

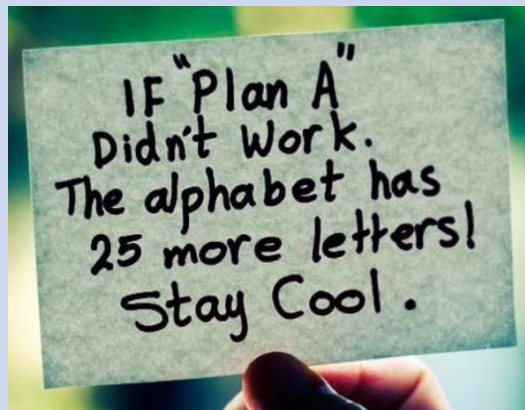
# Florida Association of City Clerks

October 28, 2022

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## From FACC President



Sincerely,  
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 Silvia Gransee, City of Key Colony Beach.**

I was born in and went to school in Germany. Shortly after completing my paralegal degree, I immigrated to the United States. I was a stay-at-home mom for many years, but as my sons grew older, I decided to go back to school myself where I earned my accounting degree. [Read More](#)

## Member News

### CMC Certification



The following FACC members have earned their CMC certification:

Deputy City Auditor/Clerk Lori A. Rivers, CMC, City of Sarasota

Congratulations!

### Recognition Presentation



On October 17, FACC Central West District Director Dawn M. Wright, MMC, FCRM, PHRP, City Clerk, City of Eagle Lake, presented City Clerk Alexis A. Silcox, CMC, City of Belleair Bluffs, with her CMC pin and plaque. Congratulations, Alexis!

Pictured above left to right: City Administrator/Director of Finance Debra S. Sullivan, Belleair Bluffs; Commissioner Suzy S. Sofer, Belleair Bluffs; Commissioner Taylour S. Shimkus, Belleair Bluffs; City Clerk Alexis A. Silcox, CMC, Belleair Bluffs; Mayor Chris Arbutine, Sr., Belleair Bluffs; Vice Mayor Joseph Barkley, III, Belleair Bluffs; and Commissioner Stephen McNally, Belleair Bluffs.



Pictured left to right: FACC President Cheryl A. Mooney, MPA, MMC, City Clerk, Temple Terrace; City Clerk Ann Marie Mancuso, CMC, Seminole; City Clerk Alexis A. Silcox, CMC, City of Belleair Bluffs; FACC Central West District Director Dawn M. Wright, MMC, FCRM, PHRP, City Clerk, City of Eagle Lake; City Clerk Patricia A. Gentry, CMC, Belleair Beach; and Town Clerk/Treasurer Barbara Colucci, Belleair Shore.

## 50th Anniversary Resolution/Proclamation



**As we continue to celebrate FACC's 50th anniversary, please ask your municipal council or commission to adopt a resolution or proclamation celebrating our anniversary.** Having this information before your council/commission for consideration will provide education regarding FACC for your elected officials, as well as the citizens of your municipality. And, it will help continue the celebration of our 50th year. We are all very proud of our professional association and the enrichment our membership provides for our daily lives; let's celebrate that and help our municipal officials understand the importance of this membership to our offices through continuing professional development. [Click here](#) for a sample resolution. Be sure to send a copy of your resolution/proclamation to FACC staff at [facc@flcities.com](mailto:facc@flcities.com).

**Thank you to the following municipalities who have submitted a resolution or proclamation!**

- Town of Astatula
- City of Atlantis
- City of Belleair Bluffs
- City of Belle Glade
- City of Boynton Beach
- City of Bradenton Beach
- Town of Branford
- City of Cape Canaveral
- City of Clewiston
- City of Crescent City
- City of Dade City
- City of Dania Beach
- City of Davenport
- City of Daytona Beach
- City of Eagle Lake
- City of Fort Walton Beach
- City of Green Cove Springs
- City of Gulf Breeze

- Town of Gulf Stream
- Town of Highland Beach
- City of Holmes Beach
- Town of Howey-in-the-Hills
- City of Indian Harbour Beach
- Village of Indiantown
- Town of Juno Beach
- City of LaBelle
- City of Lake Alfred
- City of Lakeland
- City of Lake Worth Beach
- City of Leesburg
- Town of Longboat Key
- City of Mulberry
- City of New Port Richey
- City of Niceville
- City of North Lauderdale
- City of Palatka
- City of Palm Beach Gardens
- City of Palm Coast
- Town of Palm Shores
- Town of Ponce Inlet
- Town of St. Leo
- City of Stuart
- City of Temple Terrace
- Village of Tequesta
- City of Venice
- City of Wilton Manors

## **FACC 2022 Fall Academy Recap**



**Session Handouts and ITA Packet**



To download your session handouts and ITA packet, [click here](#).

You cannot earn IIMC credit for hours attended unless you complete each session's ITA form.

**All ITA forms must be emailed to Amy Brewer [abrewer@fsu.edu](mailto:abrewer@fsu.edu) no later than Monday, October 31, 2022 at 5:00 p.m.**

Please do not send your ITA forms to the FACC office.

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## Evaluations for Sessions



**The evaluation has been emailed to you.** You will receive several emails with a survey link to complete the evaluation. Your feedback is very important to us.

**We would appreciate receiving all evaluations by Monday, October 31, 2022.**

## FACC Live Webinar

### Parliamentary Procedure for Meetings



Thursday, November 10, 2022  
Time: 2:00 p.m. - 4:00 p.m. ET  
Via Zoom

**Registration ends November 9, 2022.**

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

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

[Register Now](#)

Join us to explore why you should consider parliamentary procedure for your meetings and how it can support your attendees and improve deliberations. We'll discuss selecting a parliamentary authority, practice frequently used motions and encouraging responsible use of parliamentary concepts and foundational principles. And, we'll have fun while doing so!

Facilitator: Lee Woodward, MMC, City Secretary & PIO, City of La Porte, Texas

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 your check.

*Registrations will not be considered complete until payment has been received. If the check is received after the webinar is full, you can take the recorded version and still receive credit after completing the ITA form.*

## FACC's Florida Education Fund (FEF)



The Florida Education Fund (FEF) was created in 2013 to raise funds for FACC's professional education programs and protect training investments. FEF is used exclusively for the purpose of providing highly sought after facilitators and other esteemed education professionals and programs that may far exceed our association budget.

The FEF is funded through direct donations from FACC members, supporting agencies, individuals, corporations, or bequeaths and endowments similar to the IIMC Education Foundation.

To make a donation, [click here](#) or click the "FEF Donation Form" button below. You can pay by check or FACC staff can create an invoice for you to pay online.

## 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.

See this week's most talked about topics:

### **No Smoking On Beach/Public Parks**

If you have adopted an ordinance re: no smoking on beach/parks, can you kindly forward.

### **Read Into the Record**

Do any cities have a policy on reading emails read into the record? The Brooksville City Clerk gets emails asking for them to be "read into the record", so she proceeds to do that. However, it can be time consuming if there are several emails. And lately, it seems they choose not to attend the meeting, but submit nasty and negative emails to be read by the Clerk using words which maybe they wouldn't actually say if they were at the podium. Does anyone have a policy in which maybe the Clerk forwards the emails to Council and then only refers to the emails at the meeting or maybe puts them on the next agenda under Correspondence to Note?

### **Outside Links on Website**

If you have a policy about what resources you post on your website please share. We seem to be getting more and more requests to post things and am looking for guidance. Things like mental health, 211, etc. In the past we have only allowed local, state or federal government information sites.

## 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](#).

### **Resolution Presentation, Coral Springs**

November 2, 2022

6:30 p.m. ET

Location: Coral Springs City Commission Meeting

9500 West Sample Road, Coral Springs, 33065

FACC South District Director Elizabeth Garcia-Beckford, MMC, City Clerk, City of North Lauderdale, will present City Clerk Debra Thomas, CMC, City of Coral Springs, with her retirement resolution.

### **FACC Live Webinar, Via Zoom**

Parliamentary Procedure for Meetings

November 10, 2022

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

Registration ends November 9, 2022.

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

[Register Now](#)

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

November 17, 2022

10:30 a.m. ET

### **Resolution Presentation, Belle Glade**

December 19, 2022

6:30 p.m. ET

Location: Belle Glade City Commission Meeting

110 Dr. Martin Luther King Jr. Blvd W

Belle Glade, FL 33430

FACC Southeast District Director Reneé Basel, CMC, Town Clerk, Town of Gulf Stream, will present FACC Past President/City Clerk Debra R. Buff, MMC, City of Belle Glade, with her retirement resolution.

### **FACC 2023 Summer Conference and Academy, St. Petersburg**

June 17-21, 2023



#FACCSummer2023

The Vinoy® Renaissance

Member Registration Rate: \$400

Hotel Room Rate Per Night: \$189

Registration opens in April 2023.

### **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: \$375

Hotel Room Rate Per Night: \$132

Registration opens in August 2023.



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Florida Association of  
City Clerks

[floridaclerks.org](http://floridaclerks.org)

[facc@flcities.com](mailto:facc@flcities.com)

800.342.8112

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