

Florida Association of City Clerks

August 21, 2020

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Message from the President



A quote by author Roy T. Bennet, “Life is about accepting the challenges along the way, choosing to keep moving forward, and savoring the journey.” Wow, the challenges we have faced in 2020, and it is only August! This journey has provided us with new skills, new accomplishments, and renewed creativity. Savor the journey!

I am excited to present my Presidential Logo that illustrates that together, we have no limits to our success. It is more important than ever to foster a sense of community in all aspects of our lives. We should all know; teamwork is incredibly valuable and vital to our success. Our committees work tirelessly to make our association the best that it can be for all of us. In these unprecedented times, fostering community can be more difficult, but not impossible! I am hoping that our members engage in my (President’s) Challenge to submit photos with their membership dues. While

we can't see each other in person, putting faces to names will help us build lasting relationships.

You are not an island all by yourself; there are many ways to connect with your fellow FACC colleagues. The Discussion Forum is a great tool for asking questions and receiving feedback. Our Mentor Committee can set you up with a mentor to help guide you in clerk duties; or you could serve as a mentor for another member. These are just a few opportunities for being fully engaged with the FACC membership even if we cannot gather face-to-face. We can still be "together" and share our strengths, inspirations and assistance with each other.

If you have any ideas for your FACC Leadership, please do not hesitate to contact us so we can keep moving forward from "me" to "we".

*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 **Joyce Raftery, MMC, City Clerk, City of Deltona.**

For twenty years, I worked every aspect of the real estate appraisal business. When the market was no longer sustainable, I applied for an administrative assistant position with the City of Sanford in the city clerk's office. After only one year in Sanford, I applied and was hired as the deputy city clerk for the City of Deltona. I served in the deputy position for approximately two years before being promoted to city clerk. I received my CMC certification on December 30, 2009 and my MMC certification on October 29, 2015. [Read More.](#)

2020 Fall Academy



Update from FACC Professional Education Committee (PEC):

A few weeks ago, we presented the membership with a survey regarding the options for a face-to-face Fall Academy event or a virtual event. The results were in favor of a virtual event.

With that information in hand, the PEC Committee set to work and met via Zoom on August 18, 2020 to discuss the possibilities of a virtual Fall Academy. The committee, in conjunction with Education & Training Coordinator

Amy Brewer (of the Institute of Government) have designed a condensed curriculum to accommodate members for the maximum number of points toward their CMC and MMC, to include the IIMC requirements for first, second, and third year members as well as material advanced enough to obtain MMC points. Amy Brewer indicated that many of the already scheduled speakers were willing to do their sessions virtually.

The FACC Board of Directors also met on August 20, 2020 to discuss the PEC Committee proposal and the board unanimously approved the class schedule presented and will move forward with the planning for a virtual Fall Academy.

There are still some questions to answer regarding the logistics of pulling off such an event; however, the PEC Committee has full confidence in the FACC Executive Director and staff, and the Florida League of Cities to help us make this virtual academy a success. More details will follow as we get closer to the event regarding registration and sessions offered.



Your Professional Education Committee (PEC) is hard at work on the logistics for our Fall Academy. Pictured above (top row, left to right): Amy Brewer, Education & Training Coordinator, John Scott Dailey Florida Institute of Government; FACC President Debra R. Buff, MMC, City Clerk, City of Belle Glade; and Scotty Lynn Kelly, CMC, Support Services Director, City of Sanibel. Pictured above (middle row, left to right): Lori Stelzer, MMC, City Clerk, City of Venice (Oops! She slipped away for a second); Maria Waldrop, MMC, City Clerk, City of Maitland; and FACC President-Elect Stacey Johnston, MMC, City Clerk, City of Holmes Beach. Pictured above (bottom row, left to right): PEC Co-Chair Pat Burke, MPA, MMC, Town Clerk, Town of Palm Shores; PEC Chair Julie Hennessy, MMC, City Clerk, City of Deland; and, attending via phone, Michelle Longo, CMC, FCRM, City Clerk, City of Longwood.

Challenge from the President



PRESIDENT'S CHALLENGE!

Do you recall the President's Challenge that was released a few weeks back? I sure hope you do and I hope you have taken action to meet the challenge!

My challenge was to those members who do not have their photo in our membership directory. Please take the necessary steps to see to it that your picture is a part of our directory, and a part of our history. This is a simple request, but so very important, especially knowing the uncertainties of when we will be able to meet in-person, could be a year, could be two years – yes, we have no idea when Covid will bury its nasty head in the sand and let us go back to normal living!

Please be sure we can place your face with your name, as it is so much more personable! After all, wouldn't you want to visualize the person you are having conversations with?

FYI: Membership dues must be paid prior to the directory deadline of September 4, 2020, if not paid by then you will not be in the directory at all. Membership invoices were emailed on August 3, 2020.

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

FACC Board Meeting: August 20, 2020



Your FACC Board of Directors and FACC Staff met on August 20, 2020 via Teams and are working hard towards your membership benefits.

[Executive Summary](#)

[Agenda Packet](#)

Update Contact Information

Our membership directory (for the 2020 - 2021 fiscal year) will be finalized September 4, 2020.

If you do not renew by September 4, 2020, you will not be included in the directory.

We are asking members to please login to your member portal by September 4th to review your contact information.

Please only submit professional head shots to be included in the directory.

Email any changes to facc@flcities.com.

[Click here](#) to login to your member portal.



Member News

MMC Certification



Annery Gonzalez, MMC, City Clerk, City of West Miami recently earned her MMC Certification.

Congratulations, Annery!

MPA Degree



Venice Howard, MPA, CMC, City Clerk, City of Lauderdale Lakes recently earned her Master's in Public Administration from Barry University.

Congratulations, Venice!

Promotions



- Kimberly Dillon has been promoted from Records Coordinator to the Assistant City Clerk for the City of Tamarac.
- Amber M. LaRowe, CMC has been promoted to City Clerk for the City of St. Pete Beach.

Congratulations, Kimberly and Amber!

Resolution Presentation to Mike Sittig



Join FACC via Zoom on September 4, 2020 at 2:00 p.m. EST to honor and present a resolution to Mike Sittig upon his retirement as executive director of the Florida League of Cities.

[Register Now](#)

Florida Certification Task Force Survey

The Florida Association of City Clerks (FACC) State Certification Task Force is seeking your input to determine if a Florida specific certification would be beneficial to you and to your city. Education is the key component of FACC; and as municipal clerks it is important that we promote life-long learning and continued skill development as laws, technology, and the copious amount of other duties evolve.



A state certification is intended to supplement our current certification offerings (CMC, MMC) and not replace them. A Florida certification would be specific to Florida laws, statutes, rules and regulations. It would provide an extension of educational opportunities so we can continue our lifelong learning pledge.

The survey deadline is August 28th at 2:00 p.m. EST.

[Take the Survey](#)

Malicious Email Alert

Some members have recently received an email from an individual claiming to be President-Elect Johnston. For your reference, we have included an image of the malicious email below.

When you view the highlighted portion of the photo below, you will notice that the email address does not belong to President-Elect Johnston. All emails from President-Elect Johnston will come from cityclerk@holmesbeachfl.org.

If/When you receive emails from a source claiming to be the president-elect, please confirm that it is from cityclerk@holmesbeachfl.org before you reply, forward, click on links contained in the email or download attachments within the email.

If you have received a similar email to the one below, please mark it as spam and disregard.

-----Original Message-----

From: Stacey Johnston <ad25637892@gmail.com>

Sent: Tuesday, August 18, 2020 9:23 AM

To: Mooney, Cheryl A. <CMooney@templeterrace.com>

Subject: - (Microsoft Exchange has flagged this message as possible SPAM) Are you free at the moment?

Hi Cheryl, are you free at the moment?

If yes, email me at the earliest opportunity.

Regards
Stacey Johnston

There may be more phishing attempts similar to this one in the future and the individual responsible for these SPAM emails may email you claiming to be other members of the Board. Please familiarize yourself with the emails listed below, so you will be able to identify the SPAM emails. If you receive an email from someone claiming to be a board member, you should notify the appropriate board member that someone is sending out malicious emails on their behalf and block the spammer.

President Debra R. Buff
President-Elect Stacey Johnston
Vice President Cheryl A. Mooney
Northeast Director Caroline Best
Northwest Director Leslie Guyer

dbuff@belleglade-fl.com
cityclerk@holmesbeachfl.org
cmooney@templeterrace.com
cbest@fbfl.org
lguyer@gulfbreezefl.gov

Central East Director Patricia J. Burke
Central West Director Angie Guy
South Director Sandra McCreedy
Southeast Director Lanelda D. Gaskins
Southwest Director Patricia Rambosk
Immediate Past President Bea L. Meeks

townhall@townofpalmshores.org
aguy@dadecityfl.com
smccready@townofsurfsidefl.gov
lgaskins@highlandbeach.us
prambosk@naplesgov.com
bmeeks@edgewood-fl.gov

Below are just some tips to help identify phishing emails:

1. Look at the "From" email address, not just the name of the sender. Often, scammers will use a Gmail, AOL, Yahoo or another strange domain to send an email. If the the domain (the part after the @) matches the sender, it is PROBABLY legitimate.
2. Check for grammatical errors. Emails from scammers are often poorly written with many errors.
3. The message may convey a sense of urgency while asking you to do something quickly or abnormal.
4. The email may contain strange links or attachments. Think before you click and hover over links to make sure the link is legitimate. If you are not expecting an attachment, reach out to the portrayed sender by creating a new email (not by replying to the email in question).
5. If you have questions about the validity of an email, contact the sender via phone or known email address. Do not respond to the message.

If you have any questions, please contact FACC Staff [here](#).

Ethics Training for Municipal Officials

This webinar is for educational purposes only; it is not approved for any CMC/MMC points.

The class will be held virtually on Oct 14, 2020 starting at 10:00 AM EDT. Sign up [here](#)!

The class contains a morning and afternoon session to cover all 4 hours with a lunch break in-between. Meet the state requirement and maybe, just maybe, enjoy doing it!

Session 1: 10:00 a.m. - 12:00 p.m. - Florida Ethics Law (Chapter 112)
BREAK

Session 2: 1:30 p.m. - 3:30 p.m. - Florida Public Records and Public Meetings Law

Participating in the FULL four hours of this webinar meets the state requirement for annual ethics training. We hope to see you there!



After registering, you will receive a confirmation email containing information about joining the webinar.

[Sign-Up Here](#)

2020 FLC CityStats Survey: Your Data Matters!



The annual Florida League of Cities CityStats survey launched on Monday, June 29. The 2020 survey is being conducted online via survey links that were emailed to each city's designated key contact. Your survey link is unique to your city. If the link was not received, please contact [FLC Research Analyst, Liane Giroux](#). CityStats is a vital source of information for League members, League advocacy and education staff, state agencies and research institutes across the state. Make sure your city takes part! If you would like to review the online survey prior to logging in, a [PDF of the questions](#) is available. **The survey deadline is Monday, August 31.**

Coronavirus Resources



Resources

FACC has created a web page dedicated to resources for you regarding the Coronavirus (COVID-19). [View Resources](#).

Job Openings



[Browse](#) current job openings.

Upcoming Events

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

Resolution Presentation to Mike Sittig, Zoom

September 4, 2020 at 2:00 p.m. EST

Register [here](#).

2020 Fall Academy, Virtual

October 18-28, 2020

Virtual

#FACCFall2020

Details Coming Soon

75th Annual IIMC Conference, Grand Rapids, MI

Embrace the Rapids: Maneuvering in a Changing World

May 9-13, 2021

2021 Summer Conference and Academy, PGA National, Palm Beach Gardens

June 26-30, 2021

#FACCSummer2021

Room Rate: \$169 per night

Member Rate: \$350 approximately

2021 Fall Academy, The Shores Hotel, Daytona Beach Shores

October 17-21, 2021

#FACCFall2021

Room Rate: \$129 per night

Member Rate: \$400 approximately



[Find us on Facebook.](#)



**Florida Association of
City Clerks**

www.floridaclerks.org

facc@flcities.com

(800) 342-8112