

# Florida Association of City Clerks

April 23, 2021

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## Message from the President



**"I'm thankful for my struggle because without it I wouldn't have stumbled across my strength."**

**– Alexandra Elle**

This is so true for all of us if we could only realize it. Sometimes we focus so hard on the struggle and how hard it was to overcome we fail to comprehend the success that came out of it. Once the conflict is behind us, we should reflect on the rewards we received and celebrate our newfound power whether it be physical, mental, or spiritual. It deserves celebrating, and you deserve to be celebrated!

*Warmest Regards,  
Debra R. Buff, MMC  
2020-2021 FACC President  
City Clerk, City of Belle Glade*

## Highlight



*We will be highlighting a different member each week to share "what it means to be a member of FACC" for that person.*

Today, enjoy reading about **Cathy LoTempio, Deputy City Clerk, City of Sanford.**

I began working at the City of Sanford on February 14, 2002 as a customer service representative in the public works department. I was promoted to the public works fiscal technician after a few years, where I handled the departments' purchasing, financing, budgets, and assisting the project manager and director. I enjoyed working in the public works department for sixteen years but was ready for a change. The deputy city clerk's position was posted for the third time, so I applied. On October 22, 2018, I began my position as the deputy city clerk, a position that was completely new to me, but I was ready for a new challenge. I have the most amazing and patient boss, City Clerk Traci Houchin, MMC, FCRM. [Read More.](#)

## FACC Election for 2021-2022 Vice President

Congratulations to the candidates for a well-run campaign. We appreciate your willingness to serve in a leadership capacity within your association. The outcome of the election process will be added to the slate of officers and directors that will go before the membership for consideration during the annual business meeting.

### Results for Vice President

Angie Guy, MMC: 40.97%  
Sandra N. McCready, BPA, MMC: 34.52%  
Lakisha Q. Burch, MMC: 24.52%

### Candidates for FACC Vice President:



**Lakisha Q. Burch, MMC**  
Town Clerk  
Town of  
Loxahatchee Groves  
[Post-Election Message](#)



**Angie Guy, MMC**  
City Clerk  
City of  
Dade City  
[Post-Election Message](#)



**Sandra N. McCready,**  
BPA, MMC  
Town Clerk  
Town of Surfside  
[Post-Election Message](#)

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## Member News

### Promotion



On April 19th, Becky Witte, CMC, was promoted from Code Compliance Manager to Deputy City Clerk for the City of South Daytona.

Congratulations, Becky!

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### Recognition

City Clerk Ann Marie Mancuso, CMC, City of Seminole, was recognized at the April 13th city council meeting for earning her CMC. Central West Director Angie Guy, MMC, City Clerk, City of Dade City, was unable to attend the meeting but the President of Pinellas County Municipal Clerks Association (PCMCA) Jennifer R. Carfagno, MMC, Senior Office Specialist, City of Pinellas Park, was able to make the presentation.

Congratulations, Ann Marie!



Pictured left to right on the top row, of the Seminole City Council: Councilor Trish Springer, Councilor Tom Christy, Vice Mayor Thom Barnhorn, Councilor Jim Olliver, Mayor Leslie Waters, Councilor Chris Burke and Councilor Roger Edelman.

Pictured left to right on the bottom row: City Manager Ann Toney-Deal, City of Seminole; Danielle Mancuso; Dan Mancuso; City Clerk Ann Marie Mancuso, CMC, City of Seminole; City Clerk Alexis Silcox, City of Belleair Bluffs and Senior Office Specialist Jennifer Carfagno, MMC, City of Pinellas Park.

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## Retirement

FACC Southeast Director and Town Clerk Lanelda D. Gaskins, MPA, MMC, FCRM, Town of Highland Beach, presented City Clerk Karen A. Phillips, CMC, City of Port St. Lucie, with her retirement resolution on April 12th. Karen is retiring on April 23rd.

Congratulations, Karen!



Pictured left to right: Councilwoman Stephanie Morgan, City of Port St. Lucie; Councilman David Pickett, City of Port St. Lucie; Town Clerk Lanelda D. Gaskins, MPA, MMC, FCRM, Town of Highland Beach; City Clerk Karen A. Phillips, CMC, City of Port St. Lucie; Vice Mayor Shannon M. Martin, City of Port St. Lucie and Councilwoman Jolien Caraballo, City of Port St. Lucie.

## FACC Board Meeting: April 16, 2021

The FACC Board of Directors met in-person on April 16, 2021 in Orlando.

[Executive Summary](#)



## FACC Board Meeting: Minutes Approved



These minutes have been approved.

[March 25, 2021](#)

## Celebrating Municipal Clerks Week



**May 2-8, 2021**  
**#MuniClerks #MuniClerks2021**

The IIMC is sponsoring the **52nd Annual Municipal Clerks Week**, a week-long series of activities aimed at increasing the public's awareness of municipal clerks and the vital services they provide for local government and the community. **This week is a celebration and reflection on the importance of the clerk's office.**

**Please submit information about your celebration (i.e., proclamations, celebrations, photos, etc.) to [FACC staff](#).**

### Toolkit

To help celebrate clerks week, FACC has put together a [toolkit](#) for Florida clerks. Resources include:

- Content for Social Media Platforms & Websites
- Top Tips for Communicating Municipal Clerk Services
- Social Media – A How To Guide For Citizen Engagement
- Sample Proclamation
- Sample Press Release

[Download Toolkit](#)

## FACC 2021 Summer Conference and Academy



**June 26-30, 2021  
#FACCSummer2021**

**Registration Opens April 30th.**

**Fort Myers  
Luminary Hotel  
2200 Edwards Drive, Fort Myers, FL 33901**

**Room Rate: \$169 per night**

**Member Rate: \$350 approximately**

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### **Donations/Promotional Items Needed**



The Summer Conference and Academy Host Committee is asking for your help. Municipal clerks throughout the state will converge on downtown Fort Myers June 26-30 for the 2021 Summer Conference and Academy. We are reaching out to each of you asking for donations for the conference.

**Door Prizes Needed:** On the last day of the conference “City Treasures” giveaways of gift baskets, gift cards, or other prizes always make for a fun afternoon to close out the conference. Gift baskets or door prizes should be delivered no later than the first day of the conference, or we can arrange to pick them prior to June 25.

**Welcome Bags:** We also need to fill 200 welcome bags for attendees. Suggested items include – candy, snacks, city-related promotional items, hand sanitizer, T-shirts, hats, and any PR items of interest from your area (discount coupons, free tickets, etc.) Please submit your donations to the Fort Myers City Clerk/Host Chair, as soon as possible, but no later than Tuesday, June 1 to allow us time to “swag” the bags.

For more information please call or email your Summer Conference and Academy Committee Host Chair Gwen Carlisle [gcarlisle@cityftmyers.com](mailto:gcarlisle@cityftmyers.com) 239-321-7040, or Lily Baker [lbaker@cityftmyers.com](mailto:lbaker@cityftmyers.com) 239-321-7043, or Jennifer Myers [jmyers@cityftmyers.com](mailto:jmyers@cityftmyers.com) 239-321-7041 or any host committee member.

## Job Openings



[Browse](#) current job openings.

## Upcoming Events

To view a list of all upcoming FACC Board of Directors Meetings, [click here](#).

### **Municipal Clerks Week**

May 2-8, 2021

#MuniClerks

#MuniClerks2021

[Download Toolkit](#)

### **75th Annual IIMC Conference, Grand Rapids, MI**

Embrace the Rapids: Maneuvering in a Changing World

May 9-13, 2021

### **FACC Board of Directors Meeting**

May 20, 2021

10:30 a.m. ET

Via Zoom

### **2021 Summer Conference and Academy, Fort Myers**

June 26-30, 2021

#FACCSummer2021

Fort Myers, Luminary Hotel

Room Rate: \$169 per night

Member Rate: \$350 approximately

Registration will open April 30th.

### **2021 Fall Academy, The Shores Hotel, Daytona Beach Shores**

October 17-21, 2021

#FACCFall2021

Room Rate: \$129 per night

Member Rate: \$400 approximately

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**Florida Association of  
City Clerks**

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