

Florida Association of City Clerks

November 8, 2024

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Message from FACC President

Your gifts, leadership,
purpose—none of it is
about you. Instead, a life
of significance is about
serving others. It's
about guiding those
who need your talents—
those gifts, that
leadership, and purpose.

Inspired by Kevin Hall

Sincerely,

Patricia J. Burke, MPA, MMC, RLO

2024-2025 FACC President

Town Clerk-Manager, Town of Palm Shores

Member News

MMC Certification



The following FACC member has earned their
Master Municipal Clerk (MMC) certification.

Congratulations!

- Cherry Dawn Stowe-Siewe, MMC, Town Manager, Town of Orchid

Retirement



City Clerk Cynthia S. Hanscom, CMC, City of West Melbourne, recently retired. She joined FACC on October 15, 2009 and earned her CMC on October 22, 2007.

Congratulations on your retirement, Cynthia!

Nominations for FACC Board Positions

**We need
your *voice*.**



2025-2026 FACC Board Vacancies for Officers and Directors

Applications must be received no later than February 28, 2025.

As an FACC member, you have the opportunity to make an impact on your association to shape policies, programs and develop strategic plans to help your colleagues. FACC can benefit from your ideas and perspective. This is an excellent way to convey to 600 plus members that you value the efforts of this organization and to have a voice in its growth and future.

If you would like your decisions, direction and vision about FACC's future to directly impact the membership, then it's time to take the initial step forward and put your leadership and knowledge to task by serving on the Florida Association of City Clerks Board of Directors.

Nominations are being accepted for the following positions: Vice-President, Central East District Director, Central West District Director, Northeast District Director, Northwest District Director, South District Director, Southeast District Director and Southwest District Director.

Note – all candidates, including incumbents, must provide all required information by the stated deadline for their nomination to be considered.

- [Nomination Information](#)
- [Nomination Procedures](#)
- [Candidate Nomination Form](#)

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:

Sunshine/Commissioner Outside Meetings

There is a developer holding a meeting with the city/county residents regarding upgrades to a park. This has spiked outrage among the community and the county. There will be more than two Commissioners at this meeting. This will be discussed again at a city commission meeting. I have already posted an agenda notifying the community of the meeting with City Commissioners in attendance. Here are my questions: Do you attend the meetings? Do you take minutes? How detailed are your minutes? Do you record the meeting that is not a city function meeting?

Max PTO/Vacation/Sick Hours

How many PTO/vacation/sick hours do you allow employees to carry on the books? We currently allow up to 240 vacation and 960 sick, but with the new GASB rule, we need to lower the liability and are trying to figure out what a good average is.

Special Magistrate RFQ

Does anyone have an RFQ for a Special Magistrate they could share? Or if done by resolution, do you remember how your municipality got your Special Magistrate?

FACC Upcoming Webinar



Stress Management and Your Health

Thursday, November 14, 2024

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

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

Registration ends November 13, 2024.

Almost anyone will reveal they have enough stress to go around in the workplace, and in their personal lives as well. Finding ways during the workday to minimize stressful situations is key to staying focused on the organizational big picture and daily details. This webinar will provide science-based information for effective stress reduction and help you understand the physiology of stress and its impact on you, identify key stressors in the workplace (what are the triggers), recognize how neuroscience helps with stress reduction and identify methods for long-term results stress management.

Presented by: Anne Schroeder, The John Scott Dailey Florida Institute of Government at Florida State University

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 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 events, click [here](#).

FACC Webinar, Zoom

Stress Management and Your Health

November 14, 2024

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Registration ends November 13, 2024.

[Register Now](#)

Recognition Presentation, New Port Richey

November 19, 2024

6:00 p.m. ET

Location:

City of New Port Richey, Council Chambers First Floor

City Hall

5919 Main Street

New Port Richey, FL 34652

FACC Central West District Director Dawn M. Wright, MMC, FCRM, PHRP, City Clerk, City of Eagle Lake, will present City Clerk/Public Information Officer Judy Meyers, MMC, City of New Port Richey, with her MMC pin and certificate.

FACC Board of Directors Meeting, Zoom

November 21, 2024

10:30 a.m. ET

Recognition Presentation, Palmetto

December 2, 2024

4:30 p.m. ET

Location:

City of Palmetto's Commission Workshop

Palmetto City Hall

16 8th Avenue West

Palmetto, FL 34221

FACC Southwest District Director Scotty Lynn Kelly, MMC, CGSP, City Clerk, City of Sanibel, will present Assistant City Clerk Cassi L. Bailey, CMC, City of Palmetto, with her CMC pin and certificate.



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City Clerks

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