

**APPLICATION FOR EMPLOYMENT WITH THE CITY OF EDGEWATER**

The City of Edgewater is an Equal Opportunity Employer and will not discriminate against any person because of race, color, religion, creed, gender, age, national origin, disability, Veteran or marital status, or other legally protected status.

PLEASE PRINT

Position(s) Applied for: City Clerk Date of Application 04/01/2026

How did you learn about us? (Please circle one)  
 City Web Site  Friend  Walk-In  
 Employment Agency  Relative  Other

Last Name Kidwell First Name Celine Middle Name Ann

Address Number Street City State Zip Code  
1366 E. Linda Dr., Casa Grande, AZ, 85122 3 hrs behind

Telephone Number (s): 503-839-6610 Email Address: c.kidwell333@outlook.com

Have you ever filed an application with us before? \_\_\_ Yes  No If yes, give date N/A

Have you ever been employed with us before? \_\_\_ Yes  No If yes, give date N/A

Do any of your relatives work here? \_\_\_ Yes  No If yes, list name and your relationship N/A

May we contact your present employer? \_\_\_ Yes  No

On what date would you be available for work? July 2026

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall? \_\_\_ Yes  No

Can you travel if a job requires it?  Yes  No

Are you lawfully eligible to work in the United States?  Yes  No

Have you been convicted of a felony?  Yes  No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain N/A

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**EMPLOYMENT EXPERIENCE**

***START WITH YOUR PRESENT OR LAST JOB.***

Employer	Dates Employed From To	Work Performed
City of Eloy		
Address Eloy, AZ		
City of Treasure Island		
Address Treasure Island, FL		
Portland General Electric		
Address Portland, OR		
NRG Electric		
Address Houston, TX		

**REFERENCES**

1. References available upon request.	( )
Name	Phone
Address	
2.	( )
Name	Phone
Address	

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that any false answers or statements made by me on this application or any supplement thereto, or any false statement made to any representative of the City of Edgewater during the interview process, will be sufficient grounds for immediate discharge, no matter when discovered.

I understand and agree that if I am hired by the City of Edgewater, my employment is for no definite period and may be terminated at any time without previous notice or cause. I understand that no supervisor or other representative of the City of Edgewater has the authority to enter into any agreement for employment for any specified period of time, except by written authorization by the City Manager.

I understand and agree that the City of Edgewater will make a thorough investigation of my character, reputation and past employment. I authorize the giving and receiving of any such information requested by the City of Edgewater and hereby release all former employers and their agents of any liability for any information they may give to the City of Edgewater. I hereby waive any rights or claims I may have, whether presently fully developed or not, against the City of Edgewater or its agents or employees arising out of, or resulting from the release, authorized or unauthorized, of the information received pursuant to or in connection with the City of Edgewater's handling, processing, or investigation of my application with the City of Edgewater.

I agree to a physical examination if requested, including testing for the use of illegal drugs, controlled substances or alcohol, prior to hiring, and at any time during my employment based upon reasonable suspicion and/or Federal and State regulations.

I hereby acknowledge that my employment with the City of Edgewater will begin with a designated probationary period.

*Celine Ann Kidwell*  
Applicant's Signature

April 1, 2026  
Date



## Cheryl Hebert

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**From:** Celine via City of Edgewater Florida <edgewater-fl@municodeweb.com>  
**Sent:** Wednesday, April 1, 2026 4:29 PM  
**To:** Personnel  
**Subject:** Website Contact Form/ Application  
**Attachments:** kidwell\_celine\_a\_martinez\_chronological\_resume\_12032025.pdf;  
application\_for\_employment\_with\_the\_city\_of\_edgewater\_ckidwell\_04-01-2026.pdf

Submitted on Wednesday, April 1, 2026 - 4:28pm Submitted values are: Celine Kidwell c.kidwell333@outlook.com  
Good afternoon, Hiring Committee,

I am applying for the City Clerk position with the City of Edgewater. With 20+ years of municipal governance experience, including my current role as City Clerk for the City of Eloy, Arizona, and previous service as City Clerk for the City of Treasure Island, Florida, I bring proven expertise in every aspect of this charter position.

My experience directly aligns with your requirements:

- Legislative Support: I manage City Council operations, including agenda preparation, meeting coordination, minute recording, and ordinance authentication. I supervise codification processes and ensure all official documents meet statutory requirements.
- Records Management: As Custodian of Records, I lead public records programs, ensuring timely, legally compliant responses. I have hands-on experience with JustFOIA, Municode, and Granicus—the same platforms Edgewater currently uses.
- Elections Administration: I have administered multiple municipal elections with 100% compliance, managing all aspects from candidate qualifying through canvassing. My Florida experience includes working directly with Supervisors of Elections on ballot preparation and election procedures.
- Risk Management: I oversee property and liability coverage, coordinate claims and lawsuits, and manage insurance renewals to protect municipal interests.
- Beyond technical skills, I bring a growth mindset to this work. I have modernized agenda systems, improved records compliance, and trained staff to higher performance standards. I see challenges as opportunities to strengthen processes and build better systems that serve both the organization and the public.

Having served in Florida municipal government, I understand Florida statutes, public records law, and the Florida election process. I am ready to return to Florida and contribute my experience to the City of Edgewater's continued success.

I would welcome the opportunity to discuss how my experience can serve the City of Edgewater. Thank you for your consideration.

Respectfully,  
Celine A. Kidwell, CMC, FCRM

**CELINE A. MARTÍNEZ KIDWELL, CMC, AZCEO, FCRM**

**Casa Grande, Arizona | c.kidwell333@outlook.com | 503-839-6610**

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## **PROFESSIONAL PROFILE**

Tucson native and Certified Municipal Clerk with 22+ years of progressive municipal government experience across Arizona and Florida. Proven leader in modernizing operations, building organizational capacity, and delivering transparent governance. Deep expertise in election administration, legislative support, records management, and cross-functional collaboration. Currently pursuing a Master Municipal Clerk (MMC) certification and recently earned the Arizona Certified Election Officer (AZCEO) designation. Committed to bringing strategic leadership and Arizona roots back home to serve Tucson.

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## **PROFESSIONAL EXPERIENCE**

### **City Clerk | City of Eloy, Arizona**

*February 2025 – Present*

#### **Legislative Operations & Governance**

- Direct all municipal clerk operations: agenda preparation, official minute-taking, legislative records management, and compliance with Arizona Revised Statutes
- Serve as official custodian of city ordinances and legislative documents, ensuring accessibility and preservation
- Coordinate with City Attorney on ordinance codification, legal requirements, and Open Meetings Law compliance
- Administer municipal elections in coordination with Pinal County Elections Department; manage candidate qualifying, ballot coordination, and election logistics

#### **Multi-Portfolio Executive Leadership**

- Serve simultaneously as City Clerk, Risk Manager, and Cemetery Administrator—demonstrates capacity to manage complex, diverse portfolios with competing demands

- Oversee city-wide insurance programs, claims processing, and litigation coordination for all municipal property and vehicles
- Direct cemetery operations, including interments, records management, and perpetual care administration
- Collaborate daily with the Finance Director, City Attorney, IT, HR Director, and all department heads on cross-functional initiatives

### **Process Improvement & Budget Management**

- Implemented improved records management protocols, reducing public records response times by 40% within the first year
  - Manage operating budgets across multiple portfolios; coordinate with Finance on expenditure tracking and fiscal accountability
  - Streamlined administrative processes to improve operational efficiency while maintaining rigorous statutory compliance
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### **City Clerk | City of Treasure Island, Florida**

*August 2022 – January 2025*

### **Strategic Leadership & Organizational Development**

- Built organizational capacity by successfully advocating to convert Deputy City Clerk from a nominal stipend to a full FTE position—developed business case, secured approval, recruited and onboarded deputy, resulting in 50% increase in service capacity
- Directed annual operating budget, including staffing, technology, elections coordination, legal advertising, and records management; managed multi-year financial planning and capital improvement projects.
- Supervised 2 FTE; conducted performance evaluations, professional development planning, recruitment, and succession planning
- Maintained full continuity of government operations through Hurricanes Milton and Helene—coordinated with Emergency Management while ensuring legislative functions continued without interruption

### **Election Administration & Legislative Operations**

- Orchestrated all municipal election activities as official liaison to Pinellas County Supervisor of Elections; managed candidate qualifying, ballot preparation, poll worker logistics, and election day operations
- Directed complete agenda management lifecycle for City Commission meetings: packet preparation, legal advertising, meeting facilitation, official minutes, and records archiving
- Led comprehensive overhaul of records retention system, transitioning to electronic document management—reduced retrieval times by 60%, improved disaster recovery capabilities, enhanced public accessibility
- Managed complex public records requests under Florida Sunshine Laws; coordinated ordinance codification and municipal code updates

### **Intergovernmental Relations & Compliance**

- Served as primary liaison between City Commission, City Manager, department directors, and external agencies
- Collaborated daily with City Manager, City Attorney, Finance Director, HR Director, IT Director, and all department heads
- Ensured compliance with Florida Sunshine Law, Public Records Law, and election statutes; coordinated legal advertisement placement with strict adherence to publication deadlines
- Administered 8+ advisory boards and commissions; managed appointment processes and record-keeping

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### **Deputy City Clerk & Executive Assistant to City Manager | City of Treasure Island, Florida**

*March 2018 – June 2022*

- Provided high-level administrative support to City Manager, Assistant City Manager, Mayor, and City Commissioners
- Assisted in development, tracking, and management of City Manager's annual operating budget; processed purchase orders, tracked expenditures, coordinated with Finance on budget amendments and year-end reconciliation

- Served as Acting City Clerk during incumbent absences, assuming full statutory responsibility—prepared agendas, facilitated meetings, produced minutes, managed public records requests
  - Managed complex scheduling, intergovernmental meetings, and confidential communications for executive leadership
  - Gained a comprehensive understanding of municipal budget cycles, revenue sources, fiscal policy, and how the City Clerk serves as a strategic partner to leadership
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### **Administrative Assistant V | Portland General Electric | Portland, Oregon**

*2016 – 2017*

- Provided administrative support to the Customer Interconnection department for a major utility serving 900,000+ customers
  - Managed communications and coordination for dispatchable standby generation programs involving complex technical documentation and regulatory compliance
  - Coordinated with engineering staff, legal counsel, and regulatory affairs on interconnection agreements and utility commission filings
  - Managed scheduling and logistics for multi-stakeholder meetings involving utility executives, regulatory officials, and external consultants
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### **Executive Assistant | NRG Energy Inc. | Houston, Texas**

*2013 – 2016*

- Supported General Manager and executive team for the regional operations of a Fortune 500 energy company
- Managed executive calendars, travel, and meeting coordination for leadership overseeing multi-state operations
- Prepared executive briefing materials, board presentations, and confidential reports requiring discretion and accuracy
- Served as liaison between executive leadership and operational teams; facilitated communication and strategic initiatives

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**Executive Assistant to Vice President/Dean of Faculty | Eckerd College | St. Petersburg, Florida**

*2011 – 2013*

- Provided high-level administrative support to the Vice President/Dean of Faculty for a college with 2,000+ students and 150+ faculty
- Managed academic office operations, including faculty recruitment coordination, tenure processes, and educational policy administration
- Coordinated Faculty Senate meetings and academic committee schedules—prepared agendas, maintained records, ensured procedural compliance (direct parallel to municipal council support)
- Assisted with academic budget planning and tracking; maintained confidential faculty personnel records

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**Administrative Assistant | City of Madeira Beach, Florida**

*2007 – 2011*

- Supported Community Development Director and provided Deputy City Clerk functions
- Gained exposure to planning and zoning processes, development review, public hearing administration, and code enforcement

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**Senior Office Specialist | Town of Oro Valley, Arizona**

*1996 – 2007*

- Supported Parks & Recreation Director and executive staff for 11 years during period of significant municipal growth
- Developed foundational expertise in Arizona municipal code, public meeting requirements, and Open Meetings Law
- Assisted with departmental budget development, expenditure tracking, and procurement processes

- Supported recruitment, onboarding, and staff coordination; gained exposure to performance management and HR processes
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## **EDUCATION & CERTIFICATIONS**

**Certified Municipal Clerk (CMC)** | International Institute of Municipal Clerks

**Master Municipal Clerk (MMC)** – *In Progress* | Expected completion 2026

**Arizona Certified Election Officer** – *Earned December 2025*

**Florida Certified Records Manager (FCRM)** | Florida Records Management Association, 2019

**Certified Administrative Professional (CAP-OM)** | International Association of Administrative Professionals

**Public Administration** | Pima Community College, Tucson, AZ - Coursework

**Medical Office Management** | Tucson Business College, Tucson, AZ

**Flowing Wells High School** | Tucson, AZ

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## **PROFESSIONAL AFFILIATIONS**

- International Institute of Municipal Clerks (IIMC)
  - Arizona Municipal Clerks' Association (AMCA)
  - Arizona Women Leading Government (AZWLG)
  - Florida Association of City Clerks (FACC)
  - Florida Records Management Association (FRMA)
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## **CORE COMPETENCIES**

**Municipal Clerk Operations:** Legislative process administration, agenda management, official minute-taking, ordinance codification, public records management, FOIA compliance, records retention policy, Open Meetings Law, transparency initiatives

**Election Administration:** Municipal election coordination, candidate qualifying and certification, ballot preparation and logistics, Arizona and Florida election law compliance, campaign finance administration

**Leadership & Management:** Strategic planning, organizational capacity building, staff development and performance management, budget planning and fiscal accountability, change management, technology implementation, crisis leadership, cross-functional collaboration

**Technology & Systems:** CivicPlus (CivicClerk), Granicus (LiveManager, Media Manager, PEAK), NextRequest, JustFOIA, ClearGov, Tyler Technologies, Caselle, American Legal Publishing, Municode, electronic document management systems

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*References Available Upon Request*