

# Florida Association of City Clerks

May 5, 2023

## In This Issue

- Message from FACC President
- Member Highlight
- FACC By-Laws and 2023-2024 Slate of Officers & Directors
- Member News
- FACC 2023 Summer Conference and Academy
- FACC Board Meeting: April 28, 2023
- FACC Board Meeting Minutes Approved
- Updated Government-in-the-Sunshine Manual
- FACC Discussion Forum
- International Institute of Municipal Clerks (IIMC) News
- Job Openings
- Upcoming Events

## Message from FACC President



Professional Municipal  
**CLERKS  
WEEK**

I hope you enjoyed celebrating **Professional Municipal Clerks Week!** What you accomplish each and every day in the Clerk's Office is something to be proud of! My sincere appreciation to each of you for all you do in this profession.

[Click here](#) to see pictures and proclamations from around the state. If you have not already shared information about your celebration (i.e., proclamations, celebrations, pictures, etc.) with FACC staff, please be sure to send your information to [facc@flcities.com](mailto:facc@flcities.com).

Happy Professional Municipal Clerks Week!

**Cheryl A. Mooney, MPA, MMC**  
2022-2023 FACC President  
City Clerk, City of Temple Terrace

## 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 City Clerk Jeanann Hand, City of Mount Dora.**

My FACC membership is crucial to me. I moved from Deputy City Clerk to City Clerk rather quickly, and before my first job with the city as Administrative Coordinator for Leisure Services, I came from a creative background in music, writing, and youth ministry. Honestly, I was a bit intimidated by this field of work (working for a city). [Read More](#)

## FACC By-Laws and 2023-2024 Slate of Officers & Directors



**FACC By-Law Changes:** [Click here](#) to review the proposed by-law changes as recommended by the FACC By-Laws and Manual Revision Committee and approved by the FACC Board of Directors. The proposed by-law changes are highlighted, underscored and struck through accordingly. These by-law changes will be voted on by the membership at the June 17, 2023 FACC Annual Business Meeting held at the 2023 Summer Conference and Academy, The Vinoy Resort & Golf Club, Autograph Collection, in St. Petersburg.

**FACC 2023-2024 Slate of Officers and Directors:** [Click here](#) to view the slate of officers and directors. The slate of officers and directors will be voted on by the membership at the June 17, 2023 FACC Annual Business Meeting held at the 2023 Summer Conference and Academy, The Vinoy Resort & Golf Club, Autograph Collection, in St. Petersburg.

## Member News

### Retirement



Deputy Clerk Katie A. Smith, CMC, Orange County Comptroller, retired February 17. Katie joined FACC on July 24, 2015 and earned her CMC on June 21, 2019.

Congratulations on your retirement, Katie!

## New FACC Members in April

Doneisha Beauchamp  
Office Assistant  
City of Riviera Beach

Edgar L. Diaz  
Student Member  
Orlando, FL

Jennifer N. Hankins  
Administrative Coordinator  
City of Boynton Beach

Marjorie Martinez  
Administrative Assistant  
City of Boca Raton

Tina Rel  
Records Management Coordinator  
City of Fort Pierce

Joan Taylor  
City Clerk  
City of Marco Island

## FACC 2023 Summer Conference and Academy



Florida Association of City Clerks

# 2023 Summer Conference & Academy

June 17-21, 2023

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

### Registration Information

**HOTEL ROOMS ARE STILL AVAILABLE BUT GOING FAST!  
REGISTER TODAY!**

#FACCSummer2023  
**Early Registration ends May 27, 2023.**

**Location:**

The Vinoy Resort & Golf Club, Autograph Collection  
501 5th Avenue NE, St. Petersburg, FL 33701  
Room rate is \$189 per night.

Make your hotel reservation no later than May 27, 2023.

Self-parking is not available. Valet parking is \$25 per day.

**Please note if you have already registered, valet parking was originally \$39 per day but has been reduced to \$25 per day.**

[Download Announcement](#)

[Click here](#) to register now for the event, or click the "Register Now" button below.

[Clerks' Night Out - Click Here to Learn More and Register](#)

Questions? Call 850.222.9684 or email [FACC Staff](#).

**Register Now**

## Clerks' Night Out



**Join us for a fun-filled night out painting unique bottles!**

**Tuesday, June 20 at 6:30 p.m. ET**

We will have bottles available on-site to paint, or you can bring your own bottle to paint!

**36 people maximum, first come, first served!  
PRE-REGISTRATION IS REQUIRED.**

**LOCATION:** AR Workshop, 2807 Dr. MLK Jr. Street North, St. Petersburg, FL 33704

Meet in the Summer Conference & Academy Hotel Lobby at 6:00 p.m. to carpool to the studio (call or text Kathy Rosado at 386.216.1548 or email [rosadokathleen@codb.us](mailto:rosadokathleen@codb.us) prior to the event to sign up to drive or if you want to carpool).

**COST:** \$30 (\$25 for the bottle painting and \$5 for the food [pizza, salad, dessert & drinks] to be collected separately).

**TO REGISTER:** [Click Here](#) and enter passcode MC62023 (passcode is case sensitive).

**QUESTIONS?** Contact Summer Conference & Academy Host Committee Co-Chairs:  
City Clerk Rosemarie Call, MPA, MMC, [rosemarie.call@myclearwater.com](mailto:rosemarie.call@myclearwater.com)  
City Clerk Amber M. LaRowe, MMC, [alarowe@stpetebeach.org](mailto:alarowe@stpetebeach.org)

## FACC Board Meeting: April 28, 2023



The FACC Board of Directors met in Orlando on April 28, 2023.

[Agenda Packet](#)

[Executive Summary](#)

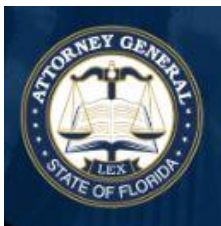
## FACC Board Meeting Minutes Approved



These minutes have been approved.

[March 23, 2023](#)

## Updated Government-in-the-Sunshine Manual



Attorney General Ashley Moody has released an updated Government-in-the-Sunshine Manual 2023. The manual is available to download for free on the Florida Attorney General's website at [MyFloridaLegal.com](http://MyFloridaLegal.com). The manual can be accessed [here](#).

## 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:

#### **CMC Info**

I would like to know how many City/Town/Village Clerks do not have their CMC yet, but are working toward earning it?

#### **Election – Proof of Residency**

Does anyone have a provision in your charter that requires a candidate to be a resident of your city for a year (or a specific timeframe) before they can run? If so, what do you allow them to use as proof that they have lived in your city for that length of time?

#### **Florida Times-Union or Daytona Beach News Journal**

Does anyone have a direct phone number or email for either the Florida Times-Union or Daytona Beach News Journal? I need to put in a public notice and the numbers that are on Google keep putting me in touch with a third party.

## **International Institute of Municipal Clerks (IIMC) News**



### **Message from IIMC President**

IIMC 2023 Annual Conference  
May 14-17, 2023  
Minneapolis, Minnesota

For FACC members that are attending the IIMC Annual Conference: On Monday, May 15, the afternoon session begins at 1:30 p.m. CT and lasts until 3:00 p.m. CT. The topic is



### **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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