



City of Palms

CITY OF FORT MYERS, FLORIDA

CITY CLERK'S OFFICE
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Marie Adams has been with the Fort Myers City Clerk's Office since her first day of employment. Clerk Adams started as Secretary to the City Clerk on December 5, 1972, and was promoted to Administrative Secretary in October 1974. Clerk Adams became the Deputy City Clerk in April 1983 and was sworn in as City Clerk on January 16, 1990. Clerk Adams retired in July 1994 but returned as City Clerk on February 14, 1997, at the request of the Mayor, and remains as City Clerk today.

MISSION STATEMENT OF THE CITY CLERK

The mission of the City Clerk's Office is to maintain an unbiased permanent record of all proceedings; ensure the integrity of elections, documents, and history of the City; provide high quality customer service to the elected officials, general public, city staff and other government agencies. We pledge to be neutral and impartial in rendering equal service and providing information to maximize public access to municipal government.

With over 33 years of service to the City, Clerk Adams has been a permanent fixture in City Hall and has been the "go to" person to answer all types of questions. When Clerk Adams first began with the City Clerk's Office, the population was under 35,000 and the responsibilities of the Clerk's Office spanned from election, financial and budget to secretarial and minutes, and as the population has almost doubled, so have the multitude and style of responsibilities for the office. Clerk Adams has always been dependable, professional, and able to provide the best service to employees and citizens, whether someone was purchasing a cemetery lot, requesting a public record, locating a construction contract, or filing a Statement of Candidate. Clerk Adams has remarkable knowledge regarding the

entire election process and works diligently to make sure the citizen's and candidate's questions are answered and takes the initiative to mail reminders to ensure timely filing of all necessary documents.

The recent change in the form of government for the City of Fort Myers from council/mayor to council/manager, has been a cumbersome process, and with the help of Clerk Adams, the transition was made efficiently. Not only has Clerk Adams been instrumental in preparing the documents and ordinances dealing with the form of government revisions to City Code, but has also been occupied with assisting the interim-interim city manager, the interim city manager, and the regular full-time city manager, all with different managerial styles. Clerk Adams helped to educate the city managers on the past ways of doing things while utilizing the city managers' style to conform a good working relationship among all.

Several articles became bad publicity for the Fort Myers Cemetery and Clerk Adams was confronted with finding a solution to develop a new maintenance program to care and maintain the 8 cemeteries covering 67 acres. Due to budget constraints, new employees could not be hired, but Clerk Adams developed a written plan which entailed working with the cemetery crew several times throughout the day, initializing better time management, investigating historic grave stone cleaning, and instituting a more precise maintenance and cleanup program.

Clerk Adams has been committed to excellent record management and has accomplished unbelievable filing systems within the limited space of the Clerk's Office. Historic records, bonds, contracts, resolutions, ordinances, minutes, and all other important documents are scanned, filed, and maintained in impeccable order within the care of Clerk Adams. Several law suits had brought numerous cumbersome public record requests. An improved tracking system was developed by Clerk Adams for all public record requests, enabling the entire City Clerk's Office to pitch in when help is needed. Through organization and innovation, Clerk Adams has educated all her employees to be able to assist others in a professional and timely manner, in all circumstances.

A major rewrite of the Land Development Code involved working intricately with the Development Services Manager, the outside consultant, and the consulting attorney, resulting in numerous extra

hours by Clerk Adams. Her aptitude for detail, found and fixed many problems within the ordinances, allowing the revisions of the chapters to go before City Council in the correct format, therefore allowing the code changes to be enacted expeditiously.

The addition of Ward 6 brought another recent change to the City Code by revising the 15 advisory boards. The amendment would allow the Ward 6 council member to nominate a member to each board. City Council decided to end the term for all current board members on September 30, 2008, and appointments to the boards would be made so the boards would continue meeting without interruption. Clerk Adams worked with the Information Technology Services Department to place all the advisory board criteria and requirements on the City website along with the application. Clerk Adams also developed and mailed an application to all current advisory board members, including correspondence detailing the reason it was necessary to volunteer again and submit a new application. Clerk Adams instituted a program so all employees in the City Clerk's Office could locate an application, know if the application had been sent to Human Resources for the background check, or decipher which city council member had nominated the applicant. With 7 members and 2 alternates per board, the City Clerk's Office has been inundated with advisory board applications and questions, but the innovate processes put in place by Clerk Adams, has efficiently routed the applications and has made the overwhelming task, not so overwhelming.

Resolution No. 2008-8, adopted by City Council on March 3, 2008, created a temporary Citizens Police Oversight Study Committee. Prior to the adoption of the resolution, Clerk Adams took the initiative to research, within the State of Florida, which cities had an oversight committee. Clerk Adams then polled eleven of those Florida cities with in depth questions that would not only help the City of Fort Myers create a study committee, but collated materials that the study committee would use to determine how an oversight committee could function in the future. Clerk Adams formulated all the information into an easy to understand binder-format that will facilitate the committee's understanding of the information. Clerk Adams' commitment to the project will help the Citizens Police Oversight Study Committee tremendously with making important decisions.

Clerk Adams is a member of the following organizations:

- ✦ Florida Association of City Clerks
- ✦ International Institute of Municipal Clerks
- ✦ National Association of Parliamentarians
- ✦ Kentucky Colonel

Clerk Adams has volunteered and recently served on the following committees:

- ✦ By-Law Committee
- ✦ Nominating Committee
- ✦ Membership Committee
- ✦ Mentoring Program
- ✦ IIMC Convention Conveener
- ✦ 2009 Conference Committee, Chairman



Clerk Adams achieved the designation of Certified Municipal Clerk on December 1, 1991, and has continued her education toward the designation of Master Municipal Clerk, starting in January 2005. Clerk Adams has also fulfilled City requirements through specialized training and classes and has received numerous certificates of accomplishment and certificates of appreciation. Clerk Adams has all the qualities, and more, to receive the honor of Florida Cities of Excellence Award for City Clerk of the Year.