



# CITY DESK

## Florida Association of City Clerks

VOLUME XXXXI

ISSUE 1

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April 2013

### Board of Directors 2012 - 2013

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City Clerk  
City of Lakeland

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Village Clerk  
Village of Miami Shores

### PRESIDENT'S MESSAGE



! When I last wrote an article for City Desk, Halloween was upon us and we were gearing up for the holidays. Now it is April and the months continue to fly by. After the holidays, I joined many Florida clerks at the Region III Conference in Charleston SC. Now there is a city to visit! Although we were in a different State and the education was not Florida specific, there was a lot to learn such as "swimming in your own lane" and how other port cities were handling economic development. I've noticed that city clerks always learn from each other whether they're from neighboring cities or neighboring states. And of course there was shopping. That too is a universal skill amongst city clerks.

In February, the FACC Board met for their annual budget workshop and February board meeting. There is a lot going on in FACC. The Professional Education Committee is working on guidelines for mini-academies. Hopefully these guidelines will make it easier for every district to plan a mini-academy. The Board gave final approval to the Florida Education Fund (FEF). With everyone's participation, FACC would be able to bring in those exceptional speakers we would all like to hear. Be sure and talk with Lori McWilliams if you have questions about the FEF.

The Board is not the only group that has been hard at work. FACC committees have been active, too. The Awards & Scholarship Committee gave their recommendation for the scholarship awards in February. They also processed nominations for the Clerk of the Year Award and the Robert N Clark Award. Be sure and come to the Summer Academy to see who wins. The By-Laws/Manual Revision Committee has updated the manual and it should be available to everyone on the web very soon. The membership approved the Emergency By-Laws amendment and those new by-laws are now available on the web. FACC could not be successful without the committees. I hope you have signed up for the new year.

I am looking forward to this year's Summer Conference Academy themed Showtime: Education Takes Center Stage. This year's academy includes an Athenian Dialogue on Leadership: The Eleanor Roosevelt Way and a Strategic Planning Session, both sessions occur the weekend before the Academy begins. I hope that you will make time to participate in each event.

Lastly, I wanted to make sure you know that Liane Schrader had posted photos to the web through 2012. If you haven't already, you should check them out. You might be a star!

See you in June!

~ Kelly Koos, MMC  
FACC President  
City Clerk  
City of Lakeland

## 1ST VICE PRESIDENT

Sometimes family, work and daily stresses cause us so much chaos that it is difficult to put life in perspective. Lately, it seems like every road I take - and every corner I turn – has been met with resistance, roadblocks and struggles. However, I keep reminding myself that when life throws me a curve ball, knock it out of the park and launch it into something great – focus and keep swinging!

Speaking of GREAT – great things are happening in FACC! Our hardworking Professional Education Committee has planned our educational program for the upcoming Summer Academy (June 9-12 in Orlando). And, once again – EDUCATION will take center stage! You will learn everything from how FACC funds are budgeted and spent, to body language, records preservation, parliamentary procedures and being “happy” at work. I think we can all use a little bit of the “happy” advice! In addition, a new session has been added to the program on “Dealing with Aggressive Record Requestors.” So, if you have not yet registered, be sure to reserve your spot quickly and visit our website to download your conference registration form.

Did you enjoy Suze Orman last year? With your help, we can bring more speakers of Suze’s caliber to FACC. Here’s how... In February 2013, the Board approved creating the “Florida Education Fund” (FEF) for the purpose of raising funds for FACC’s professional education programs and protecting training investments. FEF will be used solely and exclusively for the purpose of providing highly sought after facilitators, such as Suze Orman (who was a homerun during the 2012 Summer Academy), and other highly sought after professional education professionals and programs that may far exceed our association budget.

The FEF will be funded through direct donations of Florida Clerks, supporting agencies, individuals, corporations, or bequeaths and endowments similar to the IIMC Education Foundation. The fund was established as a Revenue Fund and can only to be used for FACC educational offerings – not the general budget. The intent of FEF is to “supplement” the current educational budget - not offset the current budgeted funds.

To make a donation, use the form included on the following page.

NOTE: Due to FACC’s IRS tax status, donations are not tax deductible; however, the benefits of the high-level education and highly sought after trainers will far outweigh the tax benefits.

Lastly, you should have received a member survey recently via email. Members have not been surveyed since 2008 and the Board agreed to once seek input on what you – our members – want and need. The survey results will be used as a tool during the Summer Academy Strategic Planning Session on June 9 from 1:00 – 3:30. You are encouraged to attend and participate in this important pre-event offering.

I look forward to continuing to serve FACC during the next year and expand on the significant accomplishments that have been made by our members and leadership over the years.

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

## IMMEDIATE PAST PRESIDENT

In a few short months, I will leave my position as your Immediate Past President and will not have to take part in the quarterly Board Meetings, monthly conference calls or the decision making process of our organization, but I’m not quite sure that I’m ready for this void that is about to occur. The past four years on the Executive Board have been so very rewarding. Together with the rest of the Board members, we have accomplished so many things and I believe we’ve taken great strides in making FACC a better and more financially sound association.

The Clerks Association is made up of a wonderful group of individuals that all together, make an awesome assembly. I am thankful for those clerks who have enriched my life and who have become fast friends that I can rely on for their advice and fellowship. So, after four years on the Executive Board and a number of years as a District Director Board member, I will once again be just a regular clerk. Well, wait a minute, there really is no such thing as a “regular clerk” is there? I’m sure there is an “After FACC” work day, but as I said before, I’m not sure that I’m ready for it.

**~ Barbara A. Estep, MMC  
Immediate Past President  
Village Clerk  
Miami Shores Village**



***Taking a break and “Cruising with my Peeps”  
to the Bahamas – February 2013  
Cindy Nisbet (sister of Pamela Smith),  
Pamela Smith/Sanibel,  
Lori McWilliams/Tequesta,  
Audrey Sikes/Lake City,  
Jennifer Pomeroy/Jasper,  
Gwen Johns/Mount Dora***



## Florida Association of City Clerks Pledge Card

In February 2013, the Board approved creating the "Florida Education Fund" (FEF) for the purpose of raising funds for FACC's professional education programs and protecting training investments. FEF will be used solely and exclusively for the purpose of providing highly sought after facilitators, such as Suze Orman (who was a homerun during the 2012 Summer Academy), and other highly sought after professional education professionals and programs that may far exceed our association budget.

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To recognize and thank our donors, annually, in April, a list of contributors will appear in the City Desk and in the Summer Academy program.

Please check box:

- |   |  |
|---|--|
| <input type="checkbox"/> \$5.00 (Friend)  | <input type="checkbox"/> \$50 (Diamond)      |
| <input type="checkbox"/> \$10.00 (Silver) | <input type="checkbox"/> \$100.00 (Platinum) |
| <input type="checkbox"/> \$25.00 (Gold)   | <input type="checkbox"/> Other _____         |

Name:	
Address:	City
Zip:	Email:
Phone:	Cell:

Make check payable to FACC and send to:

**Florida Association of City Clerks**

C/O Florida League of Cities

P. O. Box 1757

Tallahassee, FL 32302

**Credit Card Payment:**  Visa  Mastercard **Exp. Date:** \_\_\_\_\_

**Card #:** \_\_\_\_\_ **Signature on card:** \_\_\_\_\_

**Cardholder address:** \_\_\_\_\_

\*NOTE: Due to FACC's IRS tax status, donations are not tax deductible; however, the benefits of the high-level education and highly sought after trainers will far outweigh the tax benefits.

## 2ND VICE PRESIDENT

Hunting Season has come to a close and we have packed up all our hunting gear. In the spirit of carrying on our tradition I carried my sons and nephews hunting quite a bit this past season. Imagine if you can what it would be like seeing deer working their way towards you and into shooting range (knowing you still have not bagged your own buck this season) and having a boy (sometimes two boys-ages 10-12) sitting next to you wiggling and moving all around, playing with sticks and/or leaves, kicking the stand making noise, complaining about being cold, tired, the skeeters biting, can I play my IPOD or the famous I'm hungry or the most dreaded of all, I gotta go stinky. Remaining composed and fighting the urge to accidently push one of them out of the stand requires great restraint and almost each and every Dale Carnegie skill I learned especially when the deer bounces off into the woods blowing and snorting alerting every living creature within a five mile radius! Even with as much commotion that took place on our hunting adventures the boys said they enjoyed it immensely and were able to pull out one successful hunt on a decent buck. I am sure each of you has a similar story with the same meaning "create happiness for others".

Speaking of creating happiness for others, I absolutely must give a shout out to Tracy Ackroyd, City of Clermont for possibly making the best cookies I've ever eaten. At our most recent Task Force Meeting Tracy was kind enough to host us in her municipality (and made us cookies). The Task Force was appointed by President Koos to review the challenges our organization faces and to consider potential solutions to ensure the stability of the organization. We have been very diligent with our efforts to research ideas and solutions. We will be hosting a short session at the Summer Academy to hopefully shed some light relating to the FACC and the budgetary challenges we face. I would encourage each of you to attend this session.

Thanks to the hard work and dedication of 1st Vice President Lori McWilliams, the Board gave final approval to the Florida Education Fund. This fund will allow the association to bring in a different level of educators that would normally not be a viable option with our budget. Great work Lori!

I am looking forward to seeing you all in June at the Academy. As always, please feel free to contact me at 386-719-5756 or sikesa@lcfla.com.

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

## NOMINATING COMMITTEE

The Nomination/Election qualification period for the 2013-2014 year began on March 4, 2013 for FACC's 2nd Vice President and the six District Director positions. At that time, the membership was provided with information pertaining to the application and qualification criteria. The qualifying period ended on Tuesday, April 2, 2013 with one clerk qualifying for each position. As a result, there is no need once again, to hold an election. As Chair of the 2012-2013 Nominating Committee, I am happy to present the following slate of officers for 2013-2014:

President: Lori McWilliams, MMC, Village Clerk, Village of Tequesta  
1st Vice President: Audrey Sikes, MMC, City Clerk, City of Lake City  
2nd Vice President: Tracy Ackroyd, MMC, City Clerk, City of Clermont  
Immediate Past President: Kelly Koos, MMC, City Clerk, City of Lakeland  
Northwest Director: Leslie Gonzalez, CMC, Town Clerk, Town of Century  
Northeast Director: Jennifer Cone, MMC, City Clerk, City of Jasper  
Central West Director: Kerri Miller, CMC, City Clerk, City of Plant City  
Central East Director: Gwen Keough-Johns, MMC, City Clerk, City of Mount Dora  
Southwest Director: Dianne Lynn, CMC, City Clerk, City of Bonita Springs  
Southeast Director: Susan Owens, MMC, Town Clerk, Town of Palm Beach

**~ Barbara Estep, MMC  
Immediate Past President  
Village Clerk  
Village of Miami Shores  
Nominating Chair**



**Resolutions Committee Chair, Lane Gamiotea  
presenting Lake Placid Town Clerk Arlene Tuck  
with her Retirement Resolution, March 2013**



**Linda Clarks Retirement Resolution night at her City Commission meeting. December 2012**

**CENTRAL WEST DISTRICT**

April already?? I feel certain we all feel the same – this year is flying! With fifty percent of our fiscal year behind us and most of us well into our audit if it hasn't been completed yet and some of us have even just finished with elections. For the Clerks in eight of Polk County cities that held elections on Tuesday, April 2nd there were some changes along with some surprises. Elections are always a busy time for a City Clerk, but also one of the exciting times since it is one of the major events during a year!

We congratulate Nichole Orr (St. Pete) for her Employee of the Year, Linda Clark (Bartow) and Ruby Cruce (Bartow) for their recent retirements.

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



**Northeast District Meeting held on February 27, 2013 in Lake City, Florida**

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@lcfcla.com

**BY-LAWS AND MANUAL REVISIONS COMMITTEE**

After close to two years of review, our committee is proud to report we've published revised FACC By-Laws, Goals, Duties and Responsibilities and the Clerk's Manual. We're on the last leg, as our final task is to make changes to the Duties and Responsibilities as suggested by the 2012/2013 Board and Committee Chairs. We'll then be ready to pass the torch to the incoming committee members this June. It has been a pleasure to lead such a wonderful group of clerks assigned to this committee. A shout-out goes to Jan Goebel, Linda Goff, Kurt Lannon, Clara VanBlargan, Christine Gardner and Jacqie Vieira for making my stint as their chair a breeze.

**~ Dan Davis, MMC.  
City Clerk  
City of Bunnell**

**By-laws and Manual Revisions Committee Chair**

**MEMBERSHIP COMMITTEE**

The Membership Committee has been busily contacting potential members and/or members who for whatever reason had not renewed their FACC membership over the past year. I would like to take this opportunity to thank the 2012-2013 Membership Committee for all their hard work. Committee members include Lisa Small, City of Temple Terrace; Helen Raimbeau, City of North Port; Audrey Sikes, City of Lake City; Leslie Gonzalez, Town of Century; and Joseph Kavanagh, City of Margate. What a great job this group has done to help promote and increase the FACC Membership!

In addition, I am pleased to report that the FACC membership has increased since the last reporting. As of April 1, FACC has a total membership of 559. Of the 559, there are 518 Full members, 22 Honorary members, and 19 Associate members. There has also been an increase of MMC's and CMC's. Florida has 103 MMC's and 238 CMC's for a total of 341 holding these prestige's designations.

I look forward to seeing new and fellow clerks at the upcoming FACC Summer Conference & Academy to be held this June in Orlando. For those who have not renewed their membership, or are not currently members of the FACC and plan to attend the summer academy, it's still not too late to join and take advantage of the FACC member registration fee. New membership applications and renewal forms can be downloaded by choosing the FACC Membership tab at the FACC website – [www.floridaclerks.org](http://www.floridaclerks.org). Feel free to contact me or any membership committee member if you have questions. See you in Orlando!

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

**NORTHEAST DISTRICT**

Here in the Northeast District we have had a lot going on. We have had a few Clerks receive their CMC or MMC Certification. We have also had a couple of retirements. You will find pictures below. Audrey Sikes, Second Vice President was a life saver by attending and presenting these resolutions and awards with me.



**John Gill CMC presentation and pinning ceremony (Live Oak)**



**Lillie Russell CMC presentation and pinning ceremony (Fernandina Beach)**



**Shirley Heath MMC presentation (White Springs)**



**Karen Venebles retirement resolution presentation (Palatka)**



**Charmagne Manning CMC presentation and pinning ceremony (Alachua)**



**Sharon Widdifield's retirement resolution presentation (St. Augustine Beach)**

Missing back issues of City Desk?  
No problem!  
Just go to the FACC website at:  
<http://www.floridaclerks.org>  
to download back issues!



**Lisa Purvis, Clerk with the Town of Hilliard became a grandma recently!  
Brady Cash Hartman 7lbs. 6ozs,  
born at 3:30am 12/26/2012**



**Leslie Gonzalez CMC and pinning ceremony  
March 18, 2013  
Pictured: Robin Haynes, CMC, City Clerk,  
City of Freeport, Leslie Gonzalez, CMC, Town  
Clerk, Town of Century, Linda Carden, MMC,  
Town Clerk & Manager, Town of Jay, Ericka  
Burnett, City Clerk, City of Pensacola**

We have been blessed with great clerks in the Northeast District and I have been honored to serve as the District Director for the past year. I will not be seeking reelection in June because Jennifer Cone with the City of Jasper would like to serve so I will be supporting her. Thank you for the opportunity you have given me and I appreciate you all.

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

**STRATEGIC PLANNING SESSION**

In 2011 the Board unanimously approved a Strategic Planning Session as a way to hear directly from the membership and plan accordingly for FACC's future. The first Strategic Planning Session took place the Saturday before the 2011 Summer Academy. Dr. Bob Lee of the Center for Florida Local Government Excellence facilitated the session. Approximately 30 clerks participated. You can review the notes from that session on our website, [www.floridaclerks.org](http://www.floridaclerks.org). They are listed on the Board of Directors tab. The plan was to hold the session every other year.

It is time for FACC's Second Strategic Planning Session. This year's facilitator will be Marilyn Crotty of the Institute of Government at the University of Central Florida. The Session will take place Sunday, June 9, 2013 at the Caribe Royale starting at 1 p.m. FACC's Board along with the Committee Chairs and other interested clerks will gather to evaluate FACC's performance and decide how to move forward. The group will utilize the information provided in the Membership Survey. Every clerk who is interested is encouraged to attend. Your participation is essential. See you in June!

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

**NORTHWEST DISTRICT**

On March 18, 2013, I made the approximately two hour drive from Freeport to Century for newly certified Leslie Gonzalez's "pinning". It was a really pretty drive – I was enjoying it so much I missed my "left turn at the light" and ended up in Alabama! I did manage to arrive in plenty of time though, so all turned out well. We were joined by Linda Carden, MMC, of Jay and Erika Burnett, CMC, of Pensacola.

For those of you that may not have ventured out and away from your own council meetings – I encourage you to attend another nearby municipality's meeting. It was refreshing to attend a 20 minute meeting (no lie!) and just to see the differences, and similarities, in our area governments.

I have been honored to have represented the Northwest District over this past year. I thank all of you for your support and assistance. I hope that you will make our next District Director feel as welcome as you have myself.

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

**Just a friendly reminder!  
Municipal Clerks Week is May 5 – 11.  
Promotional materials, inclusive of a Proclamation,  
to assist you in promoting the event can be found  
on the IIMC website at:  
<http://www.iimc.com/index.aspx?nid=156>**



**CENTRAL EAST DISTRICT**

I had the pleasure of attending the IIMC Region III conference and meeting in Charleston, South Carolina in January. The classes offered and the updates presented from the Association Presidents of our region were informative. I also enjoyed the networking opportunities with other Municipal Clerks within Region III. They had a silent auction at this year's event and I was one of the successful bidders thanks to Tammy Vock and Barbara Estep!

The Central East Athenian Dialogue originally scheduled for Friday, February 8 was postponed to Saturday, June 8 to be held in conjunction with the Summer Academy. 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.

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

- Crystal Taylor, Assistant to the City Clerk, City of Cocoa Beach
- Debbie Franklin, Town Clerk, Town of Eatonville
- Donna Francis, Town Clerk, Town of Beverly Beach
- Sarah Hart, Deputy City Clerk, City of Winter Springs
- Diana Lunsford Turner, Municipal Records Coordinator, City of Ocoee.

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

- Traci Houchin, City of Deltona
- Marcy Zimmerman, Volusia County
- Donna Cyr, City of Sebastian
- Jennifer Fortin, Town of Indialantic
- Rhonda Danielle, Town of Melbourne Beach
- Kathleen Settle, City of Flagler Beach

I had the privilege to present Gwen Keough-Johns her MMC plaque at a Mount Dora Council Meeting on November 20.

I hope to see each of you at the 2013 Summer Academy to be held at the Caribe Royale in Lake Buena Vista in June.

I've enjoyed serving as the Central East District Director from 2008 – 2009 and 2011 – 2013 and look forward to the opportunity to serve as your 2nd Vice President.

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

**AWARDS AND SCHOLARSHIPS COMMITTEE**

It has been a very busy quarter for our Committee. A record number of scholarship applications were received and processed. It is easy to say that most were very qualified and deserving to receive a scholarship, which made our task even harder. Our recommendations were submitted and approved by the FACC Board at their Winter Board Meeting in February. The MCCi Electronic Records Management Scholarships recommendations were forwarded to MCCi. All scholarship awarded will be announced at the Summer Academy.

A number of very deserving nominations were also received for the various awards (Clerk of the Year and Robert N. Clark Memorial Award). They have been forwarded to the appropriate persons for consideration and award. The recipients will also be announced at the Summer Academy.

My thanks to President Kelly Koos, and Lane Gamiotea, for their support and direction, and a very special thank you to committee members Nancy Herberle, CMC, Fort Myers; Barbara Estep, MMC, Miami Shores; and Valerie Oakes, CMC, Highland Beach. Without their deep deliberation over the applications, and sound recommendations, this task would not have happened so smoothly. Thank you, fellow Clerks!

*~ Janice G. Goebel, MMC  
City Clerk  
City of Apopka  
Awards/Scholarship Committee Chair*

**MARK YOUR CALENDARS!**

2013 FACC Summer Conference & Academy  
June 9-12 | Caribe Royale Resort | Orlando  
Early Registration Deadline: May 3  
Hotel Reservation Cut-off: May 18  
Late Registration Deadline: May 29

Mini-Institute Webinar  
July 25 from 2:00 p.m. - 4:00 p.m. EST

Remember to check the FACC website updates, schedules, and registration information.

[www.floridaclerks.org](http://www.floridaclerks.org)





**Miami -Dade County Officers**

**SOUTHEAST DISTRICT**

As promised in our last issue of City Desk (November 2012), I am highlighting the officers of the Local Clerk Associations in the Southeast District. Please join me in congratulating these officers.

Broward County:

Renee M. Shrout, President; Leslie Wallace-May, Vice-President; Kathryn Sims, Secretary and Juanita Romance, Treasurer.

Miami-Dade County:

Sandra Novoa, President; Alberta Patterson, Vice-President; Priscilla Torres, Secretary and Maria Camara, Treasurer.

Monroe County:

Diane Clavier, President; Vickie Bollinger, Vice-President; Mimi Young, Secretary and Angela Budde, Treasurer.

Palm Beach County:

Valerie Oakes, President; Crystal Gibson, Vice-President; Maylee Velasquez, Secretary and Susan Owens, Treasurer.

**EXTRAORDINARY ACCOMPLISHMENTS**



**Todd Hannon**

Congratulations to Todd B. Hannon on his promotion to City Clerk of Miami!

Congratulations to Lolita Codrington on her position as City Clerk of Lauderdale Lakes!

Congratulations to the following Clerks/Deputy Clerks on their retirements:  
June White, Town of Lauderdale-By-The-Sea

Carolyn Gangwer, Town of Palm Beach Shores  
Roberta Loftus, Town of Palm Beach Shores

Congratulations to the following Clerks/Deputy Clerks receiving their CMC/MMC Designations:



**Patrice T. Robinson, CMC, Deputy Clerk, West Palm Beach  
Palm Beach County Officers**

Jacquelyn L. Cook, CMC, Assistant City Clerk, Coconut Creek  
Sheena James, CMC, City Clerk, Hallandale Beach  
Angela M. Budde, CMC, Deputy City Clerk, Key West

Welcome to the new FACC SE District Members:

Arianna S. Lawson, Village Clerk, Islamorada, Village of Islands

Starr Paton, Village Clerk, Village of Sea Ranch Lakes

Lillian Pabon, Records Coordinator, Tamarac

Karen Fowler, Deputy City Clerk, Oakland Park

I wanted to take this time to say I have thoroughly enjoyed serving as your Director for the past two years. It has been a phenomenal experience and quite a privilege to serve on the FACC Board and work side-by-side with the incredible men and women who have our organization's best interests at heart. In addition, I have been able to build some amazing friendships and working relationships with my fellow clerks in the Southeast District. Thank you for the support you have afforded me!

Please join me in congratulating and welcoming Susan Owens, MMC, Town Clerk, Town of Palm Beach as your new Southeast Director. Susan is extremely dedicated to our organization especially our Education as clerks. She has served as Co-Chair of the FACC Professional Education Committee and the Southeast District Mini-Academy Committees for 2010, 2011 and 2012. She and I continue to serve on the PEC together as well. Susan is an asset to FACC, a hard worker and will serve you well!!! She will be sworn in at FACC's June Academy.

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

**SOUTHWEST DISTRICT  
FLORIDA CITY CLERKS ROCK!!!  
(BUT YOU ALREADY KNEW THAT)**

The Southwest District held a Mini-Academy on Friday, March 15, 2013 at Bonita Springs City Hall. Clerks from around the state of Florida were in attendance, with one Clerk traveling over 300 miles to attend! Topics included Conversational Leadership Practices, Public Records, and Referendum and Recall. Those who attended also were treated to a special video welcome from surprise guest Judge Judy! Thanks go out to Laura Litzan of Marco Island who made the arrangements for the video. Four points will be awarded to Clerks to be used toward their CMC or MMC certifications. Not a bad way to spend a Friday for a mere \$50.00 registration fee. And, special thanks go to our speakers: Jeff Hendry, Robert Pritt and Audrey Vance.



**Robert Pritt**

We bid a fond farewell to the following Southwest District City Clerks who are retiring:

Arlene Tuck, Town of Lake Placid (retirement date: March 28, 2013)

Sue Foster, City of Punta Gorda (retirement date: June 1, 2013)

Congratulations--we wish you an enjoyable retirement!

And, we welcome the following new members to the Southwest District:

Heather Essa, Deputy City Auditor and Clerk, City of Sarasota  
Vickie Bollinger, Deputy Clerk, Town of Lake Placid  
Karen Smith, City of Punta Gorda (Karen will be taking over as Punta Gorda City Clerk when Sue Foster retires on June 1)

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

**JOB OPPORTUNITY**

City Clerk Lisa Small will be retiring from the City of Temple Terrace on May 17, 2013. The City Council has directed staff to seek out an Interim City Clerk if possible. If you are interested in an Interim City Clerk position or if you are interested in applying for the permanent position please contact City of Temple Terrace Human Resource Director Aleicia Latimer at (813)506-6432 or via email [ALatimer@Templeterrace.com](mailto:ALatimer@Templeterrace.com).

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



**Jeff Hendry**



**Carmen Hernandez, April Stoncius  
and Jennifer Johnson.**

**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>

**ACADEMY (SUMMER) COMMITTEE**  
**"IT'S SHOWTIME"**  
**2013 SUMMER ACADEMY**

As a City Clerk, it is imperative to stay on top of our ever growing tasks and responsibilities. It is now time for "Education to take Center Stage". So be sure to register for this year's education showcase at the Caribe Royale Orlando All Suites Hotel & Conference Center June 9 – 12, 2013. Registration forms are available on the FACC website – [www.FloridaClerks.org](http://www.FloridaClerks.org).

The Hospitality Suite will be open Monday and Tuesday night during the hours of 7:30 pm – 10:00 pm.\*\* see my note below (A.S.) The Summer Academy Committee is planning games, giveaways, refreshments and lots of fun. This is a great opportunity to network with other municipal clerks.

In an effort to go green, please click on the below logo to access discounts, etc prior to arrival.

This year the committee has teamed up with Orlando Convention Aid to help you make the most of your time in Orlando. Available discounts include restaurants, golf, attractions, nightlife, shopping and much more. Each listing offers detailed information and discount coupons that can be printed. They can also make your dinner reservation, book your group dinner party. This web site will help you plan your time during your stay in Orlando.



**CLICK HERE**

Just click on the golden ticket to:

- Purchase, discounted attraction tickets!
- Receive, discounts to fantastic restaurants and make dinner reservations!
- Enjoy complimentary cocktails at some of Orlando's best nightlife!
- Play great golf at a discount!
- Shop at Orlando's most exclusive stores and outlets with discounts!
- Rent cars and make use of other great services all with fantastic discounts!

Be sure to check out the coupons available and just contact the Orlando Convention Aid at (407) 248-8629 if they can help in any way! Scan here to get the Orlando Coupons app for Android



~ **Linda P. Jaworski, CMC**  
**City Clerk**  
**City of St. Cloud**  
**Summer Academy Chair**

**PROFESSIONAL EDUCATION COMMITTEE**

Your Professional Education Committee (PEC) has been hard at work planning the 2013 Summer Conference/Academy. I hope you will join me in thanking the members of the 2012-2013 PEC for all their hard work. We know that you will take vital and time sensitive information back to your cities, and we hope to see all of you there and don't forget to get scanned at the end of every session!

The Athenian Leadership Society Dialogue will be held on Saturday, June 8th in conjunction with the FACC Summer Conference and Academy. The dialogue is an ancient form of conversational exchange dating back to ancient Greek society in the West and Sumerian society in the East. In this session you will use the dialogic techniques of ancient Greek philosophers and of contemporary scholars to explore the novel Leadership the Eleanor Roosevelt Way.

The summer webinar is scheduled for July 11th and the topic will be Updates on Election and will be facilitated by the Supervisor of Elections for Orange County.

As always, we encourage each of you to reach out to any members of the PEC with your questions, comments, or ideas. If you know of any great speakers or are looking for information on a specific subject matter, please let us know. Your input helps FACC to continue to meet your educational and professional needs. Also, if you would like to be a part of the Professional Education Committee, please submit an application to Lori McWilliams, 1st Vice President. Forms can be found on the FACC website. The qualifications to be a member of the PEC is that you must have your CMC and be able to commit to five face-to-face meetings a year, that occur in different locations throughout the state.

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

**RESOLUTIONS COMMITTEE**

**Lane Gamiotea, CMC**  
**City Clerk**  
**City of Okeechobee**  
**FACC Resolutions Committee Chair**

*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 powerball lottery?  
Ok well, that might not deserve a Resolution,  
but YOU get the idea!*

863-763-3372 x 215  
[lgamiotea@cityofokeechobee.com](mailto:lgamiotea@cityofokeechobee.com)



*City Clerk Bea Meeks*

**CITY CLERK MEEKS RE-APPOINTED  
TO REPRESENT REGION III,  
INTERNATIONAL INSTITUTE OF MUNICIPAL  
CLERKS' LEGISLATIVE COMMITTEE**

City Clerk Meeks was recently asked by the Vice President of IIMC to continue serving on the Legislative Committee for IIMC representing Region III, which includes Alabama, Florida, Georgia, North Carolina and South Carolina. City Clerk Meeks was asked to serve on the ad hoc committee in 2011 pending approval of the committee, which was approved in May 2012. The committee issued their inaugural publication of Federal Watch in January 2013, and communicates regularly in conference calls. The committee primarily serves as an information gathering and dissemination tool for federal legislation and related trends. In the future it may serve in a more proactive role by affecting legislation prior to passage. City Clerk Meeks currently serves as the Chairwoman for the Florida Association of City Clerk's Legislative Committee.

**CITY TREASURES**

As in the past, the Summer Academy Committee would like to have "goody bags", baskets, gift certificates, or anything else you would like to donate as a door prize for the 2013 "It's Showtime- Education take Center Stage" Summer Academy. The generosity of City Clerks has been exemplary in the past, and we hope we can count on you again this year. Of course, donations are not required; however, if you would like to contribute something to be given away to a fellow city clerk, it would be most appreciated. Please drop off your donation at the registration desk upon arrival. Many thanks to you all!

*~ Linda P. Jaworski, CMC  
City Clerk  
City of St. Cloud  
Summer Academy Chair*

**SILENT AUCTION & PURSES WITH A PURPOSE  
AT SUMMER ACADEMY**

Due to the overwhelming success, the FACC is pleased to host the 3rd Silent Auction and the 1st Purses with a Purpose Auction at the upcoming FACC Summer Academy to be held in June 2013 in Orlando. Items are needed for both auctions. Currently I have the following donations for the Silent Auction: Mary Kay (variety from travel bags, vanity mirror, mens gift baskets/cologne, and ladies gift baskets/perfume), jewelry, wine & liquor, spice/sauce basket. If you have an item that you feel would work for the Silent Auction please email me pictures and/or a detailed description along with the estimated value so that I may prepare the bidding sheet. I will not need this item in advance and it can be brought to the Academy with you. For the past two years the gift card bundles have peaked a great deal of interest and have offered a variety of gift card selections. I am in need of gift card donations. If you are interested in donating a gift card to create these bundles please let me know. The gift card(s) can be of any denomination you wish to give. I would humbly ask for all gift cards to be mailed to me in advance so that I may assemble the bundles(s) prior to my arrival at the Academy. This will allow me to have all my bidding sheets prepared ahead of time. Preparing onsite is challenging and very time consuming.

This year we are pleased to offer the Purses with a Purpose Auction. This is a new auction that will be set up separately from the Silent Auction but will operate in the same manner. Gently used designer purses are needed for the auction. Currently I have the following purses donated: Tommy Bahama, Dooney and Burke, Nine West, two Victoria Secret bags and two Coach purses. A portion of the proceeds from the Purses with a Purpose Auction will be donated to Breast Cancer Awareness with the remaining funds going to the FACC. If you have a gently used purse you would like to donate for this purpose please email me pictures and/or a detailed description along with the estimated value so that I may prepare the bidding sheet. I will not need the purse in advance and it can be brought to the Academy with you. Please keep in mind that donating and participating in the Silent Auction and/or the Purses with a Purpose Auction is voluntary. I am looking forward to another great year with the Silent Auction and a great 1st year for the Purses with a Purpose Auction. Remember to bring your checkbooks and be ready to participate in some friendly competitive bidding against your fellow clerks. Thanking you all in advance.

*~ Audrey E. Sikes, MMC  
City Clerk  
City of Lake City  
205 North Marion Avenue  
Lake City, Florida 32055  
Phone: 386-719-5756  
Email: sikesa@lcfla.com*



**NICHOLE ORR, SENIOR OFFICE SPECIALIST  
PINELLAS PARK EMPLOYEE OF  
THE YEAR NOMINATION**

Nichole Orr is an extremely motivated employee who has taken on many new responsibilities and mastered numerous projects, challenges and professional growth opportunities in 2012.

**2012 PROFESSIONAL GROWTH**

At the end of 2011 Nichole set a goal to become more active in Professional Organizations and in 2012 she pursued and was elected/appointed to the following offices:

- VICE PRESIDENT – Pinellas County Municipal Clerk’s Association (PCMCA)
- RESOLUTIONS COMMITTEE MEMBER – Florida Association of City Clerks
- BY LAWS COMMITTEE CHAIRPERSON – PCMCA

**AMAZING INITIATIVE**

Nichole took the lead for the City Clerk’s Office and learned everything about the new digital recording/transcription systems for Council Chambers and the Workshop Room. She proceeded to train the City Clerk’s Staff and all employees citywide to use the new system. There have been widespread training challenges and technical difficulties with the new system and Nichole continues to provide technical support, troubleshooting and training for all employees. Nichole knows more about the system than anyone and does a fantastic job sharing knowledge and information. Nichole also manages the new digital signs in City Hall that were installed in 2012.

**CUSTOMER SERVICE, PROFESSIONALISM  
& POLITICAL COMPETENCY**

A new Mayor and Councilmember were elected in 2012. The political season extends for months with City Council, candidates and citizens continuously interacting with the City Clerk’s Office on election issues. Nichole is the first person people speak with in the office and she was complimented several times over several months for her professionalism and competency.

**CONTRIBUTIONS AND TEAMWORK**

Nichole has served on the EBC for six years but in 2012 she volunteered to also be the EBC reporter for the Employee Spotlight. Nichole also volunteered to attend and work the Volunteer Board Banquet in May and her contribution was greatly appreciated by the Government Relations Division.

**EXTREMELY MOTIVATED**

Throughout 2012, Nichole worked a second job at Bayside Sports Academy in the evenings and on weekends. She coaches an All Star Cheerleading Team that attends National Competitions throughout Florida. On a regular basis she will work five days in the Clerk’s Office, two evenings at the gym, one evening at a City Council Meeting and the weekend traveling and attending a competition! Although busy, she is dedicated to her career and her busy schedule has a positive effect on her job at the City because she is extremely motivated and likes to stay very busy.

**TRAINING & PROFESSIONAL GROWTH  
ACCOMPLISHMENTS**

In 2012 Nichole continued working toward becoming a Master Municipal Clerk (MMC), which is the highest level of accreditation for a City Clerk. Nichole is dedicated to learning and building her future with the City of Pinellas Park and completed the following training in 2012:

- Florida State University - FACC 2012 Summer Conference and Academy
- FSU – E-Mail Management Part 1 & 2
- FSU – The Florida Administrative Code
- Pinellas County Consortium – Effective Leadership Training
- Florida League of Cities – Revenue Options for Florida’s Cities Regional Workshop

**GENEROUS PERSON**

Nichole has volunteered with the Northeast Bandits as a Cheerleading Coach since she was 16 years old (14 years). In 2012 she volunteered for her fourth year as the Board of Directors Secretary which involves dedication and many hours of volunteer service for the kids and entire organization.

**DESERVING**

Nichole loves her career at the City, she is a devoted mother, hard worker and all around great person. She took the initiative to set high goals for herself in 2012 and accomplished them both professionally and personally and she is very deserving of being honored for her hard work.



**DANCING WITH THE STARS**

Orange Park Town Clerk Sarah Campbell is participating in this year's Jacksonville Dancing with the Stars. This is a fundraiser for the Jacksonville Children's Chorus on Friday, May 3. She has been paired up with a professional dancer since December to (hopefully) learn a dance for the big show. Her goal is to raise \$5,000 for this worthy organization and she hopes to have 500 persons give just \$10 each. If you can contribute, want to attend the event, or just want to find out more about it please visit:

<http://www.jaxdwts.com/vote.html>



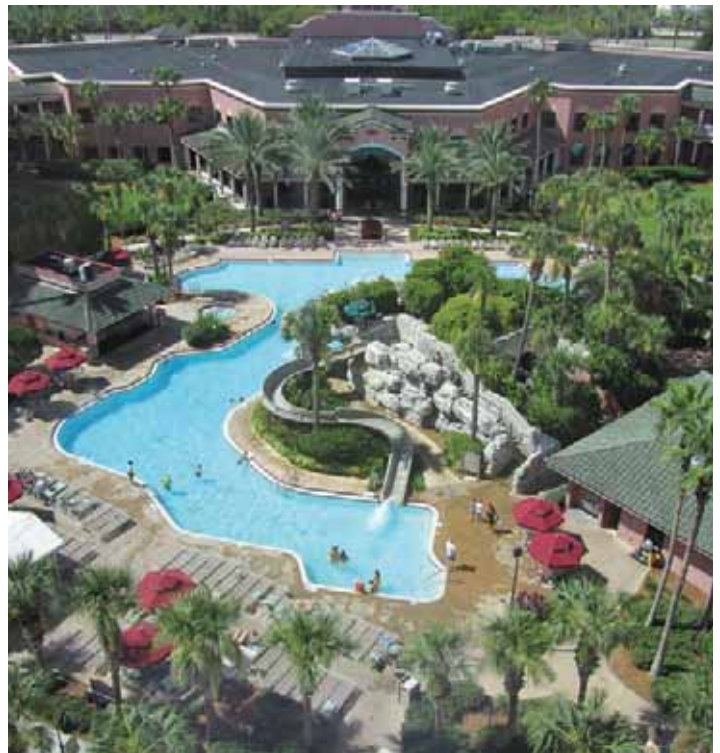
*Sarah and her dance partner Clynton*

The City of Clermont hosted a Lake County City Clerks meeting at the South Lake Historic Village with guest speaker Dolores Walker.



*Left to right: Mary Montz, City of Eustis; Jan McDaniel, City of Minneola; Denise Noak, City of Clermont, Tracy Ackroyd, City of Clermont, Dolores Walker, South Lake Historical Society, Susie Novak, City of Tavares and Nancy Barnett, City of Tavares*

**BE SURE TO REGISTER FOR THE  
2013 SUMMER ACADEMY  
TAKING PLACE AT THE BEAUTIFUL  
CARIBE ROYALE ORLANDO ALL SUITES  
HOTEL & CONFERENCE CENTER  
JUNE 9 – 12, 2013.**





***Florida Clerks  
attending the IIMC  
Region III Conference  
in North Charleston,  
South Carolina in  
January 2013***





# FLORIDA ASSOCIATION OF CITY CLERKS

## RESOLUTION NO. 2013-02

### A RESOLUTION OF THE FLORIDA ASSOCIATION OF CITY CLERKS RECOGNIZING FACC'S 40th ANNIVERSARY.

**WHEREAS**, the Florida Association of City Clerks (FACC) was established in 1972 to promote and develop the educational and professional status of Florida City Clerks; and

**WHEREAS**, FACC works in conjunction with the International Institute of Municipal Clerks (IIMC); and members ascribe to a Code of Ethics:

- 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 to 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.

**WHEREAS**, the primary objective of the Florida Association of City Clerks is to EDUCATE the City Clerks in the State of Florida. Additional Objectives include increasing the efficiency of City Clerk functions, increasing cooperation and assistance with city administrators and gathering/disseminating information to improve procedures and the efficiency of the administration of municipal government.

**WHEREAS**, FACC has 560 members spread out over six districts throughout the State; and

**WHEREAS**, FACC is proud to have the second largest certification program in the country with 238 Certified Municipal Clerks and 102 Master Municipal Clerks; and

**WHEREAS**, FACC provides educational opportunities for clerks through their annual Summer & Fall Academies, Webinars, District Mini-Academies, and Athenian Dialogues; and

**WHEREAS**, FACC provides a Discussion Forum by which members may post inquiries when researching best practices for hot button issues; and

**NOW, THEREFORE, BE IT RESOLVED BY THE FLORIDA ASSOCIATION OF CITY CLERKS:**

**SECTION 1:** FACC congratulates all members on this their 40th Anniversary and encourages all members to pursue a career of lifelong learning.

**SECTION 2:** This Resolution shall take effect immediately upon adoption and authentication by the signatures of the President and 1st Vice President of the Florida Association of City Clerks.

Presented this 13th day of March, 2013.

Attest: Lori McWilliams  
Lori McWilliams, MMC  
First Vice President

Kelly S. Koos  
Kelly S. Koos, MMC  
President