

Florida Association of City Clerks

July 28, 2023

In This Issue

- Message from FACC President
- Member Highlight
- Keeping Up with Public Records Requests in 2023
- Member News
- FACC Apparel
- Upcoming FACC Webinar Via Zoom
- FACC Discussion Forum
- International Institute of Municipal Clerks (IIMC) News
- Job Openings
- Upcoming Events

Message from FACC President

BE KIND, BE FAIR,
BE HONEST, BE TRUE,
AND ALL OF THESE
THINGS WILL COME
BACK TO YOU.

Sincerely,
Angie Guy, MMC
2023-2024 FACC President
City Clerk, City of Dade City

Member Highlight



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

Today, enjoy reading about Deputy City Clerk/Records Manager Toni Cone, City of Venice.

I am grateful to be a member of FACC, which has given me many opportunities to enhance my knowledge and further my clerk education. I am in my second year working toward obtaining my CMC and look forward to the Fall Academy. The FACC leadership and members have been supportive, and I appreciate having fellow Clerks available to call upon for advice and camaraderie. [Read More](#)

Keeping Up with Public Records Requests in 2023



By [Josh Fruecht](#), Senior Director, Granicus (former Florida City Clerk):

Managing public record requests effectively and efficiently helps you gain and maintain public trust. Today, the increasing number of complex requests and responses can present real challenges for local governments.

While public record requests are traditionally submitted and released in paper form, a growing number of communities are saving staff time by modernizing public records, moving toward online processing, from intake through response. Where public record request processing is still manual — using spreadsheets, email, paper copies and physical mail, and manual marker redactions — the opportunity for oversights and compliance issues looms large. This inefficient manual processing takes time away from other critical missions and functions.

Thankfully, there is a technology solution to resolve the increasing burden and complexity of public records request processing. Modern cloud-based solutions offer tremendous benefits, including:

- Staff-friendly workflows and statuses to clarify priorities and streamline collaboration
- Workload reduction due to smart intake that reduces request volume in favor of self-service whenever possible; and greatly minimizes the need for clarification
- A scalable platform that solves other request processing challenges beyond public records, allowing organizations to do more with less
- Peace of mind for staff
- Enhanced request experience for the public

With a proliferation of new requirements, unfunded mandates and competing priorities, implementing technology can enable staff to do more with less, while allowing agencies to build public trust.

Member News

Honoring FACC Immediate Past President Cheryl A. Mooney, MPA, MMC



Join FACC President Angie Guy, MMC, in the City of Temple Terrace on Tuesday, August 1, 2023, at 6:00 p.m. ET to honor and present a resolution to Temple Terrace's City Clerk FACC Immediate Past President Cheryl A. Mooney, MPA, MMC, and a resolution to the City of Temple Terrace.

Everyone is invited to attend.

Tuesday, August 1, 2023
6:00 p.m. ET
Temple Terrace City Hall
City Council Meeting
11250 North 56th Street
Temple Terrace, FL 33617

Promotion



FACC President-Elect Patricia J. Burke, MPA, MMC, has been promoted from Town Clerk to Town Clerk-Manager for the Town of Palm Shores.

Congratulations, Pat!

MMC Certification



The following FACC member has earned their MMC certification:

Town Clerk/Assistant to the Town Manager/Records Custodian
Yude Davenport, MMC, Town of South Palm Beach

Congratulations!

CMC Certification



The following FACC members have earned their CMC certifications:

- Deputy City Clerk Elizabeth Keys, CMC, City of Deltona
- Deputy City Clerk Cathy LoTempio, CMC, City of Sandford

Congratulations!

FACC Apparel



There are multiple styles and colors to choose from!

Purchase your apparel now to wear at the 2023 Fall Academy in October.

Ordering Deadline: October 1, 2023

[Click here](#) or click the "View FACC Apparel" button below
to view options and place your order.

If you are paying with a city credit card and need the sales tax turned off, please call Full
Press Apparel before placing your shirt order.

The phone number for Full Press Apparel is 850.222.1003

[View FACC Apparel](#)



Upcoming FACC Webinar Via Zoom

Disaster Recovery in the Digital Age



Thursday, August 3, 2023
Time: 2:00 p.m. - 4:00 p.m. ET
Via Zoom

Registration ends August 2, 2023.

FACC Members: \$75
Non-Members: \$100

To register, [click here](#) or click the button below.

REGISTER NOW

Speaker Archie Matthews (a Florida Records Management Association Board Member and the Retired Chief of the Bureau of Records for Alachua County Clerk of Court) will share his expertise and real-life experiences in the Florida public records management arena. He has over 25 years of experience and will discuss current threats, the 5 P Rule and the essential steps in any disaster recovery plan. Participants will be encouraged to share their recovery experiences, plans and recommendations, as well as questions and answers throughout the webinar.

Speaker: Archie Matthews, CRM, Florida Records Management Association, Director of Administration

Moderator: Dena Hurst, Ph.D., The John Scott Dailey Florida Institute of Government at Florida State University

This program has been approved by IIMC for 2 hours (1 point) of CMC/MMC credit. A completed Ideas to Action (ITA) form is required to receive education credit.

The Zoom link will be emailed to you approximately 2-3 days before the webinar.

The education curriculum for both the CMC and MMC session content was developed, reviewed and approved by the Florida Institute of Government at Florida State University as an IIMC-approved institute, in cooperation with the FACC Professional Education Committee and Board of Directors.

[Register Now](#) and submit payment online or [Download Fillable Registration Form](#) to mail with your check payment.

Registrations will not be considered complete until payment has been received. If the check is received after the webinar is full, you can take the recorded version and still receive credit after completing the ITA form.

FACC Discussion Forum



The FACC Discussion Forum is where you can ask another municipal clerk any question, find an answer to a concern, share information, policies, and best practices, or just read the board from experienced clerks who have faced similar challenges.

These are just a sampling of the questions asked (and answered) on the Discussion Forum. To sign up to participate in the Forum, contact [FACC Staff](#). If you are already a member,

[click here](#) to go to the Forum to share information about these questions and read other's answers.

Here are some of the recent topics:

Brief Survey

Please let me know how many minutes are allotted to individuals/organizations with items placed on your agenda to be heard by your city commission/council/village/town meetings?

FACC Conference Session Topics

What topics would be desired or most interesting to you as a Clerk? What topics would you like to see?

Council Member Payments

Could you please tell me what your council members get paid per meeting or per month, and your population? We have 365 residents and I would like to compare with other councils.

International Institute of Municipal Clerks (IIMC) News



IIMC Plaques for CMC and MMC Certifications

IIMC does not have access to the plaques that are distributed with the CMC and MMC certificates. As of July 27, 2023, the IIMC is suspending plaques and IIMC will no longer accept payments from IIMC members for plaques. Any IIMC member who has paid the \$40 to purchase a plaque will be refunded the entire amount. IIMC will continue to search for a new plaque company or a company that will allow IIMC members to purchase plaques directly. If this plan comes to fruition, IIMC will promote this to the IIMC members.

Job Openings

June 23-26, 2024

#FACCSummer2024

Embassy Suites by Hilton Orlando Lake Buena Vista South

Member Registration Rate: \$400

Hotel Room Rate Per Night: \$159

Registration opens in April 2024.

FACC 2024 Fall Academy, Lake Mary

October 13-17, 2024

#FACCFall2024

Marriott Orlando Lake Mary Hotel

First/Second/Third Year Member Rate: \$400

Advanced (MMC) Member Rate: \$425

Hotel Room Rate Per Night: \$159

Registration opens in August 2024.



[Follow FACC On Facebook](#)



Florida Association of
City Clerks

floridaclerks.org

facc@flcities.com

800.342.8112

Advertisement by Florida Association of City Clerks | 301 S. Bronough Street, Suite 300,
Tallahassee, FL 32301

Unsubscribe_awood@flcities.com

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by lbridges@flcities.com powered by



Try email marketing for free today!