



Florida Association of City Clerks

2025 Summer Conference & Academy

July 13-16, 2025

**JW Marriott Miami Turnberry Resort & Spa
Aventura**

#FACCSummer2025

TENTATIVE GENERAL SCHEDULE*

SUNDAY, JULY 13

7:30 a.m. - 8:30 a.m.	Light Continental Breakfast
7:30 a.m. - 4:30 p.m.	Registration Desk Open
8:30 a.m. - 4:00 p.m.	Athenian Dialogue – <i>Make Your Bed: Little Things That Can Change Your Life ... and Maybe the World</i>
8:30 a.m. - 4:00 p.m.	Athenian Dialogue – <i>Things You Save in a Fire</i>
10:30 a.m. - 10:45 a.m.	Refreshment Break
12:00 p.m. - 1:30 p.m.	Lunch (On Your Own)
3:00 p.m. - 3:15 p.m.	Refreshment Break
4:30 p.m. - 5:30 p.m.	First-Time Attendees Important Orientation and Education Basics
6:45 p.m. - 8:00 p.m.	FACC Board of Directors Meeting

MONDAY, JULY 14

7:00 a.m. - 8:30 a.m.	Light Continental Breakfast
7:00 a.m. - 5:00 p.m.	Registration Desk Open
7:00 a.m. - 5:00 p.m.	Silent Auction Bidding Open
7:30 a.m. - 8:15 a.m.	District Meetings
8:30 a.m. - 9:45 a.m.	Opening Ceremonies and Keynote Address – A Public-Sector Life: The Good, the Bad, and Sometimes Ugly Realities
9:45 a.m. - 10:00 a.m.	Refreshment Break
10:00 a.m. - 12:00 p.m.	Joint Session – 2025 Legislative Update
12:00 p.m. - 1:45 p.m.	Luncheon and Annual Business Meeting
2:00 p.m. - 5:00 p.m.	Joint Session – Artificial Intelligence in Municipal Administration: Opportunities and Challenges
3:30 p.m. - 4:00 p.m.	Refreshment Break in Exhibit Hall
3:30 p.m. - 6:00 p.m.	Exhibit Hall Open
5:00 p.m. - 6:00 p.m.	Welcome Reception and President's Presentation
6:00 p.m. - 8:00 p.m.	New Member & First-Time Attendee Meetup

TUESDAY, JULY 15

7:30 a.m. - 8:00 a.m.	Light Continental Breakfast
7:30 a.m. - 3:30 p.m.	Silent Auction Bidding Open
7:30 a.m. - 5:30 p.m.	Registration Desk Open
8:00 a.m. - 10:00 a.m.	Session A – Check-In, Not Check-Out: Coaching & Mentoring Strategies to Strengthen Mental Wellness at Work
8:00 a.m. - 10:00 a.m.	Session B – Disaster Preparedness
9:45 a.m. - 3:30 p.m.	Exhibit Hall Open
10:00 a.m. - 10:30 a.m.	Refreshment Break in Exhibit Hall
10:00 a.m. - 10:30 a.m.	Directory Photos at Registration Desk
10:30 a.m. - 12:00 p.m.	Session A – Florida's Dual Office Holding Law: A Comprehensive Overview
10:30 a.m. - 12:00 p.m.	Session B – Responding to Unique Public Records Requests
12:00 p.m. - 1:30 p.m.	Sidewalk Café in the Exhibit Hall (Each conference attendee will receive one \$30 coupon to purchase lunch at the Sidewalk Café.)
12:00 p.m. - 1:30 p.m.	Directory Photos at Registration Desk
1:30 p.m. - 3:00 p.m.	Session A – Smart Socials: A No-Design-Needed Guide to Messaging Like a Municipality

TENTATIVE GENERAL SCHEDULE* CONTINUED

1:30 p.m. - 3:00 p.m.	Session B – Land Use: Permitting and Annexation
3:00 p.m. - 3:30 p.m.	Refreshment Break in Exhibit Hall
3:30 p.m.	Exhibit Hall Game Ends
3:30 p.m.	Silent Auction Bidding Concludes
3:30 p.m. - 5:30 p.m.	Session A – ChatGPT for City Clerks: Write Smarter, Save Time, and Sound Like a Human
3:30 p.m. - 5:30 p.m.	Session B – Cybersecurity Leadership and Strategy Professional Education Program in City Administration
6:00 p.m. - 9:00 p.m.	Clerks' Night Out

WEDNESDAY, JULY 16

8:00 a.m. - 8:30 a.m.	Light Continental Breakfast
8:00 a.m. - 11:30 a.m.	Registration Desk Open
8:30 a.m. - 11:30 a.m.	Closing Session – Earning a Seat at the Table
10:00 a.m. - 10:15 a.m.	Refreshment Break
10:00 a.m. - 10:15 a.m.	Directory Photos at Registration Desk
11:30 a.m. - 12:00 p.m.	Closing Remarks and Door Prizes

**Schedule subject to change*

ADVANCE REGISTRATION

All participants are encouraged to register in advance to avoid delays at the registration desk. Please complete and return the registration form and payment to FACC, P.O. Box 1757, Tallahassee, FL 32302. Make your check payable to FACC. We cannot accept purchase orders. Visa, Mastercard, American Express, or Discover Card are also accepted. **Registration forms will not be processed without payment in full.**

ONLINE REGISTRATION

Registration is available online at floridaclerks.org. You will need a username and password. **If you have never registered for an FACC event online, please contact Meredith Montgomery at 850.701.3636 or mmontgomery@flcities.com for your credentials.**

You can pay online with your Visa, Mastercard, American Express, or Discover Card, or mail your registration form and fees by check to FACC, P.O. Box 1757, Tallahassee, FL 32302. **You are not considered registered until your payment is received and processed, and you will not receive housing information until registration is paid.**

REGISTRATION FEES

Registration fees must accompany all registration forms. To qualify for the advanced registration fee, registration forms must be postmarked on/or before June 13, 2025. Registration forms postmarked after June 13, 2025, will be processed at the specified regular fee. **All registration forms must be received by June 30, 2025. If you are unable to meet this deadline, please register on-site. Credit cards are the only method of payment accepted on-site.**

FACC Retired Past Presidents are offered a 75% discount off the current registration rate. To register, contact Meredith Montgomery at mmontgomery@flcities.com.

The registration fees are as follows:

	Advanced Fee on/before June 13	Regular Fee on/after June 30
FACC Member	\$400	\$450
FACC Nonmember	\$525	\$575
Guest	\$250	\$300
Athenian Dialogue	\$100	\$115
One Day Only – Member	\$250	\$250
One Day Only – Nonmember	\$275	\$275
Guest Welcome Reception Ticket	\$60	\$60
Guest Business Luncheon Ticket	\$55	\$55
Clerks' Night Out	\$30	\$30

MEMBER/NONMEMBER REGISTRATION

Member and nonmember registration fees cover name badge, admission to all conference and academy sessions, light continental breakfasts, admission to the Exhibit Hall, refreshment breaks, Monday's Business Luncheon, Monday's Welcome Reception and President's Presentation, and one \$30 coupon to purchase lunch at Sidewalk Café in the Exhibit Hall. These fees **DO NOT** cover the Athenian Dialogue, lodging, or other meals. Registration is limited to municipal clerks and members of their office for educational and professional development.

GUEST REGISTRATION

Guest registration fees cover name badge, admission to all conference and academy sessions, light continental breakfasts, admission to the Exhibit Hall, refreshment breaks, Monday's Welcome Reception and President's Presentation, and one \$30 coupon to purchase lunch at Sidewalk Café in the Exhibit Hall. These fees **DO NOT** cover the Athenian Dialogue, Monday's Business Luncheon, lodging, or other meals. Guests are defined as spouses, partners, or other non-professional relations of delegates. **FACC members and sponsor or exhibitor representatives do not qualify for the guest registration fees.**

ADDITIONAL EVENT TICKETS

Extra tickets for the Welcome Reception and President's Presentation and the Business Luncheon may be purchased in advance or at the registration desk. The Welcome Reception and President's Presentation ticket is \$60 per person, and the Business Luncheon is \$55 per person. **Note: Your name badge must be worn for all events, and tickets must be presented to enter the events.**

DEADLINES

Hotel Cutoff	June 13
Early Registration Ends	June 13
Cancellation Requests	June 13
Registration Cutoff	June 30

REFUNDS

Cancellations must be emailed to facc@flcities.com. **All cancellations received by 5:00 p.m., Friday, June 13, 2025, will be entitled to a refund minus a \$50 administration fee.** Refunds will be issued after the event. Substitutions may be made at any time with advance notification.

HOTEL INFORMATION

To protect our room block for registrants, it is our policy that housing information is only released upon payment of registration. Once your registration is paid, you will receive housing information via email. Please note that the cutoff date to make hotel reservations is June 13. However, the room block may be filled before that date, so make your reservations as soon as possible. It is important that you register for the conference and academy early so that you have plenty of time to make your reservations.

NOTE: IF YOU MAKE YOUR HOTEL RESERVATION OUTSIDE OF OUR ROOM BLOCK, YOUR ROOM IS NOT PROTECTED, AND IF THE HOTEL BECOMES FULL, THE HOTEL COULD POSSIBLY MOVE YOU TO A DIFFERENT HOTEL.

The JW Marriott Miami Turnberry Resort & Spa will serve as the host hotel. The hotel room rate is \$209 per night plus a resort fee of \$25 per night per room (plus applicable tax). Self-parking is available at the reduced rate of \$25/day plus tax. Hotel check-in time is 4:00 p.m. Hotel checkout time is 11:00 a.m.

EDUCATION SESSIONS

Municipal Clerks attending the FACC 2025 Summer Conference and Academy have the opportunity to earn one Certified Municipal Clerk (CMC) experience point for attending the conference portion of the program and up to 15 hours (equivalent to 7.50 CMC or Master Municipal Clerk [MMC] education points) for attending the educational portion of the program. CMC/MMC hours approved by the International Institute of Municipal Clerks (IIMC) are listed after each educational session in the program. (Additional hours are awarded to those successfully completing the Athenian Dialogue.)

IMPORTANT NOTE: As full-time professionals, we understand the occasional need to step outside briefly during an educational session to answer an urgent phone call or attend to a personal matter. However, to uphold the integrity of the IIMC Certification Program and respect our fellow Clerks, any participant who misses more than 15 minutes of any session will not be allowed to earn points for that session. In addition, this policy applies to leaving any session early as well unless you have a true emergency and receive prior approval from FACC Executive Director Allison Payne (apayne@flcities.com) and/or FACC Education and Training Coordinator Amy Brewer (abrewer@fsu.edu).

Clerks who are working toward their CMC or MMC designations and wish to receive the maximum points allowable by IIMC will need to 1) have their name badge scanned after every session, and 2) complete and submit an Ideas to Action (ITA) form for each education session.

A Certificate of Completion, with educational hours earned, will be sent electronically to participants approximately 60 days following the conference and academy.

The education curriculum for both the CMC and MMC sessions was developed, reviewed, and approved by the John Scott Dailey Florida Institute of Government (IOG) at Florida State University as an IIMC-approved institute, in cooperation with the FACC Professional Education Committee and the FACC Board of Directors.

KNOW BEFORE YOU GO INFORMATIONAL WEBINAR

Please plan to attend a Know Before You Go Informational Webinar on **July 8, 2025, at 10:00 a.m.** via Zoom. Registration via Zoom will be provided in the FACC Friday Newsletter, or you can email facc@flcities.com to register for this free webinar. Attendance at this webinar is optional. This webinar is for educational purposes only; it is not approved for any CMC/MMC points or hours.

CONFERENCE BUDDY PROGRAM

Is this your first time attending an FACC Summer Conference and Academy? If so, sign up for a conference buddy by contacting FACC Mentoring Committee Chair Vanessa Castillo, MMC (City Clerk, City of Winter Haven) at vcastillo@mywinterhaven.com. A conference buddy will be assigned to you to help you navigate the event and answer any questions you may have. If you have attended past events and would like to serve as a buddy to a new attendee, please contact Vanessa.

EVENT ATTIRE

Attire for the Summer Conference and Academy is business casual. Please note that the meeting rooms can be chilly, and you may want to bring a sweater.

EXHIBIT HALL

Monday, July 14, 3:30 p.m. - 6:00 p.m. | Tuesday, July 15, 9:45 a.m. - 3:30 p.m.

Please visit the Exhibit Hall and show your appreciation to the exhibitors who help make this Summer Conference and Academy possible. All refreshment breaks occurring during exhibit hall hours, Monday's Welcome Reception and President's Presentation, and Tuesday's Sidewalk Café lunch will be held in the Exhibit Hall. **Each conference attendee will receive one \$30 coupon to purchase lunch at the Sidewalk Café.**

SIDEWALK CAFÉ IN THE EXHIBIT HALL

Tuesday, July 15, 12:00 p.m. - 1:30 p.m.

Each conference attendee will receive one \$30 coupon to purchase lunch at the Sidewalk Café. Tables and seating will be available in and near the Exhibit Hall.

EXHIBIT HALL GAME BOARD

Each registered attendee will receive an exhibit hall game board. Collect each exhibitor's signature on your game board, return your game board to the registration desk, and you will be entered into a drawing for a complimentary Fall Academy registration. The game board drawing will conclude at 3:30 p.m. during the last break held in the exhibit hall on Tuesday, July 15.

CONFERENCE PHOTO SELFIE SPOT

A conference photo selfie spot will be available. This is a great opportunity to stop by and take selfies or pictures with friends.

DIRECTORY PHOTOS

Tuesday, July 15, 10:00 a.m. - 10:30 a.m., 12:00 p.m. - 1:30 p.m.

Wednesday, July 16, 10:00 a.m. - 10:15 a.m.

Come to the Registration Desk during these times to have your picture taken for the FACC Membership Directory.

WELCOME RECEPTION AND PRESIDENT'S PRESENTATION

Monday, July 14, 5:00 p.m. - 6:00 p.m.

Begin the conference and academy by renewing acquaintances and meeting new friends. Please use this time to thank our exhibitors and sponsors for their support and our President for her service. Enjoy an early evening of light refreshments. Guests are welcome if they are registered. Additional tickets are available to be purchased at \$60 per person. No children, please.

NEW MEMBER & FIRST-TIME ATTENDEE MEETUP

Monday, July 14, 6:00 p.m. - 8:00 p.m.

Join us in the hotel lobby at 6:00 p.m. for a casual opportunity to meet and network with fellow first-time attendees and new members. There is no formal agenda, just a chance to connect! Feel free to stick around and chat, or head out to dinner together (meals are pay-on-your-own). Whether you are looking to make new connections or just get your bearings, this is a great way to start the event!

CLERKS' NIGHT OUT

Tuesday, July 15, 6:00 p.m. - 9:00 p.m.

Join us for Clerks' Night Out, a lively and memorable evening of bowling, fun, and networking taking place at Pin-stripes (19505 Biscayne Boulevard, Suite 3290, Miami), which is conveniently located within walking distance of the hotel. The cost is \$30 per person and includes food and bowling shoes. Register online with your conference registration or mail a check payable to FACC, P.O. Box 1757, Tallahassee, FL 32302. Registration deadline is July 1, 2025; on-site registrations are not available.

SILENT AUCTION

Monday, July 14, 7:00 a.m. - 5:00 p.m. | Tuesday, July 15, 7:30 a.m. - 3:30 p.m.

FACC will host the 16th Annual Silent Auction at this year's conference and academy. If you have an item you feel would work for the silent auction, please email pictures and/or a detailed description, along with estimated value, to FACC Silent Auction/50-50 Drawing Committee Chair Anna M. Hicks, CMC, CGSP (Deputy City Clerk, City of Sanibel) at anna.hicks@mysanibel.com so that bidding sheets may be prepared in advance. If you are interested in donating a gift card to create gift card bundles for the auction, please advise Anna and mail all gift cards to her so that gift card bundles and bidding sheets may be prepared in advance. The gift card(s) can be any denomination you wish to donate.

Anna's mailing address is as follows:

- Committee Chair/Deputy City Clerk Anna M. Hicks, CMC, CGSP, 239.472.3700, anna.hicks@mysanibel.com, or City of Sanibel, c/o Deputy City Clerk Anna M. Hicks, CMC, CGSP, 800 Dunlop Rd, Sanibel, FL 33957.

Of course, your participation in this auction is voluntary, but we look forward to another great year. It is a lot of fun bidding against your fellow Clerks!

Payment for auction item(s): Cash or checks are the only accepted forms of payment on-site. The auction will conclude on Tuesday, July 15, at 3:30 p.m. Items must be picked up no later than 11:00 a.m. on Wednesday, July 16.

2025 SUMMER CONFERENCE AND ACADEMY CONFERENCE SCHEDULE

*All times are Eastern Standard (ET)

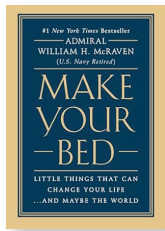
SUNDAY, JULY 13

7:30 a.m. - 8:30 a.m.

Light Continental Breakfast

7:30 a.m. - 4:30 p.m.

Registration Desk Open



8:30 a.m. - 4:00 p.m.

Athenian Dialogue: *Make Your Bed: Little Things That Can Change Your Life ... And Maybe the World**

This Athenian Dialogue discusses the book *Make Your Bed: Little Things That Can Change Your Life ... And Maybe the World* by Admiral William H. McRaven. Admiral McRaven's original speech went viral with over 10 million views. Building on the core tenets in his speech, McRaven now recounts tales from his own life and from those of people he encountered during his military service who dealt with hardship and made tough decisions with determination, compassion, honor, and courage. Told with great humility and optimism, this timeless book provides simple wisdom, practical advice, and words of encouragement that will inspire readers to achieve more, even in life's darkest moments.

Presented by: Camilla G. Pitman, MMC, Certified Professional Legal Secretary, City Clerk, Greenville, SC



8:30 a.m. - 4:00 p.m.

Athenian Dialogue: *Things You Save in a Fire**

This Athenian Dialogue discusses the book *Things You Save in a Fire* by Katherine Center. This book is not a usual choice for an Athenian Dialogue; it's a fictional story about a female firefighter, Cassie, who moves from Texas to Boston. The title refers to the metaphorical and literal things one saves in a fire, representing what is truly valuable in life. We will discuss cultural differences, gender dynamics, the protagonist's vulnerability, and the topic of bullying. There is a love story woven into this book as well. Together, these elements create a rich tapestry of storytelling that will resonate with Municipal Clerks while exploring profound emotional truths and the complexities of human relationships within their own lives as well.

Presented by: Dawn Michanowicz, MMC, EM-AP, Facilitator, Holden, MA

***About the Athenians:** These Athenian Dialogues have been pre-approved for three (3) IIMC, CMC, or MMC education points with the satisfactory, timely completion of a learning assessment. All participants must have completed the book in its entirety as a prerequisite for dialogue attendance.

10:30 a.m. - 10:45 a.m.

Refreshment Break

12:00 p.m. - 1:30 p.m.

Lunch (On Your Own)

3:00 p.m. - 3:15 p.m.

Refreshment Break

4:30 p.m. - 5:30 p.m.

First-Time Attendees Important Orientation and Education Basics

This is an informal session for new attendees to meet the FACC Board of Directors, including the current and incoming FACC presidents, the FACC executive director, FACC staff, and staff from the Florida Institute of Government. Discussion will include IIMC requirements for earning credit at the educational sessions. Please join us for a brief but informative session to learn how your association can assist you in your professional goals and challenges while also letting us get to know you.

Panelists: FACC Board Members, IOG Staff, and FACC Staff

6:45 p.m. - 8:00 p.m.

FACC Board of Directors Meeting

MONDAY, JULY 14

7:00 a.m. - 8:30 a.m.

Light Continental Breakfast

7:00 a.m. - 5:00 p.m.

Registration Desk Open

7:00 a.m. - 5:00 p.m.

Silent Auction Bidding Open

2025 SUMMER CONFERENCE AND ACADEMY

CONFERENCE SCHEDULE (CONTINUED)

7:30 a.m. - 8:15 a.m.

District Meetings

8:30 a.m. - 9:45 a.m.

Opening Ceremonies and Keynote Address – A Public-Sector Life: The Good, the Bad, and Sometimes Ugly Realities

Did you consciously choose the public sector, or do you believe it chose you? The temperament for working in the public sector requires many characteristics: some you can fake, some you are born with, and some you need to cultivate. Join your colleagues to kick off the annual conference with some insights into this 'strange realm' of working in, for, and toward the betterment of Florida's local governments with Lynn Tipton, a longtime FACC collaborator. She will share her own experiences of four decades in national and local government and deliver some truths and tools to help you manage your expectations and juggle what a public life asks of you.

Presented by: Lynn Tipton, Emeritus Faculty, Florida League of Cities

9:45 a.m. - 10:00 a.m.

Refreshment Break

10:00 a.m. - 12:00 p.m.

Joint Session – 2025 Legislative Update (2 CMC/MMC Hours)

Join us for a summary of what legislation passed and failed during the 2025 Legislative Session, as well as a review of the good and the bad and what it all means for Municipal Clerks in the future.

Presented by: Judy Meyers, MMC, City Clerk and Public Information Specialist, City of New Port Richey, and Allison Payne, Executive Director, FACC, Manager, Advocacy Programs and Federal Affairs, Florida League of Cities, Inc.

12:00 p.m. - 1:45 p.m.

Luncheon and Annual Business Meeting

2:00 p.m. - 5:00 p.m.

Joint Session – Artificial Intelligence in Municipal Administration: Opportunities and Challenges (3 CMC/MMC Hours)

This session is designed to educate municipal clerks on the benefits, risks, dangers, and specific use cases of AI in municipal government work. Beyond achieving critical AI literacy, the session will also provide attendees with a better understanding of AI's impact on the future of work, including practical strategies for skill development. Because the session will include hands-on practice, participants should bring a laptop or phone to practice with Large Language Models (LLMs) during this session.

Presented by: Mike Kentz, Founder and CEO of AI Literacy Partners

3:30 p.m. - 4:00 p.m.

Refreshment Break in Exhibit Hall

3:30 p.m. - 6:00 p.m.

Exhibit Hall Open

5:00 p.m. - 6:00 p.m.

Welcome Reception and President's Presentation in Exhibit Hall

6:00 p.m. - 8:00 p.m.

New Member & First-Time Attendee Meetup

TUESDAY, JULY 15

7:30 a.m. - 8:00 a.m.

Light Continental Breakfast

7:30 a.m. - 3:30 p.m.

Silent Auction Bidding Open

7:30 a.m. - 5:00 p.m.

Registration Desk Open

8:00 a.m. - 10:00 a.m.

Session A – Check-In, Not Check-Out: Coaching & Mentoring Strategies to Strengthen Mental Wellness at Work (2 CMC/MMC Hours)

Learn real-time strategies to improve workplace morale, reduce stress, and strengthen communication. City clerks will explore how to lead supportive check-ins, model emotionally intelligent (EQ) conversations, and build psychological safety in the workplace.

Presented by: Tracy Ann Duhaney, MSc., Leadership and Organizational Development Consultant, The Amboseli Group

2025 SUMMER CONFERENCE AND ACADEMY

CONFERENCE SCHEDULE (CONTINUED)

8:00 a.m. - 10:00 a.m.

Session B – Disaster Preparedness

(2 CMC/MMC Hours)

When an emergency situation hits your municipality, as the Municipal Clerk, you will be in high demand. What is the Municipal Clerk's role in these emergencies? You may have a Disaster Plan, but does it cover the "real life" details of lost records, damaged computers, and unsafe structures? Are there things your Disaster Plan or "Continuity of Operations Plan" missed? This session will help Clerks understand their role in planning and preparing for emergencies, whether their municipality is prepared, and know what to do to keep things running.

Presented by: Robert Pastula, Director, Emergency Management, Hendry County

9:45 a.m. - 3:30 p.m.

Exhibit Hall Open

10:00 a.m. - 10:30 a.m.

Refreshment Break in Exhibit Hall

10:00 a.m. - 10:30 a.m.

Directory Photos at Registration Desk

10:30 a.m. - 12:00 p.m.

Session A – Florida's Dual Office Holding Law: A Comprehensive Overview

(1.5 CMC/MMC Hours)

This session will provide an in-depth examination of Florida's dual office holding laws, exploring their legal framework and ethical considerations. Participants will gain a thorough understanding of the implications of holding multiple public offices within the state, ensuring informed decision-making and compliance with state regulations.

Presented by: Alison F. Smith, Partner, Weiss Serota Helfman Cole + Bierman, Attorneys at Law

10:30 a.m. - 12:00 p.m.

Session B – Responding to Unique Public Records Requests

(1.5 CMC/MMC Hours)

While all clerks facilitate access to inspect and copy public records, not all public records requests are the same. Join this session to discuss some of the more unique, unorthodox, and sometimes challenging requests governmental entities

can encounter and how you can better prepare your office and community.

Presented by: Randy D. Mora, Esq., Partner, Trask Daigneault LLP, Clearwater, Florida

12:00 p.m. - 1:30 p.m.

Sidewalk Café in Exhibit Hall

Each conference attendee will receive one \$30 coupon to purchase lunch at the Sidewalk Café.

12:00 p.m. - 1:30 p.m.

Directory Photos at Registration Desk

1:30 p.m. - 3:00 p.m.

Session A – Smart Socials: A No-Design-Needed Guide to Messaging Like a Municipality

(1.5 CMC/MMC Hours)

Let's be real: not every city clerk has a graphic designer, social media team, or 27 hours a day – and that's okay. In this session, we'll skip the fancy tools and dive into practical ways to make your city's message shine *just as you are*. We'll cover how to turn your camera roll into community gold, simplify your strategy using content pillars, and write captions that sound like a human (because you are one). Whether your municipality has five people or five departments, this class gives you the confidence – and the system – to create consistent content that connects. Bring your smartphone, your everyday moments, and your love for your community. We'll handle the rest – with a little marketing magic sprinkled in.

Presented by: Aerial Payne, Founder of Maranta Copy Co. / Digital Marketing Educator & Public Speaker

1:30 p.m. - 3:00 p.m.

Session B – Land Use: Permitting and Annexation

(1.5 CMC/MMC Hours)

City ordinances serve as the framework for guiding urban development, ensuring that changes such as annexation are planned, regulated, and properly implemented. As city clerks, you play a key role in this process by maintaining comprehensive records, supporting the communication of ordinance changes, and assisting in the efficient application of these regulations. Your work helps ensure that ordinances are not only passed but also properly executed to shape the future of your city.

Presented by: Lorrainia Belle, Town Planner, Bay Harbor Islands

2025 SUMMER CONFERENCE AND ACADEMY

CONFERENCE SCHEDULE (CONTINUED)

3:00 p.m. - 3:30 p.m.

Refreshment Break in Exhibit Hall

Company door prizes will be awarded during the break. Must be present to win.

3:30 p.m.

Exhibit Hall Game Ends

(Submit your completed forms to the Registration Desk)

3:30 p.m.

Silent Auction Bidding Concludes

3:30 p.m. - 5:30 p.m.

Session A – ChatGPT for City Clerks: Write Smarter, Save Time, and Sound Like a Human

(2 CMC/MMC Hours)

Calling all overworked, under-cafeinated city clerks! If you're juggling meeting recaps, public notices, follow-up emails, and the occasional social media post... this session will introduce you to your new favorite coworker. Join Aerial Payne for a crash course in using ChatGPT to streamline your workflow, simplify your communication, and get your message across with clarity (and maybe even a little flair). You'll learn how to prompt like a pro, repurpose content you already have, and write faster without sacrificing quality. Whether you're a one-person show in a small town or part of a communications team in a larger city, this hands-on session will equip you with the tools – and prompts – to do your job better, faster, and with way less stress. No coding, tech-speak, or AI degree required. Just bring your laptop or phone, your real-world workload, and a readiness to let ChatGPT work a little magic for you.

Presented by: Aerial Payne, Founder of Maranta Copy Co. / Digital Marketing Educator & Public Speaker

3:30 p.m. - 5:30 p.m.

Session B – Cybersecurity Leadership and Strategy Professional Education Program in City Administration

(2 CMC/MMC Hours)

The Cybersecurity Leadership and Strategy Professional Education Program is designed to arm elected officials and municipal and state leaders with essential skills in cybersecurity policy, strategy, and response. The program focuses on the requirements of the 2022 Local Government Cybersecurity Act, Florida Statute Section 282.3185. Utilizing the NIST Cybersecurity Framework as a benchmark throughout its mod-

ules, the program ensures alignment with best cybersecurity practices. It's tailored to accommodate the varied leadership levels and contexts within local governments. The program incorporates a series of experiential exercises and simulations, challenging participants to identify threats, formulate strategies, and respond to cyberattacks in realistic scenarios, including those relevant to the 2022 Local Government Cybersecurity Act.

Presented by: Adonis Sardinias, MBA, Adjunct Lecturer, Jack D. Gordon Institute for Public Policy, FIU

6:00 p.m. - 9:00 p.m.

Clerks' Night Out (Pre-Registration Required)

WEDNESDAY, JULY 16

8:00 a.m. - 8:30 a.m.

Light Continental Breakfast

8:00 a.m. - 11:30 a.m.

Registration Desk Open

8:30 a.m. - 11:30 a.m.

Closing Session – Earning a Seat at the Table

(3 CMC/MMC Hours)

Earning a seat at the table means more than being invited; it means showing up ready to lead. This dynamic session is designed to help leaders confidently share new ideas, align with executive priorities, and influence outcomes with purpose and clarity. Participants will explore how to think strategically, communicate effectively, and build the skills necessary to drive impact at the highest levels. Whether you're stepping into the room for the first time or looking to lead with more authority, this session equips you with the mindset and skills to make your voice count.

Presented by: Tim Bolduc, CPM, President, TBSpeaks, Inc.

10:00 a.m. - 10:15 a.m.

Refreshment Break

10:00 a.m. - 10:15 a.m.

Directory Photos at Registration Desk

11:30 a.m. - 12:00 p.m.

Closing Remarks and Door Prizes

2025 FACC Summer Conference and Academy

July 13-16 • JW Marriott Miami Turnberry Resort & Spa • Aventura

Florida Association of City Clerks • P.O. Box 1757 • Tallahassee, FL 32302 • 850.222.9684 • Fax 850.222.3806

If you print out this document for completion, please print legibly or type information. Otherwise, you may type directly in this document. Return completed forms with registration fees to FACC, P.O. Box 1757, Tallahassee, FL 32302 or email facc@flcities.com. Make checks payable to FACC.

Complete a separate form for each registrant. Advance registration will only be processed if full payment accompanies this form. If paying by credit card, only Visa, Mastercard, American Express, or Discover Card will be accepted. This form is for conference registration only and not for hotel reservations.

Please type or print clearly.

Full Name: _____ First Name or Nickname: _____
(As you wish it to appear on your badge)

Title: _____ Affiliation: _____
(City, County, or Government)

Mailing Address: _____

City: _____ State: _____ Zip: _____ FACC District: _____

Work Phone: _____ Fax Number: _____

Email Address: _____

Current Certification (i.e. CMC/MMC): _____ First-Time Attendee?: ☐ Yes ☐ No

Guest Information

Spouse/Guest Full Name: _____ First Name or Nickname: _____
(if attending)

Spouse/Guest Full Name: _____ First Name or Nickname: _____
(if attending)

Payment and class roster (next page) must accompany each registration.

Use one registration form per registrant. Registration fees cover name badge, admission to all sessions, light continental breakfasts, admission to the Exhibit Hall, refreshment breaks, Monday's Business Luncheon, Monday's Welcome Reception and President's Presentation, and one \$30 coupon from FACC to purchase lunch at the Sidewalk Café. Spouse/guest registration fees cover all of the above except Monday's Business Luncheon; tickets can be purchased separately for this event. Pre-conference Athenian Dialogues require an additional registration fee and pre-registration.

Special Needs: If you are physically challenged and/or require special services, or if you have dietary needs, please attach a written description to your advance registration form.

I require a special diet: ☐ Yes ☐ No If so, what? _____

Cancellations must be received and confirmed in writing by 5:00 p.m. on June 13, 2025, in order to be eligible for a refund of the registration fees. All cancellations are charged an administration fee of \$50, which will be deducted from the refund. No refunds will be given after the June 13 deadline, and all refunds will be processed after the event.

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Registration Type	Quantity	Advanced Fee on/before June 13	Quantity	Regular Fee on/before June 30	Fee Paid
FACC Member	_____	\$400.00	_____	\$450.00	= _____
FACC Nonmember	_____	\$525.00	_____	\$575.00	= _____
Guest	_____	\$250.00	_____	\$300.00	= _____
Other Fees					
Athenian Dialogue	_____	\$100.00	_____	\$115.00	= _____
Guest Welcome Reception Ticket	_____	\$60.00	_____	\$60.00	= _____
Guest Business Luncheon Ticket	_____	\$55.00	_____	\$55.00	= _____
One Day Only – Member	_____	\$250.00	_____	\$250.00	= _____
One Day Only – Nonmember	_____	\$275.00	_____	\$275.00	= _____
Clerks' Night Out	_____	\$30.00	_____	\$30.00	= _____
Payment Information: Make check payable to FACC.					

PROGRAM: Please indicate your preference of the sessions by placing an “X” before the program title.

SUNDAY, JULY 13

8:30 a.m. - 4:00 p.m.

- ☐ Athenian Dialogue – *Make Your Bed: Little Things That Can Change Your Life ... And Maybe the World*

8:30 a.m. - 4:00 p.m.

- ☐ Athenian Dialogue – *Things You Save in a Fire*

4:30 p.m. - 5:30 p.m.

- ☐ First-Time Attendees Important Orientation and Education Basics

6:45 p.m. - 8:00 p.m..

- ☐ FACC Board of Directors Meeting

MONDAY, JULY 14

7:30 a.m. - 8:15 a.m.

- ☐ District Meetings
Provide district name: _____

8:30 a.m. - 9:45 a.m.

- ☐ Opening Ceremonies and Keynote Address – A Public-Sector Life: The Good, the Bad, and Sometimes Ugly Realities

10:00 a.m. - 12:00 p.m.

- ☐ Joint Session – 2025 Legislative Update

12:00 p.m. - 1:45 p.m.

- ☐ Luncheon and Annual Business Meeting (not included with guest registration)

2:00 p.m. - 5:00 p.m.

- ☐ Joint Session – Artificial Intelligence in Municipal Administration: Opportunities & Challenges

5:00 p.m. - 6:00 p.m.

- ☐ Welcome Reception and President's Presentation

TUESDAY, JULY 15

8:00 a.m. - 10:00 a.m.

- ☐ Session A – Check-In, Not Check-Out: Coaching & Mentoring Strategies to Strengthen Mental Wellness at Work

8:00 a.m. - 10:00 a.m.

- ☐ Session B – Disaster Preparedness

10:30 a.m. - 12:00 p.m.

- ☐ Session A – Florida's Dual Office Holding Law: A Comprehensive Overview

10:30 a.m. - 12:00 p.m.

- ☐ Session B – Responding to Unique Public Records Requests

1:30 p.m. - 3:00 p.m.

- ☐ Session A – Smart Socials: A No-Design-Needed Guide to Messaging Like a Municipality

1:30 p.m. - 3:00 p.m.

- ☐ Session B – Land Use: Permitting and Annexation

3:30 p.m. - 5:30 p.m.

- ☐ Session A – ChatGPT for City Clerks: Write Smarter, Save Time, and Sound Like a Human

3:30 p.m. - 5:30 p.m.

- ☐ Session B – Cybersecurity Leadership and Strategy Professional Education Program in City Administration

6:00 p.m. - 9:00 p.m.

- ☐ Clerks' Night Out

WEDNESDAY, JULY 16

8:30 a.m. - 11:30 a.m.

- ☐ Closing Session – Earning a Seat at the Table



FLORIDA ASSOCIATION OF CITY CLERKS

FLORIDA EDUCATION FUND (FEF)

DONATION FORM

2025 FACC Summer Conference and Academy

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

The FEF is funded through direct donations of Florida clerks, supporting agencies, individuals, corporations, or bequeaths and endowments similar to the IIMC Education Foundation. The intent of FEF is to "supplement" the current educational budget – not offset the currently budgeted funds.

To recognize and thank our donors annually, a list of contributors will appear in the Summer Conference and Academy Program.

To submit your donation, you can pay by check (make payable to FACC), or you can contact FACC to set up an invoice and then log in to the FACC portal to pay online with a credit card.

Please check one box: ☐ **One-Time Contribution** ☐ **Annual Contribution (*Invoice me annually*)**

Please check box:

- | | |
|---|--|
| <input type="checkbox"/> \$5.00 (Friend) | <input type="checkbox"/> \$50.00 (Diamond) |
| <input type="checkbox"/> \$10.00 (Silver) | <input type="checkbox"/> \$100.00 (Platinum) |
| <input type="checkbox"/> \$25.00 (Gold) | <input type="checkbox"/> Other _____ |

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

NOTE: Due to FACC's IRS tax status, donations are not tax-deductible; however, the benefits of the high-level education and highly sought-after trainers will far outweigh the tax benefits.