



CITY OF DELAND
SPECIAL MEETING OF THE CITY COMMISSION
MARCH 9, 2026 AT 7:00 PM
CITY HALL, COMMISSION CHAMBERS
120 SOUTH FLORIDA AVENUE

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

NEW BUSINESS

1. Consideration of Applications for the City Clerk Position.

ADJOURNMENT

The DeLand City Commission holds its regular meetings on the first and third Mondays of each month at 7:00 p.m. in the DeLand City Commission Chambers, 120 South Florida Avenue, DeLand. Notice of special meetings, workshops, changes in dates, times or locations are provided by separate Public Notices, which are posted at City Hall and on the City's web site.

The City of DeLand may take action on any matter during this meeting, including items that are not set forth within this agenda.

Public participation is encouraged on any matter on the agenda. If you desire to be recognized by the Mayor, please fill out a Speaker's Card and present it to the City Clerk.

Minutes of the DeLand City Commission meetings are not transcribed verbatim. If any person decides to appeal a decision made by the City Commission with respect to any matter considered at a public meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made by a court reporter, at the person's own expense.

In accordance with the American Disabilities Act, persons needing a special accommodation in order to participate in the proceedings should notify the City Clerk's Office at least 48 hours in advance of the meeting: 626-7132.

Assisted Listening System receivers are available for the hearing impaired, and can be obtained from the City Clerk.

If you wish to obtain information regarding the City Commission's Agenda, please call the City Clerk's Office: 626-7132.

We respectfully request that all pagers and cell phones be turned OFF during City Commission meetings.

Electronic Information! City Commission agendas and short form minutes are now available on the City's web page: www.deland.org.

CITY OF DELAND
Request for Commission Action
March 9, 2026

SUBJECT: Consideration of Applications for the City Clerk Position.

DEPARTMENT: Admin Services

PREPARED BY: Jeremy Wiggins, HR Director

ATTACHMENTS: City Clerk Interview Process Agenda March 9, Killgore, Cassandra Full Application, Gowan, Christian Full Application, Jacob, Jonathan Full Application, Moses, Kieu Full Application, Zlotnik, Bonnie Full Application

APPROVED BY: ,

SUMMARY/HIGHLIGHT:

On March 3, 2026, staff sent the qualified candidate application to the City Commission for their review in selecting a new City Clerk-Auditor. In total, forty-one (41) applications were received for the City Clerk-Auditor position, but only five (5) completed all required components of the application process and met the minimum qualifications. Staff is looking for direction from the City Commission on which applicants they would like to move forward with interviews and on what date(s) and in what manner the City Commission would like to interview the selected applicants. Staff has provided an agenda and recommendations for options that the City Commission can consider.

STRATEGIC PLAN FOCUS AREA/ACTION STEP:

High Value Government

SUSTAINABILITY:

N/A

FISCAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends that the City Commission select which of the five (5) qualified applicants they wish to interview. Following the selection of which applicants to interview, staff recommends that the City Commission selects dates and times for the interviews to take place.

BACKGROUND/DISCUSSION:

The former City Clerk, Julie Hennessy, announced her retirement at the beginning of December and retired on January 1, 2026. The former Deputy City Clerk, Julia Hewitt, was appointed to the role of Interim City Clerk on December 2, 2026. The City Commission directed staff to begin an internal recruitment process for the selection of the next City Clerk. Ms. Hewitt provided her resignation with an effective date of February 11, 2026. The City Commission hired Ms. Dale Arrington as Interim City Clerk, effective February 12, 2026, on a temporary basis while they concluded their hiring process and opened their recruitment process to include external candidates.

On March 3, 2026, staff sent the qualified candidate application to the City Commission for their review in selecting a new City Clerk-Auditor. In total, forty-one (41) applications were received for the City Clerk-Auditor position, but only five (5) completed all required components of the application process and met the minimum qualifications. Staff is looking for direction from the City Commission on which applicants they would like to move forward with interviews and on what date(s) and in what manner the City Commission would like to interview the selected applicants. Staff has provided an agenda and recommendations for options that the City Commission can consider.

The five (5) qualified applicants being presented to the City Commission, in no particular order at this time are:

- Christian Gowan: Mr. Gowan holds a Master Degree in Public Administration and Certified Municipal Clerk (CMC) certification. Mr. Gowan is currently the City Clerk for the City of Winter Springs and is a DeLand resident. He has over 7 years' experience as a municipal clerk.
- Bonnie Zlotnik: Ms. Zlotnik holds a Bachelors Degree and Certified Municipal Clerk (CMC) certification. Ms. Zlotnik was formerly the City Clerk for the City of Edgewater and is a Edgewater resident. She has over 12 years' experience as a municipal clerk.
- Cassandra Killgore: Ms. Killgore holds a Bachelors Degree and Certified Municipal Clerk (CMC) certification. Ms. Killgore is currently the Deputy City Clerk for the City of Lake Mary and is a Orange City resident. She has over 7 years' experience in a municipal and county clerk environment as Deputy Clerk.
- Jonathan Jacob: Mr. Jacob holds a Bachelors Degree. Mr. Jacob is currently a Document Imaging Specialist for the City of DeLand and is a DeLand resident. He has over 18 years' experience in a municipal clerk's office setting.
- Kieu Moses: Ms. Moses holds a Master Degree in Public Administration and a Juris Doctorate (JD). Ms. Moses is currently the Risk/Safety/Events Manager for the City of DeLand and is a DeLand resident. She has over 12 years' experience in municipal government, including working with the City Clerk's Office.

A summary of comparison of each candidates qualifications as related to the City Clerk-Auditor position will be submitted separately.



CITY OF DeLAND - CITY CLERK-AUDITOR INTERVIEW PROCESS

End of Application Collection

- Window for applications closed February 28, 2026
- Human Resources provided the 5 top qualified candidates to the City Commission on March 3, 2026

Discussion Points for March 9, 2026 Workshop

- Determine if the City Commission desires to interview all 5 candidates
- Determine the interview process that City Commission wishes to use
 - Multiple weekday evenings or a single full day on the weekend
 - Individual interviews with each candidate, full commission interviews with each candidate, or both
 - How long is desired for individual interviews and full commission interviews?

Interview Day Format Options

Option 1 for Weekday Evenings

To accommodate week day evenings the Commission would need to identify two or three evenings within a reasonable amount of time to conduct all of the interviews given the time frame that is necessary to interview each candidate

Day 1 — Individual 1-on-1 Sessions: 5:30pm – 8:20pm

- Each commissioner conducts their own 30 minutes interview with each candidate in individual offices
- Candidates rotate between commissioners on a structured schedule, escorted by City Staff; City Staff wait outside the interview rooms, provide 5-minute warning by knocking on the door
- Sample questions provided to commissioners for the 1-on-1 format
- Possible City Commissioner interview rooms
 - Mayor Cloudman – Mayor's Office
 - Vice Mayor Davis – Mayor's Conference Room
 - Commissioner Kevin Reid – City Commissioner's Office
 - Commissioner Dan Reed – Stetson Conference Room
 - Richard Paiva – City Clerk's Office



City Commissioner	5:30pm – 6:00pm	6:05pm – 6:35pm	6:40pm – 7:10am	7:15pm – 7:45pm	7:50pm – 8:20pm
Mayor Cloudman	Candidate 1	Candidate 4	Candidate 2	Candidate 5	Candidate 3
Vice Mayor Davis	Candidate 4	Candidate 2	Candidate 5	Candidate 3	Candidate 1
Commissioner Reid	Candidate 2	Candidate 5	Candidate 3	Candidate 1	Candidate 4
Commissioner Reed	Candidate 5	Candidate 3	Candidate 1	Candidate 4	Candidate 2
Commissioner Pavia	Candidate 3	Candidate 1	Candidate 4	Candidate 2	Candidate 5

Day 2 — Full Commission Public Interview Candidates 1, 2, and 3: 5:30pm – 8:05pm

- Each candidate interviewed before the full commission in commission chambers, open to the public
- 5:30pm interview time should go to an internal candidate to allow external candidates travel time following work
- Recommended duration: 45 minutes per candidate
- Sample questions provided for the panel format
- Candidates asked to wait in the designated conference room away from chambers to prevent question exposure

5:30pm – 6:15pm	Candidate 1
6:20pm – 7:05pm	Candidate 2
7:05pm – 7:20pm	15-minute break
7:20pm – 8:05pm	Candidate 3

Day 3 — Full Commission Public Interview Candidates 4 and 5: 5:30pm – 7:05pm

- Each candidate interviewed before the full commission in commission chambers, open to the public
- 5:30pm interview time should go to an internal candidate to allow external candidates travel time following work
- Recommended duration: 45 minutes per candidate
- Sample questions provided for the panel format
- Candidates asked to wait in the designated conference room away from chambers to prevent question exposure

5:30pm – 6:15pm	Candidate 4
6:20pm – 7:05pm	Candidate 5



At the next available Commission Meeting, City Commission would discuss candidates and select a candidate

*If a 2 evening process was desired over a 3 evening process City Commission could reduce the Group interview time from 45 minutes to 30 minutes and utilize the following schedule.

***Day 2 — Full Commission Public Interview Candidates 1, 2, 3, 4, and 5: 5:30pm – 8:45pm**

- Each candidate interviewed before the full commission in commission chambers, open to the public
- 5:30pm and 6:05 interview times should go to an internal candidates to allow external candidates travel time following work
- Recommended duration: 30 minutes per candidate
- Sample questions provided for the panel format
- Candidates asked to wait in the designated conference room away from chambers to prevent question exposure

5:30pm – 6:00pm	Candidate 1
6:05pm – 6:35pm	Candidate 2
6:35pm – 6:50pm	15-minute break
6:50pm – 7:20pm	Candidate 3
7:25pm – 7:55pm	Candidate 4
7:55pm – 8:10pm	15-minute break
8:15pm – 8:45pm	Candidate 5

At the next available Commission Meeting, City Commission would discuss candidates and select a candidate

Option 2 for a Single Weekend Interview – Full Day

If the City Commission wanted to address the candidate interviews in a single day process on a weekend day so as to not have to ask candidates to come out on multiple days the following process could be considered.

Welcome Address and Process Instructions: 9:00am – 9:10am

- All City Commissions, Candidates, and Support City Staff gather to review the timeline for the day



- Commissioners and candidates taken to their starting locations by City Staff
- Light breakfast refreshments provided

Round 1 — Individual 1-on-1 Sessions: 9:15am – 11:25am

- Each commissioner conducts their own 20 minutes interview with each candidate in individual offices
 - Mayor Cloudman – Mayor’s Office
 - Vice Mayor Davis – Mayor’s Conference Room
 - Commissioner Kevin Reid – City Commissioner’s Office
 - Commissioner Dan Reed – Stetson Conference Room
 - Richard Paiva – City Clerk’s Office

City Commissioner	9:15am – 9:35am	9:40am – 10:00am	10:00am – 10:10am	10:10am – 10:30am	10:35am – 10:55am	10:55am – 11:05am	11:05am – 11:25am
Mayor Cloudman	Candidate 1	Candidate 4	10 min Break	Candidate 2	Candidate 5	10 min Break	Candidate 3
Vice Mayor Davis	Candidate 4	Candidate 2	10 min Break	Candidate 5	Candidate 3	10 min Break	Candidate 1
Commissioner Reid	Candidate 2	Candidate 5	10 min Break	Candidate 3	Candidate 1	10 min Break	Candidate 4
Commissioner Reed	Candidate 5	Candidate 3	10 min Break	Candidate 1	Candidate 4	10 min Break	Candidate 2
Commissioner Pavia	Candidate 3	Candidate 1	10 min Break	Candidate 4	Candidate 2	10 min Break	Candidate 5

Lunch Break — Informal Meet & Greet: 11:30am – 12:30pm

- Held in the back of City Commission Chambers with tables set up
- Unstructured lunch with commissioners and candidates together
- Staff will break down at the end of the lunch

Round 2 — Full Commission Public Interview: 12:45pm – 4:40pm

- Each candidate interviewed before the full commission in commission chambers, open to the public
- Recommended duration: 30 minutes per candidate
- Sample questions provided for the panel format
- Candidates asked to wait in the designated conference room away from chambers to prevent question exposure



12:45pm – 1:15pm	Candidate 1
1:20pm – 1:50pm	Candidate 2
1:15pm – 1:30pm	15-minute break
1:30pm – 2:00pm	Candidate 3
2:05pm – 2:35pm	Candidate 4
2:35pm – 2:50pm	15 Minute Break
2:50pm – 3:20pm	Candidate 5

- Following interviews, Commission discusses interviews— candidates asked not to be present for discussion
- Commission determines if they would like to take time to consider the candidates and make a selection at the upcoming City Commission Meeting or select a top candidate and alternate for contract negotiation
 - Provide direction to City Staff on the negotiation of a contract with the selected candidate

Candidate Application

First Name: Cassandra	Last Modified: 03/02/2026 09:02 PM
Middle Name:	Created: 02/10/2026 09:16 AM
Last Name: Killgore	Job: City Clerk-Auditor [1892]
Address 1: 819 S Cedar Ave	Source:
Address 2:	Rating: Top Prospect
City: Orange City	Disposition:
State: FL	Pre-employment notes:
Zip: 32763	Background Check Notes:
Phone: (386) 216-5032	Score: N/A
Cell Phone:	Current Stage: Department Review
Email: cassandra.killgore@yahoo.com	
Veteran's Preference: No	

Cover Letter

Dear Members of the City Commission,

I am writing to apply for the City Clerk-Auditor position with the City of DeLand. I am a Certified Municipal Clerk with several years of municipal and governmental records experience supporting governing bodies, administering elections, maintaining official records, and ensuring compliance with Florida law.

As Deputy City Clerk for the City of Lake Mary, I coordinate City Commission meetings, prepare agendas, ordinances, resolutions, and minutes, serve as custodian of municipal records, and manage public records requests in accordance with statutory requirements. I work closely with executive leadership and legal counsel to ensure procedural accuracy, transparency, and sound governance. My experience also includes assisting with municipal elections, records audits, and interdepartmental compliance efforts.

My professional background reflects a strong commitment to local government and the essential role the Clerk's Office plays in maintaining public trust, institutional continuity, and lawful decision-making. I approach the Clerk-Auditor role as both a constitutional officer and a strategic partner to the Commission, focused on accuracy, independence, and service to the community.

I hold a Bachelor of Science in Legal Studies from the University of Central Florida and maintain my Certified Municipal Clerk designation through the International Institute of Municipal Clerks. I would be honored to bring my experience, judgment, and dedication to public service to the City of DeLand.

Thank you for your consideration.

Respectfully,

Cassandra Killgore, CMC

Application for Employment

PERSONAL INFORMATION

* Are you legally eligible to be employed in the United States? (Proof of identity and eligibility will be required upon employment): **Yes**

* Are you at least 18 years or older? (If no, you may be required to provide authorization to work): **Yes**

* Are you applying for Veteran's Preference? (If Yes, you must attach a copy of your DD-214 to your application): **No**

* Have you ever been convicted of a felony or a misdemeanor which resulted in imprisonment within the last seven years? (A conviction will not necessarily result in the denial of employment): **No**

If Yes, please explain:

* Have you ever worked for this Company before?: **No**
If Yes, please provide details (Where/When/Job Title):

EMPLOYMENT DESIRED

* When would you be available to begin work?: **Roughly within 1 month of offer date**

* Type of employment desired: **Full-Time**

* Hourly rate/salary desired: **\$95,000/year**

* Are you currently employed?: **Yes**

If so may we inquire of your present employer?: **Yes**

If presently employed, why are you considering leaving?: **I am seeking a professional growth opportunity that allows me to serve in a broader leadership and department-head capacity. The City Clerk-Auditor role aligns with my experience, certification, and long-term commitment to local government and public service.**

EDUCATION

Give record of all High Schools, Colleges, Universities and Vocational/Technical Schools you have attended.

School Name & Location	Did you Graduate?	Degree Received	Subjects Studied/Major
University of Central Florida	Yes	B.S.	Legal Studies
Seminole State College of Florida	Yes	A.S.	Legal Studies

TRAINING AND CERTIFICATIONS

List any applicable certifications and training that you have completed.

Program Name	Program Location	Date of Completion	Certification Name
International Institute of Municipal Clerks		12/18/2025	Certified Municipal Clerk

If you have completed any special courses, seminars and/or training that would help you to perform the position for which you are applying, please describe:

EMPLOYMENT HISTORY

Give your full employment record, starting with your current or most recent employment

EMPLOYER 1

Dates Employed	Employer Name & Address	Employer Phone
From: 10/23/2023 To: Current	City of Lake Mary 100 N Country Club Rd, Lake Mary, FL 32746	407-585-1400
Job Title	Supervisor Name & Title	May we Contact?
Deputy City Clerk	Amber Branton City Clerk	Yes
Responsibilities	Reason for Leaving	Salary/Hourly Rate
Coordinate and support City Commission, board, and committee meetings through agenda preparation, legal notices, and official minutes. • Maintain custody and integrity of ordinances, resolutions, contracts, agreements, and other official municipal records. • Administer public records requests in compliance with Florida	I have not left yet.	Start: 24/hour End: 27/hour

Statutes and FOIA requirements.

- Assist with municipal elections, ensuring adherence to statutory procedures and transparency requirements.
- Provide training and guidance to staff on records management, governance procedures, and compliance standards.
- Represent the City Clerk's Office in interdepartmental coordination and public-facing matters.

EMPLOYER 2

Dates Employed	Employer Name & Address	Employer Phone
From: 11/05/2018 To: 10/20/2023	Fifth District Court of Appeal 300 S Beach St, Daytona Beach, FL 32114	386-947-1530
Job Title	Supervisor Name & Title	May we Contact?
Deputy Clerk II	Sandra Williams Clerk of Court	Yes
Responsibilities	Reason for Leaving	Salary/Hourly Rate
• Managed official court records and filings in accordance with judicial and statutory requirements. • Drafted and processed court orders, tracked judicial assignments, and maintained case documentation. • Provided leadership within a sub-department handling case initiation and records processing.	The City of Lake Mary presented with a better growth opportunity closer to home.	Start: 18/hour End: 22/hour

EMPLOYER 3

Dates Employed	Employer Name & Address	Employer Phone
From: 06/01/2020 To: 09/01/2021	Fifth District Court of Appeal Legal Assistant	386-947-1530
Job Title	Supervisor Name & Title	May we Contact?
Legal Assistant	Sharon Serra Director of Central Staff	Yes
Responsibilities	Reason for Leaving	Salary/Hourly Rate
• Managed caseloads and schedules for staff attorneys. • Drafted Court Orders, legal memoranda, and judicial opinions. • Transcribed dictations and conducted legal research using Westlaw.	I moved back to the Clerk's Office.	Start: End:

REFERENCES

Please provide three references (not relatives).

Name	Relationship	Phone Number	Email
Brittany Fernandez	Colleague	407-585-1445	bfernandez@lakemaryfl.com
Amber Branton	Supervisor	407-585-1423	abranton@lakemaryfl.com
Stephanie Flippin	Former Colleague	804-836-9995	flippins@flcourts.org

AUTHORIZATION

YOU MUST SIGN THIS APPLICATION. READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:

I certify that each answer to any question herein and all other information otherwise furnished is true and correct. I further certify that all such answers and information constitutes full and complete disclosure of my knowledge with respect to the questions or subject matter. I understand that any incorrect, incomplete or false statements or information, furnished by me

may subject me to disqualification or to discharge at any time. If employed by the City of DeLand, I agree to comply with all its orders, rules and regulations.

* Signature (type name): **Cassandra Killgore**

* Date: **02/09/2026**

Additional Information

Please include any relevant files, resume or cover letters to the position you are applying for

Additional Files

[Application Review Questions_Cassandra Killgore.pdf](#)

Additional Files

[References_Cassandra Killgore.pdf](#)

Candidate Information

Maiden Name Date last used

Date of Birth **06/06/1997**

We require information about your previous residency over the past 7 years.

Previous City, State, Zip
Date

Previous City, State, Zip
Date

Previous City, State, Zip
Date

Previous City, State, Zip
Date

Disclosure Agreement

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING]

DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS

In connection with your application for employment and from time to time during the course of employment, the City of DeLand may obtain reports or background information concerning you which is contained in a “consumer report” and/or an “investigative consumer report” those terms are defined in the Fair Credit Reporting Act. Consumer reports” are reports from consumer reporting agencies and may include information regarding your character, general reputation, personal characteristics, mode of living, credit worthiness, credit standing, motor vehicle records (driving records), verification of your education, employment history, Social Security Number verification, licensing and certification checks, or military service history. The City may also obtain investigative consumer reports. Some reference checks by a consumer reporting agency fall into this category. An “investigative consumer report” is a consumer report in which information as to character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, associates, acquaintances, or others. You have a right to request disclosure of the nature and scope of an investigation and to request a written summary of consumer rights.

AUTHORIZATION

I authorize the City of DeLand to obtain consumer reports and/or investigative consumer reports regarding me in connection with my application and from time to time for employment purposes.

* Full Name

Cassandra Killgore

* Date:: **02/09/2026**

General Questions

Driver's License Information

* Driver's License Number	* State issued
k426-112-97-706-0	Florida
Commercial Driver's License Number: State Issued	
Class Code	* Endorsements
E	None

* Have you ever been in violation of traffic law?**No**
If yes, please explain for what, where and when

* Are any family members or relatives employed by the City:**No**
If yes, please provide their name and current position as well as your relationship to the employee. (example: mother, father, sister, brother, cousin, aunt, uncle etc.)

* Have you ever been discharged/fired from employment?**No** * Have you ever resigned/quit after being informed that your employer intended to discharge you?**No**

If yes to either questions, please complete the following

Employer
Address
Date
Explanation

High School Diploma or GED

* Do you have a High School Diploma?

Yes

* If you answered no, have you earned and been issued a GED from an educational institution accredited by the American Council on Education?

I have a High School Diploma

Minimum Qualifications

* Do you meet ALL of the Minimum Qualifications, Education and Experience listed on the job description?

Yes

Cassandra Killgore

(386) 216-5032 | Cassandra.killgore@yahoo.com _

PROFESSIONAL SUMMARY

Certified Municipal Clerk (CMC) with extensive experience supporting governing bodies, managing official municipal records, administering public records requests, and ensuring compliance with statutory requirements. Proven ability to prepare agendas, minutes, ordinances, resolutions, and public notices while providing high level administrative and supervisory support in fast paced municipal environments.

CORE SKILLS & EXPERTISE

- Municipal Records & Archives Management
- Elections Administration & Compliance
- FOIA/Open Records Compliance
- Statutory & Regulatory Compliance
- Council Agenda & Minutes Preparation
- Public Notices & Legal Publications
- Supervisory & Staff Training
- Executive & Council Support

PROFESSIONAL EXPERIENCE

City of Lake Mary | Lake Mary, FL
Deputy City Clerk | 2023 – Present

- Coordinate and support City Commission, board, and committee meetings through agenda preparation, legal notices, and official minutes.
- Maintain custody and integrity of ordinances, resolutions, contracts, agreements, and other official municipal records.
- Administer public records requests in compliance with Florida Statutes and FOIA requirements.
- Assist with municipal elections, ensuring adherence to statutory procedures and transparency requirements.
- Provide training and guidance to staff on records management, governance procedures, and compliance standards.
- Represent the City Clerk's Office in interdepartmental coordination and public-facing matters.

Fifth District Court of Appeal | Daytona Beach, FL
Deputy Clerk II | 2018 – 2023

- Managed official court records and filings in accordance with judicial and statutory requirements.
- Drafted and processed court orders, tracked judicial assignments, and maintained case documentation.
- Provided leadership within a sub-department handling case initiation and records processing.

Legal Assistant – Central Staff | 2020 – 2021

- Managed caseloads and schedules for staff attorneys.
- Drafted Court Orders, legal memoranda, and judicial opinions.
- Transcribed dictations and conducted legal research using Westlaw.

EDUCATION & CERTIFICATION

- Certified Municipal Clerk (CMC) – International Institute of Municipal Clerks (IIMC)
- University of Central Florida – Bachelor of Science in Legal Studies
- Seminole State College of Florida – Associate of Science in Legal Studies (Summa Cum Laude)

1. Department Structure & Service Delivery

If selected as City Clerk-Auditor, I would structure the City Clerk's Office around clearly defined functional areas that align with statutory responsibilities while maintaining flexibility to meet operational demands. At a high level, the office should be organized into four primary service functions: (1) Commission and legislative support, (2) elections administration, (3) records management and public records compliance, and (4) audit and financial oversight.

Commission services should operate on a standardized workflow that includes agenda development, legal advertising, packet distribution, meeting support, and post-meeting documentation. Clear internal deadlines, checklist-based controls, and coordination with the City Manager and City Attorney are essential to ensure accuracy, compliance, and timeliness. Elections administration should be handled by trained staff with cross-coverage to ensure continuity and strict adherence to statutory deadlines and procedures.

Records management and public records functions should be centralized within the Clerk's Office, with clear delegation to records specialists and defined coordination protocols with all City departments. Technology should be leveraged to improve efficiency through electronic records management systems, standardized retention schedules, and structured intake and tracking of public records requests. Audit responsibilities should be conducted independently and professionally, with clear separation between operational staff and audit functions to preserve objectivity.

The Clerk-Auditor should maintain direct supervisory oversight of staff while empowering senior team members to manage day-to-day operations within their assigned functional areas. Balancing statutory, administrative, and customer service responsibilities requires consistent training, clear expectations, and a culture of professionalism and public service. The existing personnel structure should be evaluated regularly to ensure appropriate staffing levels, cross-training, and succession planning.

2. City Needs Assessment

The City of DeLand's current and emerging needs require a City Clerk's Office that is both operationally sound and forward-looking. Immediate needs include maintaining strong compliance with public records law, elections statutes, and legislative procedures while continuing to support an active City Commission in a transparent and efficient manner.

As the City continues to grow and address redevelopment, infrastructure investment, and increased public engagement, the Clerk's Office must be positioned to manage higher volumes of records requests, more complex legislative actions, and increased scrutiny from the public and media. Continued investment in technology, records digitization, and standardized procedures will be critical to meeting these demands.

The Clerk's Office has historically been strong in maintaining continuity, supporting the Commission, and serving as a trusted institutional resource. Opportunities for improvement may include expanded use of technology to streamline workflows, enhanced interdepartmental coordination on records retention and compliance, and proactive training to ensure all departments understand their role in public records and legislative processes. From a strategic perspective, the Clerk's Office should continue to reinforce public trust through transparency, consistency, and professionalism, while serving as a stabilizing force during times of policy change, leadership transitions, or heightened public interest.

3. Personal Assessment of Readiness for City Clerk-Auditor

My professional background, education, and commitment to public service have prepared me to step into the City Clerk-Auditor role and make an immediate impact. As a Certified Municipal Clerk with municipal and judicial experience, I bring a strong working knowledge of Florida statutes, elections law, public records requirements, legislative procedures, and records management standards. My current role has required independent judgment, attention to detail, and the ability to support governing bodies while maintaining neutrality and integrity.

I am prepared to immediately contribute through effective Commission support, strong records stewardship, and clear communication with elected officials, staff, and the public. My strengths include organization, statutory compliance, staff supervision, and the ability to manage competing deadlines in high-visibility environments.

I recognize that the Clerk-Auditor role requires continuous growth, particularly in areas such as advanced auditing practices, emerging technology, and evolving legislative trends. I intend to broaden my knowledge through ongoing professional development, participation in IIMC and FACC programs, collaboration with peer Clerks, and engagement with state and professional organizations.

I am committed to remaining current in best practices and emerging trends across all disciplines under the Clerk-Auditor's responsibility. Continuing education, peer networking, and a willingness to evaluate and improve existing processes will be central to my approach. I view the Clerk-Auditor role not only as a statutory position, but as a leadership role dedicated to excellence in local government and service to the DeLand community.

City Clerk–Auditor In-Basket Exercise

Upon returning to the office Monday morning at 8:00 a.m., my immediate focus would be on issues that present statutory risk to the City, impact election integrity, or could invalidate official City actions. My prioritization reflects the City Clerk-Auditor's responsibility to ensure compliance with Florida Statutes, the City of DeLand Charter and Code, and to protect the integrity of the City Commission's actions, records, and elections. Items are addressed below in order of priority, with recommended actions, delegation, timelines, and rationale.

Priority 1 – Item 5: Candidate Qualifying Fee Returned for NSF:

This issue represents the highest priority due to its direct impact on election integrity and statutory compliance.

Recommended Action:

I would immediately consult with the City Attorney and contact the Florida Division of Elections for formal guidance regarding whether an NSF qualifying check constitutes a failure to qualify under Florida Statutes. I would issue a written notice to the candidate documenting the returned check and advising that the matter is under review. Unless expressly authorized by statute or the Division of Elections, I would not accept a replacement payment after the qualifying period has closed.

I would also prepare contingency documentation, including alternate certified candidate lists, pending final determination.

Delegation:

I would delegate preparation of the written notice and documentation to the Deputy Clerk, while retaining responsibility for coordination with the City Attorney and Division of Elections.

Timeline:

Immediate action the same morning. Formal notice and guidance requests would be completed before the close of business.

Rationale:

Florida Statutes §§ 99.012 and 99.061 strictly govern candidate qualifying requirements and deadlines. An NSF check is generally treated as non-payment, and the qualifying period has closed. The Clerk's Office must remain neutral and adhere strictly to statutory requirements to avoid legal challenge or election invalidation. Prompt, documented action protects both the City and the integrity of the election process.

Priority 2 – Item 1: Ordinance Not Properly Advertised:

This issue carries significant legal risk to the validity of a City ordinance.

Recommended Action:

I would immediately remove the ordinance from the agenda for the evening's meeting and notify the City Attorney, applicant, and developer's representative. The ordinance would be rescheduled for the next available meeting following proper legal advertisement in accordance with Florida Statutes.

I would also document the failure by the contracted newspaper and request written confirmation for the City's records.

Delegation:

Agenda revisions and notifications would be handled by the Deputy Clerk, with legal confirmation from the City Attorney.

Timeline:

Action would be taken immediately, prior to final agenda distribution.

Rationale:

Florida Statutes § 166.041 requires ordinances to be advertised at least ten days prior to adoption. Proceeding without proper notice would invalidate the ordinance and expose the City to legal challenge. While the delay is unfortunate for the applicant, statutory compliance must take precedence.

Priority 3 – Item 8: IT Security Breach Involving Sealed Records:

This issue presents risk to confidential records and potential legal exposure.

Recommended Action:

I would maintain the system lockdown initiated by IT, direct that all access logs and forensic data be preserved and immediately notify the City Manager and City Attorney. I would ensure that interim manual procedures are implemented to allow limited access to necessary records for the Commission meeting and public records requests.

Delegation:

The IT Department would continue the technical investigation. Records staff would assist with manual access procedures with oversight.

Timeline:

Immediate notification and coordination, with status updates provided prior to the Commission meeting.

Rationale:

As custodian of City records, the Clerk must ensure the security and integrity of both public and exempt records pursuant to Chapter 119, Florida Statutes. Protecting sealed and confidential records takes priority, while still ensuring statutory obligations for meetings and records access are met.

Priority 4 – Item 6: Commission Chambers HVAC Failure:

This issue affects public access and the conduct of a lawful public meeting.

Recommended Action:

I would require a status update from Facilities by mid-afternoon. If the HVAC system could not be reliably repaired before the meeting, I would direct staff to relocate the meeting to the Sanborn Center, ensuring ADA accessibility, signage, and public notice updates

Delegation:

The Administrative Assistant would coordinate logistics with Facilities and Parks and Recreation.

Timeline:

Final decision by approximately 4:00 p.m.

Rationale:

Commission meetings must be accessible and conducted in a safe environment. Ensuring public participation and compliance with open meeting requirements is essential.

Priority 5 – Item 3: Public Records Request from Local Journalist:

This request carries statutory response obligations and public visibility.

Recommended Action:

I would acknowledge receipt of the request immediately and begin coordinated collection of records from the City Manager and Commissioners. Records would be reviewed for applicable exemptions in consultation with the City Attorney and produced on a rolling basis as appropriate.

Delegation:

Records staff would manage collection and indexing, while legal review would be coordinated with the City Attorney.

Timeline:

Immediate acknowledgment, with production initiated within one business day.

Rationale:

Florida's Public Records Law requires prompt and reasonable access. Media requests require careful handling to balance transparency with lawful exemptions.

Priority 6 – Item 2: Commissioner Request for Late Agenda Item:

This request involves procedural considerations rather than statutory urgency.

Recommended Action:

I would advise Commissioner Smith that the agenda deadline has passed and that the item may only be added as a late item by Commission approval at the meeting. The resolution may be distributed as supplemental material.

Delegation:

The Deputy Clerk would prepare and distribute supplemental documentation.

Timeline:

Same day, prior to agenda finalization.

Rationale:

The Clerk must apply agenda procedures consistently and remain neutral. No single Commissioner may unilaterally add agenda items after deadlines.

Priority 7 – Item 7: Permit Fee Audit Discrepancy:

This issue requires transparency but does not require immediate Commission action.

Recommended Action:

I would direct staff to continue the audit and prepare a report with preliminary findings, clearly disclosing incomplete areas and the unresolved discrepancy. I would escalate delays in obtaining Finance records through the City Manager.

Delegation:

Audit work would continue under the Deputy Clerk's supervision.

Timeline:

Report delivered on the scheduled timeline with appropriate disclosures.

Rationale:

Transparency maintains credibility. Reporting preliminary findings is preferable to delaying a Commission-approved audit schedule.

Priority 8 – Item 4: Records Retention Violation:

This issue requires correction but is not time-critical compared to other matters.

Recommended Action:

I would direct Public Works to immediately cease destruction of records, notify the City Attorney, and determine whether consultation with the State's records management authority is required. Corrective training would be implemented.

Delegation:

The Records Specialist would document findings and corrective steps.

Timeline:

Within 48 hours.

Rationale:

Improper destruction of records violates statutory retention requirements. Immediate cessation and corrective action mitigate further risk

Conclusion:

My approach to these issues prioritizes statutory compliance, election integrity, public trust, and the lawful operation of the City Commission. As City Clerk-Auditor, my role is to provide steady, neutral leadership; ensure the City's actions are legally defensible; and maintain the integrity of the City's records, elections, and legislative processes.

Jeremy Wiggins

From: Stephanie Flippin <va000956@gmail.com>
Sent: Saturday, February 28, 2026 1:11 PM
To: Jeremy Wiggins
Subject: Re: Cassandra Killgore Professional Reference

Good afternoon,

As I am going to be unreachable until Monday, I will reply with my recommendation for Cassandra Killgore.

Cassandra and I met when we both worked for the State of Florida at the Court of Appeals. Cassandra is an outstanding employee that learns incredibly quickly and is exceptional at not only performing the tasks at hand, but mentoring others on better ways to achieve the same goals. Cassandra is driven to work ethically and promptly. I highly recommend her to the City-Clerk Auditor position.

If you have any questions please feel free to contact me.

Thank you,

Stephanie Flippin

Jeremy Wiggins

From: Amber Branton <abranton@lakemaryfl.com>
Sent: Monday, March 2, 2026 9:58 AM
To: Jeremy Wiggins
Cc: Cassandra Killgore
Subject: RE: Cassandra Killgore Professional Reference

Good morning, Mr. Wiggins.

Cassie is an outstanding professional and an incredible asset to any organization. She consistently goes above and beyond, and there is truly nothing that falls outside of her willingness to step in and get the job done. She approaches her work with logic, thoughtfulness, and a strong sense of responsibility. I never have to follow up with her on assignments, she is dependable, organized, and always ahead of deadlines.

What sets Cassie apart is her ability to research thoroughly and anticipate issues before they arise. She does not operate reactively; she stays ahead of changes, understands statutory requirements, and ensures accuracy and compliance in everything she touches. Her attention to detail, discretion, and commitment make her exceptionally well-suited for the role.

On a personal note, while her advancement would certainly be a tremendous gain for your organization, it would be a genuine loss for mine. Cassie is not easily replaced, and I know the standard she sets would be difficult to replicate. That said, I also recognize her talent and potential, and I fully believe she is meant for continued growth and greater responsibility. She has my complete support.

Cassie carries herself with professionalism, integrity, and a calm, steady presence. She is respected by colleagues, trusted by leadership, and consistently demonstrates sound judgment. I have full confidence in her ability to excel in this position and to serve the City of DeLand with the highest level of competence and care.

Please feel free to reach out if you need any additional information.

Thank you,



PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from City officials regarding City business are public records available to the public

March 02, 2026

To Whom It May Concern,

It is my absolute pleasure to recommend Cassandra Killgore for the position of City Clerk for the City of Deland. I have had the privilege of working alongside Cassie in her role as Deputy City Clerk, and I can confidently say she exemplifies professionalism, dedication, and integrity in every aspect of her work.

Cassie's work ethic is exceptional. She approaches each responsibility with focus and determination, consistently giving 100% effort to ensure tasks are completed accurately and efficiently. Her attention to detail is one of her strongest attributes. Whether managing official records, preparing agendas and minutes, or coordinating complex administrative processes, Cassie ensures that every document and procedure is handled with precision and care.

In addition to her technical skills, Cassie demonstrates outstanding organizational abilities and a deep understanding of municipal operations. She remains calm under pressure, meets deadlines consistently, and proactively addresses challenges before they become issues. Her willingness to step in wherever needed and support her colleagues makes her an invaluable member of our team.

Cassie has received excellent performance evaluations year after year, a true testament to her commitment, growth, and high standards of excellence. She has continuously expanded her knowledge and taken initiative to strengthen the Clerk's Office operations. Without hesitation, I can say she is more than ready to step into the role of City Clerk. She possesses the leadership qualities, institutional knowledge, and dedication necessary to serve the City of Deland with distinction.

Cassie is truly an asset to our organization, and I strongly and enthusiastically recommend her for this well-deserved advancement. Please feel free to contact me if you require any additional information.

Sincerely,

Brittany Fernandez
HR Administrator
City of Lake Mary
Email: bfernandez@lakemaryfl.com
Phone: 407-585-1445

Christian Gowan, MPA, CMC

1132 Valley View Lane
DeLand, FL 32720
(386)-956-8005
cdgowan93@gmail.com

February 11, 2026

City of DeLand
120 South Florida Avenue
DeLand, FL 32720

I am writing to express my strong interest in the City Clerk position with the City of DeLand. As a Certified Municipal Clerk with more than five years of experience supporting a municipal governing body and administering Florida's Sunshine Law, Public Records Law, and election requirements, I am eager for the opportunity to serve the City of DeLand and its residents.

I currently serve as City Clerk for the City of Winter Springs where I provide statutory and administrative support to the Mayor and five-member City Commission. My responsibilities include preparing legally compliant agendas and minutes, serving as Records Custodian, coordinating complex and high-volume public records requests, and acting as Filing Officer for municipal elections. I also develop and maintain policies and procedures related to records management and public records compliance, manage departmental budgets, and serve as a liaison among elected officials, staff, advisory boards, and the public to support transparent and efficient governance.

My experience as Interim City Clerk and Assistant to the City Clerk provided a strong foundation in municipal operations and the day-to-day demands of a Clerk's Office. I bring a practical, detail-oriented approach to my work, along with a strong commitment to professionalism, responsiveness, and public trust.

DeLand holds particular significance for me. I previously served as an intern in the City Manager's Office, earned my undergraduate degree from Stetson University, and I call DeLand home. These connections, combined with my Master of Public Administration degree have shaped my dedication to accessible, accountable, and community-focused local government.

I am confident that my municipal experience, knowledge of Florida law, and connection to the DeLand community would allow me to contribute effectively as City Clerk. I would welcome the opportunity to further discuss how my skills and experience align with the City's needs.

Thank you for your time and consideration.

Sincerely,
Christian Gowan

Candidate Application

First Name: Christian	Last Modified: 02/19/2026 11:55 AM
Middle Name:	Created: 02/11/2026 09:33 PM
Last Name: Gowan	Job: City Clerk-Auditor [1892]
Address 1: 1132 Valley View Lane	Source:
Address 2:	Rating: Top Prospect
City: DeLand	Disposition:
State: FL	Pre-employment notes:
Zip: 32720	Background Check Notes:
Phone: (386)-956-8005	Score: N/A
Cell Phone:	Current Stage: Department Review
Email: cdgowan93@gmail.com	
Veteran's Preference: No	

Cover Letter

February 11, 2026

City of DeLand
120 South Florida Avenue
DeLand, FL 32720

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Thank you for your time and consideration.

Sincerely,
Christian Gowan

Application for Employment

PERSONAL INFORMATION

* Are you legally eligible to be employed in the United States? (Proof of identity and eligibility will be required upon employment): **Yes**

* Are you at least 18 years or older? (If no, you may be required to provide authorization to work): **Yes**

* Are you applying for Veteran's Preference? (If Yes, you must attach a copy of your DD-214 to your application): **No**

* Have you ever been convicted of a felony or a misdemeanor which resulted in imprisonment within the last seven years? (A conviction will not necessarily result in the denial of employment): **No**

If Yes, please explain:

* Have you ever worked for this Company before?: **Yes**

If Yes, please provide details (Where/When/Job Title): **I served as an intern for the City Managers office for a semester during my undergraduate studies (2014) - not a paid position.**

EMPLOYMENT DESIRED

* When would you be available to begin work?: **Within a month of a hiring decision to allow for proper notice**

* Type of employment desired: **Full-Time**

* Hourly rate/salary desired: **\$115,000**

* Are you currently employed?: **Yes**

If so may we inquire of your present employer?: **No**

If presently employed, why are you considering leaving?:

EDUCATION

Give record of all High Schools, Colleges, Universities and Vocational/Technical Schools you have attended.

School Name & Location	Did you Graduate?	Degree Received	Subjects Studied/Major
Deltona High School	Yes	Superintendents Diploma of Distinction	
Stetson University	Yes	Bachelor of Arts	History/Political Science
University of Oregon	Yes	Masters of Public Administration	

TRAINING AND CERTIFICATIONS

List any applicable certifications and training that you have completed.

Program Name	Program Location	Date of Completion	Certification Name
Certified Municipal Clerk		03/13/2025	CMC

If you have completed any special courses, seminars and/or training that would help you to perform the position for which you are applying, please describe:

EMPLOYMENT HISTORY

Give your full employment record, starting with your current or most recent employment

EMPLOYER 1

Dates Employed	Employer Name & Address	Employer Phone
From: 12/09/2019 To: Present	City of Winter Springs 1126 E State Road 434	4073271800
Job Title	Supervisor Name & Title	May we Contact?
Interim City Clerk/City Clerk	City Commission City Commission	No
Responsibilities	Reason for Leaving	Salary/Hourly Rate
Provide statutory and administrative support to a six-member City Commission, attending all regular and special meetings and preparing accurate, legally compliant agendas and minutes Serve as the City's Records Custodian, overseeing records retention, retrieval, and compliance across all departments in accordance with	Seeking opportunity to grow and be closer to home.	Start: 60,000 End: \$98,000

Florida Public Records law

Coordinate and respond to high-volume public records requests, ensuring timely compliance and minimizing legal and reputational risk

Act as Filing Officer for municipal elections, administering candidate qualifying, election documentation, and serving as the primary point of contact for candidates and the public

Develop, implement, and maintain departmental policies and procedures related to records management, public records requests, and lien searches

Develop and manage the City Clerk and City Commission budgets, supporting annual budget preparation, tracking expenditures, and ensuring fiscal accountability

Serve as liaison between City Commission, City staff, advisory boards, and residents, supporting transparent and efficient governance

Attend advisory board and committee meetings and prepare official minutes as required

EMPLOYER 2

Dates Employed	Employer Name & Address	Employer Phone
From: 04/29/2019 To: 12/09/2019	City of Winter Springs 1126 E State Road 434	4073271800
Job Title	Supervisor Name & Title	May we Contact?
Assistant to the City Clerk	Andrea Lorenzo-Luaces City Clerk	No
Responsibilities	Reason for Leaving	Salary/Hourly Rate
Supported City Clerk operations including Commission support, records management, and public records compliance Prepared official minutes for advisory boards and committees Researched and compiled responses to public records requests in compliance with Florida law Assisted with municipal election administration and candidate/public inquiries	Promoted	Start: \$15/hr End: \$15/hr

EMPLOYER 3

Dates Employed	Employer Name & Address	Employer Phone
From: To:		
Job Title	Supervisor Name & Title	May we Contact?
Responsibilities	Reason for Leaving	Salary/Hourly Rate
		Start: End:

REFERENCES

Please provide three references (not relatives).

Name	Relationship	Phone Number	Email
Jen Nix	Former Coworker: Code Board Attorney/Assistant City Attorney	4076657242	jnix@seminolecountyfl.gov

Terrilyn Rolle	Coworker: Community Development Director, Winter Springs	3219875811	trolle@winterspringsfl.org
Christopher Schmidt	Former Coworker: Former Community Development Director, Winter Springs	4076944353	cschmidt@casselberry.org

AUTHORIZATION

YOU MUST SIGN THIS APPLICATION. READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:

I certify that each answer to any question herein and all other information otherwise furnished is true and correct. I further certify that all such answers and information constitutes full and complete disclosure of my knowledge with respect to the questions or subject matter. I understand that any incorrect, incomplete or false statements or information, furnished by me may subject me to disqualification or to discharge at any time. If employed by the City of DeLand, I agree to comply with all its orders, rules and regulations.

* Signature (type name): **Christian D. Gowan**

* Date: **02/11/2026**

Additional Information

Please include any relevant files, resume or cover letters to the position you are applying for

[Gowan, Christian DeLand Cover Letter.pdf](#)

Additional Files

[Gowan, Christian DeLand Application Questions.pdf](#)

Additional Files

Candidate Information

Maiden Name Date last used

Date of Birth **03/27/1993**

We require information about your previous residency over the past 7 years.

Previous City, State, Zip

504 John Thomas Ave, DeLand, FL 32724 Date

Previous City, State, Zip

225 W Florence Ave, DeLand, FL 32724 Date

Previous City, State, Zip

504 John Thomas Ave, DeLand, FL 32724 Date

Previous City, State, Zip

912 Cass St, DeLand, FL 32720 Date

Disclosure Agreement

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING]

DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS

In connection with your application for employment and from time to time during the course of employment, the City of DeLand may obtain reports or background information concerning you which is contained in a “consumer report” and/or an “investigative consumer report” those terms are defined in the Fair Credit Reporting Act. Consumer reports” are reports from consumer reporting agencies and may include information regarding your character, general reputation, personal characteristics, mode of living, credit worthiness, credit standing, motor vehicle records (driving records), verification of your education, employment history, Social Security Number verification, licensing and certification checks, or military service history. The City may also obtain investigative consumer reports. Some reference checks by a consumer reporting agency fall into this category. An “investigative consumer report” is a consumer report in which information as to character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, associates, acquaintances, or others. You have a right to request disclosure of the nature and scope of an investigation and to request a written summary of consumer rights.

AUTHORIZATION

I authorize the City of DeLand to obtain consumer reports and/or investigative consumer reports regarding me in connection with my application and from time to time for employment purposes.

* Full Name

Christian Daniel Gowan

* Date:: **02/11/2026**

General Questions

Driver's License Information

* Driver's License Number

G227-242-42-600-0

* State issued

Florida

Commercial Driver's License Number: State Issued

Class Code

E

* Endorsements

None

* Have you ever been in violation of traffic law?**Yes**

If yes, please explain for what, where and when

I received a ticket for speeding in 2018 (March) in or near Putnam County, FL

* Are any family members or relatives employed by the City:**No**

If yes, please provide their name and current position as well as your relationship to the employee. (example: mother, father, sister, brother, cousin, aunt, uncle etc.)

* Have you ever been discharged/fired from employment?**No** * Have you ever resigned/quit after being informed that your employer intended to discharge you?**No**

If yes to either questions, please complete the following

Employer

Address

Date

Explanation

High School Diploma or GED

* Do you have a High School Diploma?

Yes

* If you answered no, have you earned and been issued a GED from an educational institution accredited by the American Council on Education?

I have a High School Diploma

Minimum Qualifications

* Do you meet ALL of the Minimum Qualifications, Education and Experience listed on the job description?

Yes

Christian Gowan, MPA, CMC

1132 Valley View Lane
DeLand, FL 32720
(386)-956-8005
cdgowan93@gmail.com

PROFESSIONAL SUMMARY

Experienced Certified Municipal Clerk with 5+ years of municipal governance and legislative support expertise. Demonstrated success administering Florida Sunshine and Public Records laws, managing comprehensive records systems, supporting City Commission operations, and directing municipal election processes. Skilled at fostering transparent government, coordinating with elected officials, and serving as a trusted liaison among residents, staff, and governing bodies.

CERTIFICATIONS

Certified Municipal Clerk

EDUCATION

University of Oregon Eugene, Oregon

Master of Public Administration, June 2017 | Concentration: Community Engagement

Stetson University DeLand, Florida

Bachelor of Arts, History & Political Science, May 2015

· Phi Eta Sigma, Phi Alpha Theta, Pi Sigma Alpha

EXPERIENCE

City Clerk | August 10, 2020 - Present

City of Winter Springs

Winter Springs, FL

- Provide statutory and administrative support to a six-member City Commission, attending all regular and special meetings and preparing accurate, legally compliant agendas and minutes
- Serve as the City's Records Custodian, overseeing records retention, retrieval, and compliance across all departments in accordance with Florida Public Records law
- Coordinate and respond to high-volume public records requests, ensuring timely compliance and minimizing legal and reputational risk
- Act as Filing Officer for municipal elections, administering candidate qualifying, election documentation, and serving as the primary point of contact for candidates and the public
- Develop, implement, and maintain departmental policies and procedures related to records management, public records requests, and lien searches
- Develop and manage the City Clerk and City Commission budgets, supporting annual budget preparation, tracking expenditures, and ensuring fiscal accountability
- Serve as liaison between City Commission, City staff, advisory boards, and residents, supporting transparent and efficient governance
- Attend advisory board and committee meetings and prepare official minutes as required

Interim City Clerk | December 9, 2019 - August 10, 2020

City of Winter Springs

Winter Springs, FL

- Duties same as listed above for position of City Clerk

Assistant to the City Clerk | April 29, 2019 - December 9, 2019

City of Winter Springs

Winter Springs, FL

- Supported City Clerk operations including Commission support, records management, and public records compliance
- Prepared official minutes for advisory boards and committees
- Researched and compiled responses to public records requests in compliance with Florida law
- Assisted with municipal election administration and candidate/public inquiries

Management Analysis Intern | January 2019 – April 2019

City of Treasure Island

Treasure Island, FL

- Reviewed and updated the City's financial policies manual to improve consistency and compliance
- Drafted a public meeting policy supporting standardized, transparent procedures
- Assisted with identifying and tracking short-term rental violations, supporting code enforcement efforts
- Improved accessibility and formatting of public-facing budget documents

Management Intern | Oct 2017 – July 2018

Alachua County Board of County Commissioners

Gainesville, FL

- Reviewed and updated the County Administrative Code
- Converted and verified personnel data for 800+ employees during a system transition
- Provided front-line customer service by directing public inquiries and visitors to appropriate departments

EARLIER EXPERIENCE

- Intern, Office of the City Manager – City of DeLand, FL
- Finance Intern – City of Junction City, OR
- Additional university operations and conference planning roles

Christian Gowan, MPA, CMC

1132 Valley View Lane

DeLand, FL 32720

(386)-956-8005

cdgowan93@gmail.com

1. Without knowing several factors, it is hard to say from the outside looking in how I would change the makeup of the department, or if it is necessary. I currently serve in a city of comparable size where the Clerk's Office consists of myself as City Clerk and a Deputy City Clerk and that experience has reinforced the importance of aligning staffing and resources with workload and the various responsibilities of the department. The main factors I would evaluate include the volume and complexity of public records requests, the number and type of meetings for which the Clerk's Office is responsible for agenda preparation, attendance, and minutes, and the expectations of the City Commission related to auditing support and other assigned duties before I felt comfortable suggesting any reorganization of the department in any way. I know the city does utilize JustFOIA for public records request tracking and fulfillment and technology is a critical component of a modern Clerk's office. Agenda management systems, minutes software, and records management tools can significantly improve consistency, transparency, and workflow efficiency, and should be considered when evaluating the department's organization. With respect to elections, I believe this function should remain primarily the responsibility of the City Clerk, with direct support from the Deputy City Clerk, to ensure accountability, continuity, and compliance with Florida election law. Overall, my philosophy would be to maintain an organizational structure that is lean and responsive to ensure the Clerk's Office is appropriately staffed and equipped to meet both current demands and future needs of the City.
2. One of the immediate focuses has to be the upcoming election. With qualifying occurring in June and the election in August, the Clerk needs to be ready to hit the ground running, assuring any candidate(s) already filed that the process is under control, getting acquainted with the Volusia County Supervisor of Elections and their staff to build a solid working relationship, and ensuring that qualifying goes off without a hitch. Beyond elections, the Clerk's Office plays a central role in maintaining transparency and public trust. The timely preparation and posting of meeting minutes is a key component of this responsibility, and based on my review of the City's website, DeLand appears to be performing well in this area. Public records management is another critical function, and a periodic review of internal workflows and response timelines would help ensure continued compliance with Florida's public records requirements while maintaining consistent, reasonable response times for requestors. Strategically, the Clerk's Office serves as a hub, connecting elected officials, staff, and the public while preserving the City's legislative and historical record. An ongoing focus on records retention, digitization, and process efficiency will be increasingly important. Leveraging technology to improve access to agendas, minutes, and recordings, while ensuring records integrity and statutory compliance, is an emerging need

across municipal clerk offices statewide. Finally, the Clerk's Office contributes to the City's long-term success by supporting effective governance. This includes ensuring that meetings are well-prepared, actions are clearly documented, and elected officials have the information and procedural guidance they need to make informed decisions. A Clerk who is proactive, organized, and collaborative can help create operational stability while also supporting the City's broader strategic goals.

3. I am applying for the City Clerk position because I believe my personal ties to DeLand, combined with my professional experience and education in municipal government, uniquely position me to serve the City with integrity, practical experience, and a commitment to continuous improvement. I grew up in Volusia County and my grandparents and great-grandparents lived in the city as do my parents and the rest of my immediate family currently. I attended Stetson University, further strengthening my connection to the community. In 2014, I interned with the City of DeLand, which was my first exposure to municipal government operations and that experience solidified my desire to pursue a career in public service. To build a strong foundation in local government administration I earned a Master of Public Administration from the University of Oregon with coursework focused on local government operations, budgeting, and strategic planning. Following graduate school, I returned to Florida and gained additional municipal experience in Alachua County and the City of Treasure Island, each reinforcing my commitment to public service at the local level. In April 2019 I joined the City of Winter Springs as one of two Assistant City Clerks. After approximately eight months, I was appointed Interim City Clerk following the resignation of a clerk who served for over 20 years, and in August 2020 I was selected as City Clerk after a competitive recruitment process. In this role, I have worked to reestablish strong working relationships across departments, modernize clerk operations, and improve transparency and public access. Key initiatives have included implementing a new agenda management system, launching live video streaming of meetings, and advancing a paperless records initiative to improve statutory compliance, efficiency, and document accessibility. I have completed the Alachua County Management Academy (2018) and earned the Certified Municipal Clerk (CMC) designation, demonstrating my commitment to professional development and excellence in the clerk profession. I intend to continue this commitment by pursuing the Master Municipal Clerk designation and seeking opportunities to further develop my knowledge of auditing practices to ensure I can fully meet the evolving needs of the City. I am invested in the success of DeLand and would welcome the opportunity to bring my experience, local knowledge, and dedication to public service back home.

4. In-Basket Exercise

1. Item #5: Candidate Qualifying Issue
 - a. I want to point out two things before answering the question. First, 99.061(2), Florida Statutes provides that qualifying occurs from noon on the 71st day to noon of the 67th day prior to the general election. Using the upcoming August 18, 2026 general election for DeLand as an example, qualifying would take place beginning at noon on Monday June 8th and end at noon on Friday, June 12th. I point this out to say that qualifying

would never have closed on Thursday. Second, I would not be away from the office during qualifying. To answer the question of the Deputy Clerk, 99.061(7)(a)(1), F.S. states, "If a candidate's check is returned by the bank for any reason, the filing officer shall immediately notify the candidate and the candidate shall have until the end of qualifying to pay the fee with a cashier's check purchased from funds of the campaign account. Failure to pay the fee as provided in this subparagraph shall disqualify the candidate." With this in mind, and the information provided by the Deputy Clerk, Ms. Chen would be disqualified. Her submission on (or near) the last day of qualifying leaves little room for error. Per the email we were notified by the bank on Monday of the check's status which meant the cure period had already passed and we have fulfilled our requirement to immediately notify the candidate seeking to qualify by way of voicemail and email. I would advise the Deputy Clerk of this and, as the Filing Officer, I would send an email as soon as possible to Ms. Chen, have the Deputy Clerk send a certified letter that day officially stating that the candidate did not qualify for the election, and update the certified candidate list to be sent to the Supervisor of Elections. The timelines provided by statute, as well as the involvement of multiple agencies, makes this the top priority to address upon my return.

2. Item #2: Voicemail from Commissioner
 - a. I will call the Commissioner back that morning and advise that they request this item be added at the Commission meeting. This is a simple call and dealing with the meeting tonight so it's best to get this handled quickly and allow the Commissioner to plan accordingly.
3. Item #1: Email - Advertisement Didn't Run for Hearing
 - a. If the ad didn't run, the hearing has to be postponed. I would reach out to the City Attorney, first sending an email in the morning and offering to call as availability allows, to advise them that the ad did not run and have the Deputy Clerk get in contact with the Community Development Department so they could notify the applicant and/or their attorney. I would also ask that the administrative assistant reach out to the newspaper for explanation on why the ad did not run and request a credit. At the beginning of the Commission Meeting myself or the City Attorney could advise the Commission of the need to postpone the hearing to allow for proper advertising.
4. Item #6: Admin Email re: Commission Chambers - Today 7:30am
 - a. We can monitor the situation, but I would advise the admin that although the City Charter (Article 2, Section 12) states that official meetings can be held any place open to the public, the meeting was advertised as being held in the Commission Chambers and therefore that is where it must be held. I would ask them to reach out to parks to let them know to disregard our request for the Sanborn Center. I myself would make sure the Manager and Commission was aware of the ongoing work as well. If the HVAC can't be fixed, I would suggest the meeting be called to order and then postponed by action of the City Commission.

5. Item #8: IT Dept Email Security breach/locked out - Today 4:15am
 - a. I would acknowledge receipt of the email, inform the department, monitor the situation and encourage speed in resolving the issue while offering any assistance that I could. IT will have to follow its policies and procedures and I wouldn't expect them to make any exceptions as cybersecurity is highly important. I place this around the middle because, from what I can tell there is little I can do to change the situation immediately but there are operational impacts that the department needs to be aware of and advise members of the organization and others (i.e . record requestors).
6. Item #7: Permit Fee Audit status - Sticky Note
 - a. I first need to determine when the note was left and if there has been any change in the status since the note was left. If there hasn't been a change and the results are still incomplete then a request needs to be made at the Commission meeting, likely during reports, for an extension. The goal is to provide full and accurate information so an extension is far preferable to incomplete information. I would also look to set up a meeting with the Finance Director to discuss the audit and put together a plan going forward to accomplish our shared goals of compliance. This is towards the bottom of the list not because it isn't important, in fact I would need to know the answer to my questions prior to the Commission Meeting that night, however there is the possibility that the issue has been resolved and other pressing issues dealing immediately with the meeting.
7. Item #3: Records Request from Journalist - Sun 2:00pm
 - a. As a matter of policy/practice the Records Specialist would be expected to send a reply along the lines of, "We are in receipt of your request as of [DATE]. We will notify you in advance of charges, if any, so that you can make a determination if you would like to proceed." I would also ask the Records Specialist to note that given the number of people this request is seeking records from, and the fact that each of them would be the custodian of their text messages at a minimum, the city would work to produce the records in a reasonable time as required by law. It is highly unlikely that the journalist would be getting their records that same day by 5pm.
8. Item #4: Records Retention Violation Email - Thursday 3:45pm
 - a. This is going to require some research and planning for next steps. I would email the records specialist to set up a time to meet with Public Works staff along with the Deputy Clerk to get a better understanding of the situation. We need to know if whatever was disposed of was permanently destroyed, is there electronic backup copies, etc. If there is backup then there is no violation of the retention schedule, but regardless a training will also need to be set up to ensure that this doesn't continue to happen. Due to the Commission meeting being tonight and the information needed to adequately understand the situation this is placed last on the list.

February 27, 2026

Terrilyn Rolle, MPA, AICP
Director of Community Development Department
City of Winter Springs
1126 East SR 434
Winter Springs, Florida 32708

Jeremy Wiggins, MSHRM, SPHR, SHRM-SCP
Human Resources Director
City of DeLand
120 South Florida Avenue
DeLand, FL 32720

Re: Letter of Recommendation for Christian Gowan

Dear Mr. Wiggins,

It is my pleasure to provide this letter of recommendation for Mr. Christian Gowan as he pursues the position of City Clerk-Auditor for the City of DeLand, Florida. I have had the honor of serving as Christian's peer on the City's Leadership Team for three years in my capacity as Director of Community Development. I have witnessed firsthand his commitment to municipal transparency and excellence.

Christian possesses a deep understanding of Florida's Government-in-the-Sunshine laws and Public Records Act (Chapter 119, F.S.). During his tenure at Winter Springs, and in previous employment, he successfully attained the Certified Municipal Clerk credential, developed, implemented, and maintained the City's records management system, and facilitated large-scale personnel data conversion and verification. His attention to detail in attesting contracts, responding to high-volume public records requests, and adherence to regulatory compliance is unparalleled.

Beyond his technical skills, Christian excels at managing public relations and demonstrates outstanding interpersonal and communication skills. He is adept at navigating complex interactions with residents and elected officials alike, always maintaining the professional neutrality required of a Clerk. In addition, his commitment to continuing education through the Florida Association of City Clerks (FACC) further demonstrates his dedication to the profession.

I am confident that Christian's expertise in municipal governance and legislative support will make him an invaluable asset to the administration and citizens of the City of DeLand. I recommend his candidacy without reservation.

Please feel free to contact me at 407-327-7597 (office) or 404-625-4540 (cell) if you require additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Terrilyn M. Rolle". The signature is fluid and cursive, with a long horizontal stroke at the end.

Terrilyn M. Rolle

Jeremy Wiggins, MSHRM, SPHR, SHRM-SCP
Human Resources Director
City of DeLand
wigginsj@deland.org

Dear Mr. Wiggins,

It is my pleasure to recommend Christian Gowan for the position of City Clerk for the City of DeLand.

I have worked closely with Christian for several years in his role as City Clerk, and throughout that time he has consistently demonstrated professionalism, integrity, and a strong command of municipal operations. As Community Development Director, I have partnered with him on agenda coordination, quasi-judicial hearings, public records matters, and complex projects requiring strict procedural compliance. He is highly organized, responsive, and meticulous in ensuring adherence to statutory requirements.

Christian has a thorough understanding of Florida's Government in the Sunshine Law, public records requirements, and municipal election procedures. He provides clear, practical guidance to staff and elected officials, ensuring meetings and processes are conducted efficiently and in full legal compliance. He is proactive, solutions-oriented, and dependable.

He understands that the Clerk's Office is central to effective city operations and works collaboratively across departments while maintaining open communication. His commitment to professional development, including earning his Certified Municipal Clerk designation, reflects his dedication to excellence and continuous improvement.

Christian is a principled public servant who takes pride in serving his community. I offer my strongest recommendation and am confident he would serve the City of DeLand with distinction and professionalism.

Sincerely,
Christopher J. Schmidt
Community Development Director
City of Casselberry
cschmidt@casselberry.org

February 27, 2026

Dear City Commissioners,

It is my pleasure to provide a professional reference for Christian Gowan, who has applied for the position of City-Clerk auditor with the City of DeLand. I am confident that Christian would be an excellent choice for this position and recommend him without hesitation.

I am now an Assistant County Attorney for Seminole County. However, from 2016 through 2024, I worked at Garganese, Weiss, D'Agresta & Salzman. During such time, I provided legal services to the City of Winter Springs as an Assistant City Attorney and had the opportunity to work with Christian consistently over those years.

As legal counsel to the City's code enforcement board, I worked closely with Christian in relation to meetings, agendas and other board matters from 2019 through 2024. Christian was always prepared and consistently maintained a professional and positive demeanor with staff, board members, and the public during code enforcement meetings. Christian is knowledgeable and skilled as to his duties and reliably ensured that all agendas and minutes met legal requirements and were timely provided in a proficient and complete manner. Christian is well liked by staff and board members and I always saw him as responsive to any needs or requests they might have in an articulate and effective manner.

Christian and I worked together otherwise to address legal matters regarding public records requests, records management, and other legal issues. Christian has a strong understanding of public records management and addressed related issues and requests in an efficient and responsive manner.

While Christian's experience and credentials demonstrate that he is a qualified candidate for the City Clerk-Auditor position, I can confidently add that I believe he would be a great asset and addition to the City of DeLand as City Clerk-Auditor.

In conclusion, I am happy to give Christian my highest recommendation and believe that he would be a great fit for the City of DeLand. If you have any additional questions or require further information, please do not hesitate to contact me.

Sincerely,

Jennifer Nix
Assistant County Attorney
Seminole County
1101 E. First Street
Sanford, Florida 32771
jnix@seminolecountyfl.gov

407-665-7242

Candidate Application

First Name: Jonathan	Last Modified: 03/02/2026 08:36 PM
Middle Name:	Created: 02/25/2026 07:42 AM
Last Name: Jacob	Job: City Clerk-Auditor [1892]
Address 1: 315 College Ct.	Source:
Address 2:	Rating: Top Prospect
City: DeLand	Disposition:
State: Florida	Pre-employment notes:
Zip: 32720	Background Check Notes:
Phone: 386.747.5386	Score: N/A
Cell Phone:	Current Stage: Department Review
Email: jbgatorjon@gmail.com	
Veteran's Preference: No	

Cover Letter

JONATHAN JACOB
DOCUMENT IMAGING SPECIALIST
(386) 747-5386 | jbgatorjon@gmail.com | DeLand, FL

February 13th 2026
Mayor, Vice Mayor and City Commission
City of DeLand
120 S. Florida Ave.
DeLand, FL 32720

Dear Honorable Mayor, Vice Mayor, and City Commission

I am thoroughly excited to apply for the position of City Clerk. After nearly two decades of service within the City of DeLand's Clerk Office, I believe I am uniquely qualified to step into this role with minimal transition and training, allowing me to make an immediate and meaningful impact while continuing a long-term career with the City of DeLand.

Over the course of my career, my role has evolved significantly alongside the needs of the City. I began by creating the Building Department's database of records and have since taken on a wide range of responsibilities. During periods of staff shortage, I assisted in permitting, gaining valuable cross-departmental experience. I have also served as the City of DeLand's liaison at the Volusia County Emergency Operations Center, where my training led to activation during a hurricane event.

In more recent years, I have assumed additional duties that reflect both trust and institutional knowledge, including coordinating the City's annual audit in collaboration with multiple departments. I also oversee the destruction of City documents in compliance with records retention requirements. These responsibilities have strengthened my understanding of municipal operations, records management, importance of accuracy, transparency and accountability. In addition to my professional responsibilities, I have been honored to have served the DeLand community as the City's Santa Claus for its first five years. This role has allowed me to engage directly with residents, families, and children, further strengthening my connection to the community and my pride in representing the City of DeLand.

I am eager for the opportunity to continue serving the City of DeLand as City Clerk and to apply my experience, adaptability, and dedication to supporting City leadership, staff, and the community. I would welcome the opportunity to discuss how my background and commitment can further contribute to the continued success of the Clerk's Office. Thank you for your time and consideration

Sincerely,

Jonathan Jacob

Application for Employment

PERSONAL INFORMATION

* Are you legally eligible to be employed in the United States? (Proof of identity and eligibility will be required upon employment): **Yes**

* Are you at least 18 years or older? (If no, you may be required to provide authorization to work): **Yes**

* Are you applying for Veteran's Preference? (If Yes, you must attach a copy of your DD-214 to your application): **No**

* Have you ever been convicted of a felony or a misdemeanor which resulted in imprisonment within the last seven years? (A conviction will not necessarily result in the denial of employment): **No**

If Yes, please explain:

* Have you ever worked for this Company before?: **Yes**

If Yes, please provide details (Where/When/Job Title): **City of DeLand, Since December of 2007, Document Imaging Specialist**

EMPLOYMENT DESIRED

* When would you be available to begin work?: **Immediately**

* Type of employment desired: **Full-Time**

* Hourly rate/salary desired: **\$115,000**

* Are you currently employed?: **Yes**

If so may we inquire of your present employer?: **Yes**

If presently employed, why are you considering leaving?:

EDUCATION

Give record of all High Schools, Colleges, Universities and Vocational/Technical Schools you have attended.

School Name & Location	Did you Graduate?	Degree Received	Subjects Studied/Major
DeLand High School	Yes	High School Diploma	
University of Florida	Yes	Bachelor of Arts	Political Science

TRAINING AND CERTIFICATIONS

List any applicable certifications and training that you have completed.

Program Name	Program Location	Date of Completion	Certification Name
S-00775 EOC Management and Operations	Online	09/03/2009	IS-00775 EOC Management and Operations
S-00701 NIMS Multi-Agency Coordination	Online	11/04/2009	IS-00701 NIMS Multi-Agency Coordination
IS-00700 National Incident Management System	Online	09/09/2008	IS-00700 National Incident Management System

If you have completed any special courses, seminars and/or training that would help you to perform the position for which you are applying, please describe:

Active Realtor License since 2023

EMPLOYMENT HISTORY

Give your full employment record, starting with your current or most recent employment

EMPLOYER 1

Dates Employed	Employer Name & Address	Employer Phone
----------------	-------------------------	----------------

From: **Dec 2007**
To: **Current**

City Of DeLand
120 S. Florida Ave. DeLand FL 32720 3866267130

Job Title	Supervisor Name & Title	May we Contact?
Document Imaging Specialist	Julie Hennessy City Clerk	Yes
Responsibilities	Reason for Leaving	Salary/Hourly Rate
Scanning, records management, emergency management, agenda prep, audits	Still Employed	Start: 12.09 End: 29.75

EMPLOYER 2

Dates Employed	Employer Name & Address	Employer Phone
From: May 2023 To: Present	Cardinal Row Real Estate 100 E. New York Ave., #103 V DeLand, FL, 32724	3868737033
Job Title	Supervisor Name & Title	May we Contact?
Realtor	Colleen Kurczi Broker/Owner	Yes
Responsibilities	Reason for Leaving	Salary/Hourly Rate
Prepare contracts, home purchasing and selling process for buyer and sellers from start to finish. Advertising and community events.	Still employed	Start: 1099 employee End: 1099 employee

EMPLOYER 3

Dates Employed	Employer Name & Address	Employer Phone
From: August 2001 To: February 2005	Alachua County State Attorneys Office 120 University Ave., Gainesville, FL 32601	3523743670
Job Title	Supervisor Name & Title	May we Contact?
OPS	Carole Zegal Executive Director	Yes
Responsibilities	Reason for Leaving	Salary/Hourly Rate
Handle phone routing and management, Document Delivery to Courthouse, front desk management	finished college	Start: \$6.50 End: \$7.25

REFERENCES

Please provide three references (not relatives).

Name	Relationship	Phone Number	Email
Colleen Kurczi	Supervisor	3863203412	colleen@cardinalrow.com
Mark Hayward	co-worker	3868047571	tazman0397@gmail.com
Julie Hennessy	Supervisor	3865610834	julieahennessy@gmail.com

AUTHORIZATION

YOU MUST SIGN THIS APPLICATION. READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:

I certify that each answer to any question herein and all other information otherwise furnished is true and correct. I further certify that all such answers and information constitutes full and complete disclosure of my knowledge with respect to the

questions or subject matter. I understand that any incorrect, incomplete or false statements or information, furnished by me may subject me to disqualification or to discharge at any time. If employed by the City of DeLand, I agree to comply with all its orders, rules and regulations.

* Signature (type name): **Jonathan Jacob**

* Date: **02/24/26**

Additional Information

Please include any relevant files, resume or cover letters to the position you are applying for

[Application Questions and In-Basket Exercise.pdf](#)

Additional Files

Additional Files

Candidate Information

Maiden Name Date last used

Date of Birth **06/26/1981**

We require information about your previous residency over the past 7 years.

Previous City, State, Zip

DeLand, Florida, 32720 Date **02/24/2026**

Previous City, State, Zip

Date

Previous City, State, Zip

Date

Previous City, State, Zip

DeLand Date

Disclosure Agreement

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING]

DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS

In connection with your application for employment and from time to time during the course of employment, the City of DeLand may obtain reports or background information concerning you which is contained in a “consumer report” and/or an “investigative consumer report” those terms are defined in the Fair Credit Reporting Act. Consumer reports” are reports from consumer reporting agencies and may include information regarding your character, general reputation, personal characteristics, mode of living, credit worthiness, credit standing, motor vehicle records (driving records), verification of your education, employment history, Social Security Number verification, licensing and certification checks, or military service history. The City may also obtain investigative consumer reports. Some reference checks by a consumer reporting agency fall into this category. An “investigative consumer report” is a consumer report in which information as to character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, associates, acquaintances, or others. You have a right to request disclosure of the nature and scope of an investigation and to request a written summary of consumer rights.

AUTHORIZATION

I authorize the City of DeLand to obtain consumer reports and/or investigative consumer reports regarding me in connection with my application and from time to time for employment purposes.

* Full Name

Jonathan Jacob

* Date:: **02/24/2026**

General Questions

Driver's License Information

* Driver's License Number	* State issued
J210-423-81-226-0	Florida
Commercial Driver's License Number: State Issued	
Class Code	* Endorsements
E	NONE

* Have you ever been in violation of traffic law?**No**
If yes, please explain for what, where and when

* Are any family members or relatives employed by the City:**No**
If yes, please provide their name and current position as well as your relationship to the employee. (example: mother, father, sister, brother, cousin, aunt, uncle etc.)

* Have you ever been discharged/fired from employment?**No** * Have you ever resigned/quit after being informed that your employer intended to discharge you?**No**

If yes to either questions, please complete the following

Employer
Address
Date
Explanation

High School Diploma or GED

* Do you have a High School Diploma?

Yes

* If you answered no, have you earned and been issued a GED from an educational institution accredited by the American Council on Education?

I have a High School Diploma

Minimum Qualifications

* Do you meet ALL of the Minimum Qualifications, Education and Experience listed on the job description?

Yes

Jonathan Jacob

CITY CLERKS'S OFFICE/DOCUMENT IMAGING

EDUCATION

Bachelor of Arts
University of Florida
FEMA Certifications:
IS-00775 EOC Management and Operations
IS-00701 NIMS Multi-Agency Coordination
IS-00700 National Incident Management System

Realtors License

REFERENCES

Available upon request

OBJECTIVE

DeLand's next City Clerk. Detail-oriented administrative professional seeking to support municipal operations through expertise in public records management, support of elected officials and serve the public with integrity and efficiency.

FUNCTIONAL SKILLS

- ☐ Records Management & Compliance: Scanned, digitized, and quality-checked long-term municipal records; fulfilled public records requests across multiple departments; ensured compliant documentation and secure destruction of physical records.
- ☐ Administrative & Cross-Department Support: Trained and served as Permit Clerk within the Building Department during staffing shortages; supported Building, Personnel, and City departments with clerical and operational needs.
- ☐ Audit & Inventory Control: Assisted with annual citywide audits by verifying departmental inventory, confirming accurate identification, and ensuring proper placement of assets.
- ☐ Emergency Operations & Coordination: Served as City liaison to the Volusia County Emergency Operations Center during hurricanes and emergencies, facilitating communication and coordination of support efforts.
- ☐ Government Meeting Operations: Trained to manage City Commission meetings in the City Clerk's absence, including agenda management, roll calls, public speaker coordination, and operation of audiovisual and sound systems.
- ☐ Marketing & Client Engagement: Marketed properties using MLS, social media, digital advertising, and open houses;

actively engaged with the community through events to enhance visibility and outreach.

□ Community Relations & Public Engagement: Participated in city and community events, fostering civic pride and positive public relations through long-term involvement.

□ Real Estate Transaction Management: Represent buyers, sellers, and renters in residential transactions; managed listings, contracts, negotiations, inspections, and comparative market analyses to optimize client outcomes.

EXPERIENCE

December 2007 – Present; 18 years with Clerk's Office
Document Imaging Specialist • City of DeLand

May 2023 - Present
Realtor • Cardinal Row Real Estate

1. Department Structure & Service Delivery

If selected as City Clerk-Auditor, my focus would be on making sure the department runs in a way that is organized, dependable, and practical. With only five team members responsible for Commission support, elections, records management, audits, and compliance, structure and communication are everything. I would not approach the role looking to dramatically change what already works, but rather to clarify responsibilities, improve coordination, and strengthen consistency.

Organization of the Department

The current structure—Clerk-Auditor, Deputy Clerk, Executive Assistant, and two Records Specialists—makes sense for a city the size of DeLand. I would keep that structure but make sure each role has clearly defined primary responsibilities, along with cross-training to provide backup when needed.

As Clerk, I would maintain direct oversight of statutory compliance, internal audits, election certification, and final review of publication of code of ordinances, resolutions, contracts, and meeting materials. I believe it is important that the Clerk personally ensure the legal and procedural integrity of official actions. Oversight on all procedures, including importance of minutes completion/accuracy, public records requests responses/preparation, and accurate/timely running of election processes are just a few of the important roles which need to be taken account of on a nearly daily basis.

The Deputy Clerk would manage the day-to-day coordination of Commission agendas and minutes and help supervise workflow related to legislative tracking. The Executive Assistant would handle scheduling, public notices, and contract routing coordination. The Records Specialists would focus on records retention, digitization, and responding to public records requests, while also being trained to assist during busy election cycles or heavy meeting schedules. These are just small samplings of the essential functions that would need to be done for each position. Because the department is small, flexibility is essential. Every team member should understand how their work supports the larger mission of the office and training in all positions to ensure smooth running at all times.

Managing Commission Meetings

Commission meetings are the most visible responsibility of the Clerk's Office. To keep the process running smoothly, I would review and if needed reestablish clear internal deadlines for agenda submissions and communicate those expectations consistently to department directors.

Before agenda publication, I would conduct a thorough review to confirm attachments are complete, notices are accurate, and items are properly categorized. Minutes would follow a consistent format to ensure clarity and ease of reference. Legislative tracking would be maintained in a centralized system so that ordinances and resolutions can be followed from introduction through codification. I believe attention to detail at this stage prevents larger problems later.

Elections Administration

Municipal elections require careful preparation and strict adherence to state requirements. I would maintain a detailed election calendar outlining all statutory deadlines, advertising requirements, and certification procedures.

Written checklists would guide staff through each phase of the process to ensure nothing is overlooked. After each election, I would review the process with staff to identify any adjustments that could improve efficiency or accuracy in the future.

Records Management and Public Records Requests

Serving as custodian of city records is one of the Clerk's most important responsibilities. I would work to ensure that records are properly indexed, stored securely, and accessible in accordance with retention schedules.

Our online JustFOIA software for public records requests has done a good job establishing a clear tracking system so that each request is logged, assigned, and monitored until completion. Good communication with other departments is critical here. I would designate departmental contacts that haven't been to streamline collection of responsive documents and reduce delays. Getting requests done in a timelier fashion would help to prevent and backlog in delays.

Where possible, expanding online access to commonly requested records can reduce workload and improve transparency.

Internal Audit and Compliance

The audit function should be proactive rather than reactive. I would develop an annual audit plan based on previous audits done, areas of operational risk and coordinate with other departments as needed.

Audit findings should be practical and constructive, with clear timelines for corrective action. Follow-up is just as important as the initial review. Regular reporting to the Commission would provide transparency and accountability.

Ongoing review of procedures against Florida statutes and municipal requirements would also be part of maintaining compliance.

Working with Other Departments and Using Technology

The Clerk's Office interacts with every department. Strong working relationships are essential. I would encourage consistent communication and clear expectations for agenda submissions, contract routing, and records requests.

Technology can improve efficiency, but it must be implemented thoughtfully. Electronic agendas and secure, digital document management systems have reduced paper and streamline

workflows. Older software like MinuteTraq and Springbook have been phased out over the years for newer systems. Intuitive ease of access to the previous data and employees training and efficiency is paramount to the technology itself. Any changes would be coordinated with IT to ensure security and compatibility with existing systems.

Balancing Compliance and Customer Service

The Clerk's Office must enforce statutory requirements while remaining approachable and professional. Compliance cannot be compromised, but it should be communicated in a way that is respectful and solution-oriented.

Residents, staff, and elected officials should feel comfortable seeking guidance from the Clerk's Office. Clear procedures, steady communication, and consistent application of the law help build trust. As Clerk, like I have done in my previous role, I would be happy to personally help any disgruntled/irate person coming in for help with public records and other requests.

Supporting and Developing Staff

With a small team, investing in staff development is critical. I would prioritize cross-training, written procedures, and regular check-ins to monitor workload. Encouraging professional development and certification opportunities helps ensure the department remains current and capable. Documenting processes also protects the City by preserving institutional knowledge.

In summary, my approach would be steady and practical. By clarifying roles, strengthening workflows, improving communication, and supporting staff development, the Clerk's Office can continue to provide reliable, compliant, and professional service to the City of DeLand.

2. City Needs Assessment

The City Clerk's Office sits at the center of how well the City functions. It touches the Commission, every department, and the public. Because of that, the needs of the Clerk's Office closely mirror the broader needs of the City—transparency, efficiency, compliance, and long-term stability.

Immediate Operational Needs

Right now, one of the biggest needs is maintaining strong, consistent legislative support. As issues coming before the Commission become more detailed and technical, the agenda process has to be tightly managed. Clear deadlines for agenda submissions, careful review of supporting documents, and accurate minutes are essential. Speaking of minutes this is an area that needs to be addressed immediately. I have been working on minutes since before Julia left, and have created a spreadsheet of all the missing minutes, approved or otherwise, and it is quite extensive. In addition to missing minutes in various years, there is a period of 7 years where there are no minutes at all. In addition to ensuring current minutes are done in a timely manner and approved

by the Commission, there is an impending backlog that must be addressed at the same time that is critically important as well. This will be a top priority to remedy for the incoming Clerk and will be quite a lengthy process.

Public records are another area that requires constant attention. The volume of emails, electronic files, and digital communications continues to grow. The Clerk's Office needs to stay ahead of that growth by keeping records organized, properly retained, and easy to retrieve. Having a clear tracking system for public records requests is important—not only to meet legal deadlines, but also to show residents that the City takes transparency seriously. There was a huge backlog that has gotten better. I will work to ensure that the public records process remains smooth throughout the City and never a large backlog like had happened in the past.

Elections are also a core responsibility. Even if they occur periodically, they require careful planning and strict adherence to statutory timelines. Due to my lack of training and experience in this area it will become a top priority to thoroughly learn to ensure the election process runs perfectly. Learning from the previous City Clerk, Supervisor of Elections and many more will be critical to ensure an accurate and timely election process. Written procedures and cross-training are important so that the process runs smoothly regardless of staffing changes or workload increases.

The audit function is an area where the Clerk's Office can have a meaningful impact on day-to-day operations. Having worked the external item audit in the past it is important to start the process earlier in the fiscal year. This will help to ensure a timely and accurate audit each and every year. Regular internal reviews, clear reporting, and follow-up on findings can strengthen accountability across departments.

Longer-Term Strategic Priorities

Looking ahead, technology will obviously continue to be a major factor. The City will benefit from continued investment in digital document management and workflow systems that reduce paper, improve tracking, and protect records. At the same time, cybersecurity needs to be part of that conversation. Protecting public records is just as important as making them accessible.

Another long-term priority is succession planning and knowledge retention. The Clerk's Office holds a great deal of institutional memory. Making sure procedures are documented and staff are cross-trained will protect the City from disruption if there are staffing changes.

As the City grows, public expectations for accessibility will also grow. Residents expect information to be easy to find online and processes to be clear. The Clerk's Office can help meet that expectation by reviewing how information is presented and identifying opportunities to make it more user-friendly.

Areas of Strength

From what I can see, the Clerk's Office has provided steady and reliable support to the Commission. The structure of the department is clear, and the core responsibilities—agenda

management, and records custody—are well established. The City appears to have a strong foundation in compliance with public records and municipal requirements.

Room for Improvement

There is always room to refine processes. Getting minutes done shortly after commission meetings and working to get all previous unapproved minutes done will be a top priority. Continued improvement in digital records management and workflow tracking would likely increase efficiency. The audit function could be further formalized with a structured annual plan and consistent follow-up reporting. Cross-training within the department would also strengthen flexibility during busy periods or staff absence

Overall, the Clerk's Office should continue to focus on being both a compliance safeguard and a service-oriented department. By strengthening internal processes, embracing thoughtful technology improvements, and maintaining open communication with the Commission and other departments, the office can continue to meet the City's needs now while preparing for future demands.

3. Personal Assessment of Readiness for the Position of City Clerk-Auditor

My readiness to serve as City Clerk-Auditor is rooted in 18 years of dedicated service within the City of DeLand Clerk's Office and a deep understanding of the responsibilities entrusted to this position. Having grown professionally within the organization, I understand not only the technical duties of the Clerk's Office, but also its role as the guardian of public records, facilitator of democratic processes, and steward of transparency and accountability. My experience has given me firsthand knowledge of the City's operations, culture, and expectations, positioning me to lead with both continuity and vision.

As a Document Imaging Specialist, I have worked extensively in municipal records management—scanning, indexing, digitizing, and quality-checking permanent records in compliance with Florida public records laws. I have processed and fulfilled public records requests across departments, ensuring transparency while protecting confidential information. This experience has strengthened my attention to detail and reinforced the importance of safeguarding public trust.

I have also provided cross-departmental support, stepping into the role of Permit Clerk during staffing shortages and assisting departments during annual citywide audits by verifying inventory and confirming asset identification. These responsibilities have given me insight into internal controls, compliance standards, and fiscal accountability—core elements of the Clerk-Auditor function.

In addition, I have been trained to manage City Commission meetings in the Clerk's absence, including agenda coordination, roll calls, public speaker management, and audiovisual

operations. I understand the precision and professionalism required to support elected officials and maintain accurate, defensible public records.

I have served as the City liaison to the Volusia County Emergency Operations Center during hurricanes, facilitating communication and coordinating support efforts. These experiences strengthened my ability to remain calm, organized, and responsive under urgent conditions—qualities essential for leadership in the Clerk-Auditor role.

Educationally, my Bachelor of Arts degree from the University of Florida provided a strong foundation in research, communication, and organizational analysis. Additionally, holding a realtor license and working as a realtor since 2023 has sharpened my skills in contract management, negotiation, marketing, and client service. Real estate requires strict adherence to legal documentation, deadlines, and ethical standards—competencies that parallel the precision required in municipal administration.

Immediate Impact for the City of DeLand

Because of my 18 years within the Clerk's Office, I can provide immediate operational stability. I already understand the City's records systems, meeting procedures, retention schedules, and cross-department workflows. My transition into the Clerk-Auditor role would be seamless, allowing me to:

- Maintain continuity of services without disruption
- Identify efficiencies in digital records management
- Strengthen documentation of internal audit support processes
- Enhance public accessibility and transparency initiatives

My familiarity with the City's culture and expectations allows me to focus immediately on refinement and improvement rather than orientation.

Areas for Growth and Professional Development

While I bring extensive operational experience, I recognize that the City Clerk-Auditor position carries expanded statutory and leadership responsibilities. To rise fully to those challenges, I will prioritize:

- Obtaining my Certified Municipal Clerk (CMC) designation through formal training and coursework
- Completing comprehensive elections training to ensure full expertise in municipal election administration and compliance
- Expanding my knowledge of advanced governmental auditing practices
- Strengthening legislative tracking and statutory interpretation skills

Pursuing the CMC credential will formalize and enhance the practical experience I have gained over the past 18 years, ensuring I am aligned with nationally recognized standards and best

practices. Election training will further equip me to confidently administer municipal elections with accuracy, transparency, and legal compliance.

Commitment to Continuing Education and Best Practices

The City Commission expects the Clerk-Auditor to remain current in evolving trends and best practices. I intend to approach continuing education intentionally and proactively by:

- Establishing an annual professional development plan
- Actively participating in municipal clerk and government associations
- Attending legislative updates, conferences, and specialized training sessions
- Implementing new knowledge into written procedures and internal workflows
- Encouraging cross-training within the Clerk's Office to build resilience and succession readiness

After nearly two decades of service, I view this role not as a new beginning, but as a continuation of my commitment to the City of DeLand. My experience, institutional knowledge, emergency preparedness background, and dedication to earning my CMC and elections certifications position me to lead with professionalism, stability, and a forward-looking commitment to excellence.

City Clerk–Auditor In-Basket Exercise Response

Introduction

Upon arriving at 8:00 a.m. with a City Commission meeting scheduled for 7:00 p.m., my immediate objective would be to evaluate each matter through the lens of:

1. Statutory compliance
2. Charter and Code of Ordinances obligations
3. Election integrity
4. Public records transparency
5. Financial accountability
6. Risk mitigation for the City

As City Clerk–Auditor, I serve as custodian of official records, qualifying officer for municipal elections, clerk to the Commission, and a key participant in safeguarding public trust. My prioritization reflects those responsibilities.

Priority Order (1 = Highest Urgency)

1. Security Breach – Internal IP Address (Sealed Records)
2. Candidate Qualifying NSF Check
3. Ordinance Not Properly Advertised
4. Public Records Request
5. Commission Chambers HVAC Issue
6. Records Retention Violation
7. Permit Fee Audit Discrepancy
8. Commissioner Request to Add Agenda Item

Priority: 1

Item 8 – IT Security Breach Affecting Sealed Records

Recommended Action:

Convene an immediate meeting with IT, the City Manager, City Attorney, and Human Resources Director. Direct IT to preserve forensic logs, isolate the workstation, disable associated credentials, secure backups, and continue system lockdown until the breach is resolved. Establish temporary manual procedures for essential functions and assess whether notification obligations exist.

Because the IP originated inside City Hall, I would require identification of the assigned workstation user, initiate an internal HR investigation, review badge access logs, and consider administrative leave pending investigation if warranted. The City Attorney would advise whether referral to law enforcement is appropriate under applicable computer crime statutes.

If sealed bids were accessed, I would coordinate with Purchasing to evaluate whether procurement integrity was compromised and whether re-solicitation is necessary.

I would also prepare a confidential briefing for the Commission.

Delegation:

- IT Department: Lead investigation and remediation.
- Executive Assistant: Coordinate staff communications.
- City Attorney: Assess legal exposure and reporting requirements.
- Deputy Clerk: Manual record access contingency.
- HR Director; Personnel Review.

Timeline: Immediate response with preliminary findings by end of business day. Daily updates with full report until resolution.

Rationale: Unauthorized access to sealed or exempt records presents serious legal and reputational risks. A coordinated, documented response demonstrates due diligence and compliance. As custodian of records, protecting confidential and sealed records is paramount. This issue presents the highest legal and reputational risk to the City.

Priority: 2

Item 5 – Candidate Qualifying Issue (Returned NSF Check)

Recommended Action: Immediately consult with the City Attorney, Volusia County Supervisor of Elections and the Florida Division of Elections to obtain formal guidance regarding statutory interpretation of a returned qualifying fee check after the close of the qualifying period. Issue written notice to the candidate advising that her qualification status is under review pending legal determination. Unless state law permits a cure period, precedent generally holds that a returned NSF check invalidates qualifying if the deficiency is discovered after the deadline. I would not accept replacement payment without legal authority.

If disqualification is required, I would update the certified candidate list and notify the Supervisor of Elections promptly to prevent ballot printing complications.

Prepare conditional certified candidate lists while awaiting guidance.

Delegation:

- Deputy Clerk: Continue candidate contact attempts, document all communications, and draft notice
- City Clerk: Coordinate statutory interpretation with Division of Elections, Supervisor of Elections and City Attorney to confirm legal position. City Clerk to issue final determination.

Timeline: Immediate action; Legal guidance by noon; formal notice issued same day; final determination within 24 hours.

Rationale: Candidate qualifying is a ministerial duty governed strictly by Florida law. Acceptance of a replacement payment after the qualifying period may be prohibited. Prompt action is critical to protect election challenges, ballot certification issues, and minimizes litigation risk. Election integrity is a core statutory function of the Clerk's office.

Priority: 3

Item 1 – Improperly Advertised Zoning Ordinance

Recommended Action: Remove the ordinance from tonight's agenda and notify the applicant and developer's attorney immediately. Reschedule the public hearing with proper statutory advertisement and document the newspaper's failure for potential contractual follow-up.

Delegation:

- Deputy Clerk: Agenda revision if possible and notifications.
- City Attorney: Confirm statutory notice requirements and compliance deadline.
- Planning Department: Coordinate re-advertisement

Timeline: Same day, prior to final agenda distribution if not too late.

Rationale: Statutory advertising requirements are mandatory. Proceeding would invalidate the ordinance and expose the City to legal challenge.

Priority: 4

Item 3 – Public Records Request from Journalist

Recommended Action: Acknowledge receipt immediately and provide a good-faith timeline for production. Advise that records access is temporarily affected by an IT security investigation. Coordinate rolling production where possible and ensure preservation of all responsive records. If the security lockdown impedes access, notify the requester of a reasonable delay and provide partial production where possible.

Delegation:

- IT: Restore access as appropriate. IT in the past has been has been the precedent for searching and collecting all relevant emails in association with this type of public records request.
- Records Specialist: Once IT has completed assembling the records, Records specialist will redact any info exempted from public records request. The other records specialist will do a second look to confirm nothing was missed.
- City Attorney: Review for accurate exemptions.

Timeline: Acknowledgment today; production as soon as access is restored and practicable.

Rationale:

Florida law requires prompt response, not immediate production. Clear communication mitigates claims of noncompliance. Transparency and documentation of good-faith effort are essential.

Priority: 5

Item 6 – Commission Chambers HVAC Failure

Recommended Action: Proceed with the meeting in Commission Chambers unless repair cannot be completed by mid-afternoon. Prepare the Sanborn Center as a contingency and ensure public notice signage is available if relocation becomes necessary.

Delegation:

- Executive Assistant: Coordinate with Facilities and Parks Rec.
- Deputy Clerk: Prepare contingency notices.
- IT: for audio/visual setup

Timeline: Final determination by 3:00 p.m.

Rationale: Last-minute venue changes create public confusion and Sunshine Law concerns. Contingency planning ensures continuity.

Priority: 6

Item 4 – Records Retention Violations (Public Works)

Recommended Action: Direct immediate cessation of improper destruction. Document findings, and meet with Public Works director to assess scope. Consult the State Archives for corrective guidance. Implement staff training and revised retention procedures.

Delegation:

- Records Specialist: Documentation and reporting.
- City Attorney: Legal compliance review.

Timeline: Initial action within 48 hours; Corrective plan within 1 week.

Rationale: While past destruction cannot be undone, prompt corrective action demonstrates compliance and accountability. Improper destruction may affect litigation and statutory compliance.

Priority: 7

Item 7 – Permit Fee Audit Discrepancy

Recommended Action: Continue the audit and escalate immediately to the Finance Director and City Manager. Request supporting bank documentation. Inform the Commission that findings will be presented with noted outstanding reconciliation rather than delaying the report. Provide a transparent status update to the Commission next week rather than delaying without explanation.

Delegation:

- Audit Staff: Continue analysis.
- Finance Dept.: Provides documentation

Timeline: Status update and preliminary report at next Commission meeting/scheduled deadline.

Rationale: Transparency and adherence to the approved audit schedule outweigh the risks of delay. Financial integrity and transparency are fundamental responsibilities of the Clerk–Auditor.

Priority: 8

Item 2 – Late Agenda Item Request from Commissioner

Recommended Action: Advise the Commissioner that late additions require Commission consent per adopted rules. Notify the Mayor and City Manager of the request. Advise Commissioner Smith that the City Clerk does not have unilateral authority to amend the agenda. Adding an item requires either: Approval of the Mayor (procedural coordination), or action of the Commission itself at the meeting (majority vote to amend agenda). If the agenda has already been published adding a substantive policy resolution the same day may create public notice concerns. The safer procedural approach is to add it under “New Business” only if permitted by procedural rules and allow Commission vote to hear it. Ensure the resolution is reviewed by the City Attorney before discussion.

Delegation:

- Deputy Clerk: Prepare agenda options.
- City Attorney: Review resolution for legal sufficiency

Timeline: Respond and have decision before noon.

Rationale: Maintains procedural integrity and staff neutrality while accommodating elected officials appropriately. Balances responsiveness with procedural fairness and transparency.

Conclusion

My approach to this in-basket exercise reflects a structured, legally grounded decision-making process. I prioritize matters involving statutory deadlines, election integrity, confidential records, and financial accountability. I escalate legal risk immediately, document all actions, and maintain neutrality in politically sensitive matters.

The City Clerk–Auditor must serve as the institutional safeguard of lawful governance. My responses ensure the City remains compliant, transparent, and protected from avoidable liability while maintaining operational continuity for the Commission.

January 29, 2026

Mr. Wiggins,

I am writing to you to share a recommendation for Jonathan Jacob's application for City Clerk. Jonathan holds an active Florida real estate license at my real estate brokerage located here in DeLand. I met Jonathan at an event in 2023 shortly after he successfully passed his licensing exam and I was impressed with his willingness to learn and knowledge of our local community. Jonathan also has a natural ability to speak to people and connect with them on both a personal and professional level.

In Jonathan's role at Cardinal Row Real Estate, he is both a team player and self-starter. Being a real estate professional essentially entails running your own business, in collaboration with your real estate broker and fellow professionals. Jonathan has participated in multiple local events such as the Krewe of Amalee Dog Parade, several MainStreet DeLand Events and Vendor opportunities, and hosted a multitude of Open Houses to promote his business.

Jonathan also designs and implements his own marketing campaigns to procure business which recently yielded a complicated listing. Despite the challenges, he successfully navigated this complex real estate transaction involving a property in foreclosure that was also held in an estate by ten (10) individuals who are located throughout the country. In his role as the listing agent, he successfully led the transaction through a multitude of obstacles and closed the sale in a timely manner to prevent the foreclosure of the property.

When Jonathan came to me to inform me that he is applying for the position of City Clerk, I expressed my disappointment as I would prefer for him to continue and further pursue his real estate career full time. That said, he has my support and recommendation to pursue the position and I believe he will continue to be a great asset to the City of DeLand.

Please feel free to contact me directly should you have any questions: 386-320-3412.

Best Regards,

Colleen Kurczi, Broker & Owner of
Cardinal Row Real Estate



City of DeLand

“The Athens of Florida”

www.deland.org

120 South Florida Avenue
DeLand, Florida 32720-5481
Telephone: (386) 626-7000
Fax: (386) 626-7140

February 23, 2026

Jeremy Wiggins, Human Resources
Director
City of DeLand
120 South Florida Avenue
DeLand, Florida 32720

Re: Jonathan Jacob

Dear Mr. Wiggins,

I am pleased to write this letter of recommendation for Jonathan Jacob, who is applying for the position of City Clerk with the City of DeLand. Although we did not work directly in the same department, I have had the privilege of knowing and observing Mr. Jacob at the City of DeLand for a number of years and during that time he consistently demonstrated exceptional professionalism, dedication and reliability.

In his current position as Document Imaging Specialist, Mr. Jacob is both dependable and hardworking. No matter the complexity or urgency of the task, he approaches every responsibility with focus and determination. Deadlines are always met and the quality of work delivered consistently exceeds expectation. During the time period in the City Clerk's Department when agenda items were completed manually, Mr. Jacob would consistently assist the department with accuracy and excellence, all while maintaining a professional attitude, contributing to a productive work environment.

In my observance of Mr. Jacob, I've noticed that one of his greatest strengths is the ability to learn quickly. As a fast learner and self-starter, Mr. Jacob requires minimal supervision and takes initiative to understand new systems, processes and responsibilities. He not only adapts quickly to change but often seeks out additional ways to improve team performance.

Although Mr. Jacob is highly capable of completing tasks independently, he is also a strong team player. His proactive attitude, problem solving skills, and strong work ethic makes Mr. Jacob a valuable asset to the City of DeLand.

I am confident that Mr. Jacob will bring the same level of commitment, efficiency, and excellence to the role of City Clerk. I highly recommend Mr. Jacob for the position of City Clerk.

Please feel free to contact me should you require any additional information.

Sincerely,

Kendra R. Curry

Kendra R. Curry
Paralegal

February 17, 2026

Jeremy Wiggins, Human Resource Director
City of Deland
120 South Florida Avenue
Deland, FL 32720

Dear Hiring Team,

I am writing to strongly recommend Jonathan Jacob for the City Clerk position at the City of Deland. I have worked with Jonathan for 19 years where he has helped me on numerous occasions as he is always at the office and willing to help even in areas that might be outside of his normal job duties.

During our time working together, I am consistently impressed by Jonathan's willingness to learn new tasks and to step in where ever needed to keep his department running smoothly. One instance that stands out is when Jonathan helped me with information that I needed for our annual audit and no one else in the department was able to find the archived data that I needed. I contacted Jonathan and within a ½ an hour he had provided me with exactly what I needed. This effort resulted in me being able to close out the audit item in a timely and accurate manner.

Beyond his technical abilities, Jonathon is a fantastic team player with a positive attitude. He is always willing to go the extra mile with no complaints and he is a valuable asset to the City of Deland team.

I am confident that Jonathan will bring the same dedication and skill to the City Clerk position. Please feel free to contact me at {386} 626-7074 or archerc@deland.org if you have any further questions.

Sincerely,
Catherine Archer
Payroll Administrator

February 22, 2026

The Honorable Mayor and Commissioners

City of DeLand

May I take a moment to strongly recommend Jonathan (Jon) Jacob for the position of City Clerk. With 18 years of experience in the Clerk's office, Jon brings exceptional institutional knowledge, professionalism, and a steadfast commitment to accuracy, transparency, and public service. He is prepared to assume the responsibilities of this role and serve the City with distinction.

Respectfully submitted,

A handwritten signature in black ink that reads "Mark C. Hayward". The signature is written in a cursive, flowing style with a large initial 'M' and 'H'.

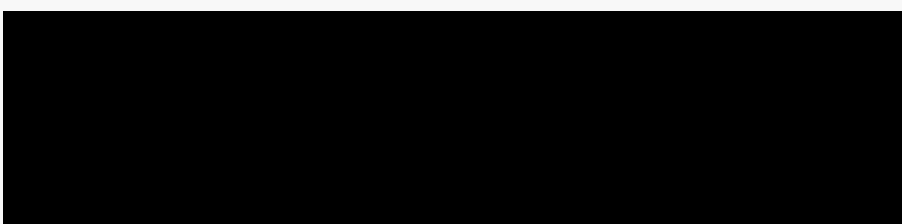
Mark C. Hayward

HR Director

City of DeLand (Retired)



KIEU N. MOSES



February 26, 2026

Dear Commissioners,

I am writing to express my interest in the City Clerk-Auditor position. I am confident my extensive education and tenure with the City of DeLand would make me a solid candidate for this position.

I am currently a viable part of your city's administration team, serving and surpassing expectations as the Risk/Safety/Events Manager for over five years. I am well-versed in the legal duties required to fulfill the Clerk-Auditor position. I am a strong communicator and have a track record of efficiently collaborating with teammates and external stakeholders.

I am excited to bring my skills and experience to the Clerk's Department under your direction. I am confident that I will continue to be an asset to the city. I am available for an interview at your convenience and look forward to discussing this opportunity further.

Thank you for your time and consideration.

Respectfully,
Kieu N. Moses

Candidate Application

First Name: Kieu	Last Modified: 02/27/2026 09:02 AM
Middle Name: N.	Created: 02/26/2026 08:00 PM
Last Name: Moses	Job: City Clerk-Auditor [1892]
Address 1: 815 Eastover Cir	Source:
Address 2:	Rating: Top Prospect
City: Deland	Disposition:
State: FL	Pre-employment notes:
Zip: 32724	Background Check Notes:
Phone: 3868981553	Score: N/A
Cell Phone:	Current Stage: Department Review
Email: moseskdeland@gmail.com	
Veteran's Preference: No	

Cover Letter

Dear Commissioners,

I am writing to express my interest in the City Clerk-Auditor position. I am confident my extensive education and tenure with the City of DeLand would make me a solid candidate for this position.

I am currently a viable part of your city's administration team, serving and surpassing expectations as the Risk/Safety/Events Manager for over five years. I am well-versed in the legal duties required to fulfill the Clerk-Auditor position. I am a strong communicator and have a track record of efficiently collaborating with teammates and external stakeholders.

I am excited to bring my skills and experience to the Clerk's Department under your direction. I am confident that I will continue to be an asset to the city. I am available for an interview at your convenience and look forward to discussing this opportunity further.

Thank you for your time and consideration.

Respectfully,
Kieu N. Moses

Application for Employment

PERSONAL INFORMATION

* Are you legally eligible to be employed in the United States? (Proof of identity and eligibility will be required upon employment): **Yes**

* Are you at least 18 years or older? (If no, you may be required to provide authorization to work): **Yes**

* Are you applying for Veteran's Preference? (If Yes, you must attach a copy of your DD-214 to your application): **No**

* Have you ever been convicted of a felony or a misdemeanor which resulted in imprisonment within the last seven years? (A conviction will not necessarily result in the denial of employment): **No**

If Yes, please explain:

* Have you ever worked for this Company before?: **Yes**
If Yes, please provide details (Where/When/Job Title): **Present-Risk/Safety/Events Manager**

EMPLOYMENT DESIRED

* When would you be available to begin work?: **03/30/2026**

* Type of employment desired: **Full-Time**

* Hourly rate/salary desired: **N/A**

* Are you currently employed?: **Yes**

If so may we inquire of your present employer?: **Yes**

If presently employed, why are you considering leaving?:

EDUCATION

Give record of all High Schools, Colleges, Universities and Vocational/Technical Schools you have attended.

School Name & Location	Did you Graduate?	Degree Received	Subjects Studied/Major
Barry University School of Law	Yes	JD	Law
University of Central FL	Yes	MPA	Public Administration
University of South FL	Yes	BA	History

TRAINING AND CERTIFICATIONS

List any applicable certifications and training that you have completed.

Program Name	Program Location	Date of Completion	Certification Name
FEMA Emergency Management	Online and EOC	02/04/2026	ICS, NIMS
Human Resources Academy	Online-PRM	09/30/2025	HR Academy-PRM
Public Records Request FL	Online-FSU	09/30/2025	PRR FL

If you have completed any special courses, seminars and/or training that would help you to perform the position for which you are applying, please describe:

EMPLOYMENT HISTORY

Give your full employment record, starting with your current or most recent employment

EMPLOYER 1

Dates Employed	Employer Name & Address	Employer Phone
From: 2020 To: Present	City of DeLand 120 S. Florida Ave DeLand	3866267110
Job Title	Supervisor Name & Title	May we Contact?
Risk/Safety/Events Manager	Mike Grebosz Ass. City Manager	Yes
Responsibilities	Reason for Leaving	Salary/Hourly Rate
In charge of all property/vehicle insurance claims, handles annual renewal and bids, keeps updated schedule of equipment and vehicles, permits special events throughout DeLand, updates COI for city leased properties, etc.	N/A	Start: N/A End: N/A

EMPLOYER 2

Dates Employed	Employer Name & Address	Employer Phone
From: 2014 To: 2016	Shokudo 413 LLC 413 S. Woodland Blvd. DeLand	3868981553
Job Title	Supervisor Name & Title	May we Contact?

Self employed-Managing member	Self Employed N/A	Yes
Responsibilities	Reason for Leaving	Salary/Hourly Rate
Managed day to day operations, payroll and schedule for 9+ staff members, filed taxes, ordered supplies and was in charge of building maintenance	Family	Start: N/A End: N/A

EMPLOYER 3

Dates Employed	Employer Name & Address	Employer Phone
From: To:		
Job Title	Supervisor Name & Title	May we Contact?
Responsibilities	Reason for Leaving	Salary/Hourly Rate
		Start: End:

REFERENCES

Please provide three references (not relatives).

Name	Relationship	Phone Number	Email
Leigh Matusick	Former Commissioner	(386)747-2590	LMatusick@aol.com
Mike Grebosz	Current Supervisor	(386)626-7110	greboszm@deland.org
John Wilton	Art Consultant and Advisory Board Member	(386)956-2737	jwilton@stetson.edu

AUTHORIZATION

YOU MUST SIGN THIS APPLICATION. READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:

I certify that each answer to any question herein and all other information otherwise furnished is true and correct. I further certify that all such answers and information constitutes full and complete disclosure of my knowledge with respect to the questions or subject matter. I understand that any incorrect, incomplete or false statements or information, furnished by me may subject me to disqualification or to discharge at any time. If employed by the City of DeLand, I agree to comply with all its orders, rules and regulations.

* Signature (type name): **Kieu N. Moses**

* Date: **02/26/2026**

Additional Information

Please include any relevant files, resume or cover letters to the position you are applying for

[Cover Letter-Moses.pdf](#)

Additional Files

[Exercises-CC Moses 2026.pdf](#)

Additional Files

[Copy of CMC Application Resource Tool 2025.pdf](#)

Candidate Information

Maiden Name **Nguyen** Date last used **01/30/2017**

Date of Birth **05/15/1984**

We require information about your previous residency over the past 7 years.

Previous City, State, Zip

Deland, FI 32724 Date **04/01/2018**

Previous City, State, Zip
Date

Previous City, State, Zip
Date

Previous City, State, Zip
Date

Disclosure Agreement

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING]

DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS

In connection with your application for employment and from time to time during the course of employment, the City of DeLand may obtain reports or background information concerning you which is contained in a “consumer report” and/or an “investigative consumer report” those terms are defined in the Fair Credit Reporting Act. Consumer reports” are reports from consumer reporting agencies and may include information regarding your character, general reputation, personal characteristics, mode of living, credit worthiness, credit standing, motor vehicle records (driving records), verification of your education, employment history, Social Security Number verification, licensing and certification checks, or military service history. The City may also obtain investigative consumer reports. Some reference checks by a consumer reporting agency fall into this category. An “investigative consumer report” is a consumer report in which information as to character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, associates, acquaintances, or others. You have a right to request disclosure of the nature and scope of an investigation and to request a written summary of consumer rights.

AUTHORIZATION

I authorize the City of DeLand to obtain consumer reports and/or investigative consumer reports regarding me in connection with my application and from time to time for employment purposes.

* Full Name

Kieu Nguyen Moses

* Date:: **02/26/2026**

General Questions

Driver's License Information

* Driver's License Number
M220-514-04-84-675-0

* State issued
FL

Commercial Driver's License Number: State Issued

Class Code
* Endorsements
N/A

* Have you ever been in violation of traffic law?**No**
If yes, please explain for what, where and when

* Are any family members or relatives employed by the City:**No**
If yes, please provide their name and current position as well as your relationship to the employee. (example: mother, father, sister, brother, cousin, aunt, uncle etc.)

* Have you ever been discharged/fired from employment?**No** * Have you ever resigned/quit after being informed that your employer intended to discharge you?**No**

If yes to either questions, please complete the following

Employer
Address
Date
Explanation

High School Diploma or GED

* Do you have a High School Diploma?

Yes

* If you answered no, have you earned and been issued a GED from an educational institution accredited by the American Council on Education?

I have a High School Diploma

Minimum Qualifications

* Do you meet ALL of the Minimum Qualifications, Education and Experience listed on the job description?

Yes

Kieu N. Moses

815 Eastover Cir. DeLand, FL 32724 | 386.898.1553 | moseskdeland@gmail.com

EDUCATION

Barry University School of Law — Juris Doctor (J.D.) 2014

University of Central Florida — Masters in Public Administration (MPA) 2011

University of South Florida — Bachelor of Arts (B.A.) 2008

CERTIFICATES

FEMA Emergency Management Institute — NIMS-ICS 300, IS-100, IS-200, IS-00241, IS-700, IS-701, IS-775, IS-800, G-300

Risk Management for Public Entities (RMPE) Certification

JD Williams Training Diversity Dynamics Certificate-February 2022

Florida State University— Public Records Management (6 hours) September 2025

Public Risk Management— Human Resources Academy (6 hours) December 2025

EXPERIENCE

City of DeLand—Risk/Safety/Events Manager | **Oct. 2020- Present**

Responsible for all risk management functions including: filing of claims, investigation, processing and payment of claims below deductibles and in self-insured areas; direct point of contact for claimants; presents testimony at hearings and assists the City Attorney and the insurance companies' appointed attorneys in litigation and discovery; manages the City's Safety and Training programs; administers the Mural Art Committee and the Art in Public Places Program; oversees the City's lease agreements (taxes and insurance certificates) communicates with the county on any changes/revisions; review and permit 78+ special events annually throughout the city.

Stetson University-Public Administration Adjunct Professor | **August 2022-Contract Position**

Instruct college level students on the fundamentals of public administration; create curriculum for semester; assist with community projects; assess assignments and meet with students regarding their academic performance.

City of DeLand—Special Projects Coordinator | **Oct. 2017- September 2020**

Facilitating 60+ events in Downtown DeLand and the greater DeLand community with internal departments; reviewing and processing applications from event organizers; drafting various requests for commission approvals; Coordination of property tax leases with Volusia County; drafting minutes for City Commission Meetings; review and assist in public records requests; chair of the annual United Way

Campaign Drive; organizer of the Annual Mayor's Golf Tournament and Coordinator for the ACED Board and Public Arts Program.

City of DeLand— Assistant to the City Manager | Nov. 2016 - April 2017 (Temporary Position)

Draft City Proclamations and resolutions for a myriad of organizations and residents; prepared weekly read files for Commissioners; coordinate the Mayor's Annual Golf Tournament; assisted and organized schedule for the City Manager and the City Commission.

Shokudo 413 LLC. — Managing Member | April 2015 – Nov. 2017

Responsible for staff scheduling of 10+ employees; prepared bi-weekly payroll and taxes; managed front and back of house staff; planning and implementing seasonal menus; ordering and scheduling weekly inventory and deliveries for 40+ seat restaurant; providing customer service; responsible for marketing through social media, print and web.

Seminole County Attorney's Office — Summer Extern | May 2013 - August 2013

Conducted legal research in different areas of administrative law pertaining to County government including drafting inter-office opinion memorandums, assisted in draft revisions of the Human Resources Policies & Procedures and attended pertinent legal hearings.

City of DeLand — Risk Management Specialist | January 2009-August 2012

Responsible for many risk management functions including: filing of claims and investigation; managed the insurance listings of property, vehicles; coordinated and scheduled the City's Safety and Training programs; reviewed all levels of insurance and procured insurance for all City assets on an annual basis.

ACCOLADES

2024 Me Strong Magic Maker award
2023 Graduate of Leadership West Volusia
2021 Honoree Nominee of the Daytona Beach News-Journal 40 Under Forty Young Professionals
2018 Exceptional Community Partner-Dr. Joyce Cusack Spring Hill Resource Center

Recommendation letters sent to Human Resources Department.



International Institute of Municipal Clerks

www.iimc.com • Phone: 909/944-4162 • Fax: 909/944-8545
8331 Utica Ave., Suite 200
Rancho Cucamonga, CA 91730

APPLICATION FOR CMC DESIGNATION

Date: _____

***Please be sure to review the current Education Guidelines before submitting this Application to IIMC for review and keep a copy for your records. We will not disseminate any materials once received.**

The Application for Admission, which is your enrollment form in the CMC program, must be submitted prior to submitting this form.

PERSONAL INFORMATION

Name (Last, First, MI.) ↑ Title ↑

Municipality or Government Unit ↑

Mailing Address (Street Address Required) ↑ Suite/ Apt. # ↑

City/State/Province/Country, ZIP/Postal Code ↑

Email Address ↑

Phone Number ↑ Fax Number ↑

Has any of your personal information changed recently? ☐ YES ☒ NO

Media and/or Local Government Officials to receive an email announcing your CMC Certification status (optional)

Name Title E-mail Address

Name Title E-mail Address

Name Title E-mail Address

**** Please DO NOT write "See Attached" ****
Excess Education points will be applied to Experience by the IIMC Education Department.

IIMC Code of Ethics

Believing in freedom throughout the world allowing increased cooperation between Municipal Clerks and other officials, locally, nationally and internationally, I do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as a Municipal Clerk:

- To uphold constitutional government and the laws of my community;
- To so conduct my public and private life as to be an example to my fellow citizens;
- To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and merit public confidence in our community;
- To be ever mindful of my neutrality and impartiality, rendering equal service to all and to extend the same treatment I wish to receive myself;
- To record that which is true and preserve that which is entrusted to me as if it were my own; and
- To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.

These things I, as a Municipal Clerk, do pledge to do in the interest and purposes for which our government has been established.

I hereby apply for Certified Municipal Clerk (CMC) status with the International Institute of Municipal Clerks, and attest that the following statements and supporting documentation are accurate and true to the best of my knowledge. If evidence to the contrary is discovered, it may result in the rescinding of my designation. If, in the course of the review process, evidence comes to light that contradicts the veracity of the materials submitted IIMC's Education Department has the right to suspend the certification application review process. I further acknowledge that in order for IIMC to recognize a CMC or MMC designation, I must remain an active member of IIMC.

I hereby commit myself to continuous lifelong learning, and to improving my professional performance for the public good.

Signature: _____

Date: _____

CMC EDUCATION - 60 POINTS REQUIRED

1. IIMC-approved Municipal Clerks Institute or Academy. 1 point per 2 educational hours.

<u>Program Title/ Location</u>	<u>Mo./Yr.</u>	<u>Hours</u>	<u>Est. Points</u>

IIMC only:

► Be sure to enclose a copy of the certificate of completion or transcript from each Institute or Academy session.

2. A Bachelor's degree or higher in Public Administration or related field - 20 points.

	<u>School</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>
Master of Public Administration	University of Central Fl	5/1/2010	20.00

IIMC only

► Be sure to enclose a copy of official transcripts for each degree submitted. Transcripts will be evaluated in order to determine related versus unrelated.

3. A Bachelor's degree or higher in an unrelated field - 10 points.

	<u>School</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>
BA History	University of South Fl	8/1/2008	10.00

IIMC only

► Be sure to enclose a copy of official transcripts for each degree submitted. Transcripts will be evaluated in order to determine related versus unrelated.

4. Associate's degree in Public Administration or related field - 5 points.

<u>School</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

IIMC only

► Be sure to enclose a copy of official transcripts for each degree submitted. Transcripts will be evaluated in order to determine related versus unrelated.

5. Completion of an IIMC-approved State/National/Provincial educational course (which has been pre-approved by the Education Department through the Course Review Process). 1 point per 4 educational hours.

<u>Program Name</u>	<u>Association</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

IIMC only:

► If a program has been pre-approved by the Education Department, the approval will be listed on the bottom of your certificate of completion.

6. IIMC Annual Conference. 1 point per 2 educational hours.

<u>Conference Location</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>

IIMC only

► IIMC Annual Conference Education points can be used for either Education or Experience points however, individual conferences may not be split. Prior to 2009, IIMC Annual Conferences earned 4 points for full attendance. Transcripts were not provided until 2010.

7. IIMC CD Rom Courses. 1 point each.

<u>Course</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

IIMC only

► This program has been eliminated however, previously purchased programs are still eligible for points.

8. IIMC Online Courses. Points vary per course.

<u>Program Name</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

IIMC only

► This includes programs created by IIMC. **PLEASE NOTE** - FEMA, Ed2Go and MindEdge Learning programs **ARE NOT** eligible in this category (these can be placed in Experience #11).

9. Athenian Leadership Society Dialogues. 3 points each, 18 points maximum.

<u>Book Title</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

IIMC only

► Athenian Leadership Dialogues completed prior to 11/23/2013 earn 2 points each with a completed learning assessment. Dialogues completed on or after 11/23/2013 earn 3 points each with a completed learning assessment. A maximum number of 18 points may be awarded toward your CMC.

10. IIMC Annual Conference Academy Sessions. 2 points each

<u>Academy Title</u>	<u>Mo./Yr. Completed</u>	<u>Hours Completed</u>	<u>Est. Points</u>

IIMC only

► A learning assessment is required in order to earn certification points.

11. IIMC Study Abroad Program. Points vary by program.

<u>Program Location</u>	<u>Mo./Yr. Completed</u>	<u>Hours Completed</u>	<u>Est. Points</u>

IIMC only

TOTAL ESTIMATED EDUCATION POINTS	30	0
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CMC EXPERIENCE NEXT PAGE

CMC EXPERIENCE - 50 POINTS REQUIRED

****IIMC REQUIRES LETTERS OF EMPLOYMENT VERIFICATION FROM ALL PAST AND PRESENT HR DEPARTMENTS VERIFYING THE NATURE, DURATION, AND SCOPE OF EMPLOYMENT YOU ARE SEEKING CREDIT FOR. A CURRENT LETTER IS REQUIRED WITH YOUR FIRST SUBMITTAL. [CLICK HERE FOR A SAMPLE LETTER](#)*****

1. Full-time Municipal or Deputy Clerk with administrative responsibility. 4 points per year, 40 points maximum.

<u>Municipality and Position</u>	<u>Dates of Service (Mo/Yr)</u>	<u>Est. Points</u>

IIMC only

► Positions that qualify for IIMC Full or Additional-Full Membership may qualify in this category.

2. Part-time Municipal or Deputy Clerk with administrative responsibility. 2 points per year, 40 points maximum.

<u>Municipality and Position</u>	<u>Dates of Service (Mo/Yr)</u>	<u>Est. Points</u>

IIMC only

3. Part-time Municipal or Deputy Clerk with no administrative responsibility. 1 point per year, 30 points maximum.

<u>Municipality and Position</u>	<u>Dates of Service (Mo/Yr)</u>	<u>Est. Points</u>

IIMC only:

4. Other administrative positions in local government prior to becoming a Municipal or Deputy Clerk. 2 points per year, 30 point maximum.

<u>Municipality and Position</u>	<u>Dates of Service (Mo/Yr)</u>	<u>Est. Points</u>

IIMC only

5. Administrative position in federal, state or provincial government. 1 point per year, 30 points maximum.

<u>Employer and Position</u>	<u>Dates of Service (Mo/Yr)</u>	<u>Est. Points</u>
SPECIAL EVENTS/RISK MANAGEMENT	2017-Present	9.00
RISK SPECIALIST	2009-2012	3.00

IIMC only

6. Administrative position in business. 1 point per year, 30 points maximum.

<u>Employer and Position</u>	<u>Dates of Service (Mo/Yr)</u>	<u>Est. Points</u>
Owner, Managing Member of Shokudo 413, LLC	2014-2017	3.00

IIMC only

► In the case of self-employment, the applicant must submit a copy of their business license and/or tax returns for each year of employment they are seeking points for.

7. IIMC Annual Conferences. 1 point per 2 educational hours.

<u>Conference Location</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>

IIMC only

► IIMC Annual Conference points can be used for either Education or Experience points but individual conferences cannot be split between the two. Prior to 2009, IIMC Annual Conference earned up to 4 points for full attendance. Transcripts were not provided until 2010.

8. IIMC Annual Conference Academy Sessions. 2 points each.

<u>Academy Title</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>

IIMC only

► A learning assessment is required in order to earn certification points.

9. IIMC Regional Meetings, Municipal Clerk Association Conferences, Municipal League Conferences or other Municipal Clerk related conferences. 1 point per 4 verifiable educational hours, or 1 point per educational day of attendance.

<u>Conference/Organization</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>

IIMC only

► If you are provided with supporting documentation from the hosting organization verifying the specific number of hours you attended, the program is eligible to be reviewed for 1 point per 4 educational hours. If you do not receive the previously stated documentation, the program is eligible to be reviewed for 1 point per educational day of attendance. IIMC only awards credit for education sessions during a conference. Business Meetings and other similar events do not qualify for certification points.

10. Completion of an IIMC-approved State/National/Provincial educational course (which has been pre-approved by the Education Department through the Course Review process). 1 point per 4 educational hours.

<u>Program/Association Name</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>
FSU PUBLIC RECORDS MANAGEMENT CLASS	10/1/2025	6.00	2.00

IIMC only

11. Other applicable courses that have not gone through the Course Review Process and are directly related to the duties of a Municipal Clerk. 1 point per 6 educational hours.

<u>Program Name</u>	<u>Mo./Yr. Completed</u>	<u>Hours</u>	<u>Est. Points</u>
G-300 Intermediate Incident Command Systems for Expanding Incidents	2/1/2026	16.00	2.60
ICS-800. National Response Framework	1/1/2024	2.00	
IS-100 Introduction to Incident Command Systems	1/1/2024	2.00	
IS-200 C Basic Incident Command Systems	1/1/2024	14.00	2.30

► Courses hosted by FEMA, Ed2Go, MindEdge Learning, NAGARA, your municipality and association programs not pre-approved for Education points, etc. are eligible for review in this category.

► IIMC cannot accept vendor courses, product demonstrations, marketing seminars.

IIMC only

12. IIMC Study Abroad Program. Points vary by program.

<u>Program Location</u>	<u>Mo./Yr. Completed</u>	<u>Hours Completed</u>	<u>Est. Points</u>

IIMC only

13. Business or Vocational School Courses. Courses must relate to the Municipal Clerk's position. 1 point per 10 educational hours.

<u>Program/ Course Name</u>	<u>School Name</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

► Transcripts must be submitted for review

IIMC only

14. Relevant College or University course credits not used for Education. 1 point per credit unit.

<u>Course Name</u>	<u>College/University</u>	<u>Mo./Yr. Completed</u>	<u>Est. Points</u>

► To receive credit, a course must be academic, must be applicable to a degree program, must be from an accredited institution, and must be relate to the Municipal Clerk's position. A copy of official transcripts are required.

IIMC only:

15. IIMC, IIMC Foundation or Municipal Clerks Association Committee member. 1 point per year.

<u>Committee Name</u>	<u>Association</u>	<u>Date of Service</u>	<u>Est. Points</u>

IIMC only

TOTAL ESTIMATED EXPERIENCE POINTS **21.90**

0.00

February 23, 2026

Question #1-Department Structure & Service Delivery

If chosen as the City Clerk-Auditor, describe how you believe the City Clerk's Office should be organized to most effectively deliver services to the City of DeLand. Consider the following in your response:
Optimal workflows for managing Commission meetings, elections, records requests, and audit functions
Reporting relationships and delegation of responsibilities.

- Operational processes that involve other City of DeLand Departments to include implementation of technology to improve efficiency
- How to balance the diverse statutory, administrative, and customer service functions of the office
- The current personnel structure and make-up of the City Clerk's Office

Answer #1

Prior to making any changes, as the new City Clerk-Auditor I would meet individually with each commissioner, management staff and clerk staff members to discuss any concerns they may have and prioritize them. I'd want to determine the current level of satisfaction with the clerk's department. If expectations have not been met, I would work with each stakeholder to come up with attainable goals and timeframe. In addition to meeting their current objectives, I would want to work with each stakeholder to determine future needs as the city continues to grow. After reviewing all the concerns, I would reevaluate how the current organizational structure functions and see what changes would best benefit the city.

Never the less, as an internal candidate and a former employee of the Clerk's department I do have some opinions on what needs to be prioritized in order to update and grow the Clerk's office. Right now, the department is siloed into very distinctive job functions. In my opinion, this creates an inefficient department. Some of the changes that I would like to implement would be to allow cross train staff so that each team member within the department would be able to provide better customer service to the public and to you all. I have bullet pointed some ideas and an organizational chart that highlight some of my proposed changes.

- Updating the Clerk's webpage to make it more user friendly (*less clicks to get information*), ADA accessible and providing bilingual public notices and agendas when possible
- Exploring clerk platform systems to integrate some of our city functions or expand on the platform we are currently utilizing to save tax payer funds
- Prioritize semi-annual training of applicable city administrative staff on record retention, public records, audits and sunshine meetings
- Provide clerk staff at all city board meetings to provide administrative support and guidance to board administrators
- Provide monthly updates to Commission on pertinent city advisory board decisions
- Updating signage on the 3rd floor lobby to make resources more accessible to the public

- Focus on training city clerk's staff to provide better customer service in person, phone and in email communication
- Collaborate with the Volusia County Clerk of Elections to host informational sessions
- Reestablishing the role of the clerk's office to function as a liaison between Commission and city staff; providing calendar updates, drafting proclamations and resolutions and managing requests from the public



Question #2-Needs Assessment

Share your perspective on what you see as the current and emerging needs of the City of DeLand that the City Clerk's Office should be positioned to address. Consider both immediate operational needs and longer-term strategic priorities. Where do you think the City Clerk's Office has been strong in support of the city, and where does room exist for improvement?

Answer #2

An emerging need within the city that I would identify would be the need for a succession plan for each department . A majority of the City's management team are within or close to retirement age of 65 and many of them have been with the city for decades. As such, we rely heavily on their experience and knowledge of past projects, grants, budgets, contractors, etc. The Clerk's office could assist with

succession planning by helping the departments with proper record retention and auditing so that there is an identifiable workflow of files accessible to the next generation of staff and management.

Another need or emerging concern, would be the growing use of artificial intelligence (AI) and how it applies to public records requests. AI tools are able to generate massive volumes of public records requests, these requests if not filtered can overwhelm the city staff and challenge traditional Sunshine Law compliance. Additionally, AI tools being used by city staff in their daily work day, whether as a prompt or a chat may be considered a public record and may require record retention.

The statutes regarding AI are still evolving, as of yet, there is no clear guidance, but what we do know is that it is already infiltrating our workplace. To navigate the situation, I would work with the IT Department to learn about their export and retention schedules, possibly have a Clerk staff member assist with monitoring workspaces and logs. Lastly, I would stay apprised of new statutory requirements and provide relevant training to city staff on how to properly use and record AI generated documents and requests.

Historically, the Clerk's office was a valuable resource to other departments, public and commissioners. Providing consistent clerical guidance and leading newly elected officials into the wheels of municipal government. I think as the city continued to grow; the Clerk's office could not keep up with the progress. To remediate the lack of growth, my recommendation would be to take small measured steps. Start by reviewing work programs already being used by other departments and see what records are being captured and how, providing web-based training to administrative staff and conducting community outreach to fill advisory board vacancies.

Question #3-Personal Assessment

Reflect on what personal, professional, and educational characteristic make you the ideal candidate for the City Clerk-Auditor position. How will your strengths make an immediate impact for the City of DeLand when entering the City Clerk-Auditor position? Where will you need to broaden your knowledge and skills to rise to the challenges of the position, and how do you intend to do so?

Answer #3

My parents moved us to DeLand in 1995 to start their first Japanese restaurant on 17-92. At the time, downtown was barely surviving and merchants were protesting the development of a Super Wal-Mart on the north end of the city. Like so many before me, wary of being displaced here, DeLand became my home. I am a proud graduate of DeLand High School (*Class of 2002*). I went on to earn a Bachelor of Arts degree in History from the University of South Florida and returned to my hometown and an internship with the city. That internship quickly turned into a full-time position in 2009. I completed my Master in Public Administration from University of Central Florida while working in the Human Resource Department. I left in 2012, to pursue my Juris Doctorate from Barry University School of Law, where my main focus was administrative law, worker's compensation and health care law.

My educational background is varied, but my focus has always been civic related. How does my education make me an ideal candidate for the City Clerk-Auditor position? As a history major, I focused on modern American history and the lessons learned about social injustice and revolutions against oppression. As a graduate student, I learned different methods and theory of how to be a better public servant. In law school, I was then able to understand the legal framework that public servants have to abide by to make effective changes. I gained many skills in law school, but the one that I use the most often would be how to conduct legal research and interpreting state statutes.

I am a strong advocate for education. I think maximizing your potential for growth as a person and professional is dependent on your willingness to learn something new. I have been fortunate to have supervisors that have encouraged me to attend trainings related to different areas of government. Most recently, I completed an 8-hour course hosted by FSU on Florida Public Record Requests and a 16-hour program hosted by Public Risk Management on Human Resource Management. I enjoy organizing safety trainings for my team members at the city on a monthly basis and I have taught two semesters at Stetson University as an adjunct professor teaching upper-level Public Administration. What I failed to learn during Introduction to Public Administration at UCF, I have been fortunate enough to reteach myself.

In addition to my education, my professional experience in Human Resources and Risk Management have taught me how to assist a diverse group of stake holders. In my current role as Risk/Safety/Events Manager, I do a little bit of everything. There is not a typical work day for me. On any given day, I may be meeting with an event organizer in the morning, drafting discovery for an upcoming case, scheduling inspections of storage tanks with the State, and then walking through our claims process with a new police sergeant. I am routinely prioritizing tasks and juggling my day to meet or exceed standards in the workplace.

Within the city, I have a reputation for working well with different departments because I am familiar with their staff and understand their priorities and work load. Likewise, I am able to balance the needs of community partners, claimants and event organizers. I am a team player and am usually the first to volunteer to take on new projects or assist a co-worker. I have continuously taken on different roles to advance my knowledge of different areas within the city. An example of that would be assisting with the Clerk's Department in 2019-2020 when they were short staffed. I was responsible for helping draft minutes for the Clerk's review, assisting with public meetings during COVID and fulfilling public record requests.

I believe my education and professional experience provides me with a solid background for the Clerk-Auditor position. However, if offered the position, I plan on obtaining my Certified Municipal Clerk (CMC) designation followed by the Master in Municipal Clerk (MMC). I have already looked into the program requirements and spoken with the Program Coordinator. For the CMC designation, there is a requirement of 110 points (*60 in education/50 experience*). As of now, I have an estimate of 51.9 points (*30 education/21.9 experience*). For your reference, I have attached the points evaluation that my education and experience allot me. I am comfortable in stating that if hired, I would be able to complete my CMC within two years and my MMC within five years.

Question #4-In Basket Exercise

You have arrived at your office on a Monday morning at 8:00 A.M. The City Commission meeting is scheduled for tonight at 7:00 P.M. You've been away from the office since Wednesday the previous week attending a CMC training conference. Your staff has compiled the following items that require your attention.

Your task:

1. Review all the items in your in-basket
2. Prioritize them in order of importance/urgency (1 being the highest priority)
3. For each item, provide: Your recommended response, who (if anyone) you would delegate this to, timeline for resolution, brief rationale for your approach

Answer #4.

Priority #1-Item #6 HVAC system (10 minutes)

The HVAC failed over the weekend and Facilities believes it will be fixed in time for tonight's meeting. I would prioritize this problem first, not because it is the highest priority, but because it would take me only a few minutes to handle immediately. I would then circle back in the afternoon once I cleared more to do items off my list. I would ask Mike Grebosz, *Assistant City Manager* to keep me apprised on the progress of the HVAC repair as he oversees the building maintenance and whether a mobile HVAC unit would be available to bring in. I would bypass the suggestion of moving the meeting to the Sanborn Center because public notice with time, place and agenda have already been published. At 1 PM, I would ask Mike to provide a status update on the HVAC. If we do not think it will be repaired in time for tonight's meeting, I would confer with the City Manager's office and request the mobile HVAC unit be brought in to cool the chambers no later than by 4 PM. I would advise Commissioners and staff of the issue prior to the meeting and how we were addressing it.

Priority #2-Item #8 Security Breach (5 minutes to discuss with my assistant/30 minutes for meeting at a later time in the day)

The security breach and temporary lockdown of electronic records would be my next priority. Cybersecurity attacks are a serious threat to government agencies and should be addressed in a timely manner. I would want set up a meeting with the Alberto Cirelli, IT Manager today to see if the attempts were successful, if the computer was identified and if they can determine whether records were compromised. I would ask my assistant to schedule a quick meeting with Alberto to work through next steps and determine if notification to the public would need to be posted and whether the breach would need to be reported to Risk Management and/or Homeland Security. I would notify the Commission via email of the temporary lockdown.

Priority #3-Item #1 Problem with Monday's Commission Agenda (10 minutes)

The ordinance for the new zoning overlay district was not properly advertised in the newspaper. This would be my next on my list, because the meeting is that night and I would want to inform the developers as quickly as possible that their agenda item was not advertised properly. In my experience, many of the developers travel to the area for meetings and the more time they are provided of changes, the better.

I would have the Deputy Clerk notify the City Attorney and the developer immediately of the error made by the newspaper and request that the item be moved to the next available agenda or at a special meeting if the Commissioners deem necessary. Under FL Stat. 120.525, to comply with the Sunshine law public notice must be provided at least a minimum of seven days in publication and on the agency's website. There are exceptions for health and safety or during times of emergencies, but in this scenario this would not be applicable. Additionally, I would advise the Deputy Clerk that in the future, he/she should be checking the legal ad to confirm it was printed properly so clerical errors can be fixed by republication.

Priority #4-Item #2 Voicemail from Commissioner Smith (20 minutes)

Commissioner Smith's request to add a resolution request to tonight's agenda. I would call Commissioner Smith and explain public notice is required to add this to the agenda. If the matter was urgent, I would suggest setting up a meeting with the business owners and the appropriate departments (Police and Public Works) and Mainstreet DeLand Association to see if the parking issue can be handled at staff level.

Likewise, the business owners would be welcomed to speak at tonight's meeting during open discussion. They would each be allotted 3 minutes for a brief statement. The facts of this item as provided, my rationale would be that the matter should be reviewed by staff first to resolve the issue before commission involvement would be necessary.

Priority #5-Item #5 Candidate Qualifying Issue (30 minutes-hour)

Staff was notified that Candidate Sarah Chen's qualifying fee was returned due to insufficient funds. Florida Stat. election codes (Chapters 97-106) apply to municipal elections unless the municipality has a special act, ordinance, or charter provision. There are numerous requirements to qualify as a candidate for a general election. One of the requirements is to pay a qualifying fee by a properly executed qualifying check drawn on a campaign account. If the check is returned, the candidate must be immediately notified. The candidate has 48-hours after receiving notice to pay with a cashier's check paid from campaign account as long as it is within the qualifying period (99.095, FL. Stat.).

In this scenario, the city was notified that Candidate Chen's check was insufficient after the qualifying period was over. As such, Candidate Chen would be unable to make good on the check. To confirm, I would reach out to Lisa Lewis at the Elections Office and discuss the matter with her. Assuming that I am correct, I'd reach out Ms. Chen directly and give her the news before sending out a formal letter regarding her disqualification. I would notify the Commission and the City Manager of the change in candidacy. I would ask the Deputy Clerk to make the changes to the candidate list and finalize the list with Lisa for the sample ballots. This is #5 priority on my list, because Ms. Chen was already

outside the qualifying window. I wanted to address her issue in a timely manner, but it did not warrant an immediate response. My priority would have been different if there was a possibility that she would have been able to qualify.

Priority #6-Item #7 Permit Fee Audit (30 minutes)

The permit fee audit is only 60% complete and is due to Commission by next week. This would be next on my list because I would want to make sure that the audit is completed and reviewed to meet the commission's audit schedule. I would reach out to Dan Stauffer, Finance Director directly to determine why the response for bank records are taking longer than usual and how we can assist in expediting the process. Once the records are received, I would appoint an additional staff member to help with the audit to ensure that it is completed on time.

Priority #7-Item # Records Request from Local Journalist (30 minutes)

A local journalist is requesting all emails, text messages and other communications between any City Commissioner and the City Manager regarding the proposed sale of city-owned property at 145 N. Woodland Blvd for the past 90-days. The records are needed by 5 PM that day. Under Chapter 119 Fl. Stat., there is no express time limit for responding to public records. The guidance from court decisions has been consistent in stating that records should be produced within a reasonable time depending on the size of the request. I would respond to the journalist and inform them that this is a large request that would not be available today.

I would remind them that in the future, if they have an urgent request to meet a publication deadline they may want to narrow the scope of their request to help expediate the process. Also, I would include the link to our Just Foia public records request page and ask them to complete the required form if they would like to move forward with their request. The reason I would take the time to call the journalist directly and not delegate to staff is because in this scenario, the journalist is local. The city has always maintained a good relationship with our local media and I would want to see if there were any accommodations that I could make to assist with their story. Perhaps, the journalist would be satisfied with just a statement from the city. In which case, I could ask Sarah Lux, Public Information Officer to draft a statement for a press release regarding the sale.

Priority #8-Item #4 Records Retention Specialist (30 minutes)

A Records Specialist discovered that Public Works Department has been destroying work orders after 2 years. To end the afternoon, I would address this issue by asking the Records Specialist to meet with me to go over their findings. First, I would review the General Records Schedule under Florida Administrative Code with them as the schedule can be confusing prior to reaching out to Public Works. Under the records retention schedule, Item #141-Work Orders described as requests for major and minor maintenance or service requiring that a work order be generated for service or labor, has a minimum 3-year retention period. The records specialist did make an error in the retention period, but it seems like Public Works may still be destroying records a year too early.

I would have the record's clerk to set up a meeting with Ray Underwood, the Public Works Director and any applicable staff for later this week to better determine if the work orders being destroyed were duplicates or original. If they were originals, then I would ask the Public Works' staff to create a duplicate file of all work orders that have been destroyed within the past 3 years assuming they are all in our current work order system and save electronically. I would then notify the Florida Division of Records Management of the error and request their guidance on how they would want the lapse in records to be reported. Additionally, I'd advise Ray that his administrative staff should attend the next training session on records retention. The reason why I would prioritize this item last is because it would take the most time to investigate and although the matter is important, it did not require an immediate action for Monday.



City of DeLand

“The Athens of Florida”

www.deland.org

120 South Florida Avenue
DeLand, Florida 32720-5481
Telephone: (386) 626-7000
Fax: (386) 626-7140

February 9, 2026

City of DeLand
Human Resources Department
120 S. Florida Ave.
DeLand, FL 32720

Re: City Clerk Reference Letter

Mr. Jeremy Wiggins,

I am pleased to provide this professional reference for Ms. Kieu N. Moses, who has worked with me in various capacities at the City of DeLand for over 10 years. During this period, I have observed Kieu to be an exceptional individual with the skills and qualities needed to succeed in the role of City Clerk.

In the time I have worked as her supervisor, she has demonstrated a strong understanding of public administration, local government processes, and the various responsibilities involved in supporting city operations. Her attention to detail, organizational skills, and proficiency in managing complex documents and records are top notch. Kieu has shown the ability to efficiently maintain public records, coordinate meetings, work with Commissioners, and work with internal/external stakeholders.

She is highly skilled in managing administrative duties, handling confidential information, and assisting in the development and implementation of city policies. Furthermore, Kieu has a strong ability for communicating clearly and professionally with both government officials and the public. She has consistently shown a commitment to ensuring transparency and accuracy in all aspects of the role.

In addition to technical expertise, Kieu is a dependable, ethical, and collaborative team member. She has shown her ability to work as part of the city team to accomplish the organization's mission and goals.

I am confident that Kieu would be a great City Clerk.

Please do not hesitate to contact me at if you need any further information.

Sincerely,

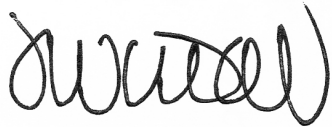
Michael Grebosz
Assistant City Manager
City of DeLand
greboszm@deland.org
386-626-7110

January 25, 2026

It is with great enthusiasm that I write this letter of recommendation for Kieu Moses as she applies for the position of City Clerk-Auditor for the City of DeLand. Having worked with Mrs. Moses in her current position for many years, I'm sure you know what I know about her - diligent, dedicated, self-motivated, astute, and on and on.

My interactions with Kieu have included the administration of the DeLand Sculpture Walk, the formation and operation of ACED DeLand (Arts, Culture, Education District), along with most of the other public art situations occurring in and around the City. And since 2021, I have worked with her as a member of the Mural Art Committee, sitting where you sit, as she presents and facilitates the MAC proceedings.

Although I have no idea who else is applying for this job, I do know that Kieu Moses won't let you down. She is highly experienced and fully knowledgeable about this city and its operations. Were I in your position, I would not hesitate for a second to place her in the office of City Clerk-Auditor.

A handwritten signature in black ink, appearing to read 'J. Wilton', with a stylized, cursive script.

John Wilton
Secretary, Board of Trustees
Museum of Art - DeLand

February 26, 2026

DeLand City Commission
City of DeLand
c/o Jeremy Wiggins, HR Director
120 S. Florida Ave.
DeLand, FL 32720

Dear DeLand City Commission,

I am pleased to recommend Kieu Moses for the DeLand City Clerk – Auditor position for the City of DeLand.

I have known Kieu personally and professionally for over 25 years, as a friend to both of my daughters, a neighbor for many years and colleague while I was on the DeLand City Commission.

In 2009, Kieu came to the City of DeLand as a Risk Management Specialist and during that time, I was the Vice Mayor for the City of DeLand. In 2013, Kieu had to resign her position to complete her law degree. In 2016, Kieu delightfully rejoined our city team in a temporary position as Assistant to the City Manager. Her job included drafting City Proclamations, preparing the City Commission's weekly read file, assisting and organizing the City Manager and City Commission schedules. We were eventually able to make that a permanent position in 2017. While she was the Special Projects Coordinator for the City from 2017 – 2020, she was responsible for 60 plus events in the City, drafted various requests for commission approval, drafted minutes for the City Commission meetings, reviewed and assisted in public record requests and organized the Mayor's Golf Tournament. In 2020, she was reclassified to the position of Risk/Safety/Events Manager. This position requires knowledge of the City Code of Ordinances, Florida laws and statutes, FDOT regulations, litigation and discovery for cases involving the City, safety and training of city employees along with the function and activities of municipal government. With over 78 special events annually in the City, Kieu is well versed in the organization, legal requirements and working with the special events organizations as well as the staff they use.

Kieu works efficiently and quickly promoting a positive working environment. She is accurate, well organized, and can multitask with ease. She enjoys working with people and they love working with her. Risk Management is critical to a governmental agency along with accuracy, knowledge of Florida law, government record systems and workers' compensation regulations. Her advanced education will certainly reinforce the position of City Clerk – Auditor as knowledge of Florida laws and DeLand City Ordinances are very important for this position.

Kieu currently manages the City of DeLand's liability and property claims, and she develops training and safety programs for the prevention of workers' compensation issues. She oversees the City's leases of properties, manages our special events permitting and the coordination of events that take place in the city, making sure they comply with all appropriate state law including ADA compliance and city ordinances.

Kieu is well known to be a team player and would have the ability to bring coordination, efficiency, legal experience, and a positive working environment to the DeLand City Clerk – Auditor position. She has proven her commitment to the City of DeLand with her long tenure.

I highly recommend Kieu Moses for the position of City Clerk – Auditor for the City of DeLand.

If you have any questions, please feel free to contact me by phone (386) 747-2590 or by email LMatusick@aol.com

Sincerely,

Leigh Matusick
/s/electronically-lem

Former Vice Mayor, City of DeLand
300 Edgewood Blvd.
DeLand, FL 32720



January 16, 2026

Letter of Recommendation for Kieu Moses

To Whom It May Concern:

It is my most sincere pleasure to recommend Kieu Moses for appointment to the position of City Clerk of the City of DeLand (the "City"). I have known and worked with Kieu in her capacity of Risk/Safety/Events Manager for the City for nearly a decade, which included the coordination of the City's legal defense of a multitude of types of civil litigation. I can state without reservation that Kieu is one of the most ethical, conscientious, and compassionate individuals I know. She conducts herself both professionally and personally in the utmost manner.

In addition to her strong character, I believe that Kieu is very well qualified to serve as City Clerk. Having previously served in the capacity of Assistant City Attorney for a central Florida municipality, I am intimately familiar with the knowledge, skills, and abilities required of the position of City Clerk. It is not a job for the fainthearted, nor is it a position that suffers anything less than 100% dedication. In my dealings with Kieu in her current position, she has demonstrated the sort of strength and commitment to her work that I believe makes her a great candidate to become the City's next Clerk.

Our coordinated efforts to defend the City in civil litigation required Kieu to possess and employ a broad range of skills that included records and data management, communication, need assessment and prioritization, research, and the ability to work closely with each of the City's many and varied departments and divisions. Furthermore, Kieu not only possesses the breadth of knowledge of Florida Statutes including Government-in-the-Sunshine law and Public Records law that is mandatory of the City Clerk position, but she also has the education, ability, and actual experience applying the law to the governmental administration of the City that would undoubtedly serve her well in the position.

In sum, Kieu possesses those attributes that a City Clerk must have, and these are the attributes that I feel best serve the lofty mandate of providing accessibility, transparency, and accuracy to the administration of government.

To Whom It May Concern
Re: Kieu Moses
January 16, 2026
Page 2

I respectfully urge your favorable consideration of Kieu Moses's application for City Clerk of the City of DeLand. Please feel free to contact me should you have any questions about Kieu's qualifications. With best regards, I remain

Very truly yours,



ANDREW I. DAYES

DAYES LAW

P: 727.240.1332 | F: 727.440.8188 | AID@DAYESLAW.COM

Bonnie Zlotnik, CMC

Edgewater, FL

(386) 547-3273/Bonniebrown338@yahoo.com

February 6, 2026

City of DeLand

120 S. Florida Avenue

DeLand, FL 32720

RE: City Clerk-Auditor Position

Dear Members of the Selection Committee,

I am pleased to submit my application for the City Clerk–Auditor position with the City of DeLand. With extensive experience serving as a City Clerk, supporting elected bodies, administering elections, managing public records, and coordinating audit functions, I am enthusiastic about the opportunity to contribute to a community that values transparency, professionalism, and thoughtful governance.

I approach the City Clerk–Auditor role as both a statutory office and a leadership responsibility, one that requires independence under the law, collaboration with the City Manager and departments, and steady judgment, particularly during complex or time-sensitive situations. Throughout my career, I have focused on maintaining procedural integrity, ensuring compliance with Florida law, and supporting informed, defensible decision-making by governing bodies.

DeLand holds special professional significance for me. Early in my career as a newly appointed City Clerk, I benefited greatly from the guidance and mentorship of Julie Hennessy, DeLand’s former City Clerk. Her professionalism and dedication left a lasting impression on me and helped shape my understanding of the role and its importance within a council–manager form of government. I would be honored to continue that legacy by serving the City of DeLand with the same integrity, steadiness, and commitment to public trust.

I believe my experience navigating governance transitions, managing complex operational issues, and working collaboratively with executive leadership aligns well with the City’s needs. My goal is to provide stability, consistency, and trusted leadership so the Commission, City Manager, and residents can have confidence in the work of the City Clerk–Auditor’s Office.

Warm regards,

Bonnie Zlotnik

Candidate Application

First Name: Bonnie	Last Modified: 03/02/2026 08:38 PM
Middle Name:	Created: 02/09/2026 05:43 PM
Last Name: Zlotnik	Job: City Clerk-Auditor [1892]
Address 1: 2730 Kumquat Drive	Source:
Address 2:	Rating: Top Prospect
City: Edgewater	Disposition:
State: Florida	Pre-employment notes:
Zip: 32141	Background Check Notes:
Phone: 386-547-3273	Score: N/A
Cell Phone:	Current Stage: Department Review
Email: bonniebrown338@yahoo.com	
Veteran's Preference: No	

Cover Letter

Bonnie Zlotnik, CMC
Edgewater, FL
(386) 547-3273/Bonniebrown338@yahoo.com
February 9, 2026
City of DeLand
120 S. Florida Avenue
DeLand, FL 32720
RE: City Clerk-Auditor Position

Dear Members of the Selection Committee,

I am pleased to submit my application for the City Clerk–Auditor position with the City of DeLand. With extensive experience serving as a City Clerk, supporting elected bodies, administering elections, managing public records, and coordinating audit functions, I am enthusiastic about the opportunity to contribute to a community that values transparency, professionalism, and thoughtful governance.

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I believe my experience navigating governance transitions, managing complex operational issues, and working collaboratively with executive leadership aligns well with the City's needs. My goal is to provide stability, consistency, and trusted leadership so the Commission, City Manager, and residents can have confidence in the work of the City Clerk–Auditor's Office.

Warm regards,

Bonnie Zlotnik

Application for Employment

PERSONAL INFORMATION

* Are you legally eligible to be employed in the United States? (Proof of identity and eligibility will be required upon employment): **Yes**

* Are you at least 18 years or older? (If no, you may be required to provide authorization to work): **Yes**

* Are you applying for Veteran's Preference? (If Yes, you must attach a copy of your DD-214 to your application): **No**

* Have you ever been convicted of a felony or a misdemeanor which resulted in imprisonment within the last

seven years? (A conviction will not necessarily result in the denial of employment):

If Yes, please explain:

* Have you ever worked for this Company before?: **No**

If Yes, please provide details (Where/When/Job Title):

EMPLOYMENT DESIRED

* When would you be available to begin work?: **02/16/2026**

* Type of employment desired: **Full-Time**

* Hourly rate/salary desired: **\$115,000**

* Are you currently employed?: **No**

If so may we inquire of your present employer?:

If presently employed, why are you considering leaving?:

EDUCATION

Give record of all High Schools, Colleges, Universities and Vocational/Technical Schools you have attended.

School Name & Location	Did you Graduate?	Degree Received	Subjects Studied/Major
New Smyrna Beach High School	Yes	HS Diploma	High School
Daytona State College	Yes	Bachelor of Applied Science	Supervision & Management
Daytona State College	Yes	Associate of Arts	Business

TRAINING AND CERTIFICATIONS

List any applicable certifications and training that you have completed.

Program Name	Program Location	Date of Completion	Certification Name
Certified Municipal Clerk	NA	01/24/2011	Certified Municipal Clerk

If you have completed any special courses, seminars and/or training that would help you to perform the position for which you are applying, please describe:

I received my Certified Municipal Clerk designation in 2011 and have attended multiple Florida Association of City Clerk's fall and summer conferences; Florida Ethics training; various public records training throughout my tenure as City Clerk.

EMPLOYMENT HISTORY

Give your full employment record, starting with your current or most recent employment

EMPLOYER 1

Dates Employed	Employer Name & Address	Employer Phone
From: 11/2020 To: 08/2025	City of Edgewater 104 N. Riverside Drive, Edgewater, FL 32132	386-424-2400
Job Title	Supervisor Name & Title	May we Contact?
City Clerk	City Council City Council	No
Responsibilities	Reason for Leaving	Salary/Hourly Rate

Directed City Council operations, including agenda preparation, meeting documentation, and execution of official ordinances, resolutions, and contracts. Served as the City's Custodian of Records and implemented a digital records management system to improve compliance, transparency, and workflow efficiency in accordance with Florida Public Records Law. Administered municipal elections by coordinating candidate qualifying, ballot language review, and election activities with the Supervisor of Elections. Oversaw the City's risk management and liability programs, managing insurance renewals, claims, and litigation tracking. Administered community programs including the Outstanding Citizen recognition, scholarship fund, and Police and Fire False Alarm Program, strengthening civic engagement and public relations. Supervised staff and managed budgets for the City Clerk's Office, City Council, and City Attorney, ensuring adherence to financial policies and operational objectives. Collaborated with multiple departments to support policy development, records retention, and municipal governance functions in compliance with local and state regulations.

My tenure as City Clerk ended when the expectations of the council and my approach to the role didn't fully align.

Start: \$36.06
End: \$51.49

EMPLOYER 2

Dates Employed	Employer Name & Address	Employer Phone
From: 11/2015 To: 11/2020	City of Edgewater 104 N. Riverside Drive, Edgewater, FL 32132	386-424-2400
Job Title	Supervisor Name & Title	May we Contact?
Senior Planner	Darren Lear Development Services Director	Yes
Responsibilities	Reason for Leaving	Salary/Hourly Rate
Reviewed and coordinated development applications including site plans, subdivisions, annexations, conditional uses, variances, and zoning amendments to ensure compliance with the Comprehensive Plan and Land Development Code. Managed current planning and development review activities, including coordination of Technical Review Committee (TRC) meetings and interdepartmental reviews with engineering, public works, utilities, and building divisions. Prepared and presented staff reports, maps, and recommendations for Planning and Zoning Board meetings and City Council hearings. Assisted in drafting and revising Land Development Code and Comprehensive Plan amendments to align with state planning statutes and community goals. Conducted research and analysis related to population, land use, and environmental data to support policy decisions. Advised developers, consultants, and citizens on permitting procedures, land use regulations, and zoning compliance. Supported the Development Services Director in the preparation of agendas, reports, and capital improvement planning documents. Promoted consistent application of planning policies and process improvements to enhance customer service and project efficiency.	Appointed as City Clerk	Start: \$29.10 End: \$31.50

EMPLOYER 3

Dates Employed	Employer Name & Address	Employer Phone
From: 02/2008 To: 11/2015	City of Edgewater 104. N. Riverside Drive, Edgewater, FL	386-424-2400

Job Title	Supervisor Name & Title	May we Contact?
City Clerk	City Council City Council	No
Responsibilities	Reason for Leaving	Salary/Hourly Rate
Directed City Council operations, including agenda preparation, meeting documentation, and execution of official ordinances, resolutions, and contracts. Served as the City's Custodian of Records and implemented a digital records management system to improve compliance, transparency, and workflow efficiency in accordance with Florida Public Records Law. Administered municipal elections by coordinating candidate qualifying, ballot language review, and election activities with the Supervisor of Elections. Oversaw the City's risk management and liability programs, managing insurance renewals, claims, and litigation tracking. Administered community programs including the Outstanding Citizen recognition, scholarship fund, and Police and Fire False Alarm Program, strengthening civic engagement and public relations. Supervised staff and managed budgets for the City Clerk's Office, City Council, and City Attorney, ensuring adherence to financial policies and operational objectives. Collaborated with multiple departments to support policy development, records retention, and municipal governance functions in compliance with local and state regulations.	I wanted to advance my Planning Skills and be part of maintaining sustainable growth within the City	Start: \$22.12 End: \$32.83

REFERENCES

Please provide three references (not relatives).

Name	Relationship	Phone Number	Email
Tracey Barlow	Former City Manager	386.566.3715	TraceyTBarlow@gmail.com
Charlotte Gillis	Former Employer (Councilwoman)	386.690.6929	cgillis@cityofedgewater.org
Jeff Lariscy	Former Coworker	386.690.3314	Jlariscy@cityofedgewater.org

AUTHORIZATION

YOU MUST SIGN THIS APPLICATION. READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN:

I certify that each answer to any question herein and all other information otherwise furnished is true and correct. I further certify that all such answers and information constitutes full and complete disclosure of my knowledge with respect to the questions or subject matter. I understand that any incorrect, incomplete or false statements or information, furnished by me may subject me to disqualification or to discharge at any time. If employed by the City of DeLand, I agree to comply with all its orders, rules and regulations.

* Signature (type name): **Bonnie Zlotnik**

* Date: **02/09/2026**

Additional Information

I hold a Bachelor's degree in Supervision and Management and have 25 years of municipal government experience, including 12 years as City Clerk. My background includes managing multiple regular and special municipal elections in coordination with the Volusia County Supervisor of Elections.

I have extensive experience with JustFOIA, Laserfiche, and Granicus, and I actively seek opportunities to improve processes through technology. I am deeply committed to the mission of the City Clerk's Office and to providing honest, accurate, and compassionate service to the community.

Please include any relevant files, resume or cover letters to the position you are applying for

[Bonnie_Zlotnik_City_Clerk-auditor In-basket Exercise.pdf](#)

Additional Files

[Bonnie_Zlotnik_Cover_Letter_City_Clerk-Auditor_DeLand.pdf](#)

Additional Files

[Bonnie_Zlotnik_Application_Questions.pdf](#)

Candidate Information

Maiden Name **Zlotnik** Date last used **02/09/2026**

Date of Birth **11/14/1971**

We require information about your previous residency over the past 7 years.

Previous City, State, Zip
Date

Previous City, State, Zip
Date

Previous City, State, Zip
Date

Previous City, State, Zip
Date

Disclosure Agreement

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING]

DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS

In connection with your application for employment and from time to time during the course of employment, the City of DeLand may obtain reports or background information concerning you which is contained in a “consumer report” and/or an “investigative consumer report” those terms are defined in the Fair Credit Reporting Act. Consumer reports” are reports from consumer reporting agencies and may include information regarding your character, general reputation, personal characteristics, mode of living, credit worthiness, credit standing, motor vehicle records (driving records), verification of your education, employment history, Social Security Number verification, licensing and certification checks, or military service history. The City may also obtain investigative consumer reports. Some reference checks by a consumer reporting agency fall into this category. An “investigative consumer report” is a consumer report in which information as to character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, associates, acquaintances, or others. You have a right to request disclosure of the nature and scope of an investigation and to request a written summary of consumer rights.

AUTHORIZATION

I authorize the City of DeLand to obtain consumer reports and/or investigative consumer reports regarding me in connection with my application and from time to time for employment purposes.

* Full Name

Bonnie Zlotnik

* Date:: **02/09/2026**

General Questions

Driver's License Information

* Driver's License Number
Z463-541-42-000-0

* State issued
Florida

Commercial Driver's License Number: State Issued

Class Code
E

* Endorsements
None

* Have you ever been in violation of traffic law?**Yes**

If yes, please explain for what, where and when

1992 - New Smyrna Beach - Failure to obey traffic control device

2009 - Volusia County - Failure to obey traffic control device

* Are any family members or relatives employed by the City:**No**

If yes, please provide their name and current position as well as your relationship to the employee. (example: mother, father, sister, brother, cousin, aunt, uncle etc.)

* Have you ever been discharged/fired from employment?**Yes** * Have you ever resigned/quit after being informed that your employer intended to discharge you?**No**

If yes to either questions, please complete the following

Employer **City of Edgewater**

Address **104 N. Riverside Drive, Edgewater, FL 32132**

Date **08/21/2025**

Explanation**Expectations of the Council and my approach to the role no longer aligned.**

High School Diploma or GED

* Do you have a High School Diploma?

Yes

* If you answered no, have you earned and been issued a GED from an educational institution accredited by the American Council on Education?

I have a High School Diploma

Minimum Qualifications

* Do you meet ALL of the Minimum Qualifications, Education and Experience listed on the job description?

Yes

BONNIE ZLOTNIK, CMC

Edgewater, Florida
386-547-3273 | bonniebrown338@yahoo.com

CITY CLERK | EXECUTIVE LEADERSHIP & GOVERNANCE

Certified Municipal Clerk with over 15 years of senior municipal experience serving as the chief legislative and records officer for complex city operations. A respected partner to City Council members, boards, and executive leadership, known for steady judgment, collaborative leadership, and a strong commitment to public trust. Demonstrated success ensuring statutory compliance while modernizing Clerk operations to enhance transparency, operational efficiency, and community access.

CORE COMPETENCIES

- ☐ Executive City Clerk Leadership
- ☐ City Council & Legislative Operations
- ☐ Florida Public Records Law & Sunshine Law Compliance
- ☐ Agenda Preparation, Official Minutes & Legislative Records
- ☐ Municipal Elections Administration & Candidate Qualifying
- ☐ Ordinance, Resolution & Charter Codification
- ☐ Board & Committee Administration
- ☐ Policy Interpretation & Statutory Compliance
- ☐ Budget Oversight, Procurement & Contract Administration
- ☐ Staff Supervision & Performance Management
- ☐ Risk Management & Intergovernmental Coordination
- ☐ Public Transparency, Open Government & Community Engagement

PROFESSIONAL EXPERIENCE

City of Edgewater, Florida – City Clerk

February 2008 – November 2015; November 2020 – August 2025

- ☐ Served as the City’s chief legislative and records officer, ensuring lawful, well-organized, and efficient City Council, board, and quasi-judicial proceedings in compliance with Florida Statutes
- ☐ Partnered closely with elected officials, executive leadership, and legal counsel to provide clear guidance on procedural requirements, statutory compliance, and governance best practices

- ❑ Led City Council agenda preparation, interdepartmental coordination, public posting, official minutes, and timely execution of adopted legislative actions
- ❑ Acted as Custodian of Records, ensuring full compliance with Florida Public Records Law, managing records retention schedules, and implementing a digital public records request system that improved responsiveness, accountability, and audit readiness
- ❑ Administered municipal elections as Qualifying Officer, overseeing candidate qualifying, ballot review, legal advertising, and coordination with the Supervisor of Elections
- ❑ Managed ordinance, resolution, and charter codification; attested to, certified, indexed, and recorded official municipal documents in accordance with statutory requirements
- ❑ Oversaw board and committee appointments, agendas, official records, and ongoing statutory compliance
- ❑ Supervised Clerk's Office staff and administered departmental, City Council, and City Attorney budgets, ensuring fiscal accountability, procurement compliance, and continuity of operations
- ❑ Advanced modernization initiatives, including electronic agenda management systems, meeting webcasting, and digital records platforms to expand transparency, accessibility, and public participation

City of Edgewater, Florida — Senior Planner

Nov. 2015 – Nov. 2020

- ❑ Provided technical and policy guidance to city officials, consultants, and the public on development and planning initiatives. Reviewed and coordinated land development proposals, prepared reports, and presented recommendations to advisory boards and leadership.
- ❑ Supported the Development Services Director and Planning & Zoning Board, managing meeting agendas, official minutes, and interdepartmental coordination.

City of Edgewater, Florida — Planning Secretary / Planning Technician

Aug. 2000 – Feb. 2008

- ❑ Delivered administrative and technical support for planning and zoning activities, processed official city documents, and coordinated communication between city departments, consultants, and state agencies.

EDUCATION

Daytona State College

Associate of Arts; Bachelor of Applied Science

CERTIFICATIONS

Certified Municipal Clerk (CMC)

Florida Notary Public

1. Department Structure and Service Delivery

Effective service delivery within the City Clerk's Office relies on clear workflows, appropriate delegation, and strong coordination with other departments. Modern agenda management systems, such as CivicPlus, streamline agenda preparation, minutes, and meeting documentation, allowing staff to support Commission meetings efficiently while dedicating appropriate time to statutory responsibilities, records management, and elections support.

An effective structure assigns staff to defined functional areas, such as agenda management, elections, and public records, while also emphasizing cross-training to ensure continuity during absences, peak workloads, or staff transitions. Clear reporting relationships and role definitions support accountability while allowing the City Clerk to maintain oversight and ensure deadlines and statutory requirements are met.

As City Clerk, my role would be to oversee these workflows, ensure responsibilities are appropriately distributed, and confirm that systems and processes support accuracy, efficiency, and compliance. I believe consistent communication, both within the department and with other City departments, is essential to successful operations. Early collaboration on agenda deadlines, records requests, and process changes helps avoid bottlenecks and supports timely, complete work products.

Balancing statutory, administrative, and customer service functions is central to the Clerk's role. This balance is best achieved by aligning tasks with staff strengths and ensuring employees have the tools and support needed to perform their duties effectively.

The current personnel structure appears well positioned to support service delivery. An administrative assistant handling walk-in inquiries and phone calls allows other staff to remain focused on regulatory and project-based work, while a dedicated public records position promotes consistency, accuracy, and timely responses.

With the recent leadership transition, continuity and staff support are especially important. As City Clerk, my focus would be on maintaining stable operations, supporting staff as they assume expanded responsibilities when necessary, and reinforcing teamwork and communication to ensure uninterrupted service to the Commission, departments, and the public.

2. City Needs Assessment

The City of DeLand, like many Florida municipalities, is addressing both immediate operational demands and longer-term strategic challenges related to growth, infrastructure impacts such as flooding, and public confidence in local government. The City Clerk's Office plays an important role in supporting the organization through both lenses.

From an immediate operational perspective, the Clerk's Office must ensure that core functions; public meetings, agenda preparation, records management, elections support, and public access are conducted accurately, transparently, and consistently. In periods of heightened public interest or concern, timely notice, clear documentation, and reliable access to information become even more critical. Maintaining strong coordination with the City Manager's Office and departments helps ensure operational continuity and public confidence in municipal processes.

From a longer-term strategic standpoint, an emerging need is strengthening trust and engagement between the City and its residents. The Clerk's Office is uniquely positioned as a neutral and accessible point of contact to help bridge that gap. By supporting transparent communication, providing educational resources about municipal processes, and facilitating well-organized public meetings or informational forums, the Clerk can help residents better understand not only what decisions are being made, but how and why those decisions occur within the established legal framework.

Another strategic priority is adaptability. As the City continues to grow and address complex issues, the Clerk's Office must remain flexible; leveraging technology, refining processes, and ensuring records and information systems evolve to meet increasing demands while remaining compliant with public records and Sunshine Law requirements.

At both the operational and strategic levels, the Clerk's Office should serve as a steady, professional presence focused on accuracy, transparency, and service. By listening to residents, providing guidance, and ensuring concerns are appropriately communicated to leadership, the Clerk's Office can support effective governance while remaining aligned with the policy direction of elected officials and executive management.

Based on the information available to me, the City Clerk's Office has historically supported the City with professionalism, accuracy, and transparency. There is no indication that the office has failed to meet its core responsibilities or its obligation to serve the organization and the public.

At the same time, the recent departure of both the City Clerk and Deputy City Clerk has resulted in a period without permanent leadership within the department. Transitions of this nature can present operational challenges, particularly in maintaining continuity, preserving institutional knowledge, and supporting staff. Addressing this leadership gap presents an immediate opportunity to provide stability, consistency, and clear direction.

While continuous improvement is always important, I believe it would be premature to identify specific procedural changes without first gaining a thorough understanding of the office's current operations. In the initial period, my focus would be on listening, observing, and ensuring continuity; confirming that statutory responsibilities, public meetings, records management, and elections-related functions are being carried out effectively and without disruption.

As familiarity with the department's workflows, staffing, and systems increases, opportunities for improvement can be identified collaboratively. Effective refinement requires understanding where processes are working well, where bottlenecks may exist, and how resources are being utilized. Any recommended changes should be thoughtful, fiscally responsible, and aligned with the City's overall goals.

My leadership approach is grounded in respect for institutional knowledge and collaboration with staff and management. Different approaches do not inherently result in better outcomes, and improvements should be data-informed and purposeful rather than reactive. Over time, this approach supports both operational efficiency and staff confidence.

Ultimately, my goal would be to reestablish stable leadership within the Clerk's Office, support the existing team, and ensure seamless service to the City, while laying the groundwork for continuous, measured improvements that strengthen the department for the long term.

3. Personal Assessment of Readiness in the Position of City Clerk-Auditor

I bring extensive municipal experience to the position of City Clerk–Auditor, having served the City of Edgewater for 25 years, including 12 years as City Clerk. Through this tenure, I have developed a comprehensive and practical command of Florida’s public records law, Sunshine Law, and the regulatory requirements governing municipal operations. This experience allows me to contribute immediately and effectively from day one.

I have successfully administered seven municipal election cycles, four regular and three special, and have served on multiple canvassing boards. Based on this experience, I am well prepared to support a seamless and compliant 2026 election cycle for the City of DeLand. I have maintained strong working relationships with the Supervisor of Elections’ office and anticipate continuing that collaborative partnership in this role.

As a seasoned City Clerk, I have a deep understanding of the operational responsibilities of the Clerk’s Office, as well as the judgment to know when collaboration or additional expertise is required. I am confident in my ability to transition smoothly into this position, balancing immediate productivity with learning the specific policies, procedures, and systems unique to the City of DeLand. I am prepared to quickly become proficient in the City’s agenda management program and ensure continuity in agenda preparation, notice, and publication processes.

I value proactive collaboration with staff and colleagues and believe that effective teamwork grounded in open communication and diverse perspectives leads to stronger policies, improved service delivery, and a healthy organizational culture.

Professional development has been a consistent priority throughout my career. I have regularly attended conferences hosted by the Florida Association of City Clerks and participated in ongoing training related to ethics, public records, and Sunshine Law. I believe continuous learning is essential in public service and that exposure to evolving interpretations, best practices, and peer experiences strengthens both the individual and the organization.

While I will need to further develop my knowledge related to the auditor responsibilities of this position, I am confident in my ability to do so efficiently through collaboration with staff and hands-on application. I approach this aspect of the role with diligence, openness, and a commitment to accuracy and accountability.

I have always viewed the City Clerk’s Office as the central point of contact for the organization; the place where elected officials, residents, businesses, visitors, and employees turn when they need guidance, clarity, or assistance. I take great pride in serving as a trusted resource, whether that means directing someone to the appropriate department, resolving an issue, providing accurate information, or simply listening. To me, this service-oriented role is one of the most meaningful and rewarding aspects of being a City Clerk.

Executive Overview

This in-basket exercise reflects my approach as a recently sitting City Clerk to the City Clerk–Auditor role for the City of DeLand, Florida. My responses emphasize statutory compliance, procedural integrity, transparency, and collaborative leadership. Each scenario demonstrates the City Clerk–Auditor’s responsibility to act independently under Florida law while working closely with the City Manager and departments to ensure coordinated, defensible, and timely outcomes that serve the City Commission, staff, and the public.

A consistent theme throughout my responses is the importance of keeping the City Manager informed and appropriately engaged. This reflects my commitment to collaboration, accountability, and effective governance; not a lack of confidence in my authority or understanding of the law. While the City Clerk–Auditor operates independently under the City Charter and Florida Statutes, I view the role as an integral part of DeLand’s executive leadership team. Partnering with the City Manager supports alignment across departments, reinforces mutual accountability, and promotes thoughtful, coordinated decision-making in service to the community.

Items listed by order of priority

Item 6 – Email from Administrative Assistant (Received Today, 7:30 a.m.)

Subject: Commission Meeting Room Conflict (HVAC Failure)

Recommended Action / Response and Delegation:

1. **Confirm Repair Status**

Determine when the HVAC technician is expected to return with the necessary part and the estimated time required to complete the repair.

Delegation: Administrative Assistant

Timeline: Immediate

2. **Notify City Manager and Determine Meeting Location**

Advise the City Manager of the HVAC failure and confirm whether he wishes to proceed with the meeting in the Commission Chambers or relocate the meeting to the Sanborn Center.

Delegation: None

Timeline: Once repair status is confirmed

3. If Meeting Location Changes

Provide public notice of the location change through all available means, including posting signage on the doors of the Commission Chambers and throughout public access areas within City Hall, and coordinating external communications as appropriate.

Delegation: Administrative Assistant and Public Information Officer

Timeline: Immediate

4. If No Location Change Is Made

Request ongoing updates from Facilities regarding the HVAC repair in the event conditions change and a relocation becomes necessary. Notify Parks and Recreation to remain on standby should a last-minute venue change be required.

Delegation: Administrative Assistant

Timeline: Continuous

5. Coordinate Alternative Venue Setup

Notify Parks and Recreation and coordinate all available staff resources to prepare the Sanborn Center for the meeting, with a target completion time of **no later than 6:45 p.m.** Offer direct assistance as needed to ensure timely setup.

Delegation: City Clerk (coordination), Parks and Recreation

Timeline: Immediate

Executive Rationale:

This response ensures compliance with Florida's open meetings requirements while preserving public access and continuity of City Commission operations.

Item 2 – Voicemail from Commissioner Smith (Received Today, 7:15 a.m.)

Subject: Addition to agenda

Recommended Action / Response and Delegation:

1. Confirm Agenda Policy for Late Additions

Verify the City of DeLand's adopted agenda deadlines and authority for late additions.

Delegation: Deputy City Clerk

Timeline: Immediate

2. Review Draft Resolution for Scope and Readiness

Determine whether the item is informational/directional or proposes substantive regulatory action and if Resolution can be added to the agenda.

Delegation: City Manager/Attorney review as appropriate

Timeline: Immediate

3. Determine Appropriate Path Forward

Recommend discussion and direction if the item is not ready for action, or proceed through the approved late-add process if appropriate.

Delegation: None

Timeline: Immediate

4. **Operational and Legal Review**

If substantive, forward to the City Manager for delegation of review.

Delegation: Administrative Assistant (coordination)

Timeline: Within one day

5. **Respond to Commissioner**

Acknowledge urgency and outline the fastest compliant option.

Delegation: None

Timeline: Immediate

Executive Rationale:

This response balances responsiveness to elected officials with adherence to established procedures, supporting informed decision-making and preserving public confidence in the legislative process.

Item 1 – Email from Deputy City Clerk (Received Friday, 4:30 p.m.)

Subject: Problem with Monday’s Commission Agenda

Recommended Action / Response and Delegation:

1. **Confirm Ordinance Reading Status**

Verify whether the ordinance is scheduled for first or second reading, as legal notice is not required for first reading under Chapter 166, Florida Statutes.

Delegation: Deputy City Clerk

Timeline: Immediate

2. **Notify Applicant’s Attorney**

- *First Reading:* Confirm the ordinance remains on schedule.

- *Second Reading:* Provide a sincere apology, explain the notice deficiency, and identify the next available meeting date.

Delegation: Deputy City Clerk (first reading); City Clerk–Auditor (second reading)

Timeline: Immediate

3. **Advise City Manager if Agenda Removal Is Required**

Notify the City Manager if the ordinance must be pulled to ensure leadership awareness and preparedness.

Delegation: None

Timeline: Immediate

4. **Investigate and Implement Corrective Measures**

Determine why notice was not published and implement procedural corrections to prevent recurrence.

Delegation: Deputy City Clerk (investigation); Clerk-Auditor (corrective measures)

Timeline: Within two days

Executive Rationale:

This approach ensures statutory compliance while addressing the issue promptly and transparently. Confirming the ordinance status determines appropriate corrective action, while

communication with the applicant and City Manager reinforces accountability and trust. Investigating the root cause strengthens internal controls and demonstrates good-faith governance.

Item 5 – Email from Deputy City Clerk (Received Today, 7:45 p.m.)

Subject: Urgent – Candidate Qualifying Issue for August Election

Recommended Action / Response and Delegation:

1. Respond to Deputy City Clerk’s questions

Provide the Deputy City Clerk with the statutory rules concerning returned checks and notify the Volusia County Supervisor of Elections of the returned qualifying fee.

Delegation: Deputy City Clerk (notification)

Timeline: Immediate; follow-up prior to statutory deadline

2. Contact candidate/treasurer

Provide statutory notice to the candidate and campaign treasurer consistent with section 105.031(5)(a)1, Florida Statutes, including the cure deadline.

Delegation: Deputy City Clerk (notification)

Timeline: Immediate; follow-up prior to statutory deadline

Executive Rationale:

This approach reflects the City Clerk–Auditor’s ministerial duty to strictly apply Florida Election Law, ensuring fairness, consistency, and election integrity.

Item 8 – Email from IT Department (Received Today, 4:15 a.m.)

Subject: Security Breach – Confidential

Recommended Action / Response and Delegation:

1. Investigation

Allow IT to complete its investigation and secure affected systems.

Delegation: IT Department

Timeline: 3-5 days

2. Department briefing

Notify department staff and temporarily pause affected public records requests consistent with Chapter 119, Florida Statutes.

Delegation: None

Timeline: By mid-day

3. Advise City Manager

Notify the City Manager, if not previously done so by IT and coordinate internal communications.

Delegation: None

Timeline: By end of day

4. **Address breach**

If a breach is confirmed, issue required notifications pursuant to section 501.171, Florida Statutes.

Delegation: City Clerk–Auditor, IT Department, City Manager, Legal Counsel

Timeline: Immediate upon confirmation and as required by statute

Executive Rationale:

This approach protects the security and integrity of City records, complies with public records and data breach notification laws, and provides a lawful, transparent, and defensible response that minimizes risk to the City of DeLand and the public.

Item 7 – Sticky Note from Deputy City Clerk

Recommended Action / Response and Delegation:

1. **Department Coordination**

Coordinate with the Finance Director to identify the cause of the delay and establish a timeline to obtain the records.

Delegation: None

Timeline: One day

2. **Offer Assistance**

Offer the assistance of the Deputy City Clerk to obtain required records quickly.

Delegation: Deputy City Clerk (assistance only)

Timeline: One day

Executive Rationale:

This approach supports timely audit completion, reinforces accountability, and demonstrates strong internal control practices.

Item 3 – Records Request from Local Journalist (Received Sunday, 2:00 p.m.)

Recommended Action / Response and Delegation:

1. **Process Request**

Process the request through the City’s public records portal, including acknowledgment, tracking, review for exemptions, and redaction as required by Chapter 119, Florida Statutes.

Delegation: Records Specialist

Timeline: Based on volume, accessibility, and review requirements; requestor notified once determined

2. **Notify City Manager**

Treat the request equitably and notify the City Manager for situational awareness related to potential media coverage.

Delegation: Records Specialist

Timeline: Before end of day

Executive Rationale:

This approach ensures transparency, equitable access, and compliance with Florida's Public Records Law while maintaining executive awareness.

Item 4 – Email from Records Specialist #1 (Received Thursday, 3:45 p.m.)

Subject: URGENT – Records Retention Violation

Recommended Action / Response and Delegation:**1. Respond to Records Specialist #1**

Meet with and advise Records Specialist #1 of the appropriate procedure and policy

Delegation: None

Timeline: One day

2. Obtain Required Documentation

Require completion of the Records Disposition Document and reaffirm authorization requirements.

Delegation: Records Specialist #1

Timeline: Two days

3. Investigate and Implement Corrective Measures

Meet with department leadership to address the violation and corrective action.

Delegation: Administrative Assistant (scheduling)

Timeline: As schedules permit

4. Records training

Implement recurring records retention and disposition training.

Delegation: Administrative Assistant (scheduling); City Clerk–Auditor and Deputy City Clerk (training documents and presentation)

Timeline: Within 30 days; annually thereafter

Executive Rationale:

This response corrects the violation promptly, reinforces accountability, and reduces future compliance risk through training and strengthened controls.

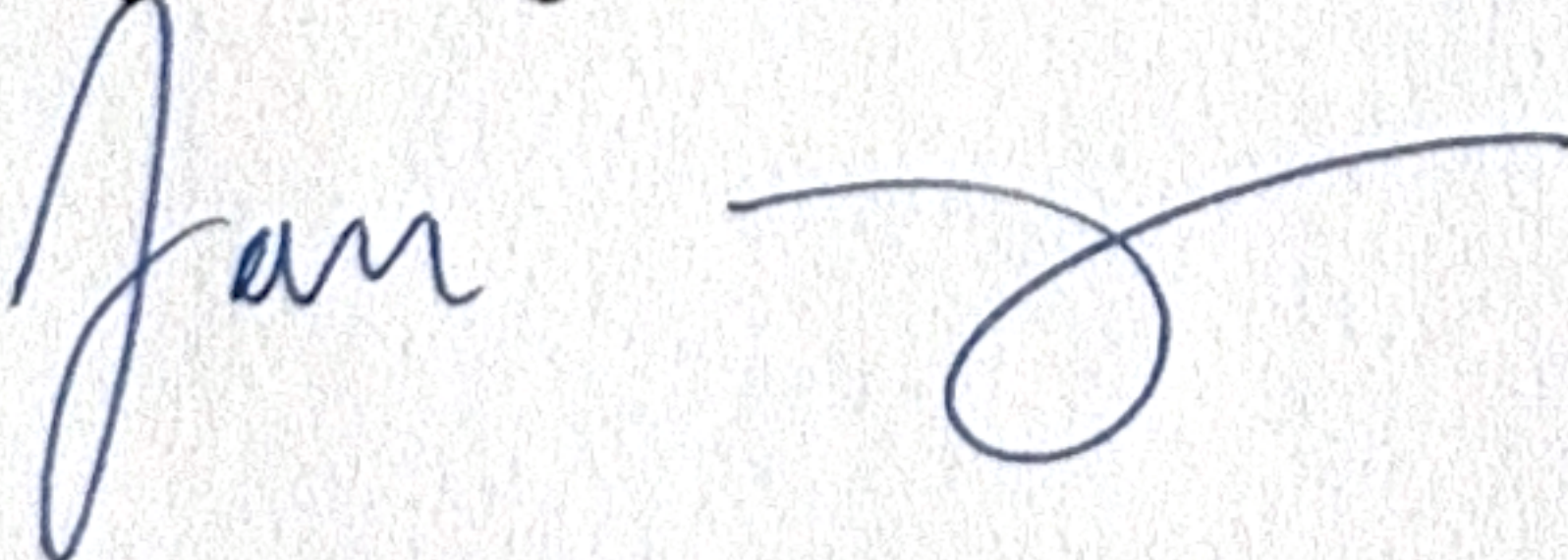
It is my pleasure to recommend Bonnie Zlotnik for the position of City Clerk. I had the privilege of serving on Edgewater City Council for four years alongside Ms. Zlotnik during which time I saw firsthand the depth of her professionalism, knowledge, and dedication to public service.

Ms. Zlotnik's understanding of compliance, records management, public meeting procedures, and statutory deadlines ensured our council always operated efficiently and transparently. Ms. Zlotnik was not only highly organized and detail-oriented but also proactive which often led to anticipating issues before they arose and guiding both elected officials and staff with clarity and confidence.

Beyond her technical expertise, she brings integrity, discretion, and a steady, solutions-focused demeanor that earns the trust of colleagues and the public alike. Any organization would benefit greatly from her experience and leadership and I offer my strongest recommendation for her continued service as a City Clerk.

Respectfully,

Jonah Powers
Former Council Member
2020-2024
City of Edgewater

A handwritten signature in blue ink, appearing to read 'Jonah', followed by a large, stylized flourish or loop.

February 5, 2026

Re: Letter of Recommendation for Bonnie Zlotnik

To whom it may concern,

I am writing to wholeheartedly recommend Bonnie Zlotnik for the position of City Clerk with the City of DeLand. I had the pleasure of working closely with Bonnie during her tenure at the City of Edgewater, where she served in key roles including Senior Planner and later as the City Clerk. In both capacities, she consistently demonstrated exceptional professionalism, dedication, and a strong commitment to public service.

Bonnie was always a true team player, approaching every task with punctuality, reliability, and a positive attitude that uplifted those around her. She represented the City of Edgewater with the highest level of professionalism, whether interacting with colleagues, residents, or elected officials. Bonnie made it a priority to continually enhance her knowledge and skills in municipal government, proactively seeking opportunities to grow in whatever role she held. This dedication to professional development made her an invaluable asset to our organization.

One of Bonnie's greatest strengths is her ability to listen attentively while contributing thoughtful, practical ideas that directly benefited the team and the community. She could always be depended upon to offer constructive input that advanced our shared goals. Moreover, Bonnie went above and beyond her regular duties—making herself readily available for after-hours callbacks, extended meetings, special events, or any urgent needs that arose. Her willingness to step up ensured smooth operations and demonstrated her deep sense of responsibility and loyalty to the organization.

In summary, Bonnie Zlotnik possesses the integrity, work ethic, knowledge, and collaborative spirit essential for success as a City Clerk. She would bring tremendous value to the City of DeLand through her proven track record of excellence as well as certifications and knowledge in municipal administration. I recommend her without reservation and would be happy to discuss her qualifications further if needed. Please feel free to contact me if I can be of any further assistance and/or answer any additional questions.

Sincerely,

Tracey T. Barlow

Tracey T. Barlow
(386) 566-3715
TTBarlow1@gmail.com

Jeremy Wiggins

From: Charlotte Gillis <cgillis@CITYOFEDGEWATER.ORG>
Sent: Wednesday, February 25, 2026 7:22 PM
To: Jeremy Wiggins
Cc: Chris Cloudman
Subject: Bonnie Zlotnik recommendation.
Attachments: Bonnie Zlotnik 2024_VLoC_Award_Nomination_Form.docx

Proceed with Caution - This email failed security checks but could still be legitimate. Please take care to proceed. Contact I.T. if you require immediate assistance.

Mr. Wiggins,

I am writing to recommend Bonnie Zlotnik for the position of City Clerk. Bonnie is an extremely organized and dependable professional who consistently demonstrates integrity, discretion, and a genuine commitment to public service. These are qualities I believe are critical in municipal government.

During the time I worked with Bonnie, I saw firsthand her ability to manage complex administrative responsibilities accurately and efficiently. She is very knowledgeable in elections and public records, with a strong understanding of legal requirements, deadlines, and compliance. Bonnie maintains excellent records, communicates clearly with staff and the public, and handles sensitive matters with professionalism and care. She remains calm under pressure and is solutions-oriented, even in fast-paced or stressful situations.

Bonnie was someone I could always rely on. I trusted her completely and knew I could call on her for anything. That trust remains today.

She is deeply committed to transparency, accountability, and serving the community. Bonnie takes pride in doing things the right way and ensuring work is done thoroughly and correctly. Her work ethic and ethical standards have earned the trust of colleagues, elected officials, and the public alike.

Along with this letter, I have also attached a nomination I prepared for Bonnie to receive a service award. That nomination further reflects her dedication and the positive impact she has made through her public service.

I am confident Bonnie Zlotnik would be an excellent City Clerk and a true asset to the City of DeLand. I recommend her without hesitation. Please feel free to contact me if you need additional information. I am happy to speak with any member of staff or council.

Sincerely,

Charlotte Gillis

City of Edgewater



2023 DISTINGUISHED SERVICE AWARDS NOMINATION FORM & NARRATIVE

INSTRUCTIONS

Send this Nomination Form and the **not-to-exceed 500-word narrative** in MS Word format to KEAllen@stetson.edu no later than **MARCH 29, 2024**. Only the Nomination Form and the **500-word narrative** will be accepted. Each jurisdiction can submit no more than one nomination for each award. The Distinguished Service Awards Selection Committee will make recommendations to the VLOC Board of Directors who will vote on the final recipients.

NOMINATION AWARDS

EMPLOYEE OF THE YEAR CATEGORIES *(X the appropriate box)*

- ☒ Administration
- ☐ Community Planning & Development
- ☐ Economic Enrichment
- ☐ Parks and Recreation
- ☐ Public Safety (Police and Fire)
- ☐ Public Works and Utilities

OTHER AWARD CATEGORIES *(X the appropriate box)*

- ☐ Citizen of the Year
- ☐ Executive Officer (city manager, deputy or assistant manager, city attorney, city clerk)
- ☐ Elected Official
- ☐ Mary Swiderski Award for Outstanding Women in Government
- ☐ Mayor Blaine O'Neal Award of Excellence

NOMINEE INFORMATION

Name of Nominee:	Bonnie Zlotnik
Nominee's Jurisdiction:	City of Edgewater
Title & Department of Nominee:	City Clerk
Mailing Address for Nominee:	PO Box 100 Edgewater, FL 32132
Nominee's Email Address:	bzlotnik@cityofedgewater.org
Nominee's Phone Number:	386-424-2400 ext 1101

NOMINATOR INFORMATION

Nominated by and title:	Councilwoman Debbie Dolbow and Councilwoman Charlotte Gillis
Contact Number of Nominator:	386-895-1781, 386-895-1804
Email of Nominator:	ddolbow@cityofedgewater.org, cgillis@cityofedgewater.org



Jurisdiction Submitting Nomination:

City of Edgewater

2024 DISTINGUISHED SERVICE AWARDS NOMINATION NARRATIVE

Nominee Name: Bonnie Zlotnik

Award Name: Administration Employee of the Year

Reminder: Maximum of a 500-word narrative (approximately 3-4 paragraphs)

Bonnie Zlotnik is a pillar of experience and knowledge within the City of Edgewater. She is the epitome of professionalism and class while having the tough job of being the record keeper and first line for information at the City of Edgewater. She has over 23 years of service with time spent within the Development Services Department and as our City Clerk.

Bonnie's institutional knowledge makes her an invaluable asset to her colleagues. Her willingness to share this wealth of knowledge reflects her commitment to fostering collaboration. Bonnie is extremely dependable and dedicated to every job she's ever done. Anytime there's been a position or task that is required to be filled she's quickly agreed to such task. When she does, she applies 100% of her attention to the responsibility of the position. When Bonnie was first hired in Development Services she enrolled in certification courses to become more knowledgeable in order to better serve as representative of the city. She was then assigned to the City Clerk position and once again quickly began furthering her education to be a better representative while serving in that capacity. She even has completed her certification as a City Clerk to not only provide a better service but to lessen the liability on the city by having educated appointed public servants. When Development Services was transitioning in between Directors this year and even after; Bonnie didn't hesitate to step in and assist them. She took on extra duties for months while also juggling her already busy job.

This year alone Bonnie organized and implemented Orientation for current and newly elected officials. Bonnie and her staff took to the time to review and clean up the City of Edgewater's Alarm Registration program that had fallen behind in a prior regime.

Bonnie Zlotnik eliminated the need for storage for archived records and provided the city cost savings in the process. She digitized and destroyed hundreds of paper files after Hurricane Ian showed us how vulnerable much of our records could be. Employees watched Bonnie tirelessly working to save files with fans and blow dryers after stormwater entered our storage. Bonnie continuously implements new software, procedures and processes for record keeping. She is prompt and reliable with all records request even when people send her hundreds in one day.

Bonnie fosters a supportive and inclusive work environment, where colleagues feel comfortable seeking assistance or bouncing ideas off her. Countless employees come to her for advice, questions, and support. She is always willing to lend a hand with events. She handles delicate situations with ease and a watchful eye. Her genuine interest in the well-being of others extends beyond professional realms, often manifesting in her willingness to accommodate and adjust deadlines even if they negatively affect her.

Bonnie knows her stuff but she doesn't gatekeep it, she shares the knowledge because she wants us all to succeed and she wants what's best for the City of Edgewater as whole.

February 25, 2026

RE: Letter of Recommendation for Bonnie Zlotnik

To whom it may concern:

I am pleased to offer my strong recommendation for Bonnie Zlotnik for the position of City Clerk with the City of DeLand. I had the privilege of working closely with Bonnie during her time with the City of Edgewater, where she served first as Senior Planner and later as City Clerk. In both roles, she consistently demonstrated exceptional professionalism, dedication, and genuine commitment to public service.

Bonnie is someone you can always count on. She approaches her work with reliability, punctuality, and a positive, solutions-focused mindset that strengthens the entire organization. She represents her municipality with the highest level of professionalism when working with colleagues, residents, elected officials, and outside partners. What stands out most to me is her commitment to continuous improvement — she is always looking for ways to expand her knowledge of municipal governance and improve operations. That proactive dedication to professional growth made her an invaluable member of our team.

One of Bonnie's greatest strengths is her ability to listen carefully, assess complex issues, and contribute thoughtful, practical solutions. Her input is consistently constructive and aligned with organizational goals and community interests. Her work ethic and integrity are evident in everything she does, and her dedication to the communities she serves is sincere and unwavering.

In summary, Bonnie Zlotnik embodies the integrity, leadership, technical expertise, and collaborative spirit essential for a successful City Clerk. She would be a tremendous asset to the City of DeLand, bringing proven experience, strong professional credentials and a demonstrated record of excellence in municipal administration. I recommend her without hesitation and would be happy to speak further about her qualifications if needed.

Respectfully,

Brenda Dewees

Director of Environmental Services (Retired)

City of Edgewater

BrendaDewees@ymail.com

February 26, 2026

Mr. Jeremy Wiggins
HR Director
City of DeLand
120 S. Florida Avenue
DeLand, FL 32720

Dear Mr. Wiggins,

I am pleased to offer my strongest recommendation for Bonnie Zlotnik, who is applying for the City Clerk position. I had the privilege of working closely with Bonnie for ten years while she was the City Clerk for the City of Edgewater, where I served as the Economic Development / Redevelopment Coordinator and later as both Economic Development / Redevelopment Coordinator and the Parks & Recreation Director. Throughout that time, Bonnie consistently demonstrated professionalism, integrity, and an exceptional command of the responsibilities required of a City Clerk.

Bonnie possesses a deep understanding of the technical and statutory duties of the position, supported by her CMC certification and years of hands-on experience. She is an outstanding communicator and a reliable team player who collaborates seamlessly with city staff, elected officials, and members of the public. Her ability to navigate complex situations with clarity and composure made her an invaluable resource to everyone in our organization.

When I first joined the City of Edgewater, Bonnie went out of her way to help me acclimate. She took the time to teach me how to prepare agendas in Granicus, understand and comply with Sunshine Law and Public Records Law requirements, and effectively manage public meetings. Her mentorship not only made me more successful in my own roles but also demonstrated her dedication to supporting her colleagues.

Bonnie built and led a highly effective team within the City Clerk's office, fostering an environment grounded in respect, professionalism, and accountability. She also managed the City Council Chambers, building maintenance, and scheduling with remarkable attention to detail and efficiency. Her leadership style is rooted in kindness, fairness, and genuine care for both the people she works with and the community she serves.

Beyond her professional abilities, Bonnie is simply a wonderful person. She is kind, thoughtful, and truly committed to doing the best job possible. Any organization would be fortunate to have her, and I am confident she will be an exceptional asset to the City of DeLand.

If you have any questions or would like additional information, please feel free to contact me at your convenience.

Sincerely,
Samantha Bergeron

Samantha Bergeron