Contraband Forfeiture Act.

- **Grant Compliance:** We actively review solicitation documents and project specifications to ensure strict adherence to federal and state grant guidelines (including HUD, CDBG, FTA, and FEMA reimbursement mandates), stopping post-project funding clawbacks before they happen.
- **Cybersecurity & Privacy Law:** We specialize in modernizing technology-driven document workflows, establishing legally sound redaction logs, and executing regular training to eliminate compliance gaps involving public digital records.

TG Law is well qualified to advise the Town on all aspects of municipal real estate transactions. The firm regularly provides legal counsel regarding the acquisition, disposition, and management of real property, including the preparation and review of purchase agreements, leases, deeds, easements, licenses, and other real estate instruments. Our attorneys work closely with Town staff throughout each stage of a transaction, providing legal research, strategic counsel, negotiation support, and document preparation to facilitate efficient and legally sound outcomes.

TG Law's attorneys recognize the role of historic preservation and public art in the effective implementation of development and redevelopment goals. Our attorneys have experience with the creation and administration of regulations that support adaptive reuse within historic districts and classification of historic structures to preserve local history and architectural style. Our team also believes in the power of an effectively managed public art program that adheres to the community's vision.

TG Law has extensive experience in drafting ethics compliance materials, providing ethics training, and preparing ethics guidance, gift policies, public record policies and legal opinions. We also provide regular training and workshops on Sunshine Law, public records law and public governance. Our lawyers offer our municipal clients reliable day-to-day guidance and advice that allows government officials to make informed decisions while complying with applicable ethical standards. Our years of experience in government and serving as managers of government employees, make us uniquely positioned to successfully navigate the most sensitive matters.

The attorneys at TG Law are also very experienced at union negotiations (police, fire, and utility unions), and are committed to helping our government clients meet their goals in working with their respective unions.

TG Law currently drafts ordinances and resolutions for our other represented agencies, which has included ordinances responsive to novel areas of law such as SB 180, the Live Local Act, Public Camping and Sleeping, and HB 803. As part of drafting ordinances and resolutions, we carefully research relevant statutes and case law to limit liability to our clients and will advise of alternative strategies to accomplish the same goal if there are potential pitfalls to the originally intended approach. To that end, we regularly provide legal guidance to all of our clients on a variety of matters ranging from interpretations of the Code

of Ordinances to personnel matters to the application of the First Amendment in public meetings.

TG Law provides a well-rounded and unique perspective to our clients in the course of our representation, and it is always our goal to find the right path forward weighing all of the options and outcomes available while working collaboratively with staff and elected officials.

2.5. Litigation Services

While our primary objective is to minimize exposure through proactive preventive law, TG Law features an aggressive, trial-ready civil defense and prosecution team in state and federal courts. Our municipal litigation capabilities perfectly match Eatonville's framework:

- **Civil Rights Claims (42 U.S.C. § 1983):** Proven experience skillfully defending local jurisdictions against federal civil rights claims, while navigating delicate constitutional issues like First Amendment public comment regulations. Kate Watson, the backup attorney for Eatonville, focused on civil litigation and appeals, including matters involving code enforcement for more than a decade.
- **Personal Injury & Property Damage:** Defense and prosecution of municipal civil liability claims when representation is not explicitly handled by the Town's primary insurers.
- **Code Enforcement & Nuisance Abatement:** Experienced in establishing legally sound lien foreclosures and code enforcement compliance strategies.
- **Land Use and Development Appeals:** Direct defense of Town zoning decisions, unified land development regulations, and comprehensive plan challenges.
- **Labor, Employment, & Contract Disputes:** Deep experience handling union negotiations (police, fire, and utility), managing human resources litigation, and litigating high-exposure commercial contract breaches and construction defects.

2.6 Disciplinary Actions, Sanctions, or Malpractice Claims

Official Disclosure Statement: Neither TG Law PLLC nor any attorney employed by or associated with the firm has ever had a judgment, professional malpractice action, administrative sanction, or formal disciplinary lawsuit filed against them in the history of the firm's operations. Every member of our staff maintains a totally unblemished record of professional conduct with The Florida Bar.

2.7 Conflicts of Interest

Official Disclosure Statement: Our firm prides itself on scrupulously following the Florida Bar Rules of Professional Conduct with respect to conflicts of interest. We primarily represent public-sector jurisdictions, special districts, local government boards, and public non-profit coalitions. While TG Law does serve a small percentage of private clients, the firm does not represent any private real estate developers, commercial builders, or land speculators within Orange County or the broader Central Florida region.

In the event that a potential conflict, our response protocol is in accordance with the Florida Bar Rules of Professional Conduct, and we will work with the Town as quickly as possible to address the potential conflict.

SECTION 3. PROPOSED PERSONNEL & STAFFING PLAN

3.1 Requisite Knowledge and Florida Bar Standing

All attorneys assigned to this engagement are active members in good standing with The Florida Bar and are licensed to practice law in the State of Florida. The firm possesses extensive experience defending and prosecuting actions in Florida state courts, federal trial courts, and before administrative bodies.

3.2 Primary Designated Town Attorney

TG Law utilizes a collaborative team approach to municipal representation. While a primary attorney is designated to lead the relationship and attend all public meetings, the collective expertise of our entire firm stands ready to assist, ensuring that specialized matters (e.g., land use, code enforcement, labor disputes, etc.) are handled by the precise subject-matter expert.

TG Law has selected **Gemma Torcivia, Esq.**, Managing Partner, to serve as the primary Town Attorney for the Town of Eatonville with **Kate Watson, Esq.** serving as secondary lead counsel. Gemma Torcivia and Kate Watson will work together to attend all Town Council meetings, workshops, and high-priority board hearings. Ms. Torcivia and Ms. Watson will work closely with the elected officials and staff, and will alternate attendance at Town Council meetings and workshops. Ms. Torcivia will dedicate approximately 40% of her monthly active schedule and Ms. Watson will dedicate approximately 50% of her monthly active schedule to Eatonville's files, ensuring rapid turnaround times and uninterrupted access. Jennifer Cockcroft, Esq., Board Certified in City, County, and Local Government Law, will also provide extensive support to the Town, and will work closely with staff on land use matters.

To prevent single-attorney bottlenecks, TG Law deploys highly specialized secondary representatives and is hyper focused on customer service for our local government clients,

ensuring speedy responses from our team. Jennifer D. Cockcroft, Esq., B.C.S. (Board Certified Specialist) will serve as the immediate backup for public meeting coverage, legal lead for all complex land use amendments, planning workshops, and quasi-judicial magistrate hearings, drawing on her twenty-plus years of local government experience.

Gemma Torcivia, Esq. (Managing Partner) * **Florida Bar Number:** 1009366 (Admitted July 25, 2018)

- **Education:** Juris Doctor & Master of Business Administration (MBA), Florida International University; B.A., University of Florida
- **Municipal Caseload & Role:** Ms. Torcivia will serve as the *Primary Town* Attorney for Eatonville. Ms. Torcivia currently serves as the City Attorney for Deltona, Town Attorney for Ocean Breeze, and County Attorney for Okeechobee County.
- **Operational Depth:** Her background includes serving as the Director of the Homestead Community Redevelopment Agency (CRA) and Economic Development Director for the City of Delray Beach. She has directly negotiated multi-million-dollar public-private partnerships (P3s) and managed extensive capital infrastructure project contracts.

Kate Watson, Esq. ***Florida Bar Number:** 0092598 (Admitted September 27, 2011)

- **Education:** Juris Doctor from the City University of New York School of Law and Bachelor of Science in English from the University of Florida
- **Municipal Caseload & Role:** Ms. Watson and Ms. Torcivia will alternate attendance at regular and special Town Council meetings, workshops, and public hearings.
- **Operational Depth:** For the last decade, Ms. Watson focused on civil litigation and appeals, including matters involving code enforcement. She has handled complex legal disputes and appellate matters, representing clients in high-stakes cases.

3.3 Key Supporting & Specialized Counsel

Jennifer D. Cockcroft, Esq., B.C.S. (Board Certified Specialist) * **Florida Bar Number:** 0722960 (Admitted May 3, 2004)

- **Education:** Juris Doctor (*Cum Laude*), University of Florida College of Law

- **Expertise:** Board Certified Specialist in City, County, and Local Government Law. An Orlando native, Ms. Cockcroft brings over 20 years of dedicated municipal law experience. She is the former in-house City Attorney for the City of Sebastian, lead Deputy City Attorney for the City of Palm Bay, and spent a decade as Assistant City Attorney for the City of Kissimmee. She will lead the Town's specialized needs in land use, zoning, planning, human resources, and municipal charter reviews.

Zackery Good, Esq. (Partner / Backup Contact) * **Florida Bar Number:** 1031414 (Admitted September 23, 2021)

- **Education:** Juris Doctor, Florida International University College of Law
- **Expertise:** Serves as backup counsel for the Town. Prior to entering legal practice, Mr. Good served for a decade within Florida municipal administration, culminating in his role as Assistant City Manager for the City of Homestead. His practice focuses heavily on land use, procurement, public works utilities, contract design-build solicitations, and grant compliance guidelines.

Paul Nicoletti, Esq. (Of Counsel – Specialized Land Use & Retainer Oversight) * **Florida Bar Number:** 366269 (Admitted May 25, 1983)

- **Education:** Juris Doctor, Nova Southeastern University (Top 20%)
- **Expertise:** Peer-review rated "AV Preeminent" by Martindale-Hubbell and Board Certified in City, County, and Local Government Law since the designation's inception in 1996. Mr. Nicoletti has spent over 40 years representing nearly twenty Florida municipalities as a city attorney, special magistrate, or city manager (including Stuart, West Palm Beach, North Palm Beach, and Jupiter). He provides foundational litigation oversight, real property eminent domain expertise, and complex administrative trial counsel.

4. EXPERIENCE WITH FLORIDA MUNICIPALITIES

TG Law represents a broad spectrum of local government entities across Florida. Below are three relevant representative municipal engagements executed within the past five years demonstrating our capabilities:

Representative Engagement 1: City of Deltona, Florida

- **Entity Type:** Medium-Sized Florida Municipality (Council-Manager Form)

- **Scope of Services:** Comprehensive general counsel representation as City Attorney. Handles day-to-day staff inquiries, drafts all legislation (ordinances/resolutions), manages land use planning, guides human resources, and oversees specialized civil litigation.
- **Duration & Outcome:** November 2024 to Present. Successfully modernized municipal ordinance frameworks, successfully mitigated contractual exposures, and stabilized high-volume public records administrative workflows.
- **Reference Contact:** Dale "Doc" Dougherty, City Manager | (386) 878-8850

Representative Engagement 2: Okeechobee County, Florida

- **Entity Type:** Florida County Government (Board of County Commissioners)
- **Scope of Services:** Comprehensive representation as County Attorney. Focuses extensively on public works infrastructure, zoning, code compliance, administrative agency proceedings, and public entity procurement regulations.
- **Duration & Outcome:** April 2025 to Present. Structured compliant public procurement vehicles, draft unified local legislative items, and minimized operational liabilities via preventative legal modeling.
- **Reference Contact: Primary Contact:** Jessica Bezares, County Administrator | Phone: (863) 763-6441, ext. 6.

Representative Engagement 3: Town of Ocean Breeze, Florida

- **Entity Type:** Historic Florida Municipality
- **Scope of Services:** Serving as comprehensive Town Attorney, managing charter requirements, public meeting protocols (Sunshine Law compliance), real property instruments, and localized code enforcement actions.
- **Duration & Outcome:** September 2024 to Present. Preserved stable, uninterrupted continuity of public governance during key growth management phases.
- **Reference Contact:** Mayor Karen Ostrand | (772) 418-6460

Representative Engagement 4: City of Belle Glade, Florida

- **Entity Type:** Florida Municipality (Commission-Manager Form)
- **Scope of Services:** Serving as comprehensive Community Redevelopment Agency (CRA) Attorney and primary Special Outside Counsel to the City. Manages Chapter 163 statutory redevelopment plans, land acquisition files, and economic incentives.

- **Duration & Outcome:** December 2023 to Present.
- **Reference Contact:** Mayor Steve Wilson | Phone: (561) 996-0100.

SECTION 5: CUSTOM APPROACH & METHODOLOGY FOR EATONVILLE

Drawing from our unique dual perspective as seasoned municipal attorneys and former city administrative leaders, TG Law delivers an operational model specifically structured to address the current realities and systemic risks facing Eatonville:

- **Eliminating Friction Through Administrative Experience:** Past legal models frequently fail because outside attorneys provide abstract legal opinions without understanding the practical workflows of municipal staff. Because our team includes former City Manager, City Assistant Managers and CRA Directors, we design legal solutions that fit smoothly into daily operations, helping the Chief Administrative Officer and department heads execute Council policy effectively and without delay.
- **Proactive Public Records & Sunshine Law Architecture:** In-house backlogs or inconsistencies in public records (Chapter 119) and Sunshine Law compliance can severely damage public trust and expose a town to expensive statutory lawsuits. TG Law implements a strict, organized process for log-tracking, review, and legally sound redactions. We also provide regular, proactive training for staff and advisory boards to catch open-meeting errors *before* they turn into liabilities.
- **Bulletproof Procurement & Grant Protection:** Navigating state and federal grants—such as HUD, CDBG, and FEMA guidelines—demands meticulous oversight. A failure to follow strict competitive bidding laws like the Consultants' Competitive Negotiation Act (CCNA) can result in clawbacks of vital funding. TG Law protects Eatonville's budget by providing clear, objective reviews of RFPs, contract documents, and payment bonds.
- **Preserving Historic Identity Through Sophisticated Zoning:** Eatonville's historic status is its single greatest cultural asset. Managing growth while preserving local heritage requires highly sophisticated land use, zoning, and adaptive reuse codes. Backed by a Board Certified municipal expert, we safeguard the Town from planning errors and code enforcement gaps, while carefully structuring public-private partnerships (P3s) to keep redevelopment aligned with the community's vision.

- **Litigation Avoidance with Aggressive Trial Readiness:** Expensive legal battles can drain public resources. Our primary focus is always on creative problem-solving and proactive risk management to resolve disputes early. However, if a conflict cannot be avoided, our deep litigation background ensures we will skillfully protect the Town's interests in matters ranging from employment disputes to civil rights claims.

Our specialized "virtual in-house" municipal counsel model is designed to act as a seamless bridge between visionary policy and strict operational execution. Our approach is built on proactive preventive law, absolute billing transparency, and rapid, uncompromised access for Town leadership and staff. TG Law is prepared to handle the full scope of services detailed in Section 2 of the RFP, operating in total compliance with the Florida Constitution and all state statutes.

5.1 General Counsel & Daily Operations

We do not treat municipal clients as secondary hourly accounts or hide behind a slow administrative screening process. TG Law is structured to deliver immediate, customer-service-oriented responsiveness related to daily operations:

- The Chief Administrative Officer (CAO), Town Council, and Department Heads will have direct access to our primary and secondary legal team via cell phone, text, and email seven days a week.
- Town staff can contact designated counsel directly for immediate operational guidance. By addressing daily operational challenges instantly, we prevent minor administrative concerns from evolving into serious legal liabilities.
- To completely eliminate single-attorney bottlenecks, files move simultaneously across a collaborative team. If the primary attorney is in court or a closed session, a designated backup attorney is immediately available to review contracts, answer staff inquiries, or handle public records requests.
- The Town Attorney will attend all regular and special Town Council meetings, official workshops, public hearings, and boards (e.g., Planning & Zoning, Code Enforcement).
- We will draft, review, and negotiate all municipal ordinances, public resolutions, inter-local agreements, vendor contracts, utility franchises, property deeds, and easements.
- We provide reliable daily support to the Chief Administrative Officer, Finance Department, and all department heads, delivering rapid oral and written opinions to keep town operations moving securely.

- When formally authorized by the Town Council or Chief Administrative Officer, our team will conduct objective administrative investigations, perform necessary legal research, interview witnesses, and compile clean, legally sound reports.

5.2 Process for Preparing for Council Meetings

Public legislative meetings form the foundation of municipal authority, demanding meticulous legal planning to prevent procedural and statutory vulnerabilities:

- **Absolute Priority Master Scheduling:** Eatonville's regular council meetings, workshops, and special hearings will be locked into our firm's master schedule as absolute priorities to ensure zero scheduling conflicts.
- **Proactive Pre-Meeting Collaboration:** Our attorneys work closely with the Chief Administrative Officer (CAO) and department heads well in advance of meetings to review agenda packages, research relevant statutes, and evaluate potential pitfalls. We actively prepare written and verbal legal opinions, draft legally sound resolutions/ordinances, and outline compliance protocols to ensure the Council can execute its goals safely.
- **In-Person Attendance:** Our primary and secondary lead counsel work collaboratively to attend all regular/special Town Council sessions, workshops, and high-priority board hearings, providing steady parliamentary and legal guidance directly from the dais.

5.3 Approach to Managing Litigation

While we feature an aggressive, trial-ready team prepared to prosecute or defend the Town's interests in state and federal courts, our primary objective is structural risk management.

We research Florida statutes and evolving appellate case law during the initial drafting phases of local policies, eliminating vulnerabilities before they can be challenged. We also conduct regular, comprehensive reviews of the Town's Code of Ordinances to identify and amend obsolete or vaguely worded sections that invite constitutional or regulatory disputes.

When delicate personnel, liability, or code matters arise, our attorneys leverage their deep administrative backgrounds to perform objective internal investigations, interview witnesses, and review documentation. Resolving human resources, public safety, and code enforcement matters cleanly to a conclusion minimizes high-exposure civil rights, discrimination, and whistleblower claims.

Our strategy prioritizes early intervention. Rather than permitting disputes to proceed into expensive litigation, we leverage settlement conferences to find practical, administrative solutions that preserve public assets.

5.4 Strategy for Staying Current with Florida Legislative and Regulatory Changes

Navigating volatile and complex statutory overhauls requires continuous, active legal vigilance. Our attorneys spend their daily practice tracking, interpreting, and applying local government statutes, administrative codes, and case law. We specialize in engineering ordinances that are explicitly responsive to complex, changing state legislation (e.g., the Live Local Act, statutory public sleeping regulations, and emergency declarations) to ensure Eatonville remains in compliance.

We keep the CAO, Town Council, and staff fully informed of shifting judicial opinions or new laws impacting municipal operations through a mix of informal updates and formal legal reports, allowing officials to make highly informed decisions.

5.5 Use of Technology and Document Management Systems

TG Law utilizes modernized workflows to drive efficiency, protect public files, and ensure transparency. Inadvertent violations of Florida's strict Sunshine and Public Records laws frequently lead to expensive, fee-shifting lawsuits. We utilize digital document management tracking systems to assist the Town Clerk's office in maintaining organized public tracking logs and executing rapid, legally sound document reviews. Our firm utilizes technological workflows to establish defensible digital redaction logs, ensuring protected information is handled securely and public records requests are fulfilled without creating administrative backlogs.

5.6 Approach to Billing Transparency and Cost Control

TG Law respects the fiscal constraints governing municipal general funds and provides rigid cost controls to guarantee absolute predictability. We strongly recommend a structured, flat monthly retainer model to cover general day-to-day operations, contract reviews, ordinance drafting, and routine public meeting attendance. This model completely removes the financial friction of staff outreach, encouraging early legal communication that catches risks before they turn into billable hours.

For authorized specialized projects outside the retainer scope (such as active civil litigation or administrative trials), work is billed at a competitive, clearly defined hourly rate. All invoices are strictly itemized to match only the precise time spent by the designated professional for the described service.

To protect Eatonville's budget, the Town will never be billed for attorney travel time, travel fees, tolls, or mileage expenses for local regional meetings or consultations. All local travel is provided entirely at the firm's expense. For specialized development reviews, zoning variances, or comprehensive plan amendments initiated by private entities, we utilize pass-through billing structures. This recovers pass-through legal expenses directly from private applicants, protecting the Town's taxpayers from subsidizing private real estate reviews.

SECTION 6: COST PROPOSAL & FEE SCHEDULE

To ensure absolute budget transparency and give the Town clear financial predictability, TG Law offers two distinct billing options for Eatonville's consideration:

OPTION A: Flat Monthly Retainer / Hourly Blended Model (Recommended)

This option provides Eatonville with a predictable monthly cost for all standard, day-to-day legal services, helping to prevent the unpredictable cost overruns common with traditional outside counsel:

- **Flat Monthly Retainer Fee: \$9,800.00 / month**
 - *Covered Services:* Attendance at all standard Town Council meetings and workshops; daily administrative and department head legal inquiries; drafting and review of standard ordinances, resolutions, and vendor contracts; general planning, zoning, building, public records requests, and Sunshine Law advisory support.
- **Non-Retainer Hourly Rate (Litigation, Investigations, Labor Negotiations, Real Estate Closings, Eminent Domain, & Specialized P3 Project Matters):**
 - *Attorneys:* **\$280.00 / hour**
 - *Law Clerks / Paralegals / Legal Assistants:* **\$95.00 / hour**

OPTION B: Pure Hourly Approach

Under this model, all services rendered are billed strictly on an itemized hourly basis for actual time spent, with zero charges for travel time within the local region:

Service / Staff Role	Proposed Hourly Rate
Town Attorney (Primary Counsel – Gemma Torcivia)	\$295.00 / hour
Specialized Counsel (Jennifer Cockcroft / Paul Nicoletti)	\$295.00 / hour
Paralegal / Legal Assistant / Law Clerk	\$95.00 / hour
Cost Recovery / Pass-Through Development Matters (Billed to applicants)	\$295.00 / hour

Itemized Out-of-Pocket Expenses

The Town will only reimburse actual, documented out-of-pocket expenses required for legal proceedings. TG Law does not charge for internal administrative overhead:

- **Internal Photocopies / Prints:** \$0.25 per page
- **Postage:** Actual USPS retail rates
- **Third-Party Fees (Filing, Service of Process, Court Reporters):** Billed at direct cost
- **Travel/Mileage:** No travel time or mileage charges for any meetings or work within Palm Beach, Orange, or adjacent counties. Any required travel outside this region is billed at half the standard hourly rate plus standard Florida statutory mileage.

SECTION 7: REQUIRED CERTIFICATIONS & DISCLOSURES

7.1 Conflict of Interest Disclosure

TG Law represents no private developers, corporate applicants, or public entities whose interests conflict with the Historic Town of Eatonville or its sitting public officials. The firm operates in strict compliance with the Florida Rules of Professional Conduct and Chapter 112 of the Florida Statutes.

7.2 Public Entity Crimes Statement

Neither TG Law PLLC nor any of its partners, executives, affiliates, or active employees have ever been charged with, convicted of, or entered a plea to a public entity crime subsequent to July 1, 1989, as defined under Section 287.133 of the Florida Statutes.

7.3 Non-Collusion Certification

By executing the signature block below, the firm certifies that this proposal is made completely independently, without any prior understanding, agreement, collusion, or connection with any other corporation, firm, or individual submitting a response for this solicitation.

7.4 E-Verify and Scrutinized Companies Compliance

TG Law maintains full compliance with Section 448.095 (E-Verify) and confirms it is not on any scrutinized company lists or engaged in prohibited business operations described under Section 287.135 of the Florida Statutes.

8. REFERENCES

- **City of Deltona, Florida**, Dale "Doc" Dougherty, City Manager | (386) 878-8850
- **Okeechobee County, Florida**, Jessica Bezares, County Administrator | Phone: (863) 763-6441, ext. 6.
- **Town of Ocean Breeze, Florida**, Mayor Karen Ostrand | (772) 418-6460
- **Town of Juno Beach, Florida**, Kathleen Gunn, Manager | Phone: (718) 753-5357

6.6 Governing Law and Venue

Any contract resulting from this RFP shall be governed by the laws of the State of Florida. Venue for any dispute shall be in Orange County, Florida.

6.7 Sunshine Law Compliance

All meetings of the Selection Committee are subject to Section 286.011, Florida Statutes (Government in the Sunshine). The Selection Committee's deliberations shall be conducted as open public meetings with reasonable public notice.

SECTION 7: CONTACT INFORMATION AND QUESTIONS

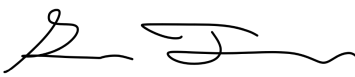
All questions regarding this RFP must be submitted in writing to the Town Clerk no later than June 13, 2026, at 4:00 PM EST. Questions and responses will be posted as an Addendum.

RFP Point of Contact	
Name:	Katrina Gibson, Finance Director
Address:	307 E. Kennedy Boulevard, Eatonville, FL 32751
Phone:	(407)623-8900
Email:	Kgibson@townofeatonville.org
Website:	www.townofeatonville.org

Proposers are instructed NOT to contact Town Council, Town staff (other than the designated contact above), or Selection Committee members regarding this RFP. Any such contact may be grounds for disqualification.

ACKNOWLEDGMENT AND CERTIFICATION

By submitting a proposal in response to this RFP, the Proposer acknowledges that it has read, understands, and agrees to all terms and conditions set forth herein, and certifies that all information submitted is accurate and complete.

Authorized Signature:  Date: June 25, 2026
Printed Name: Gemma Torcivia, Esq. Title: Managing Partner
Firm Name: TG Law PLLC Florida Bar #: 1009366

**OFFICE LOCATION**

515 N. Flagler Drive
Suite 350
West Palm Beach, Florida 33401

DIRECT PHONE

(561) 602-6222

EMAIL ADDRESS

gtorcivia@tgjustice.com

FLORIDA BAR NO.

1009366

ADMISSIONS

- The Florida Bar
- United States District Courts for the Southern, Middle and Northern Districts of Florida
- Supreme Court of the United States

Gemma Torcivia, Esq.

FOUNDER & MANAGING PARTNER

PROFESSIONAL PROFILE

Gemma Torcivia is the founding member and managing partner of TG Law. She boasts substantial government-focused experience working in both law and administration for Florida municipalities. Her profound understanding of the complex, vital operations performed by local governments makes her an outstanding asset to multiple public-sector, corporate, and non-profit clients across the State of Florida.

Prior to founding TG Law, Gemma developed extensive civil litigation expertise as a defense attorney representing a large number of municipalities, special districts, and insurers in high-stakes litigation. She has also spent over a decade providing direct strategic support to startup companies and small businesses, managing multi-million dollar corporate transactions, and navigating over \$200 million in public infrastructure construction projects.

CURRENT APPOINTMENTS & GENERAL COUNSEL ROLES

Serving as chief legal officer, agency counsel, or appointed magistrate for:

- **City & County Attorney:** City of Deltona, Town of Ocean Breeze, Okeechobee County, and Town of Juno Beach.
- **Community Redevelopment & Outside Counsel:** Belle Glade CRA, City of Belle Glade (Outside Counsel).
- **Special Magistrate Appointments:** Martin County, City of Stuart, Town of Lake Park, and Village of Indiantown.
- **Early Learning Coalitions (ELC):** General Counsel to Osceola, Polk, Alachua County, Lake, Nature Coast, Pasco & Hernando, Emerald Coast, Escambia, and Marion County ELCs.

EDUCATION

Florida International University College of Law Juris

Doctor (J.D.) | December 2016

Florida International University College of Business Master

of Business Administration (M.B.A.) | April 2012

University of Florida

Bachelor of Arts (B.A.) | August 2004

Professional Resume

LEGAL & EXECUTIVE EXPERIENCE

TG LAW, PLLC — West Palm Beach, Florida

2020—Present

Founder & Managing Partner

- Founder and managing partner of a premier civil practice firm emphasizing local government law, business/corporate matters, land use, employment law, community redevelopment agencies, administrative law, and legislative issues.
- Lead civil litigation strategies across Federal and State Trial Courts as well as administrative bodies.
- Provide legal services to a range of local governments and special districts including Okeechobee County, City of Deltona, City of Fort Meade, City of Belle Glade, Town of Juno Beach, Town of South Palm Beach, Town of Ocean Breeze, Belle Glade CRA and many of the State of Florida's Early Learning Coalitions.

ROBERTS, REYNOLDS, BEDARD & TUZZIO — West Palm Beach, Florida

2018 — 2020

Associate Attorney

- Provided vigorous defense for a variety of insurers in personal injury, first party property, governmental liability, eminent domain and construction defect cases.
- Represented a variety of governments in civil litigation including City of Boynton Beach, City of Delray Beach, Town of Palm Beach, Town of Jupiter, Town of Ocean Ridge, Pal-Mar Water Control District, and Hobe-St. Lucie Conservancy District.
- Prepared and managed insurance defense cases proceeding to trial, including developing and guiding case plans, drafting pleadings, managing discovery, conducting and defending depositions of fact and expert witnesses, attending hearings and participating in settlement negotiations.

LEGAL AID SOCIETY OF PALM BEACH COUNTY — West Palm Beach, Florida

2018

Law Clerk and Staff Attorney

- Served as the Delray Beach Courthouse based member of the Injunction Initiation team of the Domestic Violence Project and provided injunction assistance for victims of domestic violence.

HOMESTEAD COMMUNITY REDEVELOPMENT AGENCY (CRA) — Homestead, Florida

2016—2018

Executive Director

- Directed the Homestead CRA, managed five employees and a \$2.5 million annual budget.
- Managed contract negotiations and project plans for over \$75 million of capital projects.
- Negotiated a \$60 million public private partnership to develop a multi-modal transit development, including working with bond counsel on a \$30 million taxable municipal bond.
- Planned, drafted, and managed contracts for professional services including legal services, accounting services, HUD, grants management, New Market Tax Credits, landscaping and architecture services.
- Project manager for New Market Tax Credits, including securing funding and developing contracts.
- Negotiated with property owners and worked with City Attorney for property acquisition for public projects, including working on eminent domains, closings, and implement federal takings requirements.

LEGAL EXPERIENCE (CONTINUED)**CITY OF HOMESTEAD — Homestead, Florida**

2011 — 2016

Economic Development Manager

- Designed the City's five-year economic development plan and built political will and community support for implementation.
- Served as a team member on \$55 million of capital projects that were completed on time and on budget.
- Drafted and presented agenda items, resolutions and ordinances for planning and zoning board meetings, historic preservation meetings and City Council meetings.
- Provided direct support to startup companies and small businesses for almost ten years, assisting small businesses to access capital, grow, and relocate.

RISE SCHOOLS — Florida City, Florida

2006 — 2010

Executive Director

- Led a college-preparatory charter school. Oversaw all day-to-day operations of a school with a \$2.4 million budget and managed forty staff members.
- Led real estate negotiations for three capital improvement projects and managed all land use issues related to the projects, including rezoning, project financing, and build out.

TEACH FOR AMERICA — Miami, Florida

2004 — 2006

High School Teacher

- Led special education students at Miami Central to an average of two years of reading growth.

PROFESSIONAL LEADERSHIP & COMMUNITY SERVICE

- The Florida Bar: Member of and former Chair of the Florida Bar state wide Advertising Committee
- Local Bar Associations: Member, Palm Beach County Bar Association (Former Chair, Solo and Small Firm Committee); Member, PBC Chapter of the Florida Association for Women Lawyers (FAWL).
- Civic Leadership: Board Member, Palm Beach County Human Rights Council; Volunteer Guardian ad Litem (multi-year commitment to public service); Member and former Treasurer, Craig S. Barnard American Inn of Court.



OFFICE LOCATION

515 N. Flagler Drive
Suite 350
West Palm Beach, FL 33401

DIRECT PHONE

(321) 624-6109

EMAIL ADDRESS

jcockcroft@brighthouse.com

FLORIDA BAR NO.

722960

CERTIFICATIONS

- Board Certified Specialist (B.C.S.)
City, County, and Local Government Law

ADMISSIONS

- The Florida Bar

Jennifer D. Cockcroft, Esq., B.C.S.

PARTNER

PROFESSIONAL PROFILE

Jennifer D. Cockcroft, Esq., B.C.S. is a Board Certified specialist in City, County, and Local Government Law with over 21 years of distinguished experience as municipal legal counsel. Over her celebrated career, she has served with distinction as both in-house and outside counsel for numerous Florida municipalities, bringing highly specialized legal clarity to local public boards, staff, and leadership teams.

Prior to joining TG Law, Jennifer served as the City Attorney for the City of Sebastian, Florida, and has been embedded in the legal departments of several prominent municipal administrations, including Kissimmee and Palm Bay. Her robust private practice portfolio further includes representing a diverse, multi-regional array of Florida communities. She is recognized for her thorough, collaborative approach to complex municipal contracts, land use, zoning developments, human resources, and environmental law.

SELECTED COMMUNITY & REPRESENTATIVE COUNSEL EXPERIENCE

- **Board Certified Specialty:** Deemed an expert in Local Government Law by The Florida Bar.
- **Statewide Municipal Coverage:** Represented a wide range of Florida communities, including Sebastian, Kissimmee, Palm Bay, Daytona Beach Shores, DeLand, Indian River Shores, Melbourne, Mount Dora, Oviedo, Sanford, Vero Beach, Seminole County, and Webster.
- **Institutional Engagement:** Active member of the Local Government Section of The Florida Bar (serving on the Section's Fundraising Committee) and member of the Florida Municipal Attorneys Association.

EDUCATION

University of Florida College of Law

Juris Doctor (J.D.), cum laude | 1997

University of Central Florida

Bachelor of Arts (B.A.) in Legal Studies, cum laude | 1994

Professional Resume

LEGAL & EXECUTIVE EXPERIENCE

TG LAW, PLLC — West Palm Beach, FL

2025 — Present

Attorney /Partner

- Practice focuses heavily on local government law, real estate land use and zoning, environmental issues, water law, and human resources law.
- Direct and manage active civil litigation practices in Florida State Courts.
- Provide legal services to a range of local governments and special districts including Okeechobee County, City of Deltona, City of Fort Meade, City of Belle Glade, Town of Juno Beach, Town of South Palm Beach, Town of Ocean Breeze, Belle Glade CRA and many of the State of Florida's Early Learning Coalitions.

CITY OF SEBASTIAN — Sebastian, FL

2023 — 2025

City Attorney

- Provided in-house chief legal representation, strategic counsel, and comprehensive guidance for the City Council, all advisory boards, and municipal departments.
- Served as board counsel to the City Council and all citizen advisory boards; rendered immediate legal and parliamentary advice during public sessions, and conducted code enforcement and quasi-judicial hearings.
- Drafted, reviewed, and rendered binding legal opinions on contracts, leases, development agreements, easements, municipal ordinances, resolutions, policies, liens, title opinions, and land plats.
- Supplied legal navigation on complex labor and employment matters, including collective bargaining agreements and internal personnel investigations. Coordinates specialized outside litigation counsel.

LACEY LYONS REZANKA, LLC — Melbourne, FL

2022—2023

Senior Associate

- Managed real estate land use, zoning, and title issues for private sector developers and landholders, addressing property acquisition, easements, variances, and entitlement research.
- Prepared and coordinated legal submissions to local jurisdictions, including annexation applications, development agreements, and zoning map/text amendments.
- Conducted targeted legal research and analysis on property development matters.

BLOCK & SCARPA, P.A. — Vero Beach, FL

2022

Associate Counsel

- Provided targeted municipal representation for the Town of Indian River Shores in the capacity of City Attorney.
- Acted as designated contract counsel for the City of Melbourne and City of Vero Beach, rendering legal opinions on municipal issues as needed.
- Managed real estate land use and development representation for private clients on property issues.

LEGAL EXPERIENCE (CONTINUED)

CITY OF PALM BAY — Palm Bay, FL

2019 — 2022

Deputy City Attorney

- Delivered high-level in-house legal representation for all municipal departments, citizen advisory boards, and City Council.
- Researched and drafted legal opinions, contracts, bonds, development agreements, easements, municipal ordinances, and resolutions. Conducted code enforcement and quasi-judicial hearings.
- Directed and guided complex internal personnel investigations and labor and employment compliance initiatives.

STENSTROM, MCINTOSH, COLBERT & WHIGHAM, P.A. — Sanford, FL

2016 — 2019

Of Counsel

- Served as outside legal counsel representing local municipal governments. Acted as designated City Attorney for the cities of Sanford, Oviedo, Daytona Beach Shores, Mount Dora, and Webster.
- Served as conflict counsel for the City of DeLand, backup Special Magistrate for Seminole County and Oviedo, and Code Enforcement Board Attorney for the City of Kissimmee.
- Handled day-to-day legal tasks, municipal litigation (foreclosures, forfeitures, nuisance abatement, quiet title), and public board representation.

CITY OF KISSIMMEE — Kissimmee, FL

2004 — 2014

Assistant City Attorney

- Served as primary in-house legal counsel to the City Commission and all citizen advisory boards.
- Drafted, reviewed, and issued legal opinions on local ordinances, land development agreements, RFPs, RFQs, joint participation agreements (JPAs), and municipal contracts.
- Conducted police internal affairs investigations and general personnel investigations to conclusion.

PROFESSIONAL AFFILIATIONS & PUBLIC SERVICE

- Florida Bar Local Government Section: Member, Section Fundraising Committee.
- Florida Municipal Attorneys Association: Active member and participant.
- Board Certified Specialist: Officially certified as an expert in City, County, and Local Government Law by the Florida Bar Board of Legal Specialization.

**OFFICE LOCATION**

515 N. Flagler Drive
Suite 350
West Palm Beach, Florida 33401

DIRECT PHONE

(561) 319-3091

EMAIL ADDRESS

kwatson@tgjustice.com

ADMISSIONS

- The Florida Bar

LANGUAGES

Proficient in conversational Spanish

Kate Watson

ATTORNEY**PROFESSIONAL PROFILE**

Kate Watson is a Florida attorney with more than fifteen years of experience, with the last decade focused on civil litigation and appeals, including matters involving code enforcement. She has handled complex legal disputes and appellate matters, representing clients in high-stakes cases.

Before joining TG Law, Kate served as an attorney representing clients in a wide range of civil legal matters, including administrative appeals, multi-million dollar wrongful death cases, contract disputes, and general civil litigation. Her work provided extensive courtroom experience.

A third-generation Floridian, Kate earned her Bachelor of Science in English from the University of Florida and her Juris Doctor from the City University of New York School of Law. Between her undergraduate and legal studies, she taught English a Foreign Language in Madrid, Spain, and later served as a high school teacher in South Florida.

CURRENT APPOINTMENTS & GENERAL COUNSEL ROLES

Serving as chief legal officer, agency counsel, or appointed counsel for:

- **City, Town & County Attorney:** City of Deltona, Town of Ocean Breeze, Okeechobee County.
- **Community Redevelopment & Outside Counsel:** Belle Glade Community Redevelopment Agency (CRA), Outside Counsel for the City of Belle Glade.
- **Early Learning Coalitions (ELC):** General Counsel to Osceola, Polk, Lake, Nature Coast, Pasco and Hernando, Emerald Coast, and Marion County ELCs.

EDUCATION**City University of New York School of Law**

Juris Doctorate | May 2011

University of Florida

Bachelor of Arts in English | 2004

PROFESSIONAL RESUME

LEGAL & EXECUTIVE EXPERIENCE

TG LAW, PLLC - West Palm Beach, Florida

2026-Present

Attorney

- Provide legal services to a range of local governments and special districts including Okeechobee County, City of Deltona, City of Fort Meade, City of Belle Glade, Town of Juno Beach, Town of South Palm Beach, Town of Ocean Breeze, Belle Glade CRA and many of the State of Florida's Early Learning Coalitions.
- Advises elected officials, governing boards, executive leadership, and public administrators on matters involving municipal governance, procurement, contracts, public records, Sunshine Law compliance, elections, administrative regulations, code enforcement, ethics, and statutory compliance.
- Drafts ordinances, resolutions, policies, administrative regulations, procurement documents, and governance materials.
- Represents governmental and quasi-governmental clients in litigation, administrative proceedings, appellate matters, and special projects requiring practical legal and operational guidance.

THE WATSON LAW, P.A. - Florida

2021-2025

Founder/Managing Partner

- Founded and managed a Florida law practice concentrating in family law, civil litigation, fiduciary disputes, appellate advocacy, and complex litigation matters.
- Managed all aspects of firm operations, including business development, client relations, budgeting, personnel management, billing, regulatory compliance, and strategic planning.
- Represented clients in circuit court, county court, and appellate proceedings throughout Florida.
- Conducted depositions, evidentiary hearings, mediations, and trials, while maintaining primary responsibility for case strategy, client counseling, and litigation management from inception through resolution.

LEGAL & EXECUTIVE EXPERIENCE (CONTINUED)

HALL, BOOTH, SMITH, P.C. — West Palm Beach, Florida 2018-2020

Associate Attorney

- Interfaced with clients and insurance adjusters; managed full case load of general liability, long term care and medical malpractice cases.
- Represented clients at hearings and trial; handled negotiations with opposing counsel; drafted motions, pleadings, and appellate briefs.
- Handled all depositions (treaters, plaintiffs, and experts) and mediations.

ADAMS, COOGLER, WATSON & MERKEL, P.A. — West Palm Beach, Florida 2016-2018

Associate Attorney

- Interfaced with clients and insurance adjusters; managed full case load of general liability and medical malpractice cases.
- Represented clients at hearings and trial; negotiated with opposing counsel; drafted motions, pleadings, and appellate briefs.

VASTOLA & KIRWAN, P.A. — Florida 2015-2016

Associate Attorney

- Generated client base through marketing and networking; created business in a new area of law for the firm.
- Provided legal assistance to a variety of clients seeking representation in family law, contract disputes, civil theft, defamation, and immigration benefits.

LEGAL AID SOCIETY OF PALM BEACH COUNTY — Florida 2012-2015

Medical Legal Partnership Project Attorney

- Provided legal services to patients of low-income clinics throughout Palm Beach County on a wide range of legal issues that affect their health or well-being.
- Services included Social Security applications and appeals, immigration, unemployment compensation, public benefits, foreclosure defense, and family law.

G-STAR SCHOOL OF THE ARTS — Palm Springs, Florida 2005-2007

Teacher

- Worked as a Social Studies Teacher at a public school; taught American History Honors, American Government Honors, and Economics Honors.

PROFESSIONAL LEADERSHIP & COMMUNITY SERVICE

- Local Bar Associations: Member, Palm Beach County Bar Association; Previous Director on the North County Section Board for the Palm Beach County Bar Association.
- Civic Leadership: Member of Craig S. Barnard American Inn of Court.



OFFICE LOCATION

515 N. Flagler Drive
Suite 350
West Palm Beach, FL 33401

DIRECT PHONE

(786) 452-4241

EMAIL ADDRESS

zgood@tgjustice.com

FLORIDA BAR NO.

1031414

ADMISSIONS

- The Florida Bar

Zackery Good, Esq.

PRINCIPAL

PROFESSIONAL PROFILE

Zackery Good is an experienced government professional and lawyer that understands the ever-changing landscape of local government law. Before becoming an attorney, he served as an Assistant City Manager for the City of Homestead, Florida, and oversaw the City's police department, public works department, electric utility, development services department and Community Redevelopment Agency.

Mr. Good boasts a significant understanding of the challenging and important work local governments and special districts must undertake every day. His daily work involves complex local government problems like land use and zoning, procurement and contracts, utilities, bond referendums and non-ad valorem assessments. This substantial experience informs Mr. Good's perspective as a lawyer, allowing him to keep in mind the many challenges and opposing forces local government professionals must balance.

CURRENT APPOINTMENTS & GENERAL COUNSEL ROLES

Serving as agency counsel, special counsel, or providing municipal legal support for:

- **City & County Service:** City of Deltona, Okeechobee County, City of Belle Glade (Outside Counsel), Town of Ocean Breeze, Town of South Palm Beach, and City of Fort Meade.
- **Community Redevelopment & Outside Counsel:** Belle Glade Community Redevelopment Agency (CRA).
- **Early Learning Coalitions (ELC):** General Counsel support to Osceola, Polk, Lake, Nature Coast, Pasco & Hernando, Emerald Coast, and Marion County ELCs.

EDUCATION & CREDENTIALS

Florida International University College of Law, Miami, Florida

Juris Doctor (J.D.) | May 2020

University of Miami, Coral Gables, Florida

Master of Professional Studies in Marine Conservation | 2013

Stony Brook University, Stony Brook, New York

Bachelor of Science (B.S.) in Marine Sciences | 2011

Professional Resume

LEGAL & EXECUTIVE EXPERIENCE

TG LAW PLLC — West Palm Beach, Florida

2023—Present

Counsel

- Practice focuses on local government law, land use and zoning, environmental issues and water law, and human resources law.
- Manages civil litigation practice within the Florida state court system.
- Provide legal services to a range of local governments and special districts including Okeechobee County, City of Deltona, City of Fort Meade, City of Belle Glade, Town of Juno Beach, Town of South Palm Beach, Town of Ocean Breeze, Belle Glade CRA and many of the State of Florida's Early Learning Coalitions.

CITY OF HOMESTEAD, FLORIDA — Homestead, Florida

October 2014 — 2024

Assistant City Manager (October 2021 — 2024)

- Oversaw the City's operational departments of Public Works, Parks & Recreation, Public Information, Economic Development, and the Community Redevelopment Agency.
- Leads the City's construction team, which involves implementing projects, developing funding plans, and orchestrating municipal project financing.

Assistant to the City Manager (December 2019 — October 2021)

- Project managed multiple high-profile municipal capital construction developments.
- Coordinated intergovernmental legislative priorities and managed critical lobbyist and government relations.
- Oversaw the City's Communications & Marketing strategies across all primary media channels.

Public Information Officer (September 2016 — November 2019)

- Drafted official city communications, updated social media channels, performed extensive public outreach, directed crisis communications, and organized high-impact city events.
- Created strategic communication initiatives with other City departments to carry out complex special projects.

Public Information Coordinator (October 2014 — August 2016)

- Drafted City communications, updated social media accounts, and performed targeted public outreach.
- Created cross-departmental communication plans to support major municipal initiatives.

VIRGINIA CONSERVATION NETWORK — Richmond, Virginia

January 2014 — March 2014

Climate and Energy Organizing Fellow

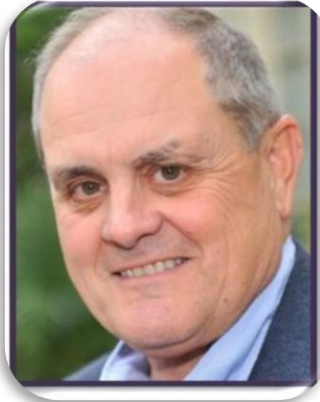
- Lobbied on Virginia state environmental legislation, formally testified at legislative committee meetings, and tracked statutory bills.
- Organized and participated in public policy engagement and community advocacy efforts.

OCEANA — Miami, Florida

January 2013 — December 2013

Policy Intern

- Produced community outreach planning reports, public photo petitions, and media documentation.
- Performed civic engagement by lobbying local politicians, presenting to organizations, and recruiting grassroots volunteers.



51 5 N. Flagler Drive
Suite 350
West Palm Beach, FL 33401

EMAIL ADDRESS

pnicoletti@tgjustice.com

FLORIDA BAR NO.

366269

ADMISSIONS

- The Florida Bar
- District of Columbia Bar
- U.S. Supreme Court
- U.S. Court of Appeals (11th Circuit)
- U.S. District Court (S.D. Fla.)

Paul J. Nicoletti, Esq.

OF COUNSEL

PROFESSIONAL PROFILE

Paul Nicoletti is a decorated veteran, former JAG officer, experienced government administrator, and highly experienced city attorney. Mr. Nicoletti is individually rated "AV Preeminent" by Martindale-Hubbell (the highest category) and has been Board Certified by The Florida Bar in City, County, and Local Government Law from the inception of the designation in 1996. He specializes in administrative, corporate, local governmental, and land use law, serving public entities, individuals, and corporations.

Paul has an extensive record working with local governments, having worked directly for nearly twenty municipalities across the nation over his career. His background spans executive management as a City and Village Manager, alongside core legal management as a General Counsel and City Attorney, uniquely positioning him to balance administrative compliance with strategic trial advocacy.

CURRENT APPOINTMENTS & JUDICIAL ROLES

Serving as part-time Special Magistrate, general counsel, or legal consultant across multiple jurisdictions:

- Special Magistrate Jurisdictions: City of Stuart, Martin County, Town of Jupiter, Town of Jupiter Island, and the Village of Indiantown.
- Municipal Advisory: Legal Consultant for the Town of Ocean Breeze.

MILITARY SERVICE & LEADERSHIP

Mr. Nicoletti served for nearly 33 years in the United States Army (Active and Reserve), retiring at the rank of Colonel and earning the Legion of Merit. As a member of the Judge Advocate General's (JAG) Corps, he served as Chief of Administrative Law at Fort Stewart, Georgia, commanding operations during Operations Desert Shield and Desert Storm. He also served as Staff Judge Advocate for Joint Task Force New Hope in El Salvador and commanded the 174th Legal Support Organization.

Professional Resume

LEGAL & EXECUTIVE EXPERIENCE

TG LAW PLLC — West Palm Beach, FL Of Counsel

2024—Present

- Provides legal advisory support in the areas of local government law, commercial and residential real estate, business transactions, and administrative trials.
- Advises public and corporate clients utilizing over four decades of municipal administrative trial expertise.

PAUL J. NICOLETTI, ATTORNEY AT LAW — Stuart, FL Sole Practitioner

2017—Present

- Maintains an AV Preeminent part-time practice specializing in administrative, corporate, local governmental, and land use law.
- Provides legal services for business transactions, commercial/residential real estate, wills, trusts, and probate.

CITY OF STUART — Stuart, FL Interim City Attorney

2005—2023

April 2023—October 2023

- Managed legal operations, advised the City Commission, drafted codes, and led state-level municipal representation.

City Manager

May 2011—July 2017

- Appointed chief executive responsible for all municipal operational activities, directing 350 employees and a \$45 million combined budget.
- Directly supervised 11 department heads, spearheaded annual budget creation, and enforced all city charter regulations.

City Attorney

September 2005—May 2011

- Responsible to the City Commission for all corporate legal operations. Drafted ordinances, resolutions, and structural contracts.
- Supervised municipal litigation, prosecuted code enforcement, and served as chief counsel to city departments.

MOYLE FLANIGAN KATZ RAYMOND & SHEEHAN, P.A. — West Palm Beach, FL

2003—2005

Shareholder

- Specialized in administrative, corporate, governmental, and land use litigation representing individuals, corporations, and municipalities.

PAUL J. NICOLETTI, P.A. / NICOLETTI BLOCK DUFFY...

1991—2003

—West Palm Beach, FL

SoleShareholder

- Directed an AV-rated firm of up to six attorneys specializing in public infrastructure contracts, banking, and zoning trials.
- 1990—1991

UNITED STATES ARMY (ACTIVE DUTY)

—Fort Stewart, GA

Chief, Administrative Law

- Commanded a six-attorney administrative operations division supporting Operations Desert Shield and Desert Storm.
 - Served as chief administrative legal counsel for the Post Senior Commander regarding government contracting and environmental law.

SULLIVAN AND NICOLETTI, P.A. / GIBSON & ADAMS, P.A.

1984—1990

—West Palm Beach, FL

Shareholder/Associate

- Represented multiple municipal entities, handling commercial banking, real estate closings, and governmental administrative litigation.
 - Served as Town Attorney for the Town of Ocean Ridge (1984—1999) and Town of South Palm Beach (1990—2005).

VILLAGE OF NORTH PALM BEACH

1975—1980

—North Palm Beach, FL

VillageManager

- Chief Administrative Officer directing a 200-employee municipal framework and a \$3.5 million annual operating budget.

CITY OF WEST PALM BEACH

1973—1975

—West Palm Beach, FL

AssistantCityManager

- Managed daily operations and analysis across Planning, Engineering, and Public Works; served as Acting City Manager.

EDUCATION & CREDENTIALS

Nova Southeastern University

1983

Juris Doctor (J.D.) —Graduated in Top 20% of Class

Florida Atlantic University

1975

Master of Public Administration (M.P.A.) —3.9 GPA

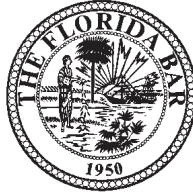
LaSalle University

1969

Bachelor of Arts (B.A.) in Political Science

PROFESSIONAL LEADERSHIP & COMMUNITY SERVICE

- **The Florida Bar:** Board Certified in City, County, and Local Government Law (1996—Present); Former Chair and Member of the Local Government Law Certification Committee (2009—2014).
- **Civic Leadership:** Former President and Board Member of the Mental Health Association of Palm Beach County and Mental Health Associations in Florida; National Board Member of the NMHA.
- **Community Posts:** Leadership Palm Beach County (Class of 2000); President and Member of the Guild of Catholic Lawyers of Palm Beach Diocese; Commander Knight of Grace, Order of St. John.



The Florida Bar

651 East Jefferson Street
Tallahassee, FL 32399-2300

Joshua E. Doyle
Executive Director

850/561-5600
www.FLORIDABAR.org

State of Florida)
County of Leon)

In Re: 1009366
Gemma Torcivia
TG Law PLLC
515 N Flagler Dr Ste 350
West Palm Beach, FL 33401-4349

I CERTIFY THE FOLLOWING:

I am the custodian of membership records of The Florida Bar.

Membership records of The Florida Bar indicate that The Florida Bar member listed above was admitted to practice law in the state of Florida on **July 25, 2018**.

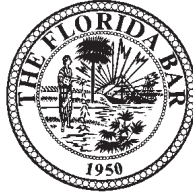
The Florida Bar member above is an active member in good standing of The Florida Bar who is eligible to practice law in the state of Florida.

Dated this 23rd day of **September, 2025**.

Cynthia B. Jackson, CFO
Administration Division
The Florida Bar

PG:R10
CTM-370307





The Florida Bar

651 East Jefferson Street
Tallahassee, FL 32399-2300

Joshua E. Doyle
Executive Director

850/561-5600
www.FLORIDABAR.org

State of Florida)

County of Leon)

In Re: 0722960
Jennifer Dominique Cockcroft
City of Sebastian City Attorney
1225 Main St
Sebastian, FL 32958-4165

I CERTIFY THE FOLLOWING:

I am the custodian of membership records of The Florida Bar.

Membership records of The Florida Bar indicate that The Florida Bar member listed above was admitted to practice law in the state of Florida on **May 3, 2004**.

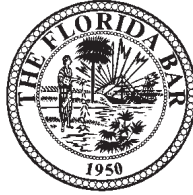
The Florida Bar member above is an active member in good standing of The Florida Bar who is eligible to practice law in the state of Florida.

Dated this 23rd day of **September, 2025**.

Cynthia B. Jackson, CFO
Administration Division
The Florida Bar

PG:R10
CTM-370269





The Florida Bar

651 East Jefferson Street
Tallahassee, FL 32399-2300

Joshua E. Doyle
Executive Director

850/561-5600
www.FLORIDABAR.org

State of Florida)

County of Leon)

In Re: 1031414
Zackery VonCarlo Good
Mr. Zackery VonCarlo Good
734 NW 75th St
Miami, FL 33150-3351

I CERTIFY THE FOLLOWING:

I am the custodian of membership records of The Florida Bar.

Membership records of The Florida Bar indicate that The Florida Bar member listed above was admitted to practice law in the state of Florida on **September 23, 2021**.

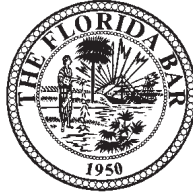
The Florida Bar member above is an active member in good standing of The Florida Bar who is eligible to practice law in the state of Florida.

Dated this 23rd day of **September, 2025**.

Cynthia B. Jackson, CFO
Administration Division
The Florida Bar

PG:R10
CTM-370160





The Florida Bar

651 East Jefferson Street
Tallahassee, FL 32399-2300

Joshua E. Doyle
Executive Director

850/561-5600
www.FLORIDABAR.org

State of Florida)

County of Leon)

In Re: 0366269
Paul Joseph Nicoletti
Paul J. Nicoletti, Attorney at Law
1445 SE Lark Blvd
Stuart, FL 34996-2609

I CERTIFY THE FOLLOWING:

I am the custodian of membership records of The Florida Bar.

Membership records of The Florida Bar indicate that The Florida Bar member listed above was admitted to practice law in the state of Florida on **May 25, 1983**.

The Florida Bar member above is an active member in good standing of The Florida Bar who is eligible to practice law in the state of Florida.

Dated this 23rd day of **September, 2025**.

Cynthia B. Jackson, CFO
Administration Division
The Florida Bar

PG:R10
CTM-370246





The Florida Bar

651 East Jefferson Street
Tallahassee, FL 32399-2300

Joshua E. Doyle
Executive Director

850/561-5600
www.FLORIDABAR.org

State of Florida)

County of Leon)

In Re: 0092598
Kate Elizabeth Watson
TG LAW PLLC
515 N Flagler Dr Ste 350
West Palm Beach, FL 33401

I CERTIFY THE FOLLOWING:

I am the custodian of membership records of The Florida Bar.

Membership records of The Florida Bar indicate that The Florida Bar member listed above was admitted to practice law in the state of Florida on **September 27, 2011**.

The Florida Bar member above is an active member in good standing of The Florida Bar who is eligible to practice law in the state of Florida.

Dated this 22nd day of **June, 2026**.

Cynthia B. Jackson, CFO
Administration Division
The Florida Bar

PG:R10
CTM-418545



SIGNATURE, ACKNOWLEDGMENT & CERTIFICATION

By submitting this proposal, the undersigned confirms they are a duly authorized agent of the firm, authorized to legally bind the entity to all terms, conditions, and fee schedules set forth in this RFP response.

Firm Submitting: TG Law PLLC

Business Structure: Professional Limited Liability Company

Federal Employer ID (FEIN): 85-3871911

Primary Office Address: 515 N. Flagler Drive, Suite 350, West Palm Beach, Florida 33401

Authorized Representative Signature: 

Printed Name: Gemma Torcivia, Esq.

Title: Managing Partner

gtorcivia@tgjustice.com | (561) 370-7360

RFP Number: RFP: 2026-0522

Submission Date: June 26, 2026



HISTORIC TOWN OF EATONVILLE,
FLORIDA

TOWN COUNCIL WORKSHOP

AUGUST 4, 2026, AT 06:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Discussion of the Request For Proposals (RFP) submitted for General Legal Services for the Town of Eatonville **(Administration)**

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS	YES	Department: ADMINISTRATION
INTRODUCTIONS		Exhibits: - RFP 2026-CE-0526 - Proposal from Attorney Greg Jackson
CONSENT AGENDA		
COUNCIL DISCUSSION		
ADMINISTRATIVE		

REQUEST: Requesting that the Town Council discuss for consideration the Request For Proposal (RFP) submitted By Attorney Greg Jackson for Special Magistrate Services for Code Enforcement hearings.

SUMMARY:
The Town of Eatonville solicited proposals from qualified law firms or individual attorneys licensed to practice law in the State of Florida to provide Special Magistrate Services for Code Enforcement hearings pursuant to Chapter 162, Florida Statutes, and the Town’s Code of Ordinances. The selected Special Magistrate will serve as an independent, quasi-judicial officer to hear and determine code enforcement cases brough by the town.

The RFP went out on May 26, 2026, with a deadline for June 26, 2026. One RFP was submitted for consideration.

RECOMMENDATION: - Recommending that the Town Council discuss for consideration the Request For Proposal (RFP) submitted By Attorney Greg Jackson for Special Magistrate Services for Code Enforcement hearings.

FISCAL & EFFICIENCY DATA: N/A

TOWN OF EATONVILLE, FLORIDA

307 E Kennedy Blvd · Eatonville, Florida 32751

REQUEST FOR PROPOSALS SPECIAL MAGISTRATE CODE ENFORCEMENT SERVICES

RFP No. 2026-CE-0526

Issue Date: May 26, 2026

Proposal Due: June 26, 2026 at 2:00 PM Eastern Standard Time

SECTION 1 – INTRODUCTION AND BACKGROUND

1.1 About the Town of Eatonville

The Town of Eatonville, Florida is one of the oldest African-American municipalities incorporated in the United States, established in 1887. Located in Orange County, the Town serves a tight-knit community and is governed by a Town Council with strong Mayor form of government. The Town operates with a commitment to responsive, equitable, and efficient municipal services.

1.2 Purpose of this RFP

The Town of Eatonville (hereinafter "Town" or "Issuing Authority") is soliciting competitive proposals from qualified individuals or firms to provide Special Magistrate services for Code Enforcement hearings pursuant to Chapter 162, Florida Statutes, and the Town's Code of Ordinances. The selected Special Magistrate will serve as an independent, quasi-judicial officer to hear and determine code enforcement cases brought by the Town.

1.3 Issuing Authority

Town: Town of Eatonville, Florida

Address: 307 E Kennedy Blvd, Eatonville, Florida 32751

RFP Number: 2026-CE-0526

Issue Date: June 26, 2026

Proposal Deadline: June 26, 2026 at 2:00 PM EST

SECTION 2 – SCOPE OF SERVICES

2.1 General Duties

The Special Magistrate shall perform all duties required by Chapter 162, Florida Statutes, the Town's Code of Ordinances, and any applicable Town resolutions, including but not limited to:

- Presiding over all Code Enforcement Board hearings scheduled by the Town, including regular, special, and emergency hearing sessions.
- Reviewing and ruling on all alleged violations of the Town's Code of Ordinances and applicable Florida Statutes referred by the Code Enforcement Division.
- Administering oaths and taking testimony from Town staff, property owners, witnesses, and other interested parties.
- Issuing findings of fact, conclusions of law, and written orders consistent with applicable law.
- Imposing fines, liens, and civil penalties in accordance with Chapter 162, Florida Statutes, and the Town's Code of Ordinances.
- Conducting lien reduction hearings and compliance hearings as requested by the Town.
- Reviewing and ruling on appeals and motions filed in connection with pending or decided cases.
- Maintaining impartiality, decorum, and adherence to due process in all proceedings.

2.2 Administrative Requirements

- Coordinating with the Town's Code Enforcement staff to establish hearing schedules, typically held on a monthly basis or as demand requires.
- Providing written orders within a reasonable time following each hearing, in a format acceptable to the Town Clerk for recording with Orange County.
- Maintaining accurate and complete records of all hearings, orders, and decisions, available to the Town upon request.
- Attending pre-hearing case reviews or coordination meetings with Town staff as needed.
- Providing guidance to Town staff regarding procedures, case preparation, and evidentiary requirements.

2.3 Estimated Hearing Volume

The Town currently anticipates approximately one hearing per month, with an average docket of five to fifteen (5–15) cases per hearing session. Hearing volume may vary seasonally and may increase as enforcement activity grows. The Town reserves the right to schedule additional hearings as needed without limitation.

2.4 Location of Services

Hearings shall be conducted at Eatonville Town Hall, 307 E Kennedy Blvd, Eatonville, Florida 32751, or at such other location as designated by the Town. The Town may consider hybrid or virtual hearing options upon mutual agreement.

SECTION 3 – MINIMUM QUALIFICATIONS

To be considered for this engagement, the Proposer/Magistrate must demonstrate ALL of the following minimum qualifications at the time of proposal submission:

1. Active, in good standing membership with The Florida Bar.
2. Minimum of five (5) years of experience practicing law in Florida, with demonstrated knowledge of Florida code enforcement law, administrative law, or municipal law.
3. Prior experience presiding over quasi-judicial hearings, code enforcement hearings, or serving as a hearing officer, special magistrate, or administrative law judge.
4. No conflict of interest with the Town of Eatonville or any of its officers, employees, or contractors.
5. Demonstrated ability to render timely, legally sound written orders and decisions.
6. Familiarity with Chapter 162, Florida Statutes, the Florida Evidence Code, and applicable local government procedures.

SECTION 4 – PROPOSAL SUBMISSION REQUIREMENTS

4.1 Proposal Format

Proposals shall be submitted in a single PDF document (plus a separate sealed fee proposal), organized as follows, with each section clearly labeled:

- Cover Letter (maximum 2 pages)
- Table of Contents
- Section A: Firm/Proposer Overview
- Section B: Qualifications and Experience
- Section C: Proposed Magistrate(s) – Resumes and Credentials
- Section D: Understanding of Scope and Proposed Approach
- Section E: References
- Section F: Disclosures, Conflicts, and Certifications
- Section G: Fee Proposal (sealed separately)

4.2 Cover Letter

The cover letter must be signed by an authorized representative of the Proposer and must include:

- Full legal name, address, and contact information of the Proposer.

- Statement confirming the Proposer has read and understands the RFP in its entirety.
- Affirmation that all information provided is accurate and complete.
- Statement of any known conflicts of interest or a declaration that none exist.

4.3 Qualifications and Experience

Proposers shall provide:

- A brief history and description of the firm or individual practice.
- A description of experience providing Special Magistrate or hearing officer services to Florida municipalities or counties, including names of jurisdictions served (if not confidential), approximate case volumes, and the nature of services provided.
- Representative examples of code enforcement orders or decisions (redacted as necessary to protect third-party privacy).
- A list of current engagements as Special Magistrate or hearing officer, including the name of each jurisdiction.

4.4 Proposed Magistrate(s)

For each individual proposed to serve as Special Magistrate:

- Full resume or curriculum vitae, including Florida Bar number and date of admission.
- Description of relevant experience in code enforcement, administrative, or municipal law.
- List of jurisdictions for which the individual currently serves or has previously served as Special Magistrate or equivalent.
- Any disciplinary history with The Florida Bar (disclose or state none).

4.5 Proposed Approach

Proposers shall provide a narrative (maximum 3 pages) describing:

- Understanding of the Town's needs and the applicable legal framework under Chapter 162, Florida Statutes.
- Proposed hearing procedures, including approach to due process, evidentiary standards, and case management.
- Process for issuing written orders and coordinating with Town staff.
- Availability to accommodate the Town's scheduled and special hearing needs.
- Any value-added services, innovations, or technology the Proposer would bring to the engagement.

4.6 References

Proposers shall provide a minimum of three (3) references from current or recent clients for whom Special Magistrate or hearing officer services were provided. Each reference must include:

- Name and title of contact person.

- Name and address of municipality or entity.
- Telephone number and email address.
- Description of services provided and approximate dates of engagement.

4.7 Fee Proposal

The Fee Proposal shall be submitted in a SEPARATELY SEALED envelope or PDF marked "FEE PROPOSAL – CONFIDENTIAL – RFP 2025-CE-001" and must include:

- Hourly rate for hearing time (preparation, presiding, and deliberation).
- Hourly rate for administrative time (order drafting, staff coordination, legal research).
- Flat rate per hearing session (if preferred).
- Any travel, mileage, or incidental cost schedule.
- Proposed not-to-exceed annual fee estimate based on the anticipated hearing volume described in Section 2.3.

SECTION 5 – SUBMISSION INSTRUCTIONS

5.1 Deadline and Delivery

All proposals must be received by the Town no later than:

June 26, 2026 at 2:00 PM Eastern Standard Time

Late proposals will not be accepted under any circumstances. The Town shall not be responsible for delays caused by mail, courier, or electronic transmission failures.

5.2 Submission Method

Proposals may be submitted by any of the following methods:

- Electronic Submission: Submit one (1) PDF via email to the Finance Director at kgibson@townofeatonville.org with the subject line: "RFP 2026-CE-0526 – Special Magistrate Proposal – [Firm Name]." The Fee Proposal must be submitted as a separately attached, clearly labeled PDF.
- Physical Submission: Deliver one (1) original and three (3) copies to: Finance Department, Town of Eatonville, 307 E Kennedy Blvd, Eatonville, Florida 32751. The outer envelope/package must be clearly labeled: "RFP 2026-CE-0526 – Special Magistrate Proposal – DO NOT OPEN." The sealed Fee Proposal must be included inside the package.

5.3 Questions and Clarifications

All questions regarding this RFP must be submitted in writing via email to the Finance Department no later than June 18, 2026. Questions and official responses will be posted on the

Town's website. Proposers shall not contact any other Town official, employee, or elected official regarding this RFP; doing so may result in disqualification.

5.4 Pre-Proposal Conference

An optional pre-proposal conference will be held on June 11, 2025 at 10:00 AM EST at Town Hall, 307 E Kennedy Blvd, Eatonville, Florida 32751. Attendance is not mandatory but is strongly encouraged. Proposers wishing to attend should notify the Town Clerk by June 9, 2025.

SECTION 6 – PROCUREMENT SCHEDULE

Milestone	Date
RFP Issued	May 26, 2026
Pre-Proposal Conference (Optional)	June 11, 2026 – 10:00 AM EST
Deadline for Written Questions	June 18, 2026 – 5:00 PM EST
Proposal Submission Deadline	June 26, 2026 – 2:00 PM EST

All dates are subject to change at the Town's discretion. Any changes will be communicated via addendum posted on the Town's official website.

SECTION 7 – EVALUATION CRITERIA AND PROCESS

7.1 Evaluation Criteria

Proposals will be evaluated by a Town-appointed Evaluation Committee using the following weighted criteria:

Evaluation Criteria	Maximum Points
Qualifications & Experience of Firm	25
Qualifications & Experience of Assigned Magistrate(s)	30

Understanding of Scope & Proposed Approach	20
References & Past Performance	15
Fee Proposal	10

7.2 Evaluation Process

The Evaluation Committee will review all responsive, responsible proposals against the criteria above. The Committee may invite top-ranked proposers for interviews or presentations. Fee proposals will be opened only after the technical evaluation is complete. The Town reserves the right to negotiate final terms and fees with one or more proposers.

7.3 Award

The Town Council will make the final award decision. Award of the contract is subject to Town Council approval and is not effective until a fully executed contract is in place. The Town reserves the right to reject any or all proposals, to waive technicalities, and to make the award that best serves the interests of the Town.

SECTION 8 – TERMS, CONDITIONS, AND LEGAL NOTICES

8.1 Right to Reject

The Town reserves the right, in its sole and absolute discretion, to reject any or all proposals, to accept any proposal deemed most advantageous to the Town, to cancel this RFP, to re-issue this RFP, or to waive any irregularities or informalities in any proposal.

8.2 No Obligation

This RFP does not commit the Town to award a contract, to pay any costs incurred in the preparation of proposals, or to procure or contract for services. All costs associated with preparing and submitting a proposal are the sole responsibility of the Proposer.

8.3 Public Records

All proposals and related documents become public records upon submission, subject to the public records laws of the State of Florida, Chapter 119, Florida Statutes. Proposers shall not designate entire proposals as confidential or proprietary; any request to exempt specific information must cite the applicable statutory exemption.

8.4 Conflict of Interest

Proposers must disclose any actual or potential conflicts of interest with the Town, including any current or prior legal representation of parties adverse to the Town, any familial or financial

relationships with Town officials or employees, or any other matters that could impair the impartial exercise of the Magistrate's duties. Failure to disclose a known conflict may result in immediate disqualification and termination of any resulting contract.

8.5 Independent Contractor

The selected Proposer will serve as an independent contractor. The Special Magistrate is not an employee of the Town and is not entitled to employee benefits, workers' compensation, or unemployment insurance. The Magistrate is solely responsible for all federal, state, and local taxes on compensation received.

8.6 Insurance

The selected Proposer shall maintain, at minimum, the following insurance throughout the term of the contract:

- Professional Liability (Errors & Omissions): \$1,000,000 per occurrence / \$2,000,000 aggregate.
- General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate.
- Such other coverage as the Town may reasonably require.

The Town of Eatonville shall be named as an additional insured on all applicable policies. Certificates of insurance must be provided prior to contract execution.

8.7 Addenda

The Town may issue addenda to this RFP at any time prior to the proposal deadline. All addenda will be posted on the Town's official website and will be binding. Proposers are responsible for checking the Town's website for updates. Failure to acknowledge addenda may result in disqualification.

8.8 Governing Law

This RFP and any resulting contract shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any legal action shall be in Orange County, Florida.

8.9 Americans with Disabilities Act

The Town of Eatonville complies with the Americans with Disabilities Act. People requiring special accommodation to participate in any hearing, conference, or public meeting related to this procurement should contact the Town Clerk at least 72 hours in advance.

SECTION 9 – CONTRACT TERMS

The selected Proposer will be required to fulfil a Professional Services Agreement with the Town of Eatonville. Key contract terms will include:

- Initial Term: Two (2) years commencing, with up to two (2) additional one-year renewal options at the Town's sole discretion.
- Compensation: As negotiated based on the fee proposal and final agreed terms.
- Termination for Convenience: Either party may terminate the contract upon thirty (30) days' written notice.
- Termination for Cause: The Town may terminate immediately upon written notice for material breach, ethical violations, loss of Florida Bar licensure, or conviction of a crime involving moral turpitude.
- Performance Standards: Timely issuance of written orders; compliance with all applicable statutes and ordinances; maintenance of impartiality.
- Indemnification: Standard municipal indemnification provisions in favor of the Town.

The Town reserves the right to modify contract terms during negotiation. The Proposer's submission of a proposal constitutes acceptance that the Town's standard contract form may be used as the basis for negotiation.

SECTION 10 – REQUIRED CERTIFICATIONS AND SIGNATURES

By submitting a proposal, the Proposer certifies and represents that:

7. The information contained in the proposal is accurate, complete, and not misleading.
8. The Proposer has not engaged in collusion, fraud, or unethical conduct in connection with this RFP.
9. The Proposer is not currently debarred or suspended from contracting with any federal, state, or local governmental entity.
10. The Proposer is in compliance with all applicable federal, state, and local laws and regulations, including but not limited to Florida's public records laws.
11. The Proposer understands and agrees to the terms and conditions set forth in this RFP.
12. All proposed personnel meet the minimum qualifications set forth in Section 3.

Authorized Signature: _____ Date: _____

Printed Name: _____

Title: _____

Firm / Organization: _____

Florida Bar Number (if applicable): _____

Address: _____

Phone: _____ Email: _____

END OF REQUEST FOR PROPOSALS

Town of Eatonville · 307 E Kennedy Blvd · Eatonville, Florida 32751
RFP No. 2026-CE-0526 · Special Magistrate Code Enforcement Services

Gregory Jackson, Esq. | RFP No. 2026-CE-0526 | Special Magistrate Proposal

PROPOSAL IN RESPONSE TO
Request for Proposals
Special Magistrate – Code Enforcement Services
RFP No. 2026-CE-0526

Submitted to:
Town of Eatonville, Florida
Finance Department – kgibson@townofeatonville.org
307 E Kennedy Blvd, Eatonville, Florida 32751

Submitted by:
Gregory Jackson, Esq.
299 Loraine Drive
Altamonte Springs, FL 32714
Central Florida
Florida Bar No.: 503126
Phone: (321) 328-8807
Proposal Submission Date: June 3, 2026

TABLE OF CONTENTS

Section A – Cover Letter

Section A – Firm/Proposer Overview

Section B – Qualifications and Experience

Section C – Proposed Magistrate – Resume and Credentials

Section D – Understanding of Scope and Proposed Approach

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Section G – Fee Proposal

Section 10 – Required Certifications and Signature

COVER LETTER

June 3, 2026

Finance Director Katrina Gibson
307 E Kennedy Blvd
Eatonville, Florida 32751
kgibson@townofeatonville.org

Re: RFP No. 2026-CE-0526 – Special Magistrate Code Enforcement Services

Dear Finance Director Gibson:

I am pleased to submit this proposal in response to the Town of Eatonville's Request for Proposals for Special Magistrate Code Enforcement Services (RFP No. 2026-CE-0526). As a Florida-licensed attorney with extensive experience in civil litigation, municipal law, administrative proceedings, and quasi-judicial hearings, I am uniquely qualified to serve the Town in this capacity with the highest standards of legal competency, fairness, and due process.

I have read and fully understand the RFP in its entirety. All information provided in this proposal is accurate and complete. I affirm that I have no known conflicts of interest with the Town of Eatonville, its officers, employees, contractors, or elected officials that would impair my ability to serve as an impartial Special Magistrate. Should any potential conflict arise during the course of any engagement, I will promptly disclose it in writing to the Town.

The Town of Eatonville holds a singular place in American history as one of the oldest incorporated African-American municipalities in the United States. I am deeply familiar with the Town, its community, and the civic values that define its governance. I understand that effective, equitable, and legally sound code enforcement is essential to preserving the character, safety, and vitality of Eatonville's neighborhoods. I am committed to fulfilling this role with the dignity and impartiality the community deserves.

I am available to accommodate the Town's scheduled monthly hearing sessions as well as any special or emergency hearings as required. I am committed to delivering timely written orders, maintaining accurate hearing records, and providing guidance to Town staff that enhances the quality and efficiency of the code enforcement process.

I welcome the opportunity to discuss this proposal further at the Town's convenience. Please do not hesitate to contact me directly.

Respectfully submitted,

/s/ Gregory Jackson
Gregory Jackson, Esq.
Florida Bar No.: 503126
(321) 287-8807 | flageneralcounsel@gmail.com

SECTION A: PROPOSER OVERVIEW

Gregory Jackson is a skilled trial attorney with extensive experience with government law experience who has served as an Assistant Attorney General for the State of Florida overseeing the litigation and trial activities for the Northern Bureau of the Consumer Protection Agency. Attorney Jackson has also served on numerous county and municipal board, to include serving as Chair of the Orange County Board of Zoning Adjustment, a quasi-judicial body that reviews evidence, hears witness statements, code enforcement officer when applicable, and makes determination related to variance, special exceptions and appeals to the Zoning Manager. Attorney Jackson has also served as General Counsel for the Town of Eatonville Community Redevelopment Agency (TOECRA), where he provides ongoing legal guidance on redevelopment law, code enforcement, governance matters, contract drafting, and compliance with Florida Statutes Chapter 163.

Attorney Jackson is deeply rooted in the Orange County community, to include Eatonville, having been actively involved in civic and community affairs for many years. His combination of quasi-judicial experience, municipal law knowledge, and personal familiarity with the Town's history and values makes him exceptionally well-suited to serve as Eatonville's Special Magistrate.

SECTION B: QUALIFICATIONS AND EXPERIENCE

Florida Bar Membership & Standing

Gregory Jackson is an active member of The Florida Bar in good standing. He has been licensed to practice law in Florida for approximately 25 years and maintains compliance with all continuing legal education requirements and Bar regulations. Attorney Jackson is a member of the Trial Lawyer Section, as well as the City, County and Local Government Law Section of the Florida Bar. Attorney Jackson is currently in the process of seeking Board Certification in Civil Trial.

Code Enforcement, Municipal Law Experience and Quasi-Judicial Experience

Attorney Jackson brings a multi-dimensional legal background directly applicable to code enforcement proceedings under Chapter 162, Florida Statutes. His relevant experience includes:

- Service on the Orange County Board of Zoning Adjuster as Chair and District 2 Representative, presiding over matters involving, variance, special exceptions, as well as code enforcement issues.
- Service as General Counsel to TOECRA, advising on municipal governance, redevelopment law, compliance with Florida Statutes, due process obligations, and quasi-judicial hearing procedures.
- Extensive civil litigation experience in Florida state courts, including jury trials, evidentiary hearings, and matters requiring application of the Florida Evidence Code.
- Familiarity with Chapter 162, Florida Statutes governing code enforcement; Chapter 163 governing community redevelopment; and applicable local government law throughout Central Florida.

Current Special Magistrate Engagements

Not Applicable at this time.

SECTION C: PROPOSED MAGISTRATE – RESUME AND CREDENTIALS

Name	Gregory Jackson, Esq.
Florida Bar No.	503126
Date of Admission	October 2001
Firm	N/A
Email	flageneralcounsel@gmail.com
Phone	(407) 564-6604
Bar Discipline	None

Professional Experience

See attached resume.

SECTION D: UNDERSTANDING OF SCOPE AND PROPOSED APPROACH**Understanding of the Town's Needs and Legal Framework**

The Town of Eatonville seeks a legally qualified, impartial Special Magistrate to preside over code enforcement proceedings pursuant to Chapter 162, Florida Statutes. Chapter 162 establishes a quasi-judicial process through which municipalities may enforce their codes of ordinances, imposing fines, liens, and compliance obligations on property owners found to be in violation. The Special Magistrate serves as the independent adjudicatory officer in these proceedings, responsible for ensuring that each hearing comports with the requirements of due process, applicable evidentiary standards, and the procedural mandates of both Chapter 162 and the Town's Code of Ordinances.

I understand that the Town anticipates approximately one hearing per month with dockets ranging from 5 to 15 cases, and that hearing volume may increase as code enforcement activity grows. I am fully prepared to accommodate this schedule and any additional or emergency hearings the Town may require. My current experience as an active Special Magistrate gives me immediate familiarity with the practical rhythms and administrative demands of a municipal code enforcement docket.

Proposed Hearing Procedures

I will conduct all hearings in accordance with Chapter 162, Florida Statutes, the Town's Code of Ordinances, and applicable Florida law. My approach to each hearing session will include the following:

- **Pre-Hearing Coordination:** I will review the case docket in advance of each hearing and coordinate with the Town's Code Enforcement staff to address any procedural issues, ensure adequate notice has been provided to property owners, and confirm that the Town's documentary evidence is properly organized and ready for presentation.
- **Due Process and Notice:** Every property owner will be afforded proper notice of the hearing, an opportunity to be heard, and a fair and impartial determination on the merits. I am attentive

to due process requirements and will identify and address any notice defects before proceeding on the merits.

- Evidentiary Standards: Hearings will be conducted in accordance with the Florida Evidence Code as applied in administrative proceedings, utilizing a relaxed but orderly evidentiary standard appropriate to quasi-judicial code enforcement hearings. I will administer oaths, receive testimony and documentary evidence, and rule on objections in a manner consistent with applicable law.
- Case Management: I will maintain firm but fair control of the docket to ensure hearings proceed efficiently. Cases will be called in order, default findings entered where appropriate for properly noticed cases with no appearance, and contested cases heard in a structured, organized manner.

Written Orders

Written orders will be issued within a reasonable time following each hearing, typically within ten (10) to fourteen (14) business days. Each order will contain findings of fact, conclusions of law, and the specific relief granted, in a form suitable for recording with the Orange County Clerk of Courts as required by Chapter 162. I will coordinate directly with the Town Clerk's office to ensure orders are formatted and transmitted in accordance with the Town's recording procedures.

Staff Guidance and Support

I will provide guidance to Town code enforcement staff on case preparation, evidence documentation, notice requirements, and hearing procedure. I am available by phone and email between hearing dates to answer procedural questions and assist staff in developing sound case files that will withstand legal scrutiny.

Availability

I am available for the Town's monthly hearing schedule and any special or emergency hearings as needed. I can confirm specific hearing dates upon contract execution and will prioritize the Town's hearing calendar. I am also available for pre-hearing conferences, site-related coordination meetings, and lien reduction hearings on mutually agreed dates.

Value-Added Services

- I am willing to attend and conduct hearings in hybrid or virtual format using standard video conferencing platforms if the Town elects to exercise that option.
- I can provide the Town's code enforcement staff with periodic written guidance on case preparation best practices to strengthen the quality of the Town's enforcement record.
- My existing relationship with TOECRA and familiarity with Eatonville's community context means I can begin service immediately without an onboarding learning curve.

SECTION E: REFERENCES

The following references are provided from current or recent clients for whom Special Magistrate, hearing officer, or related municipal legal services have been provided:

Reference 1

Contact Name/Title Rod Love, Former Orange County Commissioner
Municipality / Entity Community Synergy Group
Phone / Email (407) 464-0008 | comsg@comsg.net
Services Provided Apopka Task Force Legal Consultant

Reference 2

Contact Name/Title Bryan Nelson, Former Apopka Mayor
Municipality / Entity City of Apopka
Phone / Email (407) 963-9840 | BNelsonIns@aol.com
Services Provided No direct services

Reference 3

Contact Name/Title Wanda Randolph, TOECRA Board Member
Municipality / Entity Town of Eatonville CRA
Phone / Email (407) 435-3520 | wrandolph@townofeatonville.org
Services Provided TOECRA General Counsel

SECTION F: DISCLOSURES, CONFLICTS, AND CERTIFICATIONS**Conflicts of Interest**

Gregory Jackson, Esq., has no actual or potential conflicts of interest with the Town of Eatonville, its elected officials, appointed officers, employees, or contractors that would impair his ability to serve as an impartial Special Magistrate. Specifically:

- Attorney Jackson has represented the TOECRA in a matter adverse to the Town of Eatonville, which has since resolved.
- Attorney Jackson has no familial relationships with any current Town official, employee, or contractor that would create a conflict.
- Attorney Jackson's role as General Counsel to TOECRA is a related but legally distinct entity from the Town itself. He is aware of the distinction and will maintain strict impartiality in all code enforcement matters. Should any matter arise in which a TOECRA-related party appears before him in a code enforcement hearing, he will promptly disclose the relationship and recuse himself if appropriate.
- Should any conflict, real or perceived, arise during the term of any engagement, Attorney Jackson will disclose it in writing immediately and will defer to the Town's direction on recusal.

Florida Bar Disciplinary History

Gregory Jackson, Esq., has no disciplinary history, pending complaints, or sanctions on file with The Florida Bar.

Debarment / Suspension

Attorney Jackson is not currently debarred or suspended from contracting with any federal, state, or local government entity.

Public Records Compliance

Attorney Jackson acknowledges that this proposal and all related documents become public records upon submission pursuant to Chapter 119, Florida Statutes. No portion of this proposal is designated as confidential or proprietary.

SECTION G: FEE PROPOSAL**CONFIDENTIAL – FEE PROPOSAL**

RFP No. 2026-CE-0526 – Special Magistrate Code Enforcement Services

Service / Time Category	Rate
Hearing Preparation Time	\$250.00 per hour
Hearing Time (Presiding and deliberation)	\$250.00 per hour
Administrative Time (order drafting, staff coordination, legal research)	\$250.00 per hour
Travel / Mileage	IRS standard mileage rate (if applicable); no travel charge for Eatonville hearings within Central Florida area
Other Incidental Costs	None anticipated

Estimated Annual Not-to-Exceed Fee

Based on the anticipated hearing volume described in Section 2.3 of the RFP (approximately one hearing per month with 5–15 cases per session), the following estimate is provided:

Component	Est. Hours / Year	Est. Annual Cost
Hearing Preparation Time (2 -5 hours per session)	24 – 60 hrs	\$6,000 - \$15,000
Hearing time (12 sessions × avg. 4 hours)	48 hrs	\$12,000
Administrative time (order drafting, coordination)	30 hrs	\$7,500
ESTIMATED ANNUAL TOTAL	~60 hrs	\$25,500 - \$34,500

This estimate is based on the anticipated hearing volume in the RFP. Actual costs will be billed at \$250.00 per hour for actual time worked. The Town will only be charged for hours actually expended. No retainer is required. I am willing to negotiate a not-to-exceed cap on a per-session or annual basis at the Town's discretion.

REQUIRED CERTIFICATIONS AND SIGNATURE

By submitting this proposal, the undersigned certifies and represents that:

- The information contained in this proposal is accurate, complete, and not misleading.
- The Proposer has not engaged in collusion, fraud, or unethical conduct in connection with this RFP.
- The Proposer is not currently debarred or suspended from contracting with any federal, state, or local governmental entity.
- The Proposer is in compliance with all applicable federal, state, and local laws and regulations, including Florida's public records laws.
- The Proposer understands and agrees to the terms and conditions set forth in this RFP.
- All proposed personnel meet the minimum qualifications set forth in Section 3.

Authorized Signature:

/s/ Gregory Jackson

Gregory Jackson, Esq.

Florida Bar No.: 503126

299 Loraine Drive

Altamonte Springs, FL 32714

(407) 564-6604 | flageneralcounsel@gmail.com

GREGORY A. JACKSON, ESQ.
 712 PRIMROSE WILLOW WAY
 APOPKA, FL 32712
 CELL: (321) 287-8807
 PRIMARY EMAIL: gregory_jacksonesq@yahoo.com
 SECONDARY EMAIL: flageneralcounsel@gmail.com

EMPLOYMENT EXPERIENCE

Dan Newlin Injury Attorneys, Orlando, FL

- Trial Attorney: January 2019 to present

Conroy Simherg, P.A., Orlando, FL

- Partner: September 2012 to January 2019

Office of the Attorney General, Department of Legal Affairs, Jacksonville, FL

- Assistant Attorney General, Economic Crimes: January 2010 to September 2012

Gregory Jackson & Associates, LLC, Orlando, FL

- President/Owner: September 2008 to January 2010

Bobo, Ciotoli, Bocchino, Newman & Corsini, P.A., Orlando, FL

- Shareholder: November 2001 to September 2008

Zimmerman, Shuffield, Kiser & Sutcliffe, P.A., Orlando, FL

- Associate: August 2000 to October 2001

EDUCATION

- *Florida State University College of Law*, Juris Doctor (2000)
 - Florida State University Law Review, Notes & Comments Editor (1998 and 1999)
 - FSU Land Use & Environmental Law Journal, Staff Member (1998 to 2000)
 - Florida Department of Corrections, Legal Intern (1999)
 - Florida Department of Business & Professional Regulations, Legal Intern / Qualified Representative (1999)
- *University of North Florida*, Master of Health Administration (1997)
- *Florida A&M University*, Bachelor of Science (1994)

MILITARY EXPERIENCE

United States Navy Reserve, CENTCOMINT 0174

- Naval Intelligence Analyst (Top Secret Security Clearance): 2001 to 2004

Florida National Guard, Company A, 3rd Battalion 124th Infantry

- Specialist (11C)/E-4: 1988-1994; Inactive Reserve: 1994 to 1996

GOVERNMENT / CITIZEN BOARD / ADVISORY COMMITTEE APPOINTMENTS

- *Orange County Board of Zoning Adjustment*, Chairman and District 2 Representative (2015 to 2020)
- *Eatonville Community Redevelopment Agency*, General Counsel Appointed by the TOECRA Board (2014 – 2020; 2022 – Present)
- *Orange County Public Schools Unitary Status Advisory & Oversight Committee*, (2017 OCPS District 7 Appointee of Board Member Christine Moore)
- *City of Orlando Affordable Housing Advisory Committee* (2017 to 2020 Appointee of City of Orlando Mayor)
- *Central Florida Urban League*, Community Task Force (2015 to 2017)
- *Civic Facilities Authority*: City of Orlando Representative (2005 to 2007 Appointee of City of Orlando Mayor)
- *City of Orlando Certification Appeal Board* (2002)
- *City of Orlando Certification Board*: Board Member (2001 to 2002)
- *Metro Plan Orlando Citizens' Advisory Committee*: Orange County Representative (2001 to 2002)

HONORS

- National Black Lawyers Top 100 (2020 to 2024)
- Lawyers of Distinction (2023)
- Elite Lawyer (2020)
- Orlando Style Magazine Attorneys of the Year (2020)
- National Attorneys General Training & Research Institute, Scholar Albuquerque, NM (2010) and Austin, TX (2011)
- Central Florida Political Leadership Institute (2012 Graduate)
- Mayor Teresa Jacob's Orange County Experience Citizen's Program (Inaugural Class of 2013)

PROFESSIONAL, CIVIC & COMMUNITY
FRATERNAL AFFILIATIONS

- *Alpha Phi Alpha Fraternity, Inc.*, Life Member
- *Alpha Phi Omega National Service Fraternity, Inc.*, Life Member
- *Let's Talk About It, Radio Talk Show Host* on 1680AM WOKB (2017 to present)
- *Florida Bar Association*, Member of Trial Lawyers / City, County & Local Government Law Sections
- *Florida Municipal Attorneys Association*, Member (2016 to 2019)
- *Apopka Task Force on Violence*, Legal Advisor and Strategist on Governmental Policy (2016 to 2018), Co -Author of Legislative White Paper on Topic of Community Redevelopment Agencies

PROFESSIONAL CIVIC & COMMUNITY AFFILIATIONS (Cont.)

- Florida Bar Association, Government & Public Policy Advocacy (2017 to present), Consumer Protection Law Committee (2012 to 2018) and LOMAS Advisory Board (2007 to 2010)
- College Park Rotary Club, President and Foundation Chair (2015 to 2016)
- Small Business Development Center at University of Central Florida, Advisory Committee Member (2008 to 2018)
- Easter Seals of Central Florida, Advisory Board Member (2008 to 2010)
- Primrose Center, Inc., Board of Directors (2000 to 2004)
- West Orange Chamber of Commerce, Economic & Governmental Advocacy Committee Member (2012)
- U.S. District Court Middle District of Florida
- U.S. District Court Southern District of Florida (Government Lawyer Admission)
- Alpha Phi Omega National Service Fraternity, Inc.
- Alpha Phi Alpha Fraternity, Inc.
- Tehillah Magazine, Inc., Official Magazine of The Stellar Awards (2010 to 2012), Founder, Past Managing Editor and Chief Legal Officer
- Florida Department of Financial Services & Georgia Insurance Department, Past Continuing Education Instructor (2006 to 2010)*

*Past Instructor with course authority for: General Line (Property & Casualty), Health, Adjuster Law & Policy, Adjuster and Agents Ethics, Generic (life, health, variable, general lines and title) and Premium Discounts/Mitigation Options.



HISTORIC TOWN OF EATONVILLE

EATONVILLE, FLORIDA

TOWN COUNCIL WORKSHOP

AUGUST 4, 2025, AT 6:30 PM

Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Discussion of the Bruce and Winnie Mount Scholarship Program Results
(Administration/Clerk Office)

TOWN COUNCIL ACTION:

PROCLAMATIONS, AWARDS, AND PRESENTATIONS		Department: ADMINISTRATION/CLERK OFFICE
INTRODUCTIONS		Exhibits: <i>Support Documents will be provided after the July 31st Deadline</i>
CONSENT AGENDA		
COUNCIL DISCUSSION	YES	
ADMINISTRATIVE		

REQUEST: To discuss the results of the Bruce and Winnie Mount Scholarship Program Results.

SUMMARY: The Town of Eatonville Town Council wishes to award qualifying students a scholarship towards higher education honoring their accomplishments in graduating high school at a GPA of 2.5 or greater; as well as their efforts in giving back to community through volunteerism/community service.

In honor of the former and deceased Mayor Bruce Mount and his wife Winnie Mount, the Bruce and Winnie Mount Scholarship Program has been established to encourage and support new high school graduates, 1st year College Student (Freshman), and 2nd Year College Student (Sophomore) as they enter into the next phase of their academic experience beyond high school.

In considering the award amounts, new high school graduates will be given priority to scholarships awarded to selected recipients. The percentage of support will be determined as follows:

100%	High School Recipient (Senior)
75%	1st Year College Student (Freshman)
50%	2nd Year College Student (Sophomore)

RECOMMENDATION: Recommending that the town council discuss the results of the Bruce and Winnie Mount Scholarship Program.

FISCAL & EFFICIENCY DATA: N/A