Florida Association of City Clerks

Board of Directors

AGENDA AND BACKGROUND INFORMATION

Board of Directors Meeting

June 7, 2026

5:45 p.m. ET

Luminary Hotel & Co.
2200 Edwards Drive
Fort Myers, FL 33901

Presiding: Elizabeth Garcia-Beckford, MMC, MBA

City Clerk, City of Wilton Manors

Agenda

Florida Association of City Clerks
Board of Directors Meeting | Sunday, June 7, 2026 | 5:45 p.m. ET

1. **Call to Order** – President Garcia-Beckford

2. **Roll Call**

3. ****Consideration of Minutes** – President Garcia-Beckford

   A. May 7, 2026

4. **Report of Officers**

   A. President – Elizabeth Garcia-Beckford, MMC, MBA
   B. President-Elect – Reneé Basel, MMC
   C. Vice President – Dawn Wright, MMC, FCRM, PHRP
   D. Immediate Past President – Pat Burke, MPA, MMC, FCPC

5. **Report of Directors**

   A. Central East Director – Stephanie Herdocia, MMC
   B. Central West Director – Sharon Lauther, MMC, FCRM
   C. Northeast Director – Erin West, MMC, MPA, FCPC
   D. Northwest Director – Leslie Guyer, MMC
   E. South Director – Sherry Henderson, CMC
   F. Southeast Director – Kelly Avery, CMC
   G. Southwest Director – Scotty Lynn Kelly, FCPC, MMC, CGSP

6. **Standing Committee Reports**

   A. **Silent Auction/50-50 Committee – Heather Montemayor, CMC, Chair
   B. Awards and Scholarships Committee – Sharon Lauther, MMC, FCRM, Chair
   C. **By-Laws/Manual Revisions Committee – Kristen Bryant, JD, CMC, Chair
   D. Discussion Forum – Jen Guillen, MMC, Chair
   E. 2025 Fall Academy Host Committee – Lina Zapata, MPA, CMC, Chair
   F. **Florida Certification Task Force – Lori McWilliams, MPA, MMC, FCPC, Chair
   G. Investment Committee – Elizabeth Garcia-Beckford, MMC, MBA, Chair
   H. Legislative Committee – Mario Bataille, MMC, Chair
   I. Membership Committee – Tijuana Warner, MPA, MMC, Chair
   J. Mentoring Committee – Vanessa Castillo, MMC, Chair
   K. Nominating Committee – Pat Burke, MPA, MMC, FCPC, Chair
   L. Professional Education Committee – Pat Burke, MPA, MMC, FCPC, Chair
   M. Resolutions Committee – Jennifer Nanek, CMC, Chair
   N. 2026 Summer Conference & Academy Host Committee – Genesis Guevara, Chair

**Action Requested.

7. Staff Reports

A. FACC Executive Director's Report – Allison Payne
B. IOG Executive Director's Report – Jenny Anderson/Leslie Howington
C. Consultant's Report – Dani Dahlberg

8. New Business – President Garcia-Beckford

A. 2026-2027 Board of Directors Meetings Schedule

9. Other Business

10. Announcements

A. Reminders for Summer Conference & Academy:

District Meetings – 7:30 am, Monday (check program for meeting rooms)

Business Luncheon – Noon, Monday, Current Board Members sit at Head Table and Committee Chairs sit at Reserved Tables

Installation of President-Elect, Vice President, Immediate Past President, and District Directors – current/returning board members stand on stage/new board members come to stage from audience when called

Welcome Reception & President's Presentation – Executive Board meet at cake table at 5:15 p.m. for ceremony; Reneé Basel to lead (all Board and Committee Chairs encouraged to gather near cake table as well)

B. NEXT BOARD MEETING: Thursday, July 16, 2026, 10:30 am ET, Zoom (if needed)

11. Other Business

12. Adjourn

**Action Requested.

Roll Call

FLORIDA ASSOCIATION OF CITY CLERKS
BOARD MEETING – FORT MYERS
JUNE 7, 2026 – ATTENDANCE

Board:

	President Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, Wilton Manors
	President-Elect Reneé Basel, MMC, Town Clerk, Gulf Stream
	Vice President Dawn Wright, MMC, FCRM, PHRP, City Clerk, Eagle Lake
	Immediate Past President Pat Burke, MPA, MMC, FCPC, Town Clerk-Manager, Palm Shores
	Central East Director Stephanie Herdocia, MMC, City Clerk, Orlando
	Central West Director Sharon Lauther, MMC, FCRM, City Clerk, Haines City
	Northeast Director Erin West, MMC, MPA, FCPC, City Clerk, Green Cove Springs
	Northwest Director Leslie Guyer, MMC, City Clerk, Gulf Breeze
	South Director Sherry Henderson, CMC, Town Clerk, Hillsboro Beach
	Southeast Director Kelly Avery, CMC, Town Clerk, Ocean Ridge
	Southwest Director Scotty Lynn Kelly, FCPC, MMC, CGSP, City Clerk, Sanibel

Committee Chairs:

	Auction/50-50 Drawing – Heather Montemayor, CMC, City Clerk, Deerfield Beach
	Awards/Scholarship – Sharon Lauther, MMC, FCRM, City Clerk, Haines City
	By-Laws/Manual Revision – Kristen Bryant, JD, CMC, City Clerk, Gainesville
	Discussion Forum – Jen Guillen, MPA, MMC, City Clerk, Hallandale Beach
	2025 Fall Academy Host – Lina Zapata, MPA, CMC, Deputy City Clerk, Sunrise
	Florida Certification Task Force – Lori McWilliams, MPA, MMC, FCPC, Village Clerk, Tequesta
	Investment – Elizabeth Garcia-Beckford, MMC, MBA, City Clerk, Wilton Manors
	Legislative – Mario Bataille, MMC, City Clerk, Miami Gardens
	Membership – Tijauna L. Warner, MPA, MMC, Deputy City Clerk, LaBelle
	Mentoring – Vanessa Castillo, MMC, City Clerk, Winter Haven
	Nominating – Pat Burke, MPA, MMC, RLO, FCPC, Town Clerk-Manager, Palm Shores
	Professional Education (PEC) – Pat Burke, MPA, MMC, RLO, FCPC, Town Clerk-Manager, Palm Shores
	Resolutions – Jennifer Nanek, CMC, City Clerk, Lake Wales
	2026 Summer Conference and Academy Host – Genesis Guevara, Deputy Town Clerk, Surfside

Others:

	Jenny Anderson, Institute of Government
	Leslie Howington, Institute of Government
	Dani Dahlberg, Message Matters, Inc.

Staff:

	Allison Payne, FACC Executive Director
	Rachel Embleton, FACC Affiliate Services Coordinator
	Meredith Montgomery, FLC Meeting Planner

3A

ITEM NUMBER 3A
MINUTES – MAY 7, 2026

DISCUSSION:

The Board met on May 7, 2026, via Zoom, and minutes from that meeting were prepared and are presented for the Board's review and approval.

REQUESTED ACTION:

Approve minutes as prepared and presented.

ATTACHMENTS:

Minutes – May 7, 2026

Florida Association of City Clerks
Board of Directors Meeting | Thursday, May 7, 2026
10:30 am ET | Via Zoom

1. Call to Order

President Garcia-Beckford called the meeting of the Florida Association of City Clerks Board of Directors to order at 10:30 a.m. ET.

2. Roll Call – Those present were:

Elizabeth Garcia-Beckford, MMC, MBA, President, City Clerk, Wilton Manors
Reneé Basel, MMC, President-Elect, Town Clerk, Gulf Stream
Dawn Wright, MMC, FCRM, PHRP, Vice President, City Clerk, Eagle Lake
Pat Burke, MPA, MMC, FCPC, Immediate Past President, Town Clerk-Manager, Palm Shores
Stephanie Herdocia, MMC, Central East Director, City Clerk, Orlando
Sharon Lauther, MMC, FCRM, Central West Director, City Clerk, Haines City
Erin West, MMC, MPA, FCPC, Northeast Director, City Clerk, Green Cove Springs
Leslie Guyer, MMC, Northwest Director, City Clerk, Gulf Breeze
Sherry Henderson, CMC, South Director, Town Clerk, Hillsboro Beach
Kelly Avery, CMC, Southeast Director, Town Clerk, Ocean Ridge
Scotty Lynn Kelly, FCPC, MMC, CGSP, Southwest Director, City Clerk, Sanibel
Lina Zapata, MPA, CMC, 2025 Fall Academy Host, Deputy City Clerk, Sunrise
Jenorgen M. Guillen, MPA, MMC, Discussion Forum, City Clerk, Hallandale Beach
Lori McWilliams, MPA, MMC, FCPC, Florida Certification Task Force, Village Clerk, Tequesta
Mario Bataille, MMC, Legislative, City Clerk, Miami Gardens
Tijauna Warner, MPA, MMC, Membership, Deputy City Clerk, LaBelle
Vanessa Castillo, MMC, Mentoring, City Clerk, Winter Haven
Jennifer Nanek, CMC, Resolutions, City Clerk, Lake Wales
Genesis Guevara, 2026 Summer Conference & Academy Host, Deputy Town Clerk, Surfside
Jenny Anderson, Institute of Government
Leslie Howington, Institute of Government
Dani Dahlberg, Message Matters, Inc.
Allison Payne, Executive Director, FACC
Rachel Embleton, Affiliate Services Coordinator, FACC
Caressa Andrews-Moye, Affiliate Services Coordinator, FLC
Meredith Montgomery, Meeting Planner, FLC

3. Consideration of Minutes – President Garcia-Beckford

A. President Garcia-Beckford presented minutes from the Board Meeting held April 16, 2026. Accordingly,

> A motion was offered by Director Guyer, seconded by Director Avery and unanimously passed, to approve the minutes as prepared and presented for April 16, 2026.

4. Old Business

A. Consideration: Dues Increase – Executive Director Payne

At the last Board Meeting, the Board was in agreement for staff to evaluate Consumer Price Index (CPI)-based dues increase and present a proposal at the current Board meeting. Following discussion,

> A motion was offered by Director Guyer, seconded by Director Kelly and unanimously passed, to approve a $10 increase in FACC membership dues each fiscal year for the next five years, with a re-evaluation to occur at the end of the five-year period.

B. Consideration: FACC Logo – President Garcia-Beckford

At the last Board meeting, it was recommended that the FACC logo be redesigned to include the association's full name spelled out around the logo. Staff submitted a new logo, along with additional logo designs from Director Henderson, for the Board's approval. Following discussion,

> A motion was offered by Director Lauther, seconded by Director Avery and unanimously passed, to approve a new FACC logo.

5. New Business

A. Discussion: Budget Changes for Fiscal Year 2026-2027 – Executive Director Payne

Executive Director Payne provided a verbal update on budget changes for Fiscal Year 2026–2027, highlighting the need to reduce expenses. Following discussion, the Board agreed to increase attendee registration fees by $50 for both the Summer Conference & Academy and the Fall Academy for the next two fiscal years.

B. **Discussion: FACC Educational Opportunities Survey – Executive Director Payne**

An FACC Educational Opportunities Survey was recently conducted. The feedback provides valuable insight into member needs and will help guide the continued development and refinement of the FACC education programs. Executive Director Payne reviewed key takeaways from the survey. Following discussion, the Board agreed to end Fall Academies at noon on Thursdays. The Board agreed to offer an in-person educational session in Orlando.

C. **Discussion: Board Gift for President – Executive Director Payne**

Executive Director Payne led a discussion regarding a Board gift for the President. Traditionally, the Board has collected donations to fund this gift. Following discussion, the Board agreed to provide the gift directly, with a budget not to exceed $250, to be funded from the Operating Budget miscellaneous expense line item.

D. **Discussion: Florida Education Fund – President Garcia-Beckford**

President Elizabeth Garcia-Beckford led a discussion on the Florida Education Fund (FEF), noting a balance of $13,227.47. Following discussion, the Board agreed to continue promoting and encouraging donations to the FEF. The Board also noted that some of the funds may be utilized in the near future to support education costs in accordance with the adopted policy governing its use.

6. Other Business

A. **Florida Certified Professional Clerk Program – President Garcia-Beckford**

President Garcia-Beckford reported that the task force is developing a policy regarding the Florida Certified Professional Clerk (FCPC) Committee and will present it to the Board in the near future. Following discussion, the Board agreed that a video should be developed to promote the Florida Certified Professional Clerk Program.

B. **Selling 50-50 Drawing Tickets – Executive Director Payne**

The Silent Auction/50-50 Committee needs assistance selling 50-50 tickets at the upcoming Summer Conference & Academy, as only a few committee members will be in attendance. The President requested volunteers, and Director Henderson offered to assist with ticket sales.

7. Closing Remarks

Next Board Meeting: Sunday, June 7, 2026, 5:45 p.m. ET, Fort Myers

8. Adjourn

There being no further business or concerns, the meeting was adjourned.

Submitted by:

Allison Payne

Allison Payne, FACC Executive Director

Approval:

_____
Elizabeth Garcia-Beckford, MMC, MBA
President

_____
Reneé Basel, MMC
President-Elect

4A

Florida Association of City Clerks

Board of Directors

2025-2026

Agenda Item Request

2025-2026
BOARD OF DIRECTORS

OFFICERS

President
Elizabeth Garcia-Beckford, MMC, MBA

President-Elect
Reneé R. Basel, MMC

Vice President
Dawn M. Wright, MMC, FCRM, PHRP

Immediate Past President
Patricia J. Burke, MPA, MMC, RLO

DIRECTORS

Kelly A. Avery, CMC

Sherry D. Henderson, CMC

Stephanie Herdocia, MMC

Leslie A. Guyer, MMC

Sharon Lauther, MMC, FCRM

Scotty Lynn Kelly, FCPC, MMC, CGSP

Erin West, MMC, MPA, FCPC

Meeting Date: June 7, 2026

Title of Item: Board Report

Executive Summary, Explanation or Background Information on Request:

In accordance with the FACC By-Laws and the responsibilities of the FACC President, the following report summarize activities meetings, and duties performed since my appointment. As President, I continue to preside at all meetings, appoint committees, call meetings of the Board of Directors, and carry out responsibilities as required.

Meetings:

- Attended and presided over all scheduled meetings of the FACC Board of Directors.
- Attended committee meetings whenever possible.
- Reviewed and approved agendas for board meetings, virtual and in person.
- Coordinated and called meetings as necessary to support ongoing FACC business.
- Maintained ongoing communication with Board members, committees and FACC staff for association matters.

In collaboration with FACC Board for Direction at board meetings:

- March 2026
  - Approved lapel pin for Past President Stacey Johnston and added funds to Gifts/ Awards budget.
  - Ratified full new members. Endorsed Municipal Clerks Week.
  - Toolkit for membership distribution, awarded scholarships to recipients, and promoted greater visibility for FCPC and Fall Academy.
  - Planned discussion on district lapel pins at May budget meeting.
  - Shifted event sequence so that board meeting now precedes dinner at FACC Events.

April 2026

- Approved annual audit, endorsed revision to by-laws and FACC policies.
- Authorized contract renewal with Institute of Government (IOG) for July 2026-June 2027.
- Directed staff to research new logo designs and present options.
- Approved conference gift for Summer Academy attendees.
- Requested staff proposal in May for CPI-based dues increase.

Florida Association of City Clerks

Board of Directors

2025-2026

Agenda Item Request

May 2026

- Implemented $10 annual membership dues increase for the next five years.
- Adopted new FACC logo design.
- Increased Summer and Fall Academy registration fees by $50 for two years.
- Decision to end Fall Academy sessions at noon on Thursdays.
- Approved all in person educational sessions.
- Allocated up to $250 for FACC Presidents gift from the Board.
- Agreed to produce a video on the Florida Certified Professional Clerk Program.

IIMC Conference Activities:

- Attended IIMC Annual Conference as FACC representative, carried Florida's State flag in opening ceremony.
- Participated in the Region III Meeting, providing updates on FACC programs, activities and initiatives.
- Submitted Florida updates for the Region III Newsletter.

FACC Summer Conference and Academy

- Attended 2025 Summer and Conference Academy to carry out incoming President duties. I am preparing to attend 2026 Summer Conference Academy to lead business meetings, carry out duties, and for the swearing in of 2026-2027 FACC officers.

FACC Fall Academy

- Colloborated with the Professional Education Committee and FACC staff for education and professional development sessions and programs.
- Attended 2025 Fall Academy, led board meeting and carried out duties.
- Provided support and communicated with Third Year Attendees Class and Chair for class project.

Florida League of Conferences

- Attended and represented FACC at sessions and meetings.
- Assisted with the FACC exhibit booth as needed.
- Participated as a voting member of the FLC Resolution Committee.

Administrative and Organization Duties

- Appointed members to all FACC committees, chairs and co-chairs, coordinated notification with FACC Staff.
- Prepared articles for the Friday newsletter as needed.
- Selected the annual President's Award recipient.
- Sent welcome and congratulatory correspondence to new FACC members.
- Reviewed and signed Board minutes and resolutions.

Expenses

- Incurred expenses submitted per FACC Policies.

Florida Association of City Clerks

Board of Directors

2025-2026

Agenda Item Request

Legislation for Public Records Exemption for Municipal Clerks and Staff

In 2025-2026, led legislative efforts for a public records exemption bill, SB 248(2026) and HB 247 (2026) to protect the personal identifying and location information of clerks, staff and their immediate family. Secured a Senate and House representative to sponsor bills. Actively advocated for legislation, sent emails, letters and met with legislators, as well as attended Broward County Delegation meeting to stress the importance of protecting municipal clerks as they carry out their duties. Monitored bill progress and communicated updates and concerns to Board and membership for collective advocacy.

FACC Publicly endorsed this legislation, and there was city level support through resolutions, and letters from members citing increased threats and harassment faced by clerks carrying out their duties especially during elections and code enforcement matters.

Conclusion

With board directed initiatives now underway which include dues adjustments, improved branding with an updated logo and event formats and expanded educational opportunities, I remain committed as President to support the mission, vision and membership of the Florida Association of City Clerks. I sincerely appreciate the continued support and collaboration of the Board, committees, and staff as we have worked together to enhance the professionalism and effectiveness of municipal clerks across the State of Florida.

Recommended Action: FACC Board reaffirm and designate funds for travel to Tallahassee, for advocacy and support in pursuing legislation for public records exemption for Municipal Clerks and Staff, and continued engagement with legislative partners and stakeholders and for the upcoming legislative session.

Elizabeth Beckford

Board Member

6/1/26

Date

Florida Association of City Clerks

Board of Directors

2025-2026

Agenda Item Request

2025-2026
BOARD OF DIRECTORS

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Immediate Past President
Patricia J. Burke, MPA, MMC, RLO

DIRECTORS

Kelly I. Avery, CMC

Maryanne Girard, MMC, MA

Sherry D. Henderson, CMC

Scotty Lynn Kelly, MMC, CGSP

Lisa Morris, BA, MMC, CRM

Gwen Peirce, MPA, MMC

Erin West, MMC, MPA

Meeting Date:

Title of Item: President-Elect Report

Executive Summary, Explanation or Background Information on Request:

9/29/2025	Attended Know Before You Go via Zoom
9/30/2025	Attended Membership Committee Meeting via Zoom
10/1/2025	Attended 50/50 Committee Meeting via Zoom
10/3/2025	Sent welcome e-mail to the newest FACC members
10/5/2025	Attended Board of Directors meeting in St. Augustine, FL
10/5-9/2025	Attended the Fall Conference and Academy in St. Augustine, FL
10/8/2025	Sent congratulations e-mails to City Clerk Lorin Kornijtschuk, Deputy City Clerk Kristin Cook, and Deputy City Clerk Amber Ford on achieving their CMC Designations
10/31/2025	Sent congratulations e-mails to Assistant City Clerk Taylor Lochert, Deputy City Clerk Jodilynn Byrd on achieving their CMC Designations and Deputy City Clerk Anna Marie Rottermond and City Clerk Shirley Foxx-Knowles on achieving their MMC Designations.
11/10/2025	Sent congratulations e-mails to Assistant City Clerk Ronisha Martin and Deputy City Clerk Susej Meleqi on achieving their CMC Designations.
11/13/2025	Sent congratulations e-mail to Deputy City Clerk Suling Lucas-Harris on achieving her MMC Designation.
12/5/2025	Attended the PEC Committee meeting in Palm Shores.

Florida Association of City Clerks

Board of Directors

2025-2026

Agenda Item Request

12/19/2025	Sent welcome e-mail to newest FACC members. Sent congratulations e-mails to Deputy Town Clerk Jaclyn DeHart, City Clerk Amber Branton, Deputy Village Clerk Stephanie Conde, and Deputy City Clerk Paul Traci on achieving their CMC designation, as well as Deputy City Clerk Toni Gregory and City Clerk Susan Dauderis on achieving their MMC designation.
12/23/2025	Sent congratulations e-mails to Deputy City Clerk Cassandra Kilgore and City Clerk Joan Taylor on achieving their CMC designation.
1/9/2026	Sent congratulations e-mail to City Clerk Leslie Guyer and City Clerk Kimberly Bruns on achieving their MMC designation.
1/15/2026	Attended BOD meeting via Zoom.
1/20/2026	Sent congratulations e-mail to Deputy City Clerk Lina Zapata on achieving her CMC designation.
1/20/2026	Sent welcome e-mail to newest members.
2/2/2026	Sent congratulations e-mail to Assistant to City Clerk Monique Toupin on achieving her CMC designation.
2/6/2026	Sent congratulations e-mail to Deputy City Clerk Nicole Wisniewski on achieving her CMC designation.
2/9/2026	Sent congratulations e-mail to Assistant City Clerk Matthew Powell on achieving his CMC designation.
2/26/2026	Sent congratulations e-mail to City Clerk John Gill and City Clerk Mario Bataille on achieving their MMC designation, City Clerk Ashlee McDonough and Deputy City Clerk Cynthia Harnage on achieving their CMC designation.
3/11/2026	Sent welcome e-mail to newest members.
3/19/2026	Attended BOD meeting via Zoom.
4/16/2026	Attended BOD meeting via Zoom
4/17/2026	Sent congratulations e-mail to Assistant City Clerk April Manning on achieving her CMC designation.

Florida Association of City Clerks

Board of Directors

2025-2026

Agenda Item Request

4/23/2026	Sent congratulations e-mail to City Clerk Ann Marie Mancuso on achieving her MMC designation.
5/6/2026	Sent congratulations e-mail to Assistant Executive Director Marie Thompson on achieving her CMC designation.
5/20/2026	Sent congratulations e-mail to Deputy City Clerk Kim Breland on achieving her CMC designation.
5/21/2026	Sent welcome e-mail to newest FACC members.

Recommended Action: None

Danii Bosel
Board Member

5/28/24
Date

4C

Florida Association of City Clerks

Board of Directors

2025-2026

Agenda Item Request

2025-2026
BOARD OF DIRECTORS

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Leslie Guyer, MMC

Sherry D. Henderson, CMC

Stephanie Herdocia, MPA, MMC

Scotty Lynn Kelly, MMC, CGSP

Sharon Lauther, MMC

Erin West, MMC, MPA

Meeting Date: June 7, 2026

Title of Item: Board Report

Executive Summary, Explanation or Background Information on Request:

- 8/13/25 Attended Polk County City Clerks Association Meeting in Lake Alfred
- 8/21/25 Attend FACC Board Meeting
- 9/25/25 Attended Polk County City Clerks Association Meeting at Depot 303 in Mulberry
- 09/29/25 Participated in Know Before You Go Webinar
- 10/5/25 to 10/8/25 – Attended Fall Academy in St. Augustine
  - Assisted in selling 50/50 Raffle Tickets
- 10/5/25 Attended FACC Board of Directors Meeting in St. Augustine
- 10/31/25 Sent email to House Civil Justice and Claims Subcommittee urging members to Vote No HB 145 (Sovereign Immunity Caps)
- 12/4/25 Attended Polk County City Clerks Association Meeting in Bartow
- 12/09/25 Submitted Sponsorship letter to assist clerk in applying for a scholarship
- 12/18/25 Attended FACC Board Meeting
- 1/7/26 Attended FLC Pre-Legislative Session Webinar
- 1/12/26 Attended Monday Morning FLC Legislative Webinar
- 1/14/2026 Attended Polk County City Clerks Association Meeting in Lakeland at Simpson Park Community Center
- 1/15/26 Attended FACC Board Meeting
- 1/12/26 Attended Monday Morning FLC Legislative Webinar
- 1/20/26 Attended Monday Morning FLC Legislative Webinar
- 1/26/26 Attended Monday Morning FLC Legislative Webinar
- 2/2/26 Attended Monday Morning FLC Legislative Webinar
- 2/9/26 Attended Monday Morning FLC Legislative Webinar
- 2/10/26 Attended FACC Executive Board Meeting
- 2/26/26 Attended Polk County City Clerks Association Meting at Lady B's Tea Parlor in Lake Wales
- 3/20/26 Attended Polk County City Clerks Association Meeting in Lakeland lunch from Sofresh
- 3/24/26 Attended Post Legislative Session Webinar
- Send congratulations emails to clerks earning CMC and MMC
  - 9/26/25 Nicole McDowell, MMC
  - 9/30/25 Mercedes Barcia, MMC
  - 9/30/25 Lorin Kornjtschuk, CMC
  - 9/30/25 Kristen Cook, CMC

Florida Association of City Clerks

Board of Directors

2025-2026

Agenda Item Request

- 10/3/25 Amber Ford, CMC
- 10/29/25 Taylor Lochert, CMC
- 10/31/25 Shirley Foxx-Knowles, MMC
- 10/31/25 Anna Rottermond, MMC
- 10/31/25 Jodilynn Byrd, CMC
- 11/3/22 Ronisha Martin, CMC
- 11/3/25 Susej Meleqi, CMC
- 11/18/25 Suling Lucas-Harris, MMC
- 12/15/25 Jaclyn DeHart, CMC
- 12/15/25 Susan Carroll Dauderis, MMC
- 12/16/25 Amber Branton, CMC
- 12/16/25 Toni Gregory, MMC
- 12/17/25 Stephanie Conde, CMC
- 12/23/25 Joan Taylor, CMC
- 12/23/25 Cassandra Killgore, CMC
- 1/5/26 Leslie Guyer, MMC
- 1/12/26 Kimberly Bruns, MMC
- 1/14/26 Lina Zapata, CMC
- 1/20/26 Mary Jo Bowman, CMC
- 1/29/26 Monique Toupin, CMC
- 2/2/26 Nicole Wisniewski, CMC
- 2/9/26 Matthew Powell, CMC
- 2/18/26 Ashlee McDonough, CMC
- 2/18/26 John Gill, MMC
- 2/20/26 Cynthia Monk Harnage, CMC
- 2/24/26 Mario Bataille, MMC
- 3/13/26 Tameara Crespo, MMC
- 4/16/26 April Manning, CMC
- 4/20/26 Ann Marie Mancuso, MMC
- 5/20/26 Kim Breland, CMC

- 4/22/26 Sent Congratulations emails to City Clerks recognized as 2026 Home Rule Heroes
- 4/24/26 Hosted Polk County City Clerks Association Meeting at Blackburn's BBQ in Eagle Lake
- May – 2026 Attended IIMC Annual Conference
- 5/27/26 – FACC Meeting
- Reviewed and approved job postings for FACC Job Board
- Read through multiple FACC Applications as part of the Membership Committee
- Assisted member with CMC application
- Welcomed new members to FACC via email

Florida Association of City Clerks

Board of Directors

2025-2026

Agenda Item Request

- Answered questions from membership and on FACC Forum

Recommended Action: N/A

Dawn Wright, MMC May 29, 2026

FACC Vice President

4D

Florida Association of City Clerks

Board of Directors

2025-2026

Agenda Item Request

2025-2026
BOARD OF DIRECTORS

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Reneé R. Basel, MMC

Vice President
Dawn M. Wright, MMC, FCRM, PHRP

Immediate Past President
Patricia J. Burke, MPA, MMC, FCPC

Meeting Date: June 7, 2026

Title of Item: Board Report

Executive Summary, Explanation or Background Information on Request:
Answered questions and concerns for members.

Continue to work on PEC committee activities in preparation for Summer and Fall 2026 Conference and Academy.

Continue to work on the Education Task Force Committee and the PEC/Education Task Force Sub-Committee.

Attended the Following Meetings

January 15, 2026	FACC Board of Directors Meeting
February 10, 2026	FACC Executive Board Meeting
March 12, 2026	FCPC/IOG/FACC Task Force Meeting
March 19, 2026	FACC Board of Directors Meeting
April 15, 2026	FCPC Task Force Meeting
April 16, 2026	FACC Board of Directors Meeting
April 21, 2026	FCPC Task Force Meeting
May 7, 2026	FACC Board of Directors Meeting
May 13, 2026	FCPC Task Force Meeting
May 27, 2026	Know Before You Go Webinar practice
June 2, 2026	FCPC Task Force Meeting
June 3, 2026	Know Before You Go Webinar
June 7, 2026	FACC Board of Directors Meeting at Conference

Respectfully Submitted

Patricia J. Burke, MPA, MMC
President

5A

Florida Association of City Clerks

Central East District

2025-2026

Agenda Item Request

2025-2026

DIRECTOR

Stephanie Herdocia, MMC
City Clerk
City of Orlando
PO Box 4990
Orlando, FL 32802
407.246.2251
stephanie.herdocia@orlando.gov

Meeting Date: Sunday, June 7, 2026, 5:45 p.m.

Title of Item: Board Report

Executive Summary, Explanation or Background Information on Request:

- November 6, 2025: Attended the FACC Orientation/Transition for Central East District Director.
- November 20, 2025: Emailed the Central East District an introduction email advising of Gwen Peirce's resignation and my (Stephanie Herdocia) appointment as FACC Central East District Director.
- November 21, 2025: Emailed Orange City Clerk, Kaley Burleson, providing support for their Special Meeting.
- December 10, 2025: Emailed the Central East District a reminder to sign up for the FACC Webinar, "Reading & Interpreting Florida Statutes."
- December 18, 2025: Met with Tracy Howe, Clermont City Clerk, to discuss District initiatives.
- December 18, 2025: Attended the virtual FACC Board of Directors Meeting
- January 14, 2026: Distributed requests for information among the District Members.
- January 15, 2026: Attended the virtual FACC Board of Directors Meeting.
- January 26, 2026: Distributed requests for information among the District Members.
- January 30, 2026: Emailed Mary Jo Bowman, Deputy City Clerk with the City of South Pasadena, a congratulations email on achieving her CMC.
- February 9, 2026: Emailed the Central East District a 2026 Update, including information on those who had achieved their CMC designations, new members to the Central East District, and FACC Updates.
- February 12, 2026: Emailed Matthew Powell, Assistant City Clerk with the City of North Port, a congratulations email on achieving his CMC.
- February 19, 2026: Attended the virtual FACC Board of Directors Meeting.
- February 23, 2026: Emailed the Central East District 2026 February Updates, including information on professional accomplishments, feedback requested, FACC Updates, and nominations for 2026-2027 FACC Board of Directors positions.
- March 9, 2026: Emailed the Central East District 2026 March Updates, including feedback requested and FACC Updates.
- March 19, 2026: Attended the virtual FACC Board of Directors Meeting.
- March 23, 2026: Emailed the Central East District 2026 additional March Updates, including information on professional accomplishments, feedback requested, and FACC Updates, including new FACC members for March.
- March 30, 2026: Emailed the Central East District 2026 additional feedback requested.

Florida Association of City Clerks

Central East District

2025-2026

Agenda Item Request

- April 1, 2026: Sent Welcome emails to FACC New Members as of April 1, 2026.
- April 6, 2026: Emailed the Central East District 2026 April Updates, including feedback requested and FACC Updates, including new FACC members.
- April 16, 2026: Attended the virtual FACC Board of Directors Meeting.
- April 16, 2026: Attended the virtual webinar "Municipal Elections: What Every City Clerk Needs to Know."
- April 19, 2026: Emailed April Manning, Assistant City Clerk with the City of Hallandale Beach, a congratulations email on achieving her CMC.
- April 20, 2026: Emailed the Central East District 2026 April Updates, including professional achievements, feedback requested, and FACC news, including the Municipal Clerk Week Toolkit and FACC Board Meeting Actions from the April 16th meeting.
- May 4, 2026: Emailed the Central East District 2026 April/May Updates, including professional achievements, feedback requested, and FACC Updates, including By-Laws Amendments and Summer Conference information.
- May 7, 2026: Attended the virtual FACC Board of Directors Meeting.
- May 8, 2026: Sent Welcome emails to FACC New Members as of May 7, 2026.
- May 8, 2026: Emailed the Central East District 2026 May Updates, including Central East District News, feedback requested, and FACC Updates, including new FACC members for May.
- May 11, 2026: Provided Tracy Howe, Clermont City Clerk, with language to recognize her Deputy City Clerk with her CMC designation.
- May 15, 2026: Requested retirement proclamation for Rene Cranis, City Clerk for Winter Park.
- May 21, 2026: Attended the Tri-County League of Cities General Membership Meeting for the Home Rule Hero presentation.
- May 22, 2026: Emailed the Central East District 2026 additional May Updates, including feedback requested, professional achievements, and inviting all who are available to attend Tracy Howe, Clermont City Clerk, presenting Deputy City Clerk Nicole Wisniewski, her CMC designation. The presentation will be at Clermont City Hall, 685 W. Montrose Street, in the Council Chambers on Tuesday, June 9, at 3 pm.
- May 29, 2026: Emailed the Central East District 2026 additional May Updates, including feedback requested.

Upcoming Events:

- Will present Rene Cranis, City Clerk for Winter Park, with her Retirement Proclamation. Rene will retire on June 30, 2026.
- FACC Summer Conference

Recommended Action: None

Respectfully Submitted,

/s/ Stephanie Herdocia 5/29/2026

Stephanie Herdocia, MMC **Date**

5B

Florida Association of City Clerks

Central West District

2025-2026

Agenda Item Request

2025-2026

DIRECTOR

Sharon Lauther, MMC, FCRM
City Clerk
City of Haines City
620 E Main St
Haines City, FL 33844
863.421.3600 ext 6100
sharon.lauther@hainescityfl.gov

Meeting Date: June 7, 2026

Title of Item: Central West District Report-
I submit the following report outlining my activities from November 25, 2025 through May 20, 2026

Presentations

- Presented the Master Municipal Clerk (MMC) designation to Shirley Fox Knowles and Suling Lucas Harris, City of Tampa, on January 7, 2026
- Sent congratulatory emails on CMC designation to Ashley McDonough on March 10, 2026. She opted out of a formal presentation
- Sent a congratulatory email on MMC designation to Ann Marie Mancuso on May 5, 2026- Her formal pinning will be on June 23, 2026

- Distributed FACC Board Executive Meeting Summaries to the Central West District for the following meeting:

  December 18, 2025
  January 15, 2026
  March 19, 2026
  April 16, 2026
  May 7, 2026

- **New Member Outreach**

Sent welcome emails and letters to new Central West District members:

- Mercedes Hammond

Miscellaneous

- Responded to member questions and inquiries through the FACC Google Forum
- Sent reminders of pertinent webinars

Recommended Action: None

_____ _____

Sharon Lauther, MMC, FCRM **Date**

Florida Association of City Clerks

Northeast Director

2025-2026

Agenda Item Request

2025-2026

DIRECTOR

Erin West, MMC, MPA, FCPC
City Clerk
City of Green Cove Springs
321 Walnut St
Green Cove Springs, FL 32043
904.297.7047
ewest@greencovesprings.com

Meeting Date: June 7, 2026

Title of Item: Northeast District Board Report

Executive Summary, Explanation or Background Information on Request:

- On December 8, 2025 I attended the Atlantic Beach Commission meeting to pin Donna Bartle for her MMC and Ladayija Nichols for her CMC.
- We had discussion via email about a luncheon meeting.
- Rescheduled our district meeting due to Rural County Day in Tallahassee.
- I hosted a District Meeting and luncheon on February 11th where we did the candy salad.
- Sent an email reminder about signing up for the Reading & Interpreting Florida Statutes webinar.
- Sent an email reminder about signing up for the Municipal Elections webinar.
- Sent a Congratulatory email to John Gill on receiving his MMC.

Erin West 5/29/2026

Erin West, MMC, MPA, FCPC **Date**

5D

Florida Association of City Clerks

Northwest District

2025-2026

Agenda Item Request

2025-2026

DIRECTOR

Leslie A. Guyer, MMC
City Clerk
City of Gulf Breeze
1070 Shoreline Dr
Gulf Breeze, FL 32561
850.934.5115
lguyer@gulfbreezefl.gov

Meeting Date: June 7, 2026

Title of Item: NW District Report - I submit the following report outlining my activities from November 25, 2025 – May 20, 2026

Presentations

- Presented the Certified Municipal Clerk (CMC) designation to Natasha Peacock, City of Crestview, on January 28, 2026.

Board Executive Summary Emails

Distributed FACC Board Meeting Executive Summaries to the Northwest District for the following meetings:

- December 18, 2025
- January 15, 2026
- March 19, 2026
- April 16, 2026
- May 7, 2026

New Member Outreach

Sent welcome emails and letters to new Northwest District members:

- Charles Harrison and Michelle Burnette – March 10, 2026
- Enosha Williams – March 10, 2026
- Lisa Wallace and Rachelle Stanley – May 20, 2026

Educational & Event Reminders

Distributed reminder emails regarding the following educational opportunities:

- Reading & Interpreting Florida Statutes – December 9, 2025
- Land Use Planning/Annexation Webinar – February 9, 2026
- What Every Clerk Needs to Know About Municipal Elections – April 15, 2026

Congratulatory Emails for CMC and MMC Designations

- Sent congratulatory emails recognizing members who obtained their Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) designations. (Kim Burns, Lina Zapata, Matthew Powell, Cassandra Killgore, Joann Taylor, Kim Breland & Tameara Crespo)

Florida Association of City Clerks

Northwest District

2025-2026

Agenda Item Request

Miscellaneous

- Responded to member questions and inquiries through the FACC Google Forum.
- Distributed an email to the district regarding the resignation of Maryanne Girard and my reappointment as Northwest District Director.

Recommended Action: None.

Leslie A. Guyer, MMC — **Date** 5/20/2026

5E

Florida Association of City Clerks

South Director

2025-2026

Agenda Item Request

2025-2026

DIRECTOR

Sherry D. Henderson, CMC
Town Clerk
Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach, FL 33062
954.427.4011
shenderson@townofhillsborobeach.com

Meeting Date: June 7, 2026

Title of Item: **South Director Report**

Executive Summary, Explanation or Background Information on Request:

FACC South District
Florida Association of City Clerks
Broward • Miami-Dade • Monroe

As I reflect on my first year serving as South District Director, I am grateful for the opportunity to strengthen relationships, support South District members, and help elevate the municipal clerk profession throughout Broward, Miami-Dade, and Monroe Counties.

This year has reaffirmed something I strongly believe **trust grows over time**. Trust is built over time and nurtured with consistency, transparency, communication, and showing up in both the big and small moments. By staying engaged with members, I have worked to support collaboration, encourage knowledge-sharing, and strengthen the connection between FACC and the South District.

District Engagement & Outreach

Over the past several months, I have attended multiple Broward County Municipal Clerks Association and Miami-Dade County Municipal Clerks Association meetings to provide updates, share information, and remain connected with members. I also continue to build relationships with Monroe County members and look forward to attending the upcoming Holiday Program in Key West.

Random Acts of Kindness Week Initiative (Feb. 15-21, 2026)

In recognition of **Random Acts of Kindness Week**, I launched the inaugural **South District Spotlight**, encouraging members to promote kindness, appreciation, and professional support within their workplaces and communities. The initiative served as both a wellness-focused outreach effort and the introduction of a new communication platform designed to strengthen engagement, connection, and collaboration among South District clerks.

Florida Association of City Clerks

South Director

2025-2026

Agenda Item Request

Communication & Member Recognition

I have continued sharing updates on matters important to the profession, including the impacts of property tax elimination, public records exemption measures, FACC bylaw updates, professional development opportunities, and best practice guidance. Through the **South District Spotlight**, I have also worked to recognize member achievements, including those earning CMC, MMC, and Florida Certified Professional Clerk designations; as well as other significant professional milestones.

Promoting the Municipal Clerk Profession

During **Professional Municipal Clerks Week (May 3-9, 2026),** I had the honor of visiting several municipalities and speaking on the important role Municipal Clerks play in local government. These visits provided an opportunity to recognize the work of clerks, highlight the importance of protecting the public record, and bring greater visibility to the profession.

Training & Preparedness

In response to continued First Amendment Auditor activity throughout Florida, I have shared resources and best practice guidance with members. I am also currently developing a regional **First Amendment Audit Training** for South District members and working with IIMC to secure CMC/MMC points for participation.

Looking Ahead

I remain committed to strengthening relationships across the South District, promoting professional development, celebrating member accomplishments, and supporting clerks in their service to local government. A few initiatives planned for 2026-2027 include:

- Virtual Walk Challenge *(South District Step into Wellness Challenge)*
- Clerk Bingo
- Regional Training Opportunities

Serving as South District Director has been a rewarding experience, and I look forward to continuing this important work through communication, collaboration, and service.

Recommended Action: Receive and file the South District Report

Sherry D. Henderson

Sherry D. Henderson, CMC

May 29, 2026

Date

5F

Florida Association of City Clerks

Southeast Director

2025-2026

Agenda Item Request

2025-2026

DIRECTOR
Kelly I. Avery, CMC
Town Clerk
Town of Ocean Ridge
6450 N Ocean Blvd
Ocean Ridge, FL 33435
561.732.2635
kavery@oceanridge.gov

Meeting Date: June 2026

Title of Item: **SE Director Report**

Executive Summary, Explanation or Background Information on Request:

- Attended FACC Board meeting on May 7, 2026
- Sent email to Lane Gamiotea in Okeechobee regarding her upcoming retirement o 4/29/26 and followed up with another email on 5/26/26
- Attended FACC Board meeting on April 16, 2026
- Sent welcome email to Olivia Mejia welcoming her to FACC on 4/3/26
- Sent email to S.E District regarding upcoming webinar on 3/31/26
- Attended FACC Board meeting on March 19, 2026
- Sent a response email to T. Louis from N. Lauderdale regarding how to become a board member with FACC on 4/2/26
- Attended FACC Board meeting on January 15, 2026
- Attended FACC Board meeting on December 18, 2025
- Sent email to S.E. District regarding the Urgent Call to Action for the Public Records Exemption on 11/6/25
- Attended FACC Board meeting on November 20, 2025
- Sent welcome email to Debra Lawson welcoming her to FACC on 10/2/25

Recommended Action:

5/29/26

Kelly Avery, CMC **Date**

5G

Florida Association of City Clerks

Southwest District

2025-2026

Agenda Item Request

2025-2026

DIRECTOR

Scotty Lynn Kelly,
FCPC, MMC, CGSP
City Clerk
City of Sanibel
800 Dunlop Rd
Sanibel, FL 33957
239.472.3700
scotty.kelly@mysanibel.com

Meeting Date: June 7, 2026

Title of Item: Southwest District Director's Report

Executive Summary, Explanation or Background Information on Request:

• Attended FACC Board meetings via zoom on December 18, 2025; January 15, 2026; March 29, 2026; and May 7, 2026.
• As a member of the Professional Education Committee, attended in person meetings to assist with the educational programming of the Summer and Fall Academies, quarterly webinars, and assisted with review of ITAs submitted.
• Updated District Email List and welcomed 72 new members to FACC; 10 of which were new members to the Southwest District.
• Circulated communications, legislative updates, and requests for information amongst District Members.
• Sent congratulatory emails to District Members advising 32 new CMCs, two of which were in the Southwest District.
• Sent congratulatory emails to District Members advising 13 new MMCs, three of which were in the Southwest District.
• Sent congratulatory emails to District Members advising of two retirements.
• Did six presentations for District members: 1 MMC, 3 CMC, 1 FCPC, and 1 Retirement.
• Notified Members of the passing of a clerk's son and was able to attend the service.
• Monitored and participated in conversations on the FACC Discussion Forum.
• Looking into ordering district pins.
• Working with FACC Staff to determine District desire for in person gatherings or trainings.
• Inquired about process for creating local/regional Association for more opportunities for trainings and networking on the gulf side of the state.

Recommended Action:
Information only

Scotty Lynn Kelly

Scotty Lynn Kelly, FCPC, MMC, CGSP

5/26/26
Date

Florida Association of City Clerks

Auction and 50/50 Drawing Committee

2025-2026

Agenda Item Request

2025-2026

CHAIRPERSON
Heather J. Montemayor, CMC
City Clerk
City of Deerfield Beach
150 NE 2nd Ave
Deerfield Beach, FL 33441
954.250.4151
hmontemayor@deerfieldbeachfl.gov

Meeting Date: **June 7, 2026**

Title of Item: **Committee Report**

Executive Summary, Explanation or Background Information on Request:

The Auction and 50/50 Drawing Committee is excited to host the Auction and 50/50 drawing for the 2026 Summer Conference and Academy. Unfortunately, only three of us on the Committee can attend, myself, Jessica Burnham, and Janet Knapp; nevertheless, Sherry Henderson, Town of Hillsboro Beach, has volunteered to assist, so there are four seller's total.

Rachel Embleton, Affiliate Services Coordinator, provided a survey to the members with the following charitable options: Direct Relief, Feeding America, American Red Cross Disaster Relief, World Central Kitchen, and Wounded Warrior Project. Unfortunately, only four of the seven members participated in the vote. World Central Kitchen received the highest number of votes, while Wounded Warrior Project and Feeding America tied for second place.

In accordance with the guidelines, fifty percent of the proceeds, or $100, whichever is greater, will be donated to a charity designated by the Board. The remaining fifty percent will be deposited into the Florida Education Fund (FEF) account and used as deemed necessary.

Committee Members:

Heather Montemayor, CMC, City of Deerfield Beach (Chair)
Jacqueline Burgess, City of West Palm Beach
Jessica Burnham, CMC, FCRM, City of Umatilla
Kelly Churney, CMC, Town of Palm Beach
Natalie Monfiston, Town of Pembroke Park
LeAnne Williams, MMC, FCRM, City of Alachua

Recommended Action: Board to make the final selection on the charitable organization.

Heather J. Montemayor 5/21/26

Heather J. Montemayor, CMC **Date**

6B

Florida Association of City Clerks

Awards & Scholarships Committee

2025-2026

Agenda Item Request

2025-2026

CHAIR

Sharon Lauther, MMC, FCRM
City Clerk
City of Haines City
620 East Main Street
Haines City, FL 33844
sharon.lauther@hainescity.com

Meeting Date: June 7, 2026

Title of Item: Awards & Scholarships Committee Report

Executive Summary, Explanation or Background Information on Request:

Nothing to report.

Recommended Action: None.

/ap_____ 6/3/2026_____

Sharon Lauther, MMC, FCRM **Date**

6C

Florida Association of City Clerks

By-Laws/Manual Revisions Committee

2025-2026

Agenda Item Request

2025-2026

CHAIRPERSON

Kristen J. Bryant, J.D., CMC
City Clerk
City of Gainesville
200 E. University Ave
Gainesville, FL
352.393.8441
Bryantk1@gainesvillefl.gov

Meeting Date: June 7, 2026

Title of Item: Committee Report

Executive Summary, Explanation or Background Information on Request:

Recommended Action:

The 2025-2026 By-Laws/Manual Revisions Committee finished its review of the FACC Manual and additional Policy revisions and presents them for approval.

1. The committee recommends the following manual revisions:

Chapter 1, Professional Organizations –
Great benefits are derived from direct contact with public and professional people ~~persons~~ in the organizations concerned with municipal affairs.

Chapter 2, Citizen Information Office –
It is essentially the department where the mayor, ~~-~~council, manager, and all departments of the government, as well as the public, look for information regarding the municipality's operations.

Chapter 2,
Annual Performance Evaluation
The City Clerk shall receive a formal performance evaluation no less than once per year, conducted by the City Commission and/or City Manager following the conclusion of each fiscal year. Human Resources will notify the evaluating authority at least one month in advance of the evaluation due date. See the *City Clerk Annual Performance Evaluation Form* for evaluation criteria, rating scale, and process instructions.

Glossary –
General Fund – The General Fund is the general operating fund of the municipality ~~muncipality~~ used to account for all financial resources and expenditures of the municipality ~~muncipality~~ that are not accounted for in other funds.
Investment Earnings – The interest earnings and the net increase (decrease) in the fair market ~~Markey~~ value of investments as authorized by the Municipality's Investment Policy.

Florida Association of City Clerks

By-Laws/Manual Revisions Committee

2025-2026

Agenda Item Request

2. The FACC policy with proposed revisions is attached.

Kristen J. Bryant 5/28/2026

Kristen J. Bryant, J.D., CMC
City Clerk
City of Gainesville

Date

REVISIONS HIGHLIGHTED IN YELLOW

Florida Association of City Clerks (FACC)

Municipal Clerks Manual and Resource Guide

DISCLAIMER

The FACC Municipal Clerks Manual is designed to serve as a reference tool and is revised, as necessary, by the FACC By- Laws/Manual Revisions Committee. This manual does not constitute legal advice and should not be taken as such. Users are encouraged to seek legal advice from municipal attorneys or other legal counsel for any legal questions. While FACC takes the utmost pride in maintaining the Clerks Manual, we cannot guarantee the accuracy of this information. FACC is not responsible for any actions or decisions made based on information contained in this manual.

(This manual was last updated April 25, 2025)

REVISIONS HIGHLIGHTED IN YELLOW

Chapter I: Introduction

This manual provides an approach to the manifold functions of the municipal clerk in Florida. This material primarily addresses general topics relevant to all municipalities. Procedures, duties, responsibilities, and actions will vary among municipalities, depending on size, municipal charters, and established policies.

A municipal clerk must keep abreast of changes in legislation and office technology. New statutes on public ethics, financial disclosure, and election laws must be closely monitored and observed. It is also important to be aware of changing trends and public opinion.

The municipal clerk often serves as the public information officer for the municipal government.

Municipalities are products of the state legislature. The municipal clerk must be familiar with the services of the Secretary of State and Attorney General in Tallahassee, and the principal county offices, particularly the county supervisor of elections. Sources for assistance and information include the Florida Association of City Clerks, the Florida League of Cities, the branches of the state university system and, of course, other municipal clerks.

The Florida Statutes prescribe the basic functions and duties of municipal clerks in general law municipalities. Many Florida municipalities have charters by special law or by "Home Rule" adoption, wherein the clerks in these municipalities customarily have the same duties. However, individual charter provisions regarding clerks may differ widely among municipal clerks also perform such additional duties prescribed by ordinance, or by direction of the municipality's legislative body or manager.

The International Institute of Municipal Clerks adopted a code of ethics for municipal clerks as follows:

Code of Ethics

1. To uphold constitutional government and the laws of the community;
2. To so conduct their public and private life as to be an example to their fellow citizens;
3. To impart to their profession those standards of quality and integrity that the conduct of the affairs of their office shall be above reproach and merit public confidence in their community;
4. To be ever mindful of their neutrality and impartiality, rendering service to all and to extend the same treatment you wish to receive yourself;
5. To record that which is true and preserve that which is entrusted to me as if it were my own; and
6. To strive constantly to improve the administration of the affairs of my office consistent with applicable laws and through sound management practices to produce continued progress and so fulfill my responsibilities to my community and others.

Professional Development and Advancement

To be most effective and assure that proper laws and procedures are followed, the municipal clerk must keep abreast of new information and developments. This involves reading books and periodicals, consulting with colleagues, experts and professionals, and taking advantage of the opportunities for outside study through seminars, conferences, and college course work.

Professional Organizations

Communication, discussion, comprehension and the exchange of views on mutual problems often lead to a broader knowledge of all municipal ordinances and aid the municipal elected officials and manager in conducting municipal business, while precluding improper actions.

The advantages of consulting with or belonging to an appropriate association or organization are many and varied. Great benefits are derived from direct contact with public and professional people ~~persons~~ in the organizations concerned with municipal affairs. Some of the organizations which provide and data to the municipal clerk are listed on FACC website at http://www.floridaclerks.org/ under the "Resources" tab.

Chapter II: The Office of the Municipal Clerk

The term "clerk" is an ancient and honorable one. It comes from the early Middle Ages when churches regulated many local government matters and only clergymen were educated and could write. Therefore, the idea of a clerk as a writer, keeper of records and local official comes from this history. The first settlers in America soon created the office of parish or town clerk, and the post continues today as an essential position in municipal government. Every municipality in the nation, regardless of size or form of government, usually has a clerk or equivalent position.

In Florida, the municipal clerk is an important and exacting position in municipal government. The clerk is expected to know virtually everything about the operation of the municipality and how to accomplish all that needs to be done. Even when the clerk is not an expert, the clerk's office must know where to refer a question or problem for proper action or answer. The role of the municipal clerk has been well described by the International Institute of Municipal Clerks:

> "The clerk's office can be truly called the hub of local government. It is the clerk who is the contact between the citizens and the government. It is he/she to whom most complaints are brought. The clerk gives advice on many subjects, not necessarily relating to the government, but by his/her contact with the public, they for a great part place confidence in him/her as the one who can answer most any question. The clerk can, if he/she so desires, wield a great measure of influence in his/her community."

Appointment

Whether the position of municipal clerk is appointed or elected depends on the local regulation usually found in the municipal charter or special law.

In mayor-council municipalities, the municipal clerk is often appointed by the council. In council-manager municipalities, the practice varies with some municipal managers appointing the municipal clerk. No comprehensive statement for Florida is possible because of the differences, but it may be noted that capable municipal clerks often serve for long periods of time throughout changes in local administration. The practice of electing Florida municipal clerks is declining as professional demands grow.

Many municipal clerks enjoy appointment and tenure in accord with the civil service or merit system regulations of their municipalities. Thus, they have recognition that the job requires proper qualifications and protection against arbitrary dismissal for frivolous or partisan reasons.

Qualifications

Patrick Healy, former Executive Director of the National League of Cities in an article, "The Professional Qualities of the Municipal Clerk," asserted that the desirable background training listed for a municipal clerk ranges from a high school education to study in specialized areas, or a college degree. The specialized areas of suggested study include principles of bookkeeping, clerical training, business education, utility training, office management, use of business machines, personnel and financial administration, law, and psychology. To this there might be added a basic understanding of modern public administration, public relations and computer science. Many clerks are now expected to be proficient in the use of technology. In a typical municipality in Florida, the job description for the municipal clerk might read, in part, as follows:

Requirements of Work

- CMC or MMC Certification preferred.
- High school diploma, preferably supplemented by college-level coursework in business, records management, or public administration and extensive experience in government.
- Thorough knowledge of the ordinances, policies, and procedures of the municipal.
- Thorough knowledge of legal requirements, rules of order, and rules of procedure of municipal council meetings.
- Thorough knowledge of organization, function, and activities of municipal government.
- Thorough knowledge of standard office procedures, practices, and equipment.
- Attends all regular, special, and executive sessions of the governing body to take minutes and records official actions.
- Thorough knowledge of state statute requirements regarding document retention and destruction and disclosure of public records.
- Ability to plan and supervise the work of subordinates.
- Thorough knowledge of the election process, procedures, laws, rules, and regulations.
- Ability to establish and maintain effective working relationships with municipal officials, employees and the public.
- Thorough knowledge of the municipality's charter and code.

- Residency in the municipality.

Duties
General Duties:

Under both state law and local ordinances, the municipal clerk is entrusted with numerous and diverse duties. In addition to the required duties performed, the clerk has many other responsibilities resulting from long-practiced local rules and customs. Some of the municipal clerk's administrative duties are as follows:

1) Offer notary services.
2) Issue licenses and permits.
3) Furnish information to the public and the media.
4) Receive and file bonds and insurance policies relating to municipally issued contracts.
5) Direct complaints, correspondence and inquiries for action to various municipal departments.
6) Handle personnel records when required.
7) Prepare and maintain the records index system, oversee records management, retention, and destruction in accordance with state regulations.
8) Conduct business with other municipal, county, state and federal agencies as directed by the governing body.
9) Coordinate voter's registration activities with county and state election officials.
10) Provide notification of expiration dates on various matters to municipal departments.
11) Maintain and update the municipal code.
12) Attest to official contracts and documents.
13) Serve as a parliamentarian.
14) Conduct municipal elections.
15) Serve as a liaison to municipal boards and committees.
16) Receive and process lobbyist registrations.
17) Oversee staffing for the mayor and members of the governing body.

Statutory Duties:

The clerk's statutory duties are relatively fixed. The municipal clerk, regardless of the form of government, is charged with the following statutory duties: secretary to the governing body; secretary to the municipal corporation, election official with ministerial authority, and administrative official on the municipal level.
The following is a list of many of the functions that may be performed under these major headings:

Secretary to the Council:

1) Record official minutes of the council.
2) Handle municipal correspondence, both incoming and outgoing, as directed or as requested by the council or the manager.
3) Prepare meeting agendas.
4) Process, record, file, and advertise ordinances, resolutions, and notices.
5) Process, record, file, and advertise bids for municipal goods and services.
6) Advertise, record, and file the municipal budget.
7) Perform liaison work between the public and the council as may be directed.

8) Administer and record oaths of office.
9) Prepare and maintain custody of all official municipal records and files.

Secretary of the Municipal Corporation:

1) Maintain custody of the municipal seal.
2) Sign official documents.
3) Maintain receipt of service and legal documents.
4) Maintain the municipal code.

Election Official:

(Note: In some counties of Florida, the Supervisor of Elections holds all municipal elections and the municipal clerk has few election duties. In some counties interlocal agreements are created to define election responsibilities)

1) Certify vacancies existing on the local level.
2) Maintain receipt of any and all petitions, initiative or otherwise.
3) Exercise quasi-judicial authority in determining the validity of petitions according to municipal code or state statutes.
4) Approve ballots for all municipal elections.
5) Furnish materials for local elections.
6) Assist in the selection of polling places.
7) Maintain receipt of election results.
8) Issue payments for polling places and poll workers.

It is difficult, if not impossible, to outline all the duties and responsibilities imposed upon municipal clerks by governing bodies of individual municipalities. (These duties are generally outlined as specific ordinances or municipal codes.) In addition to the duties imposed by state statute and local ordinances, there are those established by custom. While they are not regarded as legally imposed responsibilities, many are highly important to the successful administration of municipal affairs.

A key duty traditionally expected of the municipal clerk, as the clerk of the governing body, is to supply the governing body with information and background materials on issues of importance. This is a responsibility that is often shared with the municipal manager's office. Whether the municipal clerk holds an independently appointed position or works under the direct supervision of a municipal manager, it must be emphasized that the clerk has an obligation to faithfully serve the administrative authority of the municipality as well as its governing body.

Many federal and state programs are available to aid municipalities in providing or supplementing the delivery of municipal services. Analysis of these programs, often with other municipal departments, is necessary to ascertain what obligations are being imposed upon the municipality. To obtain funding for these programs, the governing body must take many formal actions such as applications for grants, acceptance of grants, and execution of contracts and distribution of funds according to plans and budgets. This often places an additional burden upon the municipal clerk to stay informed about the availability of

programs and requisite procedures.

In view of the above, it is essential that the clerk is familiar with all the requirements of this office, statutory and otherwise.

Annual Performance Evaluation

The City Clerk shall receive a formal performance evaluation no less than once per year, conducted by the City Commission and/or City Manager following the conclusion of each fiscal year. Human Resources will notify the evaluating authority at least one month in advance of the evaluation due date. See the *City Clerk Annual Performance Evaluation Form* for evaluation criteria, rating scale, and process instructions.

See end of the manual revisions to view the form.

Chapter III: Public Relations and Communications

The fundamental connections between municipal government and the constituents it serves are rooted in public relations and adept communication. The most important links between municipal government and the public which it serves are public relations and effective communication.

Whether telephone, correspondence, email, social media, or face-to-face at the municipal offices, communication must be accurate, prompt, and courteous.

The office of the municipal clerk is often the principal source for information sought by the public, and it must possess the proper resources to do the job effectively. A properly trained staff and equipment in good working order are necessities.

The concept of the "public" has evolved beyond just the individual on the other end of the line, now encompassing multiple distinct "publics." Among them, each unique and possessing its own distinct personality, special requests and requirements, are all the people of the community: the residents, electors, poll workers, taxpayers, businessmen, bankers, merchants, school teachers, PTA groups, students, vendors, bidders, salespeople, retirees, tourists, professional groups, clubs, local organizations, churches, schools, regulatory agencies, labor groups, political groups, associations, homeowner's groups, institutions, candidates, and the media, to name a few. There is also the internal public: the mayor, municipal council or commission, municipal manager, municipal attorney, department heads, and staff. The "public" has expanded and requires increased quality public relations.

Most people are friendly and courteous when requesting the information they need. Often, members of the public do not understand complex municipal matters. Some require special care and handling, but all members of the public, both external and internal, are entitled to courteous, helpful service.

Therefore, for a municipal clerk, good public relations are essential. Whatever a municipality does affects someone or a group. The municipal clerk must respond impartially and courteously to actions that are in the public interest. Branding is a component of public relations. A person's brand is the image an individual builds for themself throughout their life.

It consists of reputation, personality, appearance, intelligence, knowledge, ability, pride, and self-confidence. It is based on relations and attitudes toward others and is founded on good manners and taste. The friendly greeting, the pleasant interaction, and the cordial departure are the warm, human by-products of good public relations.

Courtesies and assistance extended to the public greatly build confidence in government as an efficient, responsible civic entity. Good "government" public relations help offset the normal public resistance to such necessary restrictions, such as traffic regulations, zoning rules, licensing laws, and taxes.

Citizen Information Office

The municipal clerk's office is a service department and is the oldest municipal government office. It is essentially the department where the mayor, –council, manager, and all departments of the government, as well as the public, look for information regarding the municipality's operations. Frequently, it is the clearinghouse for obtaining data about municipal government. Since constant reference must be made to the records in the custody of the municipal clerk, an efficient office is essential.

General Attitudes

Due to the close working relationships with a variety of individuals, the office of the municipal clerk is continuously under scrutiny. Staff in the office promote the highest quality of public relations yet protect the municipality's interests and rights. Courteous and expeditious treatment in handling in-person, telephone, and written inquiries from the public can contribute significantly to the reaction the average citizen has to municipal government. Employees should be alert, prompt, courteous, neat, clean, and appropriately dressed. Their office area, desks, and equipment should be neat and orderly.

Providing Information – Avoiding Errors

a. Verbal Requests – If a person verbally requests a response in writing, it is a good policy to suggest the request in writing. This practice eliminates misunderstandings and provides what is asked for. However, state law forbids mandating requests to be in written form. Both the requester and municipal clerk staff will be more efficiently and effectively served.
b. Surveys – The office of the municipal clerk receives numerous requests for information in the form of surveys. These should be responded to promptly and accurately. Verify responses with other departments, if applicable, before returning the completed survey to the requester.
c. Check and Recheck –No information should be given out unless the municipal clerk is sure of the facts and has ensured that statutorily exempt information is redacted.
d. Special Policies – Some municipalities have established a policy of not reading information over the phone, or not providing specific, technical information or interpretations over the phone, including to the media.

Encourage the public to come in and read the documents or obtain copies. These simple precautions can save time, avoid misunderstandings, and go a long way toward keeping good

public relations. A location should be provided within the clerk's office for the public to view records while in the office.

Proclamations

It is often the municipal clerk's responsibility to propose proclamations recognizing noteworthy events and activities. Below is an example:

Municipal Clerks' Week
_____ ____ through _____ ____ , _____
(Month) (Day) (Month) (Day) (Year)

Whereas: the office of the municipal clerk, a time-honored and vital part of local government, exists throughout the world; and

Whereas: the office of municipal clerk is the oldest among public servants; and

Whereas: the office of the municipal clerk provides the professional link between the citizens, the local governing body, and agencies of government at other levels; and

Whereas: municipal clerk serves as the information center on functions of local government and community; and

Whereas: municipal clerks continually strive to improve the administration of the affairs of the office of the municipal clerk through participation in education programs, seminars, workshops, and the annual meetings of their state, province, county, and international professional organizations; and

Whereas: it is most appropriate that we recognize the accomplishments of the office of the municipal clerk.

Now, Therefore, I, _____, Mayor of _____, do recognize the week of _____ through _____, _____, as Municipal Clerks' Week, and further extend appreciation to our municipal clerk, _____, and to all municipal clerks for the vital services they perform and their exemplary dedication to the communities they represent.

SIGNED AND PROCLAIMED this ____ day of _____, _____.

CITY OF _____, FLORIDA

_____

Mayor

ATTEST:

_____

City Clerk

Resolution of Appreciation, Commendation, and Expression of Sympathy

Nothing is more appreciated by a citizen and their family than recognition for their contribution. A framed "Certificate of Appreciation," or a "Commendation," signed, gold sealed, and ribboned and either presented at a public meeting or delivered with a letter from the municipal clerk, is a suggested form of recognition. A sample is below. Also provided is a sample of a resolution of condolence in the form of an expression of sympathy on the death of a respected citizen.

Commendation:
(Certificate of Appreciation)

Whereas_____has submitted his resignation as a member of the Engineering Contractors' Examining Board; and

Whereas_____served on the Engineering Contractor's Examining Board for 16 years; and

Whereas_____was one of the earliest registered professional engineers and land surveyors in the state of Florida to establish a company to do work in this area; and

Whereas_____has taken time from his duties as a successful businessman and executive of a company which he or she established, to serve graciously and willingly on the Engineering Contractor's Examining Board; and

Whereas_____has shown unselfish dedication in the performance of his or her duties as a member of the Engineering Contractor's Examining Board,

Now, Therefore, we the municipal council of the City of _____, Florida, do hereby commend _____ for his or her excellent record of service on the Engineering
Contractor's Examining Board and extend the thanks of the citizens of the City of _____ for a job well done.

DATED this _____ day of _____, _____.

_____

Mayor

_____ _____
Commissioner Commissioner

_____ _____
Commissioner

Commission

er

An Expression of Sympathy:
(Resolution)

Whereas _____was a graduate of Mountain State Teachers College; and

Whereas_____ was a member of the Daughters of the American Revolution and vice president of the Evening Garden Club; and

Whereas_____ was a member of the Flower Society, the Jacaranda Garden Club, the South Florida Doll Club, the Boat Club, and the Yacht Club; and

Whereas_____ was a highly respected citizen and will be greatly missed in the community; and
Whereas the members of the Municipal Commission of the City of _____, Florida,
do express their sympathy in the passing of _____.

DATED this _____day of_____, _____.

_____

Mayor

_____ _____
Commissioner Commissioner

_____ _____
Commissioner
Commission
er

Chapter IV: Council Meeting – General Procedure

The municipal clerk is the municipality's recording officer and official custodian of the municipal records. The clerk attends all municipal council meetings and keeps the official minutes of the governing body.

Purpose of an Assistant

Although the municipal clerk is often considered the "clerk of the council" and is thereby expected to attend all municipal council meetings, in many municipalities, the deputy clerk may accompany the clerk to all meetings to take minutes. At the discretion of the municipal clerk, the deputy clerk may attend meetings in lieu of the municipal clerk.

the commission.

A notary public whose official seal is lost, stolen, or believed to be in the possession of another person shall immediately notify the Department of State or the Governor in writing.

Florida Statutes Chapter 117 governs the acts of notaries. The Governor of Florida publishes a "Reference Manual for Notaries," which is a good reference tool.

Marriage Ceremonies

If the municipal clerk officiates at weddings, be sure that the couple has a valid marriage license, then complete the paperwork on the license and have the witnesses sign the license. After completion, hand the document to the responsible party and advise all parties of the importance of mailing the license for recording. This is their responsibility, but in the excitement of the moment, the duty can be forgotten. Stress the urgency and importance of their follow-through in having the certificate recorded.

The fee of a notary public for solemnizing marriage may not exceed that provided by law to the clerks of the circuit court for like services.

For samples of marriage ceremonies, refer to https://notaries.dos.state.fl.us/education/faq/marriage.html or search the internet.

Chapter XIV: Guide to the Sunshine Law and Code of Ethics for Public Officers and Employees

History of Florida's Ethics Laws

Florida has been a leader among the states in establishing ethics standards for public officials and recognizing the right of citizens to protect the public trust against abuse. Florida's state Constitution was revised in 1968 to require a code of ethics, prescribed by law, for all state employees and nonjudicial officers prohibiting conflict between public duty and private interests.

Florida's first successful constitutional initiative resulted in the adoption of the Sunshine Amendment in 1976, providing additional constitutional guarantees concerning ethics in government. In the area of enforcement, the Sunshine Amendment requires that there be an independent commission (the Commission on Ethics) to investigate complaints concerning breaches of public trust by public officers and employees other than judges.

The Guide of Ethics for Public Officers and Employees (the Guide) is found in Chapter 112 (Part III) of the Florida Statutes and can be downloaded at https://www.ethics.state.fl.us/PublicInformation/Publications.aspx. Foremost among the goals of the Guide is to promote the public interest and maintain the respect of the people for their government. The Guide is also intended to ensure that public officials conduct themselves

independently and impartially, not using their offices for private gain other than compensation provided by law. While seeking to protect the integrity of government, the Guide also seeks to avoid the creation of unnecessary barriers to public service.

Criminal penalties, which initially applied to violations of the Guide, were eliminated in 1974 in favor of administrative enforcement. The legislature created the Commission on Ethics that year "to serve as guardian of the standards of conduct" for public officials, state and local. Five of the Commission's nine members are appointed by the governor, and two each are appointed by the president of the senate and speaker of the house of representatives. No more than five commission members may be members of the same political party, and none may be lobbyists, or hold any public employment during their two-year terms of office. A chair is selected from among the members to serve a one-year term and may not succeed himself or herself.

In 2018, Florida's Constitutional Revision Commission proposed, and the voters adopted, changes to Article II, Section 8. The earliest of the changes will take effect December 31, 2020, and will prohibit officials from abusing their position to obtain a disproportionate benefit for themselves or their spouse, child, or employer, or for a business with which the official contracts or is an officer, partner, director, sole proprietor, or in which the official owns an interest. Other changes made to the constitution place restrictions on lobbying by certain officeholders and employees and put additional limits on lobbying by former public officers and employees. These changes will become effective December 31, 2022.

Role of the Commission on Ethics

In addition to its constitutional duties regarding the investigation of complaints, the Commission:

- Renders advisory opinions to public officials;
- Prescribes forms for public disclosure;
- Prepares mailing lists of public officials subject to financial disclosure for use by supervisors of elections and the commission in distributing forms and notifying delinquent filers;
- Makes recommendations to disciplinary officials when appropriate for violations of ethics and disclosure laws, since it does not impose penalties;
- Administers the Executive Branch Lobbyist Registration and Reporting Law;
- Maintains financial disclosure filings of constitutional officers and state officers and employees; and,
- Administers automatic fines for public officers and employees who fail to timely file required annual financial disclosure.

The Ethics Laws

The ethics laws generally consist of two types of provisions, those prohibiting certain actions or conduct and those requiring that certain disclosures be made to the public. The following descriptions of these laws have been simplified in an effort to provide notice of their requirements. Therefore, it is suggested that the municipal clerk also review the wording of the actual law. The best resource is the Guide located on the website referenced above.

The laws summarized within the Guide apply generally to all public officers and employees, state and local, including members of advisory bodies. The principal exception to this broad coverage is the exclusion of judges, as they fall within the jurisdiction of the Judicial Qualifications Commission.

Public Service Commission (PSC) members and employees, as well as members of the PSC Nominating Council, are subject to additional ethics standards that are enforced by the Commission on Ethics under Chapter 350, Florida Statutes. Further, members of the governing boards of charter schools are subject to some of the provisions of the Guide of Ethics [Sec. 1002.33(26), Fla. Stat.], as are the officers, directors, chief executive officers and some employees of business entities that serve as the chief administrative or executive officer or employee of a political subdivision. [Sec. 112.3136, Fla. Stat.].

Disclosures

Conflicts of interest may occur when public officials are in a position to make decisions that affect their personal financial interests. This is why public officers and employees, as well as candidates who run for public office, are required to publicly disclose their financial interests. The disclosure process serves to remind officials of their obligation to put the public interest above personal considerations. It also helps citizens to monitor the considerations of those who spend their tax dollars and participate in public policy decisions or administration.

Public officials and candidates are not required to file disclosures with the same level of detail, nor do they all file simultaneously or at the same location. Therefore, it is important to carefully determine which specific disclosure forms are required for each official or candidate.

.

Additionally, there are various financial disclosure forms, including gift disclosures, referenced in the Guide. Some of these forms require annual filing, some quarterly. Local officers and employees who must file Form 1 will file electronically in 2024 via the Electronic Financial Disclosure Management System (EFDMS) no later than June 1 of each year. The form requirement for Mayors and Elected members of governing bodies of municipalities is under judicial review, but they currently need to file Form 1.

Chapter XV: Municipal Budgets

The budget serves as the most important financial planning tool available to the governing body. This is where the financial direction of the local municipality is shaped.

A budget represents the financial blueprint for the municipality, detailing not forecasts but specific estimates of expected revenues needed to support the services and programs included in the appropriations section. It sets the maximum spending limit for management.

In a government, the expenditure side of the budget is called “appropriations,” and it is the legal

GLOSSARY

Accrual Basis – A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent. The term is used in proprietary and non-expendable types of funds.

Ad Valorem Taxes – Property taxes computed as a percentage of the net value of real or personal property, net of applicable exemptions, expressed in mills. Ad Valorem Taxes are recorded "net" of discounts, penalties, and interest. The millage rate is set during the budget process and is adopted by resolution in September.

Adopted Budget – The official budget as it is approved by the Municipal Council.

Annexation – Extending a municipality's boundaries by adding land from adjoining unincorporated territory.

Appropriation – The legal spending level authorized by a resolution of the Municipal Council for the Budget Year. Spending should not exceed this level without approval by the Council.

Assessed Valuation – The value assigned to properties within the Municipal by the County Property Appraiser, which is used in computing the property taxes to be paid by property owners.

Asset – Resources owned or held by a government that have monetary value.

Available (Undesignated) Fund Balances – Refers to the funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

Balanced Budget – A budget wherein revenues and other resources are equal to expenditures and transfers.

Bond/Note – A written promise to pay a sum of money at a specified interest rate. The interest payments and the principal repayment are detailed in a resolution. The most common types of bonds/notes are general obligation, revenue, and special assessment debt. These debts are most frequently used to finance capital projects.

Bond/Note Refinancing – The payoff and re-issuance of debt to obtain better interest rates or less restrictive conditions.

Budget – The financial plan for the operation of an organization or program for the fiscal period based upon estimated revenue, expenditures, and transfers.

Budget Amendment – A revision to the adopted budget, which replaces or adds to the original provisions. Budget Amendments may occur throughout the year as spending priorities change.

Budgetary Basis – The basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budget Calendar – It is the schedule of key dates that a government follows in the preparation and the adoption of the budget.

Budgetary Control – The control or management of a governmental unit in accordance with the approved budget to keep expenditures within the limitations of available appropriations and resources. The Municipality manages expenditures at the fund level.

Budget Document – The official written document prepared by Administration and Finance, which presents the proposed and final budgets to the Municipal Council.

Budget Message – A general discussion of the proposed budget presented in writing as part of the Budget Document. The Budget Message explains principal budget issues against the background of the muncipality's financial experience in recent years and presents recommendations.

Capital Assets – Assets of a long-term character, which are intended to continue to be held or used, such as land, infrastructure improvements, buildings, machinery, futures, or equipment.

Capital Improvement Program – The municipality has a five-year plan of project expenditures for public facilities, equipment, and infrastructure adopted by the Municipal Council. It outlines the resources that are estimated to be available to finance projected expenditures.

Capital Outlay – Expenditures for buildings, infrastructure, equipment, vehicles, or machinery that result in the acquisition of assets with a useful life of more than one year and exceeds $1,000 in cost.

Capital Project – The largely one-time cost for acquisition, construction, improvement, replacement, or renovation of land, structures, and improvements thereon.

Charter – Similar to a constitution; written and adopted by the citizens. It defines the municipality's boundaries, form of government, and powers.

Code – A set of ordinances arranged by subject matter.

Consumer Price Index (CPI) – Measures the cost of consumer goods and is considered a measure of economic inflation. The index used is published monthly by the US Department of Labor. The specific index used is Consumer Price Index – All Urban Consumers, U.S. All Items Bases 1982-84 = 100.

Contingency – The appropriation of funds for future allocation in the event specific budget allotments have expired, additional funds are needed, or unplanned expenditures are encountered.

Cost Allocations – Assignment of applicable costs and charges from one fund/department/division to another fund/department/division based upon treating each unit as an independent entity.

Coverage – The percent of revenues required by bond covenants to cover expenditures and debt payments.

Cultural/Recreation – The UAS manual outlines this category as services that provide and maintain cultural and recreational facilities and activities for the benefit of citizens and visitors. The funds/departments under this category would be the Library, Simpson House, Historical Museum, Recreation, Parks, Aquatics, Community Building, and a portion of the Impact Fee Fund.

Debt Service – Debt Service is the annual payment of principal, interest, and any other related expenses for the Municipality's indebtedness.

Debt Service Funds – Debt Service Funds are used to account for the accumulation of resources for the payment of debt. General obligation (G.O.) bonds are those for which the full faith and credit of the muncipality are pledged.

Deficit – The excess of expenditures/expense over the revenues/income during a single accounting period. In addition, it is the excess of a fund's liabilities over its assets.

Department – The basic organizational unit of government which is functionally unique in its delivery of services and responsible for that service.

Depreciation – That portion of the cost of a capital asset, which is charged as an expense during each fiscal year in an Enterprise or Internal Service Fund.

Division – A group of homogeneous cost centers within a department, i.e. Recreation within the

Parks & Recreation Department.

Encumbrances – Encumbrances are the budgetary authority that is used when a purchase order is issued for a future expenditure. The amount of funds is then committed to vendors for goods or services received or to be received by the muncipality as specified on the muncipality purchase order.

Enterprise Fund Accounting – Accounting used for governmental operations that are financed and operated in a manner like a business enterprise.

Estimated Revenue – The amount of projected revenue to be collected during the fiscal year.

Expenditure – An outflow of funds spent in accordance with budgeted appropriations on assets, goods, or services obtained.

Expense – Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest, or other charges in Enterprise and Internal Service Funds.

Expenditure Categories – The classifications are based upon the type of expenditure for goods or services purchased, such as Salaries, Benefits, Services, Supplies/Material, Capital, Debt Service, and Grants.

Fiscal Policy – A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year – The designated 12-month period for budgetary and financial reporting purposes. The fiscal year is from October 1st to September 30th.

Fringe (Employee) Benefits - Benefits provided for employees such as Social Security, workers' compensation, health and life insurance, and retirement.

Franchise Fees – Fees levied on identities by a local government for granting the privilege to exclusively operate or use public property. Contracts are approved by the muncipal council in ordinance form.

Full Faith and Credit – A pledge of a government's taxing power to repay debt obligations.

Full-time Equivalent Position (FTE) – A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time clerk working 20 hours per week would be the equivalent to 0.5 of a full-time position.

Fund – An independent fiscal and accounting entity with a self-balancing set of accounts recording all assets, related liabilities, and fund balance, which are segregated for the purpose of carrying on specific activities or certain objectives within the guidelines provided for by GASB pronouncements.

Fund Balance – The excess of the entity's assets over its liabilities in each fund is the Fund Balance.

GAAP – Generally Accepted Accounting Principles are standards used for accounting and reporting for both private industry and governments. Governmental GAAP is currently set by the Governmental Accounting Standards Board.

GASB – The Governmental Accountant Standards Board, established in 1985, is the current standards-setting board for governmental GAAP.

General Fund – The General Fund is the general operating fund of the municipality ~~muncipality~~ used to account for all financial resources and expenditures of the municipality ~~muncipality~~ that are not accounted for in other funds.

General Government – The UAS manual outlines this category as services provided by the legislative and administrative branches for the benefit of the public and other departments. The funds/departments under this category would be Legislative, Municipal Manager, Municipal Clerk, Finance, Customer Service, Purchasing, Planning & Development, Legal, Building Maintenance, CRA, NECRA, Motorpool, Equipment Replacement, Self-Insurance, and Other General Government. This category does not include administrative services provided by a specific department in support of services properly included in another major class.

Goal – A statement of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

Grants – A contribution of an asset (usually cash) from or to another government or organization to support a function. Grants are classified as either operational or capital, depending upon their purpose.

Growth Strategies – Planning for future population growth, resource use, and development.

Home Rule – A constitutional provision that allows municipal governments to exercise any power for municipal purposes except when it is expressly prohibited by state law. That is, if it is not specifically prohibited by state or federal law, municipal officials may pass any ordinance on behalf of the municipality.

Incorporated Area – The land within a municipality. The boundaries are set by the municipal charter.

Infrastructure – The capitalized improvements that support public activities, such as roads, street lighting, stormwater structures, plus water and wastewater lines.

Intergovernmental Revenue – Revenue from other governments, primarily State shared revenue from gasoline, telecommunications and sales taxes plus alcohol licenses and mobile home licenses.

Internal Control – Is the system of controls established by the Municipality to protect its assets from misappropriation and ensure accurate reporting of financial transactions.

Internal Service Funds – Internal Service Funds are used to account for the financing of goods and services provided by one department or agency to other governmental unit, or to other governments, on a cost-reimbursement basis.

Investment Earnings – The interest earnings and the net increase (decrease) in the fair market ~~Markey~~ value of investments as authorized by the Municipality's Investment Policy.

Long-term Debt – Debt with a maturity of more than one year after the date of issuance.

Mill – One-thousandth of a dollar or $1.00 of tax per $1,000 of taxable assessed valuation.

Millage Rate – The rate of tax to be imposed on the assessed value of real property after exemptions for the computation of property tax revenues.

Miscellaneous Revenue – The account which provides for accumulation of revenues not specifically identified in other categories. This designation includes investment earnings, rents, donations, and insurance proceeds.

Modified Accrual – The basis of accounting according to which revenues are recognized when available and measurable and expenditures are recognized when the underlying liability is incurred.

Operating Budget – The portion of the budget that pertains to the daily operation that provides the basic governmental services.

Operating Expense – Costs including expenditures for salaries and wages, benefits, supplies, services, and charges which are necessary to support the primary services of the organization.

Operating Revenue – Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

Ordinance – A law enacted by a municipality or county affecting local affairs such as traffic, noise, and animal control.

Payment in Lieu of Taxes (PILOT) – Payments made by enterprise funds to the General Fund for compensation of tax-supported services like payments made by private sector entities. The PILOT is based upon the estimated amount that would be paid if a private sector entity would operate the service. The fee covers franchise fees and property taxes.

Permanent Funds – Permanent Funds account for resources that are legally restricted to only earnings, not principal; may be used to support the reporting government's programs for the benefit of the government or its citizens. The Municipality has no permanent funds.

Permits and Fees – Revenue category that includes franchise fees, impact fees, building permits, rental licenses, special assessments, and any other miscellaneous licenses or fees.

City Clerk
Annual Performance Evaluation Form

Introduction:

The City Commission/City Manager is responsible for conducting the City Clerk's annual evaluation, ensuring the City Clerk contributes to the achievement of the City's mission, vision, and goals. The City Clerk's performance evaluation shall be conducted after the conclusion of each fiscal year.

The purpose of the City Clerk evaluation is to provide timely, clear, and focused input to the City Clerk about how well they are performing in the key performance areas identified as most critical by the City Commission/City Manager in achieving the City of _____'s strategic objectives.

The City Clerk should be evaluated using criteria established by the Commission, aligning with established core competencies, review rating scale criteria, and salary adjustment schedules as determined by Human Resources. Human Resources will notify the City Commission/City Manager at least one month in advance of performance evaluation due dates. Annual salary increases will be based on the City Clerk's performance of established objectives in the prior fiscal year. Any annual awards are made based on market considerations and according to budgetary or fiscal constraints.

Commission Instructions:

Evaluate the City Clerk's performance for each area of accountability using the rating scale outlined below. Consider all criteria together when forming an impression about the City Clerk's performance. Add comments you believe provide context to your rating, or that would be helpful to the City Clerk.

Performance Descriptors and Rating Scale		
5	Superior	Work performance consistently exceeds all performance expectations and displays a consistent level of exceptional performance. This is consistent, exceptional performance.
4	Exemplary	Work performance consistently achieves all performance expectations, and key elements of performance are consistently carried out in an exceptional manner or sustained for extended periods. This is consistent, outstanding performance.
3	Meets Expectations	Work performance consistently achieves all performance expectations for this factor.
2	Needs Improvement	Work performance on one or more elements is less than expected and requires some improvements to fully meet performance standards.
1	Did Not Meet Expectations	Work performance within this factor is unacceptable. Performance did not meet expected performance standards.

Ratings 2 or below should include comments, and if applicable, provide specific suggestions for performance improvement.

City Clerk Instructions and Next Steps:

- Using the above Rating Scale, the Charter Officer will self-evaluate and rate his or her performance. The Charter Officer should also attach his or her **Accomplishments List or Report** to the form.
- Charter Officer to submit completed self-evaluation and accomplishments report to Human Resources.
- Charter Officer to schedule individual evaluation discussion meetings with each Commission member to discuss self-evaluation and the list of accomplishments. Charters should also be prepared to discuss objectives for the next fiscal year.
- After reviewing the Charter Officer self-evaluation and accomplishments report with the Charter Officer, each Commission member will provide an evaluation rating, using the above Rating Scale.
- Following the City Commission/City Manager and City Clerk performance evaluation discussion, completed performance evaluations are returned to Human Resources.
- Human Resources will compile and aggregate all evaluation ratings, coordinate, and present for discussion during a publicly noticed City Commission meeting, if required. Note: Salary increases are budgeted in a personal services contingency account, and recommended salary increases will be processed within established payroll processing timelines.

City Clerk
Annual Performance Evaluation Form

Fiscal Year:	**Evaluator:**
City Clerk:	

***Overall Support of City Commission/Manager Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department. ***City Clerk to attach Accomplishments Report for Evaluation Period**						
Commission Member/City Manager: Check performance rating	**1** ☐	**2**☐	**3**☐	**4**☐	**5**☐	**N/A**☐
Commission Member/City Manager Comments:						
City Clerk: Check self-evaluation rating	**1**☐	**2**☐	**3**☐	**4**☐	**5**☐	**N/A**☐
City Clerk Comments:						

Competencies:

1. Business Acumen. Understands the business, financial status of the organization, and core operational area of responsibility; realizes implications of key financial indicators and uses economic and industry data to accurately diagnose business strengths and weaknesses.						
Commission Member/City Manager: Check competency rating	**1**☐	**2**☐	**3**☐	**4**☐	**5**☐	**N/A**☐
Commission Member/City Manager Comments:						
City Clerk: Check self-evaluation rating	**1**☐	**2**☐	**3**☐	**4**☐	**5**☐	**N/A**☐
City Clerk Comments:						

City Clerk
Annual Performance Evaluation Form

2. Communication and Building Relationships. Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of both internal and external relationships, promotes collaboration and removes barriers across organizational lines, and builds credibility for the city.						
Commission Member/City Manager: Check competency rating	**1☐**	**2☐**	**3☐**	**4☐**	**5☐**	**N/A☐**
Commission Member/City Manager Comments:						
City Clerk: Check self-evaluation rating	**1☐**	**2☐**	**3☐**	**4☐**	**5☐**	**N/A☐**
City Clerk Comments:						

3. Fiscal Management. Prepares a balanced budget to provide services at a level directed by the City Commission/City Manager, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.						
Commission Member/City Manager: Check competency rating	**1☐**	**2☐**	**3☐**	**4☐**	**5☐**	**N/A☐**
Commission Member/City Manager Comments:						
City Clerk: Check self-evaluation rating	**1☐**	**2☐**	**3☐**	**4☐**	**5☐**	**N/A☐**
City Clerk Comments:						

City Clerk
Annual Performance Evaluation Form

4. Leading and Supervision. Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission, and goals of the department.						
Commission Member/City Manager: Check rating	**1☐**	**2☐**	**3☐**	**4☐**	**5☐**	**N/A☐**
Commission Member/City Manager Comments:						
City Clerk: Check self-evaluation rating	**1☐**	**2☐**	**3☐**	**4☐**	**5☐**	**N/A☐**
City Clerk Comments:						

City Clerk Signature:_____ Date:_____

Commission Member or City Manager Signature:_____ Date:_____

Return fully completed City Clerk Performance Evaluation form to Human Resources

REVISIONS HIGHLIGHTED IN YELLOW

FLORIDA ASSOCIATION OF CITY CLERKS POLICIES

REVISIONS HIGHLIGHTED IN YELLOW

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Attendance

The FACC Board of Directors meets:

- ~~in early May virtually for budget consideration;~~
- once at the beginning of the annual FACC Summer Conference and Academy;
- once at the annual FACC Fall Academy; and
- virtual meetings as decided by the President.

Dates and times of these Board meetings are established well in advance, providing ample opportunity for members to calendar these events.

Because members of the Board can be effective only if they attend the meetings on a regular basis, attendance is monitored. The Board recognizes that circumstances often arise beyond one's control. However, it is difficult for any board to function effectively with less than full membership. It is also very important that a board member representing a district participates in board meetings, so their district members can be kept up to date on discussions and actions of the board.

If a member of the Board is absent from more than one meeting per year the circumstances surrounding the absences will be reviewed by the Board as a whole, to determine if that member should relinquish his/her position.

This policy adopted by FACC Board of Directors April 18, 1993.
This policy amended by FACC Board of Directors February 3, 2012.
This policy amended by FACC Board of Directors February 11, 2015.
This policy amended by FACC Board of Directors June 10, 2018.
This policy amended by FACC Board of Directors April 29, 2022.
This policy amended by FACC Board of Directors July 13, 2025.
This policy amended by FACC Board of Directors June 7, 2026.

Board Gift to President

The Board of Directors shall provide a gift to the outgoing President as a token of appreciation for their service, with a total cost not to exceed $250, to be funded by FACC. Association staff shall coordinate the selection and purchase of the gift.

This policy adopted by FACC Board of Directors June 7, 2026.

the annual Summer Conference and Academy annual business meeting. FACC staff shall receive all nominations for the FACC City Clerk of the Year Award. Each year, a recipient of the Clerk of the Year Award will be selected by an anonymous review and evaluation panel secured by the Florida Institute of Government (IOG) Executive Director. The recipient will be presented with the award at the FACC annual business meeting.

This policy amended by FACC Board of Directors February 3, 2012.
This policy amended by FACC Board of Directors May 14, 2014.
This policy amended by FACC Board of Directors October 12, 2014.
This policy amended by FACC Board of Directors January 13, 2015.
This policy amended by FACC Board of Directors April 24, 2015.
This policy amended by FACC Board of Directors June 21, 2015.
This policy amended by FACC Board of Directors June 10, 2018.
This policy amended by FACC Board of Directors April 29, 2022.
This policy amended by FACC Board of Directors April 28, 2023.
This policy amended by FACC Board of Directors April 16, 2026.

Section 2: By-Laws/Manual Revisions Committee.

~~The By-Laws/Manual Revisions Committee members shall be appointed to two-year terms, with a review and report at the annual business meeting every even-numbered year.~~ This Committee shall review the association's By-Laws, Policies, Manual, and New Member Informational Video.

By-Laws Amendment(s)

Amendment(s) to the association's By-Laws require membership approval. Proposed By-Laws amendments shall be provided in writing to the membership at least 45 days prior to the annual business meeting. Proposed By-Laws amendments and/or changes to the amendments may be proposed at the time of the annual business meeting if presented in written form to all members present. Technical corrections may be accepted by the presiding officer during discussion.

Policies and Manual Revisions

Revisions to the association's policies and manual require Board approval. The By-Laws/Manual Revisions Committee, under the direction of the Chair and at the conclusion of each legislative session, shall perform an annual review of the association's policies and manual. Each member of the Committee will be assigned various chapters to review and recommend changes to the Chair. The Chair shall present a compilation of recommended changes to the board for their review and approval. Additionally, the Committee shall perform a comprehensive review of the same every five years, beginning in the year 2020.

New Member Informational Video (2023 Class Three Project)

The Committee will review annually (after Florida's Legislative Session) the new member informational video produced as the 2023 Class Three Project. If changes are necessary to the video, the Committee will advise the Board of Directors of the recommended changes and staff will facilitate changes being made. The Committee should also advise the Board if they believe the video should no longer be utilized as a resource provided to new members.

At the conclusion of the Chair's term of office, an up-to-date editable document (word document) of the By-Laws, policies, and manual shall be provided to FACC staff.

This policy amended by FACC Board of Directors February 3, 2012.
This policy amended by FACC Board of Directors January 8, 2016
This policy amended by FACC Board of Directors April 22, 2016.
This policy amended by FACC Board of Directors April 29, 2022.
This policy amended by FACC Board of Directors October 22, 2023.
This policy amended by FACC Board of Directors April 16, 2026.
This policy amended by FACC Board of Directors June 7, 2026.

Section 3: Fall Academy Host Committee.

Appointed by the President and working closely with the FACC staff, the Fall Academy Host Committee shall act as the local host during the annual Fall Academy and shall work with FACC staff to plan the social activities for the Academy.

This policy amended by FACC Board of Directors April 16, 2026.

Section 4: Investment Committee.

The Investment Committee shall oversee investment options of the association's financial resources ~~and shall make an annual report to the membership~~. The committee shall consist of at least three members: the President, who shall serve as Chair; the Immediate Past President; and at least one additional member appointed by the President. The President may also appoint one or two honorary or associate members to serve as nonvoting resource members.

Proposed Goals/Tasks:

- Provide FACC Board of Directors with advice for the investment of the financial assets of the Association as required and within appropriate levels of liquidity to meet identified current and projected obligations of the Association.
- Assist the Board in the review of the Association's investment activity and performance for compliance with this policy.

- Immediately notify the Board in the event of any information that may have a severe or adverse effect on the Association's assets.
- Advise the Board as to recommended amendments to the policy, as needed.

This policy amended by FACC Board of Directors April 16, 2026.
This policy amended by FACC Board of Directors June 7, 2026.

Section 5: Legislative Committee.

The Legislative Committee shall be responsible for monitoring the Florida State Legislature and informing the Board and the membership of pending legislation that may affect local government. This may include recommendation of, support or opposition to legislation.

This policy amended by FACC Board of Directors April 16, 2026.

Section 6: Membership Committee.

~~The Membership Committee shall solicit members to the association for the ensuing year and report to the membership at the annual Summer Conference and Academy~~. The Membership Committee shall be responsible for supporting membership growth and retention efforts for the association. The committee shall contact members who have not renewed their membership, as well as identify and outreach to cities not currently involved in FACC and promote the benefits of membership to encourage new participation. The Vice-President shall serve as an ex-officio member of the Membership Committee.

This policy amended by FACC Board of Directors June 7, 2026.

Section 7: Mentoring Committee.

The Mentoring Committee shall provide the framework to facilitate the exchange of knowledge, experience, and methods between clerks' offices to provide assistance and support in the performance of their duties. It shall also be the duty of the committee to pair clerks with mentor clerks with the best possible match. The committee maintains a list of participants; develops and prepares all associated forms, application information and procedures; and conducts on-going evaluation and assessment of the mentoring relationship.

Section 8: Nominating Committee.

The Nominating Committee shall be responsible for processing nominations and shall nominate all qualified candidates for each board position except for the position of President and President-Elect, which shall automatically be filled by the President-Elect and Vice-President,

However, the Resolutions Committee can contact the member directly with this request from the local government (or entity) and a resolution prepared by the Resolutions Committee, with assistance from the District Director, can be issued upon the member's written approval.

If the member continues to decline in writing, FACC, through the Resolution Committee, will not provide a resolution, and will inform the local government (or entity) of the member's final decision.

This policy amended by FACC Board of Directors September 17, 2014.
This policy adopted by FACC Board of Directors February 28, 2019.
This policy amended by FACC Board of Directors April 29, 2022.
This policy amended by FACC Board of Directors April 16, 2026.
This policy amended by FACC Board of Directors April 16, 2026.

Section 11: Silent Auction/50-50 Drawing Committee and Standard Operating Procedures

The purpose of the FACC Silent Auction is to raise money for the organization and a charity designated annually by the sitting Board of Directors.

The committee shall be responsible for identifying a charitable organization each year to receive the designated portion of proceeds. The committee shall submit its recommendation to the Board of Directors for consideration and final approval.

Funds raised will be dispersed as follows:

- 50% of the proceeds or $100, whichever is greater, will be donated to a charity designated annually by the sitting Board of Directors
- Of the remaining proceeds, 50% is placed into the Florida Education Fund (FEF) account and used as deemed necessary

The purpose of the 50/50 drawing is to raise money for the organization. Funds raised are placed into the FACC general account and used as deemed necessary.

The Auction and 50/50 Committee will prepare for and staff the auction and 50/50 drawings during the Summer Conference and Academy and the Fall Academy for 50/50 drawing. The committee will prepare for and staff the 50/50 drawings during the International Institute of Municipal Clerks (IIMC) Region III Conference when Florida hosts the conference. The Committee Chair (serving as Auction Coordinator) and/or his/her designees will be responsible for solicitation of auction items; advertisement of auctions through FACC staff; collection and storage of all auction items prior to the auction; preparing documentation as described below ~~(see attachments)~~; collection of money and delivery of items following auction; completion of

reconciliation report with FACC staff (or his/her designee) following auction and before Summer Conference and Academy ends. The Committee Chair (and/or his/her designees) will follow the 50/50 drawing procedures as outlined below and approved by the FACC Board of Directors.

Silent Auction:

The first step in preparing for a silent auction is to solicit donations.

FACC staff will email the membership and let everyone know the silent auction is going to be held and donations are needed. Try to collect as many items as possible prior to arriving at the conference location.

Sample items for the silent auction:

Candles
Coolers
Gift Baskets
Gift Cards (so bundles can be put together for auction)
Jewelry
etc.

The donor should provide the auction organizer with an approximate value of the item, so bidding sheets can be prepared ahead of time, if possible.

Periodically, FACC staff will send out reminders and requests for donations.

The auction is a lot of fun, provides friendly competition between clerks and raises additional funds for the organization.

Prior to the Conference/Auctions:

1) Keep a log of anything donated, the municipality from where it was donated, value and description

2) Prepare bidding sheets for every item promised/received, bidding sheets are in numerical order

3) Prepare a “Special Thanks” list to everyone who makes a donation, also indicate their municipality

4) Prepare a Welcome Bag insert

5) Prepare Description Sheets for each gift card bundle

6) Be sure to plan for displays for the booth (examples include jewelry displays, stand-up displays for thank you sheets and gift card bundle descriptions, easel, etc.)

7) Coordinate with FACC staff to find a secure location to keep all auction items, make sure you get a key to the room

8) Need to provide ink pens for the auction sheets, bring miscellaneous supplies such as tape, push pins, scissors, and stapler just in case they are needed

Financial Information for Silent Auction:

1) Keep all finalized auction sheets. This is how you will know who won which items and how much they owe FACC

2) As people pick up their auction items, require they sign next to the item on the bidding sheet to show they have received their item and paid; note how they paid, (check or cash) on the bid sheet

3) Meet with the FACC staff to discuss the money once the amount of money collected is reconciled with the bid sheets

4) Explain all transactions to the FACC staff and have that person recount the money. If all totals match, collect a receipt that shows the money and paperwork were turned over to FACC staff. FACC staff and auction coordinator will prepare a reconciliation report and both sign report.

<u>50/50 Drawing:</u>

The following will assist in providing an audit trail and accounting for the 50/50 drawing and must be followed each time a 50/50 drawing is utilized.

Procedures:

- Each year, the Auction and 50/50 Committee Chairperson will be responsible for the 50/50 drawing and will work with the FACC staff to maintain the reconciliation reports.

- The tickets to be sold must be numbered sequentially.

- The winner must be in attendance at time of drawing to win.

- A report will be kept for each person selling tickets. The beginning and ending numbers of the tickets given to each person responsible for selling tickets will be documented on

a reconciliation report (example: Person #1 might be given tickets 1-20, person #2 tickets 21-41, person #3 tickets 42-62, etc.)

- Each person assigned tickets will be responsible for accounting for the tickets they were given and will be asked to sign the reconciliation report each time they receive tickets.

- As tickets are sold and cash returned to the President's designee and the FACC staff, documentation showing the number of tickets sold and cash collected will be shown on the reconciliation report and the report will be signed by the person selling the tickets and the President's designee, who verified the tickets given to the seller and the cash collected and returned.

- Following the drawing, all tickets used in the drawing, and all tickets not sold, must be given to the FACC staff and made available to the audit team along with the reconciliation report for the drawing.

- Following each drawing, the FACC staff will be responsible for the final reconciliation report that will account for the tickets sold, the cash collected and any disbursement of cash (for expenses; paid out to the winner) and that will agree with the cash to be deposited into the FACC accounts. The final reconciliation report must be signed by two people: the FACC staff and the Auction and 50/50 Committee Chairperson.

- The name and address of the winner must be included in the reconciliation report. Should the amount given to any one winner be ~~$600.00~~ $2,000 or more, a 1099 form issued by the FLC Accounting Department would be necessary. If the amount awarded is ~~$600.00~~ $2,000 or more, the winner's social security number will also be required for reporting purposes.

- It is the recommendation of staff, ~~that should a drawing garner more than $600.00 in funds to be given to the winner of the drawing (the amount collected would be $1,200.00 or more), two winners be selected.~~ if more than $2,000 is collected in total from a drawing, two winners will be selected instead of one.

This policy was amended by the FACC Board of Directors May 29, 2025.
This policy amended by FACC Board of Directors April 16, 2026.
This policy amended by FACC Board of Directors June 7, 2026.

Section 12: Summer Conference and Academy Host Committee.

Appointed by the President and working closely with the FACC staff, the Summer Conference and Academy Host Committee shall act as the local host during the annual Summer Conference and Academy and shall work with FACC staff to plan the social activities for this event.

inappropriate, offensive, or off-topic content may be removed at the discretion of the FACC staff.

The Florida Association of City Clerks (FACC) Discussion Forum is governed by Chapter 119 of the Florida Statutes regarding public records. All posts submitted to the discussion forum are considered public records and are subject to disclosure under Chapter 119 of the Florida Statutes.

This policy adopted by FACC *Board of Directors April 16, 2026.*

Education Fund

Section 1: Mission.

To raise funds for the Florida Association of City Clerks (FACC) professional educational programs and to protect the training investments made by its members and municipalities.

Section 2: Strategy Statement.

Provide a fund to operate under a separate account from FACC's General Fund and used solely and exclusively for the purpose of providing professional education programs to our members and assist FACC in covering the expenses of quality and superior instructors.

Section 3: Benefits.

- Ensures the professional education budget line item remains fiscally viable and in the future self-sustainable.
- Allows the association to utilize registration funds for integral elements of networking, purchasing necessary materials related to the education curriculum, and other vital and essential items that are necessary to ensure Florida Clerks are properly educated.
- Allows the association to fund high quality and highly sought-after speakers

Section 4: How to Donate.

The FACC Florida Education Fund (FEF) would be funded through direct donations of Florida Clerks, supporting agencies, individuals, corporations, or bequeaths and endowments similar to the IIMC Education Foundation.
Suggested Donation Increments:

- $5 (Friend)
- $10 (Silver)
- $25 (Gold)

- $50 (Diamond)
- $100 (Platinum contributor)
- Other

Section 5: Fund/Account Setup.

The fund is to be established as a Revenue Fund–only to be used for FACC Educational offerings. The fund is established to "supplement" the current educational budget – not to offset the current budgeted funds.

The fund is to be setup by the Board of Directors and managed by the Florida League of Cities in the same manner as other FACC accounts with fund allocations as set forth below.

Set-up by the Florida League of Cities will be via separate line items for revenue and expenses in the General Fund Budget and the financials will require the funds be shown as "temporarily restricted funds" until they are spent, or contributions are no longer accepted for this specific purpose.

Section 6: Account Closure and Termination.

Should the fund be closed or terminated, all remaining unspent funds will be allocated to the FACC General Operations for educational training purposes only.

Section 7: Marketing.

- Include FEF on the annual registration form
- ~~Include FEF as an option to any fundraising/silent auction tickets~~
- Include suggested amounts:
  - $5 (Friend)
  - $10 (Silver)
  - $25 (Gold)
  - $50 (Diamond)
  - $100 (Platinum contributor)
  - Other
- Include FEF on the Summer Conference and Academy and Fall Academy registration forms
- Include in the printed version of the Membership Directory
- Include in Friday emails
- Include on the FACC website
- ~~Create logo and include on tagline of all Board of Director emails when emailing members~~
- ~~Send FEF information to all managers and elected officials~~
- Annually ~~(April)~~ list contributors in the Summer Conference and Academy Program

Section 8: Distribution.

Fund use would be placed before the FACC Board of Directors for approval to distribute only when requested by the FACC Professional Education Committee via a majority affirmative vote of the current standing active committee members. Use of funds would require a majority affirmative vote of the FACC Board of Directors.

Section 9: Guidelines for Distribution and Use.

- No distribution of funds will be made until $2500 has been accumulated.
- Board can approve to spend up to sixty percent of the funds at any one time, and fund cannot go below $1,000.
- Following distributions, fund must again reach $2500 before additional distributions.
- The Board will ensure no approval for use will allow the fund to fall below $1,000 at any given time.

Section 10: Charitable Deductions.

Contributions are not tax-deductible as charitable contributions since FACC is a 501 (c)6 and not a 501 (c)3. Businesses can however deduct as a business expense if the contribution is germane to their business.

Section 11: Fund Approvals.

6/2012 – Initial FACC Board of Directors Approval
2/8/13 – Proposed Final FACC Board of Directors Approval
10/24/13 – Change from separate checking account required to "a separate line item"

This policy adopted by FACC *Board of Directors October 24, 2013.*
This policy amended by FACC Board of Directors April 29, 2022.
This policy amended by FACC Board of Directors April 16, 2026.
This policy amended by FACC Board of Directors June 7, 2026.

Election of Officers – Candidate Campaigns

Only full members are allowed to participate in voting.

Once the Nominating Committee has officially notified FACC staff and the Executive Board that each candidate has met/not met the qualifications to run, then FACC staff will send out a dedicated email notifying all members of an election, reminding members that only full

District Trainings

It will be the District Director's responsibility to organize the district training, including selection of a speaker, location/date/time for the event, and working with the International Institute of Municipal Clerks (IIMC) to secure approval of CMC and/or MMC education points. Information on IIMC's course approval process and required forms can be found here: https://www.iimc.com/139/Course-Review-Process. FACC District Trainings are awarded 1 education point for every four hours of training completed. The District Director will also work with the FACC staff to advertise the district training notice to all FACC members.

District Directors are encouraged to visit the events calendar on the FACC website prior to selecting dates/times for their proposed district training to avoid conflicts with other FACC and regional events.

District trainings must be self-sustaining and cannot incur a loss. All district trainings must reach a break-even registration number or be canceled.

The fee for the district training will be $100.00 for FACC members and $125.00 for non-members. FACC staff will handle all the registration fees and advertisement for the event. It will be the responsibility of the District Director to let FACC staff know the maximum number of participants. If after paying the speaker's fee and other costs associated with the district training, remaining revenue will be divided between the Florida Education Fund (FEF) and FACC Scholarship Fund.

This policy amended by FACC Board of Directors June 9, 2013.
This policy amended by FACC Board of Directors April 24, 2015.
This policy amended by FACC Board of Directors June 10, 2018.
This policy amended by FACC Board of Directors April 29, 2022.
This policy amended by FACC Board of Directors April 16, 2026.

Athenian Leadership Society Dialogues

The International Institute of Municipal Clerks (IIMC) Athenian Dialogue Application can be found at IIMC.com (Athenian Dialogue Society tab) or by clicking here: https://airtable.com/shrxJYuxRWJkgQPs1

1. Although IIMC ultimately approves all Regional Athenian Dialogues, Districts are **strongly encouraged** to follow FACC's policies and procedures to ensure chosen books and dates do not conflict with other FACC events or district trainings. (All FACC statewide and regional educational events will be posted on a master calendar.)

If Regional Athenian Dialogues are approved through the FACC's policies and procedures, FACC will advertise the Athenian Dialogue through its regular advertising processes. However, if the Athenian Dialogue is not approved according to the FACC's policies and procedures, FACC will not advertise the event.

2. All District Athenian Dialogue requests should be reviewed and approved by the Professional Education Committee (PEC), prior to IIMC/FACC final approval, to be certain they do not conflict with:

- Summer/Fall Conference and Academy dates and their selected books
- Webinar dates
- District Trainings

Since the IIMC Athenian Dialogue application is on-line, all pertinent information (date/time/book selected/facilitator) regarding the proposed Athenian Dialogue should be emailed to the PEC Chair (with copy to the PEC ~~Co-Chair~~ Vice Chair if there is one at the time) for review. Once reviewed by PEC, the PEC Chair will advise the requesting District Director of approval or concerns with the selected date or book.

3. No District Athenian Dialogues will be held 45 days prior to the first day of a scheduled Conference/Academy or 45 days after the last day of a scheduled Conference/Academy unless waived by PEC due to a Conference/Academy Dialogue attendee waiting list.

In the event of a Conference/Academy Dialogue waiting list, an email would be sent to the District Directors by PEC, following the end of the conference/academy, asking if anyone has interest in holding a District Athenian Dialogue using the same book and same facilitator as the one from the most recently held Conference/Academy, thus allowing those on the waiting list the opportunity to participate in the same book choice. If the waiting list does not fill the class, the Athenian Dialogue will be offered to the entire FACC membership.

If more than one District Director wishes to offer the Athenian Dialogue utilizing the same book and facilitator from the conference/academy, the first District Director to respond to the request will be granted the first choice of date/time. Other District Directors will be given an opportunity to select a date and time, in agreement with the facilitator and PEC, to offer the Athenian Dialogue utilizing the same book and facilitator.
District Directors are encouraged to visit the events calendar on the FACC website prior to selecting dates/times for their proposed Athenian Dialogue.

4. All Athenian Dialogues must be self-sustaining. In the event of excess funding, all proceeds are to be sent to FACC and split between the general fund and the Florida Education Fund. The fee for virtual District Athenian Dialogues and District Trainings shall be fixed at $50.00. The fee for in-person District Athenian Dialogues and District Training shall be fixed at $100.00 for members and $125.00 for non-members to be consistent with one another and with the fees for Athenian Dialogues presented at the Summer and Fall Conference/Academy.

The District Director requesting the Athenian Dialogue is responsible for all coordination of the event, including securing an IIMC approved facilitator, location, collection of meeting registration fees, staffing the event and any necessary follow-up after the event.

5. All Athenian Dialogues at the Summer and Fall Conference/Academy shall take place in person. District Athenian Dialogues may opt to hold a virtual session. However, in-person learning is strongly encouraged.

6. No out-of-state Athenian Dialogues will be advertised by FACC.

This policy amended by FACC Board of Directors April 29, 2022.
This policy amended by FACC Board of Directors September 1, 2022.
This policy amended by FACC Board of Directors October 9, 2022.

Outgoing President's Reception

The reception for the outgoing President of the Florida Association of City Clerks shall be combined with the opening reception held during the Summer Conference and Academy. The outgoing President may invite up to 6 guests including spouse/significant other, family (no children), and city representatives.

This policy amended by FACC Board of Directors February 3, 2012.
This policy amended by FACC Board of Directors April 29, 2022.

President's Luncheon Guests

The President of the Florida Association of City Clerks shall be provided up to five (5) complimentary tickets to the FACC Annual Business Meeting Luncheon held during the FACC Summer Conference & Academy for their guests. Any additional guests beyond the five (5) allotted tickets shall be required to pay the applicable registration fee.

This policy adopted by FACC Board of Directors June 7, 2026.

Conference Gift for Attendees

The Board of Directors authorizes the provision of a conference gift for attendees of the Summer Conference & Academy on an ongoing basis as a token of appreciation for participation. Association staff shall coordinate the selection and purchase of the gift to align with budget parameters and event planning needs.

This policy adopted by FACC Board of Directors June 7, 2026.

Retired Past Presidents

FACC Retired Past Presidents will be encouraged to participate in all future FACC Summer Conference and Academies and Fall Academies and will be offered a 75% discount off the current Conference and Academy and Fall Academy registration rate.

This policy adopted by FACC Board of Directors March 11, 2015.
This policy amended by FACC Board of Directors April 29, 2022.

Sponsorship and Exhibitor Guidelines for FACC Conferences/Academies

As part of FACC fiscal planning, the association has worked to grow corporate relationships and attract conference sponsors and exhibitors. Their participation offers clerks the opportunity to learn about needed products and services and helps FACC to keep registration costs down. Using a corporate liaison protects clerks with a "firewall" to avoid direct solicitation of contractors and uniformity across conference lines regarding private sector participation and is desirable to dissuade companies from choosing less expensive participation options.

Many members have great relationships with businesses that might consider participating in the conference and the networking spot. Here are some basic guidelines to keep in mind.

1. If there is a company you can recommend to your fellow clerks, please share that contact information with FACC's fundraising consultant. (Contact information should include company name, their name, phone number and email address.)

2. Your municipality is welcome to place items in the conference bags but all companies that contract with local government should pay to participate. Please don't accept or solicit bags, neck wallets, items for the conference bags, networking spot, door prizes, etc. If you have a company interested in those options for the Summer Conference and Academy or IIMC Region III please give their contact information to the fundraising consultant. If you have a company interested in those options for the Fall Academy, please give their contact information to the FACC staff.

3. FACC members have a long history of self-sufficiency and support of their association through drawings, auctions and the acquisition of giveaway items. All transactions between FACC and private companies, and their employees, that engage in business with Florida's local governments should adhere to FACC's published sponsor/exhibitor

opportunities, costs and requirements. Please keep in mind that FACC staff is the liaison for all sponsorship opportunities (inclusive of items identified in #2 above) for the Fall Academy.

4. Spend time at the conference talking with sponsors and exhibitors. Thank them for supporting your professional association.

If you have any questions, please contact the current FACC fundraising consultants.

This policy adopted by FACC Board of Directors September 17, 2014.
This policy amended by FACC Board of Directors April 29, 2022.
This policy amended by FACC Board of Directors January 26, 2023.
This policy amended by FACC Board of Directors April 25, 2025.
This policy amended by FACC Board of Directors April 16, 2026.

Travel

Persons elected to the Board of Directors are required to submit, in writing, a letter of support from their respective municipality. It is anticipated that such support will include the budgeting of funds for travel to and from Board meetings.

The association will pay the total costs incurred by the President of FACC to attend: all Board meetings, the annual FACC Summer Conference and Academy, the International Institute of Municipal Clerks (IIMC) Annual Conference, the IIMC Region III Conference, the FACC Fall Academy, two meetings of the Florida League of Cities, and any other meeting requiring the FACC President's attendance.

Funding for registration fee assistance for the Professional Education (PEC) Chair to attend the IIMC's Conference and Education Colloquium will be reviewed and may be available if funds have been included in the annual budget.

The association will pay the following expenses for the John Scott Dailey Institute of Government director (or ~~his~~ their designee) to attend FACC Conference and Academies and IIMC Conferences:

- IIMC Annual Conference: Flight and hotel room as needed;
- FACC Fall Academy: roundtrip mileage, tolls, and hotel room as needed; and
- FACC Summer Conference and Academy: roundtrip mileage, tolls, and hotel room as needed.

The association will provide a complimentary registration fee and a complimentary regular room to the IIMC president or designated representative at the FACC's Summer Conference and Academy.

The Board of Directors will approve the President's request for the Executive Director to attend the IIMC Annual Conference, if funds are provided in the budget.

This policy amended by FACC *Board of Directors August 10, 2006.*
This policy amended by FACC *Board of Directors February 3, 2012.*
This policy amended by FACC Board of Directors May 9, 2013.
This policy amended by FACC Board of Directors July 22, 2020.
This policy amended by FACC Board of Directors April 29, 2022.
This policy amended by FACC Board of Directors April 16, 2026.

Vendors Participation in Summer Conference and Academy and Fall Academy – Holding and Speaking During Sessions/Workshops

The Florida Association of City Clerks greatly appreciates the support and involvement of the many vendors that participate in our annual seminars through sponsorship and exhibits. Our members appreciate one-on-one face time with vendors and of course, the funds assist our association in providing excellent educational opportunities for our membership.

The association has been approached by vendors seeking the opportunity to hold sessions and/or speak before the membership during our annual events. The Board of Directors do not feel this practice is in the best interest of the association, the FACC membership and/or the sponsor program.

Therefore, by this policy, no vendor, sponsor or exhibitor will be allowed to host or speak during a seminar, workshop or session during either the Summer Conference and Academy or Fall Academy held by the Florida Association of City Clerks (FACC).

The board and the association staff maintain the right to retain the services of an individual who is associated with a vendor/sponsor and/or exhibitor whose expertise in a particular area or field would lend itself to the education and development of FACC membership through a workshop, seminar or session sponsored by and produced by the FACC, its board, staff and/or contracted consultants. Said individual, retained by the association as a qualified instructor/speaker, shall not discuss or promote his/her company, program, project or products during the workshop, seminar or session sponsored by and produced by the FACC, its board, staff and/or contracted consultants.

This policy adopted by FACC Board of Directors February 11, 2015.
This policy amended by FACC Board of Directors April 29, 2022.

6D

Florida Association of City Clerks

Discussion Forum

2025-2026

Agenda Item Request

2025-2026

CHAIRPERSON

Jenorgen M. Guillen, MPA, MMC
City Clerk
City of Hallandale Beach
400 S Federal Hwy
Hallandale Beach, FL 33009
954.457.1469
jguillen@hallandalebeachfl.gov

Meeting Date: June 7, 2026

Title of Item: Board Report – Discussion Forum

Executive Summary, Explanation or Background Information on Request:

The FACC Discussion Forum continues to grow as new members are added and our members connect to share information. We have 469 members in the forum, with 40 new members since our last report of October 5, 2025.

Since our last report, there have been 267 new topics discussed. The most popular topics include the following:

- Legal Noticing on the County Website – 34 Comments
- Commissioners Salary – 30 Comments
- Swearing in New Mayors, Commissioners and Council Members – 29 Comments
- Public Comment Time Limits – 24 Comments
- Agenda Packet Distribution – 23 Comments
- Proclamation Covers – 23 Comments
- City Attorney – 22 Comments
- Special Magistrate Hearings: Minutes – 22 Comments
- Advisory Board: File Form 1 – 19 Comments
- Exhibits to Commission Meeting Minutes – 18 Comments
- Holidays – 18 Comments
- Report of Minority and Physically Disabled Appointments Form – 18 Comments

Recommended Action: None

Jenorgen Guillen
Jenorgen M. Guillen, MPA, MMC

May 29, 2026
Date

6E

Florida Association of City Clerks

2025 Fall Academy Host Committee

Agenda Item Request

2025-2026

CHAIR
Lina M. Zapata, MPA, CMC
Deputy City Clerk
City of Sunrise
10770 W Oakland Park Blvd
Sunrise, FL 33351
954.746.3604
lzapata@sunrisefl.gov

Meeting Date: June 7, 2026

Title of Item: 2025 Fall Academy Host Committee Report

Executive Summary, Explanation or Background Information on Request:

Nothing to report.

Recommended Action: None

/ap_____ 6/1/2026_____
Lina M. Zapata, MPA, CMC **Date**

Florida Association of City Clerks

Florida Certification Task Force

2025-2026

Agenda Item Request

2024-2025

CHAIR
Lori McWilliams, MPA, MMC
Village Clerk
Village of Tequesta
345 Tequesta Dr
Tequesta, FL 33469
561.768.0444
lmcwilliams@tequesta.org

Meeting Date: June 7, 2026

Title of Item: **FCPC Advisory Committee Policy**

Executive Summary, Explanation or Background Information on Request:

Now that the Task Force has completed its initial tasks, we believe it is time to transition from a Certification Task Force to an FCPC Advisory Committee.

This Advisory Committee of FACC will be tasked with working collaboratively with the Institute of Government (IOG) to support program continuity, preserve institutional knowledge, and ensure uninterrupted certification offerings for Florida's municipal clerks.

The Task Force respectively ask the Board to consider transitioning the Task Force to an Advisory Committee and to approve the attached policy.

Recommended Action:

Lori McWilliams, MPA, MMC

5/28/26
Date

FCPC Advisory Committee Policy

The Florida Certified Professional Clerk (FCPC) Advisory Committee shall work collaboratively with the Institute of Government (IOG) to support program continuity, preserve institutional knowledge, and ensure uninterrupted certification offerings for Florida's municipal clerks.

Composition and Appointments

The Committee will consist of seven (7) members — including a Chair and Vice-Chair — appointed by the FACC President. Members shall serve renewable three (3) year terms

To be eligible for appointments, members must:

- Maintain current FACC membership.
- Hold the Certified Municipal Clerk (CMC) designation.
- Have successfully earned the FCPC designation.

Appointments will also strive to reflect geographic diversity, varied jurisdiction sizes, and a mix of emerging and experienced professionals. Committee service is voluntary and unpaid, and all program content is treated as confidential.

Responsibilities

The FCPC Advisory Committee shall:

- Provide curriculum guidance and feedback to FSU IOG
- Serve as a liaison between FACC leadership and FSU IOG regarding the FCPC Program.
- Promote the FCPC program at conferences and events.
- Coordinate graduation and recognition ceremonies.
- Track enrollment and program metrics for annual reporting to the FACC Board.
- Review this policy every three (3) to five (5) years to ensure it remains relevant, effective, and alignment with the FCPC program

Florida Association of City Clerks

Investment Committee

2025-2026

Agenda Item Request

2025-2026

CHAIRPERSON

Elizabeth Garcia-Beckford, MMC, MBA
City Clerk
City of Wilton Manors
2020 Wilton Dr
Wilton Manors, FL 33305
954.390.2100
ebeckford@wiltonmanors.com

Meeting Date: June 7, 2026

Title of Item: Investment Committee Report

Executive Summary, Explanation or Background Information on Request:

Investment Incoming Since Last Board Report in October 2025:
October 2025 -- $666.62
November 2025 --$ 630.42
December 2025 -- $ 643.44
January 2026 -- $ 642.25
February 2026 -- $ 579.20
March 2026 -- $641.44
April 2026 -- $621.85

Ending 4/30/2026 Balance: $209,562.87

Recommended Action: None

/ap _____ 5/26/2026 _____
Elizabeth Garcia-Beckford, MMC, MBA **Date**

H9

Florida Association of City Clerks

Legislative Committee

2025-2026

Agenda Item Request

2025-2026

CHAIR
Mario Bataille, MMC
City Clerk
City of Miami Gardens
18605 NW 27th Avenue
Miami Gardens, FL 33056
305-914-9129
mbataille@miamigardens-fl.gov

Meeting Date: June 7, 2026

Title of Item: Legislative Committee Report

Executive Summary, Explanation or Background Information on Request:

The Legislative Committee actively monitored legislation during the 2026 Florida Legislative Session impacting municipal clerks, public records administration, elections, legal notices, and local government operations.

The Committee tracked the following key bills:

Legislation Monitored:

HB 247 / SB 248 – Public Records Exemption for Municipal Clerks and Staff
HB 437 / SB 770 – Public Records
SB 380 / HB 1009 – Legal Notices
HB 1051 / SB 1180 – Community Development District Recall Elections
HB 991 – Voter Registration and Elections

In support of HB 247 and SB 248, Committee members participated in outreach efforts with local legislative delegations and issued calls to action encouraging municipal clerks to engage with their legislators and local lobbyists in support of the proposed public records exemption for municipal clerks and their staff.

Legislative Session Snapshot:

Legislation Enacted

HB 991 – Voter Registration and Elections (signed into law)

Legislation Monitored but Not Passed

HB 247 / SB 248 – Public Records Exemption for Municipal Clerks and Staff
HB 437 / SB 770 – Public Records
SB 380 / HB 1009 – Legal Notices

Florida Association of City Clerks

Legislative Committee

2025-2026

Agenda Item Request

HB 1051 / SB 1180 – Community Development District Recall Elections

Statewide Issues Monitored:

State Budget (FY 2026-2027)
Property Tax Reform and Proposed Constitutional Amendment

The Committee also monitored the approval of the State's FY 2026-2027 budget and ongoing discussions regarding property tax reform, which will be presented to Florida voters through a constitutional amendment and could have significant impacts on local governments.

The Legislative Committee remains committed to advocating for legislation that supports and protects the municipal clerk profession and will continue monitoring legislative developments affecting Florida's cities and clerks.

Recommended Action:

None. This report is for informational purposes only.

M. Bataille

Mario Bataille, MMC

06/03/2026

Date

Florida Association of City Clerks

Membership Committee

2025-2026

Agenda Item Request

2025-2026

CHAIR
Tijauna L. Warner, MPA, MMC
Deputy City Clerk
City of LaBelle
481 W Hickpochee Ave
Labelle, FL 33935
863.675.2872
tiawarner@citylabelle.com

Meeting Date: June 7, 2026

Title of Item: Committee Report

Executive Summary, Explanation or Background Information on Request:

Membership Renewal Update as of May 21, 2026:
Total Members: 667
• Full Members: 562
• Honorary: 31
• Associate: 73
• Student: 1

Certified Individuals in IIMC (per the IIMC website):
MMC in Florida: 163
CMC in Florida: 276

Certified Members within FACC:
FCPC: 17
MMC: 148
CMC: 234

Members by District:
Central East: 124
Central West: 114
Northeast: 44
Northwest: 62
South: 148
Southeast: 105
Southwest: 65
Out of State: 5

Fiscal Year 2024-2025 Membership as of July 31, 2025:
Total Members: 697
• Full Members: 608
• Honorary: 29
• Associate: 59
• Student: 1

Certified Members in FACC:
MMC: 152
CMC: 238

Members by District:

Florida Association of City Clerks

Membership Committee

2025-2026

Agenda Item Request

Central East: 133
Central West: 119
Northeast: 50
Northwest: 67
South: 146
Southeast: 114
Southwest: 62
Out of State: 6

Recommended Action: None

Tijauna L. Warner, MPA, MMC	5-21-2026 **Date**

6J

Florida Association of City Clerks

Mentoring Committee

2025-2026

Agenda Item Request

2025-2026

CHAIR
Vanessa Castillo, MMC
City Clerk
City of Winter Haven
451 3rd Street Northwest
Winter Haven, FL 33881
863.291.5627
vastillo@mywinterhaven.com

Meeting Date: June 7, 2026

Title of Item: Mentoring Committee Report

Executive Summary, Explanation or Background Information on Request:

On March 12, 2026, a committee meeting was held via Zoom to review the mentor and mentee log (database) for updates which is ongoing, discuss new requests received for the Mentoring Program, and other related topics.

Mentor Requests Received:

1. Newberry - *Mentor assigned*
2. Plant City - *Mentor assigned*
3. Astatula – *No longer employed with the municipality*
4. Winter Garden - *Mentor assigned*
5. Cedar Key – *No longer employed with the municipality*
6. Cedar Key - *Mentor assigned (new clerk)*
7. Quincy - *Mentor assigned*

Conference Buddy Requests Received: *None*

Welcome/Info Email to New FACC Members from Mentoring Committee: *Sent*

On May 28, 2026, the committee met again via Zoom to review the mentor and mentee log (database) for updates which is ongoing, welcome new member Taylor Lochert (Ormond Beach), discuss new requests received for the Mentoring Program and Conference Buddy Program, confirm committee member conference attendance, and other related topics.

Mentor Requests Received:

1. Havana - *Mentor assigned*
2. Jasper - *Mentor assigned*
3. Anna Maria - *Mentor assigned*
4. Lauderdale-By-The-Sea - *Mentor assigned*
5. Parker – *Awaiting mentor assignment*
6. South Bay – *Awaiting mentor assignment*

Conference Buddy Requests Received:

1. Longwood – *Awaiting buddy assignment*
2. Marco Island – *Awaiting buddy assignment*
3. Kissimmee – *Awaiting buddy assignment*
4. Jupiter – *Awaiting buddy assignment*

Florida Association of City Clerks

Mentoring Committee

2025-2026

Agenda Item Request

Welcome/Info Email to New FACC Members from Mentoring Committee: *Sent*

Pairing Emails: *Most have been sent and assigned; others are pending a match.*

Our goal as a committee is to continue increasing mentee and mentor opportunities and provide an invaluable service to our members.

Recommended Action: None

Vanessa Castillo — May 28, 2026

Vanessa Castillo, MMC — **Date**

Florida Association of City Clerks

Nominating Committee

2025-2026

Agenda Item Request

2025-2026

CHAIR
Patricia J. Burke, MPA, MMC, FCPC
Town Clerk-Manager
Town of Palm Shores
5030 Paul Hurtt Ln
Palm Shores, FL 32940
321.242.4555
townhall@townofpalmshores.org

Meeting Date: June 7, 2026

Title of Item: Nominating Committee Report

Executive Summary, Explanation or Background Information on Request:

Recommended Action:

Nothing to report.

/ap _____ 6/1/2026 _____
Patricia J. Burke, MPA, MMC, FCPC **Date**

Florida Association of City Clerks

Professional Education Committee

2025-2026

Agenda Item Request

2025-2026

CHAIR
Patricia J. Burke, MPA, MMC, FCPC
Town Clerk-Manager
Town of Palm Shores
5030 Paul Hurtt Ln
Palm Shores, FL 32940
321.242.4555
townhall@townofpalmshores.org

Meeting Date: June 7, 2026

Title of Item: Professional Education Committee Report

Executive Summary, Explanation or Background Information on Request:

Nothing to report.

Recommended Action:

/ap _____ 6/1/2026 _____
Patricia J. Burke, MPA, MMC, FCPC **Date**

6M

Florida Association of City Clerks

Resolutions Committee

2025-2026

Agenda Item Request

2025-2026

CHAIR

Jennifer Nanek, CMC
City Clerk
City of Lake Wales
201 W. Central Ave
Lake Wales, FL 33853
863-678-4182x1254
jnanek@lakewalesfl.gov

Meeting Date: June 7, 2026

Title of Item: Resolutions Committee

Executive Summary, Explanation or Background Information on Request:

The Resolutions Committee prepared and mailed out the following resolutions for 2025-2026:

Resolution No.	Clerk Name and Municipality or Topic	Resolution Purpose
2026-96	Julie Hennessy, City of DeLand	Retirement
2026-97	Stacey Johnston, City of Holmes Beach	Retirement

Recommended Action: None.

Jennifer Nanek 5/12/2026

Jennifer Nanek, CMC **Date**

N9

Florida Association of City Clerks
Summer Conference & Academy Host Committee
2025-2026

Agenda Item Request

2025-2026

CHAIRPERSON

Genesis Guevara
Deputy Town Clerk
Town of Surfside
9293 Harding Avenue
gguevara@townofsurfsidefl.gov

Meeting Date: June 7, 2026

Title of Item: **Committee Report**

Executive Summary, Explanation or Background Information on Request:

The Summer Conference & Academy will be held June 7-10, 2026 in Fort Myers at the Luminary Hotel & Co. The Host Committee looks forward to welcoming all Municipal Clerks for a great conference full of learning, fun, and networking.

Fort Myers

- Fort Myers is located on the southwest coast of Florida, situated along the Caloosahatchee River near where it flows into the Gulf of Mexico
- Fort Myers, Florida was originally established as a U.S. military outpost in 1850 during the Third Seminole War and it was incorporated in 1905. Today it stands as a vibrant city of roughly 100,000 residents, celebrated for its warm climate, rich history, and waterfront lifestyle.

Opening Ceremony

Monday, June 8th at 8:30 a.m. - 9:45 a.m.
Welcome Address – Mayor Kevin B. Anderson, City of Fort Myers
Presentation of colors – City of Fort Myers Police Department Honor Guard
Invocation – Chaplain Raphael Rosado, City of Fort Myers Police Department
National Anthem – Alice Rollins, St. Francis Xaxier Catholic School (7th Grade)

Welcome Reception

Monday, June 8th at 5:00 p.m. – 6:00 p.m.
Exhibit Hall at Luminary Hotel

The Committee will be in charge of providing a small cake and 50 cupcakes (with containers). The hotel staff will be storing the cake and cutting it as well at no extra fees.

The Networking Spot

Monday, June 8th at 6:00 p.m. – 8:00 p.m.
Sunset Patio at the Beacon Social Drinkery (Hotel Rooftop)
Space reserved for 40 attendees

Games and prizes*:* Two games to play as ice breakers during the event, winners will receive a Target and Starbucks gift card of $20.

Pre-ordered appetizers:
• Wagyu Beef Sliders
• Honey Fried Chicken Sliders

Florida Association of City Clerks
Summer Conference & Academy Host Committee
2025-2026

Agenda Item Request

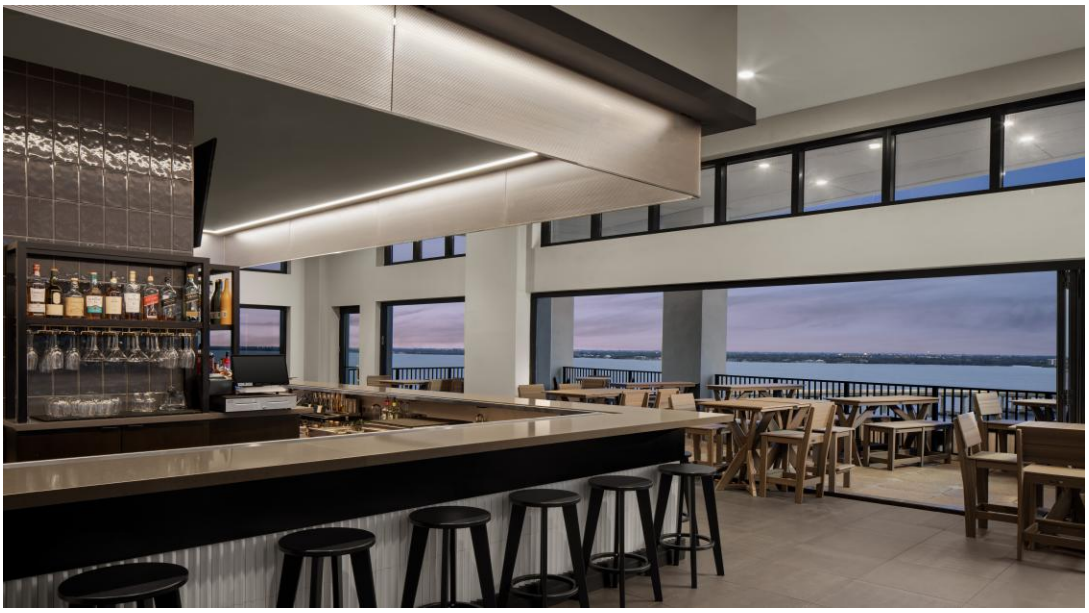
- Cheese and Charcuterie
- Tuna Nachos
- Chips and Dip
- Fig & Goat Cheese Flatbreads

Cap the tab of $2,000. All charges will be posted to FACC's Master Account. FACC is responsible for a $2,000 spend. Pre-ordered apps total $679.00, which leaves $1,130 for drinks. Rooftop staff will inform once the $2,000 is approaching.

Note: Any drinks requested after the tab is closed is the responsibility of the individual requesting the drink. The FACC is paying a service fee; however, individual gratuities for service are not included.

Weather Contingency: All large group bookings are guaranteed indoor space in case of inclement weather.

Each attendee will receive a wristband when entering the venue for group identification to order drinks.



Clerks' Night Out
Tuesday, June 9 from 5:45 p.m. – 8:30 p.m.
Topgolf - 2021 Topgolf Way, Fort Myers 33913

Important information:
- Miami-Dade County Municipal Clerk's Association donated a sum of $400 towards the Clerks' Night Out.
- FACC provided a bus transportation from the Luminary Hotel to the venue and back (Dolphin Transportation).

Florida Association of City Clerks
Summer Conference & Academy Host Committee
2025-2026

Agenda Item Request

- 5 bays were reserved for 30 guests.

Timeline:
- 5:45 p.m. – Attendees meet in lobby to board bus (Dolphin Transportation)
- 5:45 p.m. – 6:30 p.m. – Bus transportation to venue
- 6:30 p.m. – 8:30 p.m. – Event
- 8:30 p.m. – Attendees depart for hotel

Menu
- Buffalo Chicken Dip
- Queso + Guac + Salsa + Chips
- Cheese + Charcuterie + Hummus & Crudite
- Donut Holes + Chocolate and Raspberry Sauces
- Fountain Soda, Iced Tea, Coffee, and Water

Note: Guests will pay for individual alcoholic beverages or consumption tab.

Welcome/Registration Bags

Committee will meet Sunday, June 7th at 2pm to stuff registration bags.

Many donations have been received for welcome bags.

Committee Members:

Genesis Guevara (Chair), Deputy Town Clerk, Town of Surfside
Lilliana Baker, CMC, Deputy City Clerk, City of Fort Myers
Jacqueline M. Burgess, Deputy City Clerk, City of West Palm Beach
Mary Hagemann, CMC, City Clerk, City of Fort Myers
Lezli Merritt, MPA, City Clerk, City of Belleview
Jennifer Myers, CMC, Recording Specialist, City of Fort Myers
Anna Rottermond, MMC, Deputy City Clerk, City of Eustis

Recommended Action: informational only

_____ 6/7/2026

Genesis Guevara, Deputy Town Clerk **Date**

7A

Florida Association of City Clerks

Executive Director

2025-2026

Agenda Item Request

2025-2026

EXECUTIVE DIRECTOR

Allison Payne
Florida Association of City Clerks
Post Office Box 1757
Tallahassee, FL 32302
850.701-3602
850-545-2755 (cell)
apayne@flcities.com

Meeting Date: June 7, 2026

Title of Item: **Executive Director Report**

Executive Summary, Explanation or Background Information on Request:

Since the last Board Meeting, the FACC team has remained focused on preparing for the Summer Conference and Academy while continuing to manage the day-to-day operations that keep the Association running smoothly. This year, we have reinvigorated the FACC website, refreshed the Association's logo, surveyed Florida's municipal clerks regarding their educational needs, and continued implementing initiatives designed to better support and serve our members.

We are excited to welcome nearly 200 members to this year's Summer Conference and Academy in Fort Myers. Thanks to the outstanding efforts of the Professional Education Committee (PEC), the Institute of Government, and the Host Committee, we have developed a dynamic program filled with valuable educational opportunities, meaningful networking, and engaging discussions for attendees.

It has been a pleasure working alongside President Garcia-Beckford throughout the past year, and we look forward to continuing that momentum with President-Elect Basel as we prepare for another successful year for the Association.

I also want to express my sincere appreciation for Rachel, Meredith, and Zac. Their professionalism, dedication, and commitment to FACC continue to strengthen the Association and support our members in countless ways. I am incredibly grateful to work alongside such a talented team.

Finally, thank you for your continued service to both your municipalities and FACC. Your leadership, dedication, and willingness to serve make a lasting impact on municipal government throughout Florida, and we deeply appreciate all that you do.

Recommended Action: n/a

/ap _____ **6/7/26** _____

Allison Payne, Executive Director **Date**

Florida Association of City Clerks

Institute of Government

2025-2026

Agenda Item Request

2025-2026

FACC INSTITUTE DIRECTOR

Jenny Anderson,
Program Director
John Scott Dailey Florida Institute
of Government at FSU
3200 Commonwealth Blvd., Suite 7
Tallahassee, FL 32303
Phone: (850) 645-6700
Fax: (850) 487-0041
E-mail: jlanderson@iog.fsu.edu

Meeting Date: June 7, 2026

Title of Item: FACC Institute Director Report (January – May 2026)
Executive Summary, Explanation or Background Information on Requests

- Prepared Clerk-led webinar "What Every Clerk Needs to Know About Municipal Elections;" reviewed Ideas to Actions (ITAs) forms submitted for this webinar; and, issued Certificates of Completion to those with approved ITAs.
- Completed the 2026 Summer Conference & Academy education program.
- Began planning FACC's third quarter webinar "Writing Ordinances and Resolutions" August 20, 2026.
- Began planning 2026 Fall Academy education program.
- Attended IIMC Institute Directors Meeting and Annual Conference in Reno, NV.
- Ongoing activities:
    - Review for approval ITAs submitted and issue Certificates of Completion for those participating in FACC's e-Learning program.
    - Respond to phone and e-mail requests from individual City Clerks, both FACC members and non-members, regarding certification requirements, general and specific program information, and lost or misplaced certificates from past Institutes, Academies and webinars.

Recommended Action: Information Only

Jenny Anderson, Institute Director

June 7, 2026
Date

7C

Florida Association of City Clerks

Sponsors & Exhibitors Report

2025-2026

Agenda Item Request

2025-2026

CONSULTANT

Message Matters, Inc

Dani Dahlberg
813-749-7133 landline
Dani@LGMatters.com

Meeting Date: June 7, 2026

Title of Item: Corporate Consultant Report

Executive Summary, Explanation or Background Information on Request:

I am looking forward to the next few days and a great event. A total of $55,500 was raised (this includes the Fall Academy neck wallets). We have the same number of booths as last year, 32, and we have 15 sponsors (two more than last year). All funds have been collected.

There are five companies who are completely new to FACC and three who have not been with us in at least a couple of years. I hope this will offer our members a good mix of new solutions while having the ability to maintain relationships.

As the board adopted last fall, we are doing the passport game and are offering vouchers to cover the cost of lunch for clerk attendees on Tuesday.

To aid in future success for FACC, please encourage your fellow attendees to join you in the exhibit hall when it is open.

Regarding Directory fundraising; as of this report, $6,100 has been committed. All but one ad is paid. I will work through the sign-up deadline of August 21 to get additional reservations and gather the artwork.

I will also work with Rachel over the summer/fall by aiding in proofing the directory and with distribution to advertisers.

Recommended Action: N/A

Dani Dahlberg 5/11/26

Dani Dahlberg **Date**

8A

ITEM NUMBER 8A
2026-2027 BOARD OF DIRECTORS MEETINGS SCHEDULE

DISCUSSION:

The 2026-2027 Board of Directors Meetings schedule is attached for your information.

REQUESTED ACTION:

None. For information only.

ATTACHMENTS:

2026-2027 Board of Directors Meetings Schedule

FACC Board Meetings and Report Due Dates

Fiscal Year 2026 - 2027 (August 1, 2026 - September 30, 2027)

NOTE: Meeting dates subject to change or cancellation; proper notification will be provided.

DATE	MEETING TYPE	LOCATION	TIME	REPORT DUE
7/16/2026	Board Meeting	Zoom	10:30 a.m. ET	None*
10/4/2026	Board Meeting	Palmetto Marriott Resort & Spa, Palmetto	5:30 p.m. ET	Required Report Due 9/25/2026
12/17/2026	Board Meeting	Zoom	10:30 a.m. ET	None*
2/18/2027	Board Meeting	Zoom	10:30 a.m. ET	None*
4/15/2027	Board Meeting	Zoom	10:30 a.m. ET	None*
5/6/2027	Board Meeting	Zoom	10:30 a.m. ET	None*
7/25/2027	Board Meeting	The Vinoy Resort & Golf Club, St. Petersburg	5:45 p.m. ET	Required Report Due 7/16/2027
9/16/2027	Board Meeting	Zoom	10:30 a.m. ET	None*

Only submit a report if you have something to share for the Board's information or need Board's approval.