

July 14, 2008

Florida League of Cities, Inc.  
Attn: Florida Cities of Excellence  
301 S. Bronough Street, Suite 300  
PO Box 1757  
Tallahassee, FL 32302-1757

To Whom It May Concern:

The City Commission of the City of Flagler Beach takes great pride in nominating our long-time City Clerk, Angela M. Apperson (Angie), for City Clerk of the Year. In addition to doing the usual work of a city clerk and leading her assistant clerk and administrative assistant, Angie has, unofficially, taken on the responsibility of acting as a general office manager – always being available for assistance to the employees and department heads who work both within City Hall and in the field. This was especially true during this past year when the City lost both its Finance Director and Police Chief. She has an incredible memory, serving as “historian” to anyone who wants to know the background of an ordinance or resolution. She goes above and beyond in her service to several City boards and committees providing administrative support for not only Commission meetings, but our Economic Development Task Force, the Police/Fire Pension Board, the Special Event Planning Committee, and the Charter Review Committee. While the City was building a new Police Station this year, Angie provided administrative assistance during the bidding and construction meetings. She resolved problems when it was discovered that the original plans did not include the installation of computer and phone lines. The City has become involved in a stormwater management system for a flood-prone

area of the city and Angie has been involved in the bidding and construction phases of that project as well. Angie is extremely efficient and often willing to work extra hours or on the weekends to complete tasks. She often will go to City Hall on weekends or after usual business hours to resolve problems when the phones and/or computers fail.

Angie was recently instrumental in developing a new purchasing procedure. Prior to bringing this idea forward, she did a great deal of research. She established a committee of City employees to assist in developing the policy to ensure they would then have ownership of the concept. Once the procedure was passed by resolution of the City Commission, she made sure it was implemented with each new purchase in addition to providing the necessary paperwork. This new procedure saved the City thousands of dollars when new water meters were purchased.

During the past year, Angie took on full IT responsibility at City Hall (a job previously done by the Finance Director) and was a major player in the entire procedure of establishing the computer network system, along with the telephone system, in our new Police Station. She spends a great deal of time updating the City's website with information of importance and interest to the community, such as upcoming special events, new ordinances, meetings of and openings in City committees and boards, emergency contact information, and links to other governmental entities. She was instrumental in asking the Commission to approve a contract with a computer network maintenance company and now coordinates troubleshooting efforts with that company.

A few months ago, Flagler Beach's Public Works Director brought revisions to the fee schedule for solid waste collection to the Commission for approval. It was difficult to understand how the costs within the schedule had been created and members of the Commission asked many questions. Angie spent a great deal of time revising the schedule so that it made more sense and so that it would be more acceptable to both the Commission and community residents affected by it.

There are many special events in the City of Flagler Beach, all of which receive administrative assistance from Angie. On the first Friday of each month, the City holds a community event to encourage participation by city residents. Angie assists in coordinating the work of each department involved in ensuring the events' success, issuing flyers, putting related information on the City's website, ensuring all vendors and participants obtain the appropriate licenses and insurance, etc. The same is true of our monthly Movies in the Park events and events scheduled by non-City organizations.

Throughout the year, Angie has been involved in providing necessary census information, responding to LUCA regarding deleted, added, or amended addresses. This is but one example of her inordinate attention to detail. This skill is also obvious in her work with records management. During the past year, Angie instituted new procedures for large-scale scanning of City documents and ensuring the safety of records required by the State via off-site storage of documents. She has also created Laserfiche files of City resolutions, ordinances, and meeting minutes. In addition, she coordinates with the local

government access television station to make sure that all City Commission meetings are televised and streamed on the channel's website.

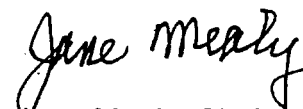
Angie is often described by her colleagues and City residents as a wonderful "team player", who follows up on all assignments and requests for information. Any residents who request information are provided with it in as short a time as possible, along with any necessary explanation to ensure their understanding.

Early this year, the Commission decided to sunset several committees and create a new task force in an effort to streamline the work of those previous committees. Angie's attention to detail and her knowledge of procedure made this transition seamless.

Although there were several opportunities for professional development during this past year, Angie recognized the dire financial situation of the City and opted to not take advantage of any of those during this time other than a GIS class to improve her mapping abilities.

The Commission of the City of Flagler Beach sincerely believes that Angela Apperson more than qualifies to be named City Clerk of the Year by the Florida League of Cities and hopes that you will agree.

Respectfully submitted,

  
Jane Mealy, Chair

for the Commission of the City of Flagler Beach