

# Florida Association of City Clerks

May 22, 2020

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## 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 **Melanie Sibbitt, CMC, City Clerk, City of Ocoee.**

My career with the City of Ocoee began 22 years ago, as a permitting technician in the building department. I happily worked in the building department for five years before applying for an administrative assistant position in the clerk's office, when the opportunity to advance to a higher position was offered. My 17 years in the office of the city clerk has allowed me to work my way up from administrative assistant, records specialist, and deputy clerk, to my current position

as city clerk. [Read more.](#)

## Happy Memorial Day!



We would like to wish everyone a happy Memorial Day. On May 25, our nation will honor military service members who have lost their lives while fighting for our country. We are incredibly grateful for everything our service members and their families continue to do for us. Stay safe!

## Member News

### MMC Certifications



- Traci R. Houchin, MMC, FCRM, City Clerk, City of Sanford
- Kathleen E. Settle, MMC, Deputy City Clerk, City of Palm Coast

Congratulations to both Traci and Kathleen for earning their MMC certifications!

## FACC Annual Business Meeting

The FACC Annual Business Meeting will be held virtually on June 22, 2020 at 10:00 a.m. EST. More information will be sent out soon.



## FACC Past President Sworn in to IIMC Board of Directors



During these unprecedented times, we are all finding innovative ways to conduct our business. The IIMC Board of Directors conducted their swearing in ceremonies via Zoom including Florida's own, Pamela Smith, being sworn in as Vice President. Congratulations, Pamela!

FACC Past President Pamela Smith, MMC, City Clerk, City of Sanibel, is pictured with Sanibel Mayor, Kevin Ruane, who performed her swearing in. We are so proud of you!



2020-2021 Incoming Board of Directors Meeting: Swearing In

## FACC Board Meeting: May 21, 2020

The FACC Board of Directors met via Microsoft Teams on May 21, 2020.

[Executive Summary](#)

[Agenda Packet](#)



## FACC Board Meeting: Minutes Approved



These minutes have been approved.

[February 20, 2020 Board Meeting Minutes](#)

[April 30, 2020 Board Meeting Minutes](#)

## Municipal Clerks Week

**Municipal Clerks Week**  
**May 3-9, 2020**  
**#MuniClerks #MuniClerks2020**

Municipalities around the state celebrated their clerks and everything they do for their communities. Check out this proclamation recognizing the clerks in the City of Okeechobee:

- [City of Okeechobee Proclamation](#)



## IIMC Foundation Fundraiser



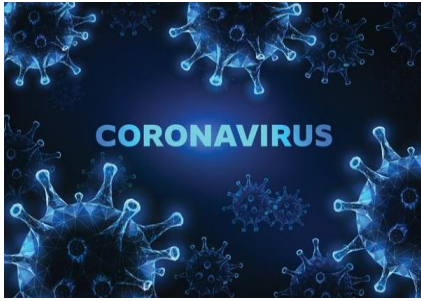
### Win a trip to Hawaii!

Sponsored by the IIMC Foundation and American Legal, this education fundraiser can land you in beautiful Hawaii. When you support IIMC education programs, you can win a trip for two to Hawaii, including airfare and a week's hotel on Waikiki Beach. With tickets available at \$20 each or 3 for \$50, take a chance ... or two or three! It's all for a good cause—

furthering clerks' education through scholarships and IIMC education programs.

[Enter Now](#)

## Coronavirus Resources



## Resources

FACC has created a web page dedicated to resources for you regarding the Coronavirus (COVID-19). [View Resources.](#)

## New Publication Now Available: COVID-19 - Leading from the Front

The Florida League of Cities is here for you as a resource to navigate these unprecedented times. They've created a special COVID-19 publication to keep you informed of resources and ideas from cities of every size across the state. The publication can be [read online](#) or [downloaded as a PDF](#). We hope this information and these initiatives will inspire you as you continue leading your cities from the front.



## Job Openings



[Browse current job openings.](#)

## Upcoming Events

### 2020 Fall Academy, Marriott Lake Mary, Orlando

October 18-22, 2020

#FACCFall2020

Room Rate: \$149 per night

Member Rate: \$400 approximately

**2021 Fall Academy, The Shores Hotel, Daytona Beach Shores**

October 17-21, 2021

#FACCFall2021

Room Rate: \$129 per night

Member Rate: \$400 approximately

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**Florida Association of  
City Clerks**

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