

Florida Association of City Clerks

November 5, 2021

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Message from the FACC President



The Red Poppy

This Veterans Day you may see red poppies being worn by people. The red poppy is a symbol of remembrance and honors those who died in wars. Although wearing a red poppy in the United States is a tradition most associated with Memorial Day, many people still wear the poppy on Veterans Day.

During World War I, the fighting that took place in Europe turned the beautiful landscape into barren fields. Many of the soldiers who died were buried where they died. The resilient red poppy flourished in these fields.

John McCrae was inspired by the red poppies and wrote one of the most famous poems to come out of World War I. The poem is called *In Flanders Field* and it was written on the battlefield in 1915.

In 1918, Moina Michael, an American professor worked to make the poppy a recognized and adopted symbol of the sacrifices made by soldiers. She made and sold red silk poppies to raise funds for veterans returning from the war. Other people in other countries began to do the same. Now millions of people throughout the world wear the red poppy.

Not only does the red poppy honor and remember those who lost their lives but it helps organizations with fund raising. In the United States, the American Legion Auxiliary passes out paper poppies to raise funds for all veterans.

"Never Stop Learning"

Sincerely,
Stacey Johnston, MMC
2021-2022 FACC President
City Clerk, City of Holmes Beach

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 Lillie Russell, CMC, FCRM, Records Coordinator, City of Fernandina Beach.

To be a member of the FACC gives me a chance to learn some of the different aspects of the clerk's job. I see that the clerk's office has many challenges, but also has many rewards. I realize that it takes focus and a lot of commitment to deal with the day-to-day tasks in a clerk's world.

I have worked for the City of Fernandina in the clerk's office for seventeen years.

[Read More](#)

Member News

MMC Certifications



The following FACC members earned their MMC certifications:

- Alexandra Grant, MMC - City Clerk/Public Information Officer - City of West Park
- Amber LaRowe, MMC - City Clerk - City of St. Pete Beach

Congratulations!

CMC Certifications

The following FACC member earned their CMC certification:

Marissa Morales, CMC - City Clerk - City of San Antonio

Congratulations!



The Madam Clerk Project



The Madam Clerk Project is a civic education initiative conceptualized and launched by North Miami City Clerk Vanessa Joseph, Esq. in August of 2021. Clerk Vanessa Joseph created the project to encourage civic engagement amongst children and instill a curiosity amongst children interested in careers in municipal government. The project includes a children’s activity and resource kit and a special cartoon video series, in celebration of Florida City Government Week. Madam Clerk’s goal is to inspire children to see themselves embarking on a journey toward becoming civically engaged and empowered leaders.

Once the program launched, the activity and resource book, titled “Around the City with Madam Clerk,” served primarily as an educational tool for children, but it became an informational resource for parents. The book features special sections on local parks, city elections, passports, school calendars, COVID-19 vaccine fast facts, and various city services. Madam Clerk’s favorite parts of the book are the interactive activities that allow children to see themselves as future municipal leaders. These particular activities ask children to define leadership and develop their own visions for a city. Furthermore, the book includes word puzzles to familiarize children with key terms and items used on a daily basis within the Office of the City Clerk and the North Miami Public Library.





Madam Clerk has always been a believer in the power of civic engagement. It is the reason why she ran for public office, specifically for the position of city clerk. The importance of becoming involved in your local government and interacting with your community is a message she is determined to share with others. Most leaders target adults in their efforts toward inspiring change. But Madam Clerk knows that real change makers and leaders are developed at an early age. The younger a child is exposed to the idea of becoming involved in their community, the more likely they are to run for office one day! To view the Madam Clerk video series or for more updates on this evolving project, follow @TheMadamClerk on Instagram and Facebook, or visit

www.northmiamifl.gov/madamclerk.

Miami-Dade County Municipal Clerks Association



On October 29th, the Miami-Dade County Municipal Clerks Association (MDCMCA) held its meeting at the beautiful Indian Creek Country Club.

The members voted unanimously to create the Guido H. Inguanzo, Jr. President's Award in honor of their great friend, mentor and founder. Guido's family was also honored with a proclamation in creation of this award. Congratulations to Sandra N. McCreedy, MMC, Town Clerk, Town of Surfside, for being the first recipient of the award!

The 2021-2023 slate of officers was sworn in:

President: Juan D. Garcia, CMC, Deputy City Clerk, City of Miami Springs

Vice President: Billy Y. Urquia, CMC, City Clerk, City of Coral Gables

Secretary: Evelyn Herbello, CMC, Deputy Town Clerk, Town of Surfside

Treasurer: Jennifer Garcia, MMC, Deputy City Clerk, City of Doral

Immediate Past President: Connie Diaz, MMC, City Clerk, City of Doral



New FACC Members in October

Mayra Aleman
Assistant to the City Clerk
City of Miami Springs

Audra Boswell
Administrative Assistant
City of Callaway

Jodilynn Byrd
Deputy City Clerk
City of Jacksonville Beach

Ana Cabezas

Town Clerk
Town of Kenneth City

Michelle Cannon
Deputy Clerk
City of Lake City

Susan Carroll Dauderis
City Clerk
City of Ormond Beach

Shawna Gugliuzza
Town Clerk
Town of Callahan

Christian Hardman
City Clerk
City of Avon Park

Nicole Wisniewski
Deputy City Clerk
City of Mount Dora

From Our Partners - FLC



Florida League of Cities' Develops Internal Staff Disaster Preparedness Committee

The League needs your help! The Florida League of Cities is developing a disaster-preparedness resource page for all cities in Florida to ensure they are ready when disaster strikes. We are now requesting that clerks share any **interstate** mutual aid agreement examples or templates that can be stored on this new webpage as a resource for others to use.

Please send your interstate mutual aid agreements to ncooper@flcities.com by today, November 5, 2021.

We appreciate your continued assistance!

Local Government Financial Information Handbook

The Florida Legislature's Office of Economic and Demographic Research (EDR) has published the 2021 edition of the *Local Government Financial Information Handbook*. This report is produced annually by EDR to serve as a reference for many of the revenue sources available to local governments. It contains items useful for local government

budgeting purposes, including descriptions of revenue sources, adjusted 2020 population estimates used in the FY 2021-22 state revenue-sharing calculations, estimated FY 2021-22 county and municipal government distributions for select state revenue-sharing and local option tax sources, and the current 2021 local option fuel, sales, and tourist-related tax rates by county. This report also serves as a guide to understanding the constitutional and statutory provisions pertaining to these revenue sources.

The *Handbook's* discussion of local government revenue sources is organized as follows:

- Part One: Revenue Source Authorized by the Constitution
- Part Two: Revenue Sources Based on Home Rule Authority
- Part Three: Revenue Sources Authorized by the Legislature

The report is available on the EDR's website via the following link:

<http://edr.state.fl.us/Content/local-government/reports/lgfih21.pdf>

Please note that EDR no longer prints and distributes hard copies of this report. However, all are welcome to download and/or print the document from the EDR's website. This 310 page PDF has been formatted for duplex printing.

FACC Live Webinar



Hiring and Interviewing: Best Practices
Thursday, November 18, 2021
Time: 2:00 p.m. - 4:00 p.m. ET
Via Zoom

Registration ends November 17, 2021.

FACC Members: \$75

Non-Members: \$100

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

Given the length of time it takes to advertise for a vacant position, complete the hiring process, and then train a new employee, you want to make sure your selection is the right one from the start! If you are tired of hiring an employee to find out later that the behaviors you needed for that position just weren't there, then register today for this interactive webinar. The session will highlight acceptable and unacceptable questions, provide a structured process for conducting interviews, share best practices and provide sample behavioral interview questions. Given all we are facing these days, new strategies for conducting virtual interviews will also be introduced.

Speaker: Ronnie Glotzbach, M. Ed., Bach Training and Development Corp.

Moderator: Robert E. Lee, DPA, ICMA-CM, Assistant Professor, MPA Program Coordinator, Florida Gulf Coast University and Executive Director, Center for Florida Local Government Excellence, The John Scott Dailey Florida Institute of Government

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

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 Live Webinar, Zoom

Hiring and Interviewing: Best Practices

November 18, 2021

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

Registration ends November 17th.

[Register Now](#)

Retirement Resolution Presentation, Crestview

December 13, 2021

6:00 p.m. CST

Location:

City of Crestview

Council Chambers at City Hall
198 Wilson North
Crestview, FL 32536

FACC Northwest Director Leslie Guyer, CMC, City Clerk, City of Gulf Breeze, will present Elizabeth M. Roy, City Clerk, City of Crestview, with her retirement resolution.

Recognition Presentation, Brooksville

December 20, 2021

7:00 p.m. ET

City of Brooksville, 201 Howell Ave, Brooksville, FL 34601

FACC Central West Director Dawn M. Wright, MMC, FCRM, PHRP, City Clerk, City of Eagle Lake, will present Lisa Morris, MMC, Deputy City Clerk, City of Brooksville, with her MMC pin and plaque.

2022 IIMC Region III Conference, Huntsville, AL

February 1-4, 2022

The Westin at Bridgestreet



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City Clerks**

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