

Florida Association of City Clerks

October 20, 2023

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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 Administrative Assistant Marjorie Martinez from the City of Boca Raton.

I have worked in the City of Boca Raton's Clerk's Office for six years. I started as an entry level Customer Service/Public Records Request and then became an Administrative Assistant. [Read More](#)

Member News

Recognition Presentation - Gulf Stream



On October 13, FACC Past President/Village Clerk Lori McWilliams, MPA, MMC, Village of Tequesta, presented FACC Southeast District Director/Town Clerk Reneé R. Basel, MMC, Town of Gulf Stream, with her MMC certificate at a Town of Gulf Stream Council Meeting.

Congratulations, Reneé!

Pictured front row, left to right: Boynton Beach Deputy City Clerk Tammy L. Stanzione, CMC; Haverhill Town Manager Tracey L. Stevens, MMC, CCM; FACC Past President/Tequesta Village Clerk Lori McWilliams, MPA, MMC; FACC Southeast District Director/Gulf Stream Town Clerk Reneé R. Basel, MMC; Atlantis Town Clerk Kristen A. Puhalainen, CMC; Boynton Beach City Clerk Maylee De Jesus, MPA, MMC; and Haverhill Deputy Town Clerk Jean F. Wible, CMC. Pictured back row, left to right: Gulf Stream

Assistant Town Attorney Edward C. Nazzaro; Gulf Stream Town Manager Gregory L. Dunham, MPA; Gulf Stream Commissioner Paul Lyons, Jr.; Gulf Stream Vice Mayor Thomas Stanley; Gulf Stream Commissioner Joan K. Orthwein; and Gulf Stream Commissioner Thomas Smith.

Recognition Presentation - Lake Worth Beach



On October 17, FACC Southeast District Director/Town Clerk Reneé R. Basel, MMC, Town of Gulf Stream, presented City Clerk Melissa A. Coyne, MMC, City of Lake Worth Beach, with her MMC plaque at a City of Lake Worth Beach Commission Meeting.

Congratulations, Melissa!

Pictured front row: Lake Worth Beach City Clerk Melissa A. Coyne, MMC, with her family. Pictured back row, left to right: Members of the Lake Worth Beach Town Commission, Lake Worth Beach Mayor Betty Resch and FACC Southeast District Director/Gulf Stream Town Clerk Reneé R. Basel, MMC.

Pinellas County Municipal Clerks Association



On October 14, members of the Pinellas County Municipal Clerks Association (PCMCA) hosted a Clerks' Night Out at Young Chefs Academy in the City of Seminole. The group participated in the Tour of Italy cooking class, which included making homemade pasta,

garlic bread and sauces. This was a fun night celebrating friendships and team building between Clerks in Pinellas County!

Pictured above, left to right: Tarpon Springs Deputy City Clerk Michele Manousos, CMC; PCMCA President/Largo Deputy City Clerk Courtney E. Fogarty, CMC; Tarpon Springs City Clerk Irene S. Jacobs, CMC; Dunedin Deputy City Clerk Michelle J. Wells; Dunedin City Clerk Rebecca C. Schlichter, CMC; Seminole City Clerk Ann Marie Mancuso, CMC; PCMCA Treasurer/Largo City Clerk Diane L. Bruner, CMC; and Pinellas Park City Clerk Jennifer R. Carfagno, MMC.

FACC Scholarships



The Awards & Scholarships Committee is now accepting scholarship applications offered through the FACC. Please take advantage of this great opportunity to obtain assistance with the cost to attend an event. FACC offers four annual scholarships for members to use towards education and training.

Application Deadline: January 30, 2024

Submit your application by January 30, 2024, to the FACC Administrative Office facc@flicities.com AND to Awards/Scholarships Committee Chair Vivian Mendez, MMC, Town Clerk, Town of Lake Park, at vmendez@lakeparkflorida.gov.

Questions? Please contact Awards/Scholarships Committee Chair Vivian Mendez, MMC, Town Clerk, Town of Lake Park, at vmendez@lakeparkflorida.gov.

[Click here](#) to view the criteria and application forms located on the FACC website for the following scholarships:

- FACC Dale Barstow Annual Scholarship
- FACC Fall Academy Kay O'Halloran Memorial Scholarship
- FACC Summer Conference and Academy Scholarship
- FACC's IIMC Annual Conference Scholarship

FACC 2023 Fall Academy



FACC 2023 FALL ACADEMY
Florida Association of City Clerks
October 22-26, 2023 · The Shores Hotel Daytona Beach Shores

If you have not already registered for the event, please register onsite.

Please [click here](#) to read important information about the event!

Florida Certified Professional Clerk Program



February 2024 - October 2025

Accepting Program Applications NOW!

The program is being opened up to the FACC membership and there are only 24 seats available.

The John Scott Dailey Florida Institute of Government and the Florida Association of City Clerks (FACC) are pleased to announce a new certification program designed to provide the most relatable government agency-focused education in the State of Florida.

We invite you to join us in becoming a part of the inaugural **Florida Certified Professional Clerk (FCPC)** certification program as we collectively advance our skills, knowledge, and leadership capabilities to serve our Florida communities better.

[Click here](#) to read an introductory letter from **Lori McWilliams, MPA, MMC, Chair, Florida Certification Task Force.**

IMPORTANT DATES:

The FCPC Program application process *begins NOW* on a limited basis.

Full membership acceptance begins: **October 15, 2023.**

All applications must be received by: **November 10, 2023.**

The first in-person FCPC program class begins: **February 15, 2024.**

[Course Syllabus](#)

[Apply Now](#)

Program Highlights

- Participants who complete the entire course will be awarded the official "**Florida Certified Professional Clerk**" (FCPC) credential.
- The program will span 20 months of in-person and virtual meetings.
- A continuing education requirement will be in place to maintain your FCPC credential over the years, with details regarding the number and types of hours to be determined.



Mission

- Class sizes will range from a minimum of 20 to a maximum of 35 participants.
 - Upon acceptance into the program, registration fees may be paid in full or split into two fiscal year installments of \$875 each (FY 2023/2024 and 2024/2025).
 - Eligible applicants must be FACC members in good standing throughout the program duration and have attained their CMC.
- [Click here to download the course syllabus](#)

[Learn More](#)

The mission of the Florida Certified Professional Clerk program is clear: to provide Florida municipal clerks with educational, networking, and collaboration experiences to enhance their ability to serve as leaders in our Florida communities. The program will equip participants with the skills and knowledge necessary to address Florida-specific governance, management, and strategic planning issues from a Florida executive leadership perspective.

FACC Survey



FACC is **collecting information on qualifying periods** for the upcoming 2024 municipal elections. Please complete our brief survey by **Monday, October 30**. The survey should take less than five minutes to complete.

[Click here to complete the survey](#) or click the "Complete Survey" button below.

If you have any questions or need assistance, please contact Wade Burkley at wburkley@flcities.com.

[Complete Survey](#)

FACC Live Webinar Via Zoom

Leadership Lessons from Public Service



Thursday, November 9, 2023
Time: 2:00 p.m. - 4:00 p.m. ET
Via Zoom

Registration ends November 8, 2023.

FACC Members: \$75

Non-Members: \$100

[Register Now](#)

In today's fast paced world, criticism is easy and demonstrating real leadership is hard! Please join your colleagues for a very special FACC webinar on leadership and the lessons learned from a local government professional with decades of practical experience. Understand what it means to be a true public servant and how you can answer the call. Join us for an honest, open presentation and an interesting discussion on learning to identify, model and embrace those old fashion core values that can help you build and grow in your career!

Speaker: William R. Whitson, ICMA-CM, Local Government Visions, LLC & Local Government Advisors, LLC

Moderator: Dena Hurst, Ph.D., 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 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](#) and submit payment online or [Download Fillable Registration Form](#) to mail with your check payment.

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:

City Boards Allowing Non-Resident Members

We have an advisory board pushing to allow membership be extended to people who live outside our city limits, since they have had difficulty in finding enough members. This is a beautification board whose jurisdiction only covers our city's public land. Is anyone aware of any statutes that would forbid such a thing? Does anyone have any boards that allow membership to non-residents? If so, were there any conflicts or issues with doing so?

Work From Home Policy

If any of your cities have a work from home policy, will you please share it? If you do not have a policy and do not allow employees to work from home, please reply also.

Budget - Cost of Living Increase

If your city is including a payroll cost of living increase, can you tell me what percentage is being included in your budget?

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 Board of Directors Meeting, Daytona Beach Shores

October 22, 2023

6:30 p.m. ET

[Download Agenda Packet](#)

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

[Register Now](#)

FACC Live Webinar, Via Zoom

Leadership Lessons from Public Service

November 9, 2023

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

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

Register no later than November 8, 2023.

[Register Now](#)

Recognition Presentation, Estero

December 6, 2023

9:30 a.m. ET

Location: Village of Estero

Council Meeting

First Floor Council Chambers

9401 Corkscrew Palms Circle

Estero, FL 33928

FACC Southwest District Director Scotty Lynn Kelly, MMC, CGSP, City Clerk, City of Sanibel, will present Village Clerk Carolin Marie Sacco, CMC, Village of Estero, with her CMC pin and plaque.

IIMC 2024 Region III Conference, Columbus, Georgia

February 27 - March 1, 2024

[Learn More](#)

IIMC 2024 Annual Conference, Calgary, Alberta, Canada

May 19-22, 2024

[Learn More](#)

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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