



CITY of CRESTVIEW

CITY COUNCIL

CITY COUNCIL SPECIAL MEETING

January 20, 2026

4:00 PM

COUNCIL CHAMBERS

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approve Agenda**
4. **Overview of the Ground Rules**
 - 4.1. Council Selection Process
5. **Council Candidate 1**
 - 5.1. Precinct 2 Council Candidate 1- Mr. Echols
6. **Council Candidate 2**
 - 6.1. Precinct 2 Council Candidate 2- Mr. Rencich
7. **Council Candidate 3**
 - 7.1. Precinct 2 Council Candidate 3- Mr. Rodriquez
8. **Council Follow-Up Questions**
9. **Public Comments**
10. **Council Discussion**
11. **Selection and Vote for Precinct 2 Councilmember**
12. **Action Items**
 - 12.1. City Clerk Interview
13. **Comments from the Mayor and Council**
14. **Comments from the Audience**
15. **Adjournment**

The Presentations section is for items that were submitted by a citizen or group of Citizens no later than the Wednesday 2 weeks prior to the meeting to the Clerk's office for approval. These items will be scheduled under the section titles Presentations and Reports. Supporting documents must be submitted at this time to be on the regular agenda. All Action Items are for staff and elected officials only and must be submitted for approval no later than Wednesday 10 days prior to the meeting. Those not listed on the regular agenda who wish to address the council should fill out a yellow card. The card must be submitted to the City Clerk. Speaking time should be three minutes or less, large groups may designate a spokesperson. All remarks should be addressed to the Council as a whole and not to individual members. All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, 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. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities needing special accommodations, please contact Maryanne Girard, City Clerk at cityclerk@cityofcrestview.org or 850-628-1560 option 2 within 48 hours of the scheduled meeting. Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.



Staff Report

CITY COUNCIL MEETING DATE: January 20, 2026

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jessica Leavins, City Manager
DATE: 01/16/2026
SUBJECT: Precinct 2 Council Candidate 1- Mr. Echols

BACKGROUND:

Mr. Echols is being presented for interview in accordance with the Council-approved selection process for the Precinct 2 Council vacancy.

DISCUSSION:

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

RECOMMENDED ACTION

N/A

Attachments

1. Candidate 1- Echols

Print

City Council Appointee Application 2025 - Submission #21280

Date Submitted: 12/16/2025



City Council Appointee Application
 (only to be used for replacement of a Current Term member)

City of Crestview Charter 4.02

The city council shall consist of five electors who shall be designated as follows:

- Councilmember at large Group 1
- Councilmember at large Group 2
- Councilmember — Precinct 1
- Councilmember — Precinct 2
- Councilmember — Precinct 3

(a) Powers and duties. City council members shall exemplify good citizenship and exhibit a cooperative spirit. The city council shall have the following powers and duties:

1. To legislate for the city by adopting ordinances and resolutions in the best interest of all citizens of the city.
2. To adopt the annual budget and all other appropriations necessary for efficient city government.
3. To override the mayor's veto of an ordinance by an affirmative vote of two-thirds of the entire council.
4. To devote such time as is necessary to the performance of city council duties, and hold no other elected public office or be an employee of the city while a city council member.
5. The city council shall appoint the city manager, city attorney and city clerk by a majority vote of the entire council.
6. The council may, in the investigation of charges against municipal officers, assistants, employees, and members of the council, or of any other matters coming before them, issue subpoenas and compulsory process under the hands of the mayor, the clerk, and the seal, for the attendance of any person, firm or corporation, and for the production of books, papers, and records; and mayor and clerk shall each have authority to administer oaths and affirmations; and take depositions. (7) The city council, by majority vote, may remove any member of the council with four consecutive unexcused absences.

(b) Vacancies.

1. If a vacancy on the council is caused by death, resignation, refusal of any council member to serve, removal of any council member, the residency relocation of a council member from the precinct from which the council member is elected, or for any other reason, the vacancy shall be filled for the unexpired term of the vacated seat by a majority vote of the remaining council members, and such vacancies must be filled within 30 days after the vacancy occurs. The appointed council member may serve the unexpired term of the previous council member unless the unexpired term of the previous council member, is 28 months or longer. If the unexpired term is 28 months or longer, a person shall be elected at the next general election to fill the unexpired portion of such term.
2. In the event of a military leave of absence for any elected municipal officer, such leave of absence shall be in accordance with current Florida Statutes.
3. The council member appointed by the council must meet the qualifications for office as set forth in this Charter at the time of appointment.

City Charter

[City of Crestview Charter](#)

Applicant Information

The Candidates for this opening on the Crestview City Council **must reside in Precinct 2**, which is comprised of the Crestview city Limits located south of I-10. (Please see the pink area on the attached map) The term for this office ends in November of 2026.

Applicants **must hold an Okaloosa County Voter Registration card and reside within the precinct for not less than 1 year** prior to the date of the application.

Click link below for the Voting District Map

[City of Crestview Voting Districts](#)

Name*

SYLVESTER

Middle Name

L

Last Name*

ECHOLS

Address*

347 Riverchase Blvd

City*

Crestview

State*

FL

Zip Code*

32536-5260

Email Address*

Phone Number*

Diversity

In order to encourage diversity in selections of members of government committees, the following information is required by Florida Statute 760.80 for some committees.

Gender*

Male



Race*

African-American



Physically Disabled*

Yes



Candidate Information*

I was raised in a small town in North Georgia. There, I learned that, no matter the differences people had, everyone was valuable in God's sight. My father was in the Army, and my brother the Air Force. I volunteered and served in the United States Air Force for 27 years. During this time, I went from an E-1 to an E-9 Chief Master Sergeant. I transitioned from active duty in 2003 and retired with a total of 47 years of military, DoD Contractor, and civilian service in March 2020. I have been a member of First Church of God in Christ since 1998, I am the Vice President of the Crestview Resource and Community Development Center Board of Directors and a member of the Crestview City Planning and Development Board. I have been married to Judy D. Echols for 45 years. We have one daughter, two sons, six grandchildren, and two godchildren.

Please tell us about yourself.

Upload*

2025 Resume S L Echols.pdf

Upload a resume or cover letter here.

Are you a registered voter in Okaloosa County?*

☒ Yes

☐ No

Areas of interest*

I want to serve on the Crestview City Council because I care deeply about our community and the positive efforts being made by our city leadership. Crestview is growing, and I believe our residents desire thoughtful and transparent decisions that protect our neighborhoods, support families, and create opportunities for future generations.

I also believe that city government should prioritize the interests of residents above personal or political agendas, and it should always listen first and act responsibly.

Being a member of the Crestview City Council would allow me to give back to the people of our city, as true leadership is demonstrated through service. I am ready to contribute to Crestview with integrity, humility, and commitment.

What makes you want to be a part of the Crestview City Council?

Ideal candidate*

I believe I am the best choice for this role because I have always had a servant-leader mindset. I am not seeking this position for personal recognition, but rather to serve the residents with integrity, fairness, and accountability.

I have experience with diverse populations, including families, seniors, youth, faith-based organizations, and nonprofit partners, which has given me a clear understanding of the real challenges facing our community. I listen carefully, value others' perspectives that are different from mine, and by working collaboratively, we can find practical, common-sense solutions.

I seek to be transparent and demonstrate fiscal responsibility. I understand that public trust is earned through honest and clear communication, ethical leadership, and being an accountable steward of taxpayer resources. I will put all effort into being accessible to residents, open to feedback, and foster the view of the residents to the council and from the council to the residents.

I care deeply about Crestview, the place where my family lives, and its people. I am ready to serve with steadiness and respect, always prioritizing the needs of the community.

Please describe why you are the best choice for this role?

Additional Information

No file chosen

Please upload any additional information you wish to present with your application.

Applications are due January 2, 2026 at 5:00 p.m.

E-Signature*

Date*

Sylvester L. Echols

12/16/2025

I hereby certify that the statements and answers provided are true and accurate. I understand that any false statements may be cause for removal from a board or committee if appointed.

SYLVESTER ECHOLS

Crestview, Florida 32536

RESUME For CITY COUNCIL CANDIDATE

PROFESSIONAL SUMMARY

Seasoned public-service leader with more than 47 years of experience in security management, organizational oversight, risk assessment, and large-scale program administration within the Department of Defense and the United States Air Force. Recognized for ethical leadership, fiscal accountability, regulatory compliance, and building high-performing teams. Deeply committed to transparent governance, community safety, and responsible stewardship of public resources. Active civic and faith-based leader, serving since 1998 with the First Church of God in Christ in multiple leadership roles, including Sunday School Teacher and Superintendent, Assistant Pastor, and Church Trustee. Provides regional leadership in discipleship training and education, and currently serves as Vice President of the Crestview Resource and Community Development Center Board of Directors and as a member of the Crestview City Planning and Development Board.

CORE STRENGTHS & QUALIFICATIONS

- Public sector leadership & governance
 - Policy development & regulatory compliance
 - Risk management & strategic planning
 - Budget oversight & program accountability
 - Personnel management & workforce development
 - Interagency coordination & stakeholder engagement
 - Ethics, transparency & public trust
-

PROFESSIONAL EXPERIENCE

Highly accomplished security and public-service professional with more than four decades of experience providing enterprise-level security management, risk assessment, and regulatory compliance across Department of Defense, U.S. Air Force, and defense contractor environments. Proven leader in overseeing complex, high-value programs, safeguarding sensitive systems and critical technologies, and ensuring compliance with DoD and Intelligence Community standards. Extensive experience advising senior leadership, managing multidisciplinary teams, conducting inspections and audits, and developing workforce training

and security awareness programs. Recognized for integrity, accountability, and the ability to balance mission effectiveness with responsible stewardship of public assets.

LEADERSHIP & GOVERNANCE EXPERIENCE HIGHLIGHTS

- Supervised large, diverse teams
 - Managed high-value programs and infrastructure
 - Developed policies, procedures, and inspection programs
 - Ensured compliance with federal standards and ethical practices
 - Provided trusted counsel to senior leaders
-

EDUCATION & TRAINING

Highly educated and well-trained public-service professional with extensive professional military education, leadership development, and federal security training through the United States Air Force. Holds an Associate's Degree in Criminal Justice from the Community College of the Air Force, a Bachelor of Science in Criminal Justice from Minot State University, and a Master of Arts in Bible Counseling from Luther Rice College and Seminary. Further credentials include certification as a Mental Health Coach from Light University, reflecting a strong commitment to leadership, ethical service, and supporting the well-being of individuals and communities through informed, compassionate guidance.

COMMUNITY & CIVIC VALUES

Community-focused leader dedicated to serving residents with integrity, accountability, and respect while advancing public safety, responsible growth, and strong community partnerships. A committed member of the First Church of God in Christ since 1998, serving in multiple leadership roles, including Sunday School Teacher and Superintendent, Assistant Pastor, and Church Trustee. Provides leadership in discipleship training and baptism education and represents the Panama City District Sunday School for the Central Florida First Jurisdiction. Actively engaged in civic affairs as a member of the Crestview City Planning and Development Board, bringing a thoughtful, values-driven perspective to community planning and development initiatives.



Staff Report

CITY COUNCIL MEETING DATE: January 20, 2026

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jessica Leavins, City Manager
DATE: 01/16/2026
SUBJECT: Precinct 2 Council Candidate 2- Mr. Rencich

BACKGROUND:

Mr. Rencich is being presented for interview in accordance with the Council-approved selection process for the Precinct 2 Council vacancy.

DISCUSSION:

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

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Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

RECOMMENDED ACTION

N/A

Attachments

1. Candidate 2-Rencich

Print

City Council Appointee Application 2025 - Submission #21349

Date Submitted: 12/27/2025



City Council Appointee Application (only to be used for replacement of a Current Term member)

City of Crestview Charter 4.02

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4. To devote such time as is necessary to the performance of city council duties, and hold no other elected public office or be an employee of the city while a city council member.
5. The city council shall appoint the city manager, city attorney and city clerk by a majority vote of the entire council.
6. The council may, in the investigation of charges against municipal officers, assistants, employees, and members of the council, or of any other matters coming before them, issue subpoenas and compulsory process under the hands of the mayor, the clerk, and the seal, for the attendance of any person, firm or corporation, and for the production of books, papers, and records; and mayor and clerk shall each have authority to administer oaths and affirmations; and take depositions. (7) The city council, by majority vote, may remove any member of the council with four consecutive unexcused absences.

(b)Vacancies.

- 1. If a vacancy on the council is caused by death, resignation, refusal of any council member to serve, removal of any council member, the residency relocation of a council member from the precinct from which the council member is elected, or for any other reason, the vacancy shall be filled for the unexpired term of the vacated seat by a majority vote of the remaining council members, and such vacancies must be filled within 30 days after the vacancy occurs. The appointed council member may serve the unexpired term of the previous council member unless the unexpired term of the previous council member, is 28 months or longer. If the unexpired term is 28 months or longer, a person shall be elected at the next general election to fill the unexpired portion of such term.
- 2. In the event of a military leave of absence for any elected municipal officer, such leave of absence shall be in accordance with current Florida Statutes.
- 3. The council member appointed by the council must meet the qualifications for office as set forth in this Charter at the time of appointment.

City Charter

[City of Crestview Charter](#)

Applicant Information

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Applicants **must hold an Okaloosa County Voter Registration card and reside within the precinct for not less than 1 year** prior to the date of the application.

Click link below for the Voting District Map

[City of Crestview Voting Districts](#)

Name*

Andrew

Middle Name

Scott

Last Name*

Rencich

Address*

197 Villacrest Dr

City*

Crestview

State*

FL

Zip Code*

32536

Email Address*

Phone Number*

Diversity

In order to encourage diversity in selections of members of government committees, the following information is required by Florida Statute 760.80 for some committees.

Gender*

Male



Race*

Caucasian



Physically Disabled*

No



Candidate Information*

My family relocated to the community in 2011 as part of the BRAC realignment of 7th Special Forces Group (Airborne). We quickly developed a deep appreciation for the area and made the deliberate decision to establish long-term roots here. In 2018, I concluded my active-duty service to pursue business and public service opportunities, recognizing that I could no longer meet the full operational demands of serving as a U.S. Army Green Beret at the level of excellence the role demands. Since then, my wife and I have founded four companies from the ground up and developed three commercial properties within the community. We have also celebrated the marriage of one daughter and are honored to be expecting our first grandchild in the summer of 2026. What happens in our community matters deeply to us—not just today, but for the future we are building for the next generation.

Please tell us about yourself.

Upload*

Dear Mayor and Members of the City Council.pdf

Upload a resume or cover letter here.

Are you a registered voter in Okaloosa County?*

☒ Yes

☐ No

Areas of interest*

I served the City of Crestview on the city council from 2019 to 2024 after completing active-duty service with the 7th Special Forces Group, driven by a commitment to improving city efficiency and operations, particularly in support of local business owners. Today, my focus is on ensuring Crestview fully capitalizes on the opportunities afforded by living in the greatest state in the nation. Florida's once-overlooked conservative Panhandle is now experiencing rapid growth as our exceptional community gains recognition. This growth demands disciplined, data-driven planning—not reactionary decision-making influenced by social media trends. I believe in empowering the qualified professionals we employ to do their jobs while providing strategic, accountable leadership to ensure responsible growth and long-term success for our city.

What makes you want to be a part of the Crestview City Council?

Ideal candidate*

I am the ideal candidate because I can step in immediately without a learning curve—whether serving as mayor pro tem or navigating the statehouse. My service record is clear, my decisions are grounded in facts and guided by a long-term vision for success, and my attendance and commitment are nearly flawless. With the support and counsel of my wife and family, I remain focused on strengthening our community. My background in development and business allows me to evaluate issues from multiple perspectives, and the strength of my team and companies affords me the ability to serve fully without distraction, dedicating my time and energy to the needs of our city.

Please describe why you are the best choice for this role?

Additional Information

Formal Family Portrait.png

Please upload any additional information you wish to present with your application.

Applications are due January 2, 2026 at 5:00 p.m.

E-Signature*

Date*

Andrew S. Rencich

12/27/2025

I hereby certify that the statements and answers provided are true and accurate. I understand that any false statements may be cause for removal from a board or committee if appointed.

Dear Mayor and Members of the City Council,

I am writing to respectfully submit my application for consideration for appointment to the Crestview City Council. I am deeply committed to the continued growth, transparency, and long-term success of our city, and I would be honored to serve the residents of Crestview in this capacity.

Crestview is more than just my home—it is a community I care deeply about. I have a strong appreciation for the balance our city strives to maintain between responsible development, fiscal stewardship, and preserving the character and quality of life that make Crestview unique. I believe thoughtful leadership, open communication, and collaboration are essential to achieving these goals.

Through my professional and community experiences, I have developed skills in problem-solving, collaboration, and careful decision-making. I am accustomed to listening to diverse perspectives, evaluating complex issues, and working toward solutions that serve the greater good. If appointed, I would approach this role with integrity, accountability, and a genuine desire to represent all residents fairly and thoughtfully.

I am particularly interested in supporting initiatives that promote smart growth, public safety, infrastructure planning, and economic opportunity while ensuring that citizens' voices remain central to the decision-making process. I am committed to being accessible, prepared, and engaged in all aspects of council service.

Thank you for your time and consideration. I would welcome the opportunity to further discuss how my background, values, and dedication to Crestview can contribute positively to the City Council. I appreciate your service to our community and your thoughtful review of my application.

Respectfully,

Andrew S. Rencich



Staff Report

CITY COUNCIL MEETING DATE: January 20, 2026

TYPE OF AGENDA ITEM: Presentation

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jessica Leavins, City Manager
DATE: 01/16/2026
SUBJECT: Precinct 2 Council Candidate 3- Mr. Rodriquez

BACKGROUND:

Mr. Rodriquez is being presented for an interview in accordance with the Council-approved selection process for the Precinct 2 Council vacancy.

DISCUSSION:

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

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Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

RECOMMENDED ACTION

N/A

Attachments

1. Candidate 3-Rodriquez

Print

City Council Appointee Application 2025 - Submission #21271**Date Submitted: 12/15/2025**

City Council Appointee Application
 (only to be used for replacement of a Current Term member)

City of Crestview Charter 4.02

The city council shall consist of five electors who shall be designated as follows:

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- Councilmember — Precinct 2
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4. To devote such time as is necessary to the performance of city council duties, and hold no other elected public office or be an employee of the city while a city council member.
5. The city council shall appoint the city manager, city attorney and city clerk by a majority vote of the entire council.
6. The council may, in the investigation of charges against municipal officers, assistants, employees, and members of the council, or of any other matters coming before them, issue subpoenas and compulsory process under the hands of the mayor, the clerk, and the seal, for the attendance of any person, firm or corporation, and for the production of books, papers, and records; and mayor and clerk shall each have authority to administer oaths and affirmations; and take depositions. (7) The city council, by majority vote, may remove any member of the council with four consecutive unexcused absences.

(b) Vacancies.

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City Charter

[City of Crestview Charter](#)

Applicant Information

The Candidates for this opening on the Crestview City Council **must reside in Precinct 2**, which is comprised of the Crestview city Limits located south of I-10. (Please see the pink area on the attached map) The term for this office ends in November of 2026.

Applicants **must hold an Okaloosa County Voter Registration card and reside within the precinct for not less than 1 year** prior to the date of the application.

Click link below for the Voting District Map

[City of Crestview Voting Districts](#)

Name*

Louis

Middle Name

Last Name*

Rodriguez

Address*

1063 Northview Dr

City*

Crestview

State*

FL

Zip Code*

32536

Email Address*

Phone Number*

Diversity

In order to encourage diversity in selections of members of government committees, the following information is required by Florida Statute 760.80 for some committees.

Gender*

Male



Race*

Hispanic-American



Physically Disabled*

No



Candidate Information*

A 30-year resident of Crestview, dedicated much of my life to service, transparency, and community development. With a distinguished career as a Structural Craftsman in the United States Air Force, and retired in 2006, then continued civil public service as a Maintenance Mechanic in the United States Navy and currently a Facility Manager in the United States Air Force. In these roles, I emphasized efficiency improvements in government practices.

Please tell us about yourself.

Upload*

City Counsel cover letter.docx

Upload a resume or cover letter here.

Are you a registered voter in Okaloosa County?*

☒ Yes

☐ No

Areas of interest*

Foster Economic Development and Growth

Public Service, Safety and Community Well-Being

Fiscal Transparency, Forecasting, and Sustainability

Strong Business Communities

Represent Constituents

Community Voice

What makes you want to be a part of the Crestview City Council?

Ideal candidate*

I want to be a part of the Crestview City Council to ensure that our city's growth is guided by transparency, sustainability, and active citizen engagement. My lifelong commitment to service, from military duty to civil management, has equipped me with the skills to lead responsibly and make sure every resident's voice is heard in shaping Crestview's future.

Please describe why you are the best choice for this role?

Additional Information

No file chosen

Please upload any additional information you wish to present with your application.

Applications are due January 2, 2026 at 5:00 p.m.

E-Signature*

Date*

Louis E. Rodriquez

12/15/2025

I hereby certify that the statements and answers provided are true and accurate. I understand that any false statements may be cause for removal from a board or committee if appointed.

Louis Rodriguez
Candidate for City Council – Crestview/ District 2
Crestview, FL

Campaign Vision

Passionate advocate for Crestview/ District 2, committed to building stronger neighborhoods, safer streets, and a thriving local economy. Dedicated to transparent leadership, empowering residents, and ensuring every voice is heard in city government.

Your Requirements

Possess a broad knowledge of supervisory and management skills including quality improvement

Project management and planning including project estimating techniques

Set program planning and oversight program priorities, coordinates work assignments among subordinate managers

Provide advice and/or instruction to management on administrative manners

My Qualifications

37+ years of managerial and supervisory responsibilities that was focused on quality improvements. Established regular operational rhythm that increases process rigor to drive overall productivity.

40+ years working for copious organizations at maturing frameworks for project portfolio management to assist leadership with make sure projects were done on-time, within budget.

40+ years multi-disciplinary government concepts, principles, processes, and techniques. Implemented several budgetary, logistical and personnel policies through processes ensuring spending the right dollar, at the right time, the right way, on the right priority.

37+ years in giving advice and instructions. I'm big on empowering people, on delegation of authority, because that drives individual accountability; it grows people, and ultimately leads to better decisions

Thank you in advance for taking the time to review my credentials.

Sincerely,
Louis E. Rodriguez

P.S. Thank you for taking the time to read my cover letter. I honestly believe I'm the perfect fit for this position.

"Together, we can build a city that works for everyone — where opportunity, safety, and community thrive."



Staff Report

CITY COUNCIL MEETING DATE: January 20, 2026

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jessica Leavins, City Manager
DATE: 01/16/2026
SUBJECT: City Clerk Interview

BACKGROUND:

On November 9, 2025, former City Clerk Maryanne Girard submitted her resignation to the City Council, effective immediately. During that meeting, the Council appointed Deputy City Clerk Natasha Peacock as Interim City Clerk.

The City Clerk is a charter-appointed position designated by the City Council. The City of Crestview advertised the position from January 6, 2026 through January 13, 2026.

DISCUSSION:

The City Council received applications for review on January 14, 2026. Each council member submitted their top three candidates for interview based on this ranking the top three overall were contracted for interview. Candidates will be interviewed in random order as selected by draw. The candidates are: Ms. NyKole Krivda, Ms. Amanda Ojeda, Ms. Natasha Peacock.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

There is no financial impact for this item. The salary for the City Clerk is include in the Fy26 budget.

RECOMMENDED ACTION

Staff respectfully requests a motion accept the interview process and vote to select a City Clerk.

Attachments

1. Candidate 1- Ms. Peacock
2. Candidate 2- Ms. Ojeda
3. Candidate 3- Ms. Krivda

EMPLOYMENT APPLICATION

Crestview, City of (FL)
198 North Wilson Street

Crestview, Florida - 32536
<https://cityofcrestview.org/> (<https://cityofcrestview.org/>)
Peacock, Natasha, S
CITY CLERK

Received: 1/6/26,
4:13 PM

For Official Use

Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

CITY CLERK

Job Number:

202400117

NAME: (Last, First, Middle)

Peacock, Natasha, S

PERSON ID:

.

Date And Month Of Birth:

12/1

ADDRESS: (Street, City, State, Zip Code)

HOME PHONE:

ALTERNATE PHONE:

EMAIL ADDRESS:

peacock.natasha@gmail.com

DRIVER'S LICENSE:

Yes

State: FL **Number:**

**LEGAL RIGHT TO WORK IN
THE UNITED STATES?:**

☒ Yes ☐ No

HIGHEST LEVEL OF EDUCATION:

Bachelor's Degree

PREFERENCES

MINIMUM COMPENSATION:

\$75,000.00/yr

ARE YOU WILLING TO RELOCATE?

☒ Yes ☐ No ☐ Maybe

SHIFTS YOU WILL ACCEPT:

Day

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

OBJECTIVE:

To leverage 13 years of institutional knowledge and proven leadership as Interim City Clerk to deliver seamless continuity, foster interdepartmental collaboration, and advance the strategic growth of the Clerk's office in alignment with the city's vision for transparent, efficient, and accountable governance.

EDUCATION		
DATES: from January/2021 to March/2025	SCHOOL NAME: Barry University	
LOCATION:(City , State) Miami, FL	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Bachelor's
MAJOR/MINOR: Public Administration		UNITS COMPLETED: 120
DATES: from January/1997 to August/2000	SCHOOL NAME: Okaloosa Walton Community College	
LOCATION:(City , State) Niceville, FL	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Associate's
MAJOR/MINOR: General		UNITS COMPLETED: 60
DATES: from August/1994 to June/1996	SCHOOL NAME: Bethune Cookman College	
LOCATION:(City , State) Daytona Beach, FL	DID YOU GRADUATE? ☐ Yes ☒ No	DEGREE RECEIVED: No Degree
MAJOR/MINOR: Pshychology		UNITS COMPLETED: 36hours
DATES: from December/1991 to June/1994	SCHOOL NAME: Niceville Senior High School	
LOCATION:(City , State) Niceville, FL	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: High School Diploma

WORK EXPERIENCE		
DATES: from August/2012 to Present	EMPLOYER: First Church of God In Christ, Inc.	POSITION TITLE: Administrative Assistant
ADDRESS: (Street, City, State, Zip Code): 		
PHONE NUMBER: 	SUPERVISOR: Edward J. Parker - Pastor	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 20	SALARY: \$750.00	

DUTIES:

- Provide leadership and operational support in a community-focused setting, including internal communications and volunteer engagement.
- Coordinate educational sessions, trainings, and leadership initiatives aligned with cultural and spiritual growth.
- Design and distribute event programs, newsletters, and communication materials that foster unity and clarity.

REASON FOR LEAVING:

Presently still there, this is a part time job that I do after five.

DATES:

from November/2022 to Present

EMPLOYER:

City of Crestview- Office of the
City Clerk

POSITION TITLE:

Deputy City Clerk

ADDRESS: (Street, City, State, Zip Code):

198 N S Wilson St
Crestview, FL 32536

COMPANY URL:

cityofcrestview.org

PHONE NUMBER:

850-682-1091

SUPERVISOR:

Maryanne Girard - City Clerk

**MAY WE CONTACT THIS
EMPLOYER?**

☒ Yes ☐ No

HOURS PER WEEK:

40

SALARY:

\$4,248.60

DUTIES:

- Provide high-level executive and confidential administrative support to the City Clerk, acting as the primary point of contact for internal and external stakeholders.
- Coordinate and prepare meeting agendas, legal notices, and official advertisements in compliance with Florida's Sunshine Law.
- Draft and finalize City Council minutes, resolutions, and ordinances using precise legislative formatting and public record protocols.
- Respond to and redact public records requests, ensuring proper application of legal exemptions and compliance with Open Records Law.
- Represent the City Clerk at City Council and Board meetings in their absence; record, index, and distribute meeting minutes.
- Manage public records requests, bid advertisements, and codification of municipal ordinances, ensuring adherence to State and Federal governance requirements.
- Prepare departmental reports, ad hoc analyses, and internal communications to support leadership decision-making.
- Oversee document retention in accordance with Florida records management laws using digital recordkeeping systems.
- Support departmental budgeting and financial system input; reconcile business accounts and compose official correspondence with clarity and discretion.
- Provide administrative support across departments including CDS, Public Services, Finance, and Police, fostering interdepartmental collaboration.
- Maintain city records file plan in compliance with GS1-SL standards, ensuring accuracy and accessibility.
- Deliver responsive customer service by addressing inquiries and resolving concerns from the public, council members, and external stakeholders.

REASON FOR LEAVING:

Looking to expand my career in government

DATES: from November/2013 to November/2022	EMPLOYER: City of Crestview- Office of the City Clerk	POSITION TITLE: Administrative Assistant
ADDRESS: (Street, City, State, Zip Code): 198 North Wilson Street Crestview, FL 32536		COMPANY URL: www.cityofcrestview.org
PHONE NUMBER: 850-682-1560	SUPERVISOR: Elizabeth Roy - City Clerk	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$2,416.00	
DUTIES: •Facilitated cross-functional communications and coordinated administrative operations for city leadership. •Led calendar and meeting coordination, helped manage employee concerns and logistical planning for city events. •Maintained detailed public records and collaborated on training documentation and employee-facing materials. •Participated in engagement activities through outreach, onboarding coordination, and office-wide recognition efforts.		
REASON FOR LEAVING: Working on becoming Deputy City Clerk.		

CERTIFICATES AND LICENSES

Nothing Entered For This Section

SKILLS

OFFICE SKILLS:

Typing: 50 WPM

OTHER SKILLS:

File Management - Expert - 20 years, 0 months
 Microsoft Office 360 - Expert - 17 years, 0 months
 Fax Machine - Expert - 10 years, 0 months
 Multi-line telephone - Expert - 10 years, 0 months
 Microsoft Power Point - Intermediate - 16 years, 0 months
 Zoom/Teams - Intermediate - 6 years, 0 months

LANGUAGE(S):

Nothing Entered For This Section

SUPPLEMENTAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE:

Professional

NAME:
POSITION:

Special Projects Manager

ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Personal	NAME:	POSITION: Pastor
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Professional	NAME:	POSITION: City Planner
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Professional	NAME:	POSITION: Director
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER:

Agency - Wide Questions

1. **Are you a current employee?**
Yes
2. **Do you have any relatives working here?**
No
3. **If you answered 'yes' to the previous question, please provide the name(s) of any relatives who work here, the department they work in, and their relationship to you.**
4. **Where did you first hear about this opportunity?**
City of Crestview's Website
5. **If you selected "City Employee" on the previous question, please provide the full name below:**
Jessica Leavins

6. Do you possess a High School Diploma or GED?
Yes

This application was submitted by Peacock, Natasha, S

NATASHA S. PEACOCK, CMC

January 6, 2026

Dear Members of the City Council:

I am writing to express my strong interest in the City Clerk position. As a Certified Municipal Clerk with 13 years of dedicated service in the Office of the City Clerk for the City of Crestview, Florida, I offer not just qualifications, but a proven track record of commitment, institutional knowledge, and a clear vision for the continued growth and excellence of the Clerk's office.

When you appoint me as City Clerk, you are making an investment in continuity, stability, and excellence. I am not a candidate who will need time to learn your systems, build relationships, or understand your community's unique needs. I bring 13 years of institutional knowledge from serving under both an elected Clerk and your city's first appointed Clerk. I have established collaborative relationships across all city departments, understand the nuances of your municipal operations, and have demonstrated my ability to adapt and grow with the evolving needs of the office. Currently serving as Interim City Clerk, I have proven my capacity to manage the full scope of this position while maintaining the high standards your community deserves.

Effective municipal governance depends on clear, direct communication and strong working relationships. Over my tenure, I have cultivated trust and partnerships with department heads, elected officials, staff members, and community stakeholders. I understand that the City Clerk serves as a vital communication hub, ensuring transparency, accessibility, and accountability. Whether coordinating with three advisory boards, processing 5-25 public records requests daily through our NextRequest system, or ensuring strict compliance with Florida Sunshine Law, I approach every interaction with professionalism, clarity, and a commitment to open government.

I believe deeply in the continued growth of the Clerk's office and its critical alignment with the vision and mission of the city. Throughout my career, I have not simply maintained existing processes—I have actively sought ways to improve efficiency, enhance service delivery, and strengthen our systems. From assisting in the development of Standard Operating Procedures to managing a Clerk's Office budget. I understand that effective administration requires both preserving what works and embracing innovation where needed. I am committed to ensuring the Clerk's office operates as a model of efficiency, professionalism, and public service that supports the broader goals of our city government.

The City Clerk's office cannot function in isolation—it must serve as a bridge between government and community. I am passionate about creating and sustaining partnerships within the city and throughout our community. My extensive volunteer work, including over 20 years with Emerald Coast Odyssey of the Mind, service on the Crestview Resource & Community Development Center Board, and my involvement with Top Ladies of Distinction, reflects my dedication to this community beyond my professional role. These experiences have deepened

my understanding of community needs and strengthened my ability to serve as a responsive, accessible public servant.

My qualifications extend beyond my years of service. I hold a Bachelor's degree in Public Administration from Barry University and have earned my Certified Municipal Clerk (CMC) designation through comprehensive training with the Florida Association of City Clerks. I am a graduate of Leadership Okaloosa and Crestview Lead, programs that have enhanced my capacity to lead with vision and integrity. I possess extensive knowledge of Florida Sunshine Law, public records management, contract attestation, ordinance and resolution processing, and legislative support—all essential competencies for effective service as City Clerk.

Appointing me as City Clerk represents an investment in proven dedication, institutional expertise, and a shared commitment to our city's continued success. I am not seeking this position to begin a career—I am seeking it to continue and elevate the work I have passionately pursued for over a decade. I am ready to serve, ready to lead, and ready to ensure that the Office of the City Clerk remains a cornerstone of transparent, efficient, and accountable government.

Thank you for your consideration. I would welcome the opportunity to discuss how my experience, dedication, and vision can continue to serve our community in this vital role.

Respectfully submitted,



Natasha S. Peacock, CMC

NATASHA S. PEACOCK, CMC

850-368-9132 | peacock.natasha@gmail.com | 224 Johnson Court, Crestview, FL

PROFILE SUMMARY

Certified Municipal Clerk with 13+ years of dedicated service in the Office of the City Clerk for the City of Crestview, Florida, specializing in records management, legislative support, and regulatory compliance. Proven expertise in Florida Sunshine Law, public records administration, contract management, and municipal ordinance processes. Currently serving as Interim City Clerk, demonstrating comprehensive knowledge of all municipal clerk functions from foundational administrative support to executive-level decision-making. Adept at managing complex operations, coordinating multi-board support, and implementing efficient systems for public service delivery. Known for meticulous attention to detail, strong organizational leadership, and unwavering commitment to transparent, accountable government operations.

PROFESSIONAL EXPERIENCE

City of Crestview

Interim City Clerk

November 2025 – Present

- Serve as chief administrative officer to City Council, attending all meetings and providing comprehensive legislative support and procedural guidance
- Maintain official custody of all municipal records, ordinances, resolutions, contracts, and legal documents in accordance with Florida statutes and retention schedules
- Review and attest to all city contracts for compliance with Council policy and legal requirements prior to mayoral signature
- Process and oversee the execution of municipal ordinances and resolutions, ensuring proper legal procedures and documentation
- Manage comprehensive public records request system (NextRequest) processing 5-25 requests daily, ensuring timely compliance with Florida's public records law while coordinating with all city departments
- Provide administrative support to City Council and coordinate all council communications in strict adherence to Florida Sunshine Law requirements
- Continue to coordinate agendas, minutes, and public notices for City Council and three advisory boards while maintaining organized calendar of all city events and meetings

Deputy City Clerk / Executive Assistant

November 2013 – November 2025

- Coordinated agendas, minutes, and public notices for City Council and three advisory boards (Community Redevelopment Agency, Special Magistrate, and Planning & Development Board)
- Assisted in development and management of Clerk's Office annual budget (\$286,760) for three consecutive fiscal years, ensuring efficient allocation of resources
- Maintained comprehensive public records management system in accordance with Florida statutes and established retention schedules, ensuring legal compliance and efficient retrieval
- Assisted the City Clerk in developing Standard Operating Procedures (SOPs) for contract processing, public records requests, and City Council communications to ensure consistency and regulatory compliance
- Maintained organized calendar for City Council with all city events, meetings, and deadlines, ensuring seamless coordination and timely notifications

- Ensured all ordinances requiring recording were properly recorded and filed; categorized and maintained comprehensive filing system for resolutions in accordance with municipal requirements
- Managed all travel arrangements and processed travel reimbursements for City Council members and Clerk's Office staff
- Processed requisitions for the City Clerk and City Council, ensuring proper documentation and budget compliance
- Facilitated cross-departmental communication and collaboration to support efficient municipal operations
- Participated in citywide and regional leadership initiatives supporting civic engagement and professional development

First Church of God In Christ

Administrative

January 2012 – Present

- Provide comprehensive administrative support to senior leadership, including meeting coordination and communications management
- Plan and execute community outreach programs

EDUCATION & PROFESSIONAL CREDENTIALS

Bachelor of Science in Public Administration

May 2025

Barry University

Certified Municipal Clerk (CMC)

September 2025

Florida Association of City Clerks (FACC) – Completed four comprehensive training sessions covering municipal administration, records management, legislative procedures, and governmental compliance

PROFESSIONAL DEVELOPMENT & TRAINING

- Leadership Okaloosa Graduate – Comprehensive leadership development program focused on community engagement and collaborative problem-solving
- Crestview Lead Alumni – Municipal leadership initiative emphasizing civic participation and local government operations

CORE COMPETENCIES

- | | |
|--|---|
| • Municipal Records Management | • Florida Sunshine Law Compliance |
| • Legislative Support & Agenda Management | • Public Records Request Administration |
| • Contract Review & Attestation | • Ordinance & Resolution Processing |
| • Budget Development & Management | • Multi-Board Coordination |
| • Standard Operating Procedure Development | • Event Planning & Coordination |
| • Cross-Departmental Communication | • Community Engagement |

LEADERSHIP & COMMUNITY ENGAGEMENT

- Board Member, Crestview Resource & Community Development Center
- Administrative Team, First Church of God in Christ
- Top Ladies of Distinction, Emerald Coast Chapter – Member
- Emerald Coast Odyssey of the Mind – Volunteer Problem Coach (20+ years)

Certificate of Graduation

PRESENTED TO

Natasha Lemack

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



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



DIVISION OF
LIBRARY and
INFORMATION
SERVICES

CERTIFICATE OF COMPLETION



Natasha Peacock

has satisfactorily completed

Leadership Okaloosa Program

offered by the Professional & Workforce Training Department
at Northwest Florida State College

in partnership with the Crestview Area Chamber of Commerce, Destin Chamber,
Greater Fort Walton Beach Chamber of Commerce and Niceville Valparaiso Chamber of Commerce

In testimony whereof, I have affixed my signature in Niceville, Florida this thirteenth day of May, 2025

A handwritten signature in dark ink, appearing to read 'Dennis Braun', written over a horizontal line.

Dennis Braun

Executive Director of Workforce Development - Northwest Florida State College

Barry University

Upon the recommendation of the Faculty, the Board of Trustees

has conferred on

Natasha S. Pearson

the degree of

Bachelor of Public Administration

in recognition of the satisfactory fulfillment of the requirements

pertaining to this degree.

Given this first day of March, two thousand and twenty-five
in Miami Shores, Miami-Dade County, Florida.

Mike Allen

Mike Allen, Ph.D.
President

George Green

George Green
Officer, Board of
Trustees



Stephen Liberman

Stephen Liberman, Ph.D.
President

Stephen Liberman

Stephen Liberman, Ph.D.
President

EMPLOYMENT APPLICATION

Crestview, City of (FL)
198 North Wilson Street

Crestview, Florida - 32536
<https://cityofcrestview.org/> (<https://cityofcrestview.org/>)
Ojeda, Amanda, Leigh
CITY CLERK

Received: 1/9/26,
7:53 AM

For Official Use
Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
CITY CLERK

Job Number:
202400117

NAME: (Last, First, Middle)
Ojeda, Amanda, Leigh

PERSON ID:

Former Last Name:
Ojeda

Date And Month Of Birth:

ADDRESS: (Street, City, State, Zip Code)

HOME PHONE:

ALTERNATE PHONE:

EMAIL ADDRESS:

DRIVER'S LICENSE:

Yes

State: FL **Number:** _____

LEGAL RIGHT TO WORK IN
THE UNITED STATES?:

☒ Yes ☐ No

HIGHEST LEVEL OF EDUCATION:

Associate's Degree

PREFERENCES

MINIMUM COMPENSATION:

\$30.00/hr \$68,000.00/yr

ARE YOU WILLING TO RELOCATE?

☒ Yes ☐ No ☐ Maybe

SHIFTS YOU WILL ACCEPT:

Day

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

OBJECTIVE:

Utilize my extensive administrative background to reenter into the government sector and become a valuable asset long term.

EDUCATION		
DATES: from May/2012 to May/2015	SCHOOL NAME: Ventura College	
LOCATION:(City , State) Ventura, CA	DID YOU GRADUATE? ☐ Yes ☒ No	DEGREE RECEIVED: Associate's
MAJOR/MINOR: Business Administration		UNITS COMPLETED: 68

WORK EXPERIENCE		
DATES: from March/2024 to Present	EMPLOYER: Emerald Coast Care, LLC	POSITION TITLE: OWNER
ADDRESS: (Street, City, State, Zip Code): 		
PHONE NUMBER: 	SUPERVISOR: Amanda Ojeda - Owner	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$6,000.00	# OF EMPLOYEES SUPERVISED: 3
DUTIES: • Maintain state license to operate as a business and training for staff • Manage inventory, contracts and staffing for 25 properties • Create a care plan for facility including emergency preparedness • Direct employees with training and facility expectations for inspections • Maintain safety, health, educational and medical needs of 10 enrollees weekly • Keep accurate records of attendance, meals, health records and payroll • Schedule staff and enrollees according to needs and capacity		
REASON FOR LEAVING: Upon relocation due to job security, I began my own business running a childcare center and managing Airbnb contracts and assisting with the flips of the properties. I am looking to get back into the government sector where I have been primarily through my education and career.		
DATES: from March/2022 to September/2023	EMPLOYER: Thrivent Financial	POSITION TITLE: SENIOR ADMINISTRATIVE ASSISTANT
ADDRESS: (Street, City, State, Zip Code): Remote Minneapolis, MN 32505		
PHONE NUMBER: 	SUPERVISOR: 	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No

HOURS PER WEEK: 40	SALARY: \$4,500.00	# OF EMPLOYEES SUPERVISED: 2
DUTIES: • Assist VP and 6 managers with tasks: calendaring, finance, travel, meetings, expenses • Attend division and board meetings keeping accurate minutes for CEO and stakeholders • Utilize software for project management, productivity, and payables • Complete all aspects of travel for conferences for multiple time zones • Efficiently organize calendars with long term and last-minute scheduling • Understand and implement contracts and agreements • Maintain strong relationships with stakeholders and internal and external sources		
REASON FOR LEAVING: During relocation I worked for Thrivent, my family could not find childcare that fit our needs, that is when I left Thrivent to open my own childcare center while my son was not in school.		
DATES: from May/2017 to March/2022	EMPLOYER: City of Oxnard- Water & City Manager's/Mayor's Office	POSITION TITLE: ADMINISTRATIVE ASSISTANT III
ADDRESS: (Street, City, State, Zip Code):		
PHONE NUMBER:	SUPERVISOR: M-----	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$4,000.00	# OF EMPLOYEES SUPERVISED: 2
DUTIES: • Assist mayor, city manager, assistant city manager, and deputy city manager • Prepare agenda items for City Council and Committee meetings and take minutes • Work as liaison between 6 departments and Assistant City Managers; 68 employees • Prepare a variety of documents for managers and staff; payroll, purchasing, contracts • Schedule, coordinate, and prepare for meetings taking notes and reviewing to leaders • Utilize multiple software (CRM, AI) for various data for 6 departments • Make edits to staff reports for presentation e public and Council • Efficiently organize calendars around both managers' day to day and scheduled items • Respond to multiple emails and phone calls, departmental and from the public		
REASON FOR LEAVING: Relocation		
DATES: from April/2013 to August/2018	EMPLOYER: VENTURA COUNTY HEALTH CARE AGENCY	POSITION TITLE: SECRETARY III
ADDRESS: (Street, City, State, Zip Code):		

PHONE NUMBER: 	SUPERVISOR: 	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$3,500.00	# OF EMPLOYEES SUPERVISED: 12
DUTIES: • Supervise 12 employees and report to manager to assess performance • Schedule employees according to departmental needs and availability • Create purchase orders for needed equipment/supplies according to budget • Email and phone correspondence daily for manager as well as interdepartmental • Prepare and analyze reports for managers with data from 4 departments • Assign training to prepare for Joint Commission and safety inspections • Calendar meetings and events for the hospital and manager		
REASON FOR LEAVING: Promotion		

CERTIFICATES AND LICENSES
Nothing Entered For This Section

SKILLS
OFFICE SKILLS: Typing: 60 WPM
OTHER SKILLS: Microsoft Office - Expert - 15 years, 3 months Payroll - Intermediate - 5 years, 1 months Scheduling - Expert - 15 years, 5 months
LANGUAGE(S): Nothing Entered For This Section
SUPPLEMENTAL INFORMATION Nothing Entered For This Section

REFERENCES		
REFERENCE TYPE: Personal	NAME:	POSITION: GM- Cotton On
ADDRESS: (Street, City, State, Zip Code) CA		
EMAIL ADDRESS:		PHONE NUMBER:

REFERENCE TYPE: Personal	NAME:	POSITION: Division Manager
ADDRESS: (Street, City, State, Zip Code) CA		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Personal	NAME:	POSITION: Business Owner
ADDRESS: (Street, City, State, Zip Code) FL		
EMAIL ADDRESS:		PHONE NUMBER:

Agency - Wide Questions

1. **Are you a current employee?**
No
2. **Do you have any relatives working here?**
No
3. **If you answered 'yes' to the previous question, please provide the name(s) of any relatives who work here, the department they work in, and their relationship to you.**
4. **Where did you first hear about this opportunity?**
Governmentjobs.com
5. **If you selected "City Employee" on the previous question, please provide the full name below:**
N/A
6. **Do you possess a High School Diploma or GED?**
Yes

This application was submitted by Ojeda, Amanda, Leigh

Amanda Ojeda

Pensacola, FL •

2022 – CURRENT

OWNER, EMERALD COAST CARE, LLC

- Maintain state license to operate as a business and training for staff
- Manage inventory, contracts and staffing for 25 properties
- Create a care plan for facility including emergency preparedness
- Direct employees with training and facility expectations for inspections
- Maintain safety, health, educational and medical needs of 10 enrollees weekly
- Keep accurate records of attendance, meals, health records and payroll
- Schedule staff and enrollees according to needs and capacity

2022 – 2023

SENIOR ADMINISTRATIVE ASSISTANT - (REMOTE) THRIVENT FINANCIAL

- Assist VP and 6 managers with tasks: calendaring, finance, travel, meetings, expenses
- Attend division and board meetings keeping accurate minutes for CEO and stakeholders
- Utilize software for project management, productivity, and payables
- Complete all aspects of travel for conferences for multiple time zones
- Efficiently organize calendars with long term and last-minute scheduling
- Understand and implement contracts and agreements
- Maintain strong relationships with stakeholders and internal and external sources

2018 – 2022

ADMINISTRATIVE ASSISTANT (CONFIDENTIAL), CITY OF OXNARD- CITY MANAGER

- Assist mayor, city manager, assistant city manager, and deputy city manager
- Prepare agenda items for City Council and Committee meetings and take minutes
- Work as liaison between 6 departments and Assistant City Managers; 68 employees
- Prepare a variety of documents for managers and staff; payroll, purchasing, contracts
- Schedule, coordinate, and prepare for meetings taking notes and reviewing to leaders
- Utilize multiple software (CRM, AI) for various data for 6 departments
- Make edits to staff reports for presentation e public and Council
- Efficiently organize calendars around both managers' day to day and scheduled items
- Respond to multiple emails and phone calls, departmental and from the public

2013 - 2018

SECRETARY II, HEALTH CARE AGENCY – VENTURA COUNTY

- Supervise 12 employees and report to Manager to assess performance
- Schedule employees according to departmental needs and availability
- Create purchase orders for needed equipment/supplies according to budget
- Email and phone correspondence daily for manager as well as interdepartmental
- Prepare and analyze reports for managers with data from 4 departments
- Assign training to prepare for Joint Commission and safety inspections
- Calendar meetings and events for the hospital and Manager

EMPLOYMENT APPLICATION

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198 North Wilson Street

Crestview, Florida - 32536
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Krivda, NyKole, P
CITY CLERK

Received: 1/12/26,
8:21 AM

For Official Use
Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

CITY CLERK

Job Number:

202400117

NAME: (Last, First, Middle)

Krivda, NyKole, P

PERSON ID:

Date And Month Of Birth:

ADDRESS: (Street, City, State, Zip Code)

HOME PHONE:

ALTERNATE PHONE:

EMAIL ADDRESS:

DRIVER'S LICENSE:

Yes

State: FL Number:

**LEGAL RIGHT TO WORK IN
THE UNITED STATES?:**

☒ Yes ☐ No

HIGHEST LEVEL OF EDUCATION:

Master's Degree

PREFERENCES

MINIMUM COMPENSATION:

\$33.67/hr \$70,000.00/yr

ARE YOU WILLING TO RELOCATE?

☒ Yes ☐ No ☐ Maybe

SHIFTS YOU WILL ACCEPT:

Day , Evening , Weekends

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

OBJECTIVE:

Seasoned business leader and MBA graduate offering a blend of Professional Administrative adeptness, Human Resources, Business Management, Higher Education Management, Project Management, Compliance, Leadership, and Team Building talents along with the ability to formulate strategies, make decisions, plan with confidence and execute, having a quick grasp of changes in the industry.

EDUCATION**DATES:**

from September/2004 to April/2006

SCHOOL NAME:

Nova Southeastern University

LOCATION:(City , State)

Ft. Lauderdale, FL

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Master's

MAJOR/MINOR:

Business Administration/ HR Management

UNITS COMPLETED:

49

DATES:

from September/2002 to August/2004

SCHOOL NAME:

Nova Southeastern University

LOCATION:(City , State)

Fort Lauderdale, FL

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR/MINOR:

Business Management

UNITS COMPLETED:

49

DATES:

from August/1993 to January/2001

SCHOOL NAME:

Queensborough Community College

LOCATION:(City , State)

Queens, NY

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Associate's

MAJOR/MINOR:

Liberal Arts

UNITS COMPLETED:

68

DATES:

from September/1989 to January/1991

SCHOOL NAME:

New York Department of Education

LOCATION:(City , State)

New York, NY

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

GED

WORK EXPERIENCE**DATES:**

from November/2024 to August/2025

EMPLOYER:

Hillsborough County Black
Chamber of Commerce

POSITION TITLE:

Vice President

ADDRESS: (Street, City, State, Zip Code):

Tampa, FL

PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
HOURS PER WEEK: 20		
DUTIES: Collaborate with the President/CEO to develop and implement the chamber's strategic plan, ensuring alignment with the organization's mission and vision. Lead efforts to grow and retain the chamber's membership base by identifying and addressing member needs, developing value-added programs, and fostering relationships with local businesses and stakeholders. Oversee the planning and execution of events, seminars, and networking opportunities that provide value to members and enhance the chamber's presence in the community. Strengthen partnerships with local businesses, nonprofits, educational institutions, and government agencies to foster a collaborative environment that supports community development.		
REASON FOR LEAVING: As this was a volunteer position, my decision to step away is based on a desire to refocus my time and energy on advancing my professional career goals. I am grateful for the opportunity to have served in a leadership capacity and to contribute to the chamber's mission, and I look forward to supporting similar initiatives in the future as my schedule allows.		
DATES: from April/2023 to July/2024	EMPLOYER: Central Hillsborough County Chamber of Commerce	POSITION TITLE: CEO/President
ADDRESS: (Street, City, State, Zip Code):		
PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
HOURS PER WEEK: 60	SALARY: \$6,154.00	# OF EMPLOYEES SUPERVISED: 6
DUTIES: Provide executive-level leadership and guidance to the board of directors, developed and implemented HR policies, and identified strategic business goals. Manage full-cycle recruiting, collaborated with executive leadership, and oversaw compliance with laws and regulations. Drafted and implemented strategic budgets and developed business strategies to ensure alignment with chamber objectives.		
REASON FOR LEAVING: Looking for a position that aligns with my personal and professional goals.		
DATES: from January/2022 to September/2022	EMPLOYER: Start Up Company	POSITION TITLE: HR Director

ADDRESS: (Street, City, State, Zip Code): 		
PHONE NUMBER: 	SUPERVISOR: 	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
HOURS PER WEEK: 40	SALARY: \$6,538.46	
DUTIES: Provides executive-level leadership and guidance to the organization's HR operations. Developed and implemented legally compliant human resources infrastructure for a green energy company. Identifies and implements long-range strategic talent management goals. Formulates and deploys leadership management initiatives, continuous improvement, comprehensive and total rewards strategies, counseling, and personality conflict management. Recruiting Management: Manage all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations, placement, and onboarding. Oversees the daily workflow of the department. Provides constructive and timely performance evaluations, handles discipline and termination of employees in accordance with company policy.		
REASON FOR LEAVING: Company's inability to financially sustain employees. I was advised that the company could no longer afford to pay me past December of 2022.		
DATES: from July/2020 to January/2022	EMPLOYER: Hillsborough County BOCC	POSITION TITLE: Human Resources Specialist
ADDRESS: (Street, City, State, Zip Code): 		
PHONE NUMBER: 	SUPERVISOR: 	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$4,230.00	
DUTIES: Professional subject matter expert in talent acquisitions and performance management, coordinating with hiring managers to identify staffing needs and determine selection criteria; source potential candidates through online channels. Plan interview and selection procedures, including screening calls, assessments, and in-person interviews. Assess candidate information, including resumes and contact details, using our Applicant Tracking System (Taleo). Design job descriptions; interview questions that reflect each position's requirements and forecast hiring needs for each department. Fosters long-term relationships with past applicants and potential candidates.		
REASON FOR LEAVING: No room for professional growth.		

DATES: from November/2019 to July/2020	EMPLOYER: Hillsborough County BOCC/ Parks and Recreation	POSITION TITLE: Administrative Specialist II
ADDRESS: (Street, City, State, Zip Code): 		
PHONE NUMBER: 	SUPERVISOR: 	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$3,846.00	# OF EMPLOYEES SUPERVISED: 1
DUTIES: Provided administrative support to a Division Manager and Department Director; processed a variety of documentation associated with department operations within designated timeframes and per established procedures. Communicated and initiates appropriate action/response to various departments and the community; typed, edited, and proofread correspondence; assists with implementation of policies and procedures. Maintains electronic calendar/schedule of activities for the assigned department; scheduled and confirmed appointments, meetings, interviews, inspections, conferences, or other activities. Processed personnel action forms and job vacancy postings to be sent to Human Resources; maintained employee rosters and related records; works with Human Resources to process a new hire, termination, and promotion paperwork; served as a liaison between Human Resources and the department. Policy Advisory Board member and back up Parks Board coordinator.		
REASON FOR LEAVING: Promotion to a different department		
DATES: from April/2018 to September/2018	EMPLOYER: 	POSITION TITLE: Human Resources Manager/Employee Relations - Multi-Location
ADDRESS: (Street, City, State, Zip Code): 		
PHONE NUMBER: 	SUPERVISOR: 	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
HOURS PER WEEK: 40	SALARY: \$5,700.00	# OF EMPLOYEES SUPERVISED: 17

DUTIES:

Directed all aspects of employee relations ensuring company policies were administered fairly and consistently. Provided all departments with the necessary training to conduct self-audits and ensure regulatory compliance. Assisted supervisors, managers, and employees on the resolution of employee issues or disciplinary actions. Reviewed State and Federal legislation, court decisions, administrative rulings, and related matters to determine if human resource practices and policies complied with relevant laws. Managed recruiting and staffing process ensuring legal compliance with all applicable laws including; those prescribed by the Community Health Accreditation Partner (CHAP), the Agency for Health Care Administration (AHCA), and the Agency for Persons with Disabilities (APD). Assisted in communications between employees, corrective action, disciplinary actions, and explanation and clarification of policies and procedures. Conducted annual reviews, communicated changes in the organization's policies and procedures, assisted executive management, administered wage and salary program, conducted exit interviews, developed and maintained HRIS. Planned, developed, and implements new programs in the functional areas of the division. Primary employee stakeholder was accountable for inter-organizational and community outreach communication regarding regulatory compliance and professional development for the College. Built effective relationships with local and regional corporations, non-profit and government organizations, and community partners to identify employment opportunities (reverse recruiting) and to promote the school's qualified students, graduates, and alumni. Assisted students and graduates in securing employment in their specialty.

REASON FOR LEAVING:

Contract ended

DATES:

from September/2016 to December/2017

EMPLOYER:

Suncoast College of Health

POSITION TITLE:

HR Director-Compliance- Dean of Student

ADDRESS: (Street, City, State, Zip Code):

PHONE NUMBER:**SUPERVISOR:****MAY WE CONTACT THIS EMPLOYER?**

☐ Yes ☒ No

HOURS PER WEEK:

40

SALARY:

\$5,000.00

OF EMPLOYEES SUPERVISED:

8

DUTIES:

Developed human resources initiatives, collaborating with senior leadership, and providing recommendations to improve employee engagement, promote diversity, and drive objectives. Consistently resolved and responded to issues to improve the employee/student experience; to improve the employee/student experience; through additional training, scheduling, and advocating for employees and students on college matters. Consulted with various department directors, conducted investigations regarding internal concerns and compliance complaints.

REASON FOR LEAVING:

Nursing College closed by the Department of Education.

DATES:

from March/2013 to February/2016

EMPLOYER:

Twisted Brew

POSITION TITLE:

Human Resources Manager

ADDRESS: (Street, City, State, Zip Code):

PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
HOURS PER WEEK: 40	SALARY: \$5,384.00	# OF EMPLOYEES SUPERVISED: 12
DUTIES: Directed and provided oversight of operations and procedures, maintaining control of diverse business operations; advised leadership team regarding financial planning, budget administration, human resources operations, strategic marketing, and public relations. Established and interpreted policies and procedures that aligned with company vision, ensuring the functionality of business operations and sustainable growth.		
REASON FOR LEAVING: Business closed.		
DATES: from November/2009 to July/2013	EMPLOYER: South University	POSITION TITLE: Program Administrative Assistant II
ADDRESS: (Street, City, State, Zip Code):		
PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$3,200.00	# OF EMPLOYEES SUPERVISED: 2
DUTIES: Interim Admissions Director - Managed overall office operations by providing executive-level administrative support to the Vice President; provided high-level clerical support with HR generalist responsibilities. Created an Access database to secure a network of medical educators for hire or preceptorship. Trained all new administrative staff employees. Monitored expense reports, and coordinated office events, meetings, and conferences. Prepared reports and presentations, collecting and analyzing information, in addition to developing and maintaining administrative policies and procedures.		
REASON FOR LEAVING: Military move		

CERTIFICATES AND LICENSES			
TYPE: Diversity and Inclusion Certificate			
DATE ISSUED: May 2021	EXPIRATION DATE: No expiration	NUMBER:	ISSUING AGENCY: University of South Florida

SKILLS

OFFICE SKILLS:

Typing: 45 WPM

OTHER SKILLS:

Training and Development - Intermediate - 6 years, 0 months

Microsoft Word - Expert - 13 years, 0 months

Microsoft Visio - Intermediate - 4 years, 0 months

Microsoft Power Point - Expert - 13 years, 0 months

Team Building - Intermediate - 10 years, 0 months

Project Management - Expert - 7 years, 0 months

Compliance - Expert - 6 years, 0 months

Microsoft Excel - Intermediate - 8 years, 0 months

Kronos - Intermediate - 4 years, 0 months

Ultipro - Beginner - 1 years, 0 months

ADP - Run - Beginner - 0 years, 1 months

Recruiting - Expert - 7 years, 4 months

Records Management - Expert - 8 years, 4 months

Workforce Management - Expert - 7 years, 0 months

Employee Relations - Intermediate - 7 years, 0 months

LANGUAGE(S):

Nothing Entered For This Section

SUPPLEMENTAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE:

Professional

NAME:

POSITION:

Membership Director

ADDRESS: (Street, City, State, Zip Code)

EMAIL ADDRESS:

PHONE NUMBER:

REFERENCE TYPE:

Professional

NAME:

POSITION:

ADDRESS: (Street, City, State, Zip Code)

EMAIL ADDRESS:

PHONE NUMBER:

REFERENCE TYPE:

Professional

NAME:

POSITION:

Recreation Service Department
Manager

ADDRESS: (Street, City, State, Zip Code)		
FL		
EMAIL ADDRESS:		PHONE NUMBER: 811
REFERENCE TYPE: Professional	NAME: y	POSITION: Grant Director
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Professional	NAME:	POSITION: Marketing and Branding Director
ADDRESS: (Street, City, State, Zip Code)		
FL		
EMAIL ADDRESS:		PHONE NUMBER:

Agency - Wide Questions

1. **Are you a current employee?**
No
2. **Do you have any relatives working here?**
No
3. **If you answered 'yes' to the previous question, please provide the name(s) of any relatives who work here, the department they work in, and their relationship to you.**
4. **Where did you first hear about this opportunity?**
Governmentjobs.com
5. **If you selected "City Employee" on the previous question, please provide the full name below:**
N/A
6. **Do you possess a High School Diploma or GED?**
Yes

This application was submitted by Krivda, NyKole, P

NY'KOLE KRIVDA, BSC., MBA-HRM

Dear Hiring Committee,

I am writing to express my strong interest in the City Clerk position. With over a decade of experience in executive administration, compliance oversight, records management, and policy-driven operations, I bring the skills, discretion, and procedural discipline necessary to support City Council, the Mayor, and the public with accuracy and integrity.

Throughout my career, I have worked in highly regulated environments requiring strict adherence to legal standards, confidentiality, and documentation protocols. I have maintained custody of sensitive records, contracts, personnel files, and institutional reports, ensuring proper retention, accessibility, and compliance with governing policies and applicable laws. This experience aligns directly with the responsibilities of maintaining official city records, managing contracts, attesting documents, and ensuring accurate documentation of council proceedings.

I possess strong experience supporting leadership bodies through agenda preparation, report review, and procedural coordination. In previous roles, I routinely analyzed and edited reports for executive and board-level consideration, ensured alignment with policy direction, and coordinated across departments to guarantee accurate and timely submission of materials. I am highly skilled in recording, organizing, and maintaining formal records, and I understand the legal importance of precision, transparency, and public accountability in government operations.

My background also includes supervising administrative staff, establishing office procedures, improving records systems, and strengthening operational workflows. I am well versed in modern office practices, records retention standards, and disclosure requirements, and I am comfortable managing both digital and physical record systems in audit-ready condition. I approach public service with a strong commitment to professionalism, responsiveness, and ethical stewardship of information.

Equally important, I bring strong interpersonal and communication skills. I have extensive experience serving as a liaison between departments, leadership, external stakeholders, and the public, ensuring clarity, professionalism, and respectful engagement at all times. I understand that the City Clerk's office is not only an administrative hub, but also a public-facing institution that reflects the credibility and stability of city government.

I am drawn to this role because I believe in the importance of transparent governance, organized civic processes, and dependable public service. I would be honored to contribute my skills in support of City Council operations, contract administration, licensing, and the preservation of official municipal records.

Thank you for your time and consideration. I welcome the opportunity to discuss how my experience in compliance, administration, and leadership support can serve the needs of your city.

Respectfully,
Ny'Kole Krivda