

## CLERK EVALUATION

This evaluation period concludes my 15<sup>th</sup> year as Clerk of the Commission for the City of Gainesville. I also worked for nearly a year as a grant administrator for the Gainesville Police Department in 1993, for nearly 16 years of service to the City of Gainesville as of December 1, 2008.

### RECENT ACHIEVEMENTS

1. The Lobbyist registration program was placed in the office of the Clerk of the Commission. A copy of the most recent registry is attached. A recent hire in the Clerk's Office has assumed the role of staffing this registry while also fulfilling traditional duties in the office. This is the second registry integrated into the Clerk's Office recently.
2. Professional Education Committee-Florida Association of City Clerks  
Institute Committee-Florida Association of City Clerks
3. Student Adjunct Reform Completed
4. Continued integration of Legistar and Granicus programs
5. Proactive in new workplace violence program. Clerks Office employees were the first non management employees trained in this new program

### GOALS

1. Canvass Board/Elections
2. Assist Community Development Department with placing meetings on-line
3. Continued Budget Examination
4. Florida Association City Clerks-Possible 2<sup>nd</sup> VP candidacy

# THE MUNICIPAL CLERK



# SERVICE AWARD

presented to

*Kurt M. Lannon*

In appreciation of your 15 years

of dedicated service to the City of Gainesville

completed December 1, 2008.

*Regina Hannon*

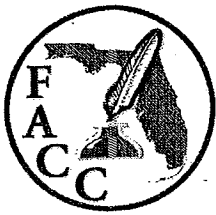
Mayor

## Registered Lobbyists

Lobbyist	Company	Nature Of Business	Employer	From	To	Subject
Boles, Judy E	AT & T Company	Telecommunications	AT & T Florida,	11/20/2008	9/30/2009	Telecommunications
Carpenter, Ronald A	Carpenter & Roscow, P.A.	Attorney	East Gainesville Dev. Partners LLC,	12/29/2008	9/30/2009	Hatchet Creek
Carpenter, Ronald A	Carpenter & Roscow, P.A.	Attorney	Butler Enterprises,	12/29/2008	9/30/2009	DRI
Carpenter, Ronald A	Carpenter & Roscow, P.A.	Attorney	Wal-Mart Stores, Inc.,	12/29/2008	9/30/2009	Wal-Mart
Carpenter, Ronald A	Carpenter & Roscow, P.A.	Attorney	George Fletcher,	12/29/2008	9/30/2009	Walnut Creek
Carpenter, Ronald A	Carpenter & Roscow, P.A.	Attorney	53rd Avenue Business Association,	12/29/2008	9/30/2009	One-Stop Homeless Shelter
Christensen, James	Gainesville Area Chamber of Commerce	Business & Economic Opportunity for the Community	Gainesville Area Chamber of Commerce,	12/9/2008	9/30/2009	Business & Economic Opportunity for the Community
Coffey, David C.	C. David Coffey, P.A.	Attorney	Todd Powell, Plum Creek Land Company,	1/7/2009	9/30/2009	Plum Creek
Coffey, David C.	C. David Coffey, P.A.	Attorney	Roger, Oscar, Roger Development Grp.	2/3/2009	9/30/2009	CRA Funding for College Park Area
Coffey, David C.	C. David Coffey, P.A.	Attorney	Valenin Zahariev	2/3/2009	9/30/2009	Voluntary Annexation
Crowley, Susan S	University of Florida	Higher Education	University of Florida,	11/17/2008	9/30/2009	Higher Education
Dedenbach, Gerry R	Causseaux, Hewett & Walpole	Planner	SPE Creekside at Beville Run, LLC,	12/22/2008	9/30/2009	Land Development Creekside DRI
Gray, James F	James F. Gray PA	Attorney	Rob Zeller	2/11/2009	9/30/2009	Proposed Underage Drinking Ordinance
Hutchinson, Robert	Alachua Conservation Trust, Inc.	Executive Director	Alachua Conservation Trust	2/9/2009	9/30/2009	City and County Land Acquisition, Park
Hudson, John E.	Hudson & Company, Inc.	Building Construction, Development	VFO Properties, LLC	2/17/2009	9/30/2009	Planning and Land Mgt. Conservation
Hudson, John E.	Hudson & Company, Inc.	Building Construction, Development	Inland American Communities Group	2/17/2009	9/30/2009	Fit For Life Physical Therapy Center
Hudson, John E.	Hudson & Company, Inc.	Building Construction, Development	LRS Corporation	2/17/2009	9/30/2009	University House at Gainesville
Hudson, John E.	Hudson & Company, Inc.	Building Construction, Development	Charles Steadham	2/17/2009	9/30/2009	Verde Plaza
Lane, Seth T	Smart Growth Consulting & Development	Real Estate	SPE Creekside at Beville Run, LLC,	12/22/2009	9/30/2009	Developments South of SW 2nd Avenue, North of SW 4th Avenue
Long, Rodney J	Rodney Long Realty Services, LLC	Real Estate Services	Gipson, Floyd & Gwen,	11/3/2008	9/30/2009	Land Development Creekside DRI
Long, Rodney J	Rodney Long Realty Services, LLC	Real Estate Services	Chestnut, Christopher	11/3/2008	9/30/2009	Five Point Redevelopment Area
Long, Rodney J	Rodney Long Realty Services, LLC	Real Estate Services	LaShon Young	2/11/2009	9/30/2009	Five Point Redevelopment Area
Lopez, Vincent	AT&T Florida	Telecommunications	AT & T Florida,	10/29/2008	9/30/2009	Mom's Kitchen
Moos, Andrew J	Florida Jaycees	Bus Bench Project w/Altrusa & Jaycees	Florida Jaycees,	10/27/2008	9/30/2009	Telecommunications
McGraw, Diyonne L.	Rodney Long Realty Services, LLC	Real Estate Services	LaShon Young	2/11/2009	9/30/2009	Bus Benches
Sanders, Karl J	Edwards Cohen Sanders Dawson & Mangu, P.A.	Attorney	Edwards Coden Sanders Dawson & Mangu ,	1/13/2009	9/30/2009	Mom's Kitchen
Shelley, Linda	Fowler White Boggs, PA	Attorney	East Gainesville Dev. Partners LLC,	12/31/2008	9/30/2009	Wal-Mart; Sam's Club
						Hatchet Creek

## Registered Lobbyists

Lobbyist	Company	Nature Of Business	Employer	From	To	Subject
Springfield, Jennifer	Springfield Law, P.A.	Attorney	Springfield Law, P.A.	1/15/2009	9/30/2009	Five Point Redevelopment Area
Springfield, Jennifer	Springfield Law, P.A.	Attorney	Springfield Law, P.A.	2/5/2009	9/30/2009	Annexation of Zahariev Parcel
Sweger, Clay B	Eng, Denman & Associates, Inc.	Engineers/Surveyors/Planners	GRU,	11/6/2008	9/30/2009	Land Use/Rezoning GRU Eastside Operations Center
Sweger, Clay B	Eng, Denman & Associates, Inc.	Engineers/Surveyors/Planners	Prestige Lincoln-Mercury, Inc.,	11/6/2008	9/30/2009	Land Use/Rezoning 2140 NE 2nd Street
Sweger, Clay B	Eng, Denman & Associates, Inc.	Engineers/Surveyors/Planners	GRU,	2/18/2009	9/30/2009	Land Use Change/Deerhaven Properties
Theriaque, David A	Theriaque Vorbeck & Spain	Attorney	SPE Creekside at Beville Run, LLC,	12/22/2008	9/30/2009	Land Development Creekside DRI
Vettel, Quenta P	Wal-Mart Stores, Inc.	Senior Mgr, Public Affairs and Govt. Relations - Wal-Mart & Operations	Wal-Mart Stores, Inc.,	1/6/2009	9/30/2009	Wal-Mart, Sam's Club & NW Site
Wauford, James B	Cooper Carry	Architect	SPE Creekside at Beville Run, LLC,	12/22/2008	9/30/2009	Land Development Creekside DRI



# Florida Association of City Clerks, Inc.

Founded October 26, 1972

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

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2008-2009

## CO- CHAIRPERSONS

Andrea Lorenzo-Luaces, CMC  
City Clerk  
City of Winter Springs  
1126 E. State Road 434  
Winter Springs, FL 32708  
Telephone: (407) 327-5955  
Fax: (407) 327-4753  
Email:  
[aluaces@winterspringsfl.org](mailto:aluaces@winterspringsfl.org)

Lori McWilliams, CMC  
Village Clerk  
Village of Tequesta  
345 Tequesta Drive  
Tequesta, FL 33469  
Phone: (561) 575-6200 ext. 244  
Fax: (561) 575-6203  
Email: [lmcmwilliams@tequesta.org](mailto:lmcmwilliams@tequesta.org)

July 15, 2008

Mr. Kurt Lannon, Jr., CMC, Clerk of the Commission  
City of Gainesville  
Post Office Box 490  
Gainesville, Florida 32602

**Re: Appointment to the Professional Education Committee**

Dear Kurt:

Congratulations again on being appointed by Florida Association of City Clerks President Cyndie E. Goudeau, MMC, to the 2008-2009 Professional Education Committee.

The Professional Education Committee is such an important and vital Committee to the Florida Association of City Clerks and we are thrilled that you want to be a part of this Committee and that you are committed to providing excellent educational opportunities to our membership.

We are expecting this to be a great year full of ideas and great successes. We look forward to meeting with you and working side by side. Again, Congratulations! And we will be back in touch regarding our first Professional Education Committee meeting.

Should you have any questions, please feel free to contact us

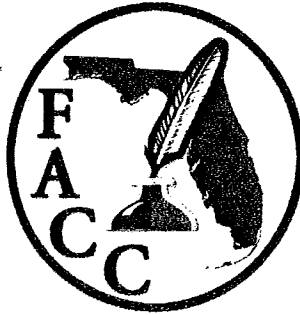
Sincerely,

Andrea Lorenzo-Luaces, CMC  
Professional Education Committee, Co-Chair  
Florida Association of City Clerks

Lori McWilliams, CMC  
Professional Education Committee, Co-Chair  
Florida Association of City Clerks

COPY: FACC President Cyndie E. Goudeau, MMC

***Celebrating Over 30 Years of Professional Education***



**Florida Association  
of City Clerks**

Is Pleased to issue this

**Certificate of Appointment**

*To*

***Kurt Lannon, CMC***

To serve as

***Institute Committee Member***

For the Year 2007 – 2008

*Sammy K. Vock*  
President

**FACC NOMINATING PROCEDURES**  
**2009-2010 OFFICERS' AND DIRECTORS' NOMINATIONS NOW BEING ACCEPTED**  
**DEADLINE FOR SUBMITTAL OF NOMINATIONS: APRIL 20, 2009**

**OPPORTUNITY CALLS! PLEASE RESPOND** to this call for leadership. FACC is looking for hard-working members to keep the organization on a successful path in the years ahead. Since leadership requires broad shoulders and caring hearts, each applicant is promised a rewarding, but tough job in advancing the FACC goals, which are shown in the manual under Policies. FACC needs nominees with creative ideas who are striving to reach their leadership potential and are looking to new horizons this century.

The FACC By-Laws outline the requirements to serve as a Director or an Officer, which are outlined below. New officers will be sworn in at the membership meeting in June and will serve for one year, with attendance required for four board meetings. Typically the meetings are held at the FACC annual conference (June), Florida League of Cities annual conference (August), Professional Education Academy (October) and one in February at a location to be determined. If you wish to serve, forward completed Nomination Forms to Tammy Vock, MMC, Nominations Committee Chair, 1053 20th Place, Vero Beach, Florida 32960, no later than April 20, 2009.

The Nominating Committee consists of Tammy Vock, MMC, Vero Beach, Chair; Jim Anderson, Cedar Grove; Karen Rogers, CMC, St. Augustine; Virginia Helper, MMC, Plant City; Lane Gamiotea, CMC, Okeechobee; Bonnie Potter, MMC, Cape Coral and Teresa Soroka, MMC, Aventura.

The Officers of the Association shall be the President, 1st Vice President and 2nd Vice President. The Board of Directors shall be comprised of the following: President, 1st Vice President, 2nd Vice President, Immediate Past President and six District Directors (one member from each of the six (6) "Geographic Districts.")

**Northwest:** Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington

**Northeast:** Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval-Jacksonville, Gilchrist, Hamilton, Lafayette, Madison, Nassau, Putnam, St. Johns, Suwannee, Taylor, Union

**Central West:** Citrus, Hernando, Hillsborough, Levy, Marion, Pasco, Pinellas, Polk, Sumter

**Central East:** Brevard, Flagler, Indian River, Lake, Martin, Okeechobee, Orange, Osceola, Seminole, St. Lucie, Volusia

**Southwest:** Charlotte, Collier, Desoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Sarasota

**Southeast:** Broward, Miami-Dade, Monroe, Palm Beach

**Qualifications:** All Officers/Directors shall be employed by a municipal government in the full-time capacity of any appointed or elected City Clerk (all references to "City" shall be interpreted to include City/Town/Village) or duly appointed Deputy City Clerk, Assistant Clerk, Clerk of the Council or Clerk performing duties commensurate to the duties performed by a City Clerk. If an Officer/Director shall cease to possess qualifications during his/her term of office for a period in excess of 90 days, he/she shall forfeit the office.

To be eligible to hold office as President, 1st Vice President, or 2nd Vice President, you must be a member of FACC for three consecutive years; be a CMC; have served at least two years as a District Director; and have attended at least two State Conferences.

No person shall be elected as President unless such person has served as Officer or member of the Board of Directors for an aggregate of three years prior to becoming President. The person serving as 1st Vice President shall be deemed automatically elected to the Office of the President for the next ensuing year following the annual meeting. The person serving as 2nd Vice President shall be deemed automatically elected to the Office of 1st Vice President for the next ensuing year following the annual meeting.

To be eligible to hold office as a District Director one must have been a member of FACC for three years; possess or be

actively pursuing the CMC designation and provide proof of such pursuit; and have served on an FACC Committee(s) for two years. The above requirements may be waived by a majority vote of the Board of Directors for those candidates who do not meet all of the requirements.

**Term of Office:** The President, 1st Vice President and 2nd Vice President shall serve no more than one full term and there is no limit on the number of consecutive terms one may serve as District Director. Each term shall consist of one year.

As provided in the By-Laws, the Florida Association of City Clerk's Board of Directors shall consist of the President, 1st Vice President, 2nd Vice President, Immediate Past President, and six District Directors (one from each of the six geographic districts), all of whom are elected at large by mail ballot (when more than one qualified candidate applies to run for a position).

**Nomination Procedures:** The FACC President shall appoint a Nominating Committee, consisting of one member from each of the six geographic districts and the Immediate Past President shall act as Chairman. The Nominating Committee shall nominate all qualified candidates for each Board position, except for the positions of President and 1st Vice President, which shall automatically be filled by the 1st Vice President and 2nd Vice President, respectively, and submit its nominations to all members who are qualified to vote. No election shall be held for any position in which there is only one applicant/nominee.

### SAMPLE OF BRIEF PROFESSIONAL PROFILE

(Name of Candidate), is the City Clerk of the City of \_\_\_\_\_ for \_\_\_\_\_ years and a member of FACC for the past \_\_\_\_\_ years. He/she is actively pursuing his/her Master Municipal Clerk/Recertification, having received the CMC designation in \_\_\_\_\_ (year). He/she has served on numerous FACC Committees, including \_\_\_\_\_ and served as Chair of the \_\_\_\_\_ Committee for two years. \_\_\_\_\_ has received the following recognitions during the course of his/her career with the City.

\_\_\_\_\_ is an active member of \_\_\_\_\_ Association(s) and has served on its Board of Directors.

\_\_\_\_\_ has earned a \_\_\_\_\_ degree in \_\_\_\_\_ from (name of school) and is pursuing his/her \_\_\_\_\_ degree. He/she has also served as an instructor at the FACC Institute, teaching the following courses: \_\_\_\_\_.

(This sample is intended to be used as a guideline only. Your professional profile should include as much information as necessary to inform those casting ballots of your qualifications for the position you are seeking). Candidates are encouraged to include a recent photograph.

### SAMPLE LETTER FROM CITY OFFICIAL SUPPORTING CANDIDATE'S NOMINATION

The City of \_\_\_\_\_ is indeed proud to endorse \_\_\_\_\_ as a candidate for the position of \_\_\_\_\_. We fully support his/her participation on the FACC Board of Directors, recognizing that a certain amount of time away from the Office is required to fulfill the duties of the position. We further understand that some travel will be involved, and we agree to assist in the funding of said expenses.

*(This letter of support must be typed on City letterhead and signed by an appropriate City official).*

**FLORIDA ASSOCIATION OF CITY CLERKS  
2009-2010 CANDIDATE NOMINATION FORM**

Name of Candidate \_\_\_\_\_ Title \_\_\_\_\_  
City \_\_\_\_\_ City Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Board Position for which nomination is being made – check one:

2nd Vice – President \_\_\_\_\_  
Northeast Director \_\_\_\_\_  
Northwest Director \_\_\_\_\_  
Central West Director \_\_\_\_\_  
Central East Director \_\_\_\_\_  
Southwest Director \_\_\_\_\_  
Southeast Director \_\_\_\_\_

Please respond to the following questions applicable to the Board position for which you are seeking nomination.

1. Number of years you have been a member of FACC: \_\_\_\_\_
2. Other positions you have held on the FACC Board: \_\_\_\_\_
3. Are you a CMC: \_\_\_\_\_ MMC: \_\_\_\_\_ If not CMC, are you actively pursuing certification \_\_\_\_\_
4. Number of years on the FACC Board as a District Director: \_\_\_\_\_
5. List of FACC Committees on which you have served and indicate the years the service occurred:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Number of FACC State Conferences you have attended: \_\_\_\_\_

DATE: \_\_\_\_\_ CANDIDATE'S SIGNATURE: \_\_\_\_\_

A Professional Profile and Letter of Support from Candidate's City MUST be attached to this Nomination Form (see samples in this edition). Incomplete Nomination Forms WILL NOT be considered. You may include information on why you would be a good candidate to serve on the FACC Board. If an election is held the membership will receive this information prior to the election.

This form and accompanying documents must be received by the 2009-2010 Nominating Committee Chair no later than April 20, 2009. Mail completed Nomination Forms to:

Tammy Vock, MMC, City Clerk  
Chair, FACC 2008-2009 Nominating Committee  
City of Vero Beach  
1053 20th Place  
Vero Beach, Florida 32960  
Phone: 772-978-4701