



CITY DESK

Florida Association of City Clerks

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Board of Directors 2006 - 2007

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PRESIDENT'S MESSAGE

My humble thanks to all of you for entrusting me, along with our Board of Directors, with the leadership of our organization for the coming year. I promised you in my Acceptance Speech that I will give you my best - I will share with you this year my passion for education - and back it by example and by action.

As we poise to take off, we first look in the rearview mirror - we can see how far we've come, with grateful appreciation to Betty Richardson, MMC, City of Leesburg, for her courageous leadership during her personal medical crisis, and to all members of our Board of Directors, our Committee Chairs and Committee Members, and to all of you, for giving so much of yourselves for the benefit of all of us this last year.

Our year was highlighted by the tremendous work of the Manual Revisions Committee, which has given us a road map of the roles of our Officers, Directors, and Committees, complete with suggested guidelines and timelines, with which to carry out the work of our organization. Our Career Development Institute and our 2006 Annual Conference provided excellent opportunities for professional growth. Our heartfelt thanks to the Institute Committee, the Conference Committee, the Professional Education Committee, the Membership Committee, and our Institute Director, Kathy Sittig, for their year-long work in bringing these programs, filled with valuable information and reference material, to us.

No road is totally without bumps and this one was no exception. Deep concerns were expressed about spending on various conference events - too little on some, too much on others. The Board heard these concerns and has already taken corrective action to ensure reasonable limits are now in place where there were none before, and the Board has pledged to exercise even greater sensitivity to all the membership in the planning of our conference events in the future.

Still looking over our shoulder, we find ourselves ever appreciative to Ken Small, Florida League of Cities Financial Technical Services Manager, who, with the assistance of Debra Sullivan, CMC, Belleair Bluffs, has kept us well-informed for over three years now with ClerkNotes. I always have to remind everyone that ClerkNotes is NOT an official FACC publication, but it is a tool at our disposal to utilize for keeping abreast of news of interest to Clerks across the state, a free place for us to advertise our vacant/new positions, and a place to "toot our own horns." Don't forget to send them an occasional note of thanks!

On the subject of publications, we thank Tammy Vock, MMC, Vero Beach, who has "enjoyed" the responsibility of the City Desk for the last two years, due to the restructuring of our Board. With this issue, Cyndie Goudeau, MMC, Clearwater, our new 2nd Vice President, takes the reins. Most of you may not know this, but City Desk would not exist were it not for the generosity of Dale Barstow and Municipal Code Corporation sharing the talents of their staff person Stacy Corry, who patiently takes all of the data we send her and transforms it into the publication you receive each quarter. We sincerely thank Stacy, Dale, and Municipal Code Corporation for their diligent work and generous support.

Before we step on the gas, we have to thank our Executive Director, Barbara Solis, and her assistant, Anjie Ayars, for taking such good care of us in all things FACC. They respond to

(President's Message continued on page 3)



CONGRATULATIONS TO OUR MEMBERS ON BEING AWARDED THE FOLLOWING DESIGNATIONS:

MASTER MUNICIPAL CLERK

- Catherine Benson, MMC, City Clerk, Safety Harbor
- Diane M. Corna, MMC, City Clerk, Pinellas Park
- Mary K. Diana, MMC, Assistant City Clerk, Clearwater
- Barbara A. Estep, MMC, Village Clerk, Miami Shores Village
- Cynthia E. Goudeau, MMC, City Clerk/Legislative Liaison, Clearwater
- Sondra K. Hill, MMC, City Clerk, Greenacres
- Susanne R. Kruegar, MMC, City Clerk, Indian Harbor Beach
- Gayle A. Lanier, MMC, City Clerk/Director of Finance, Chattahoochee
- Sandi McKamey, MMC, City Clerk-Administrator, Belleview
- Karen P. Nelson, MMC, City Clerk, Keystone Heights
- Beverly Raddatz, MMC, Village Clerk, Islamorada

SECOND LEVEL MASTER MUNICIPAL CLERK

- Elaine N. Jackson, CMC, Deputy Town Clerk, Indian Shores
- Kurt M. Lannon, CMC, Clerk of the Commission, Gainesville
- Shirley A. Lowrance, CMC, City Clerk/Finance Director, Auburndale
- Mary F. Palmer, CMC, Town Clerk/Treasurer, Redington Shores
- Ronetta Taylor, CMC, City Clerk, Miami Gardens

FIRST LEVEL MASTER MUNICIPAL CLERK

- Theresa B. McMaster, CMC, City Clerk, St. Pete Beach
- Cheryl A. White, CMC, City Clerk, Stuart
- Dana L.S. Williams, CMC, City Clerk, Destin

ENTRY LEVEL MASTER MUNICIPAL CLERK

- Brenda K. Brasher, CMC, Town Clerk, Howey-in-the-Hills
- Margaret A. De Gennaro, CMC, Deputy City Clerk, Belleview
- Bea L. Meeks, CMC, Community Development & Legislative Coordinator, Mascotte

CERTIFIED MUNICIPAL CLERK

- Denise Curry, CMC, Community Development Specialist, West Melbourne
- Cathy E. Davis, CMC, Deputy City Clerk, St. Petersburg
- Deborah J. Davis, CMC, City Clerk, Inverness
- Dawn Foss, CMC, City Clerk, Treasure Island
- Carmen Garcia, CMC, Deputy City Clerk, Sweetwater
- Tania Haas, CMC, Deputy City Clerk, Winter Park
- Dorothy K. Joiner, CMC, Acting City Clerk, Everglades City
- Natasha Joseph, CMC, Deputy Town Clerk, Pembroke Park
- Blane Kauthen, CMC, City Clerk, West Palm Beach
- Diane M. King, CMC, Assistant City Clerk, Boca Raton
- Janet McDaniel, CMC, City Clerk, Minneola
- Sarah M. Mirus, CMC, City Clerk, Longwood
- Judith A. Neugent, CMC, City Clerk, Pembroke Pines
- Chevelle D. Nubin, CMC, City Clerk, Delray Beach
- Thomas Schneider, CMC, Assistant City Clerk, Tamarac
- Melanie S. Sibbitt, CMC, Deputy City Clerk, Ocoee
- Diane Gibson Smith, CMC, Deputy City Clerk, Leesburg
- Patricia A. Staples, CMC, Deputy City Clerk, Wilton Manors
- Priscilla A. Thompson, CMC, City Clerk, Miami
- Robyn M. Tice, CMC, Assistant City Clerk, Pensacola
- Priscilla Walker, CMC, Deputy City Clerk, Sunny Isles Beach
- Florence M. Warren, CMC, Deputy City clerk, West Palm Beach
- Janet K. Whipple, CMC, Deputy City Clerk, Delray Beach

Have an article or photo you'd like to see in the City Desk?

Contact the City Desk editor, Cyndie.Goudeau, MMC, City of Clearwater, at Cyndie.Goudeau@myClearwater.com

**2007 ANNUAL CONFERENCE IN NEW ORLEANS
61ST ANNUAL CONFERENCE
PARADING INTO THE FUTURE
TUESDAY, MAY 22 - SATURDAY, MAY 26, 2007
IIMC - HELPING TO SUPPORT NEW ORLEANS' REBIRTH**

Approximately a year after Katrina left its indelible mark on New Orleans, America's most romantic historic City, the birthplace of jazz, home of unique French and Spanish architecture, and the originator of the most renowned cuisine on the planet is experiencing a rebirth and it's real.

The historic French Quarter and nearly all of the hospitality infrastructure survived Hurricane Katrina and her aftermath surprisingly well. The amazing historic texture and fabric of this unique City, all of those things that draw millions of visitors from around the world, resiliently remain.

The Rebirth of New Orleans is making tremendous progress. The French Quarter, Central Business District, Warehouse and Arts District, Garden District and Uptown, re-opened to business owners and residents, are awash with activity.

IIMC's host Hotel just completed a full renovation and its location is surrounded by the best of New Orleans including the venerable, colorful and historical French Quarter, where you'll find antiques shops, dining establishments and the beauty, mystery and charm that makes this City unique. All Delegates will be housed in this Hotel along with education sessions, exhibit hall, lunches, and meetings. Off-site venues include the Opening Reception and the All Conference Event. More details in the August News Digest.

*~ Chris Shalby
Interim IIMC Executive Director*



Tampa Mayor Pam Iorio provides the keynote address at the 2006 Annual Conference

Remember, if you haven't already subscribed to the electronic edition of City Desk, send an e-mail to **Municipal Code Corporation** That's info@municode.com - It's fast, it's easy, it's convenient, it's **COLOR**, and it's **FREE!**

(President's Message continued from page 1)

us and work for us, not just at conference and institute time, but daily. We love them and appreciate them so very much!

Now - off we go! This year it is my strongest wish to encourage you through education, action, and examples, and to share with you the deep-rooted passion I feel for the professional education of ALL of us! I read recently that while professionalism comes from training and personal values, passion comes from the soul and is instilled over time by one's thorough commitment to the mission. Education has been my mission since I first set foot in the Professional Education Committee nearly eight years ago, and it has sincerely become a passion for me to leave no stone unturned in finding and offering opportunities for all of us to help us become the very best at what we do.

In fulfilling one of my goals, our District Directors will be polling you to see what your needs are in terms of education, and how FACC can help you meet those needs. I'm taking action and asking our Board to "pump up" the educational funding to assist Districts in providing IIMC pre-approved educational opportunities on a more localized level in addition to our Annual Conference and Institute.

Another avenue of education is networking, and it is far easier to network with someone you know, isn't it? Another goal is to open that door wide - get those photographs into our Directory, so when you pick up the phone, you KNOW the person to whom you are speaking - it's an old friend now, not just a name in the book. I've seen some great photographs of Clerks who aren't currently in our Directory on their City websites - get those photographs to Anjie at aayars@flcities.com . Be a part of our network!

Let us all work together, strengthen each other, our Cities, Towns, and Villages, as well as our organization. Let's BE the example our co-workers strive to emulate - the ultimate professional with a passion for giving our best in everything we set out to do. Feel free to call me or e-mail me with your questions, concerns, or comments this year. I'm here for you, and I sincerely thank you for honoring me with your trust.

*~ Lisa Burns, MMC
City of Temple Terrace
FACC President*

NORTHEAST DISTRICT NEWS

The Northeast clerks held an informative and enjoyable session in the City of St. Augustine this spring. The session focused on election laws (as recommended by member clerks) and included a presentation from the St. John's County Supervisor of Elections and was hosted by the City of St. Augustine in their historic City Hall. The session continued with a networking lunch in the Historic District and concluded with a tour of City Hall.

The Northeast District will continue with another meeting in the City of Lake City in early fall. Volunteer cities will be requested for future meetings.

Northeast City Clerk, Lisa Volpe, CMC, City Clerk for the City of Neptune Beach, has volunteered for an important position on the Professional Education Committee. This Committee helps formulate the programs for the Annual Conference, the Institute and for the mini-session held in conjunction with the Florida League of Cities Conference. Please send Lisa any education session ideas and thank her for her service on this hard working Committee.

I am looking forward to another year of service on the Board of Directors. However, after this term, there will be an opportunity for another clerk to serve. Serving on the Board is a great way to learn more about the FACC and how it interacts with our Regional and International sister organizations. After the year concludes, I look forward to focusing on getting one child away to college and getting another through the middle school years as well as completing some exciting new technological initiatives with the City of Gainesville. Thank-you to the Northeast clerks for the opportunity to serve.

*~ Kurt Lannon, CMC
City of Gainesville
Northeast District Director*

PREPARATIONS ARE UNDERWAY!

...A note from the 2006 Institute Committee
We are all geared up and ready for the upcoming 2006 Institute. Our theme this year is "Clerks on the Move" and will depict the culmination of our Institutes held in Central Florida in preparation for the move to Jacksonville next year.

Please set your sights now to visit the hospitality room where there will be good food, refreshing beverages, fun door prizes, and an opportunity to see old familiar faces and new ones. It's one of the best "networking" opportunities of the entire week.

If you have any suggestions to pass along, please forward them to Jan Goebel, CMC, Apopka City Clerk at 407-703-1704 or by E-mail at goebel@apopka.net. Looking forward to seeing you all in Lake Mary on October 8th.

*~ Jan Goebel, CMC
City of Apopka
2006 Institute Committee Chair*

FACC INVESTMENTS - END OF YEAR REPORT

During the past fiscal year, idle funds of the Florida Association of City Clerks, Inc. were conservatively invested in two mutual funds at the Vanguard Group. One fund is the Short Term Federal Fund which increased in value by \$2,516.41 from a beginning balance of \$146,024.30 to a final balance of \$148,540.71. The increase in value was a combination of dividends received of \$5,373.71 and unrealized losses of \$2,857.30. The second mutual fund is the Total Bond Market Index Fund. This fund decreased in value by \$308.88 with a beginning balance of \$52,025.60 and an ending balance of \$51,716.72. Again, the decrease in value was a combination of dividends received of \$2,384.62 and unrealized losses of \$2,693.50.

In summary, these two funds combined showed a slight increase in value of \$2,207.53. The volatility of the market in general is difficult to predict, but both of these mutual funds are conservative in nature and their prices will continue to fluctuate over the next fiscal year.

*~ Dan Doucet, MMC
City of Niceville
2005-06 Investments Committee Chair*

MEMBERSHIP COMMITTEE REPORT

Thank you to all the members of the 2005-06 Membership committee for all their hard work. We ended the year with a record membership of 547. The Membership Committee also planned and led the First Time Attendee Orientation on opening day of the Conference. Forty-two first time clerks attended this session where they were introduced to the Officers and Directors and were given some good information regarding FACC and the Conference. Our Membership dues are good through May 31st of each year. If you haven't sent in your dues for this year, please do so as soon as possible. If the Deputy City Clerks in your office are not already members of FACC, please consider the importance of enrolling them and sending them to Institute in October. You can obtain an application for membership at www.floridaclerks.org, then click on the link "about FACC," then "Membership" and finally "Join FACC." If you know of anyone that is currently not a member and would like them to be contacted by a member of the Membership Committee, please contact me at SOP01@aol.com or give me a call at (850) 962-4611.

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

2006 - 2007 RESOLUTIONS

Please send news of certifications, entrance into the MMC Academy, ascension through the academy, or MMC award designation, and clerk retirements to: estepb@miamishoresvillage.com. Thanks.

*~ Barbara Estep, MMC
Miami Shores Village
Resolutions Committee Chair*

A MESSAGE FROM TAMMY VOCK, 1ST VICE-PRESIDENT



First let me give thanks to the Conference Committee for a wonderful job that they did in Tampa. The Conference was truly a success. We missed any Clerks that were not able to attend and hope that we will see them next year when the Conference will take place at the PGA Resort in Palm Beach Gardens.

Let me personally congratulate Lisa Burns, our new FACC President. I know that Lisa will do a fine job this year and she will be counting on the members for their help. Also, Clerks please keep in touch with your District Directors throughout the year. They will keep you updated on the different things taking place in "Clerk World."

On behalf of the FACC Board, I wish each and every member a safe summer and hope to see you at the FACC Institute in October.

~ **Tammy K. Vock, MMC**
City of Vero Beach
1st Vice President

A MESSAGE FROM CYNDIE GOUDEAU, 2ND VICE-PRESIDENT



Friends and Colleagues:

Thank you for allowing me to serve you as 2nd Vice-President. I pledge to you that I will work with you and the Board of Directors to continue to increase FACC's standing as a respected and recognized professional organization. Congratulations to our President, Lisa Burns, as she

takes over the helm of our ship. I share her passion for education and her goal of making education and professional development opportunities accessible to all our members. Thank you to Betty Richardson, Immediate Past President, for her service and leadership, under very trying circumstances.

As 2nd Vice-President I am assuming the editorial responsibilities for City Desk. Your input regarding topics you would like to see covered and how we can make it a more valuable tool to you will be greatly appreciated.

I am here to serve you. If I can be of any assistance to you, please do not hesitate to contact me.

~ **Cyndie Goudeau, MMC**
City of Clearwater
2nd Vice-President



**JOAN LUNDEN SPEAKS TO THE IIMC
2006 CONFERENCE DELEGATES**

10 POSITIVE PRINCIPLES FOR DEALING WITH CHANGE

An excerpt from the message delivered by Joan Lunden, Renowned Reporter and Celebrated TV Personality, at the May, 2006 IIMC Annual Conference, Anaheim, California

1. Change what you can, accept what you can't - an old Chinese Proverb said, "When going down the road to revenge, be sure to dig two graves." Let go of resistance and defensive behavior.
2. Respond, don't react - staying even is better than getting even. Take time out and reflect. God gave us two eyes, two ears, and one mouth - use them in that ratio.
3. Always take the high road.
4. To predict your future, create it yourself. Believing it is possible, you can make it happen. Courage is being the only one in the room who knows you're afraid.
5. Remove failure as an option. You need to want it more than being afraid of it.
6. Retreat can actually move you forward. Retreat and rest. Put YOURSELF back on your to-do list - it will determine your quality of life ten years from now.
7. If YOU'RE not fired with enthusiasm, you'll be fired with enthusiasm.
8. Call in a coach; ask for help - people who can encourage us to live our dreams.
9. Never burn bridges - always try to leave a good impression. Stay cool and unflappable. Lead with grace and dignity.
10. We are never trespassing when we cross our own boundaries.

NORTHWEST DIRECTOR'S REPORT

Greetings from Sopchoppy. My name is Jackie Lawhon and I have had the honor of serving my home town as City Clerk since 1978. Sopchoppy is a small town of 450, located 35 miles south of Tallahassee. It goes without saying that even though the population is small, the requirements of a Clerk are the same and the hats we wear are many. I obtained my Certified Municipal Clerk designation in 1994 by attending Mini-Institute at Chipola Junior College in Marianna. This training was invaluable to me and gave me the basics to perform my duties in a professional manner. At that time, I was the only office staff member and it was very hard for me to be out of the office for further training. As our Water System grew to over 3,000 customers, my staff also grew which enabled me to become involved with FACC in a more active role and to continue the education process. I was accepted into the Master Municipal Clerks Academy in 2003 and I am currently in the process of submitting my information to hopefully be accepted to the second level.

I consider it such an honor to serve this year as the Northwest Director of FACC. I consider myself so fortunate to serve a council that understands the importance of FACC and supports my efforts in serving as a Director. I am in the process of compiling a list of every municipality in my District which covers the area from the Florida/Alabama line to Jefferson County. I hope to speak with each of you over the next month to find out what your needs are and the ways FACC can be of assistance. Please feel free to contact me at (850) 962-4611 or by e-mail at SOP0166@aol.com.

*~ Jackie Lawhon, CMC
City of Sopchoppy
Northwest District Director*

LEGISLATIVE COMMITTEE REPORT

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. The members are: Chair, Deb Fick, CMC, Hypoluxo; Laura Aldrich, CMC, Indian River Shores; Valerie Forster, MMC, Ocala; James Freeman, CMC, Palmetto; Patricia Garthwaite, CMC, Port St. Lucie; Cyndie Goudeau, MMC, Clearwater; Bea Meeks, CMC, Mascotte; Susie Novack, Tavares and Jeannette Williams, CMC, Sebastian.

*~ Deb Fick, CMC
Town of Hypoluxo
Legislative Committee Chair*

RESOLUTIONS COMMITTEE 2005-2006 RESOLUTION LIST

The following resolutions were approved by the membership at the June 27, 2006 annual business meeting:

- 2006-01 Recognizing the Retirement of Barbara A. Readdy, Town Clerk of the Town of Indian River Shores
- 2006-02 Recognizing the Tenth Anniversary of the Miami-Dade County Municipal Clerks Association
- 2006-03 Recognizing the 15th Anniversary of the Broward County Municipal Clerks Association
- 2006-04 Recognizing the Retirement of Theresse du Bouchet, CMC, City Clerk of the City of West Palm Beach
- 2006-05 Recognizing the Retirement of Saundrette Taylor, City Clerk of the City of Jacob City
- 2006-06 Supporting the Candidacy of Dyanne C. Reese, CMC as Second Vice-President of the International Institute of Municipal Clerks (IIMC)
- 2006-07 Recognizing the Retirement of Shirley F. White, CMC, City Clerk of the City of Pensacola
- 2006-08 Recognizing the Retirement of Diane E. Orloff, MMC, City Clerk of the City of South Pasadena
- 2006-09 Recognizing Sue Gay, CMC, Town Clerk of the Town of Lady Lake
- 2006-10 Recognizing the Retirement of Jill Campbell, CMC, Deputy City Clerk of the City of Dade City
- 2006-11 Recognizing the Retirement of Martha V. (Nell) Porter, City Clerk of the City of St. Augustine
- 2006-12 Expressing Appreciation to Municipal Code Corporation for Its Continuous Support and Cooperation, Especially in Providing the Professional Staff and Friendship of Dale Barstow and Stacy Corry
- 2006-13 Expressing Appreciation to the John Scott Dailey Florida Institute of Government for its Continuous Support and Assistance, Especially Providing the Professionalism and Friendship of Kathy Sittig
- 2006-14 Expressing Appreciation to the Florida League of Cities for its Cooperation, Assistance, and Especially for Providing the Professional Staff and Friendship of Barbara Solis, Anjie Ayars, Scott Hamilton, Lynn Tipton, Ken Small and Mike Taylor
- 2006-15 Congratulating Newly Certified Municipal Clerks, Master Municipal Clerks and Members of the Master Municipal Clerks Academy, and Urging All Members to Continue Working Toward Their Professional Goals
- 2006-16 Expressing Appreciation to Ken Small and Debra Sullivan for Their Collection, Publication and Distribution of Pertinent and Timely Statewide News Known as ClerkNotes
- 2006-17 Commending the Members of the 2005-2006 Professional Education Committee
- 2006-18 Expressing Appreciation to the Conference Host Committee of the 2006 Florida Association of City Clerks Annual Conference
- 2006-19 Commending the Members of the 2005-2006 Manual Revisions Committee
- 2006-20 Expressing Appreciation to the City of Leesburg, Florida for Supporting the Role of City Clerk Betty M. Richardson, MMC, President of the Florida Association of City Clerks and Expressing Gratitude to the City of Leesburg, Florida, for Generously Sharing President Richardson's Time With the Florida Association of City Clerks' Membership
- 2006-21 Expressing Sincere Appreciation to Betty M.

Richardson, MMC, for her Outstanding Leadership and Performance as President in 2005 - 2006
2006-22 Recognizing the Retirement of Mary Anne Gould, CMC, Village Clerk of the Village of Royal Palm Beach
2006-23 Supporting the Candidacy of Mary Lynne Stratta, MMC as Second Vice-President of the International Institute of Municipal Clerks (IIMC)

Submitted by the Resolutions Committee: Lori Stelzer, MMC, Chair; Ellisa Horvath, CMC, Vice-Chair; Mary Chambers, CMC, Pompano; Debbie Fitz-Gerald, CMC, South Daytona; Kim Terwilliger, CMC, Oak Hill; and Maria Waldrop, Maitland.

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

SOUTHWEST DISTRICT REPORT

The Southwest District is on fire for the FACC. Over the past year we have met every two months. These meetings have given members the opportunity to share experiences and network with fellow clerks. We have found a bond that is special only as City Clerks know it to be. Our meetings are usually held on a Friday to lessen an interruption to our work schedules. We also have the opportunity to discuss municipal issues, see demonstrations of new software or programs, as well as educational programs that will allow for additional educational points through IIMC.

This year we will be working toward appearing at our fellow Clerk's Council meetings who have obtained the CMC or MMC designation in order to present the certification plaque and speak to the importance of continuing education and having a professional clerk. We have also initiated a calling tree so to speak. Southwest Clerks that do not know one another make phone calls inviting each other to our district meetings. This also allows us to keep in touch with each other on a more personal level.

So if you see a Southwest Clerk, ask him/her where they got their parrot!

~ **Pamela Smith, CMC**
City of Sanibel
Southwest District Director

YOUR BOARD IN ACTION

Your Board took the following actions at the June 25, 2006, Board meeting:

Declined offer to subscribe to a News Clips service - ClerkNotes provides the same service to FACC
Approved motion encouraging District Directors to coordinate a program where FACC members present CMC and MMC awards at Commission/Council meetings for each Clerk receiving the designation.
Approved a Career Development Institute Kay O'Halloran Memorial Scholarship to Michele Anzalone, Deputy City Clerk, Hollywood for \$750.00 for the 2006 Institute in October
Approved placing the Goals Committee Report on the Website

as the method of distribution to the members
Approved changes to the Manual procedures for Committees, Board members, and Executive Board as proposed by the Manual Revisions Committee
Approved keeping the Clerk's manual the same size currently used
Approved review of placing entire manual on the website
Accepted results of election for 2nd Vice President and approved the 2006-2007 Slate of Officers
Requested the 2006-2007 Nominating Committee to prepare a proposal for Election Procedures for presentation at the October, 2006 Board Meeting
Approved Resolutions 2006-10 through 2006-22 and Resolution 2006-23 giving support to Mary Lynn Stratta of Bryan, Texas to run for IIMC 2nd Vice President in 2007.
Approved Kelly Koos, City Clerk, City of Lakeland as FACC's representative on the 2008 IIMC Conference Committee. The Conference will be held in Atlanta, Georgia.
Approved a policy outlining the requirements for a member to serve as FACC's IIMC Region III Director
Approved a policy for the Outgoing President's Reception
Approved preparation of an amendment to the travel policy to include the IIMC President's attendance at the FACC Annual conference
Agreed to have FACC's Executive Board serve as evaluators of the applications for "City Clerk of the Year" award for 2006

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

Your Board took the following actions at the August 10, 2006, Board meeting:

Ratified the action of the Executive Board to transfer money from bond funds to avoid the loss of principal, and place them in the Vanguard Prime Money Market Fund, currently earning 5.08% interest. The Investment Committee has suggested that the interest earnings can further enhance our educational programs.
Declined the suggestion of Speakers Outline Book Committee to limit number of pages of handouts by Speakers in an effort to lower costs. The Board felt the organization's focus is on education and Clerks should have as much information as possible for educational reference materials. Other ways to manage these costs will be looked at.
Approved a travel policy relative to the annual visit of the IIMC President or his/her representative, which will provide a complimentary registration fee and standard hotel accommodations. This policy is to put in writing what has traditionally been done throughout the years when the IIMC President has attended our annual conference.
Furthering the Board's resolve to improve educational opportunities to the membership, the Board approved financial assistance to Districts of up to \$600 per academy session, if needed, for IIMC pre-approved academy sessions, approving the necessary budget amendment for funding, with educational funding to come from reserves, if necessary.
Authorized the President to write the necessary recommendation letter to the Florida League of Cities to accompany applications for FACC representation on the four

League Legislative Policy Councils, to improve representation of the organization on the policy-making level.

Amended the policy set at the June 2006 Board Meeting relative to the \$5000 cap set on the outgoing President's reception due to higher costs in certain areas of the state. The amendment would allow for an increase only upon Board approval and only with documentation that substantiates the need for the increase.

In future issues of the City Desk, the various events held at conference will be carefully explained to the membership. I assure you all that concerns expressed in evaluations from our last conference have been heard and will be addressed during the planning for this year's conference to ensure an enjoyable, educational experience from check-in to check-out.

All members of FACC are always welcome to sit in at the meetings of the Board of Directors to observe how the business of the association is conducted. Our next Board meeting will be held on Wednesday evening, October 11, during our annual Career Development Institute in Lake Mary.

*~ Lisa Burns, MMC
City of Temple Terrace
President*

THANKS TO ALL WHO MADE THE 2006 CONFERENCE SPECIAL!

I would like to take this opportunity to thank the 2006 FACC Conference Committee for your hard work and dedication in hosting the conference this year in Tampa. I am incredibly appreciative for all of your assistance and support. You were simply wonderful and I enjoyed working with all of you. It was a team effort and I must say we had the best team! Your time was tremendously appreciated.

Congratulations to the new FACC board of directors including our new president, Lisa Burns. Special thanks to Mayor Pam Iorio for her keynote address at the Opening Ceremonies. Thanks also to Poet Laureate James E. Tokley for his wonderful invocation/poem entitled, In Grace, To the Guardians. We are special! Thanks to Belinda Womack for her wonderful solos and to the Tampa Police Department and Tampa Fire Rescue Color Guard for their presentation of colors. The musician at the Monday Night Event, Gil Machin, was great and we appreciated everything he did to make our event very special. Many thanks to all of the attendees that brought their city treasures and those that provided hospitality gifts. The grand prizes were phenomenal! The city treasures were truly another great hit this year and we had a record number of them. All efforts were sincerely appreciated. Many thanks to Nelly Halboth and her team for a job very well done.

Our hospitality team was also phenomenal, headed by Sandy Marshall. I believe everyone enjoyed themselves and had plenty to eat and drink. The atmosphere was great and a perfect time to meet and greet fellow clerks or associates. Thanks also to Lelia Blevins for her valuable assistance in making everything special.

Special thanks to Linda Kann who recruited the Krewe of Pirates to make Monday night a very memorable and fun occasion.

Thanks to the decorations committee for the great ships and flower treasure chests. They were the hit of the Tuesday Business Luncheon. Thanks again Nelly, Mary and your team for the fantastic décor.

Thanks again to Mary Braisted of South Pasadena for coming up with our theme. "Sailing the Seas of Change, Finding Hidden Treasure." The focus was on education, diversity, communication and leadership. Following the theme, the educational sessions were the best yet! The speakers were the best I have seen. Kudos to the Professional Education Committee led by Lisa Burns for an exceptional job. The speaker outline book was great and a wonderful reference book. Many thanks to Kelly Koos, who chaired this committee.

Thanks to Barbara Solis and Anjie Ayars for your valuable assistance and guidance. You kept us on task to make the conference a success.

I hope that I didn't miss anyone. If I did, I thank you for the part you played in making this year's conference a success. We appreciate everyone and your efforts in making everyone feel special. I know that next year's conference will be even better. The 2006 conference committee will share information with the 2007 committee for a wonderful conference.

Thanks again for a memorable conference. Many thanks to a wonderful team!

The mates are as follows:
Shirley Foxx-Knowles, Chair, Tampa
Sandy Marshall, Tampa
Lelia Blevins, Tampa
Lisa Burns, Temple Terrace
Linda Brewer, Temple Terrace
Cyndie Goudeau, Clearwater
Kelly Koos, Lakeland
Linda Kann, New Port Richey
Barbara McKenzie, Winter Haven
Dorothy Johnson, Winter Haven
Cathy Benson, Safety Harbor
Mary Braisted, South Pasadena
Nelly Halboth, South Pasadena
Christine Gardner, Pinellas Park
Sue Diana, Clearwater
Eva Andujar, St. Petersburg
Linda Boan, Zephyrhills
Pam Prell, St. Pete Beach
Teri McMaster, St. Pete Beach
Virginia L. Helper, Plant City
Bev Rhodes, Bradenton
Joan Miller, St. Leo
Deborah Davis, Inverness
Deborah Cason, Lakeland

NW District clerks that assisted with the Hospitality Suite include:
Gayle Lanier, Chattahoochee

Ericka Burnett, Pensacola
Jackie Lawhon, Sopchoppy
Starlit Zachowski, Carrabelle
Courtney Millender, Carrabelle
Robin Hayes, Freeport

~ **Shirley Foxx-Knowles**
City of Tampa
2006 Conference Chair

Note: The FACC BOARD 2005/2006 YEAR-END REPORT highlights the goals and accomplishments of last year and is available on the FACC website.

APPROVED FOR CMC AND MMC CREDITS!

Register now to attend the 2006 Florida Ethics Conference and Attorney General's Sunshine Summit scheduled for September 20 - 22 in Tampa. This Conference is devoted to a better understanding of the ethics and government-in-the-sunshine laws. Speakers will lead in-depth discussions and answer questions about the laws, legal interpretations, and litigation. Attorney General Charlie Crist will be the keynote speaker. This conference has been approved by IIMC for CMC and MMC points (13.25 contact hours/2.21 points). If you have any questions, call Kathy Sittig at the Florida Institute of Government at (850) 487-1870, or email ksittig@fsu.edu. To download the brochure please go to: <http://iog.fsu.edu/calendar/EthicsConfSunshineSummitBroch.pdf>

I KNOW SOMETHING GOOD ABOUT YOU

Wouldn't this old world be better,
If the folks we meet would say:
I know something good about you,
And then treat us just that way!
Wouldn't it be fine and dandy,
If each hand-clasp warm and true
Carried with it this assurance —
I know something good about you!
Wouldn't things here be more pleasant,
If the good that's in us all
Were the only things about us
That folks bothered to recall!
Wouldn't life be lots more happy
If we'd praise the good we see!
For there's such a lot of goodness
In the worst of you and me.
Wouldn't it be nice to practice
This fine way of thinking too;
You know something good about me,
I know something good about you!

~ **Unknown**

PROFESSIONAL EDUCATION COMMITTEE

The Professional Education Committee (PEC) consists of members from each geographical district of the FACC. Its purpose is to assist the FACC Board of Directors, the John

Scott Dailey Institute of Government, and the IIMC in the formation of the curriculum for the fall Institute, the FLC Conference, and the FACC annual conference. Tracy Ackroyd (Clermont), Kelly Koos (Lakeland), Billy Robinson (Sarasota), and Lisa Volpe, (Neptune Beach) have joined Linda Depew (Venice), Sondra Hill (Greenacres), Dana Williams (Destin), who will serve as Vice Chair, and Barbara Price (Coconut Creek) as members of the Committee, who are enthusiastically looking forward to working together with Kathy Sittig of the Institute of Government, and Tammy Vock, FACC 1st Vice President.

With the sessions for the Fall Institute well underway, we will begin to concentrate on sessions for the June 2007 FACC Conference. We welcome suggestions for topics or speakers, as well as comments relating to your educational needs, which you can submit to any member of the PEC.

I would be remiss if I did not acknowledge and express appreciation to FACC President Lisa Burns for her many years of devotion to the PEC. Under her leadership, the PEC has evolved and grown in stature. With Lisa's commitment as President of our organization toward education for all Florida clerks, we look forward to her continued leadership in this regard.

~ **Barbara Price, MMC**
City of Coconut Creek
Professional Education Chair

CENTRAL EAST DISTRICT

As your new Central East District Director, I believe that my goal is to share information, and to help the entire Central East membership feel informed and connected, with our District and the Florida Association of City Clerks!

I recently sent out a questionnaire that I think will help me to get to know all the members, at least a little, and I hope it will let me know what I can do to provide all the members of this great District the information that they feel is valuable and helpful to them in their various responsibilities.

After I review the comments and input from the questionnaire, I hope to then see what I can help put together for the Central East District members. I definitely feel that at least one District Meeting with speaker(s) is a great way to go, and I plan to have more information available over the next few weeks for the Central East District members. Until then, please let me know if I can help in ANY way - contact me at:

City of Winter Springs
1126 East State Road 434, Winter Springs, Florida 32708
Office Telephone: (407) 327-5955
Mobile Telephone: (321) 377-2561
Facsimile: (407) 327-4753
email:aluaces@winterspringsfl.org
Let's keep in touch!

~ **Andrea Lorenzo-Luaces, CMC**
City of Winter Springs
Central East District Director

POEM WRITTEN FOR FACC

James E. Tokley, Sr., Poet Laureate of the City of Tampa, offered this poem as the invocation at the Opening Session of the 2006 Annual Conference. All in attendance were moved by his words. He granted permission for it to be included in City Desk so it can be shared with all FACC members.

IN GRACE, TO THE GUARDIANS

**BY JAMES E. TOKLEY, SR.
POET LAUREATE, CITY OF TAMPA**

I

To the Humble Cleric, in whose eyes
the Past is seen, devoid of Lies
Whose Truth is but a judgment call
of words recorded, all-to-all
Where each is given its proper place
A precise, impartial, sacred space
Entrusted Scribe, to you who've stood
by the Holy Grail of the Common Good,
We bid Good Morning, in the light
of a brief address to the Temple Knights
into whose hands are placed the keys
to the files of Public History.

II

Though many have seen, t'is few who know
the robes you've worn since long ago,
when the noble Sphinx imparted to you
what you would say, not say or do. . .
Though all the world might pass away,
a sacred trust, you dare not sway!

III

Since time immemorial, you have been
the unseen eyes of Kings and Queens
The quiet conscience with few flaws/
The Guardian of the Five Great Laws:
The City Laws, County Laws
Both State and Constitutional Laws
as well as an unofficial nod
to keep the sacred Laws of God!
To do to others as we would
have done to us, in brotherhood
and sisterhood, the extra mile
To serve with patience, faith and style
To keep foremost the legacy
of the fact, you serve humanity!

IV

Therefore, through you, the Truth survives,
Renowned Aristotelian scribe,
Whose judgment was and should always be
Sublime impartiality. . .
The neutral corner of the Sage,

who balances each passing age
by the scales of objectivity.
For, to you there is no mystery,
except the rhythm and the rhyme/
of the poetry of recorded time!

V

Thus, throughout the ancient Past,
you have been known and have been cast
as the one who gave the final word
as to what was said and what was heard!
Official Eye, Collecting Ear
Obsessive cypher without fear,
who knows that the truths, which were placed with care
at the Pyramids' feet, clerks put them there!

VI

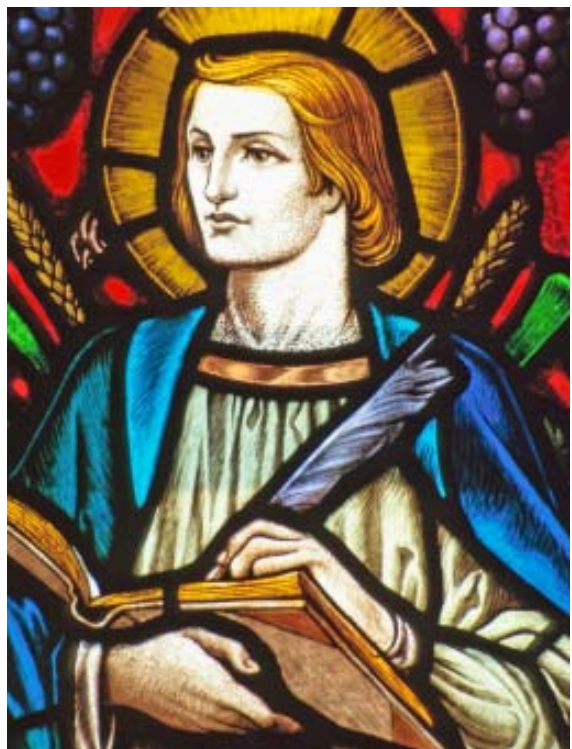
And so, we call you by your name:
Griot, Plato, Socrates-the same!
Homer, Aristotle, Keeper of the Faith!
Appointed Initiate, Collector of Dates,
who gathers all that we would be,
and stores it, for posterity!

VII

We do not thank you like we should,
You keepers of the Grail of the Common Good!
And so, as we prepare to meet,
We kneel here, humbly, at your feet!

06-26-06

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2006-07 PRESIDENT'S ACCEPTANCE SPEECH: THE GOAL IS EDUCATION

It is an easy question for me, when asked, what my own goals are for the coming year. Throughout my involvement in the Florida Association of City Clerks, my goal has never changed - my passion is education - finding new ways and improving the existing ways of providing quality education to our members.

Education is the primary purpose of our organization - it's what we do. When I first thought of coming to one of our conferences, many years ago, I was told that our Career Development Institute in the fall was our school - our intense training, and our Annual Conference was our "social" event. In my mind then and still today, there was too much to learn and too little time.

I've held a number of different jobs through the years - legal secretary and paralegal, real estate broker, assistant controller for an international property management company, and City Clerk/Treasurer, but being a City Clerk is my PROFESSION, it's me, it's who I am, and it's who YOU are. I want to be the very best City Clerk there is, and with all my heart, I want that opportunity for you as well.

The education of ALL of us is my absolute passion and my goal. I don't want to read negative press about any of us in the newspaper; I don't want any of us to be the target of a lawsuit for not handling any aspect of our job correctly. I want us to be able to sit at the table with the rest of our City leadership and be an equal, a team player, a person with relevant contributions to make to our cities, towns and villages. I want us all to be one of our city's most valuable assets.

How do we do that? First of all, and most important, we have to take responsibility for our own success; we have to learn our jobs AND those of our peers - so you can "speak their language" inside and out, upside and down. We can't whine that we aren't accepted at that leadership table - we have to do something about it!

Learn those statutes you deal with every day and be able to quote them! For example, someone is talking about the need to adopt an ordinance - rather than say, we need to follow State law, say something like this, "According to Florida Statutes, Section 166.041, we need to read it by title in full on at least two separate days, and at least 10 days prior to adoption, it has to be noticed in the newspaper, etc., etc. You will be amazed at the reaction! How many times does your City Attorney quote statutes off the top of his/her head? Set up a procedures manual, look for ways to make a difference - to help other staff or your Council/Commission!

Where do you look for guidance, where do you find out where to start? You start here. FACC - the Florida Association of City Clerks. FACC needs to be the guiding force in educating municipal clerks - that's why this organization was founded in 1972 - that was the purpose, and I quote: "To discuss problems of mutual concern (the term "networking" was not around back then) to increase the efficiency of City Clerks' functions, to cooperate with and assist all City Administrators, to strive for greater educational standards for City Clerks, to gather and disseminate information to improve procedures and the efficiency of the administration of municipal government."

To do that, to be the very best, here are some things we can do. There are many Regional Clerks' Associations across our state, in addition to our District meetings. We need to

circle the wagons, ladies and gentlemen, we need to work together, to network, to utilize the resources of FACC to strengthen these regional meetings and district meetings and provide more educational opportunities in these areas ALL YEAR LONG, culminating in our annual conference and our career development institute to bring it all together. One of my goals is to assist our district and regional meetings to provide academy sessions, with pre-approval of our programs from IIMC, providing more opportunities for education and for earning those sometimes elusive certification points - we have the tools and resources to make it happen.

We need to take a bold step forward and provide those resources, responsibly, mind you, to assist every clerk in our state in obtaining their Certified Municipal Clerk designation, learning in the process the finite details of how best to do their jobs.

Toni Brandt, IIMC's certification specialist, provided me with some of Florida's statistics. As of April 30, we have 296 members currently holding the Certified Municipal Clerk designation; 150 have gone on to the entry level of the Master Municipal Clerk program; 88 have attained the first level in the Master Municipal Clerk program; 62 are at the second level; and at April 30, we had 44 Master Municipal Clerks in our state. Some of these numbers represent retired or inactive members, but many of these are part of our CAPS program - Clerks Assistance Program - Clerks who provide assistance to cities on an interim basis, assist with training or the interview process - they are another significant resource we have.

Another part of the education equation is networking. Networking can be as important and as empowering as going to a conference when you add all of your networking contacts together throughout the year. When you call someone, you are seeking knowledge - and that's what education is all about. What can we do to increase networking? Besides the mentoring program, it is as simple as putting your photograph in our directory. My goal to facilitate networking is to have everyone's photograph in our directory. There were 251 persons pre-registered for this conference as of last Friday. When you go home, will you remember every new person you met - particularly the one who had a great idea how to resolve that difficult problem you had? Putting a face to a name facilitates networking - you are more apt to pick up the phone to someone you know or have met. You feel closer to that person. It is no longer just a list of names.

We CAN raise the bar - together. We can increase the number of Master Municipal Clerks - increase the knowledge base of our membership - by providing more educational opportunities. The end result - for all of us - we become the trained professionals - the foundation of our cities - we become the go-to person in our own Villages, Towns, and Cities, the one everyone turns to, NOT the whining one who longs to sit at the table with the rest of the city's leadership team, but the one everyone turns to for assistance - the true, trained, Professional Municipal Clerk - THAT's my goal, that's the direction I want to lead you, THAT's what I want for each of you.

Someone said, "It takes the best in each of us to bring out the best in all of us." I WILL GIVE YOU MY BEST!

*~ Lisa Burns, MMC
City of Temple Terrace
FACC President*



2006 President Betty Richardson presents President's Award to Marge Strausbaugh

2006 PRESIDENT'S AWARD

Marge Strausbaugh, MMC, City Manager/City Clerk, City of Mascotte received the President's Award at the June 27, 2006, Florida Association of City Clerks Luncheon and Business Meeting. The President's Award is given each year to an individual who assists the president in carrying out their duties. The following is an excerpt of the President's presentation: Many members assisted me this past year and it was difficult to choose just one recipient because of all the help I received. This individual went beyond the call of duty for me and for FACC. She served as the Central East Director, served on the Manual Revisions Committee, chaired the Redistricting Task Force, wrote letters for me, prepared my Committee Certificates, acted as my chauffeur whenever we traveled, served as my sounding board, met me for dinner each week to encourage me, and brought me presents to cheer me up and to let me know she was thinking of me. Marge is a special friend, an outstanding member of FACC, and always a professional City Clerk. This year Marge earned a special title, "Assistant to the President."

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

THE TIRELESS LISA BURNS!!

Have you ever met a person that has such a love for education and welfare of others that he/she would burn the candle at both ends in order to provide the best of both to her organization? Well, meet Lisa Burns, former Professional Education Chair (PEC) and current Florida Association of City Clerks (FACC) President!

The FACC sets very high standards for the courses developed for Institutes and Conferences, and relies on highly qualified instructors for delivery of those courses. Developing the programs and finding qualified speakers doesn't just magically happen overnight. It takes hours and hours of effort and dedication from a select few. I have worked with the FACC for

approximately 14 years and I've been fortunate to be able to work with many dedicated PEC Chairs and Committee Members... and Lisa Burns is right at the top of that list! As you all know, being City Clerk is more than a full time job in itself but somehow Lisa found the time to accomplish her duties of chair and pulling the programs together twice each year. She is one of the most dedicated people I have ever had the pleasure of working with in my years of service to the FACC. I have never heard her say no to a request made by the FACC Board or FACC Member. She is always willing to help in any way that she can. If she can't help, then she makes it her responsibility to find someone that can.

Now, she has stepped down as FACC Professional Education Chair and has taken on the responsibility of being President. I commend her and ask that each of you offer her your support as she has done for you for many years. I will miss her on the committee but as I have said to her "I know where to find you"! Thank you Lisa for all that you have done for me and for the Association!

**~ Kathy Sittig
Institute Director
Florida Institute of Government**

IIMC HEADQUARTER'S UPDATE

To State/Provincial/National Presidents and Institute Directors:

The following information is a brief update on IIMC operations, Board of Directors activities, Athenian Society, and the 2007 Annual Conference.

Executive Director Update:

Negotiations for the Executive Director's position began in early June with the Executive Committee and I working toward a contract that would be mutually agreeable to both parties. However, as negotiations continued, it became apparent there are a number of obstacles to be addressed first - not the least of which is the current IIMC financial situation.

Under the circumstances, I have proposed to President O'Connor and the Executive Committee that we postpone further negotiations for the time being and allow me to continue as Interim ED until the end of the year. In the meantime, the EC and I will continue to discuss the position and negotiate a contract with terms appropriate for both IIMC and me. This contract would become effective January 1, 2007. President O'Connor and the Executive Committee have agreed to my request. At this time, I will continue in my current position as Interim Executive Director.

IIMC Board Communication:

Headquarter and Board communication continues through weekly updates between the Interim Executive Director and the Board, Executive Committee teleconferences and Board of Directors teleconferences. To date, the Board has conducted one teleconference (June 30) and another one is scheduled for August 30.

Virginia Satellite Office Closes:

In August 2005, IIMC entered into an agreement with the

OUTGOING PRESIDENT'S MESSAGE



Wow, what a great year this has been for me. Serving as President of the Florida Association of City Clerks has been a great honor and privilege. When I attended my first conference in 1987, I never envisioned I would ever be president of such a worthwhile organization.

I am proud of the Board's accomplishments during my tenure as President. We instituted the orientation for new Officers, District Directors, and Committee Chairs, which gives the Board and Committee Chairs the protocol for board meetings and an overview of their duties to aid in a smooth transition from one year to another. For the first time, FACC had the opportunity to appoint a member to serve on an IIMC Conference Committee in a neighboring state (2008 in Atlanta). We contributed \$1,000 to the 2007 IIMC in New Orleans, set policies for the President's reception, and FACC's Region III Director. Diane Gibson Smith, Deputy Clerk, City of Leesburg, had the opportunity to serve as FACC's representative on the State of Florida Division of Library & Information Services workgroup to review the General Records Retention Schedule for State and Local governments. The Membership Committee continued the First-Time Attendee meeting.

My project for this year came about because of my conversations with many of you and from my own personal experiences. When a member agrees to be a Committee Chair, they often do not realize exactly all it entails. The Manual Revisions Committee chaired by Sandi McKamey, with the help of the Committee Chairs and Officers, did an in-depth review of the duties of each Board position and Committee. They spelled out, in detail, the responsibilities of each Officer, Committee Chair, and Committee member and prepared a time line for each activity of each position. Now when a member agrees to serve, they know exactly what FACC expects of them and when they are to perform each duty.

What a great conference we had in Tampa!! Thank you Conference Committee for your hard work in making this a memorable conference. You went far above the norm in having James Tokley, Tampa's Poet Laureate, join us. Tampa's Mayor Iorio was very engaging and her history lesson on Tampa was fascinating. Also - Great hospitality suite each night!! Thank you Professional Education Committee for providing great programs and some really good speakers.

Thank you to all who served on Committees this year. One person cannot handle all of the business of the association without committees and board members. You, the membership, helped make this a special year for me. I knew I could count on you to assist me anytime I asked. I now understand why my health issues surfaced during my year as President. Your cards, telephone calls, and e-mails really lifted my spirits and helped

National Center for Supercomputing Applications (NCSA) in conjunction with the University of Illinois and opened a Satellite Office at the facilities in the NCSA Center in Arlington, Virginia. The purpose of the Satellite Office was twofold: the close proximity to the nonprofit corridor, which would make developing inroads with other associations easier. IIMC has an affiliation with Washington, DC-based IFES, and the thought of developing similar affiliations with other associations was attractive.

The other factor was that NCSA offered IIMC the opportunity and knowledge to effectively use technology in building new education initiatives and programs to assist members, and create new avenues of communication between the Executive Committee, the Board and membership.

With a new Education Director acclimating to IIMC and not enough resources to develop new education programs, the Board determined that it would be better to terminate the contract and reassess IIMC's needs and requirements regarding the facility. The contract was terminated in June, however, NCSA has agreed to provide IIMC with two complimentary events to be used in 2007 to produce education or other programs for its members.

Financial Condition:

In the 2006 Annual Report (see the June/July News Digest), we inadvertently reported incorrect financial figures. Here is the correction: According to our independent auditors, the current year financial statement disclosed a loss of \$193,478. This figure includes a \$10,977 loss caused by a change in the manner IIMC recognizes membership revenue. As of December 31, 2005 available net assets were (-\$33,525). This includes a prior period adjustment in net assets of \$305,538 caused by a change in the manner IIMC recognizes membership revenue. The balance of the 2005 loss can be attributable to increased costs in the following areas: Legal fees, rent in the Virginia Office, increase in mortgage interest and travel.

IIMC ended the 2005 calendar year with unrestricted assets of \$499,016, total equity (-\$33,525) and \$21,166 of cash.



ATHENIAN LEADERSHIP SOCIETY DIALOGUES

In the September News Digest, IIMC will feature an article depicting the program and its benefits. IIMC's web site has a link on the Athenian Society that will provide you with complete details about the program and membership.

If any member is interested in having a Dialogue presented in their state, province or region, please contact Dr. Mohammad Eftekhari at mhe@iimc.com or Jennifer Ward at jward@iimc.com.

me through some rough health problems and FACC gave me something else to think about during this time.

I look forward to serving as Immediate Past President under President Lisa Burns' leadership. Lisa has done an outstanding job as Professional Education Chair for a number of years and for the last three years has done double duty as PEC Chair and Corresponding Secretary, Recording Secretary, and Vice President. Thanks Lisa for your dedication to the Florida Association of City Clerks.

A special thank you goes to Diane Gibson Smith for taking over the office during this time, to my Commission and my City Manager for supporting me, and to my husband Ray for "always being there" for me.

Thank you for giving me the privilege of serving as the 2005-2006 President of the great Florida Association of City Clerks.

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

CALLING ALL CLERKS TO THE FACC CAREER DEVELOPMENT INSTITUTE

Don't forget to register for the FACC Career Development Institute that will take place at the Orlando Marriott Lake Mary from October 8 through the 13th. Completing the three-year Basic Program will provide 50 education points for those seeking their CMC. The Advanced Program will earn three points for every six hours of class for those pursuing the MMC designation. It is also a venue for those who have received their certifications and seek to continue their education in our profession. The CMC certification program begins Sunday, October 8th, with a welcome reception. Classes begin on Monday and run through Noon on Friday. For those attending the Master Municipal Clerk Academy, the sessions begin on Wednesday and also run through Friday at Noon. It is important to register by September 23rd, after which time the registration fees increase.

If you have not received your tentative program brochure or need additional information, please contact the Florida League of Cities at (850) 222-9684.

FACC REPRESENTATIVES APPOINTED TO FLC LEGISLATIVE COUNCILS

Increasing FACC's participation in the Florida League of Cities' legislative process, President Lisa Burns was successful in having FACC representatives appointed to FLC Legislative Councils. Those appointed are: James Freeman, CMC, Palmetto, to the Fiscal Stewardship Council; Cyndie Goudeau, MMC, Clearwater, to the Home Rule Administration Council; Bea Meeks, CMC, Mascotte to the Urban Planning council and Pamela Smith, CMC, Sanibel to the Municipal Services Delivery Council. The Councils will meet in September, October and November to develop the legislative policy statements which will be adopted at FLC's Legislative Conference in November.

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:

- 2007 Kay O'Halloran Memorial Career Development Institute Scholarship
- 2007 FACC Annual Conference Scholarship
- 2007 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. The goal of the program is to encourage members of the City Clerks Association, to pursue professional development through attendance at IIMC-recognized educational programs.

The scholarship packet is now available at: www.floridaclerks.org or you may contact me with your request to email, fax, or mail the packet. All scholarship applications are due by December 31, 2006 to the Awards/Scholarships Committee at:

Cheri Smith, CMC
City Clerk
City of Key West
525 Angela Street
Key West, FL 33040
305-809-3835
csmith@keywestcity.com

NEW GENERAL RECORDS SCHEDULE GS1-SL

We are pleased to inform you that the new General Records Schedule GS1-SL for State and Local Government Agencies has received final approval and will become effective on November 1, 2006. The GS1-SL will replace both the GS1-S for State Government Agencies and the GS1-L for Local Government Agencies on that date.

You may view an advance copy of the GS1-SL on the Web at <http://dlis.dos.state.fl.us/preview/GS1-SL-2006-FinalAdvance.doc>. Effective November 1, the GS1-SL will be available on our General Records Schedules Web page at http://dlis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm, and the GS1-S and GS1-L will no longer be available for viewing.

~ **Jim Berberich, Program Manager**
Information Resources Management
State Library and Archives of Florida



**2006-07 Board of Directors with
IIMC 1st Vice-President, Chuck Tokar**

OFFICERS FOR 2006 - 2007

The following Slate of Officers was approved at the Annual Membership Meeting

- President
Melissa "Lisa" Burns, MMC, City Clerk, Temple Terrace
- 1st Vice President
Tammy K. Vock, MMC, City Clerk, Vero Beach
- 2nd Vice President
Cynthia "Cyndie" E. Goudeau, MMC, City Clerk/Legislative Liaison, Clearwater
- Northwest Director
Jacqueline "Jackie" M. Lawhon, CMC, City Clerk, Sopchoppy
- Northeast Director
Kurt Lannon, CMC, Clerk of the Commission, Gainesville
- Central West Director
Theresa B. McMaster, CMC, City Clerk, St. Pete Beach
- Central East Director
Andrea Lorenzo-Luaces, CMC, City Clerk, Winter Springs
- Southwest Director
Pamela Smith, CMC, City Clerk, Sanibel
- Southeast Director
Barbara McDaniel, MMC, Assistant Town Clerk, Davie
- Immediate Past President
Betty M. Richardson, MMC, City Clerk, Leesburg

NEW LAW REQUIRES E-MAIL NOTICE ON WEBSITES

The following requirement was enacted during the last Legislative session and became effective July 1.

Any agency as defined in s. 119.011, Florida Statutes, or legislative entity that operates a website and uses electronic mail shall post the following statement in a conspicuous location on its website:

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

BILLS OF INTEREST - VETOED BY THE GOVERNOR

House Bill 567 that would have required all notaries public to keep a journal of all notarial acts was vetoed by the Governor. He also vetoed HB 1097, the bill that would have required responses to public records requests to be "prompt" instead of "reasonable."

REQUEST FOR ASSISTANCE

Does any municipality have a code addressing Day labor Establishments provision for sanitary facilities for their clients (day labor workers)? If so, please respond by e-mail or call:

**Diane Corna, MMC
City Clerk
City of Pinellas Park
dcorna@pinellas-park.com
(727) 541-0706
Fax (727) 544-7448**



Pirates and mates at the 2006 Annual Conference





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