



**BOARD OF COMMISSIONERS  
TOWN OF REDINGTON SHORES  
SPECIAL MEETING  
WEDNESDAY, FEBRUARY 25, 2026 - 6:00 P.M.**

**AGENDA**

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. NEW BUSINESS**

1. Appointment of Town Clerk

**E. PUBLIC COMMENT** *(Items not previously discussed on this agenda. Limited to 3 minutes.)*

**F. ADJOURNMENT**

Pursuant to Florida Statutes § 286.0105, if any person or entity decides to appeal any decision made on any matter considered at any meeting or hearing of any Redington Shores Board or Commission, he, she or it will need a record of the proceedings and, for such purpose, he, she or it may need to ensure that a verbatim record of the proceedings is made, which record includes the legal arguments, testimony, and evidence upon which the appeal is to be based.

# MICHELLE LOWE

January 25, 2026

**Margaret Carey**

**Town Manager**

Town of Redington Shores

17425 Gulf Blvd.

Redington Shores, FL 33708

Dear Ms. Carey,

As a dedicated administrative professional with a passion for civic engagement, I am enthusiastic about the opportunity to serve as your next Town Clerk. With eight years experience in Local Municipal Governments, I bring proven integrity, professionalism, and a steadfast commitment to fostering and maintaining public trust. My skills and experience equip me to be a reliable, self-motivated contributor to your team.

As Deputy Clerk with the City of Holmes Beach, I manage the Records Management Program, Business Tax Receipt Program, and City Dock program. I fulfilled records requests in compliance with Chapter 119, served as clerk to various boards and committees ensuring compliance with the Sunshine Law, prepared agendas and minutes, and assisted the City Clerk with elections, liability claims, and other necessary tasks.

Having served two small neighboring municipalities, I pride myself on my ability to work as part of a team, multitask, prioritize, and provide courteous customer service to both internal and external customers. I communicate effectively, love learning new things, use all available resources to expand my knowledge, and ask for help when needed. I am proficient in Laserfiche, JustFOIA, CitizenServe, EScribe, Microsoft Office 365, and Adobe Pro. In addition, I hold certifications as a Florida Records Manager, Certified Municipal Clerk, Business Tax Official, and Notary Public.

I am eager for the opportunity to bring my organizational skills, integrity, and love of public service to the Town of Redington Shores.

Thank you for your time and consideration. I am confident that my experience and dedication will contribute to the Town of Redington Shores, and I look forward to speaking with you soon.

Best Regards,

*Michelle Lowe*

# MICHELLE LOWE

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## **OBJECTIVE**

After serving in the United States Marine Corps and local municipal governments, I strive to implement my training, empower and encourage those around me, build relationships, and continue to learn, grow and further my education. If given the opportunity to serve as Town Clerk, I will be a self-motivated, loyal, and dependable team member.

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## **EXPERIENCE**

### **City of Holmes Beach (2022 - Present)**

#### **Deputy City Clerk/Records Manager**

- Provides customer service, performs switchboard duties, greets the public and answers inquiries, conducts research, and responds to public records requests.
- Manages Records Management Program, City Dock Rental Programs - Sunrise Basin & T-Ends, Permit Parking Program, Golf Cart Permit Program, and Business Tax Receipt Program.
- Provides administrative support for Parks & Beautification Committee and Clean Water Ad Hoc Committee.
- Serves as Clerk for Barrier Island Elected Officials and Island Transportation Planning Organization.
- Balances Accounts Receivable for General Government, processes department invoices and p-card purchases, coordinates sign board, and maintains Adopt-a-spot and Community Garden agreements.
- Generates reports, correspondence and assists with preparation of all agendas, minutes, memos, legal and display advertisements, and other relevant materials.
- Assists in the maintenance of the permanent record of all contracts, leases, easements, vacations, and bonds.
- Assists the City Clerk in filing liability claims and Worker Compensation Claims.
- Shares custody of the official seal and assists the City Clerk with the execution of official meetings. Performs the role of City Clerk during her absence.

### **Town of Longboat Key (2018 - 2022)**

#### **Administrative Assistant**

- Provided customer service, performed switchboard duties, greeted the public and answered any inquiries, conducted research, and responded to public records requests.

# MICHELLE LOWE

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## EXPERIENCE CONTINUED

- Managed Records Management Program and reconciled p-cards, processed payments, and aided the Town Clerk with organizing and coordinating elections.
- Generated correspondence, memos, agendas, minutes, legal and display advertisements, and other relevant materials.
- Processed Business Tax Receipt applications and renewals.
- Shared custody of the official seal and execution of official meetings with the Deputy Town Clerk. Assumed the role of Deputy Clerk during their absence.

### **United States Marine Corps (2014 - 2018)**

#### **Non-Commissioned Officer (NCO), Company Gunnery Sergeant**

#### **Rank: Sergeant, E-5 MOS: Bulk Fuel Specialist**

- Generated, initiated and submitted daily, weekly, and monthly reports regarding required technical training, annual safety and organizational training, and daily attendance of personnel.
- Reviewed/created schematics, policies and standard operating procedures.
- Performed numerical and detail work with speed and accuracy to account for over 800,000 gallons of jet fuel annually to support over 500 permanently assigned/ transient aircraft.
- Utilized Microsoft Office Applications to include Word, Excel, PowerPoint and Outlook to draft correspondence, input/analyze data, provide training, and submit reports.
- Maintained an active SECRET security clearance to perform official duties.

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## MEMBERSHIPS & CERTIFICATIONS

- Florida Records Management Association, Member (2018-Present)
  - Certified Records Manager, 2021, (Recertified 2024)
- Florida Business Tax Officials, Member (2018-Present)
  - Certified Business Tax Official, 2021 (Recertified 2024)
- International Institute of Municipal Clerks, Member (2020-Present)
  - Certified Municipal Clerk (CMC) Certification, 2022
- Florida Association of City Clerks, Member (2020-Present)
- Florida Notary Public

# MICHELLE LOWE

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## SKILLS

- Bilingual in English and Spanish
  - Strong work ethic and organizational skills
  - Collaborative and effective team member
  - Effective communicator in verbal and written form
  - Efficiently manages time and priorities
  - Detail-oriented and ability to multi-task
  - Leadership and supervisory experience
  - Problem solving and team building skills
  - Committed to acquiring new skills and ongoing personal and professional development
  - Proficient in operating audio and video equipment, performing limited troubleshooting, and resolving minor technical issues
  - Americans with Disability Act (ADA) Document Compliance
  - Software: Microsoft Word, Excel, PowerPoint, Outlook, Adobe Pro, BS&A, CitizenServe, Granicus, EScribe Meeting Management, Laserfiche, and JustFOIA
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## EDUCATION

2020 • State College of Florida  
Bradenton, Florida  
Associate of Arts

2016 • Corporal's Course  
Marine Corps Air Station Futenma, Japan  
Basic Leadership Training

2014 • U.S. Quartermaster School, Marine Corps  
Fort Lee, Virginia  
Bulk Fuel Specialist Course

2010 • University High School  
Irvine, California  
High School Diploma

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## AWARDS

- Employee of the Year • City of Holmes Beach • 2025
- Marine Corps Good Conduct Medal • 2017
- Sea Service Deployment Ribbon • 2016
- Certificate of Commendation • 2015
- National Defense Service Ribbon • 2014