

# Florida Association of City Clerks

May 3, 2024

## In This Issue

- Message from FACC President
- Member Highlight
- Member News
- 2024 Summer Conference and Academy
- 2024-2025 Slate of Officers & Directors
- FACC Board Meeting Minutes Approved
- FACC Board Meeting: April 26, 2024
- 2024 Professional Municipal Clerks Week
- FACC Discussion Forum
- Job Openings
- Upcoming Events

## Message from FACC President



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 Town Clerk Ivelisse Chico-Randazzo, CMC, Town of Jupiter Inlet Colony.**

I have been the Town Clerk for the Town of Jupiter Inlet Colony for almost 3 years. I recently received my CMC designation. As a member of the FACC, I have gained a network of knowledgeable Clerks who are always willing to help and share their experiences in my time of need. The FACC is a great organization that has provided

me (and continues to provide me) with the tools to become a better Clerk to serve my town. [Read More](#)

## Member News

### CMC Certifications

The following FACC member has earned their CMC certification.

Congratulations!

- Deputy City Clerk Michelle Cannon, CMC, City of Lake City

---

### Northeast District Meeting



On April 24, the FACC Northeast District members held a meeting in the beautiful city of Palatka, hosted by Palatka City Clerk Sunni L. Krantz, CMC. FACC President Angie Guy, MMC, City Clerk, City of Dade City, was present to answer questions from the Clerks. Palatka City Manager Troy Bell and Palatka Mayor Roberta Correa attended the meeting and said a few words. Additionally, FACC Northeast District Director LeAnne Williams, MMC, FCRM, Deputy City Clerk, City of Alachua, hosted an

enjoyable interview/skit (pictured above) with Pamela S. Wilburn, who served as the Town Clerk for the Town of Interlachen for 35 years.



*Pictured above, top row, left to right: Town Clerk Meghan E. Allmon, Town of Welaka; City Clerk Stephanie Anne Silva, City of Keystone Heights; City Clerk Sunni L. Krantz, CMC, City of Palatka; FACC President Angie Guy, MMC, City Clerk, City of Dade City; Assistant Deputy City Clerk Diane L. Amendola, CMC, City of Alachua; Deputy City Clerk Lisa Heeder, City of Starke; and Town Clerk Joni Payne, Town of Interlachen. Pictured middle row, left to right: Town Clerk Andrea Almeida, CMC, Town of Pomona Park; and FACC Northeast District Director LeAnne Williams, MMC, FCRM, Deputy City Clerk, City of Alachua. Pictured bottom row, left to right: Utility Clerk Emma B. Sledge, Town of Welaka; City Clerk Kristen Bryant, City of Gainesville; City Clerk Karen J. Hayes, MMC, City of Crescent City; City Administrator/City Clerk Mary Lou Hildreth, MMC, City of Hampton; Deputy Town Clerk Patty S. Polk, Town of Micanopy; Customer Service & Records Clerk Kierra Kaymore, City of Palatka; Elise Earnest, Town of Hilliard; and Town Clerk Lisa Purvis, MMC, Town of Hilliard.*

## 2024 Summer Conference and Academy



**June 23-26, 2024**

#FACCsummer2024

**Early Registration ends May 31, 2024.**

**Location:**

Embassy Suites by Hilton Orlando Lake Buena Vista South  
4955 Kyngs Heath Rd, Kissimmee, FL 34746

Room rate is \$159 per night.

Make your hotel reservation no later than May 31, 2024.

[Download Announcement](#)

**Did you register for the Know Before You Go Informational Webinar to be held on June 20 at 10:00 a.m. ET via Zoom?** [Click here](#) to register via Zoom for this free webinar. Attendance at this webinar is optional. This webinar is not approved for any CMC/MMC points or hours.

**Be sure to register for a conference buddy!** Is this your first time attending an FACC Summer Conference and Academy? If so, sign up for a conference buddy by contacting FACC Mentoring Committee Chair Quintella L. Moorer, MMC (City Clerk, City of Greenacres) at [gmoorer@greenacresfl.gov](mailto:gmoorer@greenacresfl.gov). A conference buddy will be assigned to you to help you navigate the event and answer any questions you may have. If you have attended past events and would like to serve as a buddy to a new attendee, please contact Quintella.

**Don't forget to register for Clerks' Night Out!** Learn more [here](#) and register [here](#).

Questions? Call 850.222.9684 or email [facc@flcities.com](mailto:facc@flcities.com).

[\*\*Register Now\*\*](#)

---

### **Donations/Promotional Items Needed**



**The Summer Conference and Academy Host Committee is asking for your help!**

**We need donations for the event and hope you will consider donating.**

**Door Prizes Needed:** On the last day of the event, giveaways of gift baskets, gift cards, or other prizes always make for a fun afternoon to close out the event. Gift baskets or door prizes should be brought to the event registration desk no later than Tuesday, June 25.

**Welcome Bag Items Needed:** We need to fill 225 welcome bags for attendees. "City Treasures" and other suggested items are appreciated (i.e., candy, snacks, city-related promotional items, hand sanitizer, T-shirts, hats, and any PR items of interest from your area: discount coupons, free tickets, etc.) Please mail your donations to City Clerk Stephanie Herdocia, CMC, at the City of Orlando (City Hall 2nd Floor, 400 South Orange Avenue, Orlando, FL 32801) as soon as possible, but no later than Monday, June 17, to allow us time to "swag" the bags.

For more information, contact your

Summer Conference and Academy Host Committee Co-Chairs:  
City Clerk Stephanie Herdocia, CMC, [stephanie.herdocia@orlando.gov](mailto:stephanie.herdocia@orlando.gov) and  
Assistant City Clerk Ronisha Martin [rmartin@cwqdn.com](mailto:rmartin@cwqdn.com).

---

**Silent Auction and Purses with a Purpose Auction**



## FLORIDA ASSOCIATION OF CITY CLERKS

### DONATIONS ARE NEEDED

The FACC 2024 Auction and 50/50 Committee is seeking donations for two important Fundraising efforts for the upcoming Summer Conference & Academy.

### PURSES WITH A PURPOSE:

If you have gently used purses you no longer use, breathe new life into them by donating them to FACC.



- ✓ 50% of proceeds will be donated to charity
- ✓ Remaining funds benefit the FACC



### Donating Is Easy

1. Email a picture.
2. Provide the approximate value.
3. Include a detailed description of the purse.

## SILENT AUCTION

### SILENT AUCTION:

Support the FACC and its members by donating items for the Silent Auction  
**Donate any of the suggested items listed below:**

- ✓ Gift Cards
- ✓ Coolers
- ✓ Gift Baskets
- ✓ Picture Frames
- ✓ Jewelry
- ✓ Candles
- ✓ Hair/Make-up Products
- ✓ Flower Arrangements
- ✓ Any item you choose!



### CONTACT PERSON FOR AUCTIONS:

Committee Chair/Town Clerk  
**Sherry D. Henderson, CMC**  
 Town of Hillsboro Beach  
 1210 Hillsboro Mile, Hillsboro Beach, FL 33062  
 shenderson@townofhillsborobeach.com  
 954-427-4011

*Thank you for your support*

## 2024-2025 Slate of Officers & Directors



[Click here](#) to view the 2024-2025 Slate of Officers & Directors.

The slate of officers and directors will be voted on by the membership at the June 24, 2024 FACC Annual Business Meeting held at the 2024 Summer Conference and Academy at the Embassy Suites by Hilton Orlando Lake Buena Vista South in Kissimmee.

## FACC Board Meeting Minutes Approved



These minutes have been approved.

[February 22, 2024](#)

## FACC Board Meeting: April 26, 2024



The FACC Board of Directors met in Orlando on April 26, 2024.

[Agenda Packet](#)

[Executive Summary](#)

## 2024 Professional Municipal Clerks Week



## Celebrate Professional Municipal Clerks Week #MuniClerks #MuniClerks2024

The International Institute of Municipal Clerks (IIMC) is sponsoring the **55th Annual Professional Municipal Clerks Week May 5 - 11, 2024**. This is a week-long series of activities aimed at increasing the public's awareness of Municipal Clerks and the vital services they provide for local government and the community. It is a celebration and reflection on the importance of the Municipal Clerk's Office.

**Please be sure to submit information about your celebration (i.e., proclamations, celebrations, photos,**

**etc.) to [FACC Staff](#).**

**To help celebrate Professional Municipal Clerks Week, FACC has put together a [toolkit](#) for Florida Clerks.**

Toolkit Resources Include:

- Content for Social Media Platforms & Websites
- Top Tips for Communicating Municipal Clerk Services
- Social Media – A How to Guide for Citizen -Engagement
- Sample Proclamation
- Sample Press Release

[Download Toolkit](#)

## 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:

### **Display of Photographs**

Please share any layout designs you have for displaying former Mayor photographs. The City of North Lauderdale had a Hall of Mayors that is being relocated, possibly to the





Location: City of Kissimmee  
Kissimmee City Hall  
101 Church Street  
Kissimmee 34741

FACC Central East District Director Gwen Peirce, MPA, CMC, City Clerk, City of Satellite Beach, will present Deputy City Clerk Tameara R. Crespo, CMC, City of Kissimmee, with her CMC pin and certificate.

**FACC Board of Directors Meeting, Via Zoom**

May 23, 2024  
10:30 a.m. ET



[Follow FACC On Facebook](#)



Florida Association of  
City Clerks  
[floridaclerks.org](http://floridaclerks.org)  
[facc@flcities.com](mailto:facc@flcities.com)  
800.342.8112

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

[Unsubscribe rembleton@flcities.com](mailto:rembleton@flcities.com)

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

Sent by [apayne@flcities.com](mailto:apayne@flcities.com) powered by



Try email marketing for free today!