



# CITY DESK

## Florida Association of City Clerks

VOLUME XXXII

ISSUE 4

founded October 26, 1972

November 2005

### Board of Directors 2005 - 2006

#### *President*

Betty M. Richardson, MMC  
City of Leesburg

#### *1st Vice President*

Lisa Burns, CMC  
City of Temple Terrace

#### *2nd Vice President*

Tammy K. Vock, CMC  
City of Vero Beach

#### *Northeast Director*

Kurt Lannon, CMC  
City of Gainesville

#### *Northwest Director*

Gayle A. Lanier, CMC  
City of Chattahoochee

#### *Central East Director*

Marge Strausbaugh, MMC  
City of Mascotte

#### *Central West Director*

Cynthia E. Goudeau, CMC  
City of Clearwater

#### *Southeast Director*

Barbara McDaniel, MMC  
Town of Davie

#### *Southwest Director*

Pamela B. Smith, CMC  
City of Sanibel

#### *Immediate Past President*

Faith G. Miller, MMC  
City of Deltona



I am so pleased to have the opportunity to serve as President of such a great organization. We are all blessed to belong to an organization with such great members.

I have heard many favorable comments about the 2005 Annual Conference, FACC's booth at the Florida League of Cities conference in August, and the 2005 Career Development Institute. Andrea Lorenzo-Luaces really did an outstanding job of taking charge of FACC's booth at the FLC conference. Thanks to everyone who worked at the booth. The Institute Hospitality Committee members Chair Andrea Lorenzo-Luaces, Brenda Brasher, Donna Gardner, Janice Goebel, Sarah Mijares, Sharon Miller, Markae Rupp,

Patsy Wainright, and Jennifer Romaker, and others "called into service" provided a welcome and inviting atmosphere for all who visited. Kathy Sittig, Institute of Government, the Professional Education Committee Lisa Burns, Chair, Joan Clark, Linda Depew, Sondi Hill, Kurt Lannon, Andrea Lorenzo-Luaces, Cassandra Mitchell, Barbara Price, and Dana Williams provided great speakers at the Institute. I have received several notes saying the 2005 Institute is the best one they have ever attended. The decision to change to the Lake Mary Marriott proved to be a good one. The hotel accommodations were excellent and several separate restaurants were just outside the meeting area doors. We will hold the 2006 Institute at this same location. Thanks to Barbara Solis and Anjie Ayars for finding the hotel and for all the advanced planning required in making our events successful. Thanks to all of you who do such a great job in making certain we have quality speakers and programs at our sessions, for making everyone feel welcome, and for readily agreeing to take care of any task you may be asked to do.

FACC has a great opportunity this year to work with the Florida Department of State Division of Library & Information Services to participate in a major initiative to fully revise and update the General Records Schedule GS1-L for Local Governments and the General Records Schedule GS1-S for State Government. Diane Gibson Smith of the City of Leesburg has agreed to serve as FACC's representative on this panel to provide input and advise as they proceed in the process. She will be a great representative for our organization. This is a project that has been needed for years.

Our special project this year, the board and committee procedures manual, is progressing nicely thanks to Sandi McKamey, Chair, and the entire committee. The manual will prove to be an invaluable tool to all committees as we go through the years with new Clerks coming into our organization and new clerks becoming Chairs of committees.

At the August meeting, the Board of Directors created a Task Force to investigate the need for additional FACC districts. Members of the Committee are Marge Strausbaugh, Mascotte, Sally Maio, Sebastian, Barbara McDaniel, Davie, Cyndie Goudeau, Clearwater, and Andrea Lorenzo-Luaces, Winter Springs. At the October meeting, the Board requested additional comments regarding the way in which the state can be redistricted to provide smaller, more compact districts to allow more face-to-face contact with the members in each district. Please send your thoughts on the need for redistricting or the lack thereof to any of the committee members.

The Region III Annual Conference will be held in Wrightsville Beach, North Carolina, January 8 through 10, 2006. Please consider attending. I would like to have great FACC representation.

Thanksgiving is next week! - I hope you have a great holiday with family, friends, and co-workers. We all need each other and this is a great time to say thank you to our many friends and let them know how much they mean to us.

Our next issue will be out after Christmas, so Merry Christmas to all from Betty and Ray Richardson. Please remember the true meaning of this wonderful season.

~ **Betty M. Richardson, MMC**  
**President**



**ABOUT OUR MEMBERS**

**MASTER MUNICIPAL CLERK**

Marie O. Schmidt, MMC, City Clerk, Sweetwater  
Teresa M. Soroka, MMC, City Clerk, Aventura  
Barbara S. Price, MMC, City Clerk, Coconut Creek  
Marge Strausbaugh, MMC, City Clerk/Administrator/City Manager, Mascotte  
Pamela J. Lopez, MMC, City Clerk, Lake Worth

**SECOND LEVEL MASTER MUNICIPAL CLERK**

Michele Anzalone, CMC, Deputy City Clerk, Hollywood  
Delores B. Avery, CMC, Deputy City Clerk, Fort Meade  
Beverly Raddatz, CMC, Village Clerk, Islamorada  
Barbara A. Estep, CMC, Village Clerk, Miami Shores Village  
Jonda K. Joseph, CMC, City Clerk, Fort Lauderdale

**FIRST LEVEL MASTER MUNICIPAL CLERK**

Cheryl D. Smith, CMC, City Clerk, Key West  
Sally M. Boylan, CMC, Town Clerk, Jupiter  
Jacqueline M. Lawhon, CMC, City Clerk, Sopchoppy  
Ellisa L. Horvath, CMC, Village Clerk, Bal Harbour  
Mary L. Chambers, CMC, City Clerk, Pompano Beach

**ENTRY LEVEL MASTER MUNICIPAL CLERK**

Tracy Ackroyd, CMC, City Clerk, Clermont  
Felicia M. Bravo, CMC, City Clerk, Sunrise  
Gwen E. Carlisle, CMC, Village Clerk, Tequesta  
Susan Slattery, CMC, City Clerk, Plantation  
Christine Gardner, CMC, Deputy City Clerk, Pinellas Park  
Lisa A. Lene, CMC, City Clerk, Oldsmar  
Pamela Smith, CMC, City Clerk, Sanibel

**CERTIFIED MUNICIPAL CLERK**

Jennifer Nye, CMC, Deputy City Clerk, Treasure Island  
Annette Parchment, CMC, Assistant to the City Manager, South Bay  
Joan Rogers, CMC, Town Clerk, St. Leo  
Louise Stilson, CMC, City Clerk, Dania Beach

**LETTER TO AGENCY HEADS**

The damage Hurricane Katrina did to natural gas and gasoline production and distribution facilities will place a strain on our electricity providers and on our gasoline supplies. As one of Florida's largest employers, effective immediately, we are leading by example and implementing energy conservation measures at all Department of Management Services Facilities around the state. We are implementing the following guidelines:

1. Turn off and unplug all non-essential equipment.
2. Turn off and unplug all non-essential, personal appliances, including microwave ovens, coffee pots, refrigerators, toaster ovens, etc. (exceptions are those devices that serve in central locations such break rooms).
3. Turn off all lights, computers and office equipment at night.
4. If applicable and safe, turn off overhead lighting during the day.
5. Adjust air conditioning thermostats slightly upward.
6. Evaluate and adjust travel plans.
7. Use hybrid vehicles when possible.
8. If applicable, evaluate and implement opportunities for employees to telecommute.

Employees are also encouraged to provide suggestions on how the state can conserve additional energy, such as taking stairs instead of elevators. Please work with your immediate supervisor and building manager on suggestions that are appropriate for your facility. We only manage a portion of the state-owned buildings. Therefore, we request those agencies that have their own facilities to adopt these same guidelines. Employees can also assist by applying similar guidelines at home. Turn your air conditioner off when leaving for work; keep lights off when no one is in the room and use ceiling fans. We also suggest conserving gasoline by reducing the number of trips and carpooling.

*Sincerely,  
Tom Lewis, Jr.  
Secretary*

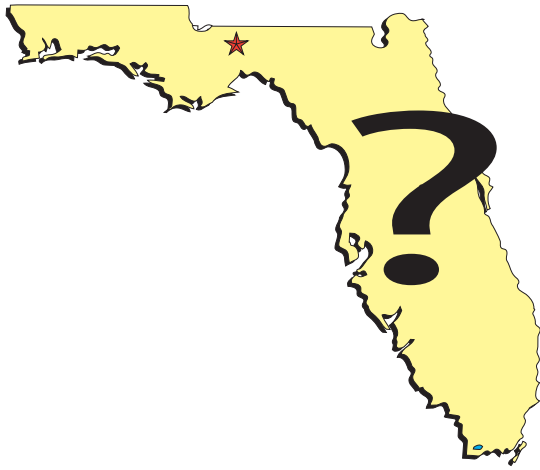
**LEGISLATIVE COMMITTEE REPORT**

The Legislative Committee members are:  
Bea Meeks, CMC, Vice Chair, Fruitland Park  
Cynthia Goudeau, CMC Clearwater  
Susie Novack, Tavares  
Cathy Szabo, Golden Beach  
Jeannette Williams, CMC, Sebastian  
Barbara Estep, CMC, Miami Shores

When the Legislature is in session this committee will be monitoring legislative activity for items that impact the clerk's office. We read newspapers and the Florida League of Cities Legislative Bulletin, and browse the Senate and House websites for items of interest to keep you informed.

If you hear of any proposed legislation that you would like to have monitored please notify a committee member.

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



**HOW DID YOU GET THAT NAME?**

**DESTIN**

Destin was named after the first settler, Leonard E. Destin, who sailed from New London, CT and landed at the area known as East Pass in 1835. "Uncle Billy Marler", the first U.S. Postmaster in Destin, made it official when asked by the postal service, what the name of this settlement was. He stated Destin, in honor of his first employer Leonard Destin.

*~ Dana L. S. Williams, CMC  
City Clerk , City of Destin*

**"FROM MT. VERNON TO CHATTAHOOCHEE"**

*by Grady Turnage*

"It must have looked a lot like the view from Washington's home on the Potomac River in Virginia as John Tanner stood on the heights in 1821, and gazed at the point where the Flint and Chattahoochee Rivers merged to form the Apalachicola River on the Georgia/Spanish Florida boundary. So they called it Mount Vernon when Tanner and his family, the first whites to settle that corner of the new United States Territory, homesteaded in Section 33 of the remote frontier lands of West Florida." "The land was reserved for an arsenal by Presidential Order of President Andrew Jackson on November 3, 1832. Benjamin Chaires of Tallahassee was hired to make the brick. Since there was a Mount Vernon Arsenal in Alabama, communications from Washington often became misdirected, so Legislative Council in Tallahassee was persuaded to call the town Chattahoochee. The name either taken from a Lower Creek Indian town Chat-t-ho-che or from the river of the same name was adopted. The Cherokee word "Chat-to" means "stone" and "ho-che" is "colored" or "marked"

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

**NICEVILLE**

The playground area's early history abounds with the memories of proud American Indians, overruling Spanish conquistadors, and devilish pirates. The first white man to venture into this

mysterious Coast was Jessie Rogers. A cattleman from Louisiana, he drove his herds to the head of Boggy Bayou in 1842 and settled in the area that is now known as Niceville. Permanent settlement began as a result of the Civil War. Victims of that ravaging struggle left their devastated homes to find new shelter. Boggy Bayou, named after a great peat deposit at the mouth of the Juniper Creek, provided for them abundant sunshine, waterway transportation, and inexpensive tracts of land.

As the settlement grew, a grist mill was established by John Nathey and his father to serve the farms. Part of that mill still stands on what is now the Eglin AFB golf course. A general store and a sawmill further improved upon the primitive conditions that the homesteaders faced. Money was not readily available, so metal tokens were used. Trade between Boggy Bayou and Pensacola supported the settlement. Lumbering and commercial fishing were the first industries of the small but productive community. Mr. Claude Meigs, Sr., established the first wholesale fish industry in 1913. Since that time, the Spence Brothers have developed the enterprise to its present fame; the company is now considered one of Florida's largest seafood packers. Sawmills and turpentine stills also aided in the growth of Boggy Bayou. Those established in 1890 by Eaton, in 1905 by Hancock, in 1910 by McKenzie, and in 1914 by Shaw, provided roost of the employment for the settlers until the advent of Eglin Air Force Base. Payrolls were collected 38 miles away at the nearest bank in DeFuniak Springs. Many times the paymaster made the round trip on foot.

As the Gulf Coast community grew, the need for a postal service became apparent. Dr. James C. White was the first Postmaster. On August 17, 1893, the U.S. Post Office recognized the City of Boggy. Several years later the name was found inappropriate and on November 5, 1910 the settlement was called Niceville, a name suggested by B. P. Edge, the Postmaster. Many residents were still not satisfied with the name and it was again changed. On May 24, 1919, Boggy became known as Valparaiso. One mile from this town, another community was developing and it was dubbed New Valparaiso. This created much confusion among the residents of the two towns and the mail delivery was greatly affected. On November 1, 1925, Boggy was renamed Niceville, and has lived up to its name ever since.

*~ Dan Doucet  
City Clerk, City of Niceville*

**Have an article or photo you'd like to see in City Desk?**  
Contact the City Desk editor, Tammy K. Vock, CMC  
City of Vero Beach, at [TVock@covb.org](mailto:TVock@covb.org)

**CITY DESK deadline:**  
• **March 15 – April 2006 edition**



## THE FLORIDA ELECTIONS COMMISSION IS CALLING?

We all hope no one gets this type of telephone call... and finds themselves saying... "I'm sorry.... Who did you say is calling? The State of Florida Elections Commission?"

Now... your heart flutters and skips a beat... you pull yourself together to listen ...really listen...to focus on what is being said...to clearly understand what information is being requested by the State Elections Commission.

For me... that call came about seven years ago, the caller, an attorney, requested all the inquiries, telephone contacts, requests for information by the candidate and wanted to know about any dialogue between the "Filing Officer" (City Clerk) and the candidate from the first day of inquiry to run for City Council. Also, the attorney wanted to know about specific instructions, etc. given to the candidate by the "Filing Officer" (City Clerk); and, wanted a full report with documentation ASAP.

After I hung up the phone, my mind rushed through the sequence of events that occurred when the candidate had inquired about running for public office. The greater part of the two days was spent pulling the sequence of events, dialogue and instructions together to be sure everything was documented. I decided then that I would not put myself through that type of "memory exercise" again! That day... I learned a valuable lesson!

Since that experience, a "Candidate Qualifying Process, Contact Log and Checklist" was implemented that provides documentation for every telephone call, discussion, action or issue, as well as candidate instructions, and election information while providing a checklist of deadlines for Campaign Treasurer Filing Reports, etc. for each candidate running for public office.

The Candidate Qualifying Process, Contact Log and Checklist is comprised of the following information:

- Candidate's address and phone numbers;
- Mayor or Council seat candidate is seeking;
- Space to track every telephone call, visit and issue;
- Opening/closing of qualifying time period;
- Review of Campaign Financing, Candidate Qualifying Requirements, and Campaign Treasurer Handbook and acknowledging receipt of City's Election Information Handbook,

including the above information;

- Candidate qualifying and filing;
- Does candidate choose Alternate Method of Qualifying?;
- Qualifying/Filing Fees (City/State);
- Candidate Loyalty Oath, Statement of Candidate signoff, and Designation of Poll Watchers, if applicable;
- Campaign Treasurer's Reports for Unopposed Candidates or Opposed Candidates with Contributions Deadline and Penalties if not filed by deadline date and time (includes all Campaign Treasurer Reports due, as well as Termination Report);
- Closing Campaign Account.

This log and checklist provides all the information regarding each candidate from the first day of inquiry through the process until the final termination report is submitted and closing out the campaign account. This document keeps each candidate and the Filing Officer (City Clerk) on track!

By the way, in the end, I found out that the call from the attorney for the Florida Elections Commission was inquiring about a candidate for Council. The attorney inquired if the candidate was a first time candidate, or seasoned candidate; inquired if the "Filing Officer" discussed the "Candidate Disclaimer" with the candidate; and inquired about the candidate not putting the Candidate's Disclaimer on all candidate election material. As we all know, this Disclaimer must be on all letters, post cards, flyers, and political advertising of any type. The disclaimer had been discussed, but the candidate did not interpret that the disclaimer had to be placed on letters in addition to all political advertising. The item in question was a letter written to all homeowner associations looking for candidate support. The Disclaimer states: "Political advertisement paid for and approved by (name of candidate) (party affiliation, if applicable, some elections are non-partisan) for (office sought)." See Chapter 11 – Political Advertising. The outcome of the case was that the candidate was a first time candidate and had not "intended" to omit the disclaimer; therefore, there was no fine imposed on the candidate.

My advice to every Municipal Clerk is to set up a "Candidate Log and Checklist" before your next municipal election. If you would like to have a copy of mine to review, my email address is: [shill@ci.greenacres.fl.us](mailto:shill@ci.greenacres.fl.us).

Please be sure to inform candidates about the qualifying requirements, campaign financing and election laws that are critical to their campaign. It is extremely important for every "Filing Officer" to provide awareness and education, as well as a fair and impartial election process.

**~ Sondra K. Hill, CMC  
City Clerk, City of Greenacres**

**For important information about how Floridians can aid in the post-Hurricane Katrina Energy Conservation effort, go to [www.floridadep.org](http://www.floridadep.org)**



***FACC Resolution Committee Member Ellisa Horvath, Village Clerk, Village of Bal Harbour, presents Incoming President Robert Parcher, City Clerk, City of Miami Beach, with a resolution recognizing Miami-Dade County Municipal Clerks Association 10 year anniversary.***

**ELLISA L. HORVATH APPOINTED VILLAGE CLERK FOR BAL HARBOUR VILLAGE**

The Bal Harbour Village Council has unanimously appointed Ellisa L. Horvath, CMC, as Village Clerk. In this capacity, Horvath – a 15-year veteran with the City – will serve as the Supervisor of Elections and is responsible for the preparation of proclamations, agendas and minutes for all Village meetings, as well as ensuring the efficient operation of the Clerk’s office. “I am delighted to welcome Ellisa to the office of Village Clerk. From day one, she has shown great professionalism and enthusiasm for the City of Bal Harbour, always having its best interest at heart,” said Mayor Sy Roth.

Ellisa is a 15-year veteran of the Village. Her numerous years of experience with Bal Harbour provides a valuable and unique depth of understanding and knowledge of our community — while her continuing education and personal training provide the Village with fresh, current ideas and insight into new municipal and government trends.

She began her tenure at the Village in 1990 after graduating from the Art Institute in Fort Lauderdale. Ellisa graduated with honors as a member of the Alpha Delta Rho Honor Society of Phi Theta Kappa, from Broward Community College in 1998 with a degree in Business Administration.

In 2001, she received CMC status as a Certified Municipal Clerk and is currently pursuing certification as a Master Municipal Clerk, already achieving Level One of the Master Municipal Clerk Academy. Ellisa also is a Certified Licensing Official and a Notary Public.

In October 2004, Ellisa was elected by her peers and members of the Miami-Dade County Municipal Clerks Association to serve as their President, a position she still holds.

She also is a member of the Resolutions Committee for the Florida Association of City Clerks, a member of the

International Institute of Municipal Clerks, the South Florida Government Finance Officers and City Clerks Association, and the Florida Association of Occupational Licensing Officials.

Ellisa was born and raised in South Florida. She has been married to her husband August for five years, and the couple spends most of their time with their 16-month old baby daughter, Kayla.

**DOOR PRIZES FOR CONFERENCE**

The conference committee is planning and making arrangements for a successful conference. One of the many projects is donations of door prizes for this event. We are looking for donations from each city. Door prizes will be presented at different events. The drawings in the Hospitality Suite are done either by tickets or by business cards thrown into a basket as guests arrive. Cities should look to their vendors or local businesses for possible donations. We are also looking for grand prizes to give out as the last gifts after the final session on Wednesday.

*(Please note that the Committee cannot solicit 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 work out details.)*

**MARK YOUR CALENDARS  
2006 ANNUAL CONFERENCE IN TAMPA!**

You don’t want to miss the 2006 Annual FACC Conference to be held at Tampa’s Grand Hyatt Regency Hotel on Courtney Campbell Causeway on June 25-28, 2006. The Conference promises to be one of the best yet! Aside from the exceptional educational sessions, there will be excellent opportunities to enhance your skills and knowledge, fellowship with other clerks and enjoy the beautiful Tampa Bay area. We have a wonderful committee working hard to make your time in Tampa very rewarding, educational, beneficial to your career development, memorable and simply great!

The theme for the 2006 conference is ***Sailing the Seas of Change - Finding Hidden Treasures***. The focus will be on leadership, education, communication, diversity and success. Many thanks to Mary Braisted of South Pasadena, for developing our theme/logo. We have wonderful talent in FACC!

Back by popular demand will be door prizes and city treasures! What a huge success the treasures have been! If you have treasures in your city or town to share, start putting your treasure chests together. There’s more to come from the gifts/door prizes subcommittee.

You will really enjoy the Tampa Bay area. It has an abundance of activities for you and your family to enjoy including great shopping and sight-seeing. You will also enjoy Tampa’s wonderful hospitality.

Thanks again to all conference committee members for your interest and great ideas. Your enthusiasm is off the chart!

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



## OVERCOMING THE SIX STUMBLING BLOCKS TO CREATIVITY

Psychologist and counselors often refer to our “self-talk”—the positive or negative messages we hear and repeat to ourselves to rationalize what we either do or do not do. Many of the self-talk messages that say, “I’m just not very creative” or “I’m not an idea person” will not be stumbling blocks when you try some new ways of leaping over them. Here are six to get you started:

### \* **Stumbling Block #1 – Fear of Appearing Ridiculous**

How many times did you have a good idea, only to keep it to yourself out of fear that you would look like a crackpot? Then, an hour, days, or months later, somebody else came up with the very same idea and was proclaimed a genius.

The best way to unlock the creative part of your brain is to go out on a limb and dare to be different. To get your ideas flowing, you could wear a different colored wig to work one day; don a sombrero while shopping for toys; put a different shoe on each foot to see if anyone notices. The possibilities are endless. The points are—mix it up; take a chance; do not be afraid to laugh at yourself!

### \* **Stumbling Block #2 – Fear of Breaking the Rules**

You have been coloring between the lines all these years. How many rules do you follow blindly without even questioning why? Things like what you have to wear; what you have to eat for breakfast; where you have to sit in a movie theater. Breaking through these kinds of blocks does not mean breaking the law or defying natural laws of safety and civility. While you should always follow legal requirements and safety issues, you can question many self-imposed rules and standards of daily living. Do not be afraid to go against the grain and do something different. Write down 10 “rules” you would like to break, and then work on breaking the safest, most innocuous of them first, then the next, then the next, until you have completed the list.

### \* **Stumbling Block #3 - Fear of Messing Up**

Forget about always being right. It is important to give yourself permission to learn from failure. When you make a mistake, you gain a new perspective. If you are not making a couple of mistakes every day, you are not using your potential or growing as a person. The trick is to learn from your mistakes. So, take the plunge: use a pottery wheel to make that vase you’ve

always dreamed of; compose a song for your sweetheart; sing at a Karaoke club.

### \* **Stumbling Block #4—Negative View of Oneself**

Sometimes our creativity gets stuck because we believe we are losers or nobodies. We worry that people will find out all the negative things we believe about ourselves. Negative beliefs are not facts, but we tend to act the way we feel. If you let others convince you that you are dumb, lazy or rude, you will act that way. If you act that way, you will affirm to others that they are right.

One way to overcome this negative block is to write down your best qualities. If you are a great cook, make yourself a special meal. If you really like music, go splurge on a favorite recording, and play it loud!

When you do something special for yourself, you feel better, and you will treat others better.

### \* **Stumbling Block #5—Constipated Thinking**

Our lives have become too busy. Our “To Do” lists grow to become big productivity killers. We become so obsessed with all the little errands and tasks that we do not have time left for silence and reflection. Most of our minds are so muddled with trivial details; we are just too busy to be creative. Our creativity becomes clogged with worries.

What types of things would help break up this type of thinking? Take just one hour and do nothing. Do not read, answer the phone, or watch television, talk with a friend, knit, or brush the cat—do nothing. When you take the time to slow down the details, your mind opens to new prospects you have never before considered.

### \* **Stumbling Block #6—Habitual Thinking**

When it comes to unblocking creativity, our habits should always be first. We each have our little rituals that we have adopted without much reason or question. We do them without thinking—and they do not always allow us to go where we might need to go. Habits confine us when we are trying to come up with solutions. They inhibit us from traveling in new directions. For example, we always drive the same route to work at the same time of day and never see the world growing and changing around us. Or, we always watch the news at the same time on the same channel and never know that there may be something more interesting available.

You can break out of the habits you have created by becoming aware of blocks that might be holding you back and make a conscious effort to move past your comfort zone. Keep an open mind, learn by doing, keep practicing, enjoy yourself and have fun!

*- From “New and Improved”  
By Pam Circle*

## NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) COURSE CREDIT

Toni Brandt, Accreditation Specialist with IIMC, has confirmed that the following schedule of credit is available for successful completion of the NIMS training classes offered through FEMA. A copy of the Certificate of Completion will be the proof you would submit with your application.

IIMC has approved the FEMA self study courses as follows:

MMCA - 5 Advanced Education points

CMC - 5 Experience points

CMC Recertification – 10 hours

The FEMA in-class training will earn the following points:

MMCA – 1 Advanced Education point for each 6+ hours of training per day

CMC – 1 Experience point for each 6+ hours of training per day

CMC Recertification – actual hours of training

*~ Lisa Burns, CMC  
City Clerk, City of Temple Terrace  
Professional Education Chair  
1st Vice President*



## 2005 CAREER DEVELOPMENT INSTITUTE RECAP

Based on the evaluations received, it appears that our 2005 Career Development Institute was a resounding success!

This year there were nearly 60 First Year Attendees who attended classes on Meetings, Agendas and Minutes; Ethics in the Workplace; Understanding the Basics of Governmental Budgeting and Accounting; Florida Notary Law; Records Management; Managing Career and Life Style Stress; and Interpersonal Communication. Attendees were reminded that the 3-year Institute Program is designed to provide a well-rounded base of knowledge that every City Clerk should know, even if it doesn't specifically apply to his/her current position.

Second and Third Year Attendees enjoyed classes on Florida's Code of Ethics; Local Government Revenues and Budgets; Structure and Function of Local Government in Florida; Media Communications; Personnel Issues; Conflict Management; and Legal Aspects of the Clerk's Office.

This year marked the last year of the Graduate Papers as a requirement for "graduation" from the Institute. The First and Second Year Attendees now complete an "Ideas to Action" plan during the week, in accordance with IIMC's requirement

for assessment (testing) of knowledge gained through the Institute Training. These plans are turned in at the end of the week for review by our Institute Director, and then on verification of completion, as required by IIMC, they are returned to the attendees along with their Certificate of Attendance.

The Ideas to Action plan is designed to assist attendees in thinking through the information received and trying to develop ways to use that information in their respective workplaces – thus putting Ideas to Action.

Next year, all three years of the CMC program will be involved in the Ideas to Action planning concept, and finally, the following year, the Master Municipal Clerk Academy will also be required to participate in the assessment program.

There were alternative choices offered for the Master Municipal Clerk Academy this year, in an effort to have smaller classes for this growing group of professionals! Records Management and Notary updates were offered as "refresher" courses; Implementing a Cardio Pulmonary Resuscitation and Automated External Defibrillator Program explained some of the new life-saving technology available for Cities – an actual certification program may be offered at the Annual Conference if there is sufficient interest; Leadership Alchemy – 7 Transformational Steps to Becoming a Leader, Performance Management, Boosting Your Self-Esteem, and Goal Setting rounded out the leadership program this year.

Our most sincere thanks to our fabulous Institute Director, Kathy Sittig, for her hard work in securing such informative speakers and interesting topics. While the Professional Education Committee does assist Kathy with the Institute Program by providing ideas for some of the sessions, Kathy really carries the weight of this program, being sure it meets IIMC requirements, locating and negotiating with speakers, and following through with preparations prior to, during, and following the entire event, and for that we want to be sure Kathy knows how appreciated she is!

Our thanks to Barbara Solis and Anjie Ayars, our highly capable Meeting Planners, for the hotel, meeting room and food arrangements, taking care of registration, and keeping the event flowing smoothly. They did an outstanding job! We look forward to one more year in Lake Mary before moving northward to give our Central Florida hosts a needed break. With that, we have to say that each year our Institute Committee seems to out-do itself with their welcome information and great hospitality suites - thank you, to all of you, for your hard work.

The Professional Education Committee has begun formulating the program for our Annual Conference to be held in Tampa, June 25-28, 2006. We welcome your suggestions for topics and urge you to send your ideas to any member of the Professional Education Committee as soon as possible, so we can try to incorporate as many of these as we can into the program.

*~ Lisa Burns, CMC  
City Clerk, City of Temple Terrace  
Professional Education Chair  
1st Vice President*

## GREETINGS FROM THE INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC) HEADQUARTERS!

As Accreditation Specialist of IIMC, it was a pleasure to attend this past Florida Association of City Clerk's Annual Conference in Orlando and meet many of the faces in the Certified Municipal Clerk (CMC) and Master Municipal Clerk Academy (MMCA) programs. Currently, there are 543 IIMC members in Florida and of that number, 268 hold the prestigious Certified Municipal Clerk (CMC) designation, 146 are in the distinguished Master Municipal Clerk Academy (MMCA) program, and 33 hold the Master Municipal Clerk (MMC) distinction. The state of Florida has the second largest group of IIMC members nationwide!

The IIMC Board of Directors is always looking for ways to elevate the status of the Municipal Clerk, and one way is to raise the standards through modifying the existing MMCA program. At this past IIMC Conference in St. Paul, Minnesota, the Board of Directors voted to raise the bar for attainment of the coveted Master Municipal Clerk (MMC) distinction. As of January 1, 2013, clerks applying for the final level in the Master Municipal Clerk (MMCA) program will need to hold a Bachelor's Degree or have 15 years of clerk service, in addition to fulfilling the 25 point MMCA application requirements. The IIMC Board of Directors also voted to change the study and development requirement between levels to 1-to-4 years, allowing academically and professionally active clerks to attain the MMC distinction at a more accelerated rate.

IIMC's mission statement is *Professionalism in Local Government through Education* and in addition to encouraging clerks to attend the John Scott Dailey Florida Institute of Government, IIMC encourages clerks to attend the IIMC Annual May Conference. IIMC Members may earn four CMC Experience points, four MMCA Professional & Contributions points or 24 hours of CMC Recertification credit for attending an IIMC Annual May Conference. This year IIMC's Conference will be held in Anaheim, California and plans are underway for an unforgettable conference. IIMC has contacted a well-known Afterburner Fighter Pilot to present a dynamic session of *Flawless Execution*. This motivational, high energy, leadership session will incorporate the use of the Afterburner Flawless Execution Model to show how Municipal Clerks can use this model in their day-to-day responsibilities to dramatically improve the way their "team" works. Look for the IIMC Preliminary program on our website at [www.iimc.com](http://www.iimc.com) this coming November for more details. IIMC still continues to offer education credit for completing FEMA seminars and on line courses. FEMA seminars will earn CMC aspirants one Experience point for each full day of training, MMC aspirants will earn one Advanced Education point for each full day of training, and CMC Recertification candidates will earn actual hours of training credit. FEMA on line courses will earn CMC aspirants five Experience points, MMC aspirants will earn five Advanced Education points, and CMC recertification candidates will earn 10 hours of credit. Among the on line courses offered are IS-100, IS-200, and IS-700. Please check the FEMA website at: <http://training.fema.gov/EMIWeb/IS/crslist.asp> for more details.

Please continue to visit IIMC's website for new information, and I hope to see many of you at the IIMC Conference in Anaheim!

~ **Toni Brandt, IIMC Accreditation Specialist**



### PINECREST CLERK ANNOUNCES CANDIDACY FOR FACC SECOND VICE PRESIDENT

Pinecrest Village Clerk Guido Inguanzo, CMC, has announced his candidacy for Second Vice President of the Florida Association of City Clerks (FACC). The election will be held prior to the 2006 annual conference. "I have known Guido for over ten years and certainly can attest to his professionalism and expertise, not only as a clerk, but as a member and officer of FACC and strongly support his candidacy," said former FACC President Teresa M. Soroka, MMC of Aventura.

Inguanzo served on the FACC's Board of Directors from 1996 – 1998 and was recently the chair of the association's By-Laws Committee. He was also the founding president of the Miami-Dade County Municipal Clerks Association (MDCMCA). "Guido was instrumental in the creation of our local association and has been a mentor and friend to many of our local clerks," said MDCMCA President Robert Parcher of Miami Beach.

Inguanzo was appointed as Pinecrest's first Village Clerk in 1996 and also served as Key Biscayne's first Village Clerk from 1992 – 1996. In addition to his duties as a charter official, Inguanzo is also Pinecrest's chief information officer.

"FACC is a tremendous resource for clerks. I am looking forward to continuing to contribute to this association and that is why I have submitted my name for nomination as Second Vice President," said Inguanzo.

Inguanzo is married to Monica S. Inguanzo (who serves as Assistant to the Village Clerk in Palmetto Bay) and lives in Miami-Dade County.

For additional information: [Inguanzo4FACC2VP@gmail.com](mailto:Inguanzo4FACC2VP@gmail.com) or [www.pinecrest-fl.gov/clerk](http://www.pinecrest-fl.gov/clerk)



## FLORIDA CITIES OF EXCELLENCE AWARDS BANQUET TICKET INFORMATION

**Legislative Conference registrants** are invited to attend the Florida Cities of Excellence Awards Banquet, which will be held Friday, November 18th, at the Hyatt Orlando International Airport Hotel (following the Legislative Conference). Winners of the 10 award categories will be announced at the banquet (finalists are listed below).

There is an additional fee of \$75 for the reception and banquet (it is not included in the Legislative Conference registration fee). Banquet ticket order forms are available online at [www.flcities.com/awards.asp](http://www.flcities.com/awards.asp). The deadline for ticket orders was November 7th.

The awards reception and banquet will begin November 18, at 6:00 p.m. and will run until approximately 10:00 p.m., so please make your travel/hotel plans accordingly.

For more information, contact Gail Dennard at the Florida League of Cities at [gdennard@flcities.com](mailto:gdennard@flcities.com) or 1-(800) 342-8112.

The finalists are:

### City of Excellence

- City of Fort Pierce
- City of Palm Beach Gardens
- City of Safety Harbor
- Village of Wellington
- Town of Windermere

### City Spirit Award

- DeLand – “Senior Resource Directory”
- Fort Walton Beach – “City Changers”
- Ocoee – “Opening Up the Lines of Communication”
- Palmetto Bay – “Village of Parks”
- Winter Park – “Railroad Avenue Residences and Water Treatment Plant”

### Mayor of the Year

- Rick Baker, St. Petersburg
- Craig Barker, Destin
- Mecca Fink, Southwest Ranches
- Delores Madison, Midway
- Glenn Sangiovanni, St. Cloud

### Council Member of the Year

- Aster Knight, Southwest Ranches
- Mary Martin, Port Orange
- Leanna Mirsky, Lauderhill
- Georgia Phillips, Rockledge
- “Sam” Sarah SeEVERS, Destin

### City Manager of the Year

- David L. Brown, Coral Gables
- Charles F. Dodge, Pembroke Pines
- David T. Harden, Delray Beach
- James (Ric) Holt, Cocoa
- John Lawrence, Dunedin

- Jeffrey Miller, Tamarac
- Kenneth Parker, Port Orange
- Ellen S. Posivach, Tarpon Springs

### City Citizen of the Year

- Peter Atwood, Port Orange
- Beryl Collins, Lauderhill
- Eugenia Duncan Ellis, Fort Lauderdale
- Charlene Greenwald, Fort Walton Beach
- George H. Herbst, Winter Park

### City Clerk of the Year

- Cyndie Goudeau, Clearwater
- Sally A. Maio, Sebastian
- Andrea Lorenzo-Luaces, Winter Springs
- Susan Stills, Cape Canaveral
- Helen Spencer, Fort Walton Beach

### City Attorney of the Year

- Herbert Darby, Lake City
- Samuel Goren, North Lauderdale, Pembroke Pines
- Elizabeth Hernandez, Coral Gables
- Donald J. Lunny Jr., Plantation
- Dwight Severs, Titusville

### Finance Official of the Year

- Mike Burton, Finance Director, Fort Walton Beach
- John Canada, Chief Financial Officer, Southwest Ranches
- Harry Kyne, Finance Official, Seminole
- Stacie Rimes, Director of Finance, Belle Glade
- Linda Stilson, Assistant Finance Director (Former Interim Finance Director), Crystal River

### City Employee of the Year

- Patrick Chambers, Rockledge
- Harry Gross, Dunedin
- Scott McGuff, Oldsmar
- Kenneth Pachnek, Lauderhill
- William J. Van Helden, Cape Coral

*To laugh is to risk appearing the fool  
To weep is to risk appearing sentimental  
To reach out for another is to risk involvement  
To expose feelings is to risk exposing your true self  
To place your ideas, your dreams before the crowd is to risk their loss  
To love is to risk not being loved in return  
To live is to risk dying  
To hope is to risk despair  
To try is to risk failure  
But risks must be taken because the greatest hazard in life is to risk nothing  
The person who risks nothing, does nothing, has nothing and is nothing.  
They may avoid suffering and sorrow, but they cannot learn, feel, change, grow, love, live.  
Chained by their certitudes, they are a slave, they have forfeited their freedom.  
Only a person who risks is free.*

*~ Leo Bascaglia*

## **A DAY IN THE LIFE OF A CITY CLERK...**

*(A publication of the Florida Association of City Clerks (FACC) August, 2005)*

Are you aware of the myriad of responsibilities for which your City Clerk is responsible? Every municipality is different based on demographics, population, location, etc., and the role and responsibilities of City Clerks are often different based on these individual characteristics.

But - one thing is usually the case in EVERY Municipality - you depend on your City Clerk like no other employee. A City Clerk is your confidant and friend - your dependable, trustworthy, hard working, and dedicated civil servant - always striving to bridge every gap. To accomplish this and be the best clerk possible, it takes an abundance of integrity, tenacity, reliability, and professionalism.

First and foremost, most City Clerks work for and with the Commission/Council, the City Manager, the City Attorney, staff, colleagues, and the public, and this is just the beginning. Many City Clerks, because of their professionalism and ability to deal with the politics of local government, are often called upon to assist with other issues that sometimes are new even to them, but demand the attention of a true professional. That is the true value of a City Clerk!

City Clerks often have multiple roles, including Finance Director, City Auditor, Contract Administrator, Webmaster, Public Information Officer, Special Projects Coordinator, or Risk Manager - sometimes just whatever needs to be done. That is the kind of professional you have that you can always depend on - your City Clerk.

The following are examples of the numerous responsibilities City Clerks handle from the Northwest Panhandle of Florida - to the Keys and from coast to coast:

Assists the Commission/Council, City Manager and City Attorney: With coordination of meeting agendas; transcription of meeting minutes; correspondence and requests for information; preparation of agenda items, Ordinances, Resolutions, and Proclamations; travel arrangements; purchases; copies; and keeps the Commission/Council abreast of information.

Coordinates a myriad of Special Events: Inaugurations, appreciation dinners, open houses and other holiday events. Some of the related tasks include: planning programs; selecting, writing and sending invitations; working with venues and vendors; planning menus; researching information and dates pertaining to awards; designing and ordering awards; coordinating staff and volunteers for specific events.

Completes all administrative functions and scheduling: For Commission/Council Regular Meetings; Special Meetings; Attorney-Client Sessions; and Workshops as well as City/Town Advisory Boards and Committee meetings; prepares all legal advertising for Commission/Board actions in accordance with State law. Completes and executes documents approved at such meetings and provides copies to interested parties. Serves as the liaison between appointed advisory board

members and City staff.

Handles the numerous and intricate legal requirements and details related to Elections: Including qualifying municipal candidates, voter registration drives, and administering contracts with County Supervisors of Election offices.

Manages City-wide Records Management Programs: Including responsibility for the record keeping of all city Ordinances, Resolutions, contracts, agreements - literally every type of document or electronic record created by the City.

Updates the City's Code of Ordinances: In accordance with Ordinances enacted by the City Council/Commission, and maintains the City's Code in the most efficient manner via electronic and/or paper supplements.

Researches City Records: To assist Members of the Commission/Council; City Manager; City Attorney; Staff; other municipalities; other agencies, and the general public.

Records City documents: With agencies such as the Clerk of the Court; Secretary of State, and other Agencies, as other applicable State or local agencies.

Serves as Records Management Liaison Officer (RMLO): Complies with all current policies and procedures, as stipulated by State or municipal law; provides training to City personnel/departments; completes related correspondence/reports; coordinates disposition of records which have met State retention timeframes; and manages long-term storage of vital records through electronic media or off-site storage facilities.

Often a City Clerk is also responsible for such duties as...

- \* Legal, display, and community interest advertising
- \* Contract management & maintaining City property records
- \* Development of bid specifications and RFP's
- \* Staff training
- \* Occupational and animal licensing
- \* Mail distribution and public notary services
- \* Purchasing functions

And if that isn't enough - City Clerks must maintain their professional skills in order to keep up with the constantly changing laws and responsibilities through many of the following:

- \* Reviewing trade journals
- \* Reviewing legislative changes affecting cities
- \* Keeping up-to-date on programs/activities of other cities
- \* Attending Job Related Seminars, Conferences, and college classes to upgrade expertise, learn new skills, and to maintain professional certification
- \* Working with Professional Associations
- \* Pursuing CMC/MMC Certification

*CITY CLERKS WORK HARD TO BE THE BEST THEY CAN BE  
AND TO SERVE THEIR MUNICIPALITY  
WITH DEDICATION, HONOR, AND INTEGRITY!*

## NEW NORTHEAST DIRECTOR

My name is Kurt Lannon and I am the new Northeast Director. I have been a City Clerk for 16 years; twelve years with the City of Gainesville, Florida and four years with the City of Waldo, Florida. I have also worked as a grants administrator for the Gainesville Police Department and the Alachua County Housing Authority.

I received a Masters of Public Administration from the University of West Florida in 1985 (Yes, I did have a chance to live on Pensacola Beach before the Hurricanes and all the new development). My undergraduate degree is a B.S. in Natural Resource Management from the SUNY College of Environmental Science and Forestry at Syracuse University in 1982 (My original Blue and Orange team).

I have been married for nearly twenty years to Heidi (who recently received her PhD from the University of Florida). We have two children Jeremy (17) and Emma (10), as well as the proverbial dog and cat.

My goals, as I learn more about my responsibilities as a board member, is to contribute to the FACC where I can by utilizing my experience as a City Clerk. I also hope to visit many cities in the Northeast region as the weather grows cooler to see first hand the facilities and needs of the Clerk's in our region.

When not working or parenting, we try to spend as much time as possible at our rambling lakefront cottage (named Serendipity) in Upstate New York. We purchased this old (wood floors, screen porches, rusty faucets etc) seasonal property during the great Northeast blackout of 2003. Located on Keuka Lake in the heart of the Finger Lakes wine producing region you'll know where to find me if I don't show up to an FACC Institute.

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

### IIMC OPENS SATELLITE OFFICE IN VIRGINIA

At their meeting in Saint Paul, MN, the Board of Directors approved the opening of an IIMC Satellite Office in Arlington, VA, at the National Center for Supercomputing Applications. The Office will be available for one year beginning August 1, 2005.

This Office will be instrumental in increasing IIMC's visibility, developing collaborative working and professional relations with other professional organizations such as GFOA, ICMA, NLC and IFES, partnering with a technologically advanced enterprise, and providing the Organization with a variety of opportunities to secure grant funds to accomplish IIMC's mission.

The rental of the facility will cost approximately \$5,000 per month and includes furniture, office equipment access, technical support, video conferencing, utilities, telephone and more.

~ **Chris Shalby**  
**Interim Executive Director, IIMC**

To All my Friends at FACC:

Thank you so very much for the outpouring of friendship during my illness and treatment. Each time I open a card, I am again reminded of the wonderful people in FACC. I am truly blessed to belong to such a caring organization and for being able to call you my friends. At the end of a long day when I open my mail and find a note, I am lifted up. The planter FACC sent to me when I had surgery is still beautiful (can you believe I have not killed it!)

~ **Betty M. Richardson, MMC**  
**President**

Dear FACC Clerks:

Thank you so much for the beautiful plant that you sent for my Father's funeral service. Also I appreciate all the cards that I received. They really helped my family and I through this difficult time and just reminded me how many wonderful friends that I have.

I hope that everyone survived Hurricane Wilma. Thank goodness that this is the end of October and there should not be any more hurricanes coming our way. This hurricane did prove how much we learned from the two hurricanes that we had last year and how prepared we were this year.

If you have anything that you would like to appear in City Desk please e-mail the information to me at [tvock@covb.org](mailto:tvock@covb.org). Again, stay safe and mark your calendars for the IIMC Region III Annual Meeting to be held January 8-10, 2006.

~ **Tammy K. Vock, CMC**  
**2<sup>nd</sup> Vice President/City Desk News Editor**

To all of my friends at FACC:

Thank you for the beautiful plant for my dad's service. I can't express the feeling I had when I saw it. Although it was a blessing, it was still very difficult to say goodbye. My dad led a very colorful life and was well-liked by everyone. The outpouring of love and friendship was overwhelming and helped me through it. My dad had so many friends and would be so proud to see the friendships I have made throughout the state. All of your cards, notes, thoughts and prayers are truly appreciated and mean so much to me and my family. I am truly blessed to call so many of you friend.

~ **Lori Stelzer, MMC**  
**City Clerk**  
**City of Venice**

### CALENDAR OF EVENTS

IIMC Region III Annual Meeting  
Holiday Inn Sun Spree Oceanfront Resort  
Wrightsville Beach, North Carolina  
January 8-10, 2006

## YOUR BOARD IN ACTION

At the Board meeting on **August 18, 2005** in conjunction with the Florida League of Cities Annual Conference in Orlando, the following actions were taken:

- New Board Orientation conducted re: procedures for agenda items, Board discussion, and Board meeting protocol.
- Minutes of the June 19, 2005 Board meeting were approved as corrected.
- Report provided re: activities related to the Clerks' Assistance Program (CAPS), and the need to identify more Clerks, retired or in transition, interested in assisting cities in search of a City/Town Clerk.
- Central East District Director announced that she would be hosting a District Meeting in Casselberry including a training session on Parliamentary Procedures on September 23, 2005.
- Discussion occurred regarding the upcoming Career Development Institute in Lake Mary and plans regarding door prizes being more "business related"; theme for the Institute's Hospitality room – "*City Clerks are Gems*"; and Institute Committee to again provide welcome table at Institute as well as gifts for all 1<sup>st</sup> Timers.
- At the President's request, the Board discussed the possibility of adding additional districts to the current structure of FACC resulting in appointment of a Committee to review all aspects associated with adding additional districts. Committee to include: Cynthia Goudeau, CMC, Clearwater; Sally Maio, MMC, Sebastian; Barbara McDaniel, MMC, Davie; Andrea Lorenzo-Luaces, CMC, Winter Springs; Marge Strausbaugh, CMC, Mascotte;
- Approved changing the "Tuesday Night All Conference Event" to Monday night at future Annual Conferences beginning with June 2006.
- Approved appointing the Speakers' Outline Committee from Clerks in close proximity to the Annual Conference and that one member be appointed as a liaison between the Conference Host and Speakers' Outline Committees to coordinate efforts.
- Executive Board agreed to review the League's Clerk of the Year submittals via email and telephone conference if needed.
- Board discussed process for providing Certificates of Appointment to all Committee members and the Board concurred that the President would send a Certificate of Appointment to each Committee Chair and it would be the Chairs' responsibility to report to the President prior to the President forwarding Certificates to the Committee members.
- Discussed possibility of changing Board meeting dates to include a New Board orientation meeting in June at the end of the conference and eliminating the August Board meeting; issue to be discussed again at the October Board meeting.
- Discussed need to order new specialty pins, i.e., alligators, manatees, flamingos or a different design – to be discussed again at the October Board meeting.
- Board concurred to support and endorse Dyanne Reese, CMC, City Clerk, City of Savannah, in her quest to become the next 2<sup>nd</sup> Vice President of IIMC.
- Discussion held re: Immediate Past President's Report re: the issue of whether an Executive Board member should serve as Chair of the Professional Education Committee (PEC); Board voted unanimously that beginning with June 2006 that a member

of the Executive Board or the Board of Directors will not be eligible to serve as Chair of the Professional Education Committee.

The FACC Board of Directors took the following actions at the meeting held **October 12, 2005** in conjunction with the John Scott Dailey Career Development Institute:

- Approved Minutes of the August 18, 2005, Board meeting.
- Approved holding the 2006 Career Development Institute at the current location – Orlando Marriott at Lake Mary
- Discussed uniform testing for the CMC and MMC certifications. Because laws vary from state to state, IIMC does not require a uniform testing program. Several states have testing separate from IIMC and the Board of Directors directed Kathy Sittig, IOG, to obtain copies of the tests for research. This item will appear on the February 2006 Board meeting agenda.
- Discussed adding districts. The re-districting Task Force requested additional input regarding the need for adding districts to make each district smaller to allow more face-to-face contact with members in each district. This item will appear on the February 2006 Board meeting agenda.
- Approved the theme/logo for the 2006 Conference: "Sailing Seas of Change – Finding Hidden Treasures."
- Approved yearly Goals report to be sent to the membership noting how goals are achieved. Each Committee will provide information on how their goals were met
- Approved using ClerkNotes as a form of Message Board for inquiries
- Approved adding a "New Members" section to the Website
- Approved concept of Mentors and Mentees placed on a permanent list until member requests to be removed from list
- Approved Resolutions 2006-01 through 2006-04 with ratification at the membership meeting in June 2006
- Discussed procedure for obtaining sponsorships and donations for Conferences: Members ask prospective vendors and sponsors if they are interested; send information to Barbara Solis or Anjie Ayars at FLC for them to negotiate the contracts
- Approved adding a New Board Orientation luncheon meeting at the end of the Annual Conference each year and keeping the four Board meetings as currently scheduled
- Rescinded setting criteria for Professional Education Committee Chair
- Approved establishing a separate committee for the Conference hospitality suite to work in conjunction with the Conference Committee
- Selected a new 1" FACC lapel pin that depicts the Florida sun with a palm tree and FACC letters in the sand: approved ordering 2000 pins
- Chose the PGA National Resort & Spa as the first choice for the 2007 conference
- Approved holding the 2007-2008-2009 Career Development Institute in the Jacksonville area
- Discussed a Disaster Relief Funding Program with further discussion to be held during the budget process in February
- Discussed a Disaster Relief Committee with a member from each of the six districts to set up a volunteer group to work in cities who need help

**Next Board Meeting:** February 2006 in Ocala

**CAREER DEVELOPMENT INSTITUTE  
& FACC/IIMC CONFERENCE**  
(SCHOLARSHIP APPLICATIONS AVAILABLE)

The FACC Awards/Scholarships Committee is excited to announce that packets are available for the following:

- 2006 Kay O'Halloran Memorial Career Dev. Institute Scholarship
- 2006 FACC Annual Conference Scholarship
- 2006 IIMC Conference Scholarship

If you wish to attend one of the above referenced educational institutes/conferences, but have not considered it because funding is not available for your agency, or you can obtain only partial funding, please consider applying. Continuing education is very important to the profession.

The scholarship packet will be available at [www.floridaclerks.org](http://www.floridaclerks.org) or you may call me with your request to email, fax, or mail. All scholarship applications are due by December 31, 2005 to the Awards/Scholarships Committee at:

Jan Moore, City Clerk  
Town of Manalapan  
600 South Ocean Boulevard  
Manalapan, FL 33445  
(561) 383-2941 [jmoore@manalapan.org](mailto:jmoore@manalapan.org)

**CITY OF BOCA RATON CITIZENS INFORMATION CENTER**

In 2000, the City of Boca Raton developed the Citizens Information Center to provide a higher level of service to residents in times of emergency by having one centralized number for a variety of emergency information. CIC personnel work in close contact with "rumor control" staff and EOC personnel to help alleviate panic on the part of the citizens, who are facing an impending hurricane, major water breaks, or other emergencies that may occur in our city.

Ten City employees staff the CIC. One member speaks Spanish; another speaks French. CIC staff members typically work 10 to 18 hours per day. Little did staff know that, all too soon, our resources, our instincts, and our patience would be put to a grueling test for two weeks in September 2004.

As Hurricane Frances approached the Florida coast, we were put under a hurricane watch and the CIC was opened. Essential pre-hurricane information was also provided on City Government Channel 20 and on the City's radio station AM 1650. During 10 days, the center received calls from not only City residents but from people across the County, out of the state, and even a few international calls. Staff members also answered calls related to surrounding cities because no other municipalities in the area had an information hotline staffed with live people. A total of 13,882 calls were answered in the 10 days that the center was activated. Two short weeks later, the CIC was once again activated for Hurricane Jeanne. We were lucky this time and had to spend only 3 days at the center. Hurricane Season 2004 will not be forgotten, both for the unprecedented

occurrence of back-to-back hurricanes (four inside of six weeks) and for 10 days spent sleeping on cots and living with our co-workers.

P.S. We are now in the clean-up stages of Hurricane Wilma. The CIC was once again activated for 12 days. An estimated 15,000 phone calls were answered. International calls were received from Luxembourg, Israel, Bermuda, Singapore, South Africa and Canada.

*~ Diane King*  
**Assistant City Clerk, City of Boca Raton**

**NEW NORTHWEST DISTRICT DIRECTOR**

Gayle Lanier, City Clerk for the City of Chattahoochee was appointed to city clerk November 3, 1998. She had served as acting Clerk from August 1, 1998 prior to being appointed. Mrs. Lanier has been employed with the City of Chattahoochee for 27 years working her way from Billing Clerk in 1978 to Payroll Clerk in 1979, Bookkeeper in 1987 and Deputy Clerk starting in 1989. Gayle joined the FACC and IIMC in 1991 and received IIMC Certified Municipal Clerk (CMC) status on March 12, 1993. She was accepted into the Academy for Advanced Education, which is now the Master Municipal Clerk Academy in May of 1998. As of December 2003, Gayle is in the Second Level.

Involvement with the FACC includes appointment to the Goals Committee 2000-2001 and the Nominating Committee 2001-2002. FACC state conferences she attended were in 2001, 2002, 2004 and 2005, also Region III IIMC Meeting in Mobile, AL, Savannah, GA and Asheville, NC. IIMC National Conferences which were also attended starting in 1993 in Orlando, Florida, 1999 in Ottawa, Ontario, and 2004 in Whistler, BC. Gayle's husband, Gene always looks forward to making these trips with her and for this she is grateful.

In addition to normal clerk duties of maintaining records, attending meetings, taking minutes, serving the Mayor, Council, and City Manager, Gayle's duties also include supervising the Payroll, Billing and Bookkeeper Clerks and is also the Director of Finance plus Secretary to the Fire Board.

Upon completion of high school, Gayle attended Chipola Junior College where she received an AA Degree. In December of 1998 she earned her Bachelor of Public Administration from Barry University.

Gayle's community activities included serving in several positions at the First United Methodist Church, also as a member of the American Legion Auxiliary, and mentoring at Chattahoochee Elementary School. Past community activities included serving in many positions with The Quincy Music Theatre on their Board of Directors as well as in several other area of the Theatre. She also enjoyed the privilege of Girl Scout Leader and was actively involved as a parent altogether for twelve years.

Gayle may be contacted at (850) 663-4046, P. O. Box 188, Chattahoochee, FL 32324 or e-mailed at [cityclerk@gtcom.net](mailto:cityclerk@gtcom.net).



### COME ONE, COME ALL!

All Municipal Clerks, Deputy and Assistant Clerks,  
County Clerks and Others Interested in the Clerks Profession

International Institute of Municipal Clerks  
Region III Conference and Business Meeting  
January 8-10, 2006; Wrightsville Beach, NC

North Carolina is extremely proud and honored to be hosting the 2006 IIMC Region III Conference and Business Meeting! The North Carolina Association of Municipal Clerks is pleased to extend to you an invitation to attend the Conference scheduled for January 8-10, 2006 at the Holiday Inn Sunspree Resort in Wrightsville Beach, North Carolina.

The IIMC Region III Conference and Business Meeting provides an opportunity for clerks to participate in informative educational sessions, as well as become better acquainted with our colleagues from Alabama, Florida, Georgia, North Carolina and South Carolina. It is a great time to share common experiences and capitalize on a wealth of knowledge. All meetings sponsored by the Association are open to all clerks, deputy and assistant clerks, county clerks and others who are interested in the clerk's office, regardless of whether you are a member of IIMC.

An excellent program has been planned. There will be a Master Municipal Clerks Academy (MMCA) on Monday, January 9, 2006 featuring Denise Ryan, MBA of FireStar Speaking. Denise is a dynamic lead presenter and is a proud member of the National Speaker's Association. This MMCA program is IIMC-approved and co-sponsored by the University of North Carolina School of Government. **Any registered conference delegate may attend this Session.** It is not required that you be registered in the Master Municipal Clerks Academy Program to attend and receive this informative training. Participants who are working on their MMC will receive (3) Advanced Education points for attending the program, those working toward their CMC receive (1) Experience point; and those working on CMC Recertification earn the actual hours (6) of session training. Certificates of training completion will be distributed at the end of the session.

The NCAMC has also planned some exciting and interactive dinner entertainment for your enjoyment Monday evening, January 9, 2006. **You won't want to miss it!**

The Holiday Inn Sunspree Resort is the host site for this five state conference. It is a beautiful facility located oceanfront on the pristine beaches of Wrightsville Beach, NC. All rooms are equipped with a private balcony and other amenities such as a microwave, coffee maker, refrigerator, hair dryer, and ironing equipment, to name just a few. The hotel will provide complimentary shuttle service to and from the Wilmington International Airport. Guests should make airport pick up shuttle reservations with the hotel prior to arrival. In addition the hotel provides free transportation to all guests for attractions in the Wrightsville Beach area. Visit the hotels website for more information on recreational amenities such as pools, spas, and fitness center: [www.wrightsville.sunspreeresorts.com](http://www.wrightsville.sunspreeresorts.com)

Hotel reservations must be made directly to the Holiday Inn Sunspree by Friday, December 9, 2005. The toll free number is 877-330-5050. The conference rate is \$99 per night for single or double occupancy, plus 13% combined state and local tax. Add \$10 for each additional person in the room. The \$99 rate applies to both oceanfront and standard rooms, so call early to reserve your preference.

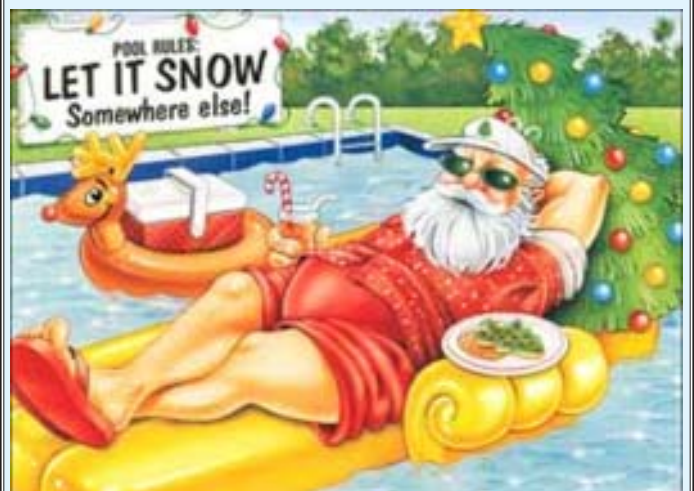
The early bird registration fee for the conference is \$160 so be sure to register prior to December 9 to receive this preferred rate.

If you did not receive a Conference Registration Packet in the mail, please visit the North Carolina Municipal Clerks website at the following address to download a copy: [www.iog.unc.edu/organizations/clekr/ncamc/index.html](http://www.iog.unc.edu/organizations/clekr/ncamc/index.html) or contact Carmen K. Miracle, NCAMC Program and Education Chair at [cmiracle@ci.jacksonville.nc.us](mailto:cmiracle@ci.jacksonville.nc.us) to receive a faxed, mailed or email copy of the materials.

Please make plans to attend the Region III Conference and Business Meeting in January.

We look forward to seeing you there.

### HAPPY HOLIDAYS, FLORIDA CLERKS!



## DEPUTY CITY CLERK

Responsible for municipal records, customer service, official agendas and minutes, elections support, business processes and reports. A.S. degree, vocational degree, or training equivalent to completion of two years of college with emphasis in Business Administration, Public Administration, office technology, or a related field. Requires five years of experience performing secretarial and office work of a progressively responsible nature. Notary Public or obtained within an agreed period of time. Starting at \$28,745 annual. Apply at City of Leesburg, Human Resources, 501 W. Meadow Street, P.O. Box 490630, Leesburg, FL 34749-0630, fax (352) 728-9789, or e-mail [employment@leesburgflorida.gov](mailto:employment@leesburgflorida.gov). AA/M/F/VP/H/D (additional position)



## DISTRICT CLERK

SFWMD has an immediate opening for a District Clerk who serves as custodian and primary information source for official Governing Board Records, Resolutions, Orders and Public Records Requests including monthly meetings for Governing Board and special commissions. Function as agency clerk and attends Governing Board meetings, public hearings for rule development, and special commission meetings; renders and processes all orders entered by the Governing Board and Executive Director, and provides assistance and information as requested to Board or staff. Position will be responsible for development, review and distribution of Governing Board Agendas. To be considered, candidates should possess a Bachelor's degree in Business Administration or Management and 4+ years experience in managing official records and information work in accordance with laws, Administrative codes, and procedures. Valid State of Florida Driver's license required. Job Reference 205301

Please visit our website for more information and APPLY ONLINE at [www.sfwmd.gov](http://www.sfwmd.gov).

SOUTH FLORIDA WATER MANAGEMENT DISTRICT  
Attn: Human Resources  
P.O. Box 24680  
West Palm Beach, FL 33416-4680  
EOE

### ASSISTANT CITY CLERK – CITY OF EDGEWOOD SALARY RANGE: \$25K TO \$35K.

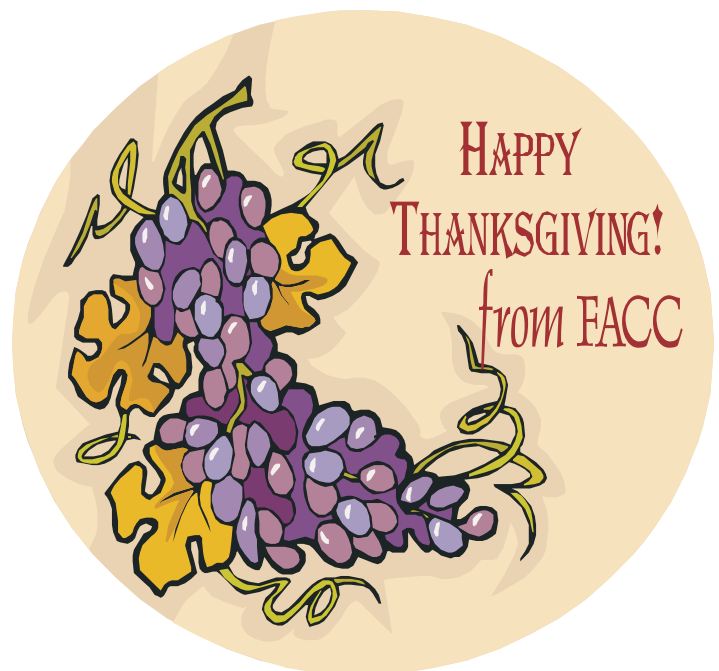
Visit [www.Edgewood.cc](http://www.Edgewood.cc) for job responsibilities and qualifications. EOE

To apply, send cover letter and resume, to: City of Edgewood, Attn. Linda Snodgrass, 405 Larue Avenue, Edgewood, FL 32809-3406.  
Bea L. Meeks, CMC  
City Clerk  
405 Larue Avenue  
Edgewood, FL 32809-3406  
(Phone) 407-851-2920  
(Fax) 407-851-7361

### NEW FACC WEBSITE

**If you have not visited the FACC Website you must do so. The web address is [www.floridaclerks.org](http://www.floridaclerks.org).**

**If there are things that you would like to see on the web site, such as job postings or membership changes, please contact Tammy Vock, 2nd Vice President, at [tvock@covb.org](mailto:tvock@covb.org), and she will pass the information on to the Florida League of Cities.**

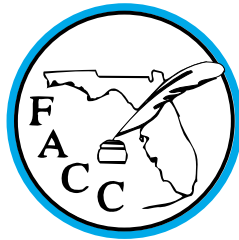




*Serving Florida Cities for over 30 years*

## **CITY DESK**

**Florida Association of City Clerks**



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