



CITY DESK

Florida Association of City Clerks

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Board of Directors 2012 - 2013

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Last night my family spent the evening carving jack-o-lanterns. We have many celebrations in the fall from birthdays to Halloween. As City Clerks, we celebrate education in the fall. I had the privilege of attending the 2012 Fall Academy at Buena Vista Palace and I was truly impressed. I had forgotten how much work it was to leave home for a week and focus in class for eight hours a day. I met first year clerks who were already working on their applications for CMC. The second and third year clerks blew me away in the Strategic Planning class. I have been asking Florida clerks to get engaged. Well, these clerks are engaged and then some! During the week, I met a diverse group of clerks that were excited about serving in their communities. I know that your cities are in good hands.

I wanted to update you on some of the things that happened at the Fall Academy. The Fall Academy Task Force met and gave a recommendation to the FACC Board. The initial change to the Fall Academy is to raise the registration to \$350 and hold classes Monday through Thursday for CMC and Monday through Noon Wednesday for MMC applicants. The recommendation included the return of the Graduation Luncheon. Florida League of Cities staff is in negotiations now with the hotel to see if we can implement the changes for the 2013 Fall Academy. The Board believes that these changes will bring FACC close to break even on the Fall Academy. That will go a long way in stabilizing our finances. The Task Force is still considering other changes. If you have concerns or ideas, please contact your district director. I am asking all of them to compile your comments for the Task Force.

Speaking of Graduation Lunches, I wanted to let you know that the Board has also decided to modify the Graduation Luncheon at the Fall Academy to recognize clerks as they actually receive their certification from IIMC. In the past, the luncheon has recognized 3rd year attendees. That will not change. The 3rd year will continue to select a president to offer comments on their behalf. The Board would like to add recognition of clerks that received their CMC or MMC within the last year. It is just another way to say congratulations on your accomplishment.

There are some educational opportunities coming soon. In December, FACC will host a webinar on Succession Planning. In January, some of us will journey to Charleston SC for the Region III meeting. This is a great opportunity to meet with clerks from our region and to hear what is happening with IIMC. If you can get away, I encourage you to attend. You can find information on all these events on our webpage at www.floridaclerks.org.

Thank you again for allowing me to serve as your president and if I do not talk with you before then, have a blessed holiday season.

~ **Kelly S. Koos, MMC**
FACC President
City Clerk
City of Lakeland

**1ST VICE PRESIDENT
AS RAIN NOURISHES THE SOIL,
FACC NOURISHES OUR CAREERS**

"While watching my son's baseball team compete recently, I realized how green the field appeared as compared to the surrounding landscape. This brought to mind how important it is to nourish and cultivate ourselves professionally. With continued nourishment, our careers can be as vibrant and polished as that baseball field."

When I became involved with our association, I spoke of the importance of nourishing ourselves professionally. I believe – now more than ever – with the shifting economy, changing job descriptions, added duties, and changing laws, that education should remain front and center as a strategic goal.

I have also often quoted Helen Keller, "Alone we can do so little; together we can do so much." Two years later – I think both points are more important than ever to the success and strength of our association. We must work together as a team to nourish and cultivate FACC and ourselves in order to remain vibrant and polished.

Over the years, FACC has had great leaders whose vision was to ensure our membership had the educational resources necessary to guarantee their success and proper nourishment in order to cultivate our vibrant careers. Since 2008, FACC has added numerous educational opportunities and outlets for our membership to succeed professionally via webinars, close-to-home mini-academies, and Athenian Dialogues.

In an effort to continue down the forward thinking path and to acquire our members input, FACC will hold a Strategic Planning Session on Sunday, June 9, 2013 prior to the Summer Academy. This highly interactive session will be open to our entire membership and we strongly encourage your participation and creativity. This is a perfect opportunity to have a say in what we plant, while at the same time helping cultivate our garden of learning and networking opportunities.

The last time a membership survey was done was in 2008. Since that time, our cities have seen significant changes and our priorities have changed drastically. To keep abreast of those changes and our member's priorities, the Board is working to update the survey, which will be used as a tool for the strategic planning session. The surveys will be distributed to our membership in early March of 2013. Again, we encourage your input so we, as a Board, know what issues are important to you. We welcome your ideas and suggestions - (561-768-0443) or email me lmcwilliams@tequesta.org.

"The way a team plays as a whole determines its success. You may have the greatest bunch of individual stars in the world, but if they don't play together, the club won't be worth a dime."
- Babe Ruth

**~ Lori McWilliams, MMC
FACC 1st Vice-President
Village Clerk
Village of Tequesta**

2ND VICE PRESIDENT

I absolutely love this time of year. As I sit patiently in my tree stand waiting for that all mighty buck to appear I find that my mind wonders in a million different directions. It can be quite frustrating since I am honestly trying to relax and get that first buck of the season pressure out of the way. However, often I find myself sitting there thinking about our great organization and really digesting the conversations and topics that are discussed among the Board and/or Task Force members. At times I get so involved in the topics in my head I totally forget that I'm sitting in a tree in the woods and pull my cell phone out of my fanny pack and start typing notes so that I won't forget the grand idea I just had. A short time later my feeder goes off scaring the dickens out of me and redirecting my focus back to the task at hand, hunting. I share that with you to say this. The Board is very passionate about the success of the FACC. The success of our organization is always on our mind. The Board is diligently working via a Task Force to find the balance between offering quality education and maintaining the financial stability of the FACC. As you can imagine this is not something that can happen overnight and will not be an easy task. Working through scenarios and options requires a great deal of time, dedication, research and most importantly an open mind for change.

In our line of work time is something that is very valuable. With that I would like to commend the FACC members that were in attendance at the October 2012 Board Meeting. Your willingness to be at that meeting on your own time speaks volumes about the dedication clerks demonstrate for their profession each and every day. Please remember members are welcome and encouraged to attend the Board Meetings and the Strategic Planning Sessions. This is our organization and every member has a voice and is important. Most importantly please know that your comments and feedback are taken very seriously and that each and every Board Member sitting at that table making those hard decisions truly demonstrates a passion for the success of our organization.

I would also like to commend our 2012 Fall Academy Graduating Class. The graduation presentation was absolutely awesome! I give you all a huge double thumbs up as I can only begin to imagine the coordination and time it required. Just so you know I was nodding my head to the tune the entire time. I really wanted to sing the lyrics with you since they were on the screen but I didn't dare want everyone around me to scurry like a covey of quail.

Hope you all have a great holiday season. Please feel free to contact me 386-719-5756 or sikesa@lcfcla.com.

**~ Audrey Sikes, MMC
FACC 2nd Vice-President
City Clerk
City of Lake City**

CENTRAL WEST DISTRICT

City Clerks are always very busy during this time of year. Budgets for every city is a priority and isn't it hard enough to try and help our elected officials find the funding to keep our cities running efficiently, but throw in the workshops and advertising for meetings and you will find City Clerks with their hands full! Aren't we happy the budgets have now been approved and we are ready to move to the next project, which is often the annual audit. This is often the time that City Clerks really shine since they can always find those necessary items the auditors always need.

Just when we need it the most, we have additional training being offered through our Fall Academy. This year was a great time for education along with networking, thanks to everyone who helped make the Fall Academy a memory. The success of the Fall Academy certainly proves that City Clerks take their profession seriously and take advantage of all training opportunities. This year we met many new City Clerks that were attending for the first time and got to take advantage of learning from the more seasoned City Clerks. Remember training is important to our profession and it occurs all year long, so check the FACC website, www.floridaclerks.org often for opportunities to learn. You can make plans now to attend the webinar on December 13th, which will be Succession Planning.

The Central West District has had the opportunity to greet two new City Clerks and congratulate four City Clerks on their certification. I encourage each of you to take advantage of learning from a certified City Clerk and strive to obtain your Master Municipal Clerk (MMC)!

Upcoming Events in Seminole:
Winterfest @ Holland G. Mangum Recreation Complex, 9100 113th Street, Seminole, FL 33772
December 14 @ 5:30 PM - 9:00 PM

Breakfast with Santa
Holland G. Mangum Recreation Complex, 9100 113th Street, Seminole, FL 33772
December 22 @ 9:00 AM - 10:30 AM
Advanced Tickets Required

*~ Sarah Adelt, CMC
City Clerk
City of Frostproof
Central West Director*

Submissions for **City Desk** should be sent to the Editor:
Audrey Sikes, MMC, City Clerk
205 N. Marion Avenue
Lake City, FL 32055-3918
(386) 719-5756
Sikesa@lcfla.com

NORTHEAST DISTRICT

Mrs. Shirley Heath, Town Clerk for the Town of White Springs has been asked to continue serving as the Interim Town Manager. She has been serving in this position since March 27, 2012. Shirley is dedicated to what she is doing so I am sure she will do a great job. They are looking to hire a Town Manager but for now she will continue to fulfill those duties. Shirley has a lot of exciting things going on. She and her husband are going on a 17 day cruise up the East Coast at the end of October and her granddaughter is getting married in November 2012. Congratulations Shirley on all your excitement!

*~ Donna Hardin, CMC
Town Clerk
Town of Branford
Northeast Director*

NORTHWEST DISTRICT

Hello, all, from the Panhandle!

Congratulations to all of the 3rd year graduates and thank you for starting our Friday morning off on a positive, high-energy note. Your presentation was phenomenal!

I haven't seen a list of CMC and MMC certificate holders for this year yet, but congratulations to all that have completed that portion of your education.

As we move forward into the new year, I encourage you all to think about ways that we can improve our organization within this challenging economy. I realize that some of the recent decisions that we have made as a board are not and will not be popular, but we are sincerely attempting to take the most direct course to not only keep the FACC afloat, but to help strengthen it as we go. It is difficult, as a small group, to speak and make decisions for hundreds of members without some feedback. So, please, put your thinking caps on and get on the phone with either myself, or one of the other board members. We will have another meeting in February and I would love to be able to present some really innovative ideas.

May everyone have a safe and blessed holiday season.

*~ Robin Haynes, CMC
City Clerk
City of Freeport
Northwest Director*

ACADEMY (FALL) COMMITTEE

The Florida Association of City Clerk's Fall Academy Committee would like to take this opportunity thank everyone who made the academy a huge success. Your hard work was greatly appreciated and it couldn't have been done without you!

*~ Jacki Poole
Assistant City Clerk
City of Bartow
Fall Academy Co-Chair*

SOUTHEAST DISTRICT

It has been an extremely busy time for our Clerks: working in our cities, dealing with budgets, retirements, or other changes in personal lives. I would like to take this time to encourage you to stay focused, keep moving forward, count your blessings and enjoy the holidays!

I attended Priscilla Thompson's (CMC, City Clerk, City of Miami) retirement party at the Double Tree Hilton Grand in Miami to present her with resolutions from both FACC and IIMC as well as a gift from Dyanne Reese. I must tell you her party was fun (which included her grand entrance with Junkanoo Dancers) and power-packed!! It was absolutely beautiful with all of the tremendous accolades that were bestowed upon her from not only her elected officials, colleagues and staff but other organizations as well. She has created a wonderful legacy during her 32 years of service. In addition, Robert Parcher retired from the City of Miami Beach in April and was replaced by Rafael Granado. We truly wish her and Robert all the best in their retirement.



Please join me in congratulating David Concepcion, Hialeah, who accepted a position in September in California to further his career.

Special, Heartfelt Kudos to all of our FACC 3rd Year Graduates! We realize what a tremendous accomplishment it

is to complete the process. This is a special milestone for the City of Key West. It is the first time since being incorporated in 1828 that the City Clerk is a Master Municipal Clerk and her staff are all Certified Municipal Clerks.



“Think Pink”-The Palm Beach County Municipal Clerks Association participated in the “Making Strides against Breast Cancer” event on October 27, 2012 in Boca Raton. In preparation, the Clerks conducted a bake sale fundraiser and along with their families and friends walked in the event and surpassed their donation goal of \$1,000! In addition, they also took part in the Forgotten Soldiers Program by donating items and volunteered to make approximately 150 care packages to be sent overseas to our armed troops.



The Southeast District's Local Municipal Clerk Associations are currently installing new officers and I will recognize all of the associations in our next issue of City Desk. Please remember to take pictures and forward them to me.

Extraordinary Accomplishments

Congratulations to the following Clerks on receiving their CMC/MMC:

Indira Maharaj, CMC, Deputy City Clerk, City of Lauderdale
Diane DiSanto, MMC, Village Clerk, Village of Royal Palm Beach

Leslie Wallace May, MMC, City Clerk, City of Margate

Welcome to the New FACC SE District Members:

Leticia Anguiano, Administrative Secretary, City of Homestead
Lakisha Burch, Deputy City Clerk, City of West Palm Beach

Connie Diaz, Assistant to the City Clerk, City of Doral
 Jennifer Duque, Executive Assistant to the Village Manager, Village of Key Biscayne
 Andrea Greenblatt, Deputy Village Clerk, Village of Bal Harbour
 Carmen Hernandez, Office Coordinator-City Clerk's Office, City of Hialeah
 Natasha Joseph, Deputy Town Clerk, Town of Pembroke Park
 Glenn McCormack, Deputy Town Clerk, Town of Lauderdale-by-the-Sea
 Luz Rey, Administrative Coordinator, City of Sunny Isles Beach
 Herlina Taboada, Town Clerk, Town of Medley

Please contact me with any news or announcements regarding your cities, towns or villages that you would like to share with your fellow clerks. It is a continued pleasure to serve as your District Director.

~ **Chevelle D. Nubin, MMC**
City Clerk
City of Delray Beach
Southeast Director

SOUTHWEST DISTRICT

There's been a lot of activity in the Southwest District recently. Several new Clerks and Deputy Clerks have joined us over the past several months. We welcome the following members to FACC and the Southwest District:

Sharon Beauchamp, Assistant City Clerk, City of Bradenton.

Jessica Mears, Clerk to the Boards, Lakewood Ranch. Jessica previously was a Customer Service Representative and Purchasing Assistant for the Community Development Districts that govern The Villages, Florida. She was hired as the Clerk to the Boards in May, 2012.

Joanna Sharp, Assistant City Clerk, City of Cape Coral. Joanna started as Clerk in Palm Beach in 2008, and then worked as City Clerk for West Palm Beach from November, 2010 until May, 2012. She was appointed by two Florida Governors to serve on the Legislative Committee on Intergovernmental Relations and the Commission on Human Relations, and has served 18 years in federal, state and local government. Joanna started with Cape Coral in August, 2012.

Victoria Thompson, Deputy City Clerk, City of Wauchula, started with the City of Wauchula as Code Enforcement Secretary in 2003. In August of 2008 she was the Administrative Assistant in the Police Department, and moved to the Clerk's Department in January, 2012. She has been a member of FACC since September, 2012.

We also have two new CMC's and two new MMC's in our district:

Pamela Nadalini, City of Sarasota, obtained her CMC in August, 2012. Rebecca van Deutekom, City of Cape Coral, obtained her MMC in August, 2012.

Cheryl Tietjen, City of Avon Park, obtained her CMC in September, 2012. Joanna Sharp, City of Cape Coral, obtained her MMC in September, 2012.



Avon Park City Manager Julian Deleon; Cheryl Tietjen; and Sarah Adelt

Congratulations to all of you on a job well done!

The City of North Port held their 6th annual "Trick or Treat at City Hall Event". Every year for Halloween, City employees decide on a theme for each floor, and decorate and dress in costume. This year, the City Clerk's department represented the North Port Zoo. City Clerk Helen Raimbeau was a "Foxy Lady" and Deputy Clerk Patsy Adkins was a "Rascally Raccoon". The event is hosted by City employees who donate their own time and money to decorate and dress in costumes. Their Parks and Recreation Department helps to pay for candy, and a number of sponsors make the event possible. The parents and children enjoy a safe place to trick or treat. I can't wait to see what they'll come up with next year!



Helen Raimbeau and Patsy Adkins

~ **Dianne J. Lynn, CMC**
City Clerk
City of Bonita Springs
Southwest Director

CENTRAL EAST DISTRICT

I had the pleasure of attending the Florida League of Cities conference in Hollywood, FL in August. It was great to talk to the Elected Officials and City Managers from other cities and hear the positive comments about their Municipal Clerks from those who stopped by the FACC booth.

Mark your Calendar: The Central East Athenian Dialogue is being planned for Friday, February 8, 2013 in Deland. Julie Hennessey, City Clerk, has graciously offered to host. The instructor is Michael Abels and the book chosen is Leadership the Eleanor Roosevelt Way: Timeless Strategies from the First Lady of Courage by Robin Gerber. There will be an 8:30am breakfast/meet and greet with dialogue to begin at 9:00am. The cost is \$75.00 per person for all members. Please check the FACC website to register.

Let's welcome the following new members from the Central East District:

Scott McKee, City of Ormond Beach, City Clerk
Amber Boerner, Town of Melbourne Village, Deputy Town Clerk
Sherry Cazessus, City of Rockledge, Deputy City Clerk
Andi Purvis, City of Leesburg, Deputy City Clerk
Sandi Bolser, City of Bunnell, Administrative Assistant to the City Clerk
Cinnamon Wild, City of Edgewood, Administrative Assistant

Congratulations to the following Central East District members for receiving MMC designation:

Wanda Wells, MMC, Titusville City Clerk
Gwen Keough-Johns, MMC, Mount Dora City Clerk
Laura Aldrich, MMC, Indian River Shores Town Clerk

I had the privilege to present Laura Aldrich with her MMC plaque at the Indian River Shores Council Meeting held on October 25.



~ **Tracy Ackroyd, MMC**
City Clerk
City of Clermont
Central East Director

PROFESSIONAL EDUCATION COMMITTEE

The next webinar will be held on December 13, 2012 at 2:00 p.m. and the discussion item will be "Succession Planning." Please mark your calendars for this date and plan on registering early to get a spot. This is a highly informative session that you will not want to miss.

As always, if you have any questions or suggestions for speakers at our upcoming academies, please let any member of the PEC know. We are here to help you and want to continue to meet your educational and professional needs.



PEC Meeting 11/2/2012 hosted by
Lori McWilliams, MMC Village of Tequesta

~ **Tammy Vock, MMC**
City Clerk
City of Vero Beach
Professional Education Committee Chair



QUESTIONS ABOUT FACC MEMBERSHIP?

Contact Barbara Solis / Florida League of Cities, Inc.

Phone: 800-342-8112 Fax: 850-222-3806

Download the FACC membership application:

<http://www.floridaclerks.org>

SCHOLARSHIPS ARE AVAILABLE

2013 FACC SUMMER ACADEMY 2013 FALL ACADEMY IIMC ANNUAL CONFERENCE

Are you wanting to attend the 2013 FACC Summer Academy, 2013 Fall Academy, or IIMC Annual Conference, and your agency is just not in a position to assist with your expenses, due to this downturn in revenues? If so, the applications for scholarships are available on the FACC Website at:

Scholarship amounts are based on the event and the criteria for each vary. Please click on the links below for detailed information and an application. All applications should be returned to the Awards and Scholarships Chair (not the FACC Office) by January 30.

MUNICIPAL CODE CORPORATION INNOVATIONS (MCCI)

Records and information management is one of the many important functions of the municipal clerk. The purpose of the MCCI Electronic Records Management Scholarship is to recognize municipal clerks who have established outstanding systems for records management or who have improved existing systems. Scholarship award funds shall be used only for records management system maintenance, records management materials, continued and/or advanced education in an FACC program, or an FACC/IIMC-approved education program. Click on the link below to download an application. All applications should be returned to the Awards and Scholarships Chair (not the FACC Office) by January 30.

ROBERT N. CLARK AWARD

The FACC has established the annual Robert N. Clark Award to recognize a Florida city clerk for having promoted and advanced the ideas and goals of the profession by actively participating in the improvement of municipal government.

CITY CLERK OF THE YEAR AWARD

The Florida League of Cities started the City Clerk of the Year Award in 2004. In 2010, FACC assumed responsibility for the selection and presentation of this award at its Summer Academy. Nominations are due by March 31 and should be returned to the Awards and Scholarships Chair (not the FACC Office). Click on the links below to download the nomination forms.

FACC SCHOLARSHIPS CRITERIA
FACC SCHOLARSHIPS APPLICATION
MCCI SCHOLARSHIP APPLICATION
CITY CLERK OF THE YEAR AWARD APPLICATION
ROBERT N. CLARK MEMORIAL
AWARD NOMINATION FORM

or contact Awards/Scholarship Committee Chair:
Janice G. Goebel, MMC
City Clerk - City of Apopka
120 E Main Street, 1st Floor / PO Box 1229
Apopka, FL 32704-1229
407-703-1704 | Fax: 407-703-1720 | JGoebel@Apopka.net

MEMBERSHIP COMMITTEE

The Membership Committee is looking forward to another successful year as the committee members will soon be contacting appointed or elected city clerks or duly appointed deputy city clerks, assistant city clerks, clerks of the council or clerks performing duties commensurate with the duties performed by a city clerk in any city in the State of Florida who have not yet joined the association or renewed their membership. Those individuals contacted will be encouraged to complete their new membership application or send in their renewals so they can continue to enjoy or begin to enjoy all the numerous benefits of being a FACC member.

An FACC member will soon be provided an additional benefit. At the August FACC Board meeting, it was approved that a "members-only" section be added to the FACC website. The "members-only" section will allow only the FACC members to access the FACC Manual, the Membership Directory, the Discussion Forum, and the City Desk. If you know of a clerk who has not yet joined FACC, please encourage them to complete the membership application so they will not miss out on everything that FACC has to offer.

Now to the Member Data Statistics: As of October 1, 2012, I am pleased to announce that FACC has a total membership of 549! Of the 549 total, 514 are active members, 22 are honorary members, and there are 13 associate members. And of the 549 FACC members, 99 have earned their MMC's and 231 are CMC's. Non-member MMC's and CMC's are 27 and 87 respectively.

Thank you for being an FACC member. To all our future members – FACC welcomes you with open arms!

~ *Stacey Johnston, CMC,*
City Clerk
City of Holmes Beach
Membership Chair

PURSES WITH A PURPOSE

FACC will try something new this year during the Annual Summer Academy Silent Auction. We are accepting donations of your BEST gently used designer purses (Coach, Dooney, Kate Spade, MK, etc.) with no signs of any wear or tear. These purses will be packed with "goodies" such as gift cards, costume jewelry, etc. and auctioned off with the other silent auction items. The funds raised will be applied to our general fund with a small donation made to Breast Cancer Awareness.

So, with the holidays approaching don't give away your old Coach – donate it to the FACC silent auction! Please contact Audrey Sikes at 386-719-5756 for more information. Happy auctioning!



FACC 2012-2013 Board of Directors

FACC 2nd Vice President Audrey Sikes, MMC (City Clerk/City of Lake City), Southwest Director Dianne Lynn, CMC, (City Clerk/City of Bonita Springs), Northeast District Director Donna Hardin, CMC (Town Clerk/Town of Branford), Northwest District Director Robin Haynes, CMC (City Clerk/City of Freeport), FACC 1ST Vice President Lori McWilliams, MMC (Village Clerk/Village of Tequesta), Southeast District Director Chevelle Nubin, MMC (City Clerk/City of Delray Beach), Central West District Director Sarah Adelt, CMC (City Clerk/City of Frostproof), Central East District Director Tracy Ackroyd, MMC (City Clerk/City of Clermont), FACC Immediate Past President Barbara Estep, MMC (Village Clerk/Miami Shores Village), and FACC President Kelly Koos, MMC (City Clerk/City of Lakeland)

**THIRD YEAR GRADUATES – FALL
ACADEMY - OCTOBER 2012**

I am delighted to be a part of this great group of powerful people as a member of the Florida Association of City Clerks. I took the job of Town Clerk in Century because it was the only job in town! I had no idea what I was getting myself into. It seems as though every job I ever had prepared me for my current position. But there is no way the most diligent of governmental employees could learn all there is to know about being the keeper of the records without the formal training offered by FACC, IOG and IIMC. When I went to my first Clerk's Academy, I had been a clerk for six weeks. The training we received at these Academies has been so helpful in the day to day tasks that we as clerk attend to. Things get done by folks who have vision. Clerks Academy has helped me hone my vision for my hometown of Century and for myself as a Town Clerk. Excellence begets excellence. I encourage each of you to be excellent. And watch those around you rise to the occasion. I live in my hometown and I am making a difference every day when I go to work. I am one of you. I am a Florida Municipal Clerk.

The Florida Association of City Clerks is pleased to announce the following graduates as the Class of 2012:



- Jeannie Barlow, Deputy Clerk, Temple Terrace
- Rose Benoit, City Clerk, City of Seminole
- Mauricio Betancur, Assistant City Clerk, City of Sunny Isles Beach
- Angela Budde, Deputy City Clerk, City of Key West
- Maria Camara, Village Clerk, Village of Biscayne Park
- Jacquelyn Cook, Assistant City Clerk, City of Coconut Creek
- Donna Cyr, Records Manager, City of Sebastian
- John Gill, City Clerk, City of Live Oak
- Leslie Gonzalez, Town Clerk, Town of Century
- Sheena James, City Clerk, City of Hallandale Beach
- Lori Kee, Deputy Clerk, City of Holmes Beach
- Charmagne Manning, Deputy Clerk, City of Alachua
- Sandy Marshall, Deputy Clerk, City of Tampa
- Juanita Romance, Deputy Clerk, Town of Southwest Ranches
- Imelys Sansores, Operational Assistant, City of Coral Gables
- Susan Saxton, City Clerk, Boca Raton
- Susan Scrogam, Town Clerk, Town of Kenneth City
- Kathleen Settle, Deputy Clerk, City of Flagler Beach
- Ann Stephan, City Clerk, City of Oldsmar
- Marcy Zimmerman, Deputy Clerk, County of Volusia



*~ Leslie Gonzalez
Town Clerk
Town of Century*

CONGRATULATIONS!



For those of you that might have missed the 3rd Year Graduation Ceremony, the group performed a song with lyrics they wrote to the catchy tune of "Y..M..C..A".....

Young clerk, there's no need to feel down
 I said young clerk, pick yourself off the ground
 I said young clerk, 'cause you're in a new town
 There's no need to be unhappy

Young clerk, there's a place you can go
 I said young clerk, when you think you don't know
 You can stay there and I'm sure you will find
 Many ways to have a good time

CHORUS 1: It's fun to learn and earn - your C.M.C.
 It's fun to learn and earn - your C.M.C.
 They have everything for young clerks to enjoy
 You can learn about legal ads

CHORUS 2: It's fun to learn and earn - your C.M.C.
 It's fun to learn and earn - your C.M.C.
 You can get yourself clean you can have a good meal
 You can do whatever you feel

Young clerk, are you listening to me
 I said young clerk, what do you wanna be
 I said young clerk, you can make real your dreams
 But you've got to know this one thing

No clerk does it all by herself
 I said young clerk, put your pride on the shelf
 And just go there to the Academy
 I'm sure they can help you today

REPEAT CHORUS 1
 REPEAT CHORUS 2

Young Clerk, I was once in your shoes
 I said I was, down and out with the blues
 I felt no clerk cared if I were alive
 I felt the whole world was so jive

That's when someone came up to me
 And said young clerk take a walk up the street
 There's a place there called the Academy
 They can start you back on your way

It's fun to learn and earn - your C.M.C.
 It's fun to learn and earn - your C.M.C.
 Young clerk, young clerk there's no need to feel down
 Young clerk, young clerk pick yourself off the ground
 And just go to the Academy!



City of Fort Pierce's Anne Satterlee Participates in the Fort Pierce Police Dancing with our PALS October 6, 2012



FLOC Conference 2012 - 2nd Vice President, Audrey Sikes, FLOC Vice President P.C. Wu (Pensacola City Council Member), 1st Vice President Lori McWilliams and President Kelly Koos



Working FACC Booth during the FLOC Conference 2nd Vice President, Audrey Sikes, Immediate Past President Barbara Estep, Central East District Director Tracy Ackroyd and President Kelly Koos



Jeff's Class - Fall Academy 2012



Trina's Class - Fall Academy 2012



2nd and 3rd year clerks supporting Breast Cancer Awareness Month

Evening full of Networking at BJ's Restaurant
Top Row: Pamela Smith (City Clerk/Sanibel), Audrey Sikes, (City Clerk/Lake City)
Bottom Row: Julie Hennessey (City Clerk/Deland), Gwen Keough-Johns (City Clerk/Mount Dora), Barbara Solis (Associate Director, Meeting Planning/Florida League of Cities), Jennifer Pomeroy (City Clerk/Jasper), Sherri Philo (Deputy City Clerk/Vero Beach), Susan Owens (Town Clerk/Palm Beach), Lori McWilliams (Village Clerk/Tequesta), Patricia Burke (Town Clerk/Palm Shores)

COMMITTEE VOLUNTEERS NEEDED!

FACC currently has 13 standing committees with membership appointed annually by the FACC president. The committee membership application has been updated and is now available online. Our association cannot function without our volunteers. So don't be shy, just sign up! I'll be in touch with you soon. To access the committee visit: www.floridaclerks.org and then click on the "Committees" tab. Thanks!

**~ Lori McWilliams, MMC
 1st Vice President**

**RETIRING? KNOW SOMEONE WHO IS?
 THEY DESERVE A RESOLUTION!
 GOT A HOT LEGISLATIVE TOPIC FACC NEEDS TO SUPPORT?
 IT DESERVES A RESOLUTION!
 DID YOU JUST WIN THE POWER BALL LOTTERY?
 OK WELL, THAT MIGHT NOT DESERVE A
 RESOLUTION, BUT YOU GET THE IDEA!**

Contact Lane Gamiotea, CMC
 lgamiotea@cityofokeechobee.com
 City Clerk, City of Okeechobee
 863-763-3372 x 215
 FACC Resolutions Committee Chair



FACC NOMINATIONS PROCEDURE
2013-2014 OFFICERS' AND DIRECTORS' NOMINATIONS
NOW BEING ACCEPTED

DEADLINE FOR SUBMITTAL OF NOMINATIONS: APRIL 2, 2013

FACC NEEDS YOUR HELP TO CONTINUE TO BE SUCCESSFUL! Please consider this call for leadership as your invitation to play a greater role in our organization. Since leadership requires broad shoulders and caring hearts, each applicant is promised a tough, but rewarding job in advancing the FACC goals. FACC needs nominees with creative ideas who can offer FACC their unlimited enthusiasm and commitment. Please help us to help you.

The FACC By-Laws outline the requirements to serve as a Director or an Officer, which are outlined below. New officers will be sworn in at the membership meeting in June and will serve for one year, with attendance required for five board meetings. Typically the meetings are held at the FACC Summer Academy (June) (2), Florida League of Cities Annual Conference (August), FACC Fall Academy (October) and one winter meeting usually held in February at a location to be determined. If you wish to serve, forward completed Nomination Forms to Barbara Estep, MMC, Nominations Committee Chair, Miami Shores Village, 10050 N.E. 2nd Avenue, Miami Shores, FL 33138, no later than April 2, 2013.

The Nominating Committee consists of Robin Fenwick, City of Port Orange; Dawn Foss, CMC, City of Treasure Island; John Gill, City of Live Oak; Leslie Gonzalez, City of Century; Holly Collins Smith, CMC, City of Wauchula; and me, Barbara Estep, MMC, Miami Shores Village, as the Chair.

The Officers of the Association shall be the President, 1st Vice President and 2nd Vice President. The Board of Directors shall be comprised of the following: President, 1st Vice President, 2nd Vice President, Immediate Past President and six District Directors, each elected at large.

The six Districts and their corresponding counties are as follows:

Northwest: Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington

Northeast: Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval-Jacksonville, Gilchrist, Hamilton, Lafayette, Madison, Nassau, Putnam, St. Johns, Suwannee, Taylor, Union

Central West: Citrus, Hernando, Hillsborough, Levy, Marion, Pasco, Pinellas, Polk, Sumter

Central East: Brevard, Flagler, Indian River, Lake, Martin, Okeechobee, Orange, Osceola, Seminole, St. Lucie, Volusia

Southwest: Charlotte, Collier, Desoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Sarasota

Southeast: Broward, Miami-Dade, Monroe, Palm Beach

Qualifications: All Officers/Directors shall be a full-time employee of a municipal government as an appointed or elected City Clerk (all references to "City" shall be interpreted to include City/Town/Village); or duly appointed Deputy City Clerk, Assistant Clerk, Clerk of the Council; or Clerk performing duties commensurate to the duties performed by a City Clerk. If an Officer/Director ceases to fulfill the qualifications during his/her term of office for a period in excess of 90 days, he/she shall forfeit the office.

To be eligible to hold office as President, 1st Vice President, or 2nd Vice President, you must be a member of FACC for three consecutive years; be a CMC; have served at least two years as a District Director; and have attended at least two State Conferences.

No person shall be elected as President unless such person has served as an Officer or member of the Board of Directors for an aggregate of three years prior to becoming President. The person serving as 1st Vice President shall be deemed automatically elected to the Office of the President for the next ensuing year following the annual meeting. The person serving as 2nd Vice President shall be deemed automatically elected to the Office of 1st Vice President for the next ensuing year following the annual meeting.

To be eligible to hold office as a District Director one must have been a member of FACC for three years; possess or be actively pursuing the CMC designation and provide proof of such pursuit; and have served on an FACC Committee(s) for two years.

The above requirements may be waived by a majority vote of the Board of Directors for those candidates who do not meet all of the requirements.

Term of Office: The President, 1st Vice President and 2nd Vice President shall serve no more than one full term and there is no limit on the number of consecutive terms one may serve as District Director. Each term shall consist of one year.

Nomination Procedures: The FACC President shall appoint a Nominating Committee consisting of one member from each of the six geographic districts, if possible, and the Immediate Past President shall act as Chairman. The Nominating Committee shall nominate all qualified candidates for each Board position, except for the positions of President and 1st Vice President, which shall automatically be filled by the 1st Vice President and 2nd Vice President respectively, and submit its nominations to all members who are qualified to vote. No election shall be held for any position in which there is only one applicant/nominee.

SAMPLE OF BRIEF PROFESSIONAL PROFILE

(Name of Candidate), is the City Clerk of the City of _____ for ____ years and a member of FACC for the past ____ years. He/she is actively pursuing his/her Master Municipal Clerk, having received the CMC designation in ____ (year). He/she has served on numerous FACC Committees, including _____ and served as Chair of the _____ Committee for two years. _____ has received the following recognitions during the course of his/her career with the City.

_____ is an active member of _____ Association(s) and has served on its Board of Directors.

_____ has earned a _____ degree in _____ from (name of school) and is pursuing his/her _____ degree. He/she has also served as an instructor at the FACC Institute, teaching the following courses: _____.

(This sample is intended to be used as a guideline only. Your professional profile should include as much information as necessary to inform those casting ballots of your qualifications for the position you are seeking). Candidates are encouraged to include a recent photograph.

SAMPLE LETTER FROM CITY OFFICIAL SUPPORTING CANDIDATE’S NOMINATION

The City of _____ is indeed proud to endorse _____ as a candidate for the position of _____. We fully support his/her participation on the FACC Board of Directors, recognizing that a certain amount of time away from the Office is required to fulfill the duties of the position. We further understand that some travel will be involved, and we agree to assist in the funding of said expenses.

(This letter of support must be typed on City letterhead and signed by an appropriate City official).

**FLORIDA ASSOCIATION OF CITY CLERKS
2013-14 CANDIDATE NOMINATION FORM**

Name of Candidate _____ Title _____
City _____ City Address _____
Phone _____ Fax _____ E-mail _____

Board Position for which nomination is being made – check one:

- 2nd Vice – President _____
- Northeast Director _____
- Northwest Director _____
- Central West Director _____
- Central East Director _____
- Southwest Director _____
- Southeast Director _____

Please respond to the following questions applicable to the Board position for which you are seeking nomination.

1. Number of years you have been a member of FACC: _____
2. Other positions you have held on the FACC Board: _____
3. Are you a CMC: _____ MMC: _____
If not CMC, are you actively pursuing certification _____?
4. Number of years on the FACC Board as a District Director: _____
5. List of FACC Committees on which you have served and indicate the years the service occurred:

6. Number of FACC State Conferences you have attended: _____

DATE: _____ **CANDIDATE'S SIGNATURE:** _____

A Professional Profile and Letter of Support from Candidate's City MUST be attached to this Nomination Form (see samples in this edition). Incomplete Nomination Forms WILL NOT be considered. You may include information on why you would be a good candidate to serve on the FACC Board. If an election is held the membership will receive this information prior to the election.

This form and accompanying documents must be received by the 2013-2014 Nominating Committee Chair no later than April 2, 2013. Mail or e-mail completed Nomination Forms to:

Barbara A. Estep, MMC, Village Clerk
Chair, FACC 2013-2014 Nominating Committee
Miami Shores Village
10050 N.E. 2nd Avenue
Miami Shores, FL 33138
Phone: (305) 762-4851
estepb@miamishoresvillage.com