

Florida Association of City Clerks

June 30, 2023

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Message from FACC President



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

4th of July



Happy 4th of July!

The FACC Staff Office will be closed Tuesday, July 4, as we celebrate the independence of our nation.

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 Senior Staff Assistant Debrah Hall-McCullon, FCRM, CMC, City of Riviera Beach.

Being a member of the FACC means that I have the direction and information that I need to provide the best work produced in my office. [Read More](#)

Member News

MMC Certifications



The following FACC members have earned their MMC certification:

- Public Records Administrator Erin O'Donnell, MMC, Reedy Creek Improvement District
- Village Clerk Priscilla Torres, MMC, Village of Pinecrest

Congratulations!

CMC Certifications



The following FACC member has earned their CMC certification:

- Admin Support Specialist/Deputy Clerk Dawn Phillips, CMC, Seacoast Utility Authority

Congratulations!

FACC Member Receives FCRM Designation

Records and Administrative Coordinator Daniel Stewart from the Town of Southwest Ranches recently earned his Florida Certified Records Manager (FCRM) designation from the Florida Records Management Association.

Congratulations, Daniel!



Monroe County Municipal Clerks Association



The Monroe County Municipal Clerks Association met recently and celebrated the retirement of Key West City Clerk Cheri Smith, MMC, CPM, and presented her with a [FACC resolution](#). Cheri served 24 years with the City of Key West. Pictured above left to right: Marathon Deputy City Clerk Hillary Palmer with Cheri. Congratulations on your retirement, Cheri!



Group Photo:

Pictured left to right: City Clerk Silvia Gransee, Key Colony Beach; Deputy City Clerk Hillary Palmer, Marathon; Village Clerk Marne McGrath, MMC, Islamorada, Village of Islands; City Clerk Cheri Smith, MMC, CPM, Key West; Senior Deputy City Clerk Keri O'Brien, CMC, Key West; City Clerk Diane Clavier, CMC, Marathon; and Retired Senior Deputy City Clerk Susan P. Harrison, CMC, Key West.

Send In Your Picture for the FACC Directory



Send in your picture now for the printed FACC Membership Directory! Email your picture to facc@flcities.com.

FACC dues invoices will be distributed August 1, 2023. To be included in the printed 2023-2024 FACC Membership Directory, please renew your FACC dues no

later than September 4, 2023. Note, if you do not renew your dues by September 4, 2023, you will not be included in the printed directory. And we cannot accept dues renewal payments before August 1, 2023, so please do not send in your renewal payment until you receive your dues invoice.

FACC 2023 Summer Conference and Academy Recap



Florida Association of City Clerks

2023 Summer Conference & Academy

June 17-21, 2023

The Vinoy Resort & Golf Club, Autograph Collection
St. Petersburg

[View Pictures](#)



[Click here](#) to view pictures from the event.

ITA Packet and Session Handouts



[Click here](#) to download your ITA packet and session handouts.

You cannot earn IIMC credit for hours attended unless you complete each session's ITA form.

All ITA forms must be emailed to Education & Training Coordinator Amy Brewer abrewer@fsu.edu no later than

Monday, July 10, 2023 by 5:00 p.m. Please do not send your ITA forms to the FACC office.

Evaluations for Sessions



The evaluation has been emailed to you. You will receive several email reminders with a survey link to complete the evaluation. Your feedback is very important to us.

We would appreciate receiving all evaluations by Monday, July 10, 2023.

FACC Committee Sign Up



Would you like to serve on an FACC Committee? Now is the time to sign up!

FACC committees for the 2023-2024 fiscal year will be appointed in June 2023.

[Click here](#) (or click the button below) to sign up and select your top three committees.

For more information about the duties and responsibilities of FACC committees, [click here](#).

Sign up no later than June 30, 2023.

Questions? Contact facc@flcities.com.

[Sign Up Now](#)

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:

Posting Bid Openings

We have recently started using CivicClerk agenda management software and CivicEngage for our website. The village has never had electronic agenda management in the past and people are used to going to our Agendas & Minutes page of the old website to see the calendar. I have a concerned citizen who feels we are not adequately advertising public opportunities for participation by not having everything on our actual official village calendar, also in our CivicClerk meeting portal. Specifically, I'm wondering how you post bid openings. Although bid openings are open to the public we have never posted them along with regular meetings of the Village Council and/or Citizen Advisory Committees.

City Clerk Under City Manager Model

I would love to have a moment to chat with those of you who have offices under your municipality's City Manager. Let me know if we can connect.

Policy Update Research

Clerk Riffle had asked a question last week, but we did not get as many answers as we had hoped, so I am going to try again. I have 2 questions. One, does your city have paid parental leave, and if so what is your policy? Two, are any of the smaller municipalities closed for Christmas week and provide holiday pay for that timeframe?

FACC Booth at the FLC Annual Conference



Volunteers Needed

FACC will have a booth in the Exhibit Hall at the [2023 Florida League of Cities Annual Conference](#).

Volunteers are needed to help with the FACC booth!

The conference will be held at the Hilton Orlando Bonnet Creek, 14100 Bonnet Creek Resort Lane, Orlando, FL 32821.

The dates to volunteer are August 10-11, 2023.

If you would like to volunteer, please [click here](#) or the click the "Sign Up Now" button below.

Sign up no later than July 31, 2023.

[Sign Up Now](#)

Resources for Full Disclosure of Financial Interest (Form 6)



Elected municipal officials will need to start filing Form 6 beginning in 2024 with the Florida Commission on Ethics.

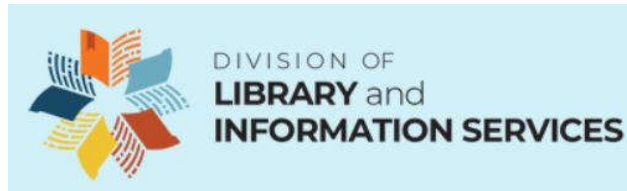
The Florida League of Cities held a webinar on June 20 related to the new law and Form 6, and this webinar can be watched [here](#).

If your councils/commissions are asking for specific information on the Form and its content, there are helpful resources on the Florida Commission on Ethics' website, including a Frequently Asked Questions (FAQ) column linked [here](#).

It is important to note that elected municipal officials in office now will still file Form 1 for this year, and then file Form 6 next year instead of Form 1. Staff at the Florida Commission on Ethics can also answer specific questions related to Form 6 by calling 850.488.7864.

The Florida League of Cities will hold a workshop on Form 6 at the Florida League of Cities Annual Conference on August 11 at the Hilton Orlando Bonnet Creek; registration for this conference is now open and linked [here](#).

Florida Department of State General Records Schedules



The Florida Department of State Division of Library and Information Services has updated the General Records Schedules. General Records Schedules set retention requirements for records documenting administrative and program functions common to several or all government agencies. [Click here](#) to view the latest information.

Job Openings



[Click here](#) to browse current job openings on the FACC website.

Upcoming Events

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

FACC Board of Directors Meeting, Via Zoom

July 27, 2023
10:30 a.m. ET

FACC Live Webinar, Via Zoom

Public Records Management Essential Topics
August 3, 2023
2:00 p.m. - 4:00 p.m. ET
\$75 FACC Member/\$100 Non-Members
Registration opens in July.

FACC 2023 Fall Academy, Daytona Beach Shores

October 22-26, 2023

#FACCFall2023

The Shores Hotel

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

Advanced (MMC) Member Rate: \$425

Hotel Room Rate Per Night: \$132

Registration opens in August 2023.

FACC Live Webinar, Via Zoom

Leadership

November 9, 2023

2:00 p.m. - 4:00 p.m. ET

\$75 FACC Member/\$100 Non-Members

Registration opens in October.

FACC 2024 Summer Conference and Academy, Kissimmee

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.



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City Clerks

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