



CITY DESK

Florida Association of City Clerks

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PRESIDENT'S MESSAGE

I can hardly believe it is already March 2006. Of course the old saying is, "Time flies when you are having fun or even when you are not having fun." This year has been a mixture for me: good times and not so good times, but still the time is flying and most of the time so am I.

The Manual Revisions Committee has been working diligently on the in-depth procedures for each Committee Chair and Board member to be included in the Manual. I know you will be pleased with the results. When you agree

to chair a committee or serve on the Board of Directors, you will know exactly what the job entails and what the members expect of you. Also, you will know the timelines to follow to accomplish your goals for the year.

Diane Gibson Smith, Deputy City Clerk, City of Leesburg, agreed to serve as FACC's representative on the Records Retention Schedule Workgroup. She has been meticulously working with the State to update the schedule. Please see her article in this newsletter. We will have a class at the Conference to bring us up-to-date on the changes.

Ray and I attended the IIMC Region III Conference in Wrightsville Beach, North Carolina, in January. We enjoyed the location (right on the Atlantic Ocean), the hospitality of the North Carolina Clerks, the camaraderie, renewing friendships, and the MMCA classes. I appreciate the opportunity to serve as one of FACC's ambassadors to Region III.

Dyanne Reese, Clerk of the Council, Savannah, Georgia, has decided to take the opportunity to run for IIMC Second Vice President. I am very proud we have a Region III candidate, and I was pleased to present the resolution from the Florida Association of City Clerks endorsing Dyanne at the IIMC Region III Conference. The Board will announce the election results at the IIMC Conference in May in Anaheim.

Our new FACC lapel pins have arrived. They are very different from any other pins we have had – palm tree, sand, the FACC letters, etc. Please e-mail me with your mailing address if you are attending the IIMC Annual Conference in Anaheim, California and I will send ten pins to you.

FACC's Clerks Assistance Program (CAP) is really starting to pay off. Second Vice President Tammy Vock compiled a list of retired clerks who are willing to work temporarily at cities without a clerk. We have had several calls from various cities and Tammy has matched the clerks to the cities. These cities are very grateful and think CAP is a great program.

Our theme for the June Conference is "Sailing the Seas of Change." The Conference Committee has put together some wonderful entertainment and the Professional Education Committee has asked great speakers to present valuable information. Our vendors are very important to us, so please stop by each vendor booth. Tell them you appreciate them setting up a booth at our Conference.

I look forward to seeing all of you at the Conference. Thank you again for the cards, e-mails, and telephone calls asking about my health. Praise God, I am doing well. God bless all of you and God bless America.

~ Betty M. Richardson, MMC
President
City Clerk, City of Leesburg



ABOUT OUR MEMBERS

MASTER MUNICIPAL CLERK

Linda D. Boan, MMC, City Clerk, Zephyrhills
 Lisa Burns, MMC, City of Temple Terrace
 Tammy K. Vock, MMC, City of Vero Beach

SECOND LEVEL MASTER MUNICIPAL CLERK ACADEMY

Janice G. Goebel, CMC, City Clerk, Apopka

FIRST LEVEL MASTER MUNICIPAL CLERK ACADEMY

Ada M. Graham-Johnson, CMC, City Clerk, Deerfield Beach
 Helen M. Raimbeau, CMC, City Clerk, North Port
 Janice M. Moore, CMC, Town Clerk, Manalapan
 Pamala Prell, CMC, Deputy City Clerk, St. Pete Beach
 Christine Gardner, CMC, Deputy City Clerk, Pinellas Park

ENTRY LEVEL MASTER MUNICIPAL CLERK ACADEMY

Donna Gardner, CMC, Secretary, Casselberry
 Janet R. Dougherty, CMC, City Clerk, Sanford
 Jerie Guegan, CMC, City Clerk, Dunedin
 Marie Schmidt, CMC, City Clerk, Sweetwater

CERTIFIED MUNICIPAL CLERK

Beth Eikenberry, CMC, City Clerk, Ocoee
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 Sheri Stewart, CMC, Deputy City Clerk, Punta Gorda
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 Anne Sasser, CMC, City Clerk, Groveland
 Valerie Hurley, CMC, Deputy City Clerk, Lake Worth
 Lisa Bloomer, CMC, Deputy City Clerk, Edgewater
 Suzan Davis, CMC, City Clerk, Paxton
 Diane DiSanto, CMC, Deputy Village Clerk, Royal Palm Beach
 Maria M. Menendez, CMC, City Clerk, South Miami
 M. Sue Novack-Wilson, CMC, Administrative Assistant, Tavares
 Maria T. Waldrop, CMC, Executive Assistant to the City Manager/
 Acting City Clerk, Maitland
 Alison Hobbs, CMC, Assistant City Clerk, Weston
 Karen Howard, CMC, City Clerk, Umatilla

CORRECTION TO COMMITTEE LISTING

You know how gremlins get into the best of documents! Well, Cathy Benson's name was inadvertently omitted from the 2006 Conference Committee. Cathy is the City Clerk at Safety Harbor. She has attended every committee meeting and has worked diligently to make the 2006 a great conference. My apology to Cathy. By the way, Cathy is also serving on the Exhibitors/Sponsors committee this year.

~ **Betty M. Richardson, MMC**
President
City Clerk, City of Leesburg



Members of the Southwest District met Friday, February 17, 2006 at Sarasota City Hall - see page 9 for details!

**IN MEMORIAM:
 FACC PAST PRESIDENT DIES OF CANCER**

Linda M. Davidson, 55, Orlando, died Sunday, November 27, 2005. Born in Oxford, FL, she moved to Orlando in 1988. She worked as City Administrator of Belle Isle, FL, was past President of Florida Association of City Clerks, and most recently, volunteered in Neighborhood Crime Watch.

Survivors include husband, Michael Kevin; three sons of Orlando, Eric Shaun, Everett Scott and Michael Lakaff. Brothers, Andrew and Jerry of Leesburg, and Robert Mallory of Perry; sisters Sharon McKee of Bradenton and Lisa of Eustis, FL. She has four grandchildren; Brendan, Taylor, Katelynn and Tylor. Memorial Service was held in Orlando on Thursday, December 1, 2005.

Published in the Orlando Sentinel on November 29, 2005

FACC'S FLYING FISCAL YEAR!

I'll bet that most of you didn't know that FACC's "fiscal year end" is May 31st! Good grief – we're almost there! Where has this year gone? Our Annual Conference will soon be upon us (June 25-28) and you know what that means.. It's time to think about what YOU can do to help FACC continue to be a viable, relevant organization, teeming with educational opportunities to help all of us meet the challenges we face every day with grace and an enthusiastic, knowledgeable spirit. As your incoming President, one of my responsibilities is to appoint the Committee Chairs and Committees, in accordance with our By-Laws. Let me know your "heart's desire" as soon as possible, since we are very fortunate to have an abundance of hard-working volunteers among our 550 members! For the first time, this year we will hold a brief Orientation for our 2006-07 Board Members and Committee Chairs at the close of our Annual Conference to enable us to all work off the same page and get a "jump start" into our fresh new year. For a complete description of the various committees and opportunities to serve, please visit our FACC website at www.floridaclerks.org.

Awards/Scholarship Committee
Membership Committee
Budget Committee
Mentoring
By-Laws Committee
Nominating Committee
Conference Committee
Professional Education Book
Goals Committee
Resolutions
Institute Committee
Speakers Outline
Investment Committee
Sponsors Outline
Legislative Committee
Webmaster
Manual Revisions Committee
Historian

~ **Lisa Burns, MMC, Chair**
Professional Education Committee
City Clerk, City of Temple Terrace

Have an article or photo you'd like to see in the City Desk? Contact the City Desk editor, Tammy K. Vock, MMC,
City of Vero Beach, at TVock@covb.org

CITY DESK deadline:
• **June 15 – July 2006 edition**

2006 FACC ANNUAL CONFERENCE SAILING THE SEAS OF CHANGE - FINDING HIDDEN TREASURES

Get ready to set your sails and chart your course! Our Annual Conference program will provide a treasure chest of educational sessions to help you navigate through the every-day adventures we all face.

A life without goals is like a ship without a rudder. We'll start off with an informative session on goal-setting brought to you by everyone's favorite, Bob Harris. Then it's time to choose your path – a series of land-use issues will be presented, including sessions on comprehensive plans, annexations, writing ordinances, and demystifying CRA's. An update on the comprehensive revision of our records management retention schedules will be presented, as well as an election-year session presenting the latest information on elections and qualifying candidates.

This year we'll have sessions on communicating instead of just talking, and if we or someone near and dear to us has already put their foot in their mouth, Pat Gleason, General Counsel in the Office of the Attorney General may be able to help, since she was the editor of the Government in the Sunshine Manual and will be here to talk to us about our Public Records. Those wearing finance hats are not forgotten as Lisa Absher returns to share budgeting tips and tricks and assist with other financially related issues.

For relief from overwhelming "nuts and bolts", you'll be able to relax and enjoy sessions on how to plan and carry out special events, how to be poised, professional, and socially correct, and a session exploring diversity in the work environment. We will also learn about criticism – given with kindness, received with grace. We would be remiss if we didn't include Toni Brandt, IIMC's accreditation specialist for a session we're calling, "They are certifiably what?" Some days we all feel as though we must be "certifiable" to work in the City Clerk's office; however, this session is actually all about our certification process.

And...at the end of our voyage, we will have "A True Treasure – Leadership with your Head AND your Heart" as Carol Clendinen returns to close out our treasure-hunting quest with a session on leadership straight from the heart.

Set aside those lazy days of summer, June 25-28, and sail on down to Tampa Bay for a great learning experience amidst faithful friends, old and new, from all over Florida, as we celebrate our 2006 Annual Conference.

~ **Lisa Burns, MMC, Chair**
Professional Education Committee
City Clerk, City of Temple Terrace

**A MESSAGE FROM OUR CENTRAL EAST DIRECTOR,
MARGE STRAUSBAUGH**

Let me first congratulate all in the Central East District who are diligently working on obtaining their CMC and MMC certifications. Our Florida Clerks are to be commended for their dedication to learning. We are increasing our membership and attendance at our conferences, which is very commendable to our organization.

I will not be seeking another term as the Central East District Director. I want to thank all of you for your support and friendship over the past eleven years that I have been attending conferences and been involved in the FACC organization. Not to say I won't still be around, because I will. Most importantly I will still be available to anyone who needs me. It has been amazing to me the wonderful clerks that I have come to know over the years and the wonderful organization that is the Florida Association of City Clerks. My dream was to help this organization in every way that I could. The good Lord has moved me in other directions and this is as far as I seem to be going with the FACC Board.

I want to encourage all of you to become involved in any capacity that you can. Every bit of help is important to keeping FACC strong. I want you also to talk it up to your City Managers and City Councils/Commissions. Clerks are not only educated when obtaining our IIMC certifications, we are also experienced. The duties a City Clerk is responsible for are too important to not have experience. A City can be very vulnerable if their City Clerk, Deputy Clerks and those responsible for the Clerk duties are not educated and experienced. Take that message to your Councils and Commissions and to your management.

Thanks to Donna Gardner for setting up our Parliamentary Procedures class this past year. If someone else has a class they would like to host for our District please let me know. I look forward to seeing everyone at the June Conference. It is going to be another great Conference. The sessions include some new focuses, particularly in the planning areas that relate to what Clerks do in that area. We are also on the West Coast in Tampa and that is a great area to visit. The conference committee has been working hard to make this the best conference ever.

As this will be the last issue of *City Desk* before our June Conference, I would like to take this opportunity to thank President Betty Richardson for her leadership this year. It has been a very difficult year for her, but she has continued to put FACC up front, making sure that everything has been addressed. Betty, you have set an example for the Florida Clerks that has touched our hearts and will remain with us for the rest of our lives. Thank you again. I have learned so much from you over the years and treasured our friendship.

**~ Marge Strausbaugh, MMC
Central East Director
City Manager/City Clerk, City of Mascotte**

GUIDO INGUANZO FOR 2ND VICE PRESIDENT

Dear Fellow Clerks:

It has been a real pleasure to hear from so many of you over the past several weeks with your kind words of support and with your many great ideas for FACC. I think this is an exciting time for our profession - and so it should be for our professional association as well. I propose the following as the main points of my platform for seeking the office of Second Vice President:

- Establish the compilation of a comprehensive salary, benefit and job duties survey on an annual basis
- Work for FACC representation on the Florida League of Cities' Board of Directors
- Improve the delivery of the City Desk and time-sensitive materials via electronic media
- Propose a change to the FACC election system so that members can meet-and-greet candidates in person
- Continue to offer regional institutes

As I mentioned in my correspondence last month, both our profession and our professional organization have come a long way since I became a municipal clerk in 1992. Education, networking, technology, and yes, even politics have changed our day-to-day work dramatically. Every step of the way I have been actively involved, along with many of you, in contributing to the growth and development of the clerk's position. I look forward to the opportunity of continuing to serve by representing you as Second Vice President. Please send any comments or suggestions to inguanzo4facc2vp@gmail.com.

Thank you for your time and consideration,

**~ Guido Inguanzo, CMC
Village Clerk, Village of Pinecrest**

2005-2006 RESOLUTION COMMITTEE

The 2005-2006 Resolution Committee communicated by email and phone. As of this date, the Committee has presented ten Resolutions, which included retirements, County Association Anniversaries and supporting Dyanne Reese as Second Vice President for the International Institute of Municipal Clerks. Many of these Resolutions were presented by an FACC representative at the event recognizing the achievement.

If you are a member of FACC and planning to retire or know a member who has retired between June 2005 and May 2006, please contact Lori Stelzer, lstelze@ci.venice.fl.us; 401 W. Venice Avenue, Venice, Florida 34285; 941-486-2626, Ext. 2441; or fax 941-480-3031. Committee members will make every effort to have the Resolutions presented at the event recognizing the retirement.

Members of the Committee are Ellisa Horvath, CMC, Bal Harbor, Vice Chair: Debbie Fitz-Gerald, CMC, South Daytona; Mary Chambers, CMC, Pompano; Kim Terwilliger, CMC, Oak Hill, Maria Waldrop, CMC, Maitland; and Lori Stelzer, MMC, Venice, Chair.

**~ Lori Stelzer, MMC, Chair
Resolutions Committee
City Clerk, City of Venice**

LIFE IN PERSPECTIVE

In order to give you the setting of this story, I must begin at the beginning. My husband, Gale, and I are very blessed to have precious family and friends all across the country. To enjoy some of them, we took a wonderful road trip this past July, first to Ann Arbor, Michigan with one of my brother's and his family to attend the wedding of my niece, the daughter of another brother. We then went on to Oklahoma to visit old friends that I had worked with in Mustang, Oklahoma (western suburb of Oklahoma City), when I was the City Clerk there about 20 years ago. Yes, I have been a Clerk for a lifetime. We had a marvelous time along the way, stopping in Chicago, St. Louis and Branson, Missouri, visiting the Alfred E. Murrah bombing memorial in Oklahoma City and Mustang, Oklahoma reacquainting with our friends, and then along the Gulf Coast to New Orleans, Biloxi, Tallahassee and finally home.

A couple of short months later, hurricane season was in full swing and we watched as Katrina and Rita devastated the areas we had traveled through recently. The wonderful memories were very vivid in our minds. In Florida, we are all very aware of the devastation that hurricanes can cause. Every year it is the same old thing, hunker down and ride out the storm. In 2004, Central Florida and my city, Bartow, took three direct hits and we were without power, phones, cable TV, roofs, etc. for weeks. It was very inconvenient for us all, but we had no idea what can happen when the storm passes and everything is gone for everyone.

As reports began to come in about the need in the Gulf Coast areas, our church, the Highland Park Church of the Nazarene, planned three Work and Witness trips to Mississippi to help the storm victims. The first trip was early in November and my husband and I both were anxious to go and lend a hand. We went with a team of 12 people, four women and eight men, from our church. We met early on Wednesday morning, November 9, rode in an 8 passenger van along with two pickup trucks and a trailer load of tools for ten hours. We must have looked like the Beverly Hillbillies. We arrived in Gautier, Mississippi, at suppertime that evening. Our accommodations were air mattresses and sleeping bags on a gymnasium floor and cold community showers (not coed, of course) at a sister church in Gautier. We thought we were really roughing it, but we didn't realize that the residents all along the coast had been roughing it for a couple of months since the storm. We found that there was a huge Nazarene disaster relief effort organized and operating out of this church that would go on for months to come. We were assigned an area to work and away we went the next morning, sans makeup and hairdos. As we traveled through the neighborhoods to our assigned area, our mouths hung open as we observed that no one, rich or poor, black or white, young or old, coastal or inland, had been spared. From Trent Lott's multimillion dollar home on the coast in Pascagoula to the poorest of the poor, all was lost. Along all the streets were homes in various states of disrepair or dilapidation with a FEMA trailer in front where the residents were living until they could rebuild or repair their homes. The elderly couple whose home we worked on the first day lost everything to the rising water that swept through their neighborhood. Our team carried their belongings including

family photos and memorabilia to the curb for trash pickup. That was the norm, huge piles of furniture, personal items, dry wall, roofing materials, and cabinets at the curb at every home if the resident chose to stay. If there was not a FEMA trailer in the front yard and a pile of debris at the curb, you knew that those folks chose to just give up and move away. We had to wear masks to enter the homes to work because the black mold was growing everywhere, very strong in the air, making it unhealthy and hard to breath. Our task was mainly to re-roof and to remove the bottom half of the moldy dry wall, since the water had risen to three feet in most homes as far from the coast as three to four miles inland. Imagine that everything you own from your floor up to three feet were under water. What would you lose? It was unbelievable. Another family that we helped with their roof, escaped the storm by catching a rowboat as it floated by during the storm and came to rest at the front door of a church a block away. They climbed out of the boat and waded to the stairs and stayed on the second floor until the water receded. The boat was still leaning against the church door when we were there. We worked for four days, helped on various stages of six different homes and returned home with the thought that we had made a very small difference to a very few people, but with the knowledge that they were so grateful for any help at all. As we took our lunch breaks at local restaurants, we were obviously relief workers covered in dry wall dust and other dirt, but rather than being stared at and shunned, we were welcomed with "Thank you for being here and helping us". We went to BE a blessing, but came away with a greater blessing than we could have imagined, amazed at the strong spirit, courage and love between people.

Life has never been in a better perspective for me than it is now. It's short, there are no guarantees, and we must live and love everyday for what can't be swept away. Thank you for letting me share my story and may God bless you all.

*~ Linda Culpepper, MMC
City Clerk, City of Bartow*

MEMBERSHIP REACHES AN ALL TIME HIGH

It is with excitement that the Membership Committee reports the current membership is at an all time high. FACC currently has 514 active members, 13 associate members and 17 honorary members bringing the total to 544. Please keep your cities informed of the value of their continued membership and involvement in FACC. I sincerely feel that taking advantage of the excellent educational opportunities offered by our Professional Education Committee at both Conference and Institute is the key to our success as Clerks. Thank you to President Betty Richardson for her leadership and for the opportunity she has given me in allowing me to serve as Chairman of the Membership Committee for 2005-06.

*~ Jackie Lawhon, CMC, Chair
Membership Committee
City Clerk, City of Sopchoppy*

**INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS
DYANNE C. REESE, REGION III DIRECTOR**

I am excited about my decision to seek the office of Second Vice-President of the International Institute of Municipal Clerks (IIMC). It has been an honor to serve IIMC for over 19 years and I look forward to many more. The election will take place in May 2006 at the Annual Conference in Anaheim, California.

I have been a member of IIMC since 1985 and attended every Annual Conference since joining the organization. Upon joining IIMC, I immediately became very active at every level and have worked hard to assist in the organization's positive growth and development. I received my IIMC certification on January 5, 1990 and last year entered the Master Municipal Clerks Academy. I have served on numerous committees, Records, Meeting Administration, Membership, Program Review and Certification, Conference Policy, and Big Cities.

Four IIMC meetings have been held in the City of Savannah. Under the leadership of President Terry Tripp and Chair Christine Wilder, I hosted the Meeting Administration Committee where we formulated the booklet "The Language of Local Government" which is still in print and widely distributed among municipalities. In 2000, I participated in the First Summit on Education. Under my chairmanship of the Education and Personal Growth Committee, many educational initiatives were adopted to improve educational opportunities for clerks. I also participated in the Second Summit, hosted by Education Chair Mary Lynne Stratta in Bryan, Texas. I was presented the "2001 Presidents Award of Merit" by President Sue Lamblack. In 2003, I received the "Quill Award" at the Annual Conference in Columbus. It was also the year that I was elected to the IIMC Board of Directors, representing Region III.

I am a 36-year veteran employee of the City of Savannah. I began my career in 1969 and in 1976 became Assistant Clerk of Council. In 1985, I was appointed Clerk of Council by the Mayor and Aldermen of the City of Savannah. This year, I celebrated my 20th year as the City Clerk. I am a member of the Georgia Municipal Clerk and Finance Officers Association. In 1997 I served as President and was named "Georgia Clerk of the Year" in 1994.

I believe I am prepared for the position of Second Vice-President of the International Institute of Municipal Clerks. I am committed to the organization's purpose, ethics and membership services. I am a team player and builder, with the ability to bring consensus, but also deal with the hard questions and controversial issues by making decisions that are best for the organization.

I have chosen as a slogan, "**Reese's Pieces – Bringing the Pieces Together.**" I want to maintain the ethics and integrity this organization was founded upon and build better bridges of communication with the membership. I am a believer in openness, inclusion and diversity, especially in an organization with growth and expansion possibilities such as ours. It is my goal to reach out more to state organizations with forums on how IIMC can be improved and better serve its membership.

There are many pieces to bring together. As your leader, I want to be out front leading the way to building a better organization in three primary areas: Membership Services, Staff Development and Executive Committee /Board of Directors relations and communication.

I am humbled by the overwhelming show of support I have received from IIMC members and Past-Presidents who have placed their confidence in my leadership abilities. It is my hope and desire to build upon this momentum to bring our organization together for a bright and prosperous future. I do believe that I bring something new, fresh and exciting to the table. I hope you and the majority of IIMC membership will allow me the opportunity to serve as IIMC's Second Vice-President in 2006.

I not only solicit your support, but also your input and ideas for IIMC. Thanks for taking the time to read this letter. It is a capsule of my involvement and commitment to IIMC and I hope you agree that it merits me moving to the next level as IIMC Second Vice-President in 2006.

**~ Dyanne C. Reese
Clerk of Council
City of Savannah, GA
Candidate for IIMC Second Vice-President
Anaheim, California, 2006**

SUPPORTERS OF DYANNE'S CANDIDACY

- Iola Stone, Elberton, GA 1984-85
- Helen Kawagoe, 1986-87, Carson, CA
- Norma Rodriguez, 1993-94, San Antonio, TX
- Muriel W. Rickard, 1994-95, Deerfield Beach, FL
- Tom Roberts, 1995-96, Kansas City, KS
- Linda Murphy, 1997-98, Soldotna, AS
- Vicky Miel, 1998-99, Phoenix, AZ
- Mary Lou Todd, 1999-00, Garner, NC
- Susan A. Lamblack, 2000-01, Newark, DE
- Ranette Larsen 2001-02, Garland, TX
- Jean M. Bailey 2003-04, Rocky Mount, NC
- Regional Support by Resolution:
 - Region III: (Alabama, Florida, Georgia, North Carolina & South Carolina)
 - Region IV: (Arkansas, Louisiana, Mississippi, Oklahoma, & Texas)
- State Support by Resolution
 - Georgia Municipal Clerks/Finance Officers Association
 - North Carolina Association of Municipal Clerk
 - City Clerks Association of California, Board of Directors
 - Florida Association of City Clerks, Board of Directors
 - South Carolina Municipal Finance Officers, Clerks & Treasurers Association
 - Alabama Municipal Clerk Association
 - Alaska Association of Municipal Clerks
 - Arizona Municipal Clerks Association
 - Colorado Municipal Clerks Association

And building.....State by State – Region by Region

ATTENTION FACCC MEMBERS

The conference committee is working on many projects for a successful 2006 Conference. One of the many projects is getting door prizes to present at several of the events. We are asking each member that is attending the conference to bring a door prize. *(Note, the Committee cannot solicit for monetary donations. If a business wishes to donate money instead of a prize, provide Barbara Solis with their contact information and inform the business FLC will be in touch to work out the details).* For more information regarding door prizes email nhalboth@ci.south-pasadena.fl.us

~ **Nelly Halboth, CMC**
Deputy City Clerk, City of South Pasadena

FACC WEBSITE

Just a reminder that there is a lot of very useful and up to date information on our website. Please remember to review the web site periodically at www.floridaclerks.org. Just recently the 2006 Candidate and Campaign Treasurer Handbook link was posted.

Any items that you would like to see posted on the website please email them to me at tvock@covb.org.

~ **Tammy K. Vock, MMC**
2nd Vice President/City Desk Editor
City Clerk, City of Vero Beach

VOLUNTEERS NEEDED

The Florida Records Management Association (FRMA), is looking for volunteers for the upcoming FRMA Annual Conference. The Conference is being held in Orlando at the Disney Grosvenor Resort, May 2-5, 2006 and volunteers are needed to help with the opening/closing sessions as well as in other areas. Attendance is good towards CMC/MMC points since it is educational and this year they are beginning the Florida Certified Records Manager (FCRM) Program.

If interested or would like more information, please contact: Jennifer J. Romaker, CMC, Deputy City Clerk, City of Deltona, (386) 561-2121, email: jromaker@ci.deltona.fl.us.

~ **Tammy K. Vock, MMC**
2nd Vice President/City Desk Editor
City Clerk, City of Vero Beach

FYI FROM BUREAU OF ELECTION RECORDS

For information, Chapter 2005-360, Laws of Florida, prescribes the requirement for making in-kind contributions to political parties. This law was passed during the 2005 special session and became effective on February 1, 2006.

~ **J. Clint Howell, Administrative Assistant II**
Bureau of Election Records

LEGISLATIVE COMMITTEE

The Regular Legislative Session will convene on March 7 through May 5, 2006 and the committee has been asked to monitor any legislation pertaining to instant runoff. Proposed legislation of interest to clerks or their residents includes:

- SB 1312 – Notaries Public - Notaries Public; increases fee to \$10 per signature; requires that notary public provide services without charge to military veteran or firefighter or law enforcement officer who is applying for certain benefits such as pension, compensation insurance policy or other benefit resulting from public service; requires that a notary public record each notarial act in a journal with a retention of five years from the last entry.
- Town of Palm Beach will submit legislation to facilitate the conversion of utility lines to underground service. US Rep. Clay Shaw has introduced similar legislation on the federal level – HR 4286.
- HB 167 that would regulate Household Moving Services through the Dept. of Agriculture and Consumer Services.
- SB 934 – Mobile Homes - Mobile Homes & Affordable Housing; provides legislative findings that mobile home parks provide safe & affordable housing; provides intent that local governments & redevelopment agencies use available funding sources to assist mobile home owners with the cost of relocating their homes, purchasing new mobile or manufactured homes, or relocation to suitable facilities if parks are being closed due to a change in land use.
- SB 1592 - Local Occupational License Taxes - Updates provisions authorizing reclassification & new rate-structure revisions to local occupational license allowing cities that did not previously conduct an Equity Study to do so and allows municipalities to decrease rates. Amends F.S. 205.0535.

Please notify a committee member if you would like to have any proposed legislation monitored. Committee members are Deb Fick, CMC, Chair, Hypoluxo; Bea Meeks, CMC, Vice Chair, City of Edgewood; Cynthia Goudeau, CMC, Clearwater; Susie Novack-Wilson, Tavares; Cathy Szabo, CMC, Golden Beach; Jeannette Williams, CMC, Sebastian; Barbara Estep, CMC, Miami Shores Village

~ **Deb Fick, CMC, Chair**
Town Clerk, Town of Hypoluxo

2006 CANDIDATE AND COMMITTEE WORKSHOPS

The Division of Elections will be presenting the 2006 Candidate and Committee Workshop during the month of April. Registration forms and information is available by contacting the Division of Elections or by visiting the web site at <http://election.dos.state.fl.us>. It is not necessary for groups and organizations to list each individual attendee's name, but they need to know the number of people attending at a specified location so that they will have adequate materials for everyone. Any questions please call Kristi Reid Bronson, Chief, Bureau of Election Records at (850) 245-6240 or email her at kbronson@dos.state.fl.us.

~ **Kristi Reid Bronson, Chief**
Bureau of Election Records

MAXIMIZE YOUR CERTIFICATION POINTS

The path to your Certification is paved with more than attendance certificates ~ it takes hard work, and lots of it, if you expect to reach your MMC goal before retirement!

Be sure not to sell yourself short when it comes to completing your application for the various levels of the certification process. If you participated on a panel at a conference or institute, for example, and answered questions from fellow clerks, then you could include a copy of the program or a thank-you letter or some other "proof" that you were a member of the panel and you would be awarded the estimated points shown on the application for your participation. *However*, if you spent hours and hours researching the topics, prepared sample questions, wrote an article about the upcoming session, located and briefed other panelists, and prepared a PowerPoint presentation for it, for heaven's sake, document it!!! Provide all of the supporting documentation you have, along with an honest estimation of the amount of time you spent – even have a fellow participant or your supervisor sign off on it, if he/she was aware of the time you spent.

The same holds true for serving on committees – document your work! Dr. Mohammed Eftekhari, IIMC Director of Education, has confirmed that he and Toni Brandt, IIMC Accreditation Specialist, carefully review the applications and all supporting documentation that is provided, and award points reflective of the time and effort expended.

Remember – in the future when you complete those applications – and even while you are in the throes of participating in projects for FACC or for your City, carefully document your time, make copies of your presentations, and other supplemental information, and don't hesitate to call Dr. Eftekhari or Toni Brandt at IIMC with your questions and concerns. Maximize those certification points!

*~ Lisa Burns, MMC, Chair
Professional Education Committee
City Clerk, City of Temple Terrace*

CONFERENCE AND INSTITUTE FEES ON THE RISE THE TRUE COST OF EDUCATION

Recently the FACC Budget Committee met to prepare the annual budget for FACC. Revenues and Expenditures primarily fall into one of three places in our budget - Institute, Conference, or General.

All revenue and expenditures related to the Institute and the Annual Conference are separately tracked so that we can tell what our true costs are for these educational events, then the total revenues and expenditures flow into the General or "overall" budget.

The General or "overall" budget also accounts for items such as revenue from dues and expenditures for things such as insurance, mailing costs, printing of our manuals, internet fees, and administrative fees to the League for administering our organization, among others. While going through this half-day line-item analysis an extraordinary truth became apparent.

Not only does it cost money to obtain quality, professional speakers for our conference and institute sessions, but we also provide meals for the attendees, pay for our meeting planners, insurance, security, internet cafes, programs, and program announcements, postage and shipping, classroom space, audio-visual equipment, and on and on. When all was "said and done" and we divided the total cost of the conference by the number of estimated attendees, the true cost of this educational experience came to a whopping \$365 per attendee!

The realization of the true cost of our conference and institute brought us back to reality and to the fact that our conference and institute registration fees have not increased in several years, despite the rising costs to continue to hold these events. We also learned that for those who register utilizing a credit card, we are charged 2% of the transaction, which is \$5 right off the top of our registration fee for each person! We gave this issue a great deal of thought; comparing it to Florida Government Finance Officers Association, whose fees are now \$200 plus \$50 for the Tuesday night event, Florida City County Managers Association, whose fees are \$275, and Florida Redevelopment Association, whose fees are \$240, ours remain among the lowest even with a slight increase.

All of these things considered, the Budget Committee recommended, and the Board approved, an increase in the base registration fees for the Annual Conference and Institute of \$20, resulting in a fee of \$185, up from \$165 previously. Late registrants will pay \$200. We believe you will agree that this is a relatively low cost for the benefits you and your city will receive from your increased knowledge and level of professionalism, and we hope this explanation will help you to understand why this action was taken.

*~ Lisa Burns, MMC, Chair
Professional Education Committee
City Clerk, City of Temple Terrace*



My Dear City Clerks:

This is a happy time of the year for most of us, a time of reflection, a time for sharing and caring for others less fortunate than we are. During our City Clerk year thus far, we have shared gladness and sadness, which has brought us all closer together. Each and everyone of you has reached out to the community and each other, I am so proud to be a City Clerk with all of you. A quote from Dale Carnegie I would like to share: "You can make more friends in two months by becoming interested in other people than you can in two years by trying to get other people interested in you." May you all be blessed this year.

*~ Tammy K. Vock, MMC
2nd Vice President/City Desk Editor
City Clerk, City of Vero Beach*



IIMC ANNUAL CONFERENCE

Are you looking for additional points for your CMC or MMCA application or Recertification hours? If you are, IIMC has some opportunities for you.

Attend the entire week of the IIMC Annual Conference in Anaheim, California, May 14-18, 2006 and earn four CMC experience points, four MMCA Professional and Social Contribution points, or 24 Recertification hours.

Complete one of our Academy courses and earn three MMCA Advanced Education points, one CMC Experience point or six Recertification hours. Take an Academy course on Saturday and another on Sunday, and earn a total of 6 MMCA Advanced Education points, two CMC Experience points or 12 Recertification hours. Add that to the four points you would earn for attending the entire conference week and you earn 10 MMCA Advanced Education points, six CMC Experience points or 30 Recertification hours.

Attend the conference and earn additional points by signing-up for one of five Master Municipal Clerk Academies for an additional \$195.00. The Master Municipal Clerk Academies are offered on Saturday, May 13 and Sunday, May 14 from 9:00 a.m. – 4:00 p.m. Lunch is included in the fee.

Saturday, May 13 Academy Sessions

- Building Great Boards and Commissions – Lance Decker
- The Dance of Leadership – Dr. Robert Denhardt
- Off-site session – Richard Nixon Library and Birthplace

Sunday, May 14 Academy Sessions

- Presentations That Generate Results – Deb Sofield
- Collaborative Communication – Christine Muldoon

Session descriptions and the conference registration form can be found in the Conference Preliminary Program. If for some reason, you did not receive your copy of the program you can download it from our website, www.iimc.com. Click on the picture of the Anaheim program located at the top of the homepage. This will take you to the conference information page.

If you have any questions about the conference or the Academy sessions, please contact Jennifer Ward at jward@iimc.com

~ Jennifer Ward
Education Associate, IIMC

NORTHEAST DISTRICT

The Northeast District held a meeting in Gainesville on January 27th. The meeting was attended by approximately 15 clerks, deputy clerks and guests. Once everyone found parking (not an easy task) we had a program which consisted of a Parliamentary Procedure Power Point program from the National Association of Parliamentarians entitled Preventive Medicine for Meetings: PowerPoint Presentations.

We also had a tour of Gainesville City Hall which included the City Commission Auditorium, the City Clerk's office, the City Commissioner Offices (each Commissioner has their own office and shares a staff person) and other areas of City Hall. The clerks in attendance got to see a real life Clerk in action as I had two crises to deal with, one concerning a personal crisis for a City Commissioner and another regarding the potential request for an "emergency" meeting (which was later changed to a special meeting rather than emergency meeting). The program completed with a light lunch and the drawing of a raffle prize gift basket provided by Audrey Sikes, City Clerk, Lake City.

Another meeting has been scheduled for April 21 in the City of St Augustine. Northeast Clerks will be notified of further details though the previously utilized broadcast e-mail process.

~ Kurt Lannon, CMC
Northwest Director
City Clerk, City of Gainesville

SOUTHWEST DISTRICT MEETING

The Southwest District members met Friday, February 17, 2006 at Sarasota City Hall. The educational topics were 1) Ethics in the City Clerks Office, taught by Billy Robinson, City Auditor/City Clerk, City of Sarasota; and 2) Elections Paperwork sent to the State taught by Pamela Smith, City Clerk, City of Sanibel. Among the topics that were also discussed were:

- Records Management
- Report of the IIMC District III meeting in Wrightsville Beach, North Carolina
- Report regarding the October FACC Board meeting

The following clerks were in attendance: Billy Robinson, City Auditor/City Clerk, Sarasota; Alice Baird, City Clerk, Anna Maria; Diana Percycocoe, Deputy City Clerk, Anna Maria; Bev Rhodes, Deputy City Clerk, Bradenton Marie Adams, City Clerk, Fort Myers; Dianne Lynn, City Clerk/Treasurer, Bonita Springs; Jessica Rosenberg, Deputy City Clerk, Naples; Jim Freeman, City Clerk, Palmetto; Lori Stelzer, City Clerk, Venice; Linda Depew, Deputy City Clerk, Venice; Pamela Smith, City Clerk, Sanibel; Helen Raimbeau, City Clerk, North Port.

The next meeting has been scheduled for Friday, April 21, 2006 at North Port City Hall.

~ Pamela Smith, CMC
Southwest Director
City Clerk, City of Sanibel

CENTRAL WEST REPORT

Many of the FACC members in the Tampa Bay region are working on the 2006 Annual Conference Committee. The events and education program being planned promise attendees a grand time at the Hyatt Grand Regency! Announcements are scheduled to be distributed in April so keep your eyes peeled.

The Municipal Association of Pasco County held its quarterly dinner meeting on February 2 in Zephyrhills and received a presentation from Ray Gadd of the Pasco County School District. The Steering Committee of the Association is made up of the City Clerks and City Managers in the six municipalities in the county; Dade City, New Port Richey, Port Richey, San Antonio, St. Leo and Zephyrhills. The Committee plans the meetings with input from their elected officials, who also attend the meetings. Lead city responsibilities are rotated annually among the six municipalities. They also take turns hosting the meeting so that the meetings are held throughout the County. Items that are of mutual interest to each of the municipalities are discussed and action may be taken to proceed. Resolutions may be presented to the Pasco County Commissioners, Tourist Development Council or forwarded to the Pasco County Legislative Delegation by the Municipal Association rather than each individual municipality.

The Pasco County Association of City Clerks held its Annual Meeting on January 23. The new officers for 2006 are: President, Linda Boan, MMC, City Clerk, Zephyrhills; Vice-President, Joan Rogers Miller, CMC, Town Clerk, St. Leo; Secretary/Treasurer, Linda Kann, CMC, Executive Assistant to the City Manager/Deputy City Clerk, New Port Richey; Past Presidents, (2003) Victoria McDonald, MMC, (2004) Shirley Dresch, CMC, Port Richey and (2005) Linda Kann, CMC, New Port Richey.

The Pasco County Association of City Clerks hosted a Florida Notary Law Update Session on January 18 at the City of New Port Richey. This session provided the 3-hour mandatory education session needed for Florida notaries. There were 48 employees from the cities in the FACC Central West District and employees from Pasco County government who attended. William Fitchpatrick of the Training and Development Group, Inc., St. Petersburg, presented the training. The Pasco County Association of City Clerks sponsored the trainer and provided the booklets so the session was free to the attendees. At the end of the session each attendee received a certificate. This was the first seminar hosted by the Pasco County Association of City Clerks and was so well received they are looking forward to planning another seminar in the near future.

The Pinellas County Clerk's Association held meetings in November 2005, January and February 2006. At the November meeting Gary Vickers, Pinellas County Emergency Manager, addressed the group. He reviewed lessons learned from the past two very active hurricane seasons and how the County is preparing for the challenges to be faced in future years. In January, Mary Berglan and Clifton Berney of the League of Women Voters reviewed the history of the League and discussed efforts to restore voting rights to those that have

lost them. February was a round table discussion of various issues. In December 2005 the Association had its Annual Holiday Gathering at which donations of articles needed were made to the Ronald McDonald House along with a \$500 contribution from the Association.

Clearwater will be hosting a MCCi Records Management Seminar the morning of March 16.

*~ Cyndie Goudeau, CMC
Central West Director
City Clerk, City of Clearwater*

CYNDIE GOUDEAU, CLEARWATER CITY CLERK, ANNOUNCES CANDIDACY FOR FACC 2ND VICE-PRESIDENT

Clearwater City Clerk Cynthia E. "Cyndie" Goudeau is announcing her candidacy for Florida Association of City Clerks' Second Vice-President.

Goudeau has served as FACC's Central West District Director for the past two years. She has served on various FACC committees, most recently the Legislative, IIMC Region III Meeting Planning and 2006 Conference Committees. She is also currently on the President's Committee to review the possibility of re-drawing the districts of FACC. In addition, Cyndie has represented the FACC at the Florida League of Cities' Legislative Policy Committee meetings for the past two years.

"FACC is a fantastic organization that provides superb support to Florida's City Clerks. Over the years, I have watched it grow significantly in its mission to develop and enhance our profession. I would be honored to serve its members in continuing the tremendous progress made in increasing our standing as a profession and improving our educational opportunities. I also believe we should strive to have a more active role with other organizations such as the Florida League of Cities and the Florida City/County Manager's Association" Goudeau said.

Cyndie began her career with Clearwater in 1978 and was appointed City Clerk in August of 1985. Over her tenure as City Clerk she has taken on the additional responsibilities of overseeing the City's grants program and serving as the City's Legislative Liaison. This past November the Florida League of Cities named her City Clerk of the Year.

Outside her city functions, Cyndie is very active in Leadership Pinellas, serving as Secretary for the past four years and coordinating the annual class trip to Tallahassee for the past six years. She is a member of the Regional Chamber of Commerce's Government Affairs Committee. She also volunteers at a local elementary school where she assists with a second grade class and provides funding to assist in obtaining needed supplies.

Those wishing to contact Cyndie regarding her candidacy can reach her by phone at (727) 562-4092 or by e-mail at cyndie.goudeau@myclearwater.com.

THE FACC BOARD OF DIRECTORS TOOK THE FOLLOWING ACTIONS AT THE MEETING HELD FEBRUARY 24, 2006, IN OCALA:

- Approved Minutes of the October 12, 2005, Board meeting.
- Discussed duties of the newly formed separate Hospitality Committee to serve at the hospitality suite at the Conference (This committee is composed of volunteers from a district other than the district hosting the conference each year)
- Heard announcement from Central East District Director Marge Strausbaugh that she will not run for Director this year
- Discussed ways to earn more than the minimum points for involved work on committees or other projects by submitting in-depth documentation. Requested Lisa Burns to ask Toni Brandt, IIMC Accreditation Specialist, to explain the process at the Conference
- Decided FACC needs to market the IIMC Certifications, CMC and MMC, to City Managers and cities. Central East District Director Marge Strausbaugh will write an article for Quality Cities magazine promoting Clerk's certifications
- Heard announcement from Central West District Director Cyndie Goudeau that she will run for Second Vice President
- Heard announcement from Southeast District Director Barbara McDaniel that she will not run for Director this year
- Approved Scholarship to the IIMC Annual May Conference for Victoria McDonald, City Clerk, New Port Richey for \$500.00; Approved scholarship to the Career Development Institute to Barbara Monticello, Deputy Clerk, Palm Springs for \$750.00
- Approved extending the deadline to receive scholarship applications for the Career Development Institute in October 2006 to April 30, 2006
- Requested article for City Desk giving the history of the Robert N. Clark Award
- Heard report on the FACC Annual Conference to be held June 25 through 28 in Tampa
- Approved setting cap for FACC's contribution to the President's Reception at the Annual Conference at \$10,000 for future years
- Defining "guest" - for the President's reception for this Conference and future conferences as spouse, significant other, relative other than child, or if no spouse, can invite member of Chair's committee. President permitted spouse and ten additional guests
- Requested each director and committee chair to provide leads to the Conference Exhibitor/Sponsor Committee Chair
- Approved the year-end report format to be used by the Board of Directors and Committee Chairs in submitting the goals accomplished
- Approved the Goals Committee to compile the year-end report to be presented at the Annual conference each year
- Approved District Nights at FACC Institute – Volunteers from the five districts not hosting the Institute hospitality suite will serve as hosts
- Approved President to write a letter promoting an amendment to SB1312/HB567 exempting governmental notaries from the requirement of keeping a journal when acting in their official capacity. Central West District Director Cyndie Goudeau to investigate status of bills and correct procedure for letter, if timely
- Heard report from Manual Revisions Chair Sandi McKamey. Draft to be sent to each Board member and Committee Chair by

April 15, 2006 with comments to be returned to the Chair by April 30, 2006. Final revisions will be presented to the Board of Directors for approval at the June Board meeting

- Approved time for First Time Attendee Orientation Session prior to opening session of the 2006 Conference
- Approved tentative 2006 Annual Conference program
- Approved Resolutions 2006-05 through 2006-09, with ratification at the June membership meeting
- Discussed uniform testing for CMC and MMC certification – IIMC will not approve uniform testing because of the different laws in each state
- Heard report on Re-Districting - Recommended using project management approach over more than one year. Re-districting is a multi-year project with considerable research involved
- Instructed President to write a policy for criteria to serve as an IIMC Region III Director using criteria approved
- Approved appointing a representative to serve on the IIMC Conference Committee for the Conference to be held in Atlanta, Georgia in 2008. Request for volunteers to be placed in the City Desk and in Clerk Notes. If several members volunteer, the Board of Directors will vote by e-mail to determine the representative.
- Approved \$500.00 to help defray expenses of representative serving on the 2008 IIMC Conference
- Approved giving \$1,000.00 to the Louisiana Municipal Clerk's Association to assist in the cost of hosting the 61st IIMC Annual Conference in New Orleans in 2007
- Approved Barbara Solis to visit the Radisson Riverwalk Hotel in Jacksonville to determine suitability of holding the 2007 & 2008 Career Development Institute in the location. Second choice Hyatt Regency if fees can be negotiated down
- Approved recommending the 2006-07 budget to the General membership at the annual meeting. Approved increasing registration for the Conference and Institute to \$185.00 each
- Approved cancellation insurance - \$552 for Institute and \$303 for Conference

Next Board Meeting – June 25, 2006 – Tampa

FACC WEBMASTER REPORT
WWW.FLORIDACLERKS.ORG

- The FACC Board agreed to continue to use the Clerk Notes publication as a message board, rather than place one on the FACC Website.
- The following actions have been taken on the website since the October report:
- Conference - Posted exhibitor/sponsor information packet.
 - Awards/Scholarship Committee - Scholarship forms are now posted.
 - New Clerks Page - The FACC added a page just for new clerks.
 - Recognitions - The nominees for the 2005 Clerk of the Year Award have been announced.
 - News and Notices - New tab is added for News and Notices for postings such as Memos from the Division of Elections.
 - Check out the What's New page.
- Please submit ideas on how to improve the Website to the FACC Board, League Staff or Webmaster.

*~ Loredana Kalaghchy, CMC, FACC Webmaster
City Clerk, City of Cocoa Beach*



NORTHWEST DIRECTOR - 2005-2006

Let me begin by greeting all the wonderful City Clerks of Florida I have met over the years and the people I have yet to meet. As the new Northwest Director, I have been asked to tell you a little about myself. I have been married to my husband, Gene for thirty-eight years and have enjoyed his company on many of the Clerk meetings that he enjoys attending when he can get away from his job. We have a beautiful daughter, Amber, who is 26. She is a graduate of the University of Florida's College of Pharmacy and now works as a pharmaceutical consultant between the Cardiologists and Patients at Shands Hospital in Jacksonville. She was married last May to Evan, a wonderful man and loved son-in-law for us as parents. The wedding was a long, but a wonderful day that I love to talk about when the opportunity arises.

I have been employed by the City of Chattahoochee for twenty-eight years. I have held every position in City Hall from billing clerk, payroll clerk, and bookkeeper to Deputy Clerk before becoming the City Clerk in 1998. During the time I was coming up through the ranks, I was very blessed to work for a great boss, friend, and mentor, Charles Sparks who set a wonderful example for his employees as well as the people of our City. He is now enjoying retirement with his wife but still visits with us occasionally. In March of 1993, I received my CMC designation and have just completed filing for the entry level to begin the process of receiving my MMC. During this time I have attended State, Regional and IIMC meetings. Besides my husband, my mother, and my cousin have also enjoyed going with me, finding many of the classes informative.

Several years ago Barry University based in Miami had an ad in the Tallahassee newspaper about weekend classes. I was waiting for this opportunity to further my education for a long time. I enrolled and was in the first class that Barry University offered in Tallahassee. Would you believe they held a class for just three people? Thankfully the members increased in numbers

and I was one of two who graduated in the first class from Tallahassee in December of 1998. My dream had come true. I had completed by Bachelor of Public Administration. Amber was in college at the same time and between the both of us, we wore the letters off our computer keyboard doing papers.

I have enjoyed trying past time events such as travel, hot air balloon rides, white water rafting, parasailing, line dancing, swimming, ballroom dancing, biking, canoeing, and presently practicing yoga with a very good instructor. I have always been involved with my Church where I taught Sunday school, sing in the choir, have taken four years of disciple courses and helped with cleaning and restoring after renovation work was completed on the building. There is always something to do at the Church besides attending.

In closing, I have enjoyed working with and being a part of the State and International Organizations of City Clerks and will always remember the great leaders and the many friends I have met over the years. I believe in the doctrines set forth in these groups and thank them very much for giving me the opportunity to strive for betterment of myself.

*~ Gayle Lanier, CMC
Northwest Director
City Clerk, City of Chattahoochee*

GREAT OPPORTUNITY TO SERVE THE CLERKS IN FLORIDA MAKE THE 2008 IIMC CONFERENCE ONE OF THE BEST!

At the III Region III Conference in Wrightsville Beach, North Carolina, in January, each State President made a commitment to have a member of their association serve on the 2008 IIMC Annual Conference Committee. I tried to be invisible, but when they called me by name, I made the commitment to find an outstanding representative from the Florida Association of City Clerks to work on the Committee.

The representative must be an IIMC and FACC member in good standing, and have a letter of support from their City to approve the time needed for the Committee and possibly pay some of the expenses. The FACC Board of Directors approved \$500.00 to defray some of the expenses of being a member of the Committee.

The Committee members probably will want to meet in person one or two times each year and our representative will determine how much travel will be required. Savannah, Georgia is a fabulous City and I think at least one meeting will be there. E-mail and telephone calls will be valuable assets for this committee.

IIMC will hold the 62nd Annual Conference in Atlanta, Georgia, May 18-22, 2008.

Please e-mail me if you are interested in serving on the Committee. My e-mail is betty.richardson@leesburgflorida.gov.

*~ Betty M. Richardson, MMC
President
City Clerk, City of Leesburg*

IIMC REGION III MEETING

Thirteen is our lucky number. Thirteen FACC members attended the IIMC Region III Conference in Wrightsville Beach, North Carolina, January 8-10, 2006. From the moment we set foot in the Wilmington, North Carolina, Airport, we knew this would be a great conference. The airport is small, but unlike any airport I have seen. It does not look like a terminal inside. There is a great central area with a veranda all around the interior walls, a huge tower clock, and rocking chairs in all the sitting places to make you feel welcome. The baggage area was around the corner, and did not look intrusive and commercial at all.

Our transportation was waiting when we arrived and as Ray and I boarded the van, I saw familiar faces. We quickly renewed acquaintances and made plans to meet for dinner that night. We enjoyed the opportunity over dinner to visit and talk about our cities and FACC. A great evening! The hotel accommodations were good, and the view was spectacular. We were right on the Atlantic Ocean. The dining room was a showcase for the ocean. The meeting room handled our group very nicely with the buffet and vendors right outside the room in a large hallway/holding area.

Ray and I ventured out to Wilmington Sunday morning to see some of the sights. The taxi driver dropped us near the First Baptist Church, so we decided to attend Church (I could hardly believe I went to Church dressed so casually). We enjoyed the service immensely and were so glad we decided to attend. Afterwards, we took the trolley around a small portion of Wilmington and then took a carriage tour through some of the area. We toured one of the old homes. To me, the weather was wonderful. Of course, others thought it was cold.

Sunday afternoon, Ray and I attended the Welcome reception and tried to find everyone from Florida. Monday, I attended the MMCA classes taught by Denise Ryan, MBA, of Firestar. The morning session was "Mastering the Powerful Art of Communication." The afternoon session was entitled "Inspire, Don't Fire! How to Lead and Influence Others." Both sessions were educational and inspirational and Ms. Ryan presented the topics with humor. One of her maxims is "Hire for attitude; train for skill." Monday evening, Ray and I had the pleasure of enjoying dinner with Lisa Burns and Ken Small.

Tuesday, I attended the IIMC Region III Business meeting where I presented Dyanne Reese with FACC's Resolution of Support for her candidacy for 2nd Vice President of IIMC. I also reported on all the wonderful things our association is doing this year and our large number of members. You know, Florida is the front-runner in Region III with the most members, most CMCs, and most MMCs. Tuesday afternoon, Ray and I were privileged to have an "insider's tour" of old Wilmington. The homes were splendid and the landscaping magnificent. The camellias were especially beautiful.

Wilmington and Wrightsville Beach are truly old south treasures. I am thankful I was able to participate in the IIMC Region III Conference in such a grand location.

~ **Betty M. Richardson, MMC**
President
City Clerk, City of Leesburg

GENERAL SCHEDULES REVISIONS WORKGROUP

The General Schedule Revisions Workgroup held its first meeting as a teleconference on October 20, 2005. The group consists of 23 people – 14 from various counties and cities, and the other 9 from the Department of State. The first meeting included introductions, a review of the project, and a projected timeline. The projected completion date is June 2006.

The initial request was for all members to discuss the pros and cons of possibly combining the GS1-L and GS1-S Schedules. All members were to have their thoughts returned by Friday, October 25, 2005. The Department of State members met on Friday, November 4, 2005 to review the thoughts. The decision was made to combine the GS1-L and GS1-S Schedules into one.

The entire workgroup reviewed each schedule to determine items to be merged, changes to wording, and any other additional changes deemed necessary. The deadline for these changes was December 1, 2005.

A draft of the combined document is currently under review by the workgroup members. Questions and comments are due back to the Department of State members by March 3, 2006.

Reviews of the changes being made and final document are being scheduled. A session reviewing the changes is being planned for the FACC Annual Conference in June.

Anyone interested in receiving copies of any documents from the group, please contact Diane Gibson Smith at (352) 728-9731 or email her at diane.smith@leesburgflorida.gov.

~ **Diane Gibson Smith,**
Deputy City Clerk, City of Leesburg

CAREER DEVELOPMENT INSTITUTE SCHOLARSHIP APPLICATION DEADLINE EXTENDED

The FACC Board of Directors approved two scholarships at the February 24, 2006, meeting. We discussed why more members are not applying for scholarships. The Board is interested in hearing from the members as to the reasons our requests for scholarship funding have decreased.

The membership agreed to set aside each year \$3,000 to be divided among requests for the Career Development Institute and the FACC Annual Conference funding. We also "earmarked" an additional \$1,000 for members requesting funding for the IIMC Annual Conference.

Because of the small number of applicants for scholarships this year, the Board decided to extend the deadline to apply for October 2006 Career Development Institute scholarships to April 30, 2006. This extension is for 2006 only. Please contact Janice Moore at the City of Manalapan for additional information. Her e-mail address is jmoore@manalapan.org

~ **Betty M. Richardson, MMC**
President
City Clerk, City of Leesburg

**ATTENTION ALL NEW CREW MEMBERS
(AKA: FIRST TIME FACC CONFERENCE ATTENDEES)**

Set Sail on the new Adventure by making plans to attend the FACC Conference Orientation Session, Monday June 25th at 8:15 a.m. This session is designed to make your first conference a memorable experience and to put you at ease on this new adventure. Meet your Board, District Directors and Staff from Florida League of Cities, that guide us on our professional journey as City Clerks. You will discover the educational opportunities offered by FACC and IIMC; communicate with other first time attendees and discover the diversity of our profession, as well as our great State of Florida.

Come help us discover the Hidden Treasure!

~ Jackie Lawhon, CMC, Chair
Membership Committee
City Clerk, City of Sopchoppy



CITY CLERK RECEIVES AWARD

CLEARWATER – Cyndie Goudeau, City Clerk, received the City Clerk of the Year award for the 2005 Florida Cities of Excellence Awards at the organization’s banquet in Orlando on November 18, 2005.

Ms. Goudeau worked on the electronic document management system and agenda workflow programs. The electronic document management system provides online access to city records, such as contracts, leases, deeds, ordinances, city council minutes and council mail. The agenda workflow program allows city council meeting agendas to be routed electronically to internal departments.

Ms. Goudeau continues to work toward establishing a paperless agenda workflow program with document management and automatic minutes production. She was hired on November 28, 1978, as an election administrative technician and has a Master of Science Degree in management from the University of South Florida.

Ms. Goudeau volunteers at North Ward Elementary during the school year, spending time each week with a second grade class she adopted.

We are proud of Cyndie and know that City Clerks like her give us the reputation that we deserve.

~ Tammy K. Vock, MMC
2nd Vice President/City Desk Editor
City Clerk, City of Vero Beach



The boardwalk at Hyatt Grand Regency Tampa

TAMPA HOSTS THE 2006 ANNUAL CONFERENCE!

Make plans now to attend the 2006 Annual FACC Conference in Tampa. This year’s conference will be held at Tampa’s Grand Hyatt Regency Hotel located at 2900 Bayport Drive near the Courtney Campbell Causeway on June 25-28, 2006. This Conference promises to be one of the best yet! Our theme for the conference is *Sailing the Seas of Change – Finding Hidden Treasures!* The focus will be on leadership, education, communication, diversity and overall success. The professional education sessions will be exceptional. Kudos to the Professional Education Committee for a great line up.

There will be wonderful opportunities to enhance your skills, fellowship with other clerks and simply enjoy the beautiful Tampa Bay area. The conference committee is working very hard to assure that your time in the Tampa Bay area is memorable, educational, and very rewarding!

Thanks to the Northwest District Clerks for volunteering to staff the Hospitality Suite during the conference. This is certainly appreciated.

The city treasures will be back! The treasures have been very popular and will be given out as door prizes! What a great way to showcase your city. Start putting your treasure chests together and bring them with you to the conference. You will hear more from the gifts and door prizes subcommittee in the very near future. Thanks so much for your participation!

The Tampa Bay area is very beautiful with lots to offer. You and your family will enjoy fun activities at amusement parks, the zoo, the aquarium in addition to the great shopping and sight-seeing. Tampa’s hospitality is second to none!

Many thanks to our wonderful conference committee members for their participation and great ideas!

~ Shirley Foxx-Knowles, CMC, Chair
2006 Conference Committee
City Clerk, City of Tampa

until filled. Send resume to Mike Teague, Mayor, 405 Larue Ave, Edgewood, FL, 32809.

**TOWN OF CUTLER BAY - TOWN CLERK
POPULATION APPROXIMATELY 40,000**

The Town of Cutler Bay, nestled next to Biscayne Bay in Southeast Miami Dade County, seeks a dynamic individual with governmental experience as a Municipal Clerk, with CMC designation or higher preferred. Excellent organizational and communication skills; knowledge of modern office procedures, equipment and computers; ability to establish and maintain effective working relationships with town officials, employees and general public; knowledge of Public Information and Records Laws, experience in supervising municipal elections; and ability to take on additional municipal duties as required. Competitive salary and benefits commensurate with experience. Submit resume to: 9354 SW 212 Terrace, Cutler Bay, FL, 33189.



TOWN OF LAKE PARK - TOWN CLERK

Under the administrative direction of the Town Manager, responsible for the management and administration of the Department of the Town Clerk. Duties include preparation for and attendance at all meetings of the Town Commission; preparation for publication of all ordinances, resolutions and other public notices; and, processing of public records requests. Must possess high school diploma or equivalent, supplemented by three years of experience in maintenance of complex records or preparing official reports. Must possess International Institute of Municipal Clerks certification. Salary \$47,940 to \$68,250 DOQ. Excellent benefits. Applications may be obtained from and must be submitted to the office the Department of Administrative Services, 535 Park Ave., Lake Park, FL 33403. Deadline: Open until filled. Application forms may also be downloaded from the Town's website at www.lakeparkflorida.gov from the Employment Opportunities web page. Applications will not be accepted by fax or by e-mail. Phone: 561-881-3310. EOE.

*~ Bambi McKibbon-Turner
Personnel Director, Town of Lake Park*

CITY OF EDGEWOOD - ADMINISTRATIVE ASSISTANT

City of Edgewood seeks Administrative Assistant, to perform general office work & prepare occ. Lic. PC skills and knowledge of municipal government preferred. Send resume to City Clerk, 405 Larue Ave, Edgewood, FL. 32809. Salary \$18,000 - \$22,000 + benefits DOQ. EOE/DFW.

CITY OF EDGEWOOD - CITY CLERK

The City of Edgewood is seeking a highly motivated and qualified individual with excellent interpersonal skills to serve as City Clerk. The City Clerk performs various administrative work, including but not limited to the day-to-day operations of City Hall; recording and maintaining official records and actions of the City; supervises all municipal elections; records and transcribes minutes. Preference will be given to those who have a valid Certified Municipal Clerk (CMC) or Municipal Master Clerk (MMC) certification. Florida experience is preferred. Salary 35,000 to \$45,000 DOQ. The position is open



**SMILE AND SAY
"FACC MEMBERSHIP DIRECTORY!"**

Let's try very hard to get everyone's photograph in our next FACC Membership Directory! Urge the other clerks in your area to participate! Have a contest at your next regional meeting with prizes for all who have sent their photos in! Better yet, have a volunteer take digital photographs at your next regional meeting or at your office! Get creative and get "pictured!"

Don't you like to envision who you are speaking to on the phone – when you may not see them but once a year? Surely you all had some nice photos taken during the holidays ... now is the time to scan and crop and send them in, preferable in a .jpg file to aayars@flcities.com or bsolis@flcities.com, so we will all know who's who! SMILE and say "FACC Membership Directory!"

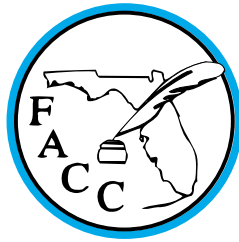
*~ Lisa Burns, MMC, Chair
Professional Education Committee
City Clerk, City of Temple Terrace*



Serving Florida Cities for over 30 years

CITY DESK

Florida Association of City Clerks



Tammy K. Vock, MMC
2nd Vice President
FACC Newsletter Editor
1053 20th Place
Vero Beach, Florida 32960

**FLORIDA ASSOCIATION OF CITY CLERKS
2006-2007 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 East Director
____ Central West Director ____ Southeast Director ____ Southwest Director

Please respond to the following questions:

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? ____ If not, are you actively pursuing certification? ____
If yes, in what manner? _____
4. Number of years on the FACC Board as a District Director: _____
5. List FACC Committees on which you have served, and indicate the years service occurred:

6. Number of FACC state conferences you have attended: ____ Dates: _____

DATE: _____ CANDIDATE'S SIGNATURE _____

A Professional Profile and Letter of Support from candidate's city MUST be attached to this Nomination Form (see sample included). Incomplete Nomination Forms WILL NOT be considered. You may include information on why you would be an asset to the 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 2006-07 Nominating Committee Chair no later than April 18, 2006. Mail completed Nomination Forms to:

Faith G. Miller, MMC, Nominating Committee Chair
c/o City of Deltona
2345 Providence Blvd.
Deltona, FL 32725
Phone: (386) 561-2120
Fax: (386) 789-7230
Email: fmiller@ci.deltona.fl.us

FACC NOMINATIONS PROCEDURE

2006-2007 Officers' and Directors' Nominations Now Being Accepted

Deadline for submittal of Nominations: April 18, 2006

OPPORTUNITY CALLS! PLEASE RESPOND to this call for leadership. FACC is looking for hard-working members to keep the organization on a successful path in the years ahead. Since leadership requires broad shoulders and caring hearts, each applicant is promised a rewarding, but tough job in advancing the FACC goals, which are shown in the manual under Policies. FACC needs nominees with creative ideas who are striving to reach their leadership potential and are looking to new horizons in this century.

The FACC By-Laws detail 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 four board meetings. Typically, the meetings are held at the FACC annual conference (June), Florida League of Cities annual conference (August), Career Development Institute (October) and one in January or February at a location to be determined. If you wish to serve, forward completed Nomination Forms to Faith G. Miller, MMC, Nominations Committee Chair, 2345 Providence Blvd., Deltona, Florida 32725, no later than **April 18, 2006**.

The Nominating Committee consists of: Faith G. Miller, MMC, Deltona, Chair; Virginia Helper, MMC, Plant City; Linda Johns, CMC, Starke; Dianne J. Lynn, Bonita Springs; Russell Muniz, CMC, Davie; Suzanne NeSmith, CMC, Greenwood; and Jennifer Thomas, CMC, Daytona Beach.

Article VI – OFFICERS, Section 1: The Officers of the Association shall be 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 (one member from each of the six (6) "Geographic Districts").

Counties Located in "Geographic Districts":

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, Suwanee, 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 employed by a municipal government in the full-time capacity of any 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 shall cease to possess 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, one must (1) be a member of FACC for three consecutive years; (2) be a CMC (Certified Municipal Clerk); (3) have served at least two years as a District Director; and (4) have attended at least two State Conferences.

No person shall be elected as President unless such person shall have served as 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 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 (1) have been a member of FACC for three years; (2) possess or be actively pursuing the CMC designation and provide proof of such pursuit; and (3) have served on 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.

Appointment for Vacancy: As set forth in detail in the By-laws.

ARTICLE VII – NOMINATIONS AND ELECTIONS: As provided in its By-Laws, the Florida Association of City Clerks Board of Directors shall consist of the President, 1st Vice President, 2nd Vice President, Immediate Past President, and six District Directors (one from each of the six geographic districts), all of whom are elected at-large by mail ballot (when more than one qualified candidate applies to run for a position). The qualifications for election to the Board and the terms of office are provided in Article VI.

Nomination Procedures: The FACC President shall appoint a Nominating Committee, consisting of one member from each of the six geographic districts and the Immediate Past President, who 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/Recertification, 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.)