

Florida Association of City Clerks

September 30, 2022

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From FACC President



It has been a difficult and exhausting week. I am aware that many municipalities are still facing challenges from Hurricane Ian. Please let us know if there is anything the FACC members can do to assist. If your municipality suffered major damage, please reach out and let us know how your municipality is doing and that you are okay as well.

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 Deputy City Clerk Amanda "Mandy" Osweiler, City of Oak Hill.

I became a member of FACC in 2017 and have attended multiple conferences and academies. This group has become an instrumental tool for a plethora of information, and willing to help at any time. In 2021, I became a member of the FACC Membership Committee. I hope to receive my Certified Municipal Clerk (CMC) certification within the next few months. [Read More](#)

Member News

CMC Certifications



The following FACC members have earned their CMC certification:

- Dariana Amber Fitzgerald, CMC, City Clerk, City of St. Augustine Beach.
- Cynthia Hood, CMC, Deputy City Clerk, City of Delray Beach.

Congratulations!

Recognition Presentation and Promotion

On September 22, City Clerk Vanessa Castillo, MMC, City of Winter Haven, presented City Clerk Sunni L. Krantz, CMC, City of Palatka, with her CMC pin and plaque at the Palatka City Commission Meeting.

Sunni was promoted from Interim City Clerk to City Clerk for the City of Palatka and was sworn in during this meeting.

Congratulations on these accomplishments, Sunni!



City Clerk Vanessa Castillo (left), MMC, City of Winter Haven, presented City Clerk Sunni L. Krantz (right), CMC, City of Palatka, with her CMC pin.

City Clerk Vanessa Castillo (left), MMC, City of Winter Haven, presented City Clerk Sunni L. Krantz (right), CMC, City of Palatka, with her plaque.

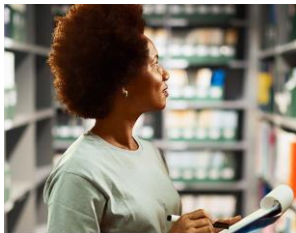


Pictured above: City Clerk Sunni L. Krantz, CMC, City of Palatka with City Commission.



Pictured above: City Clerk Sunni L. Krantz, CMC, City of Palatka being sworn in.

Article By Deputy City Clerk Lisa Morris, MMC



Records Inventory 101

Originally Published by ARMA Magazine

Written by Lisa Morris, MMC, Deputy Clerk, City of Brooksville

In records administration, an inventory is a detailed listing of each record/record series or system, along with a location indicator, and other essential data. It is a list of each series or system rather than a list of each document or folder. The primary goal of the inventory is to supply the data needed to create the timetable for the inventory, and it also aids in the detection of records management issues. Among these management issues are insufficient documentation of official acts, incorrect use of recordkeeping technologies, poor filing systems and maintenance standards, poor management of non-record items, insufficient identification of vital records, and insufficient records security policies. [Source](#)

FACC 2022 Fall Academy Registration



FACC 2022 FALL ACADEMY

Florida Association of City Clerks

October 9-13, 2022 · Orlando Marriott Lake Mary Hotel, Lake Mary

October 9-13, 2022
#FACCFall2022

Orlando Marriott Lake Mary Hotel
1501 International Pkwy
Lake Mary, FL 32746

The room block at the hotel is full. [Click here](#) for a list of alternate hotels. We currently have a cancellation list for Orlando Marriott Lake Mary Hotel. We cannot guarantee a room will become available; but if you would like to be added to this list, contact facc@flcities.com. We apologize for any inconvenience.

The Pre-Academy Workshop: Athenian Dialogue is sold out.
Email facc@flcities.com to be added to the waitlist.

If you have any questions regarding which CMC track (First Year or Second/Third Year) you should attend, please contact Amy Brewer, Education Coordinator, Florida Institute of Government at abrewer@fsu.edu or 850.645.6700.

Note: In order to receive the member registration rate, dues must be paid first. [Renew Dues](#)

[Download Announcement](#)

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

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

[Register Now](#)

FACC 2022 Fall Academy Clerks' Night Out



CLERKS' NIGHT OUT
Hosted By FACC 2022 Fall Academy Host Committee

Sip and Paint

Clerks' Night Out will be an enjoyable evening of networking and getting creative.

Cost Per Person: \$25

Registration Deadline: October 7, 2022

There are only 40 spaces available.

When: Tuesday, October 11 from 6:00 p.m. to 9:00 p.m.

Where: Lake Mary Community Center – Transportation Provided

Transportation Details: Meet in the hotel lobby and board the bus at 6:00 p.m.



Dinner will be provided by Serve All Catering. It's Taco Tuesday, so Mexican cuisine is on the menu! We'll also have a s'mores bar!

While you enjoy your tacos and s'mores, you will participate in a hands-on art project creating your own acrylic masterpiece under the guidance of professional artist Rudy Drapiza. This project will be geared towards all skill levels. All painting materials, including canvases, paints and brushes will be supplied. Just bring your own creativity and style!



About The Artist: Rudy Drapiza was born into a family of great talent; his grandfather, father, uncles and many cousins were artists in his home country of the Philippines. The family opened an art school and have been very successful as portrait and landscape artists. After moving to Florida, Drapiza transitioned into painting large-scale mural paintings in Mt. Dora, Clermont, Winter Garden and other Central Florida points of interest. His love of beauty reflected in nature is a common theme in his works of art.

Register Now for Clerks' Night Out

FACC 2022 Fall Academy Donations Needed

The FACC 2022 Fall Academy Host Committee is asking for your help.

Welcome Bag Items Needed: We need donations of "City Treasures" and/or any other items for the academy welcome bags you wish to donate. Suggested items include: snacks; candy; city-related PR items; pens; hand lotion; hand sanitizer; small tissue packs; items of interest from your area; etc. We need to fill approximately 225 bags. The treasures are needed by Saturday, October 8, as the welcome bags will be stuffed on Sunday, October 9. Items can be mailed or delivered to City Clerk Donna G. Gardner, CMC, City of Casselberry, 95 Triplet Lake Dr, Casselberry, FL 32707.



Door Prizes Needed: We also need door prizes! If you are willing to donate a basket or prize for the giveaways on the last day of the academy, please bring your prize to the FACC registration desk at the academy.

Questions? Contact Fall Academy Host Committee Chair Donna G. Gardner, CMC, City Clerk, City of Casselberry, dgardner@casselberry.org, 407.262.7700.

Thank you in advance for your willingness to provide these items to ensure everyone has an enjoyable time at the Fall Academy!

FACC Apparel Store

The ordering window closes today, September 30, 2022.

FACC Blazer For Sale



This beautiful blazer comes in 4 different colors: red, navy, black or grey. Choose the FACC 50th commemorative logo or the FACC logo. [Click here](#) to see options and to purchase.

FACC Shirts For Sale



There are multiple shirt styles and colors to choose from. Purchase your apparel now to wear at the 2022 Fall Academy in October!

Choose Your FACC Logo



For each apparel item you purchase, choose which logo to have printed on your item: the FACC 50th commemorative logo or the FACC logo.

How To Order



[Click here](#), or click the "View FACC Apparel Store" button below, to view options and to place your order.

If you are paying with a city/town/village credit card and need the sales tax turned off, please call Full Press Apparel before placing your shirt order. The phone number for Full Press Apparel is 850.222.1003

[View FACC Apparel Store](#)

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.

See this week's most talked about topics:

Agenda Item Cover Memos

I would like to revise our city commission agenda item cover memo template and would appreciate receiving copies of what others are using currently. Please feel free to indicate the pros and cons of your memo style too.

City Hall Hours of Operation - Population Below 10,000

I am considering changing the city hall hours and would like your feedback if your city is a population of 10,000 or lower, please reply with your city hall office hours.

Commission Compensation

I need your help. We are reviewing the commission salary, and I have a few questions that would help me immensely:

1. What is the commission compensation?
2. Is health insurance included?
3. What's your population?
4. What is your form of government?

For Those Who Live Stream Their Meetings

For those who videotape their council meetings, who is responsible for setting the camera up and making sure it is running properly throughout the meeting? We are considering live streaming but my city manager thinks I should be the one doing this and I have very little tech skills for video and need to focus on the meeting itself. I think it should be a tech employee.

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.

IIMC Membership Survey



The International Institute of Municipal Clerks (IIMC) sent out a IIMC Membership Survey on Thursday, September 22, 2022, to all IIMC members in Regions I through X. Please complete the survey as soon as possible. **The deadline to complete the survey is Friday, October 7, 2022.** If you did not receive the survey, email janis@iimc.com.

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, Lake Mary

October 9, 2022

6:30 p.m. ET

FACC 2022 Fall Academy, Lake Mary

October 9-13, 2022

#FACCFall2022

Orlando Marriott Lake Mary Hotel

Hotel Room Rate Per Night: \$149

[Register Now](#)

Recognition Presentation, Belleair Bluffs

October 17, 2022

6:00 p.m. ET

Location: City of Belleair Bluffs

2747 Sunset Blvd

Belleair Bluffs, FL 33770-1706

FACC Central West District Director Dawn M. Wright, MMC, FCRM, PHRP, City Clerk, City of Eagle Lake, will present City Clerk Alexis A. Silcox, CMC, City of Belleair Bluffs, with her CMC pin and certificate.

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

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facc@flcities.com

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