



**Agenda
Special Meeting
of the Mary Esther City Council
February 19, 2024 - 4:00 PM**

195 Christobal Road – North, Mary Esther, FL 32569

- 1. INVOCATION**
- 2. CALL TO ORDER**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL**
- 5. NEW BUSINESS**
 - 5.1. Virtual Interviews for the Position of City Clerk**
- 6. ADJOURN**

******* PLEASE TURN OFF OR SILENCE ALL CELL PHONES *******

REMOTE MEETING ATTENDANCE

The virtual link to our meetings is posted in the calendar section of our website (www.cityofmaryesther.com) You may log into the meeting up to 10 minutes prior to the start time to ensure your connection is working properly.

All communications via the chat feature by online participants during city meetings are subject to Florida's public records laws and must be civil in public discourse whether written or spoken. Any private messages sent by online attendees during the meeting is strongly discouraged. Only messages sent to "All" or "Everyone" in the public forum will be addressed by the City Council or City staff during the meeting.

NOTES:

- 1) *Adjournment with continuation on the following day at 6:00 PM may be called if the meeting proceeds past 10 PM.*
- 2) *The City does not keep verbatim minutes as a matter of record. If a person decides to appeal any decision made by the Mary Esther City Council with respect to any matter considered at this meeting, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. See Florida Statute 286.0105*
- 3) *Any invocation that may be offered before the official start of the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council is not allowed by law to endorse the religious beliefs or views of this or any other speaker.*

AGENDA ITEM

Agenda Item 5.1.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, Administrative Coordinator

DATE: February 19, 2024

SUBJECT: Virtual Interviews for the Position of City Clerk

BACKGROUND:

In the February 5th council meeting, council was shown the results of how all the city clerk applicants ranked among one another. The council instructed staff that the top 5 would be invited to participate in a virtual interview in a special council meeting.

DISCUSSION:

The council will virtually interview each candidate for 30 minutes with the order being:

- Sheila Reitz at 4:10 PM CST
- Dillon Morris at 4:40 PM CST
- Natasha Peacock at 5:10 PM CST
- Kimberly Banning at 5:40 PM CST
- Ruth Bocchino at 6:10 PM CST

The Council will then discuss the candidates and how they would like to proceed from this point forward, with the recommendation being to choose which of the candidates they would like to give a final interview in person.

FINANCIAL IMPACT:

There is no financial impact related to this matter.

RECOMMENDATION:

Motion to interview the selected candidates in person.

ATTACHMENT(S):

1. City Clerk Virtual Interview Resumes

January 24, 2024

Greetings Mr. Morris,

As a recipient of the International Institute of Municipal Clerks (IIMC) E-Briefing Newsletter, I noticed that the City of Mary Esther has an opening for the position of City Clerk. I am very interested in the position and would like to explore the possibility of becoming the next city clerk for the City of Mary Esther.

As a person who prides myself in giving my very best to those around me, I believe my work is a personal reflection of the person I am. I strive to do any job to the best of my ability. My supervisors have recognized me as being a person of honesty and integrity. I get a great sense of accomplishment from helping others.

I am currently certified through the Michigan Association of Municipal Clerks (MAMC) as a MiPMC, Michigan Professional Municipal Clerk and through the International Institute of Municipal Clerks (IIMC) as a CMC, Certified Municipal Clerk.

I have served as a local clerk in both a township and city and as the Elections Administrator and Chief Deputy Clerk at the county level in Michigan. While both the local and county levels each presented unique opportunities, I have discovered that my heart truly enjoys assisting residents at the local level.

I have obtained and maintained my election accreditation through the Michigan Bureau of Elections since becoming a clerk in March of 2017. I have a thorough knowledge of election administration. While I recognize that election law varies from state to state, I am confident that my background in election administration will assist me in understanding Florida election law processes and procedures.

On a personal note, my husband and I are true public servants. My husband served 20 years in the United States Air Force and is currently retired. Our years spent raising a family while in the military were some of the most interesting times in which we have several fond memories.

Thank you for your careful consideration of my application and resume.

Warmest regards,

Sheila S. Reitz

Phone: (269) 357-3033

Email: sheilas.reitz@gmail.com

Sheila S. Reitz

6010 Racine Drive
Stevensville, MI 49127

Phone: (269) 357-3033
Email: sheilas.reitz@gmail.com

Professional Experience

City of Bridgman, Michigan- December 2022 – Current

City Clerk

- Chief Election Administrator for all local, county, state, and federal elections for the City of Bridgman
- Responsible for all election related tasks, including but not limited to, voter registration and maintenance, issuance of ballots, processing absentee voter ballots, coordinating election inspector training and certification, and election day administration overseeing election inspectors in the precinct
- Maintains vital city records
- Recommends department operating budget for approval
- Ordered materials for department as necessary
- Attends transcribes all minutes for City Council, Planning Commission, and Corridor Improvement Authority meetings
- Coordinates and prepares meeting agendas and packets
- Maintains City website for elections and clerk department
- Prepares ordinances, resolutions, and all public notices per charter and state law
- Provides Notary Republic services to the public
- Provides customer service, including accepting and processing water utility billing payments and tax payments
- Responsible for accounts payable in computerized software

Berrien County, Michigan October 2020 – December 2022

Elections Administrator

- Responsible for programming and testing election media for all municipalities in Berrien County
- Constructed the Election Geography module within the statewide qualified voter file (QVF) for Berrien County ballot production with 100% accuracy
- Freedom of Information Act (FOIA) coordinator- responded to all election related public records request
- Coordinated and trained over 500 election inspectors and local clerks on election processes and procedures for Election Cycle 2022
- Developed all election training materials
- Assisted the County Board of Canvassers with election canvass process, including producing election result reports and State reporting processes
- Developed and maintained accurate election data and record retention policy
- Supervised and processed campaign finance filings for candidates

- Collaborated with County GIS department on redistricting/apportionment of County Commissioner districts, including the production of district map options
- Reviewed record retention schedules and implemented processes for destruction of records accordingly
- Developed and maintained relationships with the Michigan State Bureau of Elections through written and verbal communication
- Responsible to have extensive knowledge regarding election law and new legislation being introduced
- Aided local clerks with election questions regarding proper procedures

Buchanan Township, Michigan- March 2017 – October 2020

Buchanan Township Clerk

- Supervised township staff
- Performed all statutory duties of a Michigan township clerk
- Chief election official in charge of administering all local, county, state, and federal elections
- FOIA Coordinator responsible for responding to all public records request
- Implemented state mandated records retention and file maintenance
- Served as the Human Resource and Payroll Specialist
- Transcribed board minutes and prepared board packets for various boards
- Served on the Joint Water/Sewer Board collaboration between Buchanan Township and the City of Buchanan
- Greeted residents and handled questions and complaint process
- Developed training manuals for department
- Implemented IT solutions for township
- Project manager for new township hall building project

Lakeshore Public School, Stevensville Michigan- August 2011 – July 2016

Career and Technical Education Administrative Assistant

- Assisted Career and Technical Education Director with all necessary functions to maintain, promote, and support the school district's Career and Technical Education (CTE) program
- Initially set up and maintained all data pertaining to CTE students into the Michigan State Career and Technical Education Information System (CTEIS) database
- Submitted State required reports while adhering to State deadlines
- Maintained student information in district computerized student information system
- Developed relationships with other school districts' Career and Technical Education (CTE) personnel and maintained those relationships to provide a close working partnership between districts in Berrien County

Education Aug 2002- May 2005 Mississippi Gulf Coast Community College
Gautier, MS

Associates of Applied Science- Accounting

Associates of Applied Science- Microcomputer Technology

- 4.0 grade point average (Double major)
- President's Scholars List

May 1986 Arenac Eastern High School
Twining, MI

- Graduated with honors
- Member of National Honor Society
- Ranked in the top ten of class

References

Malinda Cole-Crocker, Supervisor
Buchanan Charter Township
(269) 591-1285

Angie Cole, Deputy Clerk
Niles Charter Township
(269) 684-0870 (work)

Juan Ganum, Manager
City of Bridgman
(269) 465-5144

Dillon Morris

605 Audubon Drive, Fort Walton Beach, FL, 32547 | (850) 543-1253 | Dillonmorris17@gmail.com

January 25, 2024

Mayor Stein and Council,
City of Mary Esther
195 Christobal Rd. N.
Mary Esther, FL 32569

Mayor Stein and Council,

My name is Dillon Morris and I have an interest in the position of city clerk. I have lived in the local area my entire life and have watched many of the cities change and evolve as time has progressed and our area has been put more in the spotlight. With cities like Destin, Niceville, and even Crestview being built up, and Mary Esther and Fort Walton Beach staying very small in development. I was hired to be the administrative coordinator for the city of Mary Esther and started in October of 2023. In that time, I have seen the length the staff have gone for the city, wanting to make Mary Esther a jewel in Okaloosa County. The more I went into the work the more I saw the plans Mary Esther had and helped further those goals in my own way.

I enjoyed my time in the city and soon found myself with the interim city clerk title. In that time, I handled the setup of council meetings, taking minutes, and worked with the council in ways the previous clerk had before. I have enjoyed the work I do to help the city in a way that many might notice how important it can be. I have helped with the set-up of both council meetings and magistrate hearings, I have worked with local businesses for many of Mary Esther's goals and tasks, and I have solved problems with city equipment to improve the quality of life among staff and council. I would like to take over the position fully to help my local area in new ways and invest in the future of Mary Esther.

Thank you for reading my cover letter and looking over my resume to see if I am a candidate you would like to hire. If you have any questions, feel free to contact me through my cell phone or email and I will be glad to expand on any questions you may have about me. Thank you for taking the time to consider me at the City of Mary Esther and I am eager to hear back from you.

Sincerely,

Dillon Morris

Dillon Morris

605 Audubon Drive, Fort Walton Beach, FL, 32547
(850) 543-1253 | Dillonmorris17@gmail.com

Objective

Administrative Coordinator looking to further the goals of Mary Esther. I seek to apply my strong work ethic and administrative experience by helping the city council with travel management, organizing council meetings, handling public records, and to improve the quality of life in Mary Esther.

Education & Certifications

UNIVERSITY OF WEST FLORIDA | AUGUST 2019 – AUGUST 2022 | BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

- Major: Marketing/Comprehensive Marketing
- Related coursework: Legal Environment of Business, Management Fundamentals, Operations Management, Strategic Management, Social Media Marketing

NORTHWEST FLORIDA STATE COLLEGE | AUGUST 2017 – AUGUST 2019

Skills & Abilities

- Microsoft Office Suite
- Data Analysis
- Video Editing
- Detail Oriented
- Adaptability
- Time Management
- Efficient Multitasker
- Problem Solving

Experience & Projects

ADMINISTRATIVE COORDINATOR | CITY OF MARY ESTHER | OCTOBER 2023 – PRESENT

- Manage the City's social media and website content; publish City's newsletter.
- Establish and maintain employee records, properly files records, and ensure proper records retention.
- Serve as the city's Human Resources manager, posting jobs, applicant screening, and new employee processing.

PERSONAL BANKER | FNBT BANK | DECEMBER 2022 – SEPTEMBER 2023

- Discreetly and confidently handled client's security and account information.
- Helped clients with products and accounts to suit their wants and needs.
- Securely counted and handled currency safely and accurately.

SERVER | OLIVE GARDEN | JULY 2017 – DECEMBER 2022

- Effectively and clearly communicated with guests in a timely and polite manner.
- Anticipated needs and upsold products based on preferences.
- Worked well both in a team environment, as well as individually to meet organizational goals.

MERCY'S STAY AND PLAY | FEBRUARY 2022 – MAY 2022

- Audited and analyzed client's marketing materials and created a new marketing plan.
- Traveled to client's site to take pictures and gather employees' judgement.
- Created new branding, email marketing, and social media marketing materials.

UWF SOLAR CAR | FEBRUARY 2022 – MAY 2022

- Created pamphlets, business cards, and a LinkedIn profile to represent a client's group.
- Met with third parties to go over and showcase created materials.
- Represented client by meeting with third parties and secured connections.

References

Sum Bailey, Branch Manager, FNBT Bank
626 Anchors St NW, Fort Walton Beach, FL, 32548
(850) 240-1309 | btkps@yahoo.com

Kevin Bailey, Technical Data Manager, BOEING
626 Anchors St NW, Fort Walton Beach, FL, 32548
(850) 301-6628 | kevin.bailey@boeing.com

Jared Cobb, City Manager, City of Mary Esther
195 Christobal Rd. N., Mary Esther Florida, 32569
(850) 362-6205 | jcobb@cityofmaryesther.com

Steven McCoy, FWB Member Service Representative, Eglin Federal Credit Union
Formally Personal Banker, FNBT Bank
6 Chelsea Dr NW, Fort Walton Beach, 32547
(850) 280-8232 | Stevenmccoy11402@gmail.com

Natasha S. Peacock

Deputy City Clerk

✉ peacock.natasha@gmail.com 📞 (850)368-9132 📍 Crestview, FL

City of Mary Esther
Dillion Morris, Administrative Coordinator
195 Cristobal Road N
Mary Esther, FL 32569

Dear Mr. Morris.,

This letter is regarding my interest in applying for the post of City Clerk at the City of Mary Esther. My 10 years of working as an Executive Assistant first for the City Clerk and then as the Deputy City Clerk position at the City of Crestview match well with the specifications required for this job.

With a strong network of professional, and educational qualifications, I can surely deliver positive outcomes as per your organization's intended needs.

My extensive experience in the above role helped me understand various guidelines surrounding this field like:

- Performing general office duties like dictation, transcribing, typing, proofreading, and distribution of official forms or scheduled appointments.
- Proofreading documents, records, and files to ensure accuracy.
- Scheduling appointments.
- Issuing of documents or customer identification.
- Attending workshops and seminars to further my knowledge of being a City Clerk

Given an opportunity, I assure you that give my best to this job and become an asset to your organization.

Looking forward to hearing from you soon.

Sincerely,
Natasha S. Peacock



Application for Employment

City of Mary Esther
195 Christobal Road, North
Mary Esther, FL 32569-1911
Phone: 850-243-3566
FAX: 850-243-0736

The City of Mary Esther is an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis including race, color, national origin, religion, gender, age, disability, veteran status, marital status, pregnancy, genetic information, transgender, gender identification, and sexual orientation. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

***** PLEASE PRINT ALL INFORMATION *****

The City of Mary Esther accepts applications for OPEN positions only.

Position for which you are applying: City Clerk

Name: Peacock Natasha S. Date: Jan 19, 2024
Last First Middle

Address: 224 Johnson Court Crestview FL 32536
Street Address City, State, Zip

Permanent Address (if different from above) _____

Home Phone: () _____

Mobile: (850) 368-9132

Email: peacock.natasha@gmail.com
Are you 18 years old or older? yes

Preferred Method of Communication:
Home # _____ Mobile # Email

Are you claiming a Veterans' Preference? _____ If yes, see highlighted portion on page 3.

Are you legally authorized to work in the United States?
yes

EMPLOYMENT HISTORY (List in reverse order beginning with most recent)

Job Title: Deputy City Clerk Dates: (from - to) Oct 2022 - Present
Name of Employer: City of Crestview
Employer's Address: P.O. Box 1209, Crestview FL 32536
Supervisor's Name: Maryann Schraeder Title: City Clerk Phone: 850-682-1091
Reason for Leaving: _____
May we contact this employer: Yes No _____

Briefly describe your duties: Maintaining the City Clerk's duties in her absence, assist in budget for the Clerk's office, maintaining/training for public records requests, records management - maintaining files & destroying files, Council calendar minutes, attending assigned meetings -

Job Title: Executive Assistant Dates: (from - to) Nov 2013 - Oct 2022
Name of Employer: City of Crestview
Employer's Address: P.O. Box 1209 Crestview FL 32534
Supervisor's Name: Elizabeth Roy Title: CRA Director Phone: (850) 612-6074
Reason for Leaving: my title was changed to Deputy City Clerk
May we contact this employer: Yes _____ No _____

Briefly describe your duties: answering/transferring phone calls, ordering supplies, transcribing minutes, maintaining the Clerk calendar, planning and coordinating council events, maintaining all records, contracts, ordinances, resolutions in the clerk's office.

EMPLOYMENT HISTORY continued

Job Title: Administrative Assistant Dates: (from - to) Jan 2013 - present
 Name of Employer: First Church of God In Christ Inc
 Employer's Address: 986 Bay St
 Supervisor's Name: Edward Parker Title: Pastor Phone: (850) 682-4900
 Reason for Leaving: _____
 May we contact this employer: Yes No
 Briefly describe your duties: _____

Attend and transcribe meeting for the Trustee Board, maintain Church calendar, gather & compile information for budgets
Create training material for the ministries and Bible study -

EDUCATION

	Name of School City, State	Did you graduate?	Degree Received	Major, Course or Field of Study
HIGH SCHOOL	<u>Nicenile Senior High School Nicenile FL</u>	<u>yes</u>	<u>Diploma</u>	<u>general</u>
COLLEGE OR UNIVERSITY	<u>NWFL State College Nicenile FL</u>	<u>yes</u>	<u>AA</u>	<u>general</u>
COLLEGE OR UNIVERSITY	<u>Barry University Miami FL</u>	<u>no</u>		<u>Public Admin</u>
BUSINESS OR TRADE SCHOOL				
OTHER				

Please describe any job-related skills, certifications, licenses, etc. that you hold. You may also include any special equipment or machinery you can operate that may be of benefit to the position for which you are applying. (Attach separate sheet if necessary.)

Currently in my second year of Certified Clerk training, notary stamp records management training, knowledgeable w/ H-5 Civic Clerk, municode, nextrequest, multi-phone system, outlook, Laserfiche, postal machines.

OTHER

Have you ever previously applied to or worked for the City of Mary Esther? If so, when? NO
 Do you have any relatives currently working for the City of Mary Esther? If so, who? NO
 Have you ever been convicted of a felony? If so, please list charge, date(s) and disposition. NO

If offered employment, when would you be available to start? _____

REFERENCES

List three (3) people whom you have known for at least two (2) years, to whom you are not related and can attest to your moral character or work habits.

#1 Name: Christa Shephard Title: Special Programs Manager
 Address: 198 N. Wilson St Crestview FL 32534 Phone: (850) 682-1560 ext 205
 Years Known: 3 Personal or Professional Reference? Professional

#2 Name: Jayne Vanderford Title: Project Manager
 Address: 198 N. Wilson St. Crestview FL 32534 Phone: (850) 797-8707
 Years Known: 2 Personal or Professional Reference? prof

#3 Name: Felicia Murphy Title: Adjunct Professor
 Address: 4201 Chestwood Ct #1187 Tampa FL 33610 Phone: (850) 305-7855
 Years Known: 10 years Personal or Professional Reference? personal

If you are claiming a Veterans' Preference, please request the City's policy on such for documentation that is required to be submitted alongside this application and the regulations related thereto.

Important: Employment is subject to verification of an applicant's background. Persons selected for employment must present (1) a valid social security card and (2) take a Loyalty Oath, as per Florida Statute Sec 876.05. Additionally, the City of Mary Esther is required by Federal law to verify having seen documents, which the applicant must provide as part of the employment processing, that shows the applicant's identity and right to work in the United States.

The City of Mary Esther participates in the Department of Homeland Security E-Verify Program. Employers are required by state law to verify the identify and employment eligibility of all persons hired to work in the State of Florida. We utilize the E-Verify system to process our new hires. We provide information to the Social Security Administration and, if necessary, the Department of Homeland Security with Information from each new employee's Form I-9 to confirm work authorization.

APPLICANT: PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING BELOW.

I hereby certify that each response on this application and all other information I have furnished in applying for employment with the City of Mary Esther is true and correct to the best of my knowledge. I understand that any incorrect, incomplete or false statement on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the City.

I understand and agree that any employment is conditioned on a background check. I authorize the City to thoroughly investigate all statements contained in my application or resume, to review and consider my social media presence, and I authorize my former employers and references to disclose information regarding my character and general reputation to the City without having given me prior notice of such disclosures. In addition, I release the City and former employers, and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application or conveyed during any interview is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding on the City unless made in writing by the City Manager.

I understand that the City of Mary Esther is a drug free workplace. Subsequent to an offer of employment, I give my voluntary consent to be medically examined and to provide a sample of blood, urine, or hair which may be tested for recent use of drugs and/or controlled substances. Further, I release the City of Mary Esther, its officers, agents, and employees from any liability whatsoever in connection with such a medical examination or the use of the test results therefrom.

I understand that filling out this form does not obligate the City to hire me. If hired, I agree to abide by all City work rules, policies and procedures. The City retains the right to revise its policies in whole or in part at any time.

Jan 19 2021
Date

[Signature]
Applicant's Signature

Natasha Peacock

(850) 368-9132 | Peacock.Natasha@gmail.com

DEPUTY CITY CLERK | EXECUTIVE ASSISTANT | ADMINISTRATIVE ASSISTANT

Results-driven and detail-oriented professional with a strong background in interpersonal, analytical, and organizational needs. Proven ability to convey complex ideas and critical messages in a clear and compelling manner. Proficient in clerical content, client relations, and case management. Excellent communication and collaboration abilities, with a track record of effectively working with cross-functional teams and stakeholders. A proactive problem solver with a creative mindset, dedicated to driving results and organization objectives.

KEY SKILLS

Conflict Management | Consulting | Microsoft Office | Mentoring | Planning | Client Relations | Teamwork | Problem Resolution | Learning Strategies | Scheduling | Critical Thinking | Task Management

PROFESSIONAL EXPERIENCE

City of Crestview, Crestview, FL

Oct 2022 - Present

Deputy City Clerk

Serve as the liaison between department heads and the citizens of Crestview to create excellent customer service and citizen trust. Clearly and concisely explain policies and procedures to customers and the public. Effectively communicate orally and in writing with the general public, management, City Council, and other governmental agencies to receive and provide information to explain and/or interpret council resolutions, city charter, city codes, and election requirements.

- Ability to quickly and efficiently conduct research, draft reports and recommendations for submission to the Crestview City Council.
- Function as City Clerk in their absence.
- Actively assist with the training material and work procedure guidelines for city employees.
- Proactively and collaboratively seek opportunities to improve processes to increase efficiencies and drive higher business impact.
- Accurately prepare, post, disseminate, and present the minutes, ordinances, resolutions, and other needed documentation to the Crestview City Council.

First Church of God in Christ, Crestview, FL

Jan 2013 - Present

Administrative Assistant

Assist the Pastor and Church Administrator with the daily operations and activities of the church. Recommend or initiate responsive action when issues arise within the church. Perform confidential tasks and special projects as needed.

- Transcribe all minutes for trustee meetings and church quarterly meetings.
- Type weekly Bible study notes, weekly programs, quarterly newsletters, and leadership training handouts.
- Thoroughly reconcile monthly finance statements for review by Trustee Board.

The City of Crestview, Crestview, FL

Nov 2013 - Oct 2022

Executive Assistant to City Clerk

Consistently filtered and attended to the day-to-day functions of the Crestview City Clerk. Function as the City Clerk in their absence and perform all statutory and other duties. Research and compile reports for special projects.

- Transcribed minutes for the: City Council, Crestview Redevelopment Agency, Budget Workshops, and Special Meetings for the City Clerk.
- Regularly purchased monthly supplies for the City Clerk's Office.
- Processed all incoming applications for the City of Crestview and distributed them to the appropriate department.
- Thoroughly maintained all records about ordinances, easements, resolutions, deeds, contracts, and minutes.
- Actively answered all calls and routed them to the correct department.
- Aggressively maintained a calendar for City Clerk and all events in the Council Chambers.
- Enthusiastically held meet and greets with visitors for the City Clerk.
- Delegated administrative tasks to other secretarial staff within the city clerk's office.

EDUCATION

Bachelor of Arts (BA) in Public Administration
Barry University, Miami, FL

Associate of Arts (AA) in General Studies
Northwest Florida State College, Niceville, FL

TRAINING

Introduction to Records Management
Northwest Florida State College
Niceville, FL

CERTIFICATION

CrestviewLEAD - Leadership
City of Crestview
Crestview, FL

MEMBERSHIP

Florida Association of City Clerks
Sept 2022-Present

Certificate of Graduation

PRESENTED TO

Natasha Hancock

FOR THE COMPLETION OF ALL REQUIREMENTS FOR THE

2022 LEAD CRESTVIEW PROGRAM

AWARDED ON THE 18TH OF OCTOBER, 2022

JB Whitten

JB Whitten
Mayor

Tim Bolduc

Tim Bolduc
City Manager

*Florida Department of State
Division of Library and Information Services*

presents this certificate to

Natasha Peacock

for completion of the

*Records Management for Florida Public
Agencies Seminar – 6 hours*

Tallahassee

June 28, 2023



**FLORIDA DEPARTMENT OF STATE
LIBRARY and
INFORMATION
SERVICES**

A handwritten signature in dark ink, appearing to read "Amy L. Johnson", written over a horizontal line.

*Amy L. Johnson, Director
Division of Library and
Information Services*

Florida State University



CERTIFICATE OF COMPLETION
Florida Association of City Clerks
2022 Fall Professional Education Academy
1st Year Program (32 CMC Hours)

Awarded to

Natasha S. Peacock

conducted by the
John Scott Dailey Florida Institute of Government
Florida State University
October 10- 13, 2022

Handwritten signature of Jeff Hendry in black ink.

Jeff Hendry, FACC Institute Director
John Scott Dailey Florida Institute of Government

Handwritten signature of Cheryl Mooney in black ink.

Cheryl Mooney, FACC President
Florida Association of City Clerks

Florida State University



CERTIFICATE OF COMPLETION
Florida Association of City Clerks
2023 Fall Professional Education Academy
2nd/3rd Year Program (32 CMC Hours)

Awarded to

Natasha S. Peacock

conducted by the
John Scott Dailey Florida Institute of Government
Florida State University
October 22 - 26, 2023

Handwritten signature of Jeff Hendry in black ink.

Jeff Hendry, FACC Institute Director
John Scott Dailey Florida Institute of Government

Handwritten signature of Cheryl Mooney in blue ink.

Cheryl Mooney, FACC President
Florida Association of City Clerks

Cumulative GPA:

3.586 (2.000 required)

Institution GPA:

3.586 (0.000 required)

Degree:

Bachelor of Public Adm.

Majors:

Public Admin

Departments:

Business

Catalog:

2020

Anticipated Completion Date:

8/24/2024

Description

Bachelor of Public Admin in Public Adm Online

Distribution

Complete all of the following items. **5 of 5 Completed.**

A. Theology Philosophy

Complete the following

Complete all of the following items. **3 of 3 Completed.**

B. Written Oral

Complete the following

Complete all of the following items. **3 of 3 Completed.**

C. Science Math

Complete the following

Complete all of the following items. **3 of 3 Completed.**

D. Social Behavioral

Complete the following

Complete all of the following items. **3 of 3 Completed.**

E. Humanities Arts

Complete the following

Complete all of the following items. **3 of 3 Completed.**

Computer Proficiency

Complete the following item. **1 of 1 Completed.**

A. Computer Proficiency

Take CS-180, CAT-102 or CAT-102T, CS-180T

Complete all of the following items. **1 of 1 Completed.**

1 of 1 Courses Completed.

Status	Course	Grade	Term	Credits
Transfer Equivalency	CAT-102 BASIC COMPUTER APPS			3
Fulfilled	CS-180 INTRO TO DIGITAL LITERACY			
Fulfilled	CS-180T BASIC COMPUTER APPS			
Fulfilled	CAT-102T BASIC COMPUTER APPS			

Public Administration Core

Complete the following item. **0 of 1 Completed.**

A. Core Courses

Complete the following

Complete all of the following items. **0 of 1 Completed.**

9 of 10 Courses Completed.

Status	Course	Grade	Term	Credits
Completed	POS-303 PUBLIC POLICY & ADMIN	B	21/01B	3
Completed	PUB-301 PRINCIPLES OF PUB ADMIN (Replacement)	A	21/02A	3
Completed	PUB-302 VALUES/ETHICS PUB ADMIN	A	21/04A	3
Completed	PUB-406 HUMAN RES IN PUB	B	22/01A	3

Status	Course	Grade	Term	Credits	
	SECTOR				
Completed	PUB-403	PUBLIC BUDGETING/ FINANCE	B	22/01B	3
Completed	PUB-404	CONCPTS/ISS UES PUB PLNG	A-	22/02A	3
Completed	PUB-310	METHDS&TE CHNQS PUB ADMIN	C+	22/03A	3
Completed	PUB-407	PRODUCTIVI TY IMPR/PUB SE	A-	23/01A	3
Completed	PUB-405	ADMNSTRTV E LAW & PROCESS	A	23/04A	3
Not Started	PUB-499	PUB ADMIN CAPSTONE PROJECT			

Electives

Complete the following item. **0 of 1 Completed.**

A. Electives

Take 15 Upperlevel credits from ADM, EMA, HSA, IT, PFP, or PUB courses. Maximum 6 transfer and/or portfolio credits.

Complete all of the following items. **0 of 1 Completed.**

6 of 15 Credits Completed.

Status	Course	Grade	Term	Credits	
Completed	ADM-353	LEADERSHIP DEVELOPME NT	A	22/04A	3
Completed	ADM-315	DIV EQTY & INCL IN GLBL WRKPL	A	23/03A	3

Upper Level Course Requirements

Complete the following item. **0 of 1 Completed. Fully Planned**

A. Upper Level

48 upper level credits required

Complete all of the following items. **0 of 1 Completed. Fully Planned**

Fully Planned 42 of 48 Credits Completed.

Status	Course		Grade	Term	Credits
Completed	POS-303	PUBLIC POLICY & ADMIN	B	21/01B	3
Completed	PUB-301	PRINCIPLES OF PUB ADMIN (Replacement)	A	21/02A	3
Completed	PHI-352	ETHICAL ISS IN BIOMED SCIENCE	A	21/03A	3
Completed	PUB-302	VALUES/ETHICS PUB ADMIN	A	21/04A	3
Completed	PUB-406	HUMAN RES IN PUB SECTOR	B	22/01A	3
Completed	PUB-403	PUBLIC BUDGETING/ FINANCE	B	22/01B	3
Completed	PUB-404	CONCPTS/ISSUES PUB PLNG	A-	22/02A	3
Completed	PUB-310	METHDS&TECHNQS PUB ADMIN	C+	22/03A	3
Completed	ADM-353	LEADERSHIP DEVELOPMENT	A	22/04A	3
Completed	PUB-407	PRODUCTIVITY IMPR/PUB SE	A-	23/01A	3
Completed	THE-317	TURNING PNTS CHRISTIAN HIST	A	23/01B	3

Status	Course		Grade	Term	Credits
Completed	SPE-305	THEORIES COMMUNICA TION	B+	23/02A	3
Completed	ADM-315	DIV EQTY & INCL IN GLBL WRKPL	A	23/03A	3
Completed	PUB-405	ADMNSTRTV E LAW & PROCESS	A	23/04A	3
Planned	PUB-408	PUB MGT & POLIT PROCESS		24/01B	3
Planned	ADM-361	NEGOTN: THEORY & PRACTCE		24/01B	3

Minimum 120 Credits, Incl. Clep

Complete the following item. **0 of 1 Completed.**

A. UG-120-CLEP

120 credits

Complete all of the following items. **0 of 1 Completed.**

113 of 120 Credits Completed.

Status	Course		Grade	Term	Credits
Completed	POS-303	PUBLIC POLICY & ADMIN	B	21/01B	3
Completed	PUB-301	PRINCIPLES OF PUB ADMIN (Replacement)	A	21/02A	3
Completed	PHI-352	ETHICAL ISS IN BIOMED SCIENCE	A	21/03A	3
Completed	PUB-302	VALUES/ETHI CS PUB ADMIN	A	21/04A	3
Completed	PUB-406	HUMAN RES IN PUB	B	22/01A	3

Status	Course		Grade	Term	Credits	
		SECTOR				
Completed	PUB-403	PUBLIC BUDGETING/ FINANCE	B	22/01B	3	
Completed	PUB-404	CONCPTS/ISS UES PUB PLNG	A-	22/02A	3	
Completed	PUB-310	METHDS&TE CHNQS PUB ADMIN	C+	22/03A	3	
Completed	ADM-353	LEADERSHIP DEVELOPME NT	A	22/04A	3	
Completed	PUB-407	PRODUCTIVI TY IMPR/PUB SE	A-	23/01A	3	
Completed	THE-317	TURNING PNTS CHRISTIAN HIST	A	23/01B	3	
Completed	SPE-305	THEORIES COMMUNICA TION	B+	23/02A	3	
Completed	ADM-315	DIV EQTY & INCL IN GLBL WRKPL	A	23/03A	3	
Completed	PUB-405	ADMNSTRV E LAW & PROCESS	A	23/04A	3	
Transfer Equivalency	BUS-239	BUSINESS LAW I			3	
Transfer Equivalency	ADM-2T1	TRANS CREDIT WITHOUT EQUAL			3	
Transfer Equivalency	PSY-283	DEVELOPME NTAL PSYCHOLOG Y			3	

Status	Course	Grade	Term	Credits
Transfer Equivalency	CS-2T1	TRANS CRED WITHOUT EQUAL		3
Transfer Equivalency	BUS-181	INTRODUCTI ON TO BUSINESS		3
Transfer Equivalency	CAT-102	BASIC COMPUTER APPS		3
Transfer Equivalency	ART-2T1	TRANS CRED WITHOUT EQUAL		3
Transfer Equivalency	BIO-1T1	TRANS CRED WITHOUT EQUAL		1
Transfer Equivalency	SES-1T2	TRANS CRED WITHOUT EQUAL		1
Transfer Equivalency	HUM-1T1	TRANS CREDIT WITHOUT EQUAL		3
Transfer Equivalency	EDU-151	INTRODUCTI ON TO EDUCATION		3
Transfer Equivalency	GEN-2T1	TRANS CREDIT WITHOUT EQUAL		3
Transfer Equivalency	POS-201	AMERICAN GOVERNMEN T		3
Transfer Equivalency	SES-1T1	TRANS CRED WITHOUT EQUAL		3
Transfer Equivalency	CS-1T1	TRANS CRED WITHOUT EQUAL		3
Transfer Equivalency	SPA-101	ELEMENTARY SPANISH I		4

Status	Course	Grade	Term	Credits
Transfer Equivalency	ENG-112	TECHNIQUES OF RESEARCH		3
Transfer Equivalency	PSY-206	PRINCIPLES OF PSYCHOLOG Y		3
Transfer Equivalency	SES-173	INTRODUCTI ON TO WELLNESS		1
Transfer Equivalency	MAT-106	SURVEY OF MATHEMATI CS		3
Transfer Equivalency	MAT-1T1	TRANS CRED WITHOUT EQUAL		3
Transfer Equivalency	GEN-1T1	TRANS CREDIT WITHOUT EQUAL		1
Transfer Equivalency	THE-1T1	TRANS CRED WITHOUT EQUAL		3
Transfer Equivalency	MUS-1T1	TRANS CRED WITHOUT EQUAL		3
Transfer Equivalency	BIO-120	BIOLOGY OVERVIEW FOR NON- MAJ		3
Transfer Equivalency	ENG-111	FIRST-YR COMPOSITIO N/RHETORIC		3
Planned	PUB-408	PUB MGT & POLIT PROCESS	24/01B	3
Planned	ADM-361	NEGOTN: THEORY & PRACTCE	24/01B	3

Other Courses

Status	Course	Grade	Term	Credits
Completed	PUB-301 PRINCIPLES OF PUB ADMIN (Replaced)	D*	21/01A	0
Withdrawn	ADM-312 LEARNING AND DEVELOPME NT	W	23/04B	0

Dillon Morris

From: Kimberly Banning <kimberlyusa2070@icloud.com>
Sent: Friday, January 19, 2024 7:58 AM
To: Dillon Morris
Subject: City Clerk Position

Hello Mr. Morris,

Please see my cover letter and resume below as submittal for the City Clerk position with the City of Mary Esther.

Thank you for your time.

Kind regards,
Kimberly

Kimberly Banning
443 Tresham Rd.
Gahanna, Ohio 43230
614-374-0326

I am excited to be applying for the City Clerk position for the City of Mary Esther. I'm an established Certified Municipal Clerk with extensive experience supporting City Council and Administration. My related experience, education and summary of skills are outlined below.

Accordingly, I have a proven track record of success in all aspects of city government, including administrative, operational, managing the budget and records management.

Most importantly, I am passionate about serving the people of my community. I have a strong commitment to transparency and accountability, and I am always looking for ways to improve the quality of life for residents. I am confident that I have the skills and experience to shine and I welcome the opportunity to join the team and relocate to your beautiful city.

Thank you for your time and consideration. I look forward to learning more details about the City Clerk position. I am committed to continuing to grow as a municipal leader, and I'm confident that my skills and experience will make me a valuable addition to your team.

Summary of Skills -

- Support City Council
- Legal Research and Writing
- Public Hearing Proceedings
- Administrative Duties
- Scheduling/Overseeing all City Meetings
- Preparing Agendas/Minutes
- Records Management
- Project Management
- Legislation Preparation

Election Process
Contract Management
Charter Review Commission
Municode Codification
Passport Management

Professional Experience -

Office Manager
M&T Cleaning
April 2019 to current

- Oversee the general operation of office, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Meet and greet customers.
- Project management.
- Manage schedules.
- Write and edit brochures.
- Create presentations.

Clerk of Council/
Legal Assistant
City of Gahanna
October 2013 to March 2019

- Prepared legislation for council and tracked legislative process.
- Prepared council agendas including coordinating and preparing material with employees, residence, and guest speakers.
- Attended council meetings, kept records and minutes as required by Sunshine Law.
- Prepared and administered budget for council and law director.
- Provided administrative support for council, law director including arrangement of special events and meetings.
- Administered records management plan including maintenance of public records including certification, indexing, filing and destruction.
- Oversaw the municipal code, ensuring timely update and proper ordinance codification.
- Prepared and monitored contracts to ensure legal requirements are met and recorded in a timely manner.
- Acted as a liaison between residents and Council Members.
- Oversaw several boards and commissions and all appeal boards.

Clerk of Council/
Legal Assistant
City of Groveport
August 2006 to October 2013

- Prepared legislation for council and tracked legislative process.
- Prepared council agendas including coordinating and preparing material with employees, residence and guest speakers.
- Attended council meetings, kept records and minutes as required by Sunshine Law.
- Prepared and administered budget for council and law director.
- Provided administrator support for council, law director including arrangement of special events and meetings.

- Administered records management plan including maintenance of public records including certification, indexing, filing and destruction.
- Oversaw the municipal code ensuring timely update and proper ordinance codification.
- Prepared and monitored contracts to ensure they are signed and recorded in a timely manner.
- Acted as a liaison between residents and Council Members.

Education -

Edison State Community College

Associate of Applied Business Degree

Certified Paralegal - 1994

International Institute of Municipal Clerks

Certified Municipal Clerk - 2009

Sent from my iPhone

EDUCATION AND CERTIFICATIONS

High School Degree, Stanberry R-II High School, Stanberry, MO
Benedictine College, Atchison, KS-2 years
Certified Municipal Clerk, International Institute of Municipal Clerks
Master Municipal Clerk, International Institute of Municipal Clerks
Missouri Registered Clerk, Missouri City Clerk and Finance Officer’s Association

EXPERIENCE

Agenda Coordinator, Development Services, Corpus Christi, TX	2022-present
Assistant City Secretary, Corpus Christi, TX	2021-2022
City Clerk, City of Gladstone, MO	2014-2021
Legal Assistant, City of Gladstone, MO	2013-2014
Executive Administrative Assistant to the Clay County Commission and County Administrator, Clay County, MO	2001-2013
Peter Schloss Law Firm	1999-2000
Domestic Engineer	1995-1999
Airport Systems	1993-1995

BACKGROUND

The City of Corpus Christi, Texas, has a population of 327,000, 3700 employees, along with several miles of shoreline. This job opportunity offered me the chance to expand my experience and grow in my profession. I am able to improve myself with added responsibilities on a much larger scale, including budget and management responsibilities. I supervised four employees as Assistant City Secretary. I am now the Agenda Coordinator for Development Services, in the Land Development portion.

The City of Gladstone is a nine square mile city surrounded by Kansas City, MO, with a population of 27,000. I lived in Gladstone for eight years. I was hired as a legal assistant to the City Attorney in February 2013. When the City Clerk retired, I applied for the position and gratefully accepted. This felt like a natural course for me to take based on my long experience with Clay County Government. Working for a Municipal Government has given me the opportunity to bring my skill set to the particular and oldest position in Municipal Government, City Clerk. I served the citizens of Gladstone on a daily basis. Gladstone is a close knit community. Prior to moving to Gladstone, which was a requirement for the City Clerk position; I lived in Liberty, MO, just a short distance away. My commitment to the City of Gladstone was demonstrated by my willingness to move my family to a new, exciting, growing community. Gladstone made major adjustments in the past ten years bringing a lively, economically sound base to the downtown area. It was exciting to be part of the economic development: a new hotel, new apartment complex, upscale dining, and a thriving entertainment district to our downtown area. Gladstone passed a sales tax increase to support a new ambulance and Public Safety Headquarters. Our community supported our well-run government.

The City of Gladstone has approximately 250 full time employees with part time employees in the summer months. I did not directly supervise any employees in my duties as City Clerk, but I have supervised up to 10 employees in my former positions in California and Texas.

Our organization faced a dilemma with redevelopment. Since Gladstone is surrounded by Kansas City, MO, we had no room to expand. Therefore, we took the real estate options very seriously. We were able to acquire land within our limits to create parks, restaurants, hotels, and many, many trails in cooperation with Kansas City. We have a Community Center, City Hall, Linden Square (concerts, summer fests, etc.) in our downtown area and we made great strides to make this area work for all our residents from all over the City. We have been able to utilize otherwise empty buildings to create an entrepreneurs center, and artist's co-op, and we recently built the Northland Innovation Center/Education Center, all near to the main corridor.

GENERAL MANAGEMENT STYLE AND EXPERIENCE

I so enjoy working for government because I really do like serving citizens. When I worked at Clay County, I had the most amazing Commissioners and County Administrators and it was a pleasure to work for them. My interest in government only grew and the City Clerk is the best extension of my career that I could imagine. I love working with other City Clerks, meeting new people, discussing our issues and offering each other solutions. It really is a tight knit community we have. I'm ready to bring my experience and ideas to a new City while continuing to be a life-long learner.

As the City Clerk is the oldest position in Municipal Government, I am very proud to hold this title. Along with great customer service to our citizens and our internal staff, the City Clerk is the hub of the city that touches every department and serves the elected officials on a daily basis. It is our job to make sure the City Council is furnished with the best information possible to make the decisions for the City.

I have so much experience in government. Aside from obtaining my CMC and MMC and MRCC, I have also taken several training classes along with attending the Missouri Municipal League conferences, IIMC Annual Conferences, Annual Spring Training, and have grown in this position to make positive changes. I have applied and been awarded over \$2500.00 in scholarships to attend these trainings. I am very budget conscious. I am detail oriented, I am an awesome proofreader, and I love serving communities. I am loyal to my Council, City Manager, and the citizens I serve. I have an education of life in government. I am personable and I treat others with respect. My references will speak to this attribute.

I have been a member of Leadership Teams for the past 22 years. I deal with every department on a daily basis. Although we don't see each other every day, I am in contact with the Department Heads. We work together for the common goal of bettering our City. We respect our differences in approach to any issues that may arise. I get along well with my peers.

The City Council needs to know any and all information regarding the Freedom of Information Act and what is allowed as to meetings, quorums, votes, closed sessions, open sessions, elections, Personal Financial Disclosure reports, campaign reports, lobbying reports, issues in the community, messages from citizens and constituents, and interactions with Department Heads and the City Manager. Since Council is not a full time position, we mainly communicate via email. This captures information for purposes of verification regarding Sunshine Laws/Open Records Requests.

I think my Council would say I'm detailed, to the point, without a lot of fluff. I like to stick to the facts and deal with issues immediately. I also have received positive reviews concerning my job as City Clerk. Very rarely have I made any errors on the agenda and/or minutes for the City Council.

My strengths are my commitment to the City, accuracy and thought into the meetings, agendas, minutes, sunshine requests, and dealing with the public in a positive manner. I rarely miss a day of work outside of vacation. Thank goodness!

My main weakness is probably my impatience. I like to get to the heart of things and figure issues out quickly. I like being able to leave work with a clean desk and a plan for the next day.

My achievements as City Clerk for Gladstone are things such as our Records Room and shredding. The City records room was full of boxes past the shred date. I processed three shredding events and worked with all departments to update their records for archived documents. The first shredding event I conducted took two days, and we shredded over 400 boxes. The last shredding event we had took only 3 hours and we shredded over 150 boxes. I got rid of all the items in the records room that had been 'dumped' there, just as a storage place that no one looked at. Now, the room is neat, organized, and we can walk through the aisles of shelves. There is actually room on the shelves for storage as required. Another accomplishment I am proud of was the codification. When I started in 2013, it had not been updated for a few years. I took on that project and was in charge of it since. I scheduled the ninth supplement and the online codification became up to date for the citizens. I created a web page for the City Clerk. I created fillable forms on the website for solicitation permits and all liquor applications. This helped our community immensely.

At Clay County, I had been asked to keep information from other Commissioners. If the information was pertinent to the County and citizens, I discussed with my County Administrator for a solution. I don't have an example of any ethical dilemma because I have been fortunate to work for and with a super City Council and Commission. I am a very trustworthy person.

My customers are internal and external. I provide the most current information because I keep myself educated about the duties of a City Clerk. If I don't know the answer, I will admit it and find the answer. I am very good about answering inquiries. I don't dismiss anything because it is 'not my job.' I'm not that kind of person. I serve those who I work with, the citizens, and the City Council. I follow up on all inquiries and keep records.

When I feel dissatisfied with a co-worker or the work they are performing that affects my work as City Clerk, I would talk to the person directly first. If that doesn't work, I would talk to my supervisor for additional information on how to resolve the situation. I would explain the issue clearly and in a calm manner. I would not show emotion or anger, because there is most likely an explanation or reason that I am not aware of that could be causing the problem. I am direct and easy to work with. I take all aspects into consideration.

What I would hope to achieve in the first six months would include getting to know the Council and staff. I would focus on the standard practices and learn how the system works. I would concentrate on the daily duties of the City Clerk and any pressing issues. I'm not afraid to work overtime to get the job done while in the learning process.

I do not currently work with the media. We have a public relations person at this time. I do answer questions usually around election time from the media. I send the newspapers our Council Agendas.

I am proud of my past and my work history. I have learned from all of my personal and professional experiences. I have nothing that would embarrass any employer or me.

There would be no one to mar my position as City Clerk. There are always disgruntled citizens who may think that their concerns are not met, but I deal with everyone in a fair and equitable manner.

My husband and I like to go camping, fishing, and boating. We like to go to art festivals and other summer festivals. We also love to hike. We love being with our kids and family. I am an avid reader and I like to watch movies.

REASON FOR WANTING TO LEAVE CURRENT OR MOST RECENT JOB SECTION

I am incredibly happy in my position as Agenda Coordinator for Development Services. The reason I am interested in the job is to further my career and use my capabilities in a vibrant community. I can bring positive, trusting change to the city. I am extremely excited to have this opportunity to serve. I am thrilled to come to a smaller community to reach out to citizens on a daily basis and on a more personal level, in order to contribute to the community and citizens.

SIX ADJECTIVES OR PHRASES I WOULD USE TO DESCRIBE MYSELF

- Harmonic Personality
- Empathetic
- Adaptable
- Consistent
- Trustworthy
- Conscientious

RUTH BOCCHINO
5410 Neela Lane
Corpus Christi, TX 78413
ruth.e.bocchino@gmail.com
816/805-5316 Cell

OBJECTIVE To pursue a challenging and rewarding career path that fully utilizes my executive level assistant skills, high-level legal/government/clerical experience and non-profit, public organization business experience and offer an increased opportunity for professional growth. I have earned my Certified Municipal Clerk and Master Municipal Clerk designations from the International Institute of Municipal Clerks, and my Missouri Registered City Clerk designation from the Missouri City Clerks and Finance Officers Association.

EXPERIENCE

**December 2022
present**

CITY OF CORPUS CHRISTI, TEXAS GOVERNMENT, DEVELOPMENT SERVICES

Agenda Coordinator

As Agenda Coordinator, I work with the Planning and Engineering Departments for five boards: Capital Improvement Advisory Committee, Planning Commission, Landmark Commission, Zoning Board of Adjustment, and the Construction Trade Appeal and Advisory Board. I create agendas for each board, schedule meetings, provide calendars and deadline calendars, process reports for upcoming items on each agenda to Management staff, serve as the recording secretary for each board and complete the minutes. I adhere to the Sunshine Law and posting requirements, serve as parliamentary with assistance from the attorney, and gather documents for distribution to board members. I supervise one person at this time. I work with Legistar daily.

**September 2021
to December 2022**

CITY OF CORPUS CHRISTI, TEXAS GOVERNMENT, CITY SECRETARY

Assistant City Secretary

As Assistant City Secretary, population 327,000, with eight Council members and one Mayor, I oversee the daily operations of the City Secretary's office which includes personnel management for four staff; municipal elections; and the City's records management program. Provide support to City Council members, prepare and oversee annual budget and expenditures for City Secretary, City Council, and Major Memberships. Oversee daily operations of the City Secretary's office including approval of payroll, drafting department procedures, leading, training, and guiding staff; preparation of orientation information for new members; ensuring compliance with Open Meetings Law Training; maintain records of terminations/vacancies, and prepare agenda items. I oversee board appeals, street renaming, and requests and initiative referendum petitions. Assist with preparation and posting of the City Council agenda and verify the accuracy of legislative numbering in each City Council agenda. Manage and safeguard the integrity of the city's legislative actions to ensure the correct document is filed and review the numbering system for ordinances, resolutions, and motions. Publish legal notices and oversee quarterly audits of petty cash. Prepare City Council agenda items for the Office of the City Secretary, Assist with coordination of municipal elections by maintaining proficiency in Texas Election Laws; reviewing necessary ordinances calling for the election; preparing City Council and Mayoral candidate kits. Assist with contracting with Nueces County for the use of election equipment and polling places, tabulation of votes and related election reporting. Assist candidates filing process for City Council and Mayoral offices; coordinate and file City Council candidate and designation of Campaign Treasurer forms; campaign contribution and expenditure forms; city and state ethics reporting forms; personal financial statements and other forms that candidates file as required by state election laws; and answering candidates questions. Oversee requests for documents from the City Council, City Departments and the public. Perform City Secretary duties in their absence. Assist with management of the City's records management program in compliance with local laws. Maintain professional and technical knowledge and skills in election Law. Involved in 2021-2022 Redistricting process. I am also a member of the Texas Municipal Clerks Association continuing my education and training. I have been a Notary Public for over 15 years.

**April 2014 to
August 2021**

CITY OF GLADSTONE, MISSOURI GOVERNMENT, Gladstone, MO

City Clerk

As City Clerk, my responsibilities include attending all sessions of the City Council, keep minutes, record votes, tape and transcribe; prepare the City Council agendas, prepare resolutions and ordinances, official keeper of the records for the City of Gladstone, administer official oaths, prepare public notices for public hearings, serve as the Liquor Control Officer maintaining liquor applications and renewals, maintain contracts for the City of Gladstone. I also perform administrative duties for five Council members, serve as secretary to the Gladstone Special Road District and attend Leadership Team meetings. I am involved in budget preparation for the City and work closely with the City Counselor. I maintain our codification with Municipal Code Corporation and am responsible for supplemental updates. I provide many other support functions in this position, deal with the business and public on a daily basis. I am involved in the Missouri City Clerks and Finance Officers Association as well as the International Institute for Municipal Clerks.

February 2013
to April 2014

CITY OF GLADSTONE, MISSOURI GOVERNMENT, Gladstone, MO
Legal Assistant / City Counselor

As *Legal Assistant / City Counselor*, my responsibilities included but were not limited to the City of Gladstone's Codification maintenance. In 2013, I worked diligently with all departments and Municipal Code Corporation to ensure the entire Codification was current and I maintained an accurate account of Codification books, supplement updates, and other pertinent information. I worked with the City Clerk to assist in tracking of ordinances, resolutions, cover memos, and associated attachments for council review. I prepared all types of correspondence via US post, email, and telephone communication for the City Counselor. I created an electronic filing system and continued to maintain the filing system on a day-to-day basis for the City Counselor's many responsibilities. I maintained and archived department file records. I assisted with the preparation of the department budget. I was responsible for contract upkeep to make certain all required departments had an original contract document for their files. I created a current bankruptcy spreadsheet and tracked monies owed to the City of Gladstone and filed Proof of Claims for payments to the City. I scheduled meetings, made travel arrangements, researched and compiled data for legal documents and reports. I provided financial input and tracking duties for the department including budget, bill paying, and expense reimbursement. I coordinated and attended monthly Building Commission meetings, prepared packets for public hearings, took minutes and assimilated a spreadsheet with up to date information on the status of structures identified as dangerous buildings. I attended the Administrative Assistants monthly meetings. I furnished support for other departments as needed.

January 2001
to January 2013

CLAY COUNTY MISSOURI GOVERNMENT, Liberty, MO
Executive Administrative Assistant / Commission

As *Executive Administration Assistant / Commission*, my responsibilities included but were not limited to overseeing executive level administrative duties and procedures for three Clay County Commissioners, including the Presiding Commissioner. Confidential administrative assistance and support service to both the Clay County Commission and Clay County Administration Offices was critical in my position. In that facet, I researched and resolved issues and problems and relayed that information to select departments as needed by and in direct support of the Clay County Commission. I developed and maintained a comprehensive file base for the County's Boards and Commissions. In addition, I provided continuity in preparation, research, support, documentation and reporting of the County's Budget. I wrote and assembled documentation for the Clay County Commission meetings, including but not limited to Resolutions and Ordinances. I attended Department Head staff meetings, took notes and prepared the minutes. In conjunction with my work for the Clay County Commissioners and Administration Offices, I interacted with the public on a daily basis and handled situations as they may arise. I interacted closely with the Clay County Clerk's office in posting of all meetings when required, developed an innate understanding of the Missouri Sunshine Law, and had a strong supportive relationship with the County Counselor's office. I had direct first contact with the public for Commission inquiries. I was also responsible for ensuring travel arrangements were provided for the Commissioners and executive level administrative staff. In addition to these assignments, I was also responsible for other duties as needed.

May 1999
to December 2000

PETER SCHLOSS LAW FIRM, Liberty, MO
Office Manager / Legal Assistant

As *Office Manager / Legal Assistant* my responsibilities focused on conducting executive level legal administrative and managerial support in a fast paced, high profile legal environment. My duties included but were not limited to daily direct interaction with Clay County Circuit Courts and the public. I was responsible for producing a variety of accurate legal documentation, using dictation and both the computer and typewriter. I maintained and monitored the law firm's filing system and storage, to ensure compliance with federal, state and county laws. As part of my clerical work, I also answered a multi-line phone system and ordered legal and office supplies as needed. I was also responsible for other duties as assigned.

February 1995
to May 1999

DOMESTIC ENGINEER
Domestic Engineer

As *Domestic Engineer*, I took very seriously and excelled at my domestic engineering and parenting work. It was mutually agreed upon and vitally important that we rear our newborn twin boys in their formative years, in a stable home environment populated with at least one full-time parent. Due to our reduced household income, I worked within a very constrained budget, yet regularly improved our home life with my "can-do" attitude, creative endeavors and teamwork oriented focus, building and maintaining a balanced and positive domestic environment.

June 1993
to February 1995

AIRPORT SYSTEMS INTERNATIONAL, Overland Park, KS
Senior Production Control Planner

As *Senior Production Control Planner*, my responsibilities comprised integrating complex product flow coordination throughout the manufacturing cycle. This included planning, scheduling, coordinating and monitoring specified products in order to meet customer shipments. I was responsible for providing a "build schedule" to the manufacturing supervisory staff for navigational equipment assemblage. I interacted as liaison between the Engineering and Purchasing Departments in order to ensure continuity

of available raw materials to manufacturing. I also interacted with the Marketing and Sales Department on a daily basis, to monitor and safeguard against labor and capacity loading. I was also responsible for other duties as assigned.

**November 1992
to June 1993**

UNIMARK CORPORATION, Lenexa, KS
Inventory Control / Production Planning Specialist

As *Inventory Control / Production Planning Specialist*, I was responsible for accurately providing inventory control through extensive analysis of materials and production supply lines. Specifically, I analyzed inventory and control requirements as outlined by Unimark Corporation; materials and inventory factoring; and manufacturing inventory order position. I was responsible for providing an inventory and production "build schedule" to manufacturing staff and monitoring inventory process flows to ensure manufacturing compliance to the "build schedule." I interacted as liaison between the Manufacturing and Sales Departments in order to provide regular updates and status notifications. I was responsible for the company's "Direct Inventory Accuracy Program." As part of this program, I spearheaded the accuracy of inventory transaction data entry and retrieval project. I analyzed cycle count data, maintained accurate, complex and detailed documentation, analyzed and reported variance anomalies, determined the cause of those anomalies and initiated corrective action. I was also responsible for other duties as assigned.

**November 1990
to October 1992**

TRIMBLE NAVIGATION, LTD, Sunnyvale, CA
Senior Production Control Planner / Buyer

As *Senior Production Control Planner / Buyer*, my duties included responsibility for accurately analyzing inventory control through extensive analysis of materials and production supply lines. I was responsible for providing planning and scheduling final approval of products through production completion cycle. I established production schedules for manufacturing staff, through analysis of labor loading, raw materials availability and manufacturing capacity requirements. I interacted as liaison between manufacturing and management by providing regular updates, inventory and product status notifications, reschedule grids in the event of product design permutations, labor capacities, raw materials and inventory modifications, order blockages, backlogs and any other schedule variation potentially causing output disruption. I was a member of the company's "Repetitive Manufacturing Implementation Team." As part of this program, I supervised ten employees and was responsible for a warehouse stockroom with more than 1,000 components vital to production. I managed and maintained accurate cycle count data, in an ever-dynamic environment. I analyzed cycle count data, maintained accurate, complex and detailed documentation, analyzed and reported variance anomalies, determined the cause of those anomalies and suggested corrective action to management. I supported all levels of management – upstream and downstream. I was responsible for accuracy of inventory transaction data to all levels of management, including but not limited to kit pulling, production staging and bar encoding. In addition, I provided support for a contingency of 45 manufacturing employees. I actively monitored and provided continuous updates on bills of material as well as an item master report in a fast paced, ever changing consumable component environment. I was also responsible for other duties as assigned.

**March 1984
to September 1990**

VERILINK CORPORATION, San Jose, CA
Inventory Control Analyst / Contract Negotiator

As *Inventory Control Analyst/Contract Negotiator*, I was responsible for accurately analyzing inventory control through for three sub-contractors and the In-House Manufacturing Department. I solicited and analyzed bids, monitoring for inconsistencies in quotations. I negotiated contracts based upon reliable research and meticulous, proven methodology. I interacted as liaison between the Engineering Department and external vendors. I placed and aggressively monitored purchase orders, working directly from engineering plans and specifications, in order to ensure production schedules were met. Performance of daily audits, variance investigation analysis, was imperative to solid production and performance measurements. Based upon these analyses, I wrote and published weekly and monthly reports for dissemination into the company's engineering report. I then worked closely with Verilink Corporation's external auditing firm, coordinating, raw materials, physical inventory, internal reports and completed cycle production data. In addition, I performed a multitude of auxiliary duties, including but not limited to sub-assemblies staging, material planning for all "freestock" inventory, control processes and procedures, cycle counting for finished goods, field service projections and work in progress. I was also responsible for other duties as assigned.

SKILLS

- * Executive Level Administrative Support / Communication
- * Government Applications and Processes
- * Non-Profit Effectiveness and Efficiency Management
- * Relationship Management / Team Oriented
- * Management and Supervisory Experience
- * Analysis / Development / Confidentiality Assured
- * High Profile / Fast Paced / Dynamic Environment
- * High Level of Microsoft Windows Office Proficiency
- * Engineering / Production
- * Project Oriented / Goal Driven
- * Mid America Regional Council Supervisory Certificate, Executive Administration Certificate and additional courses.

EDUCATION

- * Benedictine College, Atchison, KS-Business Administration - two years of credit courses taken and applied towards degree focus.
- * Additional educational information specifically related to positions held, is available upon request.

INTERESTS

- * Family; health; nutrition; friends; reading, camping, beaches

REFERENCES

- * Available upon request.